

CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – February 17, 2022

Hermantown’s February 17, 2022, **UTILITY COMMISSION** Meeting will be conducted in person with remote connection available via Zoom.

The meeting will utilize the platform “Zoom” – which allows the public to view and/or hear the meeting from their phone or computer.

Topic: Utility Commission Meeting

Time: February 17, 2022 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83937252217?pwd=QzFUWEJtSUJlR4RkNwbVNwVXd4UT09>

Meeting ID: 839 3725 2217

Passcode: 576504

Dial by your location

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**CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – February 17, 2022**

*CITY ADMINISTRATIVE BUILDING, 5105 MAPLE GROVE ROAD
5:30 PM – In Person and Zoom*

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
 - a. January 20, 2022 regular meeting.
3. **PUBLIC DISCUSSION** *(This is the time for which individuals can address the Commission about any item pertaining to utilities. The time limit is three minutes per person)*
4. **COMMUNICATIONS** *(items of information only – any communication requiring action is provided under that item on the agenda)*
 - a. MN Dept of Health – Sample Analysis Results
5. **PRESENTATIONS** *(Department Heads may give reports if necessary)*
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - a. Request for Proposal – Water Distribution System Evaluation and Modeling
8. **REPORTS**
 - a. Budget to Actual Expenditure Report
 - b. Public Works Utility Maintenance & Project Update Report
 - c. Water Loss Report
 - d. WLSSD Monthly Flow, Rain Fall & Flow
 - e. New Connections Report – No new connection applications received in January
 - f. Utility Billing Happenings

9. **COMMISSION MEMBERS REPORT**

- a. Jim Samberg -
- b. William Berg -
- c. Robert McLachlan -
- d. Doug Kerfeld -
- e. Howard Jacobson -
- f. Councilor Grant Hauschild -

10. **RECESS**

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
January 20, 2022
5:30 PM**

This meeting was conducted in person and via Zoom.

ROLL CALL *Jim Samberg, Howard Jacobson, Doug Kerfeld, Rob McLachlan, William Berg*

ABSENT: *Counselor Grant Hauschild*

VISITORS *Paul Senst, Public Works Director; Lindsay Townsend, Utility Billing Clerk;
John Mulder, City Administrator*

MINUTES

Motion by Howard Jacobson to approve minutes of the November 18, 2021 meeting, seconded by Rob McLachlan. All ayes, motion carried.

PUBLIC DISCUSSION: *There were no members of the public present.*

COMMUNICATIONS (items of information only – any communication requiring action is provided under that item on the agenda)

- a. WLSSD Discharge Monitoring Report -placed on file*
- b. Essentia Wellness Center Water Usage – John Mulder informed commission that the City Council is considering an additional sewer credit for the Wellness Center due to the leak in the pool area that has now been repaired. The contractor responsible for the completion of the pool will be reached out to see if repairs would be under warranty.*
- c. Mediacom Rate Increase Notification – placed on file*

PRESENTATIONS

none

OLD BUSINESS

none

NEW BUSINESS

- a. Sewer Discount –Brian Williams: Over two billing cycles Mr. Williams usage was 209,300 gallons of water. City staff requested a sewer credit in the amount of \$2075.68. The water usage was from a hose freezing and the water went into the back yard. Public works visually confirmed this. Motion made to approve sewer credit by Jim Samberg, seconded by Howard Jacobson. All ayes, motion carried.*

- b. *RFP for AMI Water System Radios: Paul Senst spoke about the information provided to the commission in regards to the AMI Water System for 2022. Jim Samberg motion to move forward with RFP, seconded by Rob McLachlan. All ayes, motion carried.*

REPORTS

- a. *Budget to Actual Expenditure Report – Report was attached.*
- b. *Public Works Utility Maintenance & Project Update Report - Report was attached.*
- c. *Water Loss Report – Report was attached*
- d. *WLSSD Monthly Flow, Rain Fall & Flow – Report was attached.*
- e. *New Connections Report – Report was attached*
- f. *Utility Billing Happenings – Memo attached*

COMMISSION MEMBERS REPORT

- a. *Jim Samberg: No report.*
- b. *William Berg: Mentioned that the broadband taskforce is still working on bringing better options for internet in Hermantown.*
- c. *Robert McLachlan: No report.*
- d. *Doug Kerfeld: No report.*
- e. *Howard Jacobson: No report.*
- f. *Councilor Grant Hauschild: Absent*

RECESS Motion by Jim Samberg to adjourn, second by William Berg. All ayes, motion carried. The meeting recessed at approximately 6:34pm.

Minutes prepared by:
Lindsay Townsend, Utility Billing Clerk



Protecting, Maintaining and Improving the Health of All Minnesotans

To: Community Water Supply Owner/Operator

From: Community Water Supply Unit
Section of Drinking Water Protection

Subject: Sample Analysis Results for your Public Water Supply (PWS)

Enclosed are the results of analyses performed on water samples collected from your PWS. These results show that your system is in compliance with maximum contaminant levels set by the state and federal Safe Drinking Water Rules for the contaminants analyzed. These results must be kept in your files for a minimum of ten (10) years.

Analyses are attached for the contaminant groups checked below:

- Ammonia
- Coliform Bacteria
- Inorganics
- Nitrate
- Nitrite
- Radiochemical(s)
- Radon (proposed rule-MCL 4000)
- Synthetic Organics
- Trihalomethanes/Haloacetic Acids
- Volatile Organics
- Other

If you have any questions concerning these results, please contact your Department of Health district engineer.

Bemidji

Todd Johnson 218/308-2110
Eric Weller 218/308-2107

Duluth

Mike Luhrsen 218/302-6178

Fergus Falls

Lucas Hoffman 218/332-5146

Mankato

Amy Lynch 507/344-2713

Marshall

John Blomme 507/476-4238

Rochester

Kate Callais 507/206-2724

St. Cloud

Kim Larsen 320/223-7330
Jennifer Soltys 320/223-7340

St. Paul

Lucas Martin 651/201-4144
Brian Noma 651/201-3971
Jessie Kolar 651/201-4562



Final Report

Minnesota Department of Health
Public Health Laboratory
Environmental Laboratory Section
601 Robert St. N., P.O. Box 64899
St. Paul, MN 55164-0899
651-201-5300

PWSID: 1680043
System Name: Hermantown
City: Hermantown

Program Code: HC

Type: B

Date Received: 10/07/21 09:39
Rep. Temp. (°C): 1.7

Collector Name: Jamie Terhaar
Collector ID: None

MDH Sample Number: 21J0292-01

Location ID: 00033
Sampling Point: 4900 Morris Thomas Road-Firehall 2

Collect Date: 10/08/21
Collect Time: 12:00
Matrix: Drinking Water

Field Residual Chlorine Result: None
Field Fluoride Result: None
Field pH Result: None
Field PO₄ Result: None

Results were produced by the Minnesota Department of Health, except where noted.

THMs by GCMS

Analyte	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Init.	Method	Qualifiers
Bromodichloromethane	3.5	0.5	ug/L	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	
Bromoform	<	0.5	ug/L	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	
Chlorodibromomethane	0.8	0.5	ug/L	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	
Chloroform	12	0.5	ug/L	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	
Surrogate: 1,2-Dichlorobenzene-d4	102	70-130	%	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	
Surrogate: 4-Bromofluorobenzene	102	70-130	%	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	
Surrogate: Methyl tertiary butyl ether-d3	108	70-130	%	B1J0768	10/12/21 19:38	10/12/21 19:38	CLS	EPA 524.3	

FINAL REPORT

Report ID: 10272021 95434

Generated: 10/27/2021 9:54:18AM

Authorized by:

*The results in this report apply only to the samples analyzed.
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Paul Moyer, Environmental Laboratory Manager
Public Health Laboratory, Minnesota Department of Health



Final Report

Minnesota Department of Health
Public Health Laboratory
Environmental Laboratory Section
601 Robert St. N., P.O. Box 64899
St. Paul, MN 55164-0899
651-201-5300

PWSID: 1690043

MDH Sample Number: 21J0292-02

Location ID: 00034
Sampling Point: 4307 County Rd 381 - School Dist

Collect Date: 10/06/21
Collect Time: 11:29
Matrix: Drinking Water

Field Residual Chlorine Result: None
Field Fluoride Result: None
Field pH Result: None
Field PO4 Result: None

Results were produced by the Minnesota Department of Health, except where noted.

Haloacetic Acids, ICR

Analyte	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Init.	Method	Qualifiers
Dibromoacetic Acid	<	1.0	ug/L	B1J0848	10/15/21 08:59	10/18/21 15:08	MAG	EPA 552.3	
Dichloroacetic Acid	8.3	1.0	ug/L	B1J0848	10/15/21 08:59	10/18/21 15:08	MAG	EPA 552.3	
Monobromoacetic Acid	<	1.0	ug/L	B1J0848	10/15/21 08:59	10/18/21 15:08	MAG	EPA 552.3	
Monochloroacetic Acid	<	2.0	ug/L	B1J0848	10/15/21 08:59	10/18/21 15:08	MAG	EPA 552.3	
Trichloroacetic Acid	3.8	1.0	ug/L	B1J0848	10/15/21 08:59	10/18/21 15:08	MAG	EPA 552.3	
Surrogate: 2-Bromobutanoic Acid	107	70-130	%	B1J0848	10/15/21 08:59	10/18/21 15:08	MAG	EPA 552.3	

THMs by GCMS

Analyte	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Init.	Method	Qualifiers
Bromodichloromethane	3.4	0.5	ug/L	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	
Bromoform	<	0.5	ug/L	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	
Chlorodibromomethane	0.8	0.5	ug/L	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	
Chloroform	12	0.5	ug/L	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	
Surrogate: 1,2-Dichlorobenzene-d4	100	70-130	%	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	
Surrogate: 4-Bromofluorobenzene	103	70-130	%	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	
Surrogate: Methyl tertiary butyl ether-d3	110	70-130	%	B1J0768	10/12/21 20:06	10/12/21 20:06	CLS	EPA 524.3	

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Public Health Laboratory, Minnesota Department of Health



Final Report

Minnesota Department of Health
 Public Health Laboratory
 Environmental Laboratory Section
 601 Robert St. N., P.O. Box 64899
 St. Paul, MN 55164-0899
 651-201-5300

PWSID: 1690043

Results were produced by Minnesota Department of Health, except where noted.

