

**Duluth/North Shore Sanitary District – Board of Managers**  
Meeting # 107

Date: December 10, 2008

Board Members Present: John Bowen, Katie Kuettel, Scott Smith and Kevin Bovee

Board Members Absent: Dean Korri

Others Present: Mia Thibodeau, Mike Appelwick, Eric Appelwick, Dawn DiMarco and John Kessler

Minutes to: Jim Anklam, Eric Appelwick, Mike Appelwick, Dan Belden, Bruce Berg, Kevin Bovee, John Bowen, Clare Carpenter, Dave Chura, Jeff Cook, City of Duluth, Duluth City Council, Duluth Township, Lars Fladmark, Jane Gilbert-Howard, Scott Harder, Al Katz, John Kessler, Lakewood Township, Don McTavish, Mel Olson, David Pierson, John Schifsky, Dick Sigel, Mary Ann Sironen, Mary Frances Skala, Scott Smith, George Sundstrom, Carol Surine and Nelson Thomas

Minutes by: Dawn DiMarco

This draft of the D/NSSD minutes has been posted solely for preliminary informational purposes. Minutes are unofficial and subject to change until they have been approved by the D/NSSD Board of Managers.

Item	Discussion	Conclusion/Actions
Roll Call	A quorum of Board Members is present.	
Agenda	<b>J. Bowen</b> added the Collection System Operators Conference in the Twin Cities under Other. <b>E. Appelwick</b> added Overflow under the Operations Report. With the Agenda amended to include those changes: <b>S. Smith motioned to accept the Agenda. K. Kuettel 2<sup>nd</sup>. Motion passed unanimously.</b>	
Minutes	<b>K. Kuettel</b> suggested a change in the wording for <b>T. Weinand's</b> request for assistance. With the Meeting Minutes to include this change: <b>Motion by K. Kuettel and seconded by J. Bowen to approve the minutes of the November 12, 2008 Meeting as presented. Motion passed unanimously.</b>	
Public Comment/ Input	<b>J. Kessler</b> announced that there will be a meeting on Saturday, December 13 <sup>th</sup> at 8:30 a.m. regarding Odyssey Development and Stoney Point Road at the Town Hall.	
Comm/ Correspond	<b>E. Appelwick</b> had E-mail correspondence with <b>Brandon Kohlts</b> of WLSSD, who is in charge of reviewing I/I reports. We will need to include annual maintenance plan this year.	
Treasurer's Report	<b>I. Payment of Bills: S. Smith</b> stated there is only one additional charge this month. The Board will now pre-pay Gopher One during the winter months. <b>M. Thibodeau</b> stated that she had her office separated the real estate bill in two separate invoices as the board approved last month. The check from <b>B. McNamara</b> is incorrect, so a new check will need to be written out from the manual checkbook. <b>S. Smith motioned to pay the bills as presented. K. Kuettel 2<sup>nd</sup>. Motion passed unanimously.</b>	
New Business	<b>I. Meeting Schedule 2009: K. Kuettel motioned to change the meetings to the 3<sup>rd</sup> Tuesday of each month at 7 a.m. S. Smith 2<sup>nd</sup>. Motion passed unanimously.</b> This change will be listed in the Newsletter and will be posted on the website. <b>B. McNamara</b> will also be asked to insert a notice in the monthly billing. <b>II. NTS Contract Discussion:</b> Some issues discussed include: Filling & emptying of the tank, routine maintenance, liability insurance, the way Eric's hours are billed, and the term of the contract. All items will need to be discussed in a future Rates & Charges meeting about the contract. <b>S. Smith motioned to extend the existing contract for 60 days beginning January 1, 2009. The Board will approve a new contract at the February meeting, with retroactive pay to NTS back to January 1<sup>st</sup>. J. Bowen 2<sup>nd</sup>. Motion passed unanimously. M. Thibodeau</b> will provide the extension letter.	
Legal Issues	<b>I. Certification as to Payment (of Debt Service and User Fees): M. Thibodeau</b> asked that the board approve them so they can be submitted to St. Louis County. <b>S. Smith motioned to approve. K. Kuettel 2<sup>nd</sup>. Motion passed unanimously.</b> <b>II. Approval of New Capacity Allocation Agreement: J. Bowen motioned to approve the proposed</b>	

	<p><b>draft. S. Smith 2<sup>nd</sup>. Motion passed unanimously.</b></p> <p><b>III. Assessments: B. McNamara</b> went through the assessments to make sure they are all correct and match the County's records. There are new numbers for the Dodge's Log Lodges.</p>
Operations Committee Report	<p><b>I. Meeting:</b> Meeting minutes were submitted from the December 5, 2008 meeting with Ayres, NTS and the DNSSD Operations Committee. Ayres will provide copies of O &amp; M Manual and District drawings.</p> <p><b>II. Flows:</b> Ayres, NTS, and the Operations Committee will meet in February to discuss how to identify I/I problems.</p> <p><b>III. Cost per 1000 Gallons:</b> Need to find out how much it costs the District per 1000 gallons to treat it.</p> <p><b>IV. WLSSD Webpage:</b> Hoping to get the D/NSSD data on their website.</p>
Operations Report/ NTS	<p><b>I. All mainline valves on D/NSSD have been exercised.</b></p> <p><b>II. Ryan Rd:</b> Will order media in 2009</p> <p><b>III. Water Meters: D. DiMarco</b> contacted a few people, and the general consensus was that they would be in favor meters as they would be more accurate and fair. <b>E. Appelwick</b> may be working with well meters at PLAWCS in the near future, so if D/NSSD decides to do this he will be a little more experienced.</p> <p><b>IV. Heat Trace Wires:</b> Voltage was too high; they were wired at 240v, but only 120v was required. Saved three wires, but six failed. The electrician that installed the wires is no longer in operation; they were a subcontractor of S. J. Lewis.</p> <p><b>V. Overflow:</b> There was an overflow on November 25<sup>th</sup> while exercising the relief valves.</p> <p><b>VI. Newsletter:</b> The newsletter will hopefully be complete next week. <b>E. Appelwick</b> will let customers know that there will be a significant fine if they have made any changes since the original I/I inspection.</p>
Old Business	Dodges Log Lodges Unit #2 sold. Larsmont Extension Service—selected proposal by soil scientist Peter Miller from the Twin Cities.
Other	<p><b>I. Collection System Operations Conference: J. Bowen</b> informed the board of this conference in the Twin Cities which will take place January 21-23, 2009 and expressed an interest in going. <b>S. Smith motioned for the board to pay for the \$280 registration fee. K. Kuettel 2<sup>nd</sup>. Motion passed unanimously. J. Bowen</b> will let the board know if he is going to go, and will pay for his hotel room himself.</p>
Adjourn	<p><b>S. Smith motioned to adjourn. K. Kuettel 2<sup>nd</sup>. Motion passed unanimously.</b></p> <p>Meeting adjourned at 9:05 a.m.</p>
Next Meeting Date	The next meeting is at 0700 at French Lutheran Church January 20, 2009.

Approved (date): \_\_\_\_\_

Chair

\_\_\_\_\_

Secretary