

Joint Powers Water Board

AGENDA

Regular Meeting of May 20, 2024

Joint Powers WTP

11100 50th Street NE

Albertville, MN

6:00 PM

Chairperson

Ryan Gleason

Engineer

Chris Larson, SEH

Board Members

Tom Dierberger

Joe Hagerty

Chris Kauffman

Rob Olson

Bob Zagorski

Operations

John Seifert, Veolia

Jennifer Thomas, Veolia

Dustin Carlson, Veolia

1. Call to Order / Roll Call
2. Approve Agenda – Page 1
3. Consent Agenda – Page 2
 - 3.1 Approval of April 22, 2024 Regular Board Meeting Minutes – Page 3
 - 3.2 Approval of May 2024 List of Claims – Page 5
 - 3.3 Approval of May 2024 Budget Report – Page 6
 - 3.4 Approval of May 2024 Cash Balances Report – Page 7
 - 3.5 Receipt of April 2024 Investment Summary Report – Page 8
 - 3.6 Approval of April 2024 Monthly Operations Report – Page 10
 - 3.7 ACH Payment Limit – Page 23
4. General Business – Page 24
 - 4.1 Insurance Renewal – Page 25
 - 4.2 2nd Reading of Purchasing and Wire Transfer Policies and 1st Reading of Refund of Online Bill Pay Overpayments – Page 32
5. Engineer
6. Operations and Office
7. Other Business / Announcements / Correspondence
8. Adjourn

CONSENT AGENDA

1. **Call to Order.** The regular meeting of the Joint Powers Water Board was called to order by Chairperson Gleason, on Monday, April 22, 2024 at 6:00 p.m. at the Joint Powers Water Board Water Treatment Plant, 11100 50th St NE, Albertville, MN 55301.

Board present: Ryan Gleason, Joe Hagerty, Chris Kauffman, Rob Olson, Bob Zagorski.

Board absent: Tom Dierberger.

Staff present: John Seifert, General Manager.

Staff absent: Jennifer Thomas, Office Manager; Dustin Carlson, Water Department Supervisor / Facilities Manager; Zac Foster, Project Manager.

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

2. **Approve Agenda.** Hagerty moved, Zagorski seconded, to adopt the Agenda as presented. 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 March 25, 2024 Regular Board Meeting Minutes
- 3.2 Approval of April 2024 List of Claims
- 3.3 Approval of April 2024 Budget Report
- 3.4 Approval of April 2024 Cash Balances Report
- 3.5 Correction to January 2024 Investment Summary Report
- 3.6 Receipt of February 2024 Investment Summary Report
- 3.7 Receipt of March 2024 Investment Summary Report
- 3.8 Approval of March 2024 Monthly Operations Report
- 3.9 2023 Limit Reconciliation
- 3.10 MBI Pay App. No. 7 – Filter Rehabilitation

4. **General Business.**

4.1 **First Reading of Draft Abdo Policies.** During its 2023 audit of the Joint Powers Water Board, Abdo recommended that the Board put a purchasing policy, as well as an electronic funds transfer policy in place in 2024. Abdo's examples were given to the Board prior to the meeting.

(a) **Purchasing Policy.** General Manager Seifert told the Board that after reviewing Abdo's draft purchasing policy, Staff has concerns over the section that states a Staff member will be held personally responsible for an expense if a payment is made that the Board doesn't feel is in the budget. Seifert told the Board that Staff requested a copy of the member Cities' purchasing policies for reference purposes.

(b) **Wire Policy.** The Board felt that Abdo's wire transfer policy example did not contain enough safeguards to ensure that funds are being wired to the correct beneficiary. Seifert suggested the policy requires an initial transfer of \$1.00 to confirm funds are being transferred to the correct beneficiary. Kaufmann asked if Staff confirms with the bank that the funds are going to the correct beneficiary. Seifert did not know. Olson asked about how refunds of overpayments on customer accounts are being handled. Seifert suggested the Board look at possible thresholds that would allow Staff to refund overpayments after funds have been confirmed as having been deposited in the Joint Powers Water Board checking account at Community Development Bank.

5. **Engineer.** None.

6. **Operations and Office.**

6.1 **May Board Meeting.** The May Joint Powers Water Board meeting is scheduled for Memorial Day, Monday, May 27th. Seifert recommended that the meeting be moved from May 27th to Monday, May 20th at 6:00 PM. Olson moved, Zagorski seconded, to move the May Board meeting from May 27th to May 20th at 6:00 PM. Motion carried 5-0.

7. **Other Business / Announcements / Correspondence.** None.

8. **Adjourn.** Olson moved, Zagorski seconded, to adjourn the Joint Powers Water Board meeting at 6:23 PM. Motion carried 5-0.

John Seifert, Recording Secretary

JOINT POWERS WATER BOARD
CHECK REGISTER SUMMARY
 MEETING DATE: 5/20/24

Check #	Vendor	Check Date	Amount	Comments
17959e	RED TECHNOLOGIES	5/7/2024	\$275.00	Website Fees
17960e	CITY OF ST MICHAEL	5/7/2024	\$311,138.37	April 2024 Receipt by Charge
17961e	PAYMENT SERVICE NETWORK	5/7/2024	\$5,564.17	April 2024 Web Pay Fees
17962e	MN DEPT OF REVENUE	5/7/2024	\$905.00	April 2024 Sales Tax
17963e	CENTERPOINT ENERGY	5/7/2024	\$860.29	April 2024 Invoices
21026	AE2S	5/17/2024	\$1,158.11	Water Storage Tank & Trunk Watermain
21027	AMY CILCHRIST	5/17/2024	\$137.20	Ref cr bal on 112 Carissa Ln SW
21028	B&B SHEET METAL & ROOFING	5/17/2024	\$624.50	WTP Roof Leak
21029	BRITTANI HAAS	5/17/2024	\$50.00	Ref cr bal on 12776 43rd St NE
21030	BUILDERS CARPET, INC	5/17/2024	\$1,473.50	Locker Room Carpeting
21031	CITY OF HANOVER	5/17/2024	\$54,013.62	April 2023 Receipts by Charge
21032	DARYL/CHERYL PRATHER	5/17/2024	\$132.89	Ref cr bal on 458 Laura Ln SE
21033	ELIJAH RINGATE / REBEKAH BOGEN	5/17/2024	\$76.50	Ref cr bal on 106 Welter Cir SE
21034	GREAT NORTHERN LANDSCAPES	5/17/2024	\$850.00	Landscape Fabric, Rock and Elec Box
21035	GREG EULL	5/17/2024	\$81.30	Ref cr bal on 412 Butternut Ln SE
21036	HOMES PLUS INC	5/17/2024	\$143.94	Ref cr bal on 9987 14th Cir NE
21037	JANE MINNEMA / CHARLES RYAN	5/17/2024	\$139.85	Ref cr bal on 4474 Napier Pkwy NE
21038	JOHN/GEOFF MORRISON	5/17/2024	\$79.06	Ref cr bal on 2070 Langston Ln NE
21039	JP BROOKS BUILDERS	5/17/2024	\$13.24	Ref cr bal on 315 Mallard St NE
21040	LEAGUE OF MN CITIES	5/17/2024	\$29,948.00	2024 Insurance
21041	M.E. WEBER TILE INC.	5/17/2024	\$1,200.00	Tile new bathroom WTP
21042	MARJORIE PETERSON / BENJAMIN T	5/17/2024	\$97.15	Ref cr bal on 437 2nd St NW
21043	MAX KARELS	5/17/2024	\$48.77	Ref cr bal on 12762 43rd St NE
21044	PENNY/JAMES THRNE	5/17/2024	\$141.88	Ref cr bal on 10391 41st PI NE
21045	ROBERT THOMAS HOMES	5/17/2024	\$41.21	Ref cr bal on 9706 46th St NE
21046	ROOF DOCTOR INC	5/17/2024	\$269.27	Ref cr bal on 4606 Landmark Dr NE
21047	ROSA GATZIOS / JOSH HANSTOCK	5/17/2024	\$140.71	Ref cr bal on 11918 45th Cir NE
21048	SHERWIN WILLIAMS	5/17/2024	\$94.21	Locker Room Paint WTP
21049	Short Elliott Hendrickson Inc	5/17/2024	\$1,778.67	May 2024 Invoices
21050	TEGRETE	5/17/2024	\$462.00	May 2024 Invoice
21051	THE ESTATE OF TODD NORSTED	5/17/2024	\$118.49	Ref cr bal on 1952 Lambert Av NE
21052	VEOLIA WATER NA	5/17/2024	\$101,528.00	June 2024 Contract Maintenance
21053	WEBER LAWN & LANDSCAPE LLC	5/17/2024	\$2,237.00	April 2024 Lawn Care
21054	WRIGHT COUNTY FINANCE	5/17/2024	\$52.50	2023 Assessment Fees
			\$515,874.40	