Batch B1J0848 - HAA Extraction

Blank (B1J0848-BLK1)

Prepared: 10/15/21 08:59 Analyzed: 10/18/21 11:10

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Dibromoacetic Acid	<	1.0	ug/L							MAG	
Dichloroacetic Acid	<	1.0	ug/L							MAG	
Monobromoacetic Acid	<	1.0	ug/L							MAG	
Monochloroacetic Acid	<	2.0	ug/L							MAG	
Trichloroacetic Acid	<	1.0	ug/L							MAG	
Surrogate: 2-Bromobutanoic Acid	104	70-130	%	10						MAG	

LCS (B1J0848-BS1)

Prepared: 10/15/21 08:59 Analyzed: 10/18/21 18:27

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Dibromoacetic Acid	10	1.0	ug/L	10		104	70-130			MAG	
Dichloroacetic Acid	10	1.0	ug/L	10		102	70-130			MAG	
Monobromoacetic Acid	10	1.0	ug/L	10		101	70-130			MAG	
Monochloroacetic Acid	20	2.0	ug/L	20		102	70-130			MAG	
Trichloroacetic Acid	10	1.0	ug/L	10		103	70-130			MAG	
Surrogate: 2-Bromobutanoic Acid	105	70-130	%	10						MAG	

LCS (B1J0848-BS2)

Prepared: 10/15/21 08:59 Analyzed: 10/18/21 01:08

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Dibromoacetic Acid	20	1.0	ug/L	20		98	70-130			MAG	
Dichloroacetic Acid	19	1.0	ug/L	20		95	70-130			MAG	
Monobromoacetic Acid	19	1.0	ug/L	20		97	70-130			MAG	
Monochloroacetic Acid	39	2.0	ug/L	40		98	70-130			MAG	
Trichloroacetic Acid	20	1.0	ug/L	20		98	70-130			MAG	
Surrogate: 2-Bromobutanoic Acid	101	70-130	%	10						MAG	

Matrix Spike (B1J0848-MS1)

Source: 21J0814-01

Prepared: 10/15/21 08:59 Analyzed: 10/18/21 12:28

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Dibromoacetic Acid	20	1.0	ug/L	20	<	97	70-130			MAG	
Dichloroacetic Acid	19	1.0	ug/L	20	<	95	70-130			MAG	
Monobromoacetic Acid	20	1.0	ug/L	20	<	98	70-130			MAG	
Monochloroacetic Acid	37	2.0	ug/L	40	<	92	70-130			MAG	

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PWSID: 1690043

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Batch B1J0848 - HAA Extraction

Analyte	Source: 21J0814-01			Prepared: 10/15/21 08:58		Analyzed: 10/18/21 12:29		RPD	RPD Limit	Init.	Qualifiers
	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits				
Trichloroacetic Acid	20	1.0	ug/L	20	<	98	70-130			MAG	
Surrogate: 2-Bromobutanoic Acid	100	70-130	%	10						MAG	

Analyte	Source: 21J0814-01			Prepared: 10/15/21 08:58		Analyzed: 10/18/21 13:08		RPD	RPD Limit	Init.	Qualifiers
	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits				
Dibromoacetic Acid	20	1.0	ug/L	20	<	96	70-130	0.6	30	MAG	
Dichloroacetic Acid	19	1.0	ug/L	20	<	94	70-130	1	30	MAG	
Monobromoacetic Acid	19	1.0	ug/L	20	<	96	70-130	2	30	MAG	
Monochloroacetic Acid	38	2.0	ug/L	40	<	90	70-130	2	30	MAG	
Trichloroacetic Acid	20	1.0	ug/L	20	<	98	70-130	0.1	30	MAG	
Surrogate: 2-Bromobutanoic Acid	84	70-130	%	10						MAG	

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 651-201-5300

PWSID: 1690043

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Batch B1J0768 - EPA 524 Prep

Blank (B1J0768-BLK1)

Prepared: 10/12/21 10:38 Analyzed: 10/12/21 10:38

Analyte	Result	Reporting	Units	Spike	Source	%REC	%REC Limits	RPD	RPD	Init.	Qualifiers
		Limit									
Bromodichloromethane	<	0.5	ug/L							CLS	
Bromoform	<	0.5	ug/L							CLS	
Chlorodibromomethane	<	0.5	ug/L							CLS	
Chloroform	<	0.5	ug/L							CLS	
Surrogate: 1,2-Dichlorobenzene-d4	103	70-130	%	10						CLS	
Surrogate: 4-Bromofluorobenzene	102	70-130	%	10						CLS	
Surrogate: Methyl tertiary butyl ether-d3	112	70-130	%	10						CLS	

LCS (B1J0768-BS1)

Prepared: 10/12/21 18:01 Analyzed: 10/12/21 16:01

Analyte	Result	Reporting	Units	Spike	Source	%REC	%REC Limits	RPD	RPD	Init.	Qualifiers
		Limit									
Bromodichloromethane	3.8	0.5	ug/L	4		95	70-130			CLS	
Bromoform	3.5	0.5	ug/L	4		88	70-130			CLS	
Chlorodibromomethane	3.7	0.5	ug/L	4		82	70-130			CLS	
Chloroform	4.2	0.5	ug/L	4		104	70-130			CLS	
Surrogate: 1,2-Dichlorobenzene-d4	99	70-130	%	10						CLS	
Surrogate: 4-Bromofluorobenzene	101	70-130	%	10						CLS	
Surrogate: Methyl tertiary butyl ether-d3	110	70-130	%	10						CLS	

Duplicate (B1J0768-DUP1)

Source: 21J0228-01

Prepared: 10/12/21 15:34 Analyzed: 10/12/21 15:34

Analyte	Result	Reporting	Units	Spike	Source	%REC	%REC Limits	RPD	RPD	Init.	Qualifiers
		Limit									
Bromodichloromethane	5.0	0.5	ug/L		5.2			2	30	CLS	
Bromoform	<	0.5	ug/L		<				30	CLS	
Chlorodibromomethane	0.7	0.5	ug/L		0.7			3	30	CLS	
Chloroform	25	0.5	ug/L		25			1	30	CLS	
Surrogate: 1,2-Dichlorobenzene-d4	105	70-130	%	10						CLS	
Surrogate: 4-Bromofluorobenzene	104	70-130	%	10						CLS	
Surrogate: Methyl tertiary butyl ether-d3	109	70-130	%	10						CLS	

Matrix Spike (B1J0768-MS1)

Source: 21J0192-01

Prepared: 10/12/21 09:42 Analyzed: 10/12/21 09:42

Analyte	Result	Reporting	Units	Spike	Source	%REC	%REC Limits	RPD	RPD	Init.	Qualifiers
		Limit									
Bromodichloromethane	19	0.5	ug/L	6	11	128	70-130			CLS	
Bromoform	6.5	0.5	ug/L	6	<	109	70-130			CLS	

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651-201-5300

PWSID: 1690043

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Batch B1J0768 - EPA 524 Prep

Matrix Spike (B1J0768-MS1)		Source: 21J0182-01			Prepared: 10/12/21 09:42		Analyzed: 10/12/21 09:42				
Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Chlorodibromomethane	8.2	0.5	ug/L	8	1.3	118	70-130			CLS	
Surrogate: 1,2-Dichlorobenzene-d4	101	70-130	%	10						CLS	
Surrogate: 4-Bromofluorobenzene	102	70-130	%	10						CLS	
Surrogate: Methyl tertiary butyl ether-d3	112	70-130	%	10						CLS	

Matrix Spike (B1J0768-MS2)		Source: 21J0182-01RE1			Prepared: 10/13/21 23:14		Analyzed: 10/13/21 23:14				
Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Chloroform	21		ug/L	8		104	70-130			CLS	D2
Surrogate: 1,2-Dichlorobenzene-d4	101	70-130	%	10						CLS	
Surrogate: 4-Bromofluorobenzene	98	70-130	%	10						CLS	
Surrogate: Methyl tertiary butyl ether-d3	101	70-130	%	10						CLS	

Data Qualifiers and Definitions

D2 Sample required dilution due to high concentration of target analyte(s). Reporting limit has been raised.

Work Order Comments

SP-01 compromised container received, HAA analysis cancelled, client notified. -CNN 10/7/21

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Final Report

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601 Robert St. N., P.O. Box 64899
St. Paul, MN 55164-0899
651-201-5300

PWSID: 1890043
System Name: Hermantown
City: Hermantown

Program Code: HC

Type: B

Date Received: 10/21/21 10:00
Rep. Temp. (°C): 3.0

Collector Name: Jerrle Terhaar
Collector ID: None

MDH Sample Number: 21J1086-01

Location ID: 00033
Sampling Point: 4900 Morris Thomas Road-Firehall 2

Collect Date: 10/20/21
Collect Time: 06:00
Matrix: Drinking Water

Field Residual Chlorine Result: None
Field Fluoride Result: None
Field pH Result: None
Field PO4 Result: None

Results were produced by the Minnesota Department of Health, except where noted.

