

# LINCOLN PIPESTONE RURAL WATER SYSTEM

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## MEETING MINUTES December 20, 2010

The regular scheduled meeting of the Lincoln Pipestone Rural Water (LPRW) System Board of Commissioners was held at the LPRW office in Lake Benton on Monday, December 20, 2010 starting at 10:00 a.m. Chairman Joe Weber called the meeting to order with Commissioners Ken Buysse, , , , , , Norris Peterson, Rod Spronk, and Henry Van Dyke present. Also present were Board Attorney, ; DGR engineer, ; USDA Rural Development representative, ; Field Superintendents, and Tom Muller; and CEO, Dennis Healy.

**Agenda:** M/S/P Ufkin/Lonneman to approve the Agenda as presented.

**Minutes:** M/S/P Engels/Van Dyke to approve the minutes of the November 29, 2010 Regular Board meeting.

**Treasurer's Report:** M/S/P Buysse/Peterson to approve the Treasurer's report as presented.

**Bills:** M/S/P Engels/Moen to approve the following bills for payment:

- DeWild Grant Reckert and Associates Company: General Services #112 = \$569.50; Jackson-Nobles Water Supply Project – ppe #38 = \$4,987.25; New Water Source Development – ppe #29 - \$28,516.54; 2008-10 Expansion Project – ppe #24 - \$19,687.00
- McDonald, Gudmestad & Schramel: General Legal Services = \$1,969.88; 2008-10 Expansion Project = \$319.00; Jackson Nobles Water Supply Project = \$877.53
- C B & I, Inc.: Jackson Nobles Rushmore Tower; ppe #14 FINAL = \$82,821.50
- Eatherly Constructors, Inc.: 08-10 Project; North Area Phase 1, ppe #8 = \$9,316.33
- Carstensen Contracting, Inc.: 08-10 Project; South Area Expansion, Phase 1, ppe #6 = \$349,062.38; 08-10 Project; Seeding Part B, ppe #2 = \$82,475.64; 08-10 Project; Internal User Additions, ppe #1 = \$23,338.55
- Winter Brothers Underground, Inc.: 08-10 Project; Seaforth Line, ppe #2 = \$157,603.64
- AREA Inc.: 08-10 Project; Seeding Part A, ppe #1 = \$28,743.88
- Steffl Drilling & Pump, Inc.; ppe #5 = \$1,802.61
- US Bank: Nobles County Temporary Jackson Nobles Project Bonds of 2009 = \$8,540,375.00; Yellow Medicine County Refunding Bonds of 2008 = \$253,033.76
- Fryberger, Buchanan, Smith & Frederick: Legal Services to issue Nobles Co. G.O. Water Revenue Bonds Series 2010B = \$10,250.00

**Attorney's Report:** reported on the following issues.

- The assessment hearing for 2010 new water hookups went very well.
- from USDA Rural Development was present to close on the Jackson Nobles Project Build America Bonds.

**Holland MPCA Discharge Permit:** A short report from Wenke Associates was presented to the Board.

**Field Superintendents' Report:** reported that most of the pipe has been installed on the Seaforth Line, and testing is underway. Tom Muller reported that the south Projects are mostly shut down for the winter, and the SCADA work is coming on line.

**Engineer's Report:** discussed the following items:

- **Jackson-Nobles Water Supply Project:** The Jackson Nobles Project is nearly complete.
  - The final payment to C B & I for work on the Rushmore Tower has been processed.
- **2008-10 Expansion Project:** The 2008-10 Expansion Project is progressing smoothly.
  - The North Area Expansion Phase 1 has reached substantial completion, but some minor cleanup work needs to be completed in the spring.
  - The South Area Expansion Phase 1 project is closed down for the winter.
  - Work on the Lismore Booster/Storage Facility was substantially completed, but punch list items and minor changes need to be completed.
  - SCADA work is on going.
  - Seeding Part A and Part B work will be completed in the spring.
  - The Internal Users Project is proceeding on 10 priority hookups, but most of the work will be completed next year.
  - The Seaforth Line Project is moving forward quickly, and may be substantially completed this year if the weather cooperates.
- **New Water Source Development Project:** The pump test will be done next summer. M/S/P Buysse/Engels to approve Change Order #6 to extend the completion date to August 24, 2011.
- **Long-Range Planning Study:** A draft “Framework Study” is being reviewed by the Board and staff so a planning meeting can be held in January.
- **Burr WTP Contact Basin Coating:** Work is being scheduled on this repair work. M/S/P Ufkin/Lonneman to approve the DGR Proposal and authorize them to proceed with the work.

**CEO’s Report:**

- The Lewis & Clark project continues to move forward, but future funding has become a real concern.
- Project hookups continue to increase slowly.

