

Lincoln Pipestone Rural Water

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Meeting Minutes

October 29th, 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, October 29th, 2018, starting at 6:00 pm. Chairman Earl DeWilde called the meeting to order with Commissioners Ken Buysse, Brent Feikema, Rod Spronk, Jan Moen, Jerry Lonneman, Joe Weber, Mitch Kling, Randy Kraus, Bill Ufkin and Frank Engels present. Also present were Board Attorney Ron Schramel, DGR Engineer Darin Schriever, Financial Advisor Nathan Kinner, Enterprise Technician Jodi Greer, Field Supervisor Tom Muller, Utility Billing Clerk Barbara Powell, and General Manager Jason Overby. Also in attendance was Lyon Co. Commissioner Gary Crowley and Russell Public Works Director Glen Grant.

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

Minutes: *M/S Lonneman/Engels to approve minutes from the September 24, 2018 Board Meeting. Motion carried.*

M/S Kling/Ufkin to approve minutes from the Special Board Meeting Awarding Bid for Edgerton Meter/Booster Building held October 11th, 2018. Motion carried.

Dale DeBeer Request: Mr. DeBeer discussed his pasture hookup and that he does not feel it is fair that he has to pay a monthly minimum if he disconnects this meter. GM explained the policy set by the board in May of 2018; describing that all accounts will receive a monthly minimum (base) bill. This gives Mr. DeBeer the option to still disconnect, but he will have to continue to pay the minimum bill. Mr. DeBeer stated that if we are going to continue to charge him monthly for not using the water, then he will in turn charge LPRW for crop damages and access to his land when LPRW needs to do maintenance work or repairs.

Schramel stated that the board does not have a policy on how to handle a more permanent disconnect(s) with property owners that later decides to reconnect. Kling stated that further discussion on this topic is needed at the committee level and brought to the full board for consideration. The Board will then respond to Mr. DeBeer.

Commissioner Weber also received a call from Scott Pritchett about the same situation.

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

- **Priority #2 – Meter Replacement/AMR System – MTS.**

M/S Buysse/Kraus to approve paying PPE#5 in the amount of \$118,026.10 to Metering & Technology Solutions. Motion carried.

- **Comprehensive Tank Maintenance Plan:**

Glass-lined GSR's – Great Plains Structures, Inc. Engineering recommended to delay action until next month regarding the invoice from Great Plains Structures, Inc. in the amount of \$33,088.00.

Concrete GSR's – K&W Coatings. *M/S Weber/Feikema to approve CO#2 decrease of \$3,648.00 from K&W Coatings. Motion carried.*

M/S Feikema/Buysse to approve PPE#2 (final) in the amount of \$15,100.80 and accept project as complete with K&W Coatings. Motion carried.

- **City of Dawson Water Source (Booster Site) – Hydro Tech Service:**

M/S Kling/Engels to approve PPE#5 (final) in the amount of \$6,153.75 and accept project as complete with Hydro Tech Service. Motion carried.

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

- **Dump site over mainline.** Discussion regarding the garbage dump site that is located over our 8" water main. Photos of the site were provided by staff. Muller reported that it would cost roughly \$17,000 to move the line away from the garbage pit. DeWilde and Spronk asked about having an easement on this property. It does not appear LPRW has an easement. Muller inquired with Dubbelde to help assist with relocation, or cover some of the costs. However, Dubbelde declined.

M/S Ufkin/Moen to proceed with relocating the pipe. Motion carried.

- **Delinquent Accounts.** Powell described the process with account delinquencies. One account is delinquent due to the remote not matching up with the meter. The landowner refuses to pay for water used through the meter – stating the equipment provided was faulty. The policy is that all water passed through the meter is the responsibility of the account holder. Engels suggested running the meter on a test bench to verify its accuracy.

Another landowner had recently taken over an account and discovered very high usage due to a leak that he cannot locate. User is trying to locate leak, but is requesting to waive the capacity charges. The Board is comfortable with giving the GM the ability to handle these issues on a case-by-case basis.

Manager's Report: October Manager's Report was presented. Ufkin asked how things were going up North without a supervisor. In response, the GM noted that things have been going very well for the North staff; however, there are some hurdles we have to overcome without someone in this supervisory role.

Attorney's Report:

- **PERA Response Letter.** Schramel received a response letter from MnPERA. Further information from PERA has been requested. Schramel will provide follow up, and directed GM to inform the staff that LPRW will likely be participating in the MnPERA program.
- **2018 Assessment List.** Schramel will report on 2018 assessments at the November meeting. Lonneman asked about current interest rates on assessments; possibly raising interest rates due to market changes.
- **Board Appointment/Reappointments.** Schramel indicated that nine out of 10 counties have responded to the Board appointment/reappointments. Lac Qui Parle County had some questions regarding the process and had tabled their decision. The GM provided a response to their questions.

Treasurer's Report: Kinner discussed Engagement Letter/Proposal from auditors, and presented the Treasurer's Report for October.

M/S Lonneman/Weber to accept the proposal from Abdo, Eich & Meyers for 2018 Auditing Services, and for the GM to e-sign accepting this proposal. Motion carried.

M/S Weber/Kraus to approve Treasurer's Report, as presented. Motion carried.

Paid Bills: *M/S Kling/Moen to approve payment on checks #2972 through #3090, excluding voided check #3015. Motion carried.*

Pending Bills:

- DeWild Grant Reckert and Associates Company:
 - General Services Invoice #204 = \$4,654.63
 - City of Edgerton = \$8,656.00
 - Dawson Water Source #17 = \$5,098.35
 - Comprehensive Tank Maintenance Plan = \$671.00
- Schramel Law Office:
 - General Services = \$2,872.87

- Great Plains Structures
 - Lynd/Holland Tank = \$33,088.00

M/S Ufkin/Engels to approve paying pending bills, excluding the Great Plains Structures invoice for \$33,088.00 per engineer review, as presented. Motion carried.

Break at 7:53pm

Resume at 8:01pm

Committee Reports:

- **Executive Committee:** Nothing to report.
- **Personnel Committee:**

M/S Moen/Buysse to approve recommendation from the committee to have a range of \$17-\$26 an hour for Water Operator Position. Motion carried.

M/S Feikema/Engels to approve the minutes from the September 24th Personnel Committee meeting. Motion carried.

M/S Kling/Kraus to approve the minutes of the September 27th Personnel Committee meeting. Motion carried.

M/S Buysse/Kling to approve the minutes of the October 25th Personnel Committee meeting. Motion carried.

- **Budget and Finance Committee:** Nothing to report.
- **Water Resources and Equipment Committee:** Nothing to report.
- **Joint Powers Board Representative:** Nothing to report.

Other Business:

- **Company Logo/Branding.** Logo design options created by NRWA representative were presented and discussed. There was interest in a design option that incorporates the 10 counties LPRW serves within the State of MN boundary as part of the logo; similar to Red Rock RWS. No decision was made.
- **Next LPRW Commissioner Meeting.** The November Board meeting is scheduled to begin at 10:00 am.

Public Comment: No public comment.

Adjournment: *M/S Kling/Moen to adjourn board meeting at 8:27 pm.*

Respectfully Submitted,

Janice Moen, LPRW Board Secretary