Ryan Gleason	Rob Olson
Joe Hagerty	Bob Zagorski
Chris Kauffman	Tom Dierberger

Joint Water Board
Budget - 2024 JPWB Board Meeting

Account Descr	Budget	May 2024 Amt	2024 YTD Amt
FUND 101 GENERAL FUND			
E 101-40000-700 Advertising	\$200.00	\$0.00	\$0.00
E 101-40000-702 License/Fees	\$375.00	\$327.50	\$1,177.50
E 101-40000-704 Bank Charges	\$500.00	\$0.00	\$100.00
E 101-40000-712 Contract Maintenance	\$1,247,045.00	\$101,528.00	\$507,640.00
E 101-40000-730 Insurance	\$28,000.00	\$29,948.00	\$29,948.00
E 101-40000-734 Meeting Allowance	\$300.00	\$0.00	\$0.00
E 101-40000-748 Office Supplies	\$500.00	\$0.00	\$203.73
E 101-40000-749 Credit Card Fees	\$30,000.00	\$2,404.28	\$14,319.73
E 101-40000-752 Audit Fees	\$24,000.00	\$0.00	\$18,090.00
E 101-40000-754 GIS Engineer fees	\$7,500.00	\$0.00	\$3,466.50
E 101-40000-755 Project Engineering Fe	\$2,500.00	\$0.00	\$15,780.93
E 101-40000-756 General Engineering F	\$24,000.00	\$0.00	\$0.00
E 101-40000-757 Wellhead Protection En	\$400.00	\$0.00	\$0.00
E 101-40000-758 Legal Fees	\$4,000.00	\$0.00	\$3,324.00
E 101-40000-759 ASR-Misc	\$1,000.00	\$0.00	\$1,136.00
E 101-40000-770 System Maintenance	\$40,000.00	\$1,620.11	\$762,684.34
E 101-40000-771 Well Maintenance	\$100,000.00	\$0.00	\$0.00
E 101-40000-772 System Repairs	\$35,000.00	\$0.00	\$2,423.00
E 101-40000-773 Facility Mgmt	\$25,000.00	\$6,479.21	\$23,084.35
E 101-40000-774 Utilities	\$330,000.00	\$860.29	\$30,802.22
E 101-40000-785 DNR Water Usage	\$18,000.00	\$0.00	\$27,929.09
E 101-40000-795 Misc Expense	\$2,500.00	\$0.00	\$0.00
E 101-40000-796 EDA/RR Fees	\$1,100.00	\$0.00	\$0.00
FUND 101 GENERAL FUND	\$1,921,920.00	\$143,167.39	\$1,442,109.39
	\$1,921,920.00	\$143,167.39	\$1,442,109.39

Joint Water Board
***Cash Balances**

Cash Account: 1
 May 2024

Fund	2024 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance
<u>10000 - First American Bank</u>							
101 - GENERAL FUND	\$717,062.37	\$3,372,820.46	(\$3,937,358.42)	0		\$0.00	\$152,524.41 In Balance
<u>10161 - 2004 Revolving Proj</u>							
101 - GENERAL FUND	\$3,857,853.84		(\$500,000.00)	0	\$42,239.79	\$0.00	\$3,400,093.63 In Balance
<u>10181 - MorganStanley Invest</u>							
101 - GENERAL FUND	\$11,899,970.33		(\$300,000.00)	0	\$56,301.13	\$0.00	\$11,656,271.46 In Balance
<u>10191 - Wells Fargo Invest</u>							
101 - GENERAL FUND	\$3,840,541.30			0	\$14,825.73	\$0.00	\$3,855,367.03 In Balance
	\$20,315,427.84	\$3,372,820.46	(\$4,737,358.42)	\$0.00	\$113,366.65	\$0.00	\$19,064,256.53

Investment Summary
4/30/2024

Settle Date	Maturity Date	Certificate Amount	Interest Rate	Balance 3/31/2024	Purchases	Sales	Transfer IN	Transfer Out	Unrealized Gain(Loss)	Interest/Dividends	Balance 4/30/2024
2/27/2019	2/27/2024	\$244,000.00	0.00%	-\$244,416.03			\$244,416.03			\$652.39	\$0.00
3/22/2017	3/22/2024	\$96,000.00	4.88%	\$291,808.72			\$20,644.42	-\$244,416.03	\$0.00	\$0.00	\$0.00
9/13/2022	6/13/2024	\$270,000.00	3.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8/21/2019	8/21/2024	\$100,000.00	2.60%	\$269,055.00			\$0.00	\$0.00	\$332.10	\$269,387.10	\$269,387.10
11/16/2021	11/25/2024	\$245,000.00	3.55%	\$98,673.00			\$0.00	\$0.00	\$281.00	\$98,954.00	\$98,954.00
11/22/2021	11/29/2024	\$245,000.00	2.00%	\$238,044.45			\$0.00	\$0.00	\$852.60	\$238,897.05	\$238,897.05
3/10/2020	3/28/2025	\$245,000.00	0.80%	\$238,017.50			-\$450.40	\$0.00	\$833.00	\$238,850.50	\$238,850.50
5/15/2020	5/15/2025	\$245,000.00	0.85%	\$235,511.15			\$0.00	\$0.00	\$597.80	\$236,108.95	\$236,108.95
5/28/2020	5/28/2025	\$245,000.00	1.10%	\$238,068.95			-\$900.79	\$0.00	\$401.80	\$238,470.75	\$238,470.75
8/1/2025	8/1/2025	\$245,000.00	2.20%	\$236,787.92			\$0.00	\$0.00	\$657.20	\$237,445.12	\$237,445.12
8/31/2020	8/29/2025	\$245,000.00	0.90%	\$234,151.40			-\$957.18	\$0.00	\$588.00	\$234,739.40	\$234,739.40
10/20/2022	10/20/2025	\$245,000.00	4.60%	\$243,733.35			-\$208.25	\$0.00	-\$208.25	\$243,525.10	\$243,525.10
11/30/2020	11/28/2025	\$245,000.00	0.50%	\$229,988.85			-\$204.72	\$0.00	\$592.90	\$204.72	\$204.72
12/30/2020	12/30/2025	\$245,000.00	4.50%	\$243,334.00			-\$936.37	\$0.00	-\$308.70	\$936.37	\$243,025.30
1/22/2021	1/22/2026	\$245,000.00	0.45%	\$227,514.35			-\$184.26	\$0.00	\$426.30	\$184.26	\$227,940.65
3/11/2021	3/11/2026	\$245,000.00	0.45%	\$226,703.40			-\$184.26	\$0.00	\$372.40	\$184.26	\$227,075.80
6/16/2021	6/16/2026	\$245,000.00	0.55%	\$226,622.55			-\$335.95	\$0.00	\$311.15	\$335.95	\$226,933.70
7/17/2019	7/17/2026	\$245,000.00	0.55%	\$240,278.85			\$0.00	\$0.00	-\$436.10	\$239,842.75	\$239,842.75
8/4/2022	8/4/2026	\$245,000.00	3.80%	\$225,468.60			-\$176.87	\$0.00	\$247.45	\$176.87	\$225,716.05
10/8/2020	10/8/2026	\$245,000.00	0.85%	\$224,689.50			\$0.00	\$0.00	\$53.90	\$224,743.40	\$224,743.40
11/2/2021	11/2/2026	\$245,000.00	2.45%	\$142,432.50			\$0.00	\$0.00	-\$193.50	\$142,239.00	\$142,239.00
11/27/2020	11/27/2026	\$245,000.00	3.45%	\$237,831.30			\$0.00	\$0.00	-\$548.80	\$237,282.50	\$237,282.50
3/12/2021	3/12/2027	\$245,000.00	0.60%	\$220,923.85			-\$124.85	\$0.00	-\$17.15	\$124.85	\$220,906.70
4/30/2020	4/30/2027	\$245,000.00	1.10%	\$223,427.75			\$0.00	\$0.00	-\$151.90	\$223,275.85	\$223,275.85
5/17/2022	5/17/2027	\$245,000.00	1.00%	\$222,317.90			-\$208.08	\$0.00	\$208.08	\$208.08	\$222,109.82
6/30/2022	6/30/2027	\$245,000.00	0.80%	\$218,780.10			-\$135.25	\$0.00	-\$156.80	\$135.25	\$218,623.30
7/23/2020	7/23/2027	\$245,000.00	0.65%	\$220,923.85			-\$166.47	\$0.00	-\$225.40	\$166.47	\$218,814.40
8/27/2021	8/27/2027	\$245,000.00	1.35%	\$222,087.60			-\$552.76	\$0.00	-\$465.50	\$552.76	\$221,622.10
9/18/2020	9/30/2027	\$245,000.00	3.35%	\$236,155.50			\$0.00	\$0.00	-\$931.00	\$235,224.50	\$235,224.50
10/19/2021	10/19/2027	\$245,000.00	4.10%	\$205,659.30			-\$166.47	\$0.00	-\$1,728.30	\$166.47	\$203,931.00
10/29/2020	10/29/2027	\$245,000.00	0.80%	\$216,805.40			-\$698.25	\$0.00	-\$921.20	\$698.25	\$216,107.15
12/18/2020	12/20/2027	\$245,000.00	1.60%	\$222,805.45			-\$332.93	\$0.00	-\$991.20	\$332.93	\$221,884.25
7/22/2022	7/22/2028	\$245,000.00	0.95%	\$219,539.60			-\$197.68	\$0.00	-\$960.40	\$197.68	\$218,579.20
8/21/2020	8/21/2028	\$245,000.00	0.70%	\$217,251.30			-\$145.66	\$0.00	-\$967.75	\$145.66	\$216,283.55
2/24/2023	2/24/2028	\$245,000.00	1.10%	\$218,133.30			-\$450.40	\$0.00	-\$1,095.15	\$450.40	\$217,038.15
8/6/2020	8/6/2028	\$250,000.00	1.10%	\$218,410.15			-\$6,875.00	\$0.00	-\$1,182.50	\$6,875.00	\$217,199.85
7/31/2020	7/31/2028	\$245,000.00	5.50%	\$248,832.50			-\$261.78	\$0.00	-\$1,178.45	\$261.78	\$247,650.00
10/2/2020	10/2/2028	\$245,000.00	0.65%	\$214,125.10			\$0.00	\$0.00	-\$1,408.75	\$1,408.75	\$212,946.65
10/29/2021	10/29/2028	\$245,000.00	0.70%	\$213,956.05			-\$322.31	\$0.00	-\$1,002.10	\$322.31	\$212,547.30
10/29/2021	10/29/2028	\$245,000.00	3.45%	\$106,357.90			-\$156.06	\$0.00	-\$1,793.40	\$156.06	\$105,355.80
1/29/2021	1/29/2029	\$245,000.00	0.75%	\$213,245.55			-\$977.99	\$0.00	-\$26.95	\$977.99	\$211,452.15
3/30/2022	3/29/2029	\$245,000.00	4.70%	\$245,029.40			-\$368.50	\$0.00	-\$2,075.15	\$368.50	\$245,002.45
6/28/2021	6/28/2030	\$245,000.00	0.90%	\$212,410.10			-\$409.45	\$0.00	-\$2,075.15	\$409.45	\$210,334.95
8/31/2021	8/31/2030	\$245,000.00	1.00%	\$212,807.00			-\$127.82	\$0.00	-\$2,075.15	\$127.82	\$210,731.85
4/10/2024	3/7/2030	\$245,000.00	0.70%	\$183,164.95			-\$1,412.61	\$0.00	-\$2,143.75	\$1,412.61	\$181,404.10
		\$245,000.00	1.15%	\$213,034.85			-\$483.29	\$0.00	-\$2,160.90	\$483.29	\$211,158.15
		\$245,000.00	1.20%	\$213,319.05			-\$382.60	\$0.00	-\$2,077.60	\$382.60	\$207,152.40
		\$245,000.00	0.95%	\$209,230.00			-\$941.74	\$0.00	-\$2,398.55	\$941.74	\$204,993.95
		\$245,000.00	2.30%	\$223,070.05			-\$291.32	\$0.00	-\$3,339.35	\$291.32	\$204,993.95
		\$245,000.00	1.40%	\$208,333.30			-\$207,020.10	\$0.00	-\$3,400.60	\$207,020.10	\$204,993.95
		\$245,000.00	1.10%	\$207,020.10			-\$593.71	\$0.00	-\$3,459.40	\$593.71	\$204,935.15
		\$245,000.00	1.45%	\$208,394.55			\$0.00	\$0.00	\$0.00	\$0.00	\$208,394.55
		\$245,000.00	4.30%	\$245,000.00			\$0.00	\$0.00	\$0.00	\$0.00	\$245,000.00
				\$10,962,966.76	\$0.00	\$0.00	\$265,060.45	-\$265,060.45	-\$36,314.65	\$21,296.81	\$10,947,948.92

