

# **Lincoln Pipestone Rural Water**

415 E Benton St., P.O. Box 188, Lake Benton, MN 56149

507-368-4248 or 800-462-0309

fax: 507-368-4573 email: [lprw@itctel.com](mailto:lprw@itctel.com)

## **Meeting Minutes**

**November 29th, 2021**

The regular scheduled meeting of the Lincoln Pipestone Rural Water (LPRW) System Board of Commissioners was held at the LPRW Office in Lake Benton, MN, on Monday, November 29, 2021; and was available for viewing/participating via Zoom video/teleconferencing. The meeting was called to order at 10:01 AM by Board Chairman Mitch Kling. A quorum was established with Commissioners Randy Kraus, Jan Moen, Jerry Lonneman, Earl DeWilde, Frank Engels, Brent Feikema, Pete Petersen, Joe Weber, Bill Ufkin and Rod Spronk in attendance. Also attending was DGR Engineer Darin Schriever, Nathan Kinner (Kinner and Co.), Enterprise Technician Jodi Greer, General Manager Jason Overby, and Lyon County Commissioner Rick Anderson.

Absent were Board Attorney Ron Schramel and Supervisor Tom Muller.

**Agenda:** *M/S Spronk/Moen to approve the agenda. All in favor. Motion carried unanimously.*

**Minutes:** *M/S Ufkin/Feikema to approve the minutes from the October 2021 Board Meeting. All in favor. Motion carried unanimously.*

**Engineer's Report:** Darin Schriever presented the Engineering Report for November.

- Comprehensive Tank Maintenance Plan (2022)  
*M/S Spronk/Lonneman to approve the 2022 CTMP Work Plan. Motion carried unanimously.*
- Cities:
  - Rushmore Connection.  
*M/S Spronk/Lonneman to approve the Water Purchase Agreement with the City of Rushmore. Motion carried unanimously.*
  - Cottonwood – Waiting for average and peak daily use figures to prepare cost estimate.
  - Brewster - OCRWS revised and amended agreement is in draft form.  
Anticipating having something by next month.
- NAWS – USDA-RD is requesting a purchase option agreement on specific land for the water treatment plant. Also expecting a treatment pilot study conducted.
- New Office – LPRW is waiting to hear back from the EDA and the City of Lake Benton.

**Operations Report:** November Operations Report. Overby reviewed report; adding that Jeremy Larson has requested reconsideration on a previous variance request for receiving additional water capacity based on prior (i.e. 2010) usage. Board had originally denied that request based on usage established during the two-year analysis period. MDH Source Water Protection Grant funds, totaling \$10,000, were used to purchase and install long-term monitoring equipment at the Burr wellfield.

**Manager's Report:** Overby presented the November Manager's Report. Questions were raised on funding opportunities through the federal infrastructure bill. Commissioner Lonneman suggested contacting a lobbyist to see if we can get some guidance or help with acquiring more money for these large projects. Expansion Agreement payments to Lewis & Clark will be in January and August.

**Attorney's Report:** Schramel was absent. Overby reported that election of Board Officers will be next month.

**Treasurer's Report:** Treasurer's Report for November was included in the board packet. Kinner reviewed the Treasurer's Report.

***M/S Kraus/Engels to approve the Treasurer's Report, as presented. Motion carried unanimously.***

Commissioner Lonneman asked if about the timing of when water rate changes go into effect; asking if LPRW could change rates on the cities to top of calendar year, instead of July. Kinner said that would not be an issue.

Engels would like to see the option of emailing out the water bills instead of mailing them – saving on postage. LPRW does not have that option currently due to our billing system, but staff continue to investigate options for emailing of customer monthly water bills.

**Paid Bills:**

***M/S Kraus/Feikema to approve payment on checks #7713-7817, excluding voided check #7758. All in favor. Motion carried unanimously.***

**Pending Bills:**

- DeWild Grant Reckert and Associates Company:
  - General Services = \$5,423.38
  - Comp. Tank Maintenance = \$1,212.68
- Schramel Law Office:
  - General Services = \$2,187.10
  - North Water Source = \$192.50
- Northland Security
  - Nobles County Series 2020B = \$319,981.25

- Pipestone County 2016A = \$113,302.50
- Ehlers Bond Trust Services
  - Lincoln County 2013A = \$327,317.50
- US Bank
  - Yellow Medicine Co. 2016A = \$283,081.25
- USDA (per notification letter to Karen. No invoices provided.)
  - 91-31 Lincoln Co. 2016B\* = \$120,205.00
  - 91-33 Pipestone Co. 2021\* = \$383,902.50
- Lewis & Clark Rural Water
  - 15 MG Expansion = \$35,728.00

*M/S Engels/Lonneman to approve paying pending bills, as presented. Motion carried unanimously.*

**Committee Reports:**

- **Executive Committee:** Nothing to report.
- **Budget and Finance Committee:**

*M/S Ufkin/Weber to approve the minutes from the November 12th meeting. Motion carried unanimously.*

- Water Rate Adjustments.

*M/S Moen/Engels to approve the B-F Committee's recommendations for the 2022 water rate increases. Motion carried unanimously.*

New water rates beginning July 1, 2022 (June usage, July billing), as follows:

- Base (Monthly Minimum): \$0.25 increase (\$34.00, starting July 1, 2022).
- Volumetric:
  - Tier 1 (0-5,000 gal/month) = \$2.84 (an increase of \$0.05)
  - Tier 2 (5,000-10,000 gal/month) = \$2.89 (an increase of \$0.05)
  - Tier 3 (10,000-20,000 gal/month) = \$2.94 (an increase of \$0.05)
  - Tier 4 (20,000+ gal/month) = \$2.94 (increase of \$0.05)
  - Bulk/Municipal (flat per 1,000 gal/month) = \$2.89 (an increase of \$0.07)

< 12:00-12:45PM Lunch Break >

- FY2022 Budget Proposal. Kinner reviewed the FY2022 proposed budget. There was discussion regarding inflation and Nathan assured the board that he factored that information in.

*M/S Weber/Feikema to approve the FY2022 Budget, as presented. Motion carried unanimously.*

- Commissioner Compensation Rates. Commissioner Spronk raised the topic of compensation rates for LPRW Board of Commissioners.

*M/S Ufkin/Engels to approve increasing Director's fees by \$25.00 for each meeting category to become effective January 1, 2022. Motion carried unanimously.*

Schriever discussed the need for a PRV/building to be located downstream of the L&C's Adrian delivery point. This would add flexibility when receiving additional water from L&C and reduce over-pressurizing older distribution lines around the Adrian-Ellsworth supply area. Expected cost approximately \$100,000.

- **Personnel Committee:** GM discussed revisions to job descriptions for two positions, Water Resource/GIS Technician and Water System Supervisor, as recommended by staff and by the Committee.

*M/S Spronk/Lonneman to approve changes to the position descriptions for the Water Resource/GIS Technician and Water System Supervisor. Motion carried unanimously.*

Overby and Kinner reviewed the Pay-For-Performance matrix, its connectivity to the budget and its use for GM performance reviews.

- **Water Resources & Equipment Committee:** Nothing to report. Expected to meet in December.
- **Joint Powers Board Representative:** Commissioner Lonneman discussed the status of the L&C expansion and funding.

### Other Business:

- Water Facilities Administration Agreements – Meter Reads Only & Full-Service Contracts.

*M/S Lonneman/Spronk to approve both types of Water Facilities Administration Agreements. Motion carried unanimously.*

- LPRW 2022 Holiday Schedule.

*M/S Ufkin/Feikema approved the 2022 Holiday Schedule.*

- LPRW 2022 Board Meeting Schedule.

*M/S Engels/DeWilde to approve the 2022 Board Meeting Schedule with all meetings from April through October to start at 5:00pm.*

There was discussion on start times for meetings. Kling called a vote on the motion with four (4) Ayes (Moen, Kraus, Petersen, Engels) and six (6) Nays (Weber, Ufkin, Spronk, Lonneman, Feikema, DeWilde). The motion failed.

***M/S Lonneman/Weber to approve the 2022 meeting schedule, as presented, with April, May and October meetings having TBD times to be set by the Board Chair three (3) days before the meeting. Roll call vote: Ayes – 9 (Moen, DeWilde, Feikema, Spronk, Weber, Ufkin, Kraus, Petersen, Lonneman), Nays – 1 (Engels). Motion carried.***

The December meeting will be the 27th starting at 9am and we will have a noon meal with the staff at the Country House.

Some discussion regarding a speaker system to hear better when participating remotely by virtual meeting platform. Rick Anderson suggested the Owl Pro speaker system. Staff will investigate options.

**Public Comment:** None

**Adjournment:** *M/S Weber/Spronk to adjourn the board meeting at 2:40PM. All in favor. Motion carried.*

Respectfully Submitted,

Randy Kraus, LPRW Board Secretary