

1. **Call to Order.** The regular meeting of the Joint Powers Water Board was called to order by Chairperson Gleason, on Monday, March 25, 2024 at 6:00 p.m. at the Joint Powers Water Board Water Treatment Plant, 11100 50th St NE, Albertville, MN 55301.

Board present: Tom Dierberger, Ryan Gleason, Joe Hagerty, Chris Kauffman, Bob Zagorski.

Board absent: Rob Olson.

Staff present: John Seifert, General Manager; Jennifer Thomas, Office Manager; Dustin Carlson, Water Department Supervisor / Facilities Manager.

Staff absent: Zac Foster, Project Manager.

Engineering present: Chris Larson, Short Elliott Hendrickson, Inc. (SEH).

Other: Ryan Blake, Minger Construction.

2. **Approve Agenda.** General Manager Seifert requested the addition of 3.8 EDA Lien Release. Zagorski moved, Hagerty seconded, to adopt the Agenda as presented with the addition of 3.8 EDA Lien Release. Motion carried 5-0.

3. **Approve Consent Agenda.** Zagorski moved, Hagerty seconded, to approve the Consent Agenda below. Motion carried 5-0.

- 3.1 Approval of February 26, 2024 Regular Board Meeting Minutes
- 3.2 Approval of March 2024 List of Claims
- 3.3 Approval of March 2024 Budget Report
- 3.4 Approval of March 2024 Cash Balances Report
- 3.5 Approval of February 2024 Monthly Operations Report
- 3.6 Resolution Approving Weber Lawn and Landscaping's Bid for Landscape Maintenance
- 3.7 MBI Pay App. No. 6 – Filter Rehabilitation
- 3.8 EDA Lien Release

4. **General Business.**

- 4.1 **Abdo 2023 Audit Results.** General Manager Seifert played the audit presentation previously recorded by Justin Nilson with Abdo. Nilson told the Board that at the end of 2023, Joint Powers Water Board's assets exceed its liabilities by \$33,123,559. The Board's net position increased \$2,070,823 or 6.7% and interest income increased \$2,040,093 from the prior year mainly due to market value increases. The cash and investment balances at the end of 2023 totaled \$19,278,969. Expenditures increased \$883,049 during the year mainly due to the increase on contract maintenance costs and repairs and maintenance of the water system. Joint Powers Water Board's investment in capital assets increased \$149,007 or 1.08%. Abdo recommends that the Board put a purchasing policy, as well as an electronic funds transfer policy in place in 2024. Zagorski moved, Dierberger seconded, to accept Abdo's 2023 audit as presented. Motion carried 5-0.

- 4.2 **AE2S Notice of Award of Watermain Looping Project.** At the January Board meeting, the watermain project was recommended for a public advertisement bid lettering on March 5. The bid package allowed for a base bid and an alternate material bid for two different pipe materials (high density ethaline (HDPE) or fusible poly vinyl chloride (PVC)). Based on the bid tabulations, General Manager Seifert recommended to the Board to proceed with Minger Construction Company's bid package of \$1,062,161.50 for the watermain looping project base bid and HDPE piping. Hagerty moved, Zagorski seconded, to accept Minger Construction Company's bid package of \$1,062,161.50 for the watermain looping project and HDPE piping. Motion carried 5-0.
- 4.3 **Approval of Scope of Work for Proposal for Grant Funding for Future Water Treatment Plant.** At its April 2023 meeting, the Board adopted the April 24, 2023 Capital Improvements Plan (CIP). General Manager Seifert told the Board that the water treatment plant expansion is estimated at a project cost of \$20,000,000 for capital. The TAC committee received and reviewed a scope of work from HR Green to assist Joint Powers with researching and submitting three major funding opportunities. (1) State bonding bill; (2) Public Finance Authority (PFA) grants and low interest loans from the State; and (3) the Federal Congressional Directed Spending (CDS) previously known as Federal earmarks. Staff and the TAC committee recommend accepting HR Green's scope of work for proposal of grant funding for future water treatment plant in a total not-to-exceed fee of \$29,000. Zagorski moved, Dierberger seconded, to accept HR Green's scope of work for proposal of grant funding for a future water treatment plant in a total not-to-exceed fee of \$29,000. Motion carried 5-0.
5. **Engineer.**
- 5.1 **Submittal of Increase in Joint Powers Water Board's Water Appropriations from the MN Department of Natural Resources.** Engineer Larson and Staff have initiated the water appropriate amendment with the MN DNR, which looks to increase the allowable pumping capacity to accommodate current pumping levels as well as future volume through 2030.
- 5.2 **Filter Rehabilitation – Change Order No. 1** – Engineer Larson told the Board that there were a few unforeseen conditions that have been identified in the Filter Rehab Project. These include the removal of the welded filter backwash troughs, providing new gaskets for the filter viewing glass windows and doing some welding repairs. The total cost of those changes is \$34,305.31. Staff recommends accepting Change Order No. 1 in the amount of \$34,305.21. Hagerty moved, Zagorski seconded, to accept Change Order No. 1 in the amount of \$34,305.21. Motion carried 5-0.

6. Operations and Office.

- 6.1 **GSR Update.** General Manager Seifert told the Board that the ground storage reservoir (GSR) located on the water treatment plant site has been out of service since 2019. Supervisor of Operations Carlson and his staff worked with Utility Service Co., Inc. to efficiently recondition the GSR and pumping equipment during the last two weeks in February. The GSR was officially placed back in service on February 29. Supervisor Carlson and his staff utilized a creative solution to replace the level sensor with new radar measuring equipment that has improved the accuracy and operation of the GSR automation operation.
- 6.2 **Filter Rehab Update.** General Manager Seifert told the Board that Filters 1, 2 and 3 are fully completed and 4 and 5 are nearing completion.
- 6.3 **Staffing.** General Manager Seifert told the Board that Zach Blake, a Joint Powers Water Operator, resigned in March. Staff has posted ads on several sites to fill Zach's position. We wish him well in his future endeavors.

7. Other Business / Announcements / Correspondence.

- 7.1 **Locker Room Purchases.** The Board previously gave Staff the approval for the construction of a new locker room at the water treatment plant at a cost not to exceed \$20,000. That price did not include physical furnishings and fixtures such as lockers. Staff recommends approval to purchase lockers from Your Locker Store in the amount of \$3,990. Zagorski moved, Dierberger seconded, to accept Your Locker Store's quote for \$3,990 to purchase lockers for the new locker room. Motion carried 5-0.
8. **Adjourn.** Zagorski moved, Dierberger seconded, to adjourn the Joint Powers Water Board meeting at 7:09 PM. Motion carried 5-0.



Jennifer Thomas, Recording Secretary