Totals



JOINT POWERS

ALBERTVILLE,
MINNESOTA

Office & Plant Location:
11100 50th St NE
Albertville MN 55301

Office – 763-497-3611
Fax – 763-497-3611
Emergency
763-219-5309



Monthly Operations Report

John Seifert - General Manager

Dustin W. Carlson - Supervisor & Facilities Manager

Jennifer Thomas - Office Manager

Ruth Klick - Project Associate

Delena Daleiden - Admin. - Finance

Jen Stodola - Admin

Operators:

Joseph Hill - Lead Operator

Fred Hoilles - Operator

Kyle Golby - Operator

April 2024

Executive Summary

Joint Powers effectively produced 81,452,000 gallons of water in the report month. All bacteriological samples were negative. The average fluoride concentration was 0.78 mg/L (Limits are 0.5 & 0.9). The total production to the distribution system was 80,603,000 gallons and actual consumer use was 61,893,000 gallons, an average daily amount of 2.06 million gallons per day.

Operations

The standard operations of the facilities include:

❖ Daily testing of fluoride and chlorine in the system.	❖ Monthly performance inspections on wells.
❖ Monthly bacteriological sampling (25 samples).	❖ Bulk chemical deliveries.
❖ ERT missed reads/ meter checks.	❖ Chemical feed systems adjustments & maintenance.
❖ Laboratory equipment calibrations.	❖ Safety and training meetings.
❖ MC Lite meter reading routes for Hanover & St. Michael.	❖ Regularly scheduled operations & maintenance meetings.
❖ Routine daily rounds, inspections, and security checks of the water treatment plant.	❖ Routine weekly off-site facilities inspections and security checks.
❖ Regular backwashing of filters, reclaiming and pumping of backwash sludge.	❖ Monthly performance inspections of emergency generators.
❖ Monitoring & regulating access to the water towers for telecommunications companies to make repairs & upgrades.	

Major Activities

Uncommon Operations and Major Corrective Maintenance:

- ❖ Annual Nitrate sampling completed for the MDH.
- ❖ Annual start-up of Big Woods' fountain completed.
- ❖ Annual security/fire alarm inspections completed by WH Security.



Safety & Training

Each month our staff performs inspections of all safety equipment such as fire extinguishers, eyewash stations, chemical showers, and emergency lighting. We also have safety meetings during the month that consist of both routine and non-routine topics.

Call-Outs (After-Hours Emergency Calls)

- ◆ None in April

Regulatory Communications

Our monthly regulatory communications were completed satisfactorily and on-time. These were:

- ◆ The monthly fluoridation report to the MDH
- ◆ The monthly bacteriological test results to the MDH
- ◆ The monthly injection/recovery report to the EPA

Major Client / Public Relations Issues

- ◆ None in March

Distribution System Statistics

	Total	Hanover	St Michael	Joint Powers	Comments
Locates (GSOC)	376	89	282	5	Gopher State One Call, Tickets Received
Hydrants Flushed	246	0	246	0	Spring/Fall (Joint Powers Are Albertville)
Customer Service Visits	46	4	42	0	Including water quality issues (Albertville), water usage issues, curb stops on/off, water main operations, special locates (not through GSOC) & misc. issues.
Inspections	34	5	29	NA	
Meter/ERT Issues/Repairs	52	16	36	NA	These include out-of bounds read checks, leaking meters, bad ERTs/replacements, wiring issues, missed reads, monthly meter reading, etc.
Maintenance Work Orders	41	1	0	40	These include issues/repairs & regular maintenance for the dist. systems & JP facilities.
Finals	75	18	57	N/A	

YTD Reconcilable Limit Budget

	Budget	Expenses	Balance
LIM	\$356,472	\$ 51,224.10	\$305,247.90

Final reconciliation will occur after year-end finances have been processed. *No updates on Actual available at time of report. Estimated

Appendices

Monthly Fluoride Report, Monthly Bacteriological Report, Monthly ASR EPA Report



Fluoridation Monthly Report April, 2024
 Joint Powers Water Board
 11100 50th St. NE
 Albertville, MN 55301
 PWS ID # 1860024
 Licensed Operator: Dustin W. Carlson
 Signature: [Signature]
 Title: 'B' Operator

Raw Water Fluoride Concentration	
Well #1	0.19 mg/l
Well #2	mg/l
Well #3	mg/l
Well #4	mg/l
Well #5	0.21 mg/l
Well #6	0.25 mg/l
Well #7	0.26 mg/l

