

WATER BOARD
Monday, March 25, 2024
5:00 PM

	Page
1. CALL TO ORDER	
2. APPROVAL OF MINUTES	
Approve Minutes	2 - 4
Review, revise as appropriate, and approve the minutes. Agenda Item: Approve Minutes - Pdf	
3. NEW BUSINESS	
4. APPROVE BILLS	
Approve Bills	5 - 9
Review, discuss, and approve the bills. Agenda Item: Approve Bills - Pdf	
5. OPEN FORUM	
Project Information and Updates	10 - 11
General discussion of information, no action items. Agenda Item: Project Information and Updates - Pdf	
6. ADJOURN	



 430 Third St., Farmington, MN 55024
 651-280-6800
 FarmingtonMN.gov

WATER BOARD AGENDA MEMO

To: Water Board, City Administrator
From: John Powell, Public Works Director
Department: Engineering
Subject: Approve Minutes
Meeting: Water Board - Mar 25 2024

INTRODUCTION:

Attached are the minutes from the February 26, 2024 Water Board meeting.

DISCUSSION:

N/A

BUDGET IMPACT:

N/A

ACTION REQUESTED:

Review, revise as appropriate, and approve the minutes.

ATTACHMENTS:

[February 26, 2024 Meeting Minutes](#)

MINUTES
REGULAR WATER BOARD MEETING
Monday, February 26, 2024
5:00 PM
City Hall • 430 Third Street • Farmington, MN

Members Present: Cordes, Weierke, Wohlers

Members Absent:

Staff Present: John Powell, Public Works Director/City Engineer

Others Present: Leah Koch, Campbell Knutson

Call to Order: The meeting was called to order by Chair Weierke at 5:00 p.m.

City Clerk Shirley Buecksler was administered the oath of office to Board Member Wohlers.

1. Approve Minutes –

- a. January 22, 2024 - **Motion** by Cordes to approve minutes as presented. **Seconded** by Weierke, **Motion Carried**, with Wohlers abstaining as she was not a Member at the January meeting.

2. New Business

- a. **Water Board Orientation** – The City Attorney, Leah Koch of Campbell Knutson, was in attendance to provide an orientation on legal matters related to serving as a Member of the Water Board; and how the Water Board functions. The handout distributed at the meeting is attached. She reviewed the differences between functioning as a utilities commission, and as a board advisory to the City Council. Historically, the Water Board has functioned as an advisory board, Board Members indicated a preference to continue as advisory. As the Water Board Ordinances & Policies have not been updated since 2016, Director Powell recommended they be updated. **Motion** by Cordes to direct staff to prepare a draft update of the Water Board Ordinances & Policies for consideration at a future Board meeting. **Seconded** by Weierke, **Motion Carried**.
- b. **Metropolitan Council Water Efficiency Grant Program** - The attachment included grant information for all of 2023; this has been a good program for the city and our residents. As of the end of 2023, grant requests exceeded our prior grant authorization by \$1,324.70. MCES has indicated that the city can submit a grant amendment request for this amount plus an additional \$3,000 for the first quarter of 2024. **Motion** by Weierke to direct staff to proceed with submittal of a grant amendment to MCES for the outstanding balance of \$1,324.70 and an additional \$3,000 for the first quarter of 2024. **Seconded** by Wohlers, **Motion Carried**.
- c. **Well 5 Retaining Wall Repair** - Director Powell provided a brief history on this project then reviewed the construction bids recently received. The final estimated construction cost for a replacement wall was \$129,560. Six bids were received, and the low bidder is VADA Contracting LLC with a bid amount of \$93,413.00. **Motion** by Wohlers to recommend to the City Council that they award the Well 5 Retaining Wall Repair contract to VADA Contracting LLC for the bid amount of \$93,413.00. **Seconded** by Weierke, **Motion Carried**.

