

# **Lincoln Pipestone Rural Water**

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## **Meeting Minutes**

**March 27th, 2017**

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, March 27th, 2017, starting at 10:05am. Chairman Joe Weber called the meeting to order with Commissioners Randy Kraus, Janice Moen, Brent Feikema, Rod Spronk via FaceTime, Bill Ufkin, Ken Buysse and Earl DeWilde, Mitch Kling and Frank Engels present. Also present were Board Attorney Ron Schramel, DGR Engineer Darin Schriever and Peter Baudhuin, Financial Advisor Nathan Kinner, Field Superintendent Shawn Nelson, Enterprise Technician Jodi Greer, and General Manager Jason Overby. Also present was Tabor Hoek with the MN Board of Water and Soil Resources. Commissioner Jerry Lonneman was absent.

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

**Minutes:** *M/S Feikema/Engels to approve minutes from the February 2017 Board Meeting. Motion carried.*

### **Tabor Hoek – MN Board of Water Soil Resources (Marshall, MN)**

Discussed CREP, CRP and RIM programs and anticipated funding levels.

**Engineer's Report:** Schriever presented Engineering Report.

- **CIP Program**

Priority #1: Source Water & Controls. Substantial completion on March 16, 2017 was met. 5% retainage is still being withheld.

*M/S Buysse/Kraus to approve payment to Ellingson Co. for PPE#10 in the amount of \$17,573.54. Motion carried.*

- Priority #2: Edgerton Pump Station

*M/S Moen/Feikema to approve payment to KHC Construction for PPE#8 in the amount of \$146,635.35. Motion carried.*

- Comprehensive Tank Maintenance Plan: Quotes were discussed regarding annual CIT and other maintenance tank work.

*M/S Ufkin/Engels to approve awarding Tank CIT work for Chandler Tower to Owens in the amount of \$1,600; and to approve awarding Engineering America, Inc. the CIT work for Lynd Standpipe in the amount of \$1,700, and the resealing work for Holland WTP two small GSR's in the amount of \$49,700. Motion approved.*

- City of Dawson: Pipeline route and size to connect with Dawson discussed. Draft Water Supply Agreement was sent to City of Dawson officials for review. Minutes from the March 7<sup>th</sup> Water Resource Committee Meeting held in St. Cloud were reviewed.

*M/S DeWilde/Ufkin to select the pipe size of the Dawson connection as an 8” main, and to have LPRW build the booster/meter building. Motion carried.*

*M/S Engels/Buysse to secure a hydrogeologist for water exploration contingent upon recommendation from USDA-Rural Development. Motion carried.*

*M/S Kling/Moen to approve the Engineering Services Agreement with DGR for the City of Dawson Water Source Project (LPRW-Dawson interconnection). Motion carried.*

**Operations Report:** March Operations Report was presented.

Staff would like to purchase an Ultrasonic Flowmeter to come out of short term asset account. Ufkin inquired about inclusion of training with equipment.

*M/S DeWilde/Kling to approve the purchase of the Ultrasonic Flowmeter. Motion carried.*

Brief discussion regarding current customer capacity usages and capacity purchases. Weber directed the WRC and staff to meet to review data and present findings to the full board.

**Manager’s Report:** March Manager’s Report was presented.

Land Rental bids for tillable acres in Verdi Wellfield – Loren and Lester Otkin, Dryland Farms, Inc. was the highest bid.

*M/S DeWilde/Feikema to accept bid from Dryland Farms, Inc. DeWilde withdrew motion due to change in contract end date from December 1, 2017 to September 1, 2017.*

*M/S Ufkin/Kling to accept highest bid offered from bidding parties that are willing to end renters lease agreement by September 1, 2017. Motion carried.*

2.24 ac Land Sale – Charles Oppelt expressed interest in purchasing the land at the price requested by LPRW, less the cost of the appraisal – totaling \$15,730.00

*M/S Engels/Kraus to accept this counter offer from Charles Oppelt of \$15,730.00 for the 2.24 ac parcel, located in the SW ¼ of the SW ¼ of Section 30, T109N – R46W (Verdi TWP), Lincoln County, Minnesota. Motion carried.*

**Attorney's Report:**

No report provided.

**Treasurer's Report:** Kinner presented Treasurer's Report

*M/S Buysse/Feikema to accept the March Treasurer's Report, as presented. Motion carried.*

Pending Bills:

- DeWild Grant Reckert and Associates Company:
  - General Services Invoice #185 = \$3,993.81
  - 2014-2015 Improvements Project – Priority 1, PPE #22 = \$5,642.40
  - 2016 Improvements Project – Priority 2, PPE #10 = \$28,144.37
  - Tank Maintenance Plan – Project # 841301.00 = \$177.00
- Schramel Law Office:
  - General Services = \$2,928.28
- Kinner & Company:
  - Dec 16/Jan 17 Accounting Asst. = \$10,125.00

*M/S Engels/Kling to pay the pending bills. Motion carried.*

**Committee Reports:**

- **Executive Committee:** Nothing to report.
- **Personnel Committee:** Discussed options for employee retirement(s). Manager provided update to Utility Billing Clerk position.

*M/S Feikema/Kling to accept starting wage for billing clerk position at \$14.75 an hour.*

*M/S Engels/Feikema to approve the minutes from the 3/7/17 Personnel Committee Meeting. Motion carried.*

Discussion as to the definition of “Immediate Family”, as listed in LPRW’s Employee Policy Handbook.

*M/S Buysee/Kling to define “Immediate Family” as “a Board member’s, or current employee’s parent, biological child, step child, adopted child, grandparent, or sibling. Spouse of an employee or board member is excluded from this definition.” Motion carried.*

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

- **Water Resources and Equipment Committee:**

*M/S Engels/Ufkin to approve the minutes of the 3/7/17 Water Resource Committee Meeting. Motion carried.*

**Other Business:**

- April Board Meeting: Meeting start time scheduled at 6:00pm. Meal to be served at 5:30pm.

**Public Comment:** Jim Nichols discussed his meeting with the Governor's staff. Nichols is promoting the value and economic benefits that rural water systems bring to greater Minnesota; with a desire for LPRW to share its story with Governor's staff. Nichols also highlighted agricultural practices that could benefit producer yields, while bringing positive impacts to soil and water resources.

**Adjournment:** *M/S Buysse/Kraus to adjourn the meeting at 2:15pm*

Respectfully Submitted,

Janice Moen, LPRW Board Secretary