Date	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #7	Total	Fl Used	Fluoride	Location
	gals (1000's)	gals (1000's)	gals (1000's)	gals (1000's)	gals (1000's)	gals (1000's)	gals (1000's)	gals (1000's)	gals	mg/l	
1	858	0	0	0	0	395	1,522	2,775	5.0	0.69	Radzwill Building
2	712	0	0	0	0	340	1,508	2,560	5.0	0.71	East Tower
3	1,011	0	0	0	0	421	1,564	2,996	5.5	0.83	Don's Auto
4	1,018	0	0	0	0	187	1,268	2,473	4.5	0.81	NAPA
5	873	0	0	0	0	500	1,123	2,496	4.0	0.84	11279 River Rd. Apts.
6	883	0	0	0	0	547	1,145	2,575	4.5	0.83	Well House 2
7	874	0	0	0	0	546	1,144	2,564	4.5	0.81	Well House 1
8	674	0	0	0	0	341	1,007	2,022	3.0	0.79	Particle Control
9	910	0	0	0	0	515	1,176	2,601	5.0	0.80	Holiday St. Michael
10	986	0	0	0	0	593	1,245	2,824	5.0	0.79	Hyd S-232
11	865	0	0	0	0	499	1,097	2,461	4.0	0.81	Hyd S-565
12	954	0	0	0	0	580	1,216	2,750	5.0	0.79	Taco Johns
13	903	0	0	0	0	548	1,177	2,628	4.5	0.86	Mill Pond Apartments
14	1,108	0	0	0	0	670	1,408	3,186	5.5	0.78	CJ's Laundry
15	934	0	0	0	0	565	1,194	2,693	5.0	0.82	Hyd S-921
16	1,038	0	0	0	0	589	1,321	2,948	5.0	0.80	Hyd S-955
17	730	0	0	0	0	385	1,058	2,173	4.0	0.86	Kwik Trip
18	1,095	0	0	0	0	651	1,392	3,138	5.0	0.80	Hyd S-624
19	927	0	0	0	0	430	1,181	2,538	4.0	0.85	Booster Station
20	1,003	0	0	0	0	592	1,293	2,888	5.0	0.82	Speedway Alb.
21	1,158	0	0	0	0	563	1,474	3,195	5.0	0.82	Settlers Park
22	885	0	0	0	0	542	1,125	2,552	5.0	0.77	Hyd S-51
23	1,005	0	0	0	0	609	1,275	2,889	5.0	0.77	Hyd S-659
24	1,102	0	0	0	45	700	1,503	3,350	6.0	0.77	10900 26th st
25	750	0	0	0	193	526	1,062	2,531	4.0	0.76	Hyd S-452
26	903	0	0	0	0	505	1,152	2,560	5.0	0.74	Albertville Subway
27	804	0	0	0	0	471	1,021	2,296	4.0	0.74	West Tower
28	1,036	0	0	0	0	627	1,309	2,972	5.0	0.78	Speedway West
29	1,138	0	0	0	0	709	1,442	3,289	25.0	0.72	Tom Thumb
30	718	0	0	0	367	471	973	2,529	7.0	0.30	Hyd S- 30th&CR35 south side
31											
Total	27,855	0	0	0	605	15,617	37,375	81,452			
Avg.	929	0	0	0	20	521	1,246	2,715		0.78	



Drinking Water Protection Section
 P.O. Box 64975-0975
 St. Paul, MN 55164-0975
 651/201-4700, FAX 651/201-4701

Bacteriological/Disinfectant Residual Monthly Report

Public Water System ID (7 digits) **1 8 6 0 0 2 4** Laboratory Certification ID (9 digits) **0 2 7 1 6 1 - 1 8 6**

NAME OF WATER SUPPLY SYSTEM
 Joint Powers Water

ADDRESS
 11100 50th St NE

CITY
 Albertville

ZIP
 55301

PHONE
 763-497-3611

LABORATORY NAME
 UC LABORATORY

Total Coliform Analysis Method
 Membrane Filter MPN 10 ml Colisure MPN 100 ml

Analyst Name
 See Below Setup/Read

Verify that this report is accurate.
 [Signature]

PHONE (507) 234-5835

4.22.24

Routine Samples

Report For MM/YY	Number of Samples required Per Month	Number of Samples Collected	Number of Sites Where D.R. Was Measured	Monthly Average D.R. (Total Chlorine or Chloramine, mg/l)	Number of Samples Positive for Total Coliform	Number of Samples Positive For E. Coli	Percent of Samples Positive for Total Coliform (for systems required to collect 40 or more samples)
Apr/2024	25	25	25	0.70	0	0	

Original Positive Samples

Collection Date	Distribution Location (address or name of facility)	Analysis Date	Results (Total Coliform/E.Coli)

Repeat Samples (Lab may attach sheet with additional repeat sample locations.)

Collection Date	Source/Well#(s) or Distribution Location (address or name of facility)	Analysis Date	Results (Total Coliform/E.Coli)

*Disinfectant Residual (chlorine/chloramine) monitoring samples must be collected at the same sample points and same time as coliform samples.

Sample #1 Country Inn	CI Residual 0.72	Rec Temp 1.0 oC	Sample #14 Kwik Trip- STM	CI Residual 0.46	Rec Temp 1.0 oC	TW/TW
Sample #2 CJ's Laundry	CI Residual 1.06	Rec Temp 1.0 oC	Sample #15 A-1 Quick Lube	CI Residual 0.81	Rec Temp 1.0 oC	TW/TW
Sample #3 Casey's	CI Residual 0.80	Rec Temp 1.0 oC	Sample #16 Delhmer's Market	CI Residual 0.64	Rec Temp 1.0 oC	TW/TW
Sample #4 Radzwill	CI Residual 0.95	Rec Temp 1.0 oC	Sample #17 40 Balsam	CI Residual 0.53	Rec Temp 1.0 oC	TW/TW
Sample #5 Speedway West	CI Residual 0.84	Rec Temp 1.0 oC	Sample #18 Country Inn	CI Residual 0.72	Rec Temp 1.0 oC	TW/TW
Sample #6 38 Balsam	CI Residual 0.70	Rec Temp 1.0 oC	Sample #19 Albertville Speedway	CI Residual 0.79	Rec Temp 1.0 oC	TW/TW
Sample #7 STMPW	CI Residual 0.55	Rec Temp 1.0 oC	Sample #20 Hanover City Hall	CI Residual 0.55	Rec Temp 1.0 oC	TW/TW
Sample #8 Millpond Apts	CI Residual 0.49	Rec Temp 1.0 oC	Sample #21 Millpond Apts	CI Residual 0.65	Rec Temp 1.0 oC	TW/TW
Sample #9 Center Cut Meats	CI Residual 0.81	Rec Temp 1.0 oC	Sample #22 STM Public Works	CI Residual 0.92	Rec Temp 1.0 oC	TW/TW
Sample #10 Don's Auto	CI Residual 0.38	Rec Temp 1.0 oC	Sample #23 Radzwill	CI Residual 0.92	Rec Temp 1.0 oC	TW/TW
Sample #11 Particle Control	CI Residual 0.85	Rec Temp 1.0 oC	Sample #24 Speedway West	CI Residual 0.74	Rec Temp 1.0 oC	TW/TW
Sample #12 Wellhouse 2	CI Residual 0.78	Rec Temp 1.0 oC	Sample #25 38 Balsam	CI Residual 0.65	Rec Temp 1.0 oC	TW/TW
Sample #13 Tom Thumb	CI Residual 0.46	Rec Temp 1.0 oC				

Sample(s) met thermal preservation requirements

U.S. ENVIRONMENTAL PROTECTION AGENCY MONTHLY MONITORING REPORT
FOR CLASS V INJECTION WELLS

UIC PERMIT NUMBER: MN-171-5R21-0002
 OPERATOR NAME: Joint Powers Water Board
 ADDRESS: 11000 50th St NE WELL NAME: Well 9
 CITY/STATE/ZIP: Albertville, MN 55301 WELL COUNTY: Wright
 PHONE: (763) 497-3611

MONTHLY REQUIREMENTS

Injection (Gallons)	Total Injection Period YTD Volume	Total Report Month Volume	Total Injection Period Volume
		61,285,000	18,710,000

Injection Pressure & GPM	Average	Highest Value	Lowest Value
	Monthly Injection Pressure (psig)	0	0
Monthly Injection Flow Rate (GPM)	430.37	438	423

Recovery (Gallons)	Total Recovery Period YTD Volume	Total Report Month Volume	% of Injection Period Total Volume
		0	0

COMMENTS:

The **2023** ASR cycle began in December 2023, with the injection phase. Test well 6 and ASR well 9 were flushed to waste and background testing & sampling was performed on both wells and the injection source, the Joint Powers distribution system, before injection was begun.

CERTIFICATION

I certify under the penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and punishment. (Ref. 40 CFR Section 144.32)

Dustin W. Carlson, Water Operations Supervisor & Facilities Manager

Name and Official Title

Signature:

Date Signed: 5-10-24

Year: 2024 (2024 Cycle)

Month: April

Injection Phase

On-Site Testing

UIC PERMIT NUMBER: MN-171-5R21-0002

OPERATOR NAME: Joint Powers Water Board
ASR PTC-3

SAMPLE LOCATION: Well 9 (Mt. Simon)

Field Tested

Date	Constituent	Units	Detection Limit	YSI Professional Plus (Multi-Probe)						Hach DR 890
				Temperature °C	pH Std Units	Conductivity uS/cm	ORP mV	Dissolved Oxygen mg/L	Chlorine, Total Residual mg/L	
General Injection Background				9.2	7.36	0.54	695.2	1.03	1.03	
Well 9 Injection Background				10.1	7.19	0.47	58.4	0.45	0.0	
Monthly Well 9 Injection				7.5	7.23	0.51	771.4	0.73	0.78	
Monthly Well 9 Injection				7.9	7.37	0.54	767.7	0.77	0.8	
Monthly Well 9 Injection				9.0	7	0.54	723.7	3.08	0.75	
Monthly Well 9 Injection										
Monthly Well 9 Injection										
Monthly Well 9 Injection										
Well 9 Injection 95%										
	Federal Drinking Water Standard Method									Hach 8167 5th ED 2008

Year: 2024

(2024 Cycle)

Month: April

UIC PERMIT NUMBER: MN-171-5R21-0002

OPERATOR NAME: Joint Powers Water Board ASR PTC-3

SAMPLE LOCATION: Well 9 (Mt. Simon)

Injection Phase

Independent Lab Testing

Metals

	Date	Constituent										
		Units	Aluminum ug/L	Arsenic ug/L	Calcium ug/L	Copper ug/L	Iron ug/L	Lead ug/L	Magnesium ug/L	Manganese ug/L	Potassium ug/L	Sodium ug/L
General Injection Background	1/2/2024	Detection Limit	4	0.5	400	0.5	50	0.1	100	0.5	20	50
Well 9 Injection Background	1/2/2024		<1.7	<0.60	89,000	0.85	<0.0080	<0.13	34,000	1.1	3,800	10,000
Monthly Well 9 Injection	2/28/2024		3.50	<0.60	91,000	<0.57	190.00	<0.13	35,000	5.70	3,500	11,000
Monthly Well 9 Injection	3/28/2024		1.8	<0.60	95,000	<0.57	<0.0080	<0.13	36,000	<0.66	3,700	10,000
Monthly Well 9 Injection			<1.7	<0.60	90,000	<0.57	<0.0080	<0.13	34,000	0.77	3,600	9,400
Monthly Well 9 Injection												
Monthly Well 9 Injection												
Monthly Well 9 Injection												
Monthly Well 9 Injection												
Well 9 Injection 95%			200	10		1000	300			50		
		Federal Drinking Water Standard	EPA 200.7	EPA 200.8	EPA 200.7	EPA 200.8	EPA 200.7	EPA 200.8	EPA 200.7	EPA 200.8	EPA 200.7	EPA 200.7

* See cover page for explanation of this parameter data.