Haloacetic Acids, ICR

Analyte	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Init.	Method	Qualifiers
Dibromoacetic Acid	<	1.0	ug/L	B1K0481	11/01/21 09:09	11/02/21 19:05	MAG	EPA 552.3	
Dichloroacetic Acid	8.7	1.0	ug/L	B1K0481	11/01/21 09:09	11/02/21 19:05	MAG	EPA 552.3	
Monobromoacetic Acid	<	1.0	ug/L	B1K0481	11/01/21 09:09	11/02/21 19:05	MAG	EPA 552.3	
Monochloroacetic Acid	<	2.0	ug/L	B1K0481	11/01/21 09:09	11/02/21 19:05	MAG	EPA 552.3	
Trichloroacetic Acid	4.5	1.0	ug/L	B1K0481	11/01/21 09:09	11/02/21 19:05	MAG	EPA 552.3	
Surrogate: 2-Bromobutanoic Acid	112	70-130	%	B1K0481	11/01/21 09:09	11/02/21 19:05	MAG	EPA 552.3	

FINAL REPORT

Report ID: 11082021103856

Generated: 11/8/2021 10:38:40AM

Authorized by:

Paul Moyer, Environmental Laboratory Manager
Public Health Laboratory, Minnesota Department of Health

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Final Report

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 651-201-5300

PWSID: 1690043

Results were produced by Minnesota Department of Health, except where noted.

Batch B1K0481 - HAA Extraction

Blank (B1K0481-BLK1)

Prepared: 11/01/21 09:09 Analyzed: 11/02/21 09:10

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Int.	Qualifiers
Dibromoacetic Acid	<	1.0	ug/L								MAG
Dichloroacetic Acid	<	1.0	ug/L								MAG
Monobromoacetic Acid	<	1.0	ug/L								MAG
Monochloroacetic Acid	<	2.0	ug/L								MAG
Trichloroacetic Acid	<	1.0	ug/L								MAG
Surrogate: 2-Bromobutanoic Acid	113	70-130	%	10							MAG

LCS (B1K0481-BB1)

Prepared: 11/01/21 09:09 Analyzed: 11/02/21 16:27

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Int.	Qualifiers
Dibromoacetic Acid	11	1.0	ug/L	10		114	70-130				MAG
Dichloroacetic Acid	11	1.0	ug/L	10		111	70-130				MAG
Monobromoacetic Acid	11	1.0	ug/L	10		108	70-130				MAG
Monochloroacetic Acid	21	2.0	ug/L	20		106	70-130				MAG
Trichloroacetic Acid	11	1.0	ug/L	10		110	70-130				MAG
Surrogate: 2-Bromobutanoic Acid	114	70-130	%	10							MAG

LCS (B1K0481-BB2)

Prepared: 11/01/21 09:09 Analyzed: 11/02/21 23:02

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Int.	Qualifiers
Dibromoacetic Acid	23	1.0	ug/L	20		113	70-130				MAG
Dichloroacetic Acid	22	1.0	ug/L	20		110	70-130				MAG
Monobromoacetic Acid	22	1.0	ug/L	20		110	70-130				MAG
Monochloroacetic Acid	43	2.0	ug/L	40		109	70-130				MAG
Trichloroacetic Acid	22	1.0	ug/L	20		111	70-130				MAG
Surrogate: 2-Bromobutanoic Acid	105	70-130	%	10							MAG

Matrix Spike (B1K0481-MS1)

Source: 21J1302-01

Prepared: 11/01/21 09:09 Analyzed: 11/02/21 10:29

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Int.	Qualifiers
Dibromoacetic Acid	23	1.0	ug/L	20	<	113	70-130				MAG
Dichloroacetic Acid	24	1.0	ug/L	20	2.5	109	70-130				MAG
Monobromoacetic Acid	22	1.0	ug/L	20	<	110	70-130				MAG
Monochloroacetic Acid	39	2.0	ug/L	40	<	97	70-130				MAG

FINAL REPORT

Report ID: 11082021103858

Generated: 11/8/2021 10:38:40AM

Authorized by:

The results in this report apply only to the samples analyzed.
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Paul Moyer, Environmental Laboratory Manager
 Public Health Laboratory, Minnesota Department of Health



Final Report

Minnesota Department of Health
 Public Health Laboratory
 Environmental Laboratory Section
 601 Robert St. N., P.O. Box 64899
 St. Paul, MN 55164-0899
 651-201-5300

PWSID: 1690043

Results were produced by Minnesota Department of Health, except where noted.

Batch B1K0481 - HAA Extraction

Matrix Spike (B1K0481-MS1)		Source: 21J1302-01			Prepared: 11/01/21 09:09		Analyzed: 11/02/21 10:29				
Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Trichloroacetic Acid	23	1.0	ug/L	20	1.4	110	70-130			MAG	
Surrogate: 2-Bromobutanoic Acid	109	70-130	%	10						MAG	

Matrix Spike Dup (B1K0481-MSD1)		Source: 21J1302-01			Prepared: 11/01/21 09:09		Analyzed: 11/02/21 11:09				
Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Dibromoacetic Acid	23	1.0	ug/L	20	<	113	70-130	0.6	30	MAG	
Dichloroacetic Acid	24	1.0	ug/L	20	2.5	108	70-130	0.1	30	MAG	
Monobromoacetic Acid	22	1.0	ug/L	20	<	109	70-130	0.9	30	MAG	
Monochloroacetic Acid	36	2.0	ug/L	40	<	95	70-130	2	30	MAG	
Trichloroacetic Acid	23	1.0	ug/L	20	1.4	111	70-130	0.2	30	MAG	
Surrogate: 2-Bromobutanoic Acid	110	70-130	%	10						MAG	

Work Order Comments

Samples were received in proper condition.

FINAL REPORT

Report ID: 11082021103856

Generated: 11/8/2021 10:38:40AM

Authorized by:

Paul Moyer, Environmental Laboratory Manager
 Public Health Laboratory, Minnesota Department of Health

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5105 Maple Grove Road Hermantown, Minnesota 55811
Phone: 218-729-3600 / Fax: 218-729-3620
Website: www.hermantownmn.com

REQUEST FOR PROPOSAL

WATER DISTRIBUTION SYSTEM EVALUATION AND MODELING

CITY OF HERMANTOWN, MN

February 8, 2022

Proposals Due: March 8, 2022 by 2:00 pm CST

PROJECT OVERVIEW

The City of Hermantown is interested in retaining an Engineering "Consultant" to provide field data collection, modeling, and provide recommendations for improvement to its water distribution system.

The City of Hermantown owns and maintains 65 miles of watermain within the city. Complete services are desired to review existing water main infrastructure, gather design data, gather static and residual pressure data, complete water distribution system model, and provide a comprehensive report with recommendations for improvement. Project deliverables will include a fully accessible water distribution system model utilizing the software **OpenFlows WaterCAD** and a comprehensive report with recommendations for improvement.

The City is committed to providing the following:

1. Existing Maps of Watermains (PDF, CAD, and GIS)
2. Existing Map of Fire Hydrants and any existing Flow Data.
3. Water usage and billing data.
4. Assistance in obtaining other related information in City files pertaining to the project if needed.

PROJECT SCOPE

The Consulting Engineering Services include the following:

1. Initial Site Visit and Consultations
 - a. The Consultant shall meet with City of Hermantown representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, and gather data from the City engineering files. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters and/or telephone conversations.
 - b. The Consultant shall provide documentation of meetings and data provided.
 - c. The Consultant shall ascertain the applicability of information provided, review data for completeness, and notify the City of any additional data required. It shall be the responsibility of the Consultant to determine, by site inspection procedures, the reliability of all the drawings and information which they choose as reference.
2. Data Collection

The Consultant shall perform all necessary data collection as needed to provide an accurate model of the water distribution system. This includes but is not limited to verifying existing data, testing to determine static and residual pressure, and determining the demand on the distribution system. Flow testing will be done with the assistance of the Hermantown Public Works Department. Upon completion of this task the Consultant will provide a narrative discussing project progress and challenges.

3. Water Distribution System Modeling

The Consultant shall model the water distribution system in its entirety based on data provided by the city and the Consultants own data collection. The water distribution system will be modeled using **OpenFlows WaterCAD** software. The model shall contain the booster/meter station and water towers. The model must be calibrated by verifying pressure at a minimum of ten (10) locations spaced throughout the water distribution system.

4. Report and Recommendations

The Consultant shall provide a comprehensive report to present their findings and describe their process to completion of the water distribution system model. Discussion topics shall include but not be limited to description of the overall system, data collection process and applicability, water distribution system modeling, calibration of the model, and prioritized recommendations for future improvements. Report shall also highlight water storage systems and a potential extension of the water main along Trunk Highway 53. Report shall include supporting documentation including maps and tabulations of areas of concern.

PROPOSAL CONTENTS

Your submission must include the following:

1. Title Page - Show the proposal subject, the name of the proposer's firm, address, name of the primary contact person, telephone number, e-mail address and the date.
2. A restatement of the goals, objectives, and project tasks to demonstrate Consultants understanding of project.
3. Identification and Qualification of Firm and Assigned Personnel
Identify personnel to conduct the project and detail their training and work experience.
 - a. Firm – Provide a firm overview and relevant experience
 - b. Project Manager - The name of the person who will be responsible for the management and administration of engineering services with the City together with a resume describing that person's experience and qualifications.
4. A detailed work plan identifying the work tasks associated with the collection of data, preparation of the distribution system model, and preparation of the report. The work plan shall also identify the deliverables at key milestones in the Project as well as any other services to be provided by the City. The City staff intends to be actively involved with the Project, and a maximum of four (4) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.
5. A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar water distribution system modeling.

