

1. **Call to Order.** The regular meeting of the Joint Powers Water Board was called to order by Chairperson Gleason, on Monday, May 20, 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, Tom Dierberger, Joe Hagerty, Rob Olson, Bob Zagorski.

Board absent: Chris Kauffman.

Staff present: John Seifert, General Manager; Jennifer Thomas, Office Manager.

Staff absent: Dustin Carlson, Water Department Supervisor / Facilities Manager.

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

Insurance Agent present: Dan Zachman, Zachman Insurance Agency, Inc.

2. **Approve Agenda.** Seifert asked to have a claim from Municipal Builders in the amount of \$4,047.23 for well piping added to the Claims List. Olson moved, Dierberger seconded, to adopt the Agenda as presented with the addition of the claim from Municipal Builders in the amount of \$4,047.23. Motion carried 5-0.

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

- 3.1 Approval of April 22, 2024 Regular Board Meeting Minutes
- 3.2 Approval of May 2024 List of Claims
- 3.3 Approval of May 2024 Budget Report
- 3.4 Approval of May 2024 Cash Balances Report
- 3.5 Receipt of April 2024 Investment Summary Report
- 3.6 Approval of April 2024 Monthly Operations Report
- 3.7 ACH Payment Limit

4. **General Business.**

4.1 **2024 Insurance Renewal.** Dan Zachman of Zachman Insurance Agency, Inc. provided an update on the Joint Powers Water Board's 2024 insurance renewal. The 2024 renewal from League of Minnesota Cities (LOMC) is \$29,948, which is an increase of \$1,435 from 2023. Seifert reminded the Board that it received a refund of \$1,136 from the LOMC in 2023.

4.2 **2nd Reading of Purchasing and Wire Transfer Policies and 1st Reading of Refund of Online Bill Pay Overpayments.** In a follow up to the Board's direction for areas of concern and possible risk, Staff researched all three member Cities existing purchasing policies and drafted a Purchasing Policy based on those examples. Staff also revised the wire transfer policy to include safeguards to address two step verification. In addition, Staff drafted a policy to define the level of refunds Staff is authorized to make prior to Board approval. Zagorski moved, Dierberger seconded, to allow Staff to make refunds of online bill pay overpayments not to exceed \$7,500. Motion carried 5-0.

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

6. **Adjourn.** Olson moved, Hagerty seconded, to adjourn the Joint Powers Water Board meeting at 6:30 PM. Motion carried 5-0.



Jennifer Thomas, Recording Secretary