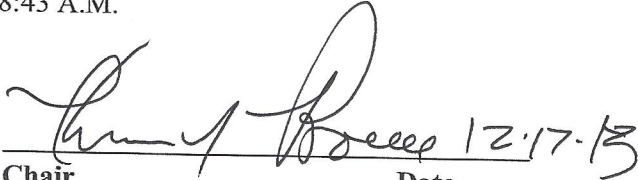


**Duluth/North Shore Sanitary District – Board of Managers**  
**Meeting # 166 7:00 A.M November 19th, 2013**  
**French River Lutheran Church**

Board Members Present:	Scott Smith, Kevin Bovee, Angela Braud, Katie Kuettel, Dean Korri
Board Members Absent:	None.
Others Present:	Eric Appelwick, Zach Meyers, Mia Thibodeau, Casey Werner, James Suchan, Patricia Suchan

1. The meeting was called to order at 7:05 A.M. by **K. Bovee**.
2. **Approve Agenda:**
  - I. **Motion** to approve Agenda as printed by **D. Korri**. **Second** by **S. Smith**. **Motion** passed unanimously.
3. **Meeting Minutes:**
  - I. The minutes of the regular meeting #165, October 15th, 2013, **Motion** to table the minutes by **K. Kuettel**. **Second** by **S. Smith**. **Motion** passed unanimously.
4. **Public Comments/Input: None.**
5. **Communications/Correspondence:**
  - I. **E. Appelwick** presented a request to install a geothermal heat pump across the easement on the gravity side of the grinder basin at 1804 Pine Park Road. **M. Thibodeau** drafted a proposed letter to the owners. **Motion** to approve the request, subject to the conditions in the letter by **D. Korri**. **Second** by **K. Kuettel**. **Motion** passed unanimously.
  - II. **E. Appelwick** presented a request to cross the easement for an invisible fence at 5333 North Shore Drive. **Motion** to approve the request by **D. Korri**. **Second** by **K. Kuettel**. After discussion, **Motion** passed unanimously.
6. **Treasurer's Report: Scott Smith**
  - I. **Motion** by **S. Smith** to pay the bills as presented in the amount of \$30,453.23. **Second** by **K. Kuettel**. After discussion, **Motion** passed unanimously.
  - II. **K. Kuettel** mentioned that the Knife River accounts receivable balance is \$90,487.
  - III. **S. Smith** discussed the 2014 hookup fee and suggested that the 3% yearly increase language be removed from the ordinance.
  - IV. **S. Smith** discussed that there should be a policy outlining that fee waiver requests need to be formally presented to the Board, either in person or in writing.
  - V. **S. Smith** stated that B. McNamara proposed a new billing method due to potential cost savings.
  - VI. **K. Kuettel** mentioned that about one quarter of the residents have prepaid their 2014 Debt Service Fee.
7. **Legal Issues: Fryberger, Mia Thibodeau**
  - I. **M. Thibodeau** reported that the election resolution has been received from the Town of Duluth, but not the Town of Lakewood. The election documents will be sent to the City of Duluth this month.
8. **Engineer's Report: Ayres and Associates, Casey Werner**
  - I. **C. Werner** updated the status of 5664 North Shore Drive. The pressure line has been tapped to the mainline. The gravity line has been stubbed from the house. There is no basin installed yet.
  - II. **C. Werner** updated the status of 7925 Congdon Blvd. The application has been approved, and specification updates have been sent to the contractor.

9. **Operations Committee:**
  - I. **E. Appelwick** stated he has been contacting Shelton Excavating about the Ryan Road manhole.
  
10. **Operations Report: PeopleService, Eric Appelwick**
  - I. **E. Appelwick** reported on the annual IPS and mainline valve inspections. **E. Appelwick** also stated that the retention tank has been winterized and the generators have been serviced.
  - II. **E. Appelwick** stated that restaurant sampling has been completed.
  - III. **E. Appelwick** stated that Steve Green from W.W. Goetsch said that they will be switching to SJE Rhombus control panels instead of SyCom panels.
  - IV. **E. Appelwick** discussed the PeopleService contract. **S. Smith** and **K. Bovee** directed **M. Thibodeau** to provide proposed revisions of the contract to People Service.
  - V. **E. Appelwick** said that only four callouts were received this month compared to the usual 10-15 callouts per month.
  
11. **New Business: None.**
  
12. **Old Business: None.**
  
13. **Adjourn: Motion** to adjourn meeting by **K. Bovee**. **Second** by **K. Kuettel**. **Motion** passed unanimously at 8:43 A.M.

Minutes Approved by:  12.17.13  
 Chair Date

Katherine A Kuettel 12/17/2013  
 Secretary Date

**Next Meeting Date:** The next meeting will be held at 7:00 am at French River Lutheran Church on December 17th.

Minutes taken by: Zach Meyers  
 DNSSD Mtg # 166, 111913, Minutes