6. Provide, in separate document, the cost proposal, clearly marked identified by the file name' along with the responder's official business name and address. Terms of the proposal as stated must be valid for the project length of time. The responder must include a "not to exceed" total project cost, as well as subtotals for a) production of the model and the report and b) **hourly fee to update model in the future**, along with the following information:
 - A breakdown of the hours by task for each employee
 - Identification of anticipated direct expenses
 - Identification of any assumption made while developing this cost proposal
 - Identification of any cost information related to additional services or tasks
 - Include this in the cost proposal, but identify it as additional costs and do not make it part of the total project cost
 - Responder must have the cost proposal signed in ink by an authorized member of the firm. The responder must not include any cost information within the body of the RFP technical proposal response.
7. Prior to entering into an agreement with the city, the Consultant shall furnish proof that it has met all legal requirements for transacting business in the State of Minnesota.
8. Disclosures and Assurances
 - a. Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so.
 - b. Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.
 - c. Insurance requirements or Errors and Omissions: (as included per attached) See **Exhibit B**.

DESIGN FAMILIARITY

The Consultant selected will be required to demonstrate and provide proof of competency in the following areas:

- Collection of relevant data to support the creation of the water distribution system model.
- Water distribution system modeling
- Field Calibration of the model and Quality Control

The following additional qualifications and provisions of the Consultant are also required:

A Professional Engineer (registered in the State of Minnesota with experience in engineering, and preparation of water distribution system models).

FEES AND EXPENSES REIMBURSEMENT

The proposal shall state, not to exceed, the fee based on the total estimated hourly rates included in the proposal. Include any subconsultant costs. Also to be included is an itemized breakdown of specific tasks for all services proposed by the Consultant in response to the City's Request for Proposal. The proposal should also include a schedule of hourly billing rates for each employee who may be involved in the project. Include rates of miscellaneous charges, such as copies and mileage.

SELECTION

The City has a review committee comprised of staff members and the City Engineer. The intent of the selection process is to review the proposals and <https://hermantownmn.maps.arcgis.com/apps/webappviewer/index.html?id=4cc07a64d5fb4a48a6d4b0cf696212e1> make an award based upon the qualifications as described herein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which the proposals will be judged are as follows:

• Goals & Objectives	10%
• Experience	20%
• Knowledge of Hermantown requirements	10%
• Work Plan/Schedule	20%
• Project Cost	40%

Proposals will be evaluated on the "Best Value" basis with 60% qualifications and 40% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded. The City of Hermantown anticipates that the evaluation and selection will be made by **Friday, March 11, 2022.**

The City reserves the right to reject proposals, in whole or in part, that do not comply with the provisions of this RFP. The Proposer must also provide a completed Tennessee warning in the form attached hereto as **Exhibit A**, along with its proposal.

PROJECT COMPLETION DATES

• February 8, 2022	City Solicits Engineering Services
• February 25, 2022	Proposals Due 10:00 am CST
• March 11, 2022	Selection Complete
• March 21, 2022	City Council Awards Contract to Consultant
• April 2022	Contract prepared, signed, and Notice to Proceed
• June 3, 2022	Complete Data Collection and Provide Progress Narrative
• July 8, 2022	Submit Report and Model to the City

PROPOSAL SUBMITTAL

Proposers are required to e-mail a copy of the proposal to the City Administrator at jmulder@hermantownmn.com on or before **Friday, February 25, 2022 by 10:00am CST.** Proposals received after the deadline will not be considered. An official authorized to bind the Proposer must sign the proposal. By submitting a proposal, the Proposer agrees and accepts the terms and conditions of this RFP.

Proposals are to be sent to:
John Mulder, City Administrator
jmulder@hermantownmn.com
City of Hermantown
5105 Maple Grove Road
Hermantown, MN 55811

RFP Questions
David Bolf, P.E. – City Engineer
david@nce-duluth.com
Northland Consulting Engineers, LLP
102 South 21st Avenue West, Suite 1
Duluth, MN 55806

INSTRUCTIONS TO PROPOSERS

Any questions on the RFP must be submitted to David Bolf by email (david@nce-duluth.com) and must be received no later than **3:00 p.m. on Friday, February 18, 2022**. An email response will be provided to all proposers to whom the City sent a copy of this RFP and other proposers who have contacted the City by that date, by noon on **Friday, February 18, 2022**.

The proposal shall be limited to a **maximum of 10 pages**, which includes cover letter, printed on one side, including all supporting documentation. Additional material, other than that requested by the City of Hermantown, will be disregarded.

The City will review the proposals and may schedule interviews for any proposer selected for an interview.

Proposers are prohibited from contacting any representative of the City Council regarding this proposal.

CITY ENGINEER PARTICIPATION IN RFP REVIEW

As noted elsewhere in this RFP, David Bolf, P.E., who is the City Engineer for the City of Hermantown, will participate in the review of RFP proposals.

David Bolf is the brother of Matt Bolf who works for Short Elliot Hendricksen, Inc., which is expected to submit a proposal.

David Bolf also previously worked for Salo Engineering, Inc., which is now Toltz, King, Duvall, Anderson and Associates, Incorporated.

David Bolf also has personal and professional relationships with other engineers who are expected to submit proposals.

David Bolf has consulted with the City Council of the City, the City Attorney of the City and the City Administration for the City and all have determined that he does not have an impermissible conflict of interest that would preclude him from fully participating in the RFP review process.

Notwithstanding the foregoing, the City desires to determine if its views are shared by Responders to the RFP. Accordingly, please check one of the boxes below and sign it and submit this form with your response to the RFP.

- The undersigned Responder consents to David Bolf participating in the RFP review process.
- The undersigned Responder objects to David Bolf participating in the RFP review process.

This page will not count against the ten (10) page maximum number of pages allowed for a proposal.

Name of Responder

Signature and Title

Date

EXHIBIT A

TENNESSEN WARNING
Data Practices Advisory

The information that you are asked to provide is classified by state law as either public, private or confidential. Public data is information that can be given to the public. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to consider your proposal in response to a Request for Proposal.

You are not legally required to provide this information.

You may refuse to provide this information.

The consequences of supplying or refusing to supply data are that your proposal may not be considered or it may be denied.

Other persons or entities may be authorized by law to receive this information. The identity of those persons or entities, if known, are as follows: _____

_____.

The undersigned has read this advisory and understands it.

Dated this ____ day of _____, 20__.

Print Name

Signature and Title (if signing on behalf of an entity)

EXHIBIT B

Standard Municipal/Government Entity Consultant Agreement Insurance Requirements

1. Standard of Performance and Insurance; Indemnity. All services to be performed by Consultant hereunder shall be performed in a skilled, professional and non-negligent manner. Consultant shall obtain and maintain at his/her/its cost and expense:

1.1. Comprehensive general liability insurance that covers the Consultant services performed by Consultant for Owner with a combined single limit of liability of at least One Million Dollars (\$1,000,000.00).

1.2. Errors and omissions or equivalent insurance that covers the Consultant services performed by Consultant for Owner with a combined single limit of liability of at least One Million Dollars (\$1,000,000.00).

1.3. Worker's compensation insurance covering Consultant (if an individual) all of Consultant's employees with coverages and limits of coverage required by law.

1.4. In addition to the coverages listed above, Consultant shall maintain a professional liability insurance policy in the amount of \$2,000,000. Said policy need not name the City as an additional insured. It shall be Consultant's responsibility to pay any retention or deductible for the professional liability insurance. Consultant agrees to maintain the professional liability insurance for a minimum of two (2) years following termination of this Agreement.

Consultant shall indemnify and hold harmless Owner from and against all errors, omissions and/or negligent acts causing claims, damages, liabilities and damages arising out of the performance of his/her/its services hereunder.

Consultant certifies that Consultant is in compliance with all applicable worker's compensation laws, rules and regulations. Neither Consultant (if an individual) nor Consultant's employees and agents will be considered Owner employees. Any claims that may arise under any worker's compensation laws on behalf of any employee of Consultant and any claims made by any third party as a consequence of any act or omission on the part of Consultant or any employee of Consultant are in no way Owner's obligation or responsibility. By signing this Agreement, Consultant certifies that Consultant is in compliance with these laws and regulations.

Consultant shall deliver to Owner, concurrent with the execution of this Agreement, one or more certificate(s) of insurance evidencing that Consultant has the insurance required by this Agreement in full force and effect. Owner shall be named as additional insured under such Consultant's comprehensive general liability policy. The insurer will provide at least thirty (30)

days prior written notice to Owner, without fail, of any cancellation, non-renewal, or modification of any of the Consultant's comprehensive general liability policy or coverage evidenced by said certificate(s) for any cause, except for nonpayment of premium. The insurer will provide at least ten (10) days prior written notice to Owner, without fail, of any cancellation of any of the Consultant's comprehensive general liability policy or coverage evidenced by said certificate(s) for nonpayment of premium. Consultant shall provide Owner with appropriate endorsements to Consultant's comprehensive general liability policy reflecting the status of Owner as an additional insured and requiring that the foregoing required notice of cancellation, material alteration or non-renewal be provided Owner by the insurance company providing such insurance policy to Consultant.