Year: 2024 (2024 Cycle)

Month: April

UIC PERMIT NUMBER: MN-171-5R21-0002
 OPERATOR NAME: Joint Powers Water Board ASR PTC-3
 SAMPLE LOCATION: Well 9 (Mt. Simon)

Injection Phase

Independent Lab Testing

Radionuclides & Uranium

Constituent	Gross Alpha	Adjusted	Ra-226	Ra-228	Combined	Total	Uranium -	Uranium -	Uranium -
	pCi/L	Gross Alpha	pCi/L	pCi/L	Radium	Uranium	234	235	238
Units	pCi/L	pCi/L	pCi/L	pCi/L	pCi/L	pCi/L	pCi/L	pCi/L	pCi/L
Detection Limit						0.5			
General Injection Background	5.44	3.48	0.91	1.05	1.96	0.838	0.4450	0.0329	0.3600
Well 9 Injection Background	5.53	3.090	1.59	0.85	2.44	1.190	0.843	0.10400	0.2460
Monthly Well 9 Injection	-0.65	-1.361	1.10	0.63	1.1	0.711	0.385	0.00000	0.326
Monthly Well 9 Injection	2.49	1.831	0.98	0.17	0.98	0.659	0.296	0.00000	0.363
Monthly Well 9 Injection									
Monthly Well 9 Injection									
Monthly Well 9 Injection									
Monthly Well 9 Injection									
Monthly Well 9 Injection									
Well 9 Injection 95%									
Federal Drinking Water Standard	7100B	15	7500-Ra B	7500-Ra D	5	EPA 200.8	HSL-300	HSL-300	HSL-300
Method					5				

Year: 2024 (2024 Cycle) Month: April

Injection Phase

Independent Lab Testing

UIC PERMIT NUMBER: MN-171-5R21-0002
 OPERATOR NAME: Joint Powers Water Board ASR PTC-3
 SAMPLE LOCATION: Well 9 (Mt. Simon)

Disinfection Byproducts

TTHM's & HAA5

Constituent	Units	Detection Limit	Bromodichloro-methane ug/L	Bromoform ug/L	Chloroform ug/L	Dibromochloro-methane ug/L	Total Trihalomethanes (Calc.) ug/L	Dibromo-acetic Acid ug/L	Dichloro-acetic Acid ug/L	Monobromo-acetic Acid ug/L	Monochloro-acetic Acid ug/L	Trichloro-acetic Acid ug/L	Total Haloacetic Acid ug/L
General Injection Background			0.5	0.5	4	0.5		1	1	1	1	1	
Well 9 Injection Background			1.5	<0.20	4.10	0.6	6.20	<0.60	2.70	<0.60	<1.2	3.1	5.8
Monthly Well 9 Injection			7.7	<0.20	27.00	2.2	36.90	<0.60	2.7	<0.60	<1.2	9.1	11.8
Monthly Well 9 Injection			3.40	<0.20	9.60	1.20	14.20	<0.60	4.10	<0.60	<1.2	5.70	9.80
Monthly Well 9 Injection			3.60	<0.20	9.20	1.30	14.10	<0.60	4.20	<0.60	<1.2	4.90	9.10
Monthly Well 9 Injection													
Monthly Well 9 Injection													
Monthly Well 9 Injection													
Monthly Well 9 Injection													
Well 9 Injection 95%													
Federal Drinking Water Standard							80						60
Method			EPA 524.2	EPA 524.2	EPA 524.2	EPA 524.2	EPA 524.2	EPA 552.2	EPA 552.2	EPA 552.2	EPA 552.2	EPA 552.2	EPA 552.2

Year: 2024 (2024 Cycle) Month: April

UIC PERMIT NUMBER: MN-171-5R21-0002

OPERATOR NAME: Joint Powers Water Board ASR PTC-3

SAMPLE LOCATION: Hanover City Hall

Constituent	Units	Detection Limit	Pre-Recovery (Background)	Mid-Recovery	Late-Recovery	Federal Drinking Water Standard	Method
Date							
Bromodichloromethane	ug/L	0.5					EPA 524.2
Bromoform	ug/L	2					EPA 524.2
Chloroform	ug/L	0.5					EPA 524.2
Dibromochloromethane	ug/L	0.5					EPA 524.2
Total Trihalomethanes (Calc.)	ug/L					80	EPA 524.2
Dibromoacetic Acid	ug/L	1					EPA 552.2
Dichloroacetic Acid	ug/L	1					EPA 552.2
Monobromoacetic Acid	ug/L	1					EPA 552.2
Monochloroacetic Acid	ug/L	1					EPA 552.2
Trichloroacetic Acid	ug/L	1					EPA 552.2
Total Haloacetic Acid	ug/L					60	EPA 552.2

Year: 2024

(2024 Cycle)

Month:

April

UIC PERMIT NUMBER: MN-171-5R21-0002

OPERATOR NAME: Joint Powers Water Board ASR PTC-3

SAMPLE LOCATION: Well 9 (Mt. Simon)

Constituent	Units	Detection Limit	Well 9 5% Recovery	Well 9 30% Recovery	Well 9 60% Recovery	Well 9 100% Recovery	Federal Drinking Water Standard	Method
Date								
Temperature	°C							
pH	Std Units							
Conductivity	uS/cm							
ORP	mV							
Dissolved Oxygen (DO)	mg/L							
Chlorine, Total Residual	mg/L	0.01						HACH 8167 5th ED 2008
Aluminum	ug/L	4					200	EPA 200.8
Arsenic	ug/L	0.5					10	EPA 200.8
Calcium	ug/L	400						EPA 200.8
Copper	ug/L	0.5					1000	EPA 200.8
Iron	ug/L	50					300	EPA 200.8
Lead	ug/L	0.1						EPA 200.8
Magnesium	ug/L	100						EPA 200.8
Manganese	ug/L	0.5					50	EPA 200.8
Potassium	ug/L	20						EPA 200.8
Sodium	ug/L	50						EPA 200.8
Alkalinity, Total as CaCO3	mg/L	5						SM 2320B
Chloride	mg/L	2					250	SM 4500-Cl E
Fluoride	mg/L	0.1					2	SM 4500F/C
Nitrogen, Ammonia	mg/L	0.04						EPA 350.1
Phosphorous	mg/L	0.4						EPA 365.4
Silica, Dissolved	mg/L	1						EPA 200.7
Sulfate	mg/L	2.5					250	ASTM D516-02
Total Hardness by 2340B	mg/L	1420						EPA 200.8
Nitrogen, Kjeldahl, Total	mg/L	1						EPA 351.2
Total Organic Carbon	mg/L	2						EPA 9060
Gross Alpha	pCi/L							EPA 900.0
Adjusted Gross Alpha	pCi/L						15	
Ra-226	pCi/L						5	EPA 903.1
Ra-228	pCi/L						5	EPA 904.0
Ra-226 + Ra-228	pCi/L						5	
Total Uranium (238)	pCi/L	0.5						EPA 200.8
Bromodichloromethane	ug/L	0.5						EPA 524.2
Bromoform	ug/L	4						EPA 524.2
Chloroform	ug/L	0.5						EPA 524.2
Dibromochloromethane	ug/L	0.5						EPA 524.2
Total Trihalomethanes (Calc.)	ug/L						80	EPA 524.2
Dibromoacetic Acid	ug/L	1						EPA 552.2
Dichloroacetic Acid	ug/L	1						EPA 552.2
Monobromoacetic Acid	ug/L	1						EPA 552.2
Monochloroacetic Acid	ug/L	1						EPA 552.2
Trichloroacetic Acid	ug/L	1						EPA 552.2
Total Haloacetic Acid	ug/L						60	EPA 552.2
Uranium - 234	pCi/L							HSL-300
Uranium - 235	pCi/L							HSL-300
Uranium - 238	pCi/L							HSL-300

UIC PERMIT NUMBER: MN-171-5R21-0002OPERATOR NAME: Joint Powers Water Board ASR PTC-3SAMPLE LOCATION: Test Well 6 (Mt. Simon)

