

Lincoln Pipestone Rural Water

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Meeting Minutes

February 27th, 2023

The regular scheduled meeting of the Lincoln Pipestone Rural Water (LPRW) System Board of Commissioners was held at the LPRW Office in Lake Benton, MN, on Monday, February 27th, 2023; and was available for viewing/participating via Zoom video/teleconferencing. The meeting was called to order at 10:00 AM by Board Vice-Chair Bill Ufkin. A quorum was established with Commissioners Frank Engels, Earl DeWilde, Peter Petersen, Mitch Kling, Randy Kraus, Brent Feikema, Jan Moen and Jerry Lonneman in attendance. Attending via Zoom were Commissioners Rod Spronk and Joe Weber. Also attending were Enterprise Technician Jodi Greer, General Manager Jason Overby, DGR Engineer Peter Baudhuin, Lyon County Commissioner Rick Anderson and Nathan Kinner (Kinner and Co.) via Zoom.

Agenda: *M/S DeWilde/Petersen to approve the agenda with the addition of the Inclement Weather Policy. Motion passed unanimously.*

Minutes: *M/S Feikema/Engels to approve the minutes from the January 2023 Board Meeting. Motion passed unanimously.*

Engineer's Report: Peter Baudhuin presented the February Engineers Report. Items highlighted included: NAWS; Anti-degradation Assessment; Holland WTP/Biototta; Brewster Second Connection and Comprehensive Tank Maintenance Plan work schedule for 2023.

- City of Brewster: GM Overby described status on WPA approval by the City and their agreement with MnSP. As posted within the board packet, two resolutions were passed by the City approving the purchase of an additional 300,000 gpd and 25,000 gpd, respectively. Overby recommended to extend offer by 30-days to allow for legal reviews and approvals to be finalized.

M/S Moen/DeWilde to extend the deadline for the \$2.00 per gallon capacity rate increase to the City of Brewster to March 31st, 2023. Motion passed unanimously.

Schramel suggested matching the dates of the Brewster Agreement with the dates of the OCRWS Agreement.

Further discussion regarding when to authorize DGR to go to bid for this project. Schramel is concerned with timing of contracts with Brewster, LPRW, and Osceola Co. Rural Water System. If LPRW must retract the bids it could cost LPRW around \$5,000 to \$10,000.

M/S Engels/Feikema to direct DGR to go ahead with the bid preparations for City of Brewster second connection construction before contracts are signed. Motion passed unanimously.

- CTMP: 2023 work schedule includes cleaning/inspection/touch-up (CIT) for the elevated Hendricks tower, and the cement GSR's.

Operations Report: GM Overby presented the February Operations Report in the absence of Field Supervisor Muller. Items highlighted included extensive snow removal following winter storms; quotes being pursued for the replacement of the Mack semi-tractor with an estimated cost of \$50,000, and trailer; and restoration of a heavy-duty pipe trailer.

Manager's Report: GM Overby presented the February Manager's Report. Overby briefed on progress of new office/shop design and discussed geothermal as primary heating/cooling source. Several of the board members utilize geothermal at their properties with overall favorable opinions of geothermal. Other public

facilities incorporate geothermal systems, including the Lake Benton School and a large facility at Lyon County fairgrounds, as noted by Rick Anderson. GM will investigate further with those that have/use geothermal systems.

Commissioner Kling noted that City of Clarkfield has had turnover in their council and administration and will need more time to commit to connecting to rural water. Kling suggested extending the deadline for the \$2.00 per gallon capacity charge increase to Clarkfield, as well. Consensus by the Board to include extension to all cities that have received recent connection cost estimates.

M/S Lonneman/DeWilde to extend the effective date from March 1, 2023 to March 31st, 2023 for the \$2.00 per gallon municipal capacity charge increase, to all the cities that previously received a preliminary connection cost estimate and subsequent notification letter (capacity charge increase). This extension in policy effective date is due to recent inclement weather events and meetings being cancelled. Motion passed unanimously.

