

Lincoln Pipestone Rural Water

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Meeting Minutes

March 25th, 2019

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 25th, 2019, starting at 10:05 am. Chairman Earl DeWilde called the meeting to order with Commissioners Glen Grant, Joe Weber, Mitch Kling, Randy Kraus, Jerry Lonneman, Brent Feikema, Jan Moen and Frank Engels present, with Commissioner Rod Spronk participating via FaceTime. Absent was Commissioner Bill Ufkin. Also present were Board Attorney Ron Schramel, DGR Engineer Darin Schriever, Financial Consultant Nathan Kinner, Enterprise Technician Jodi Greer, General Manager Jason Overby and Lyon Co. Commissioner Rick Anderson.

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

Minutes: *M/S Kraus/Grant to approve minutes from the February 2019 Board Meeting. Motion carried.*

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

- Meter Replacement/AMR System:
M/S Feikema/Engels to approve PPE#6 in the amount of \$101,528.40 to Metering & Technology Solutions. Motion carried.
- Verdi Pump Station and GSR:
M/S Moen/Kling to approve PPE#1 in the amount of \$60,421.90 to KHC Construction, Inc., subject to RD approval of Contract Documents and issuance of Notice to Proceed. Motion carried.
- Verdi Water Source – Source Capacity Evaluation Proposal:
M/S Engels/Weber to proceed with the proposal from Carlson McCain Inc. in the amount of \$39,995.00. Motion carried.

Operations Report: March Operations Report was presented.

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

- OCRWS February Bill – A billing error had generated an overcharge of \$15,554.00 to the February 2019 bill. The error has been corrected and the amount credited to LPRW’s account.
- Updates on bonding bill progress; discussion with Scott Hain (WPU) on continued water service; and upcoming Groundwater Forum in Pipestone.

Attorney’s Report: Nothing to report.

Treasurer’s Report: Nathan Kinner presented the Treasurer’s Report for March. Spronk requested an update on the 4M accounts for next month.

M/S Lonneman/Moen to approve Treasurer’s Report, as presented. Motion carried.

Paid Bills:

M/S Feikema/Kraus to approve payment on checks #3675 thru 3822. Motion carried.

Pending Bills:

- DeWild Grant Reckert and Associates Company:
 - General Services Invoice #209 = \$6,834.46
 - City of Edgerton = \$705.00
 - 2016 Improvement 32 Pr#2 = \$10,341.60
- Schramel Law Office:
 - General Services = \$1,773.60
 - Project #2 2014/206 = \$1,648.00
- Kinner & Company Ltd
 - December - February = \$12,322.50

M/S Weber/Kling to approve paying pending bills, as presented. Motion carried.

Committee Reports:

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

- **Personnel Committee:** Nothing to report. Committee will meet after the board meeting.
- **Water Resources and Equipment Committee:** Nothing to report.
- **Joint Powers Board Representative:** Nothing to report.

Other Business:

- Electronic Payroll Time Reporting Policy:
M/S Lonneman/Feikema to approve the Electronic Payroll Time Reporting Policy. Motion carried.
- Records Retention Policy:
M/S Kling/Kraus to table the approval of the Records Retention Policy until the April meeting. Motion carried.
- USDA-RD Form 1780, Guide 5 Affirmative Steps on Small, Minority and Women Suppliers and Services:
M/S Kraus/Grant to approve the USDA-RD Form 1780, Guide 5 Affirmative Steps on Small, Minority and Women Suppliers and Services. Motion carried.
- Verdi-SD CRP Rental Agreement:
M/S Lonneman/Engels to appoint Randy Kraus and Joe Weber to assist management with addressing rental agreement on Verdi-SD property. Motion carried.

Public Comment: No public comment.

Next Regularly Scheduled Board Meeting: April 29th, 2019. Chairman and Manager to set meeting start time.

Adjournment: *M/S Lonneman/Moen to adjourn board meeting at 11:55am.*

Respectfully Submitted,

Janice Moen, LPRW Board Secretary