The Consultant shall require any subcontractor permitted by Owner to perform work for Consultant on the Project to have in full force and effect the insurance coverage required of the Consultant under this Agreement before any subcontractor(s) begin(s) work on the Project. Consultant shall require any such subcontractor to provide to Consultant a Certificate of Insurance evidencing that such subcontractor has the insurance required by this Agreement in full force and effect. The Consultant and Owner shall be named as additional insureds under such policies. The insurer will provide 30 day written notice to Owner and Consultant, without fail, of any cancellation, non-renewal, or modification of the subcontractor's comprehensive general liability policy or coverage evidenced by said certificate(s) for any cause, except for nonpayment of premium. The insurer will provide at least ten (10) days prior written notice to Owner, without fail, of any cancellation of any of the subcontractor's comprehensive general liability policy or coverage evidenced by said certificate(s) for nonpayment of premium. Owner shall also be provided with appropriate endorsements to subcontractor's comprehensive general liability policy reflecting the status of Owner as an additional insured and requiring that the foregoing required notice of cancellation, material alteration or non-renewal be provided Owner by the insurance company providing subcontractor's comprehensive general liability policy.

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
456100							
456101	Cable						
	101 Full-Time Employees - Regular	238.65	238.65	4,282.00	4,282.00	4,043.35	6 %
	121 PERA Contributions -	18.87	18.87	321.00	321.00	302.13	6 %
	128 Social Security	14.90	14.90	266.00	266.00	251.10	6 %
	129 Medicare	3.49	3.49	62.00	62.00	58.51	6 %
	131 Health Insurance	99.50	99.50	944.00	944.00	844.50	11 %
	133 Life Insurance	0.51	0.51	8.00	8.00	7.49	6 %
	134 Disability Insurance	0.87	0.87	13.00	13.00	12.13	7 %
	136 MSRS	0.94	0.94	20.00	20.00	19.06	5 %
	151 Workers Compensation	0.00	0.00	6.00	6.00	6.00	%
	308 Legal Fees	0.00	0.00	500.00	500.00	500.00	%
	319 Contracted Services	0.00	0.00	7,500.00	7,500.00	7,500.00	%
	331 Travel Expense	13.06	13.06	0.00	0.00	-13.06	%
	361 General Liability Insurance	0.00	0.00	52.00	52.00	52.00	%
	404 Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	390.79	390.79	14,974.00	14,974.00	14,583.21	3 %
	Account Group Total:	390.79	390.79	14,974.00	14,974.00	14,583.21	3 %
	Fund Total:	390.79	390.79	14,974.00	14,974.00	14,583.21	3 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
494300	Water Distribution						
494300	Water Distribution						
101	Full-Time Employees - Regular	6,968.15	6,968.15	169,097.00	169,097.00	162,128.85	4 %
102	Full-Time Employees - Overtime	1,273.26	1,273.26	12,687.00	12,687.00	11,413.74	10 %
111	Severance Pay - Vacation/Sick	0.00	0.00	19,387.00	19,387.00	19,387.00	%
121	PERA Contributions -	618.10	618.10	13,634.00	13,634.00	13,015.90	5 %
128	Social Security	489.84	489.84	12,473.00	12,473.00	11,983.16	4 %
129	Medicare	114.55	114.55	2,917.00	2,917.00	2,802.45	4 %
131	Health Insurance	6,417.16	6,417.16	76,877.00	76,877.00	70,459.84	8 %
133	Life Insurance	10.39	10.39	205.00	205.00	194.61	5 %
134	Disability Insurance	38.05	38.05	904.00	904.00	865.95	4 %
136	MSRS	7.86	7.86	1,307.00	1,307.00	1,299.14	1 %
151	Workers Compensation	0.00	0.00	7,360.00	7,360.00	7,360.00	%
212	Motor Fuels	0.00	0.00	3,000.00	3,000.00	3,000.00	%
216	Uniforms	0.00	0.00	500.00	500.00	500.00	%
221	General Supplies	299.00	299.00	5,500.00	5,500.00	5,201.00	5 %
228	Utility System Maint Supplies	7,840.82	7,840.82	39,000.00	39,000.00	31,159.18	20 %
314	Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
315	School & Conference	0.00	0.00	2,500.00	2,500.00	2,500.00	%
319	Contracted Services	0.00	0.00	30,000.00	30,000.00	30,000.00	%
331	Travel Expense	0.00	0.00	750.00	750.00	750.00	%
351	Legal Notices Publishing	0.00	0.00	250.00	250.00	250.00	%
361	General Liability Insurance	0.00	0.00	5,843.00	5,843.00	5,843.00	%
382	Water Purchases	0.00	0.00	740,000.00	740,000.00	740,000.00	%
404	Equipment Maintenance	0.00	0.00	4,000.00	4,000.00	4,000.00	%
406	Vehicle Maintenance	242.05	242.05	2,000.00	2,000.00	1,757.95	12 %
413	Equipment Rental	0.00	0.00	7,500.00	7,500.00	7,500.00	%
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	567.00	567.00	700.00	700.00	133.00	81 %
460	Permits & Licenses	19.25	19.25	0.00	0.00	-19.25	%
470	Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
471	Water Line Repairs	3,372.38	3,372.38	40,000.00	40,000.00	36,627.62	8 %
472	Hydrant Repairs	0.00	0.00	14,500.00	14,500.00	14,500.00	%
580	Other Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	28,277.86	28,277.86	1,222,391.00	1,222,391.00	1,194,113.14	2 %
	Account Group Total:	28,277.86	28,277.86	1,222,391.00	1,222,391.00	1,194,113.14	2 %
494400	Water Administration and General						
494400	Water Administration and General						
101	Full-Time Employees - Regular	4,376.35	4,376.35	90,116.00	90,116.00	85,739.65	5 %
102	Full-Time Employees - Overtime	0.00	0.00	574.00	574.00	574.00	%
121	PERA Contributions -	333.17	333.17	6,759.00	6,759.00	6,425.83	5 %
128	Social Security	260.32	260.32	5,587.00	5,587.00	5,326.68	5 %
129	Medicare	60.90	60.90	1,307.00	1,307.00	1,246.10	5 %
131	Health Insurance	3,077.28	3,077.28	32,643.00	32,643.00	29,565.72	9 %
133	Life Insurance	7.96	7.96	170.00	170.00	162.04	5 %
134	Disability Insurance	18.06	18.06	395.00	395.00	376.94	5 %
136	MSRS	11.00	11.00	728.00	728.00	717.00	2 %
151	Workers Compensation	0.00	0.00	125.00	125.00	125.00	%
201	Office Supplies	98.94	98.94	50.00	50.00	-48.94	198 %
202	Printing Supplies	0.00	0.00	500.00	500.00	500.00	%

