

1. Call to Order. The regular meeting of the Joint Powers Water Board was called to order by Chairperson Gleason, on Monday, September 23, 2024 at 6:02 p.m. at the Joint Powers Water Board Water Treatment Plant, 11100 50th St NE, Albertville, MN 55301.

Board present: Ryan Gleason, Tom Dierberger, Rob Olson, Keith Wettschreck (for Joe Hagerty), Bob Zagorski.

Board absent: Joe Hagerty, Chris Kauffman.

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

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

Engineering present: McKenzie Hunt, Short Elliott Hendrickson, Inc. (SEH).

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

2. Approve Agenda. Dierberger moved, Zagorski seconded, to adopt the Agenda as presented. Motion carried 4-0.

3. Approve Consent Agenda. General Manager Seifert asked to have three claims added to the Claims List. Zagorski moved, Wettschreck seconded, to approve the Consent Agenda below with the addition of three claims to the Claims List. Motion carried 4-0.

- 3.1 Approval of August 26, 2024 Regular Board Meeting Minutes
- 3.2 Approval of September 2024 List of Claims
- 3.3 Approval of September 2024 Budget Report
- 3.4 Approval of September 2024 Cash Balances Report
- 3.5 Approval of August 2024 Investment Summary Report
- 3.6 Approval of August 2024 Monthly Operations Report
- 3.8 Resolution Approving Deerwood Bank as Official Depository
- 3.9 Authorization to Transfer Collateral from Community Development Bank to Deerwood Bank
- 3.10 Authorization to Solicit RFP for Well 5 Rehabilitation

6:05 PM Board Member Olson joined the meeting.

4. General Business.

- 4.1 Authorization to Solicit for RFP for Ground Storage Reservoir.** General Manager Seifert explained to the Board that as part of the approved Capital Improvements Plan, the Joint Powers Water Board solicited a water storage tank study in 2023. This study identified a significant savings of over \$11,000,000 for the Board to develop a ground storage reservoir (GSR) system instead of an elevated water source. As part of this study, the location was also identified to take place at the current ASR property owned by Joint Powers. This siting study assisted in the final design of the looping project recently completed and provided for the interconnection of the proposed GSR. At the September 16th

TAC meeting, the members collectively recommended proceeding with the request for proposal (RFP) for engineering services to provide for a GSR in 2025. The TAC had significant discussion revolving around the capacity of the GSR in a range between 3,000,000 and 5,000,000 gallons for the RFP. As part of the RFP, Staff will ask for recommendations on what criteria the bidding companies, Short Elliott Hendrickson, Inc., AE2S Engineering, and Apex Engineering Group, Inc., would use to justify either a 3,000,000 or a 5,000,000 gallon tank. Olson asked if the GSR needs to be filled all the way. Seifert said it is unlike an elevated tower that needs to have warm water moving through it to keep it from freezing. Gleason asked if there is a timeline to obtain the RFPs. Seifert told the Board that they will likely see the RFPs at its November meeting. Olson asked if it is possible to have the GSR completed in 2025. Seifert said it will likely be done in 2026. Staff recommends authorization to proceed with the solicitation for request for proposal for the GSR at the ASR site in 2025. Olson moved, Dierberger seconded, to proceed with solicitation for request for proposal for the GSR at the ASR site in 2025. Motion carried 5-0.

- 4.2 2025 Fee Schedule.** General Manager Seifert referenced Abdo Financial Solutions long range planning document. Joint Powers Water Board uses the financial model update for recommendations for the adjustments on utility rates and connection fees. Seifert asked for the addition of a hydrant use commodity rate at \$5.00 per 1,000 gallons to the fee schedule. This year the model recognizes the method approved in 2023 to step the increase to connection fees over a five step period. 2023 was the first step. This would be the second step in raising the WAC fee for 2025 to \$2,541. With regard to the recommended rate increase for water operations, the Abdo Financial Solutions rate analysis recommends an increase of 1.5% to maintain stable revenue streams and account for inflation to existing cost of operations and an increase to \$5.00 for water operations fixed rate. Additionally, the dedicated irrigation metered water commodity rate would match the top residential tier. Gleason asked how many sprinkling violations are encountered in a given year. Thomas said there were about 75 warnings this year, with five second offenders who received fines. Thomas also told the Board that 2023 was higher, because it was a dry year. Gleason recommended increasing the violations from \$77.25 to \$80 for the first violation and \$100 for each additional violation. Olson asked if sprinkling violations start over the next year. Thomas told the Board that the current policy is to start over the following year. Seifert said Staff will investigate how other Cities in the area handle this. Staff recommends setting the 2025 fee schedule as presented, with the addition of the hydrant use commodity rate at \$5.00 per 1,000 gallons and the revision of the sprinkling violations from \$77.25 to \$75 for the first violation and \$100 for each additional violation. Olson moved, Dierberger seconded, to approve the 2025 fee schedule as presented with the addition of the hydrant use commodity rate at \$5.00 per 1,000 gallons and the revision of the sprinkling violations rates to \$75 for the first violation and \$100 for each additional violation. Motion carried 5-0.

5. Engineer.

5.1 SCADA Design Proposal. General Manager Seifert reminded the Board that at its June 24th meeting, the Board authorized a condition assessment of the current supervisory control and data acquisition (SCADA) and communication systems for Joint Powers. Since the progression of this scope of services by SEH Engineering, a draft memo was provided for the system evaluation at the subsequent August Board meeting. On September 16th, this engineering report was supplied to the TAC members for review and comment. As part of that review, it was recommended by the TAC to authorize SEH's additional scope of services to proceed with a final design to upgrade the Joint Powers SCADA along with radio communications for remote access. This scope of services will provide for the bidding and awarding of competitive proposals from qualified integrators. These proposals will be brought back to the Board for consideration in the fourth quarter of 2024. This proposal does not include construction, but is for full design and advertising. Engineer Hunt explained to the Board that this project will provide for upgrades and modernization of the SCADA at the Water Treatment Plant, East Tower, West Tower and Well 5, 6, 7 and 9. Hunt covered the equipment that would be replaced, as well as the design and bidding phases. Olson asked what the schedule would be for this project. Seifert said this would be done over the non-peak winter season. Staff and the TAC recommend authorizing the scope of services in SEH Engineering's Agreement for Professional Services dated September 23, 2024 in an amount not to exceed \$27,240. Olson moved, Zagorski seconded, to approve the authorization of the scope of services in SEH Engineering's Agreement for Professional Services dated September 23, 2024 in an amount not to exceed \$27,240. Motion carried 5-0.

6. Operations and Office.

6.1 2024 Leak Study and Repairs on Distribution System. General Manager Seifert informed the Board that eight large leaks were found and repaired during the leak study. Repairing those leaks helped decrease unaccounted water from 11% to 3%. This project is wrapping up in the near future.

6.2 ASR Looping Project Place in Service. General Manager Seifert told the Board that this project has been completed.

7. Other Business / Announcements / Correspondence. None.

8. Adjourn. Zagorski moved, Wettschreck seconded, to adjourn the Joint Powers Water Board meeting at 6:45 p.m. Motion carried 5-0.



Jennifer Thomas, Recording Secretary