Attorney's Report: Ron Schramel presented the February Attorney's Report. Schramel reviewed final 2022 hookup and assessment data, as well as historical trends for payments received, construction costs, cost per hookup and assessed amounts. A total of 59 hookups occurred in 2022; comprising 54 residential sites and five (5) livestock confinements. Twenty-nine (29) fully pre-paid all connection costs.

Treasurer's Report: Nathan Kinner presented the January Treasurer's Report. Kinner also presented revised FY22 Year-End financials with updated pension expenses (PERA) included.

M/S Lonneman/Kraus to approve the Treasurer's Report, as presented. Motion passed unanimously.

Paid Bills: January paid bills were reviewed. Commissioner Spronk posed several questions regarding various payments on the account listing; including payments to an employee, cancelled checks and payments to customers. Follow-up responses were provided by staff and Kinner.

M/S Kraus/Kling to approve January payments on checks #9595 through #9728, excluding voided checks #9597, #9638, and #9691. Motion passed unanimously.

Pending Bills:

- DeWild Grant Reckert and Associates Company:
 - General Services = \$281.00
 - North Area Water Source = \$3,902.00
 - City of Brewster 2nd Connection = \$8,250.00
 - Holland WTP Improvements = \$8,320.00
- Schramel Law Office:
 - General Services = \$3,360.00

M/S Engels/Moen to approve paying pending bills, as presented. Motion passed unanimously.

Committee Reports:

- **Executive Committee:** Nothing to report.
- **Budget and Finance Committee:** Nothing to report.
- **Personnel Committee:** Nothing to report.
- **Water Resources & Equipment Committee:** Nothing to report.
- **MRWA Representative:** Nothing to report.

- **L&C MN Joint Powers Board Representative:** Nothing to report.

Other Business:

- Resolution Concerning Tort Liability.

M/S Kling/Lonneman to adopt the Resolution Concerning Tort Liability for 2023. Motion carried unanimously.

- Resolution Extending Workers Compensation Coverage to the LPRW Board of Commissioners.

M/S Moen/Feikema to adopt the Resolution Extending Workers Compensation Coverage to the LPRW Board of Commissioners for 2023. Motion carried unanimously.

- Inclement Weather Policy. GM discussed the confusion with the snow day that was granted at the January board meeting. During a recent February 22nd and 23rd extreme weather event wherein employees were asked not to travel and the office was closed to the public, some employees did work remotely and/or were able to get to a work destination. After discussions with veteran staff and the understanding that Personal Days (16 hrs) were initially created for extremely weather events, the GM's recommendation was to not alter the current policy for Personal time-off (16 hours per year), but for the Board to allocate eight (8) hours company paid leave to employees for the previous week's 2-day winter blizzard event. It was also advocated to not create a separate line item in the payroll system for a single snow day allocation. Kinner agreed to keep it simple. The General Manager will work with newly hired employees that have not accrued time-off in their various PTO banks, should such situations arise. Ufkin suggested resending the motion approved during the January meeting.

M/S Ufkin/Lonneman to repeal the approved motion made during the January 2023 monthly meeting stating: "to allow one day a year of paid leave for inclement weather events at the discretion of the General Manager, of which will become policy." Motion carried unanimously.

The Board granted eight (8) hours paid leave to employees to be allocated accordingly for the February 22 and 23 extreme weather event.

- Easements. Commissioner Ufkin asked if LPRW should have legal handle all easements. Property ownership seems to be getting more complex and pursuing easements that are properly cited and acceptable by county recorders offices are becoming more problematic. However, Schramel believes that the LPRW staff are handling easement creation fine for now and are asking for assistance when it's needed. We will continue to assess easement creation on a case-by-case basis.

Public Comment: No responses.

Adjournment: *M/S Engels/Kling to adjourn the meeting at 12:05 PM. Motion carried unanimously.*

Respectfully Submitted,

Randy Kraus, LPRW Board Secretary