Constituent	Units	Detection Limit	Test Well 6 Background Injection	Test Well 6 95% Injection	Test Well 6 100% Recovery	Federal Drinking Water Standard	Method
Date			1/2/2024				
Temperature	°C		10.0				
pH	Std Units		6.47				
Conductivity	uS/cm		0.441				
ORP	mV		-68.10				
Dissolved Oxygen (DO)	mg/L		1.81				
Chlorine, Total Residual	ug/L	0.01	0.00				HACH 8167 5th ED 2008
Aluminum	ug/L	4	<1.7			200	EPA 524.2
Arsenic	ug/L	0.5	1.00			10	EPA 524.2
Calcium	ug/L	400	77,000				EPA 524.2
Copper	ug/L	0.5	<0.57			1000	EPA 524.2
Iron	ug/L	50	1,700.00			300	EPA 524.2
Lead	ug/L	0.1	<0.13				EPA 524.2
Magnesium	ug/L	100	28,000.00				EPA 524.2
Manganese	ug/L	0.5	220.00			50	EPA 524.2
Potassium	ug/L	20	2,300.00				EPA 524.2
Sodium	ug/L	50	5,200.00				EPA 524.2
Alkalinity, Total as CaCO3	mg/L	5	270				SM 2320B
Chloride	mg/L	2	0.59			250	SM 4500-Cl E
Fluoride	mg/L	0.1				2	SM 4500F/C
Nitrogen, Ammonia	mg/L	0.04	0.14				EPA 350.1
Phosphorous	mg/L	0.4	<0.021				EPA 365.4
Silica, Dissolved	mg/L	1	9.70				200.7 MET ICP
Sulfate	mg/L	2.5	16.00			250	ASTM D516-02
Total Hardness by 2340B	mg/L	1420	310.00				EPA 200.8
Nitrogen, Kjeldahl, Total	mg/L	1	0.38				EPA 351.2
Total Organic Carbon	mg/L	2	0.682				EPA 9060
Gross Alpha	pCi/L		17.70				EPA 900.0
Adjusted Gross Alpha	pCi/L		15.52			15	
Ra-226	pCi/L		4			5	EPA 903.1
Ra-228	pCi/L		2.14			5	EPA 904.0
Ra-226 + Ra-228	pCi/L		6.17			5	
Total Uranium	ug/L	0.5	1.00				EPA 200.8
Bromodichloromethane	ug/L	0.5	<0.10				EPA 524.2
Bromoform	ug/L	4	<0.20				EPA 524.2
Chloroform	ug/L	0.5	<0.20				EPA 524.2
Dibromochloromethane	ug/L	0.5	<0.10				EPA 524.2
Total Trihalomethanes (Calc.)	ug/L		<0.20			80	EPA 524.2
Dirbomoacetic Acid	ug/L	1	<0.60				EPA 552.2
Dichloroacetic Acid	ug/L	1	<0.60				EPA 552.2
Monobromoacetic Acid	ug/L	1	<0.60				EPA 552.2
Monochloroacetic Acid	ug/L	1	<1.2				EPA 552.2
Trichloroacetic Acid	ug/L	1	<0.50				EPA 552.2
Total Haloacetic Acid	ug/L		<1.2			60	EPA 552.2
Uranium - 234	pCi/L		1.710				HSL-300
Uranium - 235	pCi/L		0.056				HSL-300
Uranium - 238	pCi/L		0.410				HSL-300

MEMO

TO : Joint Powers Water Board
FROM : Jennifer Thomas
DATE : May 16, 2024
SUBJECT : ACH Payment Limit

Joint Powers Water Board's current depository is Community Development Bank in St. Michael. At this time the Board's current ACH limit is \$300,000, which is considered a "soft" limit by Community Development Bank. When an ACH payment is over the \$300,000 limit, Staff contacts the bank to have the ACH pushed through. Over the past year, the Board has made monthly ACH payments that range from \$288,927.52 to \$434,662.19 to the City of St. Michael. With continued growth in the member Cities, it is likely future payments will exceed the \$434,662.19 payment that was made in August of 2023.

In the fall of 2024, Deerwood Bank will be acquiring Community Development Bank. Deerwood Bank will have a "hard" ACH limit that will be a set amount. ACH payments over that amount will not go through.

If the Board keeps its current \$300,000 ACH limit and it becomes a "hard" limit with Deerwood Bank, we will far exceed that limit during most months.

Staff and Community Development Bank recommend that prior to the acquisition this fall, the Board increase its ACH limit to ensure payments can continue to be processed without interruption.

Recommended Motion:

- Staff recommends increasing the Board's ACH limit from \$300,000 to \$500,000.

GENERAL BUSINESS

MEMO

TO : Joint Powers Water Board
FROM : John Seifert
DATE : May 16, 2024
SUBJECT : 2024 Insurance Renewal

Dan Zachman with Zachman Insurance Agency will provide a 2024 insurance update to the Board and will ask for Board approval to adopt the renewal as presented.

By way of communication for an accounting of the 2023 insurance premium and rebate afforded from League of Minnesota Cities Insurance Trust ("LMCIT"). The 2023 premium of \$28,513 was paid in June 2023 and the Board received a rebate check from LMCIT in the amount of \$1,136 netting our insurance costs to be \$27,377.

Although rebates are not guaranteed, our LMCITs claims history has provided JPWB a rebate for the last five years.

Recommended Motion:

- Staff recommends approving the 2024 insurance renewal in the amount of \$29,948.

Insurance Review
By Dan Zachman
Zachman Insurance Agency, Inc

For

Joint Powers Water Board

From

League of Minnesota Cities Insurance Trust
Berkley Risk Services, Incorporated
145 University Avenue West
St. Paul, Minnesota 55103

Policy Dates

05/17/2024 – 05/17/2025

Section I Property

LOCATION 1 - 11100 50TH STREET, Albertville, MN 55301

Building	8,103,348
Contents	6,562,597
Property in the Open	32,533

LOCATION 2 - LOT 1, BLK 1, TOWER ADD'N, Albertville, MN 55301 - WATER TOWER & PUMPHOUSE

Building	2,877,442
Contents	87,403
Property in the Open	10,844

LOCATION 3 - E OF NABER AVE & 50TH ST, Albertville, MN 55301 - WATER TOWER

Building	4,875,067
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LOCATION 4 - 3052 LANDER AVE, Albertville, MN 55301 - PUMPING BOOSTER STATION

Building	342,104
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LOCATION 5 - CITYWIDE, Albertville, MN 55301 – 80 Fire Hydrants

Property in the Open	444,359
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LOCATION 6 - 101 TERRACE ROAD E, Albertville, MN 55301 - WELL # 5

Building	305,402
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LOCATION 7 - 376 IVORY AVE NE, Albertville, MN 55301 - WELL #6

Building	230,934
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LOCATION 8 - 376 IVORY AVE W, Albertville, MN 55301 - WELL #7

Building	299,568
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LOCATION 9 - 10690 15TH ST NE, Albertville, MN 55301 - WELLHOUSE & WELL #9

Building	1,309,743
Contents	472,115
Property in the Open	8,277

Total Blanket limit 25,961,736 Replacement cost \$1,000 deductible

(Up 1,358,516 from last year)

Section II Comprehensive General Liability

Limits	Each Occurrence Limit	2,000,000
	Per person Limit	2,000,000
	Products / Completed Operations Annual Aggregate	3,000,000
	Failure to Supply Annual Aggregate	3,000,000
	Fire Damage Liability	50,000
	Limited Pollution Liability Aggregate	2,000,000
	Land Use, Development or Franchise Litigation	1,000,000

Claims Made Forms

\$500 deductible – All Claims

Section III - Comprehensive Auto

Limits	Uninsured motorists	\$200,000
	Underinsured motorists	\$200,000
	Hired and Non owned Auto	\$2,000,0000

Section IV Commercial Comprehensive Catastrophe Liability

Limits	\$1,000,000 with \$10,000 Retained Limit
	Coverage to follow form, including Public Official Liability

("Does Waive" the monetary limits on Tort Liability established by Minnesota Statues 466.04 up to the limits written by the policy.)

