

# **Lincoln Pipestone Rural Water**

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## **Meeting Minutes**

**November 26<sup>th</sup>, 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, November 26<sup>th</sup>, 2018, starting at 10:00 am. 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 Barb Powell, Water Operator Matt Wieme and General Manager Jason Overby. Also, present were Lyon Co. Commissioner Gary Crowley and Glen Grant.

**Agenda:** *M/S Spronk/Lonneman to approve the agenda. Motion carried.*

**Minutes:** *M/S Ufkin/Engels to approve minutes from the October 2018 Board Meeting. Motion carried.*

Commissioner Spronk inquired as to the status of Dale DeBeer pasture service. Powell stated DeBeer requested service to be disconnected and staff removed the meter/AMR.

**New Water System Operator:** Introduced and welcomed Matthew Wieme as LPRW's newest water system operator.

**Terry's Food:** Terry Chlebeczek, owner of Terry's Foods, had requested to discuss a metering discrepancy with the LPRW Board. Although Mr. Chlebeczek did not attend the meeting, discussion on the matter occurred. Pit meter reading and remote device reading did not match – off by 827,000 gallons. Customer meter was bench-tested by staff and found to be 3% slower (i.e. a volume increase that passed through the meter without being recorded on the meter register).

*M/S Engels/Kraus that account held by Terry's Foods will be charged for water passed through the meter; but will not be subjected to capacity overage fees. Motion carried.*

*M/S Ufkin/Engels that one-time billing adjustments due to discrepancies between the actual meter and what is reported on the remote read not be subjected to capacity overage charges. Motion carried.*

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

### **Comprehensive Tank Maintenance Plan:**

Glass Lined GSR's:

*M/S Spronk/Feikema to approve payment in the amount of \$29,488 and \$1,350.00 to Great Plains Structures, Inc. for work on the Lynd and Holland tanks, respectively. Motion carried.*

**L&C Control Improvements:** AE2S has provided a preliminary proposal for control work at the L&C Adrian meter building. Board consensus is to move forward with the control integration at Adrian.

Chairman DeWilde passed around a card of appreciation sent from the Van Dyke Family after the passing of former Commissioner Henry Van Dyke.

**Operations Report:** November Operations Report was presented. Muller provided update on pipeline reroute around the Dubbelde garbage dump site.

**Manager's Report:** November Manager's Report was presented.

**Attorney's Report:** Schramel provided preliminary findings for 2018 hookups and assessments. Final assessment summary will be presented at the December meeting. Hearing with the District Court is scheduled for December 26<sup>th</sup>. Election of Board Officers scheduled for December board meeting.

**Treasurer's Report:** Kinner presented the Treasurer's Report for November.

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

**Paid Bills:**

*M/S Moen/Buysse to approve payment on checks #3091 through #3221, and #3224-3239. Motion carried.*

**Pending Bills:**

- DeWild Grant Reckert and Associates Company:
  - General Services Invoice #205 = \$3,391.00
  - City of Edgerton = \$1,200.00
  - Dawson Water Source #18 = \$163.00
  - 2016 Improv. Pro. 2 #29 = \$512.85
  - North Area Water Source = \$407.50
  - Comprehensive Tank Maint. = \$1,734.65
- Schramel Law Office:
  - General Services = \$2,797.20
- Great Plains Structures

- Holland = \$1,350.00
- Lynd = \$29,488.00
- Pipestone Co. Water Revenue Refunding Bond, Series 2016A = \$111,227.50
- Lincoln Co. GO Bond, Series 2013A = \$373,167.50

*M/S Lonneman/Feikema to approve paying pending bills and bond payments, as presented. Motion carried.*

### **Committee Reports:**

- **Executive Committee:** Nothing to report.
- **Budget and Finance Committee:** B&F Committee met prior to board meeting. Kinner reviewed the preliminary FY19 budget. Discussion included a possible increase to the base rate, increases to the commodity rate(s), and the potential to reduce/eliminate a commodity rate tier level. Schramel reviewed MN statutes regarding water conservation measures to be taken for public water suppliers serving more than 1,000 customers. Ufkin requested a report on the change of cash position over the last three (3) years. Final FY19 Budget will be emailed out and approved at the December meeting. Lonneman commented on the clarity of the budget, assessments, etc.; providing praise to the B&F Committee, Kinner and Schramel for the work performed.

- **Personnel Committee:**

*M/S Engels/Ufkin to approve the minutes from the November 6<sup>th</sup> Personnel Committee meeting. Motion carried.*

*M/S Buysse/Lonneman to approve the minutes from the November 8<sup>th</sup> Personnel Committee meeting. Motion carried.*

*M/S Lonneman/Kling to approve a \$2,500 salary increase for the General Manager position. Motion carried.*

- **Water Resources and Equipment Committee:** Nothing to report.
- **Joint Powers Board Representative:** Lonneman provided update to L&C pipeline project between Adrian and Worthington. Governor Dayton is scheduled for a City of Worthington-L&C connection ribbon cutting ceremony on Dec 12<sup>th</sup>.

### **Other Business:**

- **Company Logo:**

*M/S Ufkin/Feikema to choose the more contemporary logo as the official LPRW logo. Eight (8) in favor, two (2) (Engels and Spronk) opposed. Motion carried.*

- **2019 Board Meeting Schedule:**

*M/S Moen/Kling to approve the 2019 Board Meeting Schedule, as presented. Motion carried.*

- **2019 Holiday Schedule:**

*M/S Feikema/Kraus to approve the 2019 Holiday Schedule, as presented.  
Motion carried.*

- **Committee meeting scheduling:**

*M/S Ufkin/Engels to adopt as policy that any committee meeting held prior to a board meeting must end 15 minutes prior to the start of said board meeting.  
Motion carried.*

Weber asked what the protocol is if a customer refuses to sign a new water users agreement. Schramel reminded that it is board policy that all customers are required to sign a new water user's agreement.

Lonneman inquired about the two connections we have with City of Worthington. Muller is working with Eric Roos (City of Worthington Water Superintendent) on the possibility of maintaining 10-15 gpm flow through each connection to keep lines fresh.

**Public Comment:** Mr. Crowley relayed a concern by a lake-side customer that is opposed to being charged continuous monthly fees for those months that water is not being used. Ufkin stated this topic will be reviewed in committee.

**Next Regularly Scheduled Board Meeting:** The December 2018 Board meeting is set to begin at 9:00 AM on December 17<sup>th</sup>.

**Adjournment:** *M/S Lonneman/Feikema to adjourn board meeting at 12:06 pm.  
Motion carried.*

Respectfully Submitted,

Janice Moen, LPRW Board Secretary