

Duluth/North Shore Sanitary District – Board of Managers

Meeting # 157 7:00 A.M February 19, 2013

French River Lutheran Church

Board Members Present: Kevin Bovee, Scott Smith, Angela Braud, Katie Kuettel, Dean Korri
Board Members Absent: None
Others Present: Mary Frances Skala, Eric Appelwick, John Bowen, Charles Furlong, Tom Pfeffer, Wendy Gustofson, Chris Vevter

1. The meeting was called to order at 7:04 A.M. by **K. Bovee**.
2. **Approve Agenda:**
 - I. **Motion** to approve Agenda as printed by **K. Kuettel**. **Second** by **D. Korri**. **Motion** passed unanimously.
3. **Meeting Minutes:**
 - I. The minutes of the regular meeting #156, January 15, 2013, **Motion** to approve the minutes by **K. Kuettel**. **Second** by **D. Korri**. **Motion** passed unanimously.
4. **Public Comments/Input: None**
5. **Communications/Correspondence:**
 - I. **W. Gustofson** discussed her correspondence to the Board regarding the odor problems at the Ryan Road location. **S. Smith** stated the Board recognizes the problem and has been looking into solutions that will work. **A. Braud** stated the odor problem has been on the agenda for several months. She recently called **E. Appelwick** to let him know of the presence of odor. **W. Gustofson** stated the odor is affecting her property value and quality of life for her family. **E. Appelwick** stated solutions were reviewed in 2005. However the cost was too high and the technology was not proven to work. **E. Appelwick** also stated several new technologies have been introduced to the market since 2005. The District's Engineer is currently evaluating possible long term solutions other than using the activated carbon that is currently onsite. **T. Pfeffer** stated approximately \$46,000 has been budgeted in 2013 as a capital improvement project associated with odor control at Ryan Road. **J. Bowen** stated he will alert **E. Appelwick** when he notices any odors. **D. Korri** suggested the pressure mainline could bypass Ryan Road and dump into lift station #1 therefore eliminating the odor problems at Ryan Road.
6. **Treasurer's Report: Scott Smith**

Payment Of Bills:

 - I. **Motion** by **S. Smith** to pay the bills as presented in the amount of \$35,414.56. **Second** by **K. Kuettel**. **Motion** passed unanimously. **K. Kuettel** noted of the \$64,051.00 of the accounts receivable, \$30,964.77 is owed by Knife River.
 - II. **S. Smith** stated he has not heard anything from Knife River other than they have engaged Russell Conrow as their attorney.
7. **Legal Issues: Fryberger, Mary Frances Skala**
 - I. **M. F. Skala** stated the Board has received the application for liability insurance, which **B. McNamara** completed and **K. Bovee** signed.
 - II. **M. F. Skala** presented two amendments to the bylaws. The first is updated language about orders and checks. Two signatures are required on District checks. The second amendment is language regarding having two vice chairs. **S. Smith** clarified the second bylaw amendment by stating the First Vice Chair is to conduct the meeting upon the absence of the Chair. The Second Vice Chair will conduct the meeting upon the absence of both the Chair and First Vice Chair. **Motion** to approve the bylaw

amendments as discussed by **K. Kuettel**. **Second** by **S. Smith**. **Motion** passed unanimously.

- III. **M. F. Skala** presented the assessment quote payoff procedure from FIOP to the Board. For a customer of D/NSSD the quote will cost \$50, which may be credited to an official quote for a title company. \$150 is the cost of an official quote that may be presented to title companies, realtors, etc. **Motion** to approve the assessment quote as presented by **S. Smith**. **Second** by **A. Braud**. **Motion** passed unanimously.
- IV. **M. F. Skala** presented the corporate account signature authorization to the Board. **Motion** to approve the corporate account signature authorization for North Shore Bank of Commerce by **K. Kuettel**. **Second** by **S. Smith**. **Motion** passed unanimously. **Motion** by **S. Smith** to appoint **A. Braud** as Second Vice Chair. **Second** by **D. Korri**. **Motion** passed unanimously.
- V. **M. F. Skala** commented on the previous month's discussion regarding findings made by the State Auditor regarding collateral. The statute requires a lending institution to secure municipal deposits over the FDIC insurance limits with collateral. **B. McNamara** will contact bank when needed.
- VI. **M. F. Skala** stated the Engineering agreement with Ayres has been presented but will require some changes before approval. **S. Smith** stated that, per the agreement, it appears the routine cost is the same as the extraordinary cost. **T. Pfeffer** said it was simply a coincidence. **S. Smith** stated that updating maps and documentation should be at the request of the Board.