Section V Public Employees Blanket Bond

Limits	\$250,000	Blanket Employees Dishonesty & Faithful Performance
		\$1,000 deductible/occurrence

Section VI Equipment Breakdown Coverage

Limits \$25,961,736 \$1,000 deductible / Per Accident

Premium Recap	2013-2014	2014-2015	2015-2016	2016-2017
Section I Property	12,360	12,571	12,187	11,847
Section II Municipal Liability	1,618	1,295	1,101	850
Section III Comprehensive Auto	78	78	78	78
Section IV Commercial Comprehensive Catastrophe Liability	900	855	855	855
Section V Public Employee's Blanket Bond	336	336	366	400
Section VI Boiler & Machinery	2,812	2,860	2,753	2,790
Totals	\$18,104	\$17,995	\$17,310	\$16,820

Premium Recap	2017-2018	2018-2019	2019-2020	2020-2021
Section I Property	11,524	11,886	12,586	11,109
Section II Municipal Liability	850	850	850	850
Section III Comprehensive Auto	78	78	78	78
Section IV Commercial Comprehensive Catastrophe Liability	855	855	855	855
Section V Public Employee's Blanket Bond	400	380	380	342
Section VI Boiler & Machinery	2,724	2,815	2,928	3,052
Totals	\$16,431	\$16,864	\$17,677	\$16,286

Premium Recap	2021-2022	2022-2023	2023-2024	2024-2025
Section I Property	11,372	15,681	22,105	23,312
Section II Municipal Liability	850	850	850	882
Section III Comprehensive Auto	82	82	83	87
Section IV Commercial Comprehensive	855	855	1200	1,200
Catastrophe Liability				
Section V Public Employee's Blanket Bond	342	342	321	321
Section VI Boiler & Machinery	3,124	3,314	3,469	3,661
First party Cyber	-	485	485	485
Totals	16,627	\$21,609	\$28,513	\$29,948

MEMO

TO : Joint Powers Water Board
FROM : John Seifert
DATE : May 17, 2024
SUBJECT : 2nd Reading of Purchasing and Wire Transfer Policies and 1st Reading of Refund of Online Bill Pay Overpayments

As the Board may recall at the April meeting, Staff introduced two new financial policies recommended by Abdo, the Board's accounting and auditing firm. At this meeting the Board provided the direction for areas of concern and possible risk to be addressed by new policies.

The attached policies have been updated to reflect the recommendations provided by the Board. Staff researched all three member Cities for examples of existing policies and consistent language. In addition, Staff revised the wire transfer policy to include safeguards to address two step verification.

From the April meeting, the Board also brought up an additional policy to address overpayment of utility bills. Staff has drafted a similar policy to help define the levels of refunds authorized at a Staff level. The document is open ended to survey the Board for their direction on the limits prior to having additional oversight by the Board before refunding overpayments.

Recommended Action:

- Staff recommends sending the revised documents, as directed by the Board, for final review by the Abdo accounting firm and will bring the policies back for final approval at the next Board meeting.

JOINT POWERS WATER BOARD PURCHASING POLICY

Section I. Purpose

The purpose of this policy is to establish the procedures for purchases made on behalf of Joint Powers Water Board (JPWB). This policy has the following objectives:

1. To ensure that purchases comply with all applicable laws;
2. To provide clear and consistent guidelines for contractors to follow;
3. To provide clear and consistent guidelines for authorized JPWB employees (Staff) /purchasers to follow;
4. To limit the discretion of Staff and thus limit the possibility of fraud or favoritism.

Section II. Purchasing Oversight

The General Manager is the Purchasing Agent for JPWB and is responsible for purchasing items within the JPWB budget. All contracts, bonds, and instruments of every kind to which JPWB is a party shall be signed by the JPWB Chairperson (Chair) and/or the General Manager on behalf of JPWB and shall be executed in the name of JPWB. All credit applications must be submitted to and approved by the JPWB Board (Board).

Section III. Conflict of Interest

Any employee, appointed, or elected official who has a family or personal relationship with a vendor must disclose that relationship to the Board. The Board on a case by case basis shall determine the level of involvement a representative of Staff or the Board may have in dealing with a vendor, in which a family or personal relationship has been disclosed.

Section IV. Purchasing Levels

The General Manager shall have the authority to authorize and/or approve purchases up to \$5,000 based on appropriations contained in the JPWB Budget (Budget). The Board shall approve all purchases over \$5,000 based on appropriations contained in the Budget, or items not appropriated through the annual Budget.

For purchases or contracts in excess of \$5,000, quotes or sealed bids shall be received and presented to the General Manager and Board for official action. The General Manager shall advise the Board on the advantages or disadvantages of contract and bid proposals. If quotes are received, they will be kept on file for at least one year.

Minnesota §471.345, Subd. 15 requires municipalities to consider the Cooperative Purchasing Venture (CPV) for contracts estimated to exceed \$25,000. For these contracts, a municipality must consider the availability, price and quantity of supplies, materials, or equipment available through the state's CPV before purchasing through another source.

Purchases or contracts exceeding \$175,000 require formal sealed bids solicited by public notice in accordance with Minnesota §471.345, Subd. 3. The competitive bidding law applies to:

- Contracts for the purchase or rental of supplies, materials or equipment.
- Contracts for the construction, alteration, repair, or maintenance of real or personal property.

The purchaser shall prepare or cause to be prepared, the specifications, the advertisement to solicit sealed bids, the opening and tabulation of bids, and any necessary investigation of the bids. The General Manager shall recommend to the Board the lowest responsible bid and the Board shall accept such bid. In all cases, the Board reserves the right to accept or reject any or all of the bids, and waive informalities therein.

Exclusions from Competitive Bidding Requirements

It is not legally necessary to advertise for bids for:

- Non-contracts or certain agreements (Minn. §471.345, Subd. 2).
- Electronic purchases through reverse auctions (Minn. §471.345, Subd. 16).
- Professional services such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training.
- The purchase or lease of real estate.
- Insurance contracts (Minn. §471.6161).
- Certain public safety equipment if the equipment is limited to a single source of supply (Minn. §471.3455).

Section V. Purchasing Procedures

Purchases may be made by the following methods:

1. Purchase orders
2. Auction or Government surplus
3. Emergency purchasing
4. Disaster purchasing

Use of Purchase Orders

These procedures apply to the purchase of supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property. All purchases must be consistent with the approved annual budget. All telephone or verbal quotes must be followed with written confirmation.

1. Purchases of less than \$5,000

The purchase may be made in the open market by the General Manager. The purchase should be based on a minimum of two (2) quotations. Quotations may be obtained by telephone or in written form via facsimile, delivery service, or Internet. Quotations must have a specific date and time period for which they are valid. All quotations should be kept on file for a minimum of one (1) year and include the names of vendors providing the quotations, the amounts of the quotations, and each successful quotation signed and dated. Quotations from unsuccessful bidders should be attached to the payment voucher of the successful bidder. A Purchase Order must be completed. General Manager approval is required.

2. Purchases from \$5,001 to \$175,000

The proposed purchase must be presented to Board for approval before the commencement of the purchasing process. The purchase may be made either via sealed bids or by obtaining three (3) or more written quotations, without advertising for bids or otherwise complying with the requirements of competitive bidding laws. Quotations may be obtained by telephone or in written form via facsimile, delivery

service, or Internet. Quotations must have a specific date and time period for which they are valid. All quotations should be kept on file for a minimum of one (1) year and include the names of vendors providing the quotations, the amount of the quotations, and each successful quotation signed and dated. If quotations are obtained by phone, they must be followed up with a signed quotation to be considered a valid quotation. The quotations must be forwarded to the Board for selection and approval. This approval shall be accomplished by an agenda write-up submitted for consideration at a regularly scheduled Board meeting. A Purchase Order must be completed.

4. Purchases exceeding \$175,000

The proposed purchase must be presented to the Board for approval before the commencement of the purchasing process. Purchases or contracts exceeding \$175,000 require formal sealed bids solicited by public notice in accordance with Minn. §471.345, Subd.3. The purchaser shall prepare or cause to be prepared, the specifications, the advertisement to solicit sealed bids, the opening and tabulation of bids, and any necessary investigation of the bids. The General Manager shall recommend to the Board which bid is the lowest responsible bid. The Board shall accept such bid. In all cases, the Board reserves the right to accept or reject any or all of the bids, and waive informalities therein.

The Board has reasonable discretion in determining the lowest responsible bidder. Not only must a successful bidder submit the lowest bid price and substantially meet the terms and conditions of the specifications, the low bidder must be considered "responsible" and have the capacity to perform the proposed contract. "Responsibility" includes such considerations as the bidders' financial responsibility, integrity, ability, skill, and likelihood of providing faithful and satisfactory performance. There is more latitude in purchasing items of equipment not capable of exact specifications. In making such a purchase, the Board may exercise reasonable discretion in determining the lowest responsible bidder. The Board may consider, in addition to the bid price, the quality, suitability, and adaptability of the article for its intended use.

Exclusions from Competitive Bidding Requirements

It is not legally necessary to advertise for bids for:

1. Professional services such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training. Before contracting any professional service over \$4,999, Board approval is required. The Board will decide if quotations or bids are appropriate even though not legally required;
2. The purchase or lease of real estate;
3. The purchase of non-competitive products patented or obtainable from only one source. Demonstration of this circumstance must meet statutory requirements for a "sole source vendor" purchase.

Auction or Government Surplus

Generally, purchases over \$5,000 require prior Board approval. From time to time, opportunities to purchase at auction or from government surplus sites arise. These purchases can offer great discounts or reduced pricing. The time frame for taking advantage of the reduced pricing may be a small window. Therefore, the General Manager has the ability to make such purchases for up to \$10,000 as long as funds are allocated in the budget for any equipment or item bought on auction or from a surplus site. Such purchases will be reviewed and approved by Board as soon thereafter as time permits.

Emergency Purchasing

When an emergency occurs that may jeopardize public safety or the health and welfare of employees or citizens, the General Manager may authorize a necessary emergency purchase. Emergency purchases and the reason for the purchase shall be reported to the Board within 24 hours. The General Manager will report to Board as quickly as possible.

The Emergency Management Act (Minn. §12.37) gives cities the ability to declare an emergency for a limited period of time for “an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring” or for a disaster (“a situation that creates an actual or imminent serious threat to the health and safety of persons”). During the declaration the Board is not required to use mandated contracting procedures.