3. **Approve Bills** – Minor clarification was provided to the Board on budget charges. **Motion** by Weierke to approve the bills as presented in the amount of \$64,203.73. **Seconded** by Cordes, **Motion Carried.**

4. **Open Forum – Project & Information Update**

- a. **Comprehensive Land Use Plan** – The proposed map identifying future land use citywide will be presented to the City Council within the next month. This will allow the city to determine our updated water storage needs, and the preferred location(s).
- b. **Public Works Staffing** – The City Council has authorized two additional Public Works Maintenance Worker positions for 2024. The city has had a very strong applicant response; one new Public Works Maintenance Worker started last week and the other is expected to start with the city in April of 2024.

5. **Adjourn** – **Motion** by Weierke to adjourn at 5:59 p.m. **Seconded** by Cordes, **Motion Carried.**

Respectfully submitted,

John Powell
Public Works Director/City Engineer



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 651-280-6800
 FarmingtonMN.gov

WATER BOARD AGENDA MEMO

To: Water Board, City Administrator
From: John Powell, Public Works Director
Department: Engineering
Subject: Approve Bills
Meeting: Water Board - Mar 25 2024

INTRODUCTION:

The bills from February 22, 2024, to March 15, 2024, are attached for your review and approval.

DISCUSSION:

Staff is available to respond to questions regarding disbursements.

BUDGET IMPACT:

The total for this bill report is \$42,511.83.

ACTION REQUESTED:

Review, discuss, and approve the bills.

ATTACHMENTS:

[Water Board Bills March 2024](#)

Note: Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

Council Check Summary

2/22/2024 - 3/15/2024

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div	
102367	2/23/2024		100024 GOPHER STATE ONE-CALL													
		72.91	JAN'24 LOCATES		219707	4010393	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08		
		72.91														
102372	2/23/2024		113031 NRG RELIABILITY SOLUTIONS LLC													
		1,106.76	JAN 24 ELECTRIC CMF		220012	3347-2402	6502	6422			ELECTRIC	WATER UTILITY EXPENSE	06500	08		
		1,106.76														
102386	3/1/2024		110766 JOHNSON CONTROLS FIRE PROTECTION LP													
		22.94	FIRE ALARM MONITORING		220151	23981022	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		25.79	FIRE ALARM MONITORING		220157	23982119	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		48.73														
102388	3/1/2024		113442 METERING & TECHNOLOGY SOLUTIONS													
		253.33	1" WATER METER		219987	INV4385	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		253.33														
102404	3/8/2024		110525 IN-SITU INC													
		110.00	MAR'24 CELL SVS WTR LVL SFTWR		220458	HV20436	6502	6505			EQUIPMENT REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		110.00														
102405	3/8/2024		110766 JOHNSON CONTROLS FIRE PROTECTION LP													
		160.94	FIRE ALARM MONITORING		220293	23984601	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		160.94														
102406	3/8/2024		116827 JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD													
		484.50	POSTAGE SU 2024 CURRENTS		220290	109557P	6502	6445			POSTAGE/SHIPPING FEES	WATER UTILITY EXPENSE	06500	08		
		484.50														
102408	3/8/2024		100070 MINNESOTA VALLEY TESTING LABORATORIES													
		143.90	BAC-T SAMPLE (9)		219972	1239103	6502	6535			OTHER REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		143.90														
102422	3/15/2024		112416 IMPACT MAILING OF MN, INC													
		274.33	FEB'24 UB BILL POSTAGE		220673	210047	6502	6445			POSTAGE/SHIPPING FEES	WATER UTILITY EXPENSE	06500	08		
		416.67	FEB'24 UB MAIL PREP		220673	210047	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08		
		691.00														
102423	3/15/2024		110766 JOHNSON CONTROLS FIRE PROTECTION LP													
		91.61	FIRE ALARM MONITORING		220504	23988633	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		91.61														
102426	3/15/2024		100070 MINNESOTA VALLEY TESTING LABORATORIES													
		129.30	BAC-T SAMPLE (8)		220381	1240117	6502	6535			OTHER REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		129.30														
102497	2/23/2024		100030 CORE & MAIN, LP													
		7,136.00	64 METER HORNS/SWIVELS		219846	U255518	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		