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
301	Audit/Account Services	0.00	0.00	6,750.00	6,750.00	6,750.00	%
303	Banking Fees	617.29	617.29	7,200.00	7,200.00	6,582.71	9 %
305	Engineer Fees	1,120.00	1,120.00	3,000.00	3,000.00	1,880.00	37 %
308	Legal Fees	0.00	0.00	4,000.00	4,000.00	4,000.00	%
314	Computer/Software Fees	1,000.00	1,000.00	3,700.00	3,700.00	2,700.00	27 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	3.62	3.62	16,120.00	16,120.00	16,116.38	%
321	Telephone	29.73	29.73	2,510.00	2,510.00	2,480.27	1 %
322	Internet	0.00	0.00	400.00	400.00	400.00	%
323	Gopher One Call Locates	30.00	30.00	1,200.00	1,200.00	1,170.00	3 %
325	Postage	3.04	3.04	622.00	622.00	618.96	%
331	Travel Expense	65.28	65.28	1,480.00	1,480.00	1,414.72	4 %
351	Legal Notices Publishing	0.00	0.00	600.00	600.00	600.00	%
361	General Liability Insurance	0.00	0.00	9,537.00	9,537.00	9,537.00	%
381	Electricity	176.23	176.23	7,000.00	7,000.00	6,823.77	3 %
383	Heating Gas	872.58	872.58	3,000.00	3,000.00	2,127.42	29 %
405	Computer Maintenance	8,442.99	8,442.99	19,278.00	19,278.00	10,835.01	44 %
420	Depreciation Expenses	0.00	0.00	220,000.00	220,000.00	220,000.00	%
460	Permits & Licenses	38.50	38.50	0.00	0.00	-38.50	%
720	Transfer Out	0.00	0.00	91,749.00	91,749.00	91,749.00	%
	Account Total:	20,643.24	20,643.24	538,100.00	538,100.00	517,456.76	4 %
	Account Group Total:	20,643.24	20,643.24	538,100.00	538,100.00	517,456.76	4 %
495000	Transfer Out						
495000	Transfer Out						
720	Transfer Out	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Group Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Fund Total:	48,921.10	48,921.10	1,777,991.00	1,777,991.00	1,729,069.90	3 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
432500	Sewer Improvements						
432500	Sewer Improvements						
	550 Street Improvements	0.00	0.00	50,950.00	50,950.00	50,950.00	%
	Account Total:	0.00	0.00	50,950.00	50,950.00	50,950.00	%
	Account Group Total:	0.00	0.00	50,950.00	50,950.00	50,950.00	%
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	5,605.87	5,605.87	124,923.00	124,923.00	119,317.13	4 %
	102 Full-Time Employees - Overtime	763.93	763.93	9,227.00	9,227.00	8,463.07	8 %
	111 Severance Pay - Vacation/Sick	0.00	0.00	14,100.00	14,100.00	14,100.00	%
	121 PERA Contributions -	477.72	477.72	10,061.00	10,061.00	9,583.28	5 %
	128 Social Security	378.81	378.81	9,192.00	9,192.00	8,813.19	4 %
	129 Medicare	88.57	88.57	2,150.00	2,150.00	2,061.43	4 %
	131 Health Insurance	4,386.84	4,386.84	56,482.00	56,482.00	52,095.16	8 %
	133 Life Insurance	8.73	8.73	154.00	154.00	145.27	6 %
	134 Disability Insurance	29.83	29.83	665.00	665.00	635.17	4 %
	136 MSRS	7.86	7.86	962.00	962.00	954.14	1 %
	151 Workers Compensation	0.00	0.00	5,494.00	5,494.00	5,494.00	%
	212 Motor Fuels	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	216 Uniforms	0.00	0.00	500.00	500.00	500.00	%
	221 General Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	228 Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	229 Lift Station Maintenance	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	314 Computer/Software Fees	0.00	0.00	5,650.00	5,650.00	5,650.00	%
	315 School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	317 Personnel Testing, Physicals,	0.00	0.00	450.00	450.00	450.00	%
	319 Contracted Services	0.00	0.00	20,000.00	20,000.00	20,000.00	%
	331 Travel Expense	0.00	0.00	250.00	250.00	250.00	%
	361 General Liability Insurance	0.00	0.00	1,890.00	1,890.00	1,890.00	%
	385 Sewer Charges	0.00	0.00	619,000.00	619,000.00	619,000.00	%
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	0.00	0.00	5,500.00	5,500.00	5,500.00	%
	406 Vehicle Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	413 Equipment Rental	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	451 Dues & Subscriptions	0.00	0.00	150.00	150.00	150.00	%
	460 Permits & Licenses	46.00	46.00	250.00	250.00	204.00	18 %
	475 Sewerline Repairs	0.00	0.00	45,000.00	45,000.00	45,000.00	%
	476 Lift Station Repairs Sewer	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	499 Miscellaneous	0.00	0.00	7,500.00	7,500.00	7,500.00	%
	580 Other Equipment	0.00	0.00	47,500.00	47,500.00	47,500.00	%
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	11,794.16	11,794.16	1,115,550.00	1,115,550.00	1,103,755.84	1 %
	Account Group Total:	11,794.16	11,794.16	1,115,550.00	1,115,550.00	1,103,755.84	1 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
494900	Sewer Administration and General						
494900	Sewer Administration and General						
	101 Full-Time Employees - Regular	4,245.74	4,245.74	90,116.00	90,116.00	85,870.26	5 %
	102 Full-Time Employees - Overtime	0.00	0.00	574.00	574.00	574.00	%
	121 PERA Contributions -	323.36	323.36	6,759.00	6,759.00	6,435.64	5 %
	128 Social Security	252.66	252.66	5,587.00	5,587.00	5,334.34	5 %
	129 Medicare	59.10	59.10	1,307.00	1,307.00	1,247.90	5 %
	131 Health Insurance	2,613.08	2,613.08	32,643.00	32,643.00	30,029.92	8 %
	133 Life Insurance	7.66	7.66	170.00	170.00	162.34	5 %
	134 Disability Insurance	17.52	17.52	395.00	395.00	377.48	4 %
	136 MSRS	10.43	10.43	728.00	728.00	717.57	1 %
	151 Workers Compensation	0.00	0.00	125.00	125.00	125.00	%
	201 Office Supplies	98.94	98.94	25.00	25.00	-73.94	396 %
	202 Printing Supplies	0.00	0.00	400.00	400.00	400.00	%
	301 Audit/Account Services	0.00	0.00	6,750.00	6,750.00	6,750.00	%
	303 Banking Fees	617.30	617.30	7,200.00	7,200.00	6,582.70	9 %
	305 Engineer Fees	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	308 Legal Fees	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	314 Computer/Software Fees	1,000.00	1,000.00	3,700.00	3,700.00	2,700.00	27 %
	315 School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	319 Contracted Services	5.43	5.43	12,620.00	12,620.00	12,614.57	%
	321 Telephone	19.82	19.82	2,510.00	2,510.00	2,490.18	1 %
	322 Internet	0.00	0.00	400.00	400.00	400.00	%
	323 Gopher One Call Locates	20.00	20.00	1,200.00	1,200.00	1,180.00	2 %
	325 Postage	2.03	2.03	622.00	622.00	619.97	%
	331 Travel Expense	65.28	65.28	960.00	960.00	894.72	7 %
	361 General Liability Insurance	0.00	0.00	9,537.00	9,537.00	9,537.00	%
	381 Electricity	726.87	726.87	8,000.00	8,000.00	7,273.13	9 %
	383 Heating Gas	545.36	545.36	2,000.00	2,000.00	1,454.64	27 %
	405 Computer Maintenance	8,442.99	8,442.99	19,278.00	19,278.00	10,835.01	44 %
	420 Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
	720 Transfer Out	0.00	0.00	56,260.00	56,260.00	56,260.00	%
	Account Total:	19,073.57	19,073.57	831,613.00	831,613.00	812,539.43	2 %
	Account Group Total:	19,073.57	19,073.57	831,613.00	831,613.00	812,539.43	2 %
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Group Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Fund Total:	30,867.73	30,867.73	2,015,613.00	2,015,613.00	1,984,745.27	2 %

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	3,099.50	3,099.50	64,487.00	64,487.00	61,387.50	5 %
	102 Full-Time Employees - Overtime	509.15	509.15	2,108.00	2,108.00	1,598.85	24 %
	111 Severance Pay - Vacation/Sick	0.00	0.00	1,762.00	1,762.00	1,762.00	%
	121 PERA Contributions -	272.32	272.32	4,974.00	4,974.00	4,701.68	5 %
	128 Social Security	214.79	214.79	4,221.00	4,221.00	4,006.21	5 %
	129 Medicare	50.24	50.24	987.00	987.00	936.76	5 %
	131 Health Insurance	3,541.97	3,541.97	25,229.00	25,229.00	21,687.03	14 %
	133 Life Insurance	6.25	6.25	104.00	104.00	97.75	6 %
	134 Disability Insurance	15.23	15.23	309.00	309.00	293.77	5 %
	136 MSRS	8.41	8.41	514.00	514.00	505.59	2 %
	151 Workers Compensation	0.00	0.00	1,662.00	1,662.00	1,662.00	%
	305 Engineer Fees	335.00	335.00	10,000.00	10,000.00	9,665.00	3 %
	308 Legal Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	310 Recording/Filing Fees	0.00	0.00	500.00	500.00	500.00	%
	314 Computer/Software Fees	1,000.00	1,000.00	1,500.00	1,500.00	500.00	67 %
	319 Contracted Services	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	325 Postage	76.85	76.85	500.00	500.00	423.15	15 %
	331 Travel Expense	21.76	21.76	300.00	300.00	278.24	7 %
	403 Road Maintenance	0.00	0.00	11,000.00	11,000.00	11,000.00	%
	413 Equipment Rental	0.00	0.00	20,000.00	20,000.00	20,000.00	%
	451 Dues & Subscriptions	1,880.00	1,880.00	2,000.00	2,000.00	120.00	94 %
	530 Improvements Other Than Bldgs	0.00	0.00	200,000.00	200,000.00	200,000.00	%
	550 Street Improvements	0.00	0.00	60,000.00	60,000.00	60,000.00	%
	720 Transfer Out	0.00	0.00	21,473.00	21,473.00	21,473.00	%
	Account Total:	11,031.47	11,031.47	465,130.00	465,130.00	454,098.53	2 %
	Account Group Total:	11,031.47	11,031.47	465,130.00	465,130.00	454,098.53	2 %
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Account Total:	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Account Group Total:	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Fund Total:	11,031.47	11,031.47	466,626.00	466,626.00	455,594.53	2 %

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
431100	Street Department						
431160	Street Lighting						
	227 Street Lights & Signs	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	381 Electricity	3,029.50	3,029.50	28,000.00	28,000.00	24,970.50	11 %
	550 Street Improvements	0.00	0.00	96,000.00	96,000.00	96,000.00	%
	Account Total:	3,029.50	3,029.50	129,000.00	129,000.00	125,970.50	2 %
	Account Group Total:	3,029.50	3,029.50	129,000.00	129,000.00	125,970.50	2 %
	Fund Total:	3,029.50	3,029.50	129,000.00	129,000.00	125,970.50	2 %
	 Grand Total:	 94,240.59	 0.00	 94,240.59	 4,404,204.00	 4,309,963.41	 2 %

**Public Works
Utility Maintenance Report**

Meeting Date:	2/17/2022				
Reporting Period:	From:	1/1/2022	To:	1/31/2022	

1. Water Utility

- a. Project Update
 - i. Peyton Acres
 - 1. NO Change in January
 - ii. Hwy 53 Water Tower Recoating
 - 1. Bid Date 1/6/2022
 - 2. Osseo Construction- Low Responsible Bidder
 - a. Working on Contracts etc.
 - b. May/June 2022 Start anticipated
- b. Valve Replacement on Haines/Arrowhead intersection
 - i. Work to be 2022 Quoted work
 - ii. Putting information together in Feb.
 - 1. March/April Quote Date
 - 2. Summer 2022 Work
- c. Irrigation meter plan for 2022
 - i. Plan approved, Has been publicized
 - ii. Have 3 Applications to Date
- d. Watermain Break
 - i. 3615 Getchell Rd
- e. Water System Modeling
 - i. NCE put together RFP
 - ii. Will be presented @ UC Mtg. on 2/17

2. Sewer

- a. Project Update
 - i. Planning 2022 Sanitary sewer cleaning
- b. Lift Station Radars
 - i. Was a programming issue on 1 and a Faulty radar on one
 - 1. Both have been corrected

3. Stormwater

- a. Project Update
 - i. Bridge inspection on Hermantown Road Bridge near 5 Corners by LHB
 - 1. Completed and a report will be presented by David Bolf @ 2/7/22 Council mtg.
 - a. Report will state the bridge should be replaced as part of the 2023 Road Improvement plan on Hermantown Road

4. Looking Ahead to 2022

- a. 2022 Driveway Culvert replacements
- b. Irrigation Meter install
- c. Oak Ridge Trunk Sewer Spur Planning