8. **Engineer's Report: Ayres and Associates, Tom Pfeffer**

- I. **T. Pfeffer** stated the meeting with Minnesota Department of Health (MDH) on January 26th discussed offsets, terminology, and resolutions regarding the well placements in relation to the sewer lines. Seven sites were discussed that are in question. The Furlong property and the well permit submitted is in the process of being reviewed by MDH. Ayres is waiting for a response from MDH before any further action is taken at the Furlong property. The other six sites in question will be resurveyed in April or when the weather will allow. **T. Pfeffer** will contact the Fulongs to tell them about the discussions with MDH.
- II. **T. Pfeffer** is in the process of revising the new connection application and installation specifications.
- III. **T. Pfeffer** presented the engineering agreement to the Board to make the roles and responsibilities of the engineer clear. The Operations Committee will review the agreement for the Board. No action taken.

9. **Operations Committee: None**

10. **Operations Report: NTS, Eric Appelwick**

- I. **E. Appelwick** stated he presented the possibility of sharing the rain data with WLSSD at the FOG and I/I meeting. WLSSD will review whether or not this is feasible.
- II. **E. Appelwick** stated that Casey Werner of Ayres Associates would like to perform more H2S testing of the Ryan Road piping. The flow sensor for the area velocity needs to be replaced. The cost of the sensor is \$945.00. **E. Appelwick** recommended purchasing the replacement part. **Motion** to purchase the replacement flow sensor by **S. Smith**. **Second** by **K. Kuettel**. **Motion** passed unanimously.
- III. **E. Appelwick** stated lift station #1 upgrades have been completed. Lift station #2 was not completed due to frozen conduits. Also it was discovered that the touch screen has failed in lift station #2. The new transducer in lift station #2 cannot be installed without replacing the touch screen. Sy/Com has submitted a quote of \$975 to replace the touch screen plus labor. At that time the transducer will also be installed. **Motion** to utilize the quote from Sy/Com to replace the touch screen and verify the transducer operation at lift station #2 by **S. Smith**. **Second** by **D. Korri**. **Motion** passed unanimously. As part of the first site visit to upgrade the lift stations, Sy/Com inspected the flow meter at the

retention tank, which is working appropriately and fixed a control issue at the Inn on Gitchee Gumees.

- IV. **E. Appelwick** has requested the purchase of more odor control media for inventory. He has requested the mixture of the carbon be updated to remove more H2S than in the past. The quoted amount for two media changes is \$5130.00. **Motion** to utilize the quote from Tech Sales to purchase two media changes for \$5,130.00 by **K. Kuettel**. **Second** by **D. Korri**. **Motion** passed unanimously.
 - V. **E. Appelwick** stated the 2012 I/I and FOG report has been completed and submitted to WLSSD.
 - VI. **E. Appelwick** stated the transition from NTS to PeopleService, Inc. was postponed one month. The effective date will be March 1, 2013.
- 11. **New Business: None**
 - 12. **Old Business: None**
 - 13. **Other: None**
 - 14. **Adjourn: Motion** to adjourn meeting by **K. Bovee**. **Second** by **D. Korri**. **Motion** passed unanimously at 9:09 A.M.

Minutes Approved by:  4.16.13
Chair Date

Katherine A Kuettel 4/16/2013
Secretary Date

Next Meeting Date: The next meeting will be held at 7:00 am at French River Lutheran Church on March 19th.

Minutes taken by: Eric Appelwick
DNSSD Mtg # 157, 021913, Minutes