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Council Check Summary

2/22/2024 - 3/15/2024

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div	
		7,136.00														
162518	2/23/2024		118072 WINSUPPLY LAKEVILLE MN CO.													
		62.34	LED BULBS		219590	422456 01	6502	6240			BUILDING SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		62.34														
162536	3/1/2024		100077 FRONTIER COMMUNICATIONS													
		121.07	FEB'24 WELL HOUSE LINES		220265	651-460-4974 FEB'24	6502	6411			TELEPHONE/CABLE SERVICES	WATER UTILITY EXPENSE	06500	08		
		121.07														
162552	3/1/2024		101254 ORKIN EXTERMINATING, LLC													
		23.60	PEST CONTROL FEB 24		220145	257515043	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		23.60														
162558	3/1/2024		110022 SCHWICKERT'S TECTA AMERICA, LLC													
		52.09	TUBE HEATER REPAIR		220011	S510122275	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		52.09														
162570	3/8/2024		100025 CINTAS CORP LOC 754													
		46.67	FEB 24 WEEKLY UNIFORM SVS		220009	4182711222	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE	06500	08		
		46.67	FEB 24 WEEKLY UNIFORM SVS		220146	4183429529	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE	06500	08		
		47.30	FEB 24 WEEKLY UNIFORM SVS		220158	4184143632	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE	06500	08		
		140.64														
162582	3/8/2024		100007 HAWKINS INC													
		290.00	CHLORINE CYLINDERS		220382	6689280	6502	6260			CHEMICALS	WATER UTILITY EXPENSE	06500	08		
		290.00														
162585	3/8/2024		101325 JAYTECH INC													
		89.21	HOT WATER LOOP TEST		220142	231968	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		89.21														
162591	3/8/2024		102725 MINNESOTA DEPT OF HEALTH													
		17,430.00	1ST QTR 2024 SVS CONNECT FEES		220389	1190008 JAN-MAR'24	6502	6560			CONTRACTUAL SERVICES	WATER UTILITY EXPENSE	06500	08		
		17,430.00														
162595	3/8/2024		100093 PELLICCI HARDWARE & RENTAL													
		1.46	TOGGLE BOLT		219732	109462/F	6502	6240			BUILDING SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		5.80	TOOL BACK PACK		220013	109578/F	6502	6950			MACHINERY, EQUIPMENT & TOOLS	WATER UTILITY EXPENSE	06500	08		
		1.20	LIME RUST REMOVER		220304	109712/F	6502	6242			CLEANING SUPPLIES	WATER UTILITY EXPENSE	06500	08		
		1.78	GARAGE DOOR LUBE		220305	109763/F	6502	6240			BUILDING SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		37.90	KEYS/KEY CLIPS		220374	109756/F	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		14.99	MAP PRO GAS 14.1 OZ		220380	109657/F	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		63.13														
162606	3/8/2024		100346 TKDA INC													
		2,441.47	JAN'24 SVS WELL5 RET WALL		220387	002024000185	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08		