**Committee Reports:**

- The Personnel Committee presented their recommendations for 2011 pay and benefits. The only benefit change is that employees with family health insurance coverage would no longer be required to make contributions to their HSA accounts, however they are encouraged to make contributions appropriate to their situation. M/S/P Buysse/Peterson to approve the benefit recommendations, adopt the 2011 Pay Tables for hourly employees, set the CEO’s salary at \$86,138.00 plus a car allowance of \$250 per pay period, and to approve the following pay rates effective January 3, 2011:

<u>NAME:</u>	<u>DATE HIRED</u>	<u>PAYROLL YEAR/STEP</u>
Connie Bressler, Water System Clerk	June, 1992	20/7
Ronald Carr, Water Maintenance Technician	January, 1980	32/10
Don Drietz, Field Superintendent	August, 1986	26/9
Jodi Greer, Enterprise Technician	October, 2008	4/2
Scott Johnson, Water System Operator	April, 2008	4/2
Steve Lovre, Water System Operator	October, 2005	7/3
Pat McCarthy, Water System Operator	February, 1999	13/5
Tom Muller, Field Superintendent	June, 1994	18/6
Shawn Nelson, Water System Operator	May, 1999	13/5
Jason Overby, Water Resource Technician	June, 2005	7/3
Karen Petersen, Water System Clerk	June, 1990	22/8
Roger Rasmussen, Water System Operator	April, 1982	30/10
Jeremy Rost, Water System Operator	April, 2000	12/4
Michael Schieber, Water System Operator	April, 2010	2/1
Jay Stuefen, Water System Operator	April, 1985	27/9
Kyle Thooft, Field Superintendent	May, 2001	11/1

- The Water Resources & Equipment Committee presented their recommendations for 2011 Capital Improvements Program. M/S/P Engels/DeWilde to adopt the 2011 Capital Improvements Program.

- The Budget Committee presented their recommendations for 2011 Budget and Capital Improvements Program. M/S/P Ufkin/Lonneman to adopt the 2011 Budget and Capital Improvements Program.

**Other:**

- A bond payment bill was received after approval of the bills. M/S/P Peterson/Buysse to authorize payment of Yellow Medicine County Refunding Bonds of 2008 = \$253,033.76.
- Joe Weber reported that the Lincoln County Soil and Water Conservation District has received the grant they applied for, with support from LPRW, to do wellhead protection work within the Verdi Drinking Water Supply Management Area.
- M/S/P Lonneman/Peterson to authorize the purchase of Christmas hams for employees and Board members.
- M/S/P DeWilde/Kling to authorize an employee clothing allowance of \$250 per employee for 2011.
- M/S/P Engels/Ufkin to set the following Holiday Schedule for 2011:

**2011 Holiday Schedule**

**LPRW offices are closed:**

**New Years Day, Friday, December 31<sup>st</sup> \*\***  
**Presidents Day, Monday, February 21<sup>st</sup>**  
**Good Friday, Friday, April 22<sup>nd</sup>**  
**Memorial Day, Monday, May 30<sup>th</sup>**  
**Independence Day, Monday, July 4<sup>th</sup>**  
**Labor Day, Monday, September 5<sup>th</sup>**  
**Veterans Day, Friday, November 11<sup>th</sup>**  
**Thanksgiving Day & the day after, November 24<sup>th</sup> & 25<sup>th</sup>**  
**Christmas Day, Friday, December 26<sup>th</sup> \***

**\* Holiday is on Sunday so the following Monday is off**  
**\*\* Holiday is on Saturday so the preceding Friday is off**

- M/S/P DeWilde/Peterson to set the following Regular Board Meeting Schedule for 2011:

**2011 Regular Meeting Schedule**

**Regular Meetings are normally held on the last Monday of each month at the LPRW Offices in Lake Benton;**  
**Special Meetings may be scheduled as needed.**

**10:00 a.m. Monday, January 31<sup>st</sup>**  
**10:00 a.m. Monday, February 28<sup>th</sup>**  
**10:00 a.m. Monday, March 28<sup>th</sup>**  
**7:00 p.m. Monday, April 25<sup>th</sup>**  
**7:00 p.m. Monday, May 23<sup>rd</sup> \***  
**6:30 p.m. Monday, June 27<sup>th</sup>**  
**6:30 p.m. Monday, July 25<sup>th</sup>**  
**6:30 p.m. Monday, August 29<sup>th</sup>**  
**7:00 p.m. Monday, September 26<sup>th</sup>**  
**7:00 p.m. Monday, October 31<sup>st</sup>**  
**10:00 a.m. Monday, November 28<sup>th</sup>**  
**10:00 a.m. Monday, December 19<sup>th</sup> \***

**\* Meeting date moved because of a holiday or conflict.**

**Election of Officers:** Board Attorney, , opened the floor for nominations for Board officers to take office effective January 1, 2011. Joe Weber was nominated for Chairman. There were no additional nominations so Joe Weber was elected Chairman by unanimous vote of the Board. Rod Spronk was nominated for Vice-Chairman. There were no additional nominations so Rod Spronk was elected Vice Chairman by unanimous vote of the Board. Norris Peterson was nominated for Treasurer. There were no additional nominations so Norris Peterson was elected Treasurer by unanimous vote of the Board. Jerry Lonneman and were nominated for Secretary. Ballots were distributed and collected by , and Jan Moen was elected Secretary by a vote of 6 to 5.

**Adjournment:** M/S/P Kling/Engels to adjourn the meeting at 3:00 p.m. The next Regular Board meeting will be Monday, January 31, 2011 at 10:00 a.m.

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, Secretary