

Duluth/North Shore Sanitary District – Board of Managers

Meeting # 158 7:00 A.M March 19, 2013

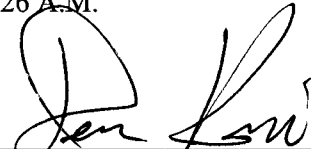
French River Lutheran Church

Board Members Present: Kevin Bovee, Scott Smith, Angela Braud, Katie Kuettel, Dean Korri
Board Members Absent: None
Others Present: Eric Appelwick, Tom Pfeffer, Chris Virta

1. The meeting was called to order at 7:08 A.M. by **K. Bovee**.
2. **Approve Agenda:**
 - I. **Motion** to approve Agenda by **S. Smith**. **Second** by **Kuettel**. **Motion** passed unanimously.
3. **Meeting Minutes:**
 - I. The minutes of the regular meeting #157, February 19, 2013. **Motion** to table the minutes by **K. Kuettel**. **Second** by **S. Smith**. **Motion** passed unanimously.
4. **Public Comment/Input:**
 - I. **None**
5. **Communications/Correspondence:**
 - I. **S. Smith** stated that he will discuss the 2011 Audit under the Treasurer's Report.
 - II. **E. Appelwick** stated he will E-mail Mrs. Gustofson and Mr. Bowen on a monthly basis regarding updates to the Ryan Road odor problem.
 - III. **T. Pfeffer** stated he spoke with Mrs. Furlong and they have decided to install the well greater than fifty feet from the sewer line. They are pursuing the proper variances with the Minnesota Department of Health.
6. **Treasurer's Report: Scott Smith**
 - I. **Motion** by **S. Smith** to pay the bills as presented in the amount of \$35,584.87. **Second** by **D. Korri**. **K. Bovee** asked for clarification on the Midway Sewer bill from 5371 Greenwood Road. **E. Appelwick** explained the contractor did not go to the eve line of the home for the sewer hookup. Therefore the existing clay pipe had failed. Shelton Excavating replaced the failed line on two separate visits. The home has resumed sewer service. **Motion** passed unanimously.
 - II. **S. Smith** stated D/NSSD has not received any recent correspondence from KRLSD regarding their past due monthly billing. A meeting is being scheduled with Mr. Russ Conrow, KRLSD Attorney.
 - III. **S. Smith** stated the first two Change of Status applications were received by D/NSSD but were attended to very slowly. **E. Appelwick** stated after he received the applications, he was unclear about the process. The process has now been clarified. The application will be updated to include an effective date, date completed, and review and approval by the District's Superintendent. The consensus of the Board was the effective date is the date the application is completed.
 - IV. **S. Smith** discussed the letter from the State Auditor's office regarding the findings for D/NSSD. The letter stated the District has improved on the segregation of duties. The second item discussed the deficiency of collateral for D/NSSD which is a banking function. The Auditor said it is D/NSSD's responsibility to notify the bank. **B. McNamara** will do this.

7. **Legal Issues: Fryberger, Chris Virta**
 - I. **C. Virta** presented the updated certification fee language to Ordinance #3. **Motion** to approve the changes to Ordinance #3 by **K. Kuettel. Second** by **S. Smith. Motion** passed unanimously.
 - II. **C. Virta** presented the Ayres Engineering Agreement. The agreement was discussed and clarified prior to the Board meeting. **Motion** to approve Ayres Associates Engineering Agreement by **K. Kuettel. Second** by **S. Smith. Motion** passed unanimously. The agreement will be reviewed annually in September and approved in December
8. **Engineer's Report: Ayres and Associates, Tom Pfeffer**
 - I. **T. Pfeffer** stated Casey Werner sent a memo to the Board regarding odor control options for Ryan Road. **T. Pfeffer** will send a monthly memo on the progress of the odor control research. Ayres will work with PeopleService and the Operations Committee to explore all options possible. **T. Pfeffer** has spoken with other professionals in the field of odor control. The consensus was the best way to control odors is to use a mixture of technologies by trial and error to create the best solution. The Vortex manufacturer has not responded to inquiries. **S. Smith** and **K. Kuettel** asked if the Larssmont community was to hook up to the system would it help the odor problem. **E. Appelwick** answered yes. The low, slow flow is causing high retention times which causes H2S production.
9. **Operations Committee: Dean Korri**
 - I. The Committee will meet in April.
10. **Operations Report: NTS, Eric Appelwick**
 - I. **E. Appelwick** discussed the transfer progress from NTS to PeopleService. PeopleService is hiring a new operator for the Duluth area facilities. This operator will be responsible for the day to day operations along with office responsibilities and will report to **E. Appelwick**.
11. **New Business: None**
12. **Old Business: None**
13. **Adjourn: Motion** to adjourn meeting by **K. Bovee. Second** by **S. Smith. Motion** passed unanimously at 8:26 A.M.

Minutes Approved by:

 5-21-13
 Vice-Chair Date

 5/21/2013
 Secretary Date

Next Meeting Date: The next meeting will be held at 7:00 am at French River Lutheran Church on April 16th.