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2/22/2024 - 3/15/2024

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		2,441.47														
162613	3/15/2024		100704 AMERICAN WATER WORKS ASSOCIATION -MN													
		1,240.00	(4) 2024 METRO WATER OP SCHOOL		220676	200008012	6502	6470			TRAINING & SUBSISTANCE	WATER UTILITY EXPENSE	06500	08		
		1,240.00														
162619	3/15/2024		100112 BADGER METER INC													
		508.62	FEB'24 BEACON MBL HOSTING SERV		220467	80153517	6502	6505			EQUIPMENT REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		508.62														
162626	3/15/2024		118434 CENTRAL FIRE PROTECTION INC													
		131.23	ANNUAL FIRE EXTINGUSIHER		220312	47868	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		131.23														
162627	3/15/2024		100025 CINTAS CORP LOC 754													
		49.67	FEB 24 WEEKLY UNIFORM SVS		220510	4184863242	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE	06500	08		
		49.67														
162650	3/15/2024		101254 ORKIN EXTERMINATING, LLC													
		136.99	FEB'24 PEST CNTRL-5446 195TH		220366	257514662	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		136.99														
162658	3/15/2024		119430 SOPPELAND, CONNOR													
		50.00	2024 BOOTS SOPPELAND		220489	2024 BOOTS SOPPELAND	6502	6290			UNIFORMS & CLOTHING	WATER UTILITY EXPENSE	06500	08		
		50.00														
20240221	2/26/2024		118858 FIRST NATIONAL BANK OF OMAHA													
		441.00	VULINK LITHIUM BATTERIES		219961	7218-4385-1/10	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		12.05-	BATHROOM CLEANER		220056	4371-8971-1/26	6502	6242			CLEANING SUPPLIES	WATER UTILITY EXPENSE	06500	08		
		13.91	CLEANING SUPPLIES		220278	4371-7507-1/12	6502	6515			BUILDING REPAIR/MAINTENANCE	WATER UTILITY EXPENSE	06500	08		
		1.85-	GLASS CLEANER RETURN		220279	4371-5101-1/19	6502	6242			CLEANING SUPPLIES	WATER UTILITY EXPENSE	06500	08		
		10.79	COMPOST BAGS		220280	5369-1106-1/19	6502	6240			BUILDING SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08		
		451.80														
20240302	3/4/2024		100085 DAKOTA ELECTRIC ASSOCIATION													
		569.44	JAN'24 ELEC WELL #6		219836	200001550151 JAN'24	6502	6422			ELECTRIC	WATER UTILITY EXPENSE	06500	08		
		1,288.44	JAN'24 ELEC WELL #5		219837	200002785533 JAN'24	6502	6422			ELECTRIC	WATER UTILITY EXPENSE	06500	08		
		156.41	JAN'24 ELEC 195TH WATER TOWER		219838	200002587095 JAN'24	6502	6422			ELECTRIC	WATER UTILITY EXPENSE	06500	08		
		1,900.19	JAN'24 ELEC WELL #7		219839	200003490737 JAN'24	6502	6422			ELECTRIC	WATER UTILITY EXPENSE	06500	08		
		3,197.57	JAN'24 ELEC WELL #8		219840	200004199709 JAN'24	6502	6422			ELECTRIC	WATER UTILITY EXPENSE	06500	08		

WATER BOARD AGENDA MEMO

To: Water Board, City Administrator
From: John Powell, Public Works Director
Department: Engineering
Subject: Project Information and Updates
Meeting: Water Board - Mar 25 2024

INTRODUCTION:

Staff will provide verbal updates on the following items:

- MCES Water Efficiency Grant Program (see attached)
- Alternative Urban Areawide Review (AUAR) Process
- Comprehensive Land Use Plan Update
- Public Works Staffing
- Well 5 Retaining Wall
- PFAS Testing

DISCUSSION:

General discussion of information, no action items.

ACTION REQUESTED:

General discussion of information, no action items.

ATTACHMENTS:

[2022-2024 MCES Water Efficiency Rebate Grant Tracking Mar 2024](#)

Date Application Received	Application Approved/ Denied	Date Application Approved/ Denied	Date Rebate Credited to UB Account	Account Holder Name	Property Street Address and Zip Code	Property Type (Select):	Water Device Replaced (Select):	Cost per Device:	# of Devices	Rebate or Grant per device	Est. Annual Water Saved per Device (Gallons)	Total Rebate or UB Credit	Municipality Contribution
1/4/2024	Approved	1/4/2024	1/9/2024	David Johnston	19836 Executive Path	Residential	Clothes