Disaster Purchasing

The General Manager may declare a local disaster or emergency. The declaration shall not be continued for a period in excess of three (3) days except by, or with the consent of, the Board. A disaster may result from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps or catastrophic measures, or emergencies that are technological in nature.

During a declared emergency, the Board may enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property, and providing assistance to victims of such disasters. The Board may exercise such power as deemed necessary without complying with purchasing procedures prescribed by law pertaining to the performance of public work, entering into rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditures of public funds, including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions related to low bids, and requirement for budgets.

Invoice Approval

The General Manager shall review all invoices for expenditures and verify the validity of the charges. The General Manager shall sign and appropriately code invoices after ascertaining that the goods or services have been delivered to the Board in the quantities listed and that the amounts charged are correct. The packing list or other documentation of receipt should be attached to the signed invoice. All purchases/payments shall be reviewed and ratified by the Board at their regular meeting before payments are released.

Payments will only be made from the original invoice; payments from statements are not allowed.

Section VI. Procedures after Purchase

It is the responsibility of the General Manager to ensure goods or services are delivered in an acceptable manner. An invoice must be procured for all goods or services for payment. Invoices must have the following items:

- Date of service
- Date of invoice
- Description of goods or services
- Amount
- Name and address of vendor

Invoices must also show JPWB as the paying customer. All invoices must be approved by the General Manager and forwarded to the Office Manager for payment. All purchases are approved by Board at each regularly scheduled meeting.

Adopted by the Joint Powers Water Board on _____.

JOINT POWERS WATER BOARD WIRE TRANSFER POLICY AND PROCEDURE

Section I. Policy Statement

This Wire Transfer Policy and Procedure (“Policy”) outlines the guidelines and steps to be followed by employees of Veolia Water N.A. (“Employees”) on behalf of the Joint Powers Water Board (“JPWB”) when initiating or approving wire transfers. The purpose of this policy is to ensure the secure and accurate transfer of funds while minimizing the risk of fraudulent activities and errors. Compliance with this policy is mandatory for all Employees involved in the wire transfer policy.

Section II. Scope

This policy applies to all Employees who have the authority to initiate or approve wire transfers on behalf of JPWB.

Section III. Wire Transfer Authorization

1. **Authorized Personnel.** The below Employees may initiate or approve wire transfers. The list of authorized personnel will be maintained and updated by the General Manager and approved by the JPWB.
 - General Manager
 - Office Manager
 - Finance Administrative Assistant
 - Other Employees designated by the JPWB may initiate or approve wire transfers.
2. **Dual Authorization.** All wire transfers must require dual authorization. This means that two authorized Employees must independently verify and approve each wire transfer. The first Employee initiates the transfer and the second Employee approves it.

Section IV. Wire Transfer Request Process

1. **Request Initiation.** The Employee requesting the wire transfer must complete a Wire Transfer Request Form, including the following information and must ensure accuracy and completeness of the information provided:
 - Beneficiary’s name and bank account details
 - Amount to be transferred
 - Purpose of the transfer
 - Any supporting documentation required.
2. **Verification.** The Office Manager will verify the request for accuracy and completeness and will validate the authenticity of the requestor’s identity and authorization via phone call to the direct recipient and exact match payee information on file.
3. **Dual Authorization.** The first authorized Employee initiates the wire transfer using the JPWB’s online banking system or designated wire transfer platform, after exact match verification of finance accounts payable information and phone call to the recipient by the Office Manager. The second authorized Employee independently reviews the wire transfer request of exact match finance payables information and phone call to the recipient, ensuring that it aligns with the JPWB policies and financial objectives. Both

authorized Employees must sign off on the wire transfer request, confirming their approval.

4. **Documentation.** Copies of the Wire Transfer Request Form, authorization records, and any supporting documentation must be maintained for audit and recorded-keeping purposes.

Section V. Security Measures

1. **User Access Control.** Access to the JPWB’s online banking system or wire transfer platform is restricted to authorized personnel only. Multi-Factor Authorization must be used with passwords and access credentials must be securely managed and regularly updated.
2. **Initial Transfer.** The initial transfer to the beneficiary will be \$1.00 to confirm funds are being transferred to the correct beneficiary.
3. **Employee Training.** Employees involved in wire transfer activities must undergo periodic training on wire transfer policies and procedures. Employees must be aware of common wire transfer fraud schemes and exercise caution.

Section VI. Review and Compliance

The Wire Transfer Policy and Procedure will be reviewed annually to ensure its effectiveness and compliance with regulatory changes. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Section VII. Acknowledgment

I, (Employee Name), acknowledge that I have read and understand the Wire Transfer Policy and Procedure of the Joint Powers Water Board. I agree to comply with all the requirements and guidelines outlined in this policy.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Adopted by the Joint Powers Water Board on _____.

Appendix: Wire Transfer Request Form

- **Requestor Information**

- Full Name: _____

- **Wire Transfer Details**

- Beneficiary Name: _____

- Beneficiary's Bank Name: _____

- Beneficiary's Bank Address: _____

- Beneficiary's Account Number: _____

- Amount to be Transferred: _____

- Purpose of Transfer: _____

- Supporting Documentation (if any): _____

- **Office Manager Verification**

- Verified by Office Manager (Name): _____

- Date: _____

- **Dual Authorization**

- First Authorized Employee (Signature): _____

- Second Authorized Employee (Signature): _____

**JOINT POWERS WATER BOARD
REFUND OF ONLINE BILL PAY OVERPAYMENTS
POLICY AND PROCEDURE**

Section I. Policy Statement

This Refund of Online Bill Pay Overpayments Policy and Procedure (“Policy”) outlines the guidelines and steps to be followed by employees of Veolia Water N.A. (“Employees”) on behalf of the Joint Powers Water Board (“JPWB”) when refunding customer overpayments. The purpose of this Policy is to ensure the secure and accurate refunding of overpayments to customers while minimizing the risk of fraudulent activities and errors. Compliance with this policy is mandatory for all Employees involved in making checking account refunds to customers.

Section II. Scope

This policy applies to all Employees who have the authority to refund overpayments to customers of the JPWB.

This policy is for the refunding of overpayments to customers of the JPWB through its authorized online bill pay vendor’s website (currently Payment Service Network) (“PSN”). Overpayments over \$ _____ shall require an emergency meeting of three (3) Board members to approve.

Section III. Refund Authorization

1. **Authorized Personnel.** The below Employees may initiate or approve refunds of overpayments made by customers of the JPWB. The list of authorized personnel will be maintained and updated by the General Manager and approved by the JPWB.
 - General Manager
 - Office Manager
 - Finance Administrative Assistant
 - Other Employees designated by the JPWB may initiate or approve wire transfers.

Section IV. Refund Request Process

1. **Request Initiation.** The Employee requesting the refund on the customer’s behalf must complete a Customer Overpayment Refund Form, including the following information and must ensure accuracy and completeness of the information provided:
 - Beneficiary’s name
 - Beneficiary’s address
 - Beneficiary’s account number
 - Amount to be refunded
 - Type of payment
 - Purpose of the refund
 - Any supporting documentation required.

Section V. Security Measures

1. **Verification of Check Payments.** After 10 business days, the Office Manager will obtain written email verification from PSN and JPWB’s official depository (“Bank) that the overpayment was deposited in JPWB’s checking account and that the overpayment can be refunded.
2. **Verification of Credit Card Payments.** After 10 business days, the Office Manager will obtain written email verification from PSN that the overpayment was deposited in JPWB’s checking account and that the overpayment can be refunded.
3. **Refund.** After receiving verification from both PSN and the Bank that the overpayment was deposited in JPWB’s checking account, the Office Manager will immediately process a check refund for the full amount of the overpayment.
4. **Documentation.** The overpayment refund will be documented on the Claims List presented to the JPWB at their next regularly scheduled meeting.

Section VI. Review and Compliance

The Refund of Online Bill Pay Overpayments Policy and Procedure will be reviewed annually to ensure its effectiveness and compliance with regulatory changes. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Section VII. Acknowledgment

I, (Employee Name), acknowledge that I have read and understand the Refund of Online Bill Pay Overpayments Policy and Procedure of the Joint Powers Water Board. I agree to comply with all the requirements and guidelines outlined in this policy.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Adopted by the Joint Powers Water Board on _____.

Appendix: Refund of Online Bill Pay Overpayments Form

• **Requestor Information**

○ Full Name: _____

• **Refund Details**

○ Customer Name: _____

○ Customer Address/City: _____

○ Customer JPWB Account Number: _____

○ Amount to be Refunded: _____

○ Purpose of Refund: _____

○ Supporting Documentation (if any): _____

• **Office Manager Check Deposit Verification**

○ Office Manager (Name): _____

○ PSN Verification Date: _____

○ Bank Verification Date: _____

• **Office Manager Credit Card Deposit Verification**

○ Office Manager (Name): _____

○ PSN Verification Date: _____

• **Refund**

○ Amount Refunded: _____

○ Check Number: _____

○ Mailed To / Picked Up By Customer: _____

○ Date Refund Mailed / Picked Up: _____

○ Confirmation on Credit Card Refund: _____