City of Hermantown - 2022 Water Loss Report

	Duluth Billed (Gallons)	Hermantown Billed (Gallons)	Difference	Percent Difference	Water Main Breaks	Truck Fill/ Temp Meter	City Usage	Total Accounted	Total Unaccounted Gallons
Jan	15,494,072	14,395,819	1,098,253	7.1%	398,000	35,366	16,930	450,296	647,957
Feb	-	-	-	0.0%	-	-	-	-	-
Mar	-	-	-	0.0%	-	-	-	-	-
Apr	-	-	-	0.0%	-	-	-	-	-
May	-	-	-	0.0%	-	-	-	-	-
Jun	-	-	-	0.0%	-	-	-	-	-
Jul	-	-	-	0.0%	-	-	-	-	-
Aug	-	-	-	0.0%	-	-	-	-	-
Sep	-	-	-	0.0%	-	-	-	-	-
Oct	-	-	-	0.0%	-	-	-	-	-
Nov	-	-	-	0.0%	-	-	-	-	-
Dec	-	-	-	0.0%	-	-	-	-	-
	15,494,072	14,395,819	1,098,253	7.1%	398,000	35,366	16,930	450,296	647,957

Total Percent of Duluth Billed Unaccounted For:

4.18%



Clear Answers for Clean Water™

Western Lake Superior Sanitary District

2626 Courtland Street
 Duluth, MN 55806-1894
 (218) 722-3336

Account No.	8420
Invoice Date	01/31/2022

To: CITY OF HERMANTOWN
 5105 MAPLE GROVE ROAD
 HERMANTOWN MN 55811

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
013122HER1	01/31/2022	02/15/2022		WASTEWATER CHARGES			48,228.00
013122HER2	01/31/2022	02/15/2022		2021 ADJUSTMENT			-596.00

Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
47,632.00	0.00	0.00	0.00	47,632.00

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. For inquiries please call WLSSD at 218-722-3336.

2021 FLOW AND LOADINGS

BOD Biochemical Oxygen Demand

SUMMARY ONLY

Hermantown
(Haines Road Metering Station)

SS Suspended Solids

FLOW Million Gallons per Day

MONTH	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	9.2699	0.2990	0.5122	15,903	513	22,847	737
FEBRUARY	8.5086	0.3039	0.5846	14,140	505	13,188	471
MARCH	13.0637	0.4214	1.0742	19,623	633	20,770	670
APRIL	12.8715	0.4291	0.7488	18,330	611	15,450	515
MAY	11.5352	0.3721	0.6592	19,871	641	16,802	542
JUNE	10.6220	0.3541	0.5556	18,720	624	17,430	581
JULY	10.3429	0.3336	0.8856	17,484	564	16,027	517
AUGUST	10.3449	0.3337	0.5698	19,933	643	19,437	627
SEPTEMBER	10.4452	0.3482	0.6516	17,730	591	17,070	569
OCTOBER	10.5494	0.3403	0.5196	18,507	597	15,593	503
NOVEMBER	10.3570	0.3452	0.6214	18,780	626	16,050	535
DECEMBER	10.7487	0.3467	0.8605	18,290	590	18,755	605
TOTAL or AVG	128.6590	0.3525		217,311	595	209,419	574

Questions regarding Billing
In this summary form
should be directed to:
Cathy Remington
Director of Finance
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Phone: (218) 740-4788
Fax: (218) 727-7471
Email: Cathy.Remington@wlssd.com

Data Verified by:
Julie Macor, Director of Environmental Services - (218) 740-4814
Grant Brown, Director of Information Services - (218) 740 - 4777
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Fax: (218) 727-7471
Email: julie.macor@wlssd.com
Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By: GB

2021 FLOW AND LOADINGS
SUMMARY ONLY

City of Hermantown
Includes Bayview and Haines Road Metering Station

BOD Biochemical Oxygen Demand
SS Suspended Solids
FLOW Million Gallons per Day

MONTH	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	15.8166	0.5102	0.8312	26,823	865	33,767	1,089
FEBRUARY	14.4651	0.5166	0.9316	24,075	860	23,123	826
MARCH	23.7652	0.7666	2.1324	37,473	1,209	38,620	1,246
APRIL	25.4288	0.8477	2.0419	39,276	1,309	36,396	1,213
MAY	19.7894	0.6384	1.2138	33,639	1,085	30,570	986
JUNE	17.2964	0.5766	0.8556	29,853	995	28,563	952
JULY	16.4616	0.5310	1.2175	27,690	893	26,233	846
AUGUST	16.2866	0.5254	0.8027	29,844	963	29,348	947
SEPTEMBER	16.6735	0.5558	0.8956	28,119	937	27,459	915
OCTOBER	17.2581	0.5567	0.8540	29,697	958	26,783	864
NOVEMBER	17.6450	0.5881	1.0681	30,936	1,031	28,206	940
DECEMBER	18.1181	0.5844	1.3558	30,582	986	31,047	1,001
TOTAL or AVG	219.0044	0.6000	Allocation	368,007	1,008	360,115	987
2021 BUDGET		0.6500	3.5300		1,150		1,100

Questions regarding Billing
In this summary form
should be directed to:
Cathy Remington
Director of Finance
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Phone: (218) 740-4788
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Email: julie.macor@wlssd.com
Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By: GB

2021 FLOW AND LOADINGS
SUMMARY ONLY

Bayview Interceptor
(City of Hermantown)

BOD Biochemical Oxygen Demand
SS Suspended Solids
FLOW Million Gallons per Day

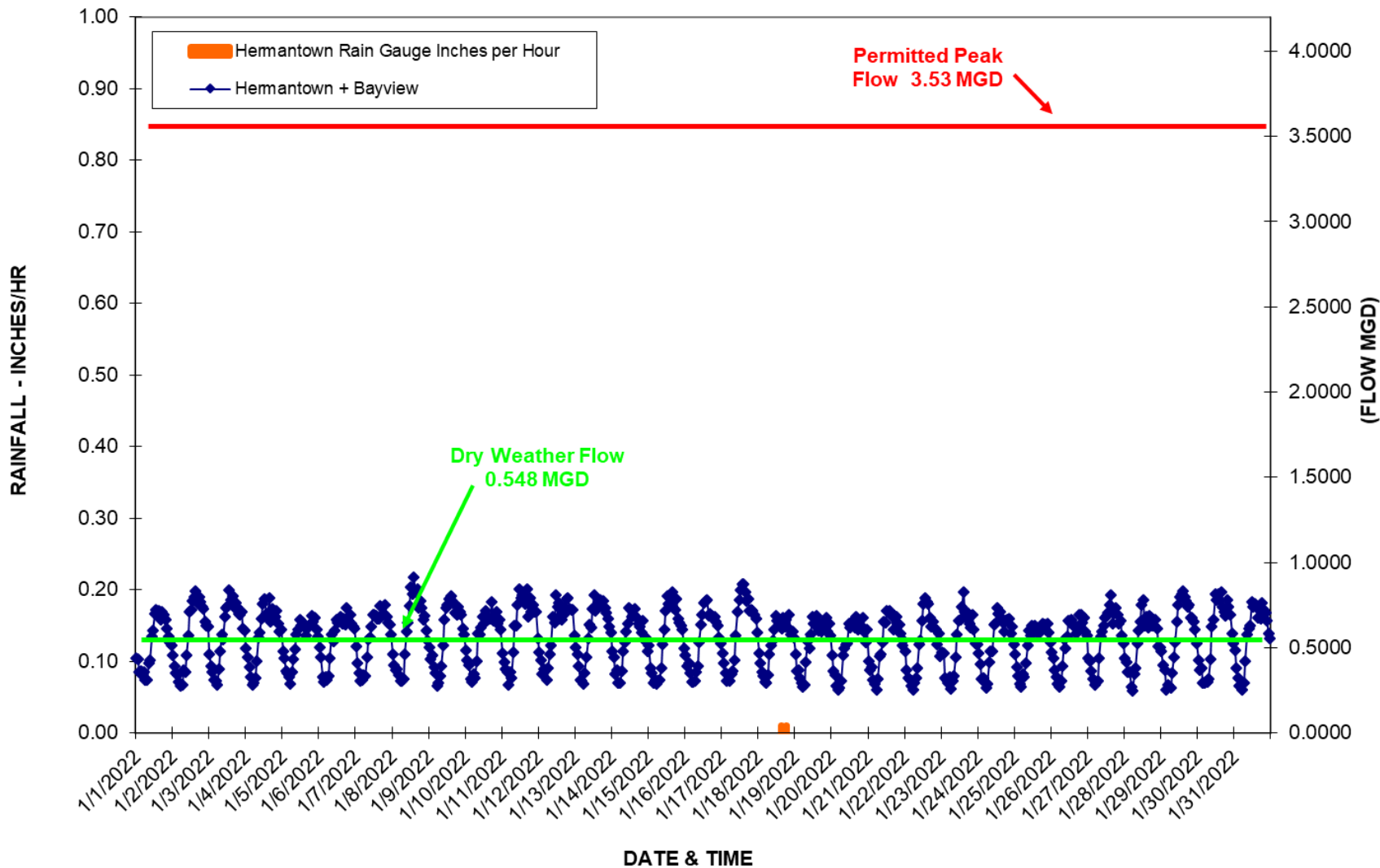
MONTH	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	6.5467	0.2112	0.3787	10,920	352	10,920	352
FEBRUARY	5.9565	0.2127	0.6357	9,935	355	9,935	355
MARCH	10.7015	0.3452	1.1283	17,850	576	17,850	576
APRIL	12.5573	0.4186	1.4354	20,946	698	20,946	698
MAY	8.2542	0.2663	0.6388	13,768	444	13,768	444
JUNE	6.6744	0.2225	0.3721	11,133	371	11,133	371
JULY	6.1187	0.1974	0.4169	10,206	329	10,206	329
AUGUST	5.9417	0.1917	0.3422	9,911	320	9,911	320
SEPTEMBER	6.2283	0.2076	0.4274	10,389	346	10,389	346
OCTOBER	6.7087	0.2164	0.3694	11,190	361	11,190	361
NOVEMBER	7.2880	0.2429	0.4697	12,156	405	12,156	405
DECEMBER	7.3694	0.2377	0.4953	12,292	396	12,292	396
TOTAL or AVG	90.3454	0.2475		150,696	413	150,696	413

Questions regarding Billing
In this summary form
should be directed to:
Cathy Remington
Director of Finance
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Phone: (218) 740-4788
Fax: (218) 727-7471
Email: Cathy.Remington@wlssd.com

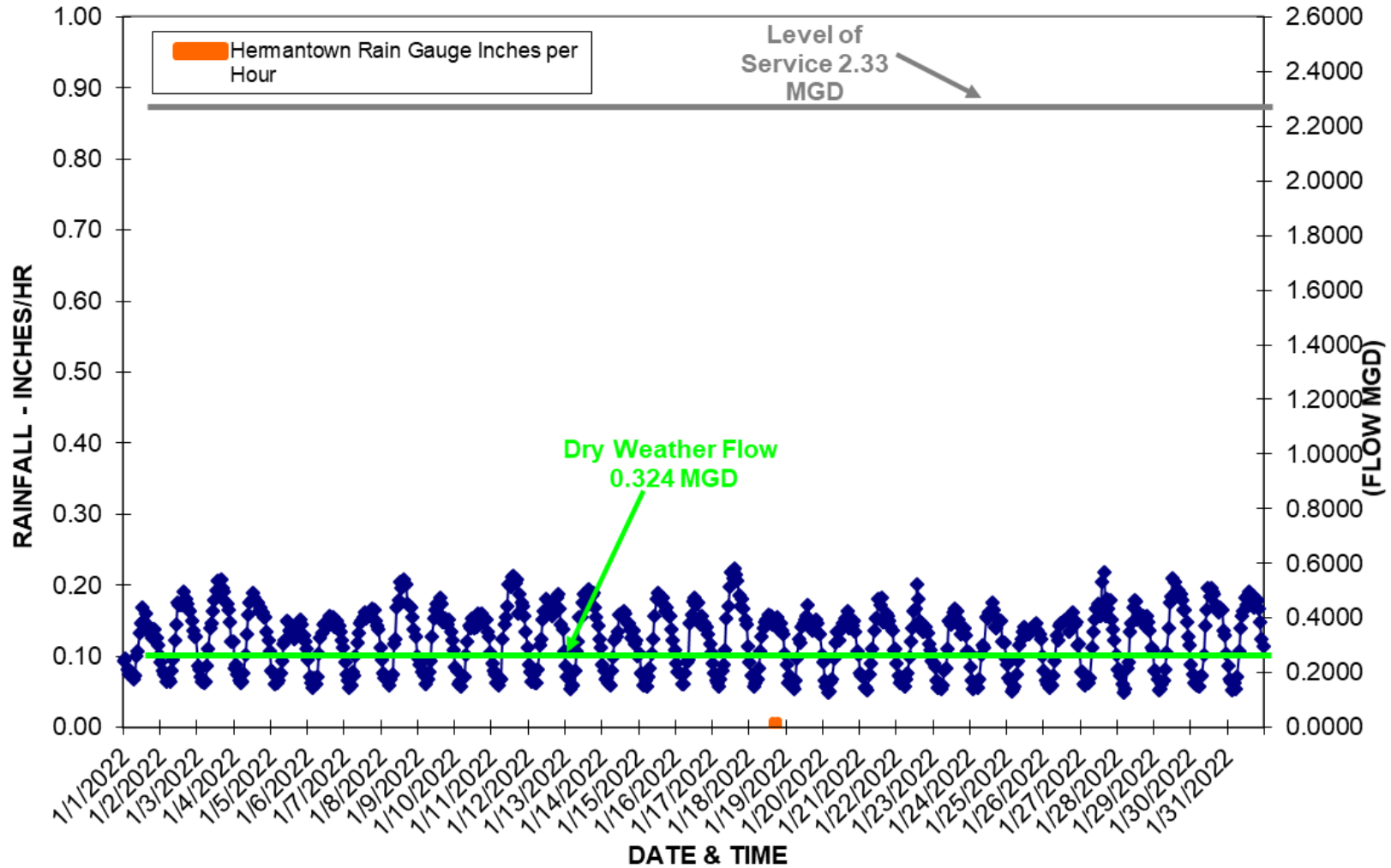
Data Verified by:
Julie Macor, Director of Environmental Services - (218) 740-4814
Grant Brown, Director of Information Services - (218) 740 - 4777
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Fax: (218) 727-7471
Email: julie.macor@wlssd.com
Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By: [Signature]

Hermantown Flow + Bayview January 2022

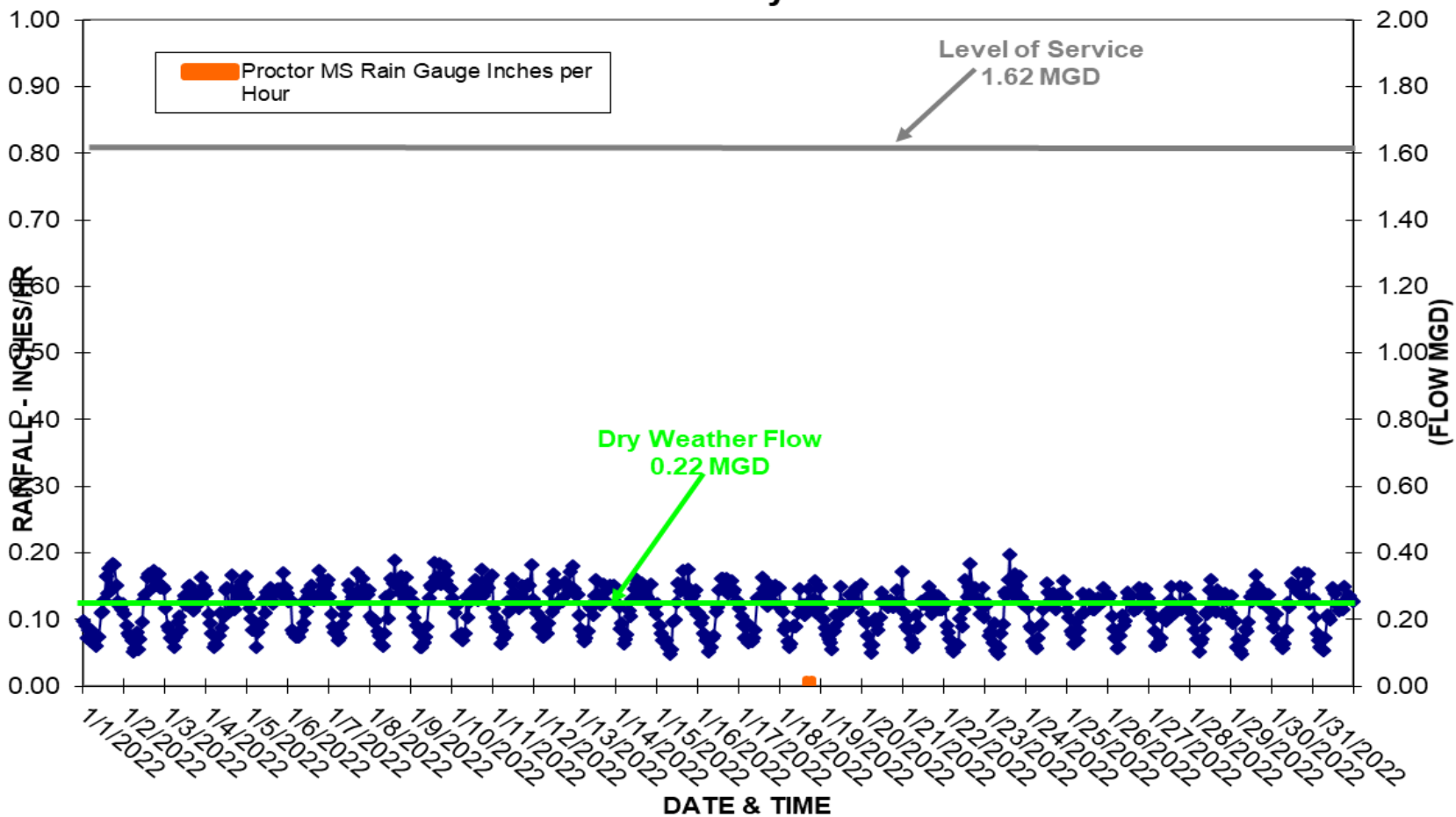


Hermantown Flow - Haines Road January 2022



BAYVIEW METERING STATION

January 2022



TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: February 10, 2022

Meeting Date: 02/17/2022

SUBJECT: Utility Billing Happenings

Agenda Item: 8f

-
- Utility Portal Update: 1,222 accounts, 443 paperless, 337 autopay (Last month: 1191 accounts, 439 paperless, 316 autopay)
 - Past Due Accounts (over \$20.00) as of February 10: 35 accts (53 accounts las month)
120 days – 2 accts (Previous month: 2)
90 days – 1 accts (Previous month: 0)
60 days – 31 accts (Previous month: 18)
30 days – 1 accts (Previous month: 33)
 - 2022 Elhers Utility Study – Last study was done in 2017
 - Irrigation Meter Grant Program: We have received 3 application that have been approved. Two meters remaining.
 - City Council approved a sewer credit for the Essentia Wellness Center in the amount of \$63,710.