

Lincoln Pipestone Rural Water

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Meeting Minutes

April 30th, 2018

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, April 30th, 2018, starting at 5:00 pm. Chairman Earl DeWilde called the meeting to order with Commissioners Ken Buysse, Brent Feikema, Rod Spronk, Bill Ufkin, Jan Moen, Jerry Lonneman, Joe Weber, Mitch Kling, Randy Kraus, and Frank Engels present. Also present were Board Attorney Ron Schramel, DGR Engineer Darin Schriever, Financial Advisor Nathan Kinner, Field Supervisor Tom Muller, Enterprise Technician Jodi Greer, General Manager Jason Overby, and Lyon County Commissioner and Liaison Gary Crowley.

Agenda: *M/S Kraus/Engels to approve the agenda. Motion carried.*

Minutes: *M/S Spronk/Feikema to approve minutes from the March 2018 Board Meeting. Motion carried.*

Engineer's Report: Darin Schriever presented Engineering Report for April. Additional items discussed included the following:

CIP Program:

Priority #2 – Meter Replacement/AMR Deployment Project: MTS.

M/S Feikema/Engels to approve Partial Pay Estimate #2 to Metering and Technology Solutions (MTS) in the amount of \$100,859.60. Motion carried.

City of Edgerton:

M/S Spronk/Moen to approve the Engineering Service Agreement with DGR for the City of Edgerton Booster/Meter Station. Motion carried.

City of Dawson Connection:

Schedule 1 – Pipeline Construction: Winter Brothers Underground.

M/S Ufkin/Engels to approve Change Order #2 for \$9,255.00 to Winter Bros. Underground. Motion carried.

M/S Moen/Kraus to approve Partial Pay Estimate #4 for \$9,932.25 to Winter Bros. Underground. Motion carried.

Schedule 4 – Booster/Meter Building: Hydro Tech Service

M/S Kling/Feikema to approve PPE#1 for \$13,757.85 to Hydro Tech Service. Motion carried.

There were some issues with power easements at site location. An additional 30 feet of land to the north will need to be acquired. Schramel will get in contact with the Dawson's attorney.

North Area Water Source: GM indicated that Option documents have been sent with payment to Jason Mamer. Two other sites in target area have been identified.

M/S Ufkin/Engels to proceed with obtaining the additional two land options with the same terms and conditions as the last option. Motion carried.

Operations Report: April Operations Report was presented. Additional items discussed included the following:

Muller discussed Schilling/Kramer hookups, pipeline options and associated costs.

M/S Spronk/Kraus to proceed with the service hookups for Schilling/Kramer, and LPRW will pay to upsize the pipe from a 3" to a 6" in identified locations. Motion carried.

Muller also reported that Herman Bos is intending to purchase the Edgerton well site.

Manager's Report: April Manager's Report was presented. Additional items discussed included the following:

MMU – MMU requests to end the current contract at end of contract calendar year (April 30, 2018), rather than at the August 1st, 2018 termination date.

M/S Kling/Feikema to approve to terminate the MMU contract effective at midnight, April 30th. Motion carried.

M/S Spronk/Kraus to set up a pay schedule to provide MMU with a minimum of 50 gallons per minute starting at midnight, April 30th, 2018 at the commodity rate plus capacity rate of \$0.82. Motion carried.

Rerouting of one service connection (Kumerow) along the 10" ML serving MMU:

M/S Spronk/Engels to proceed with the proposed rerouting of the Kumerow service connection. Motion carried.

OCRWS – GM discussed billing issue(s) OCRWS was having with meter readings at Stateline meter building. An error in the "multiplier" factor in the billing software caused three low usage amounts. Error has been corrected and LPRW will back pay for appropriate gallons delivered.

2017 Audit – The audit had some errors that need to be corrected. GM will hand out the corrected audits at the May Board meeting.

Attorney's Report: Schramel discussed expiring commissioner terms and the process involved in reappointments. Board terms that are expiring the end of 2018: Ken Buysse, Earl DeWilde, and Randy Kraus. Reappointments will be acted on at the next board meeting.

Treasurer's Report: Kinner presented the Treasurer's Report for April. Ufkin questioned why the director's fees were up this year compared to last year. Kinner will investigate and report back. There appeared to be possible errors shown in May's Revenue Report. Staff will investigate the discrepancies and report back.

M/S Lonneman/Spronk to approve Treasurer's Report, as presented. Motion carried.

Paid Bills: Spronk requested to see all voided check numbers included in the report. Kinner will make sure that Karen Petersen includes this information in the future.

M/S Engels/Kling to approve payment on Checks #2149 through #2282. Motion carried.

Pending Bills:

- **DeWild Grant Reckert and Associates Company:**

- General Services Invoice #198 = \$3,446.00
- North Area Water Source PPE #4 = \$1,813.00
- Comprehensive Tank Main. = \$364.00
- Dawson Water Source PPE #12 = \$2,228.00
- 2016 Improvement Pro. #24 = \$30,468.75

- **Schramel Law Office:**

- General Services = \$5,917.70

M/S Ufkin/Buysse to approve paying pending bills, as presented. Motion carried.

Committee Reports:

- **Executive Committee:**

- MN PERA Program. Bud Vis was present at the committee meeting. Vis started the current retirement plan LPRW has with Waddell and Reed. Vis believes that LPRW applied to PERA back in 1985-1986 and were turned down. However, no documentation was provided to confirm such. Vis

did provide copy of the 1987 Resolution citing the change in retirement plans from Federated Insurance to Waddell and Reed. Schramel reviewed qualifications of a “governmental subdivision”.

- LPRW’s 40th anniversary falls on December 5th, 2018. Committee desires to wait until our 50th anniversary to plan an event. However, a notice of LPRW’s milestone can be included in our annual newsletter.
- Logo/Branding. Staff needs to work on designing a new logo. The board will wait on ordering clothing until after a new logo has been designed.

- **Personnel Committee:**

- Cell phone reimbursement for employees was discussed.

M/S Kraus/Feikema to pay the base charge for a phone, if the employee decides to upgrade they are responsible for the charges. If the phone is lost or damaged the replacement cost is prorated over 36 months. Motion failed.

M/S Ufkin/Kling for LPRW to pay all costs for the repair, replacement of damaged or lost company-issued electronic devices at the base charge of the device. If employee chooses to pay for device upgrade(s), LPRW will not reimburse employee for the upgrade expenditures. Motion carried.

- Tiered Pay Structure for water licensure.

M/S Kling/Engels to adopt the tiered pay structure for obtaining MDH water operator certification, as follows: Class “D” equal to \$0.10/hr increase; Class “C” equal to \$0.20/hr increase; Class “B” equal to \$0.30/hr increase; and a Class “A” equal to \$0.50/hr increase. This policy to be retroactive to March 1, 2018; and for the increase to occur on the pay period following the date of MDH notification of passing water operator exam. Motion carried.

- Hiring of a new water operator.

M/S Ufkin/Buysse to authorize the hiring a new water operator. Motion carried.

- **Budget and Finance Committee:** Nothing to report.
- **Water Resources and Equipment Committee:** Nothing to report.
- **Joint Powers Board Representative:** Lonneman discussed issues with L&C and that members, including LPRW, may have to consider cutting back water usage during peak times. Lonneman also discussed L&C decisions to allocate funds for either 1.) putting in an additional production well, or 2.) putting pipeline in the ground in Iowa.

Other Business:

- City of Edgerton Water Purchase Agreement.
M/S Moen/Feikema to approve the Water Purchase Agreement with the City of Edgerton. Motion carried.
- LPRW Wellhead Protection Plan
M/S Lonneman/Engels to accept the Resolution adopting the Wellhead Protection Plan. Motion carried.
- May Board meeting date and time was discussed. May meeting will be at 6pm, May 21, 2018.

Public Comment: A question was posed as to what type of work was happening in Grandview Twp. LPRW discussed a service being installed. There was some concern with the contractor that LPRW hired to put in the water line.

Adjournment: *M/S Feikema/Lonneman to adjourn the board meeting at 8:00 pm. Motion carried.*

Respectfully Submitted,

Janice Moen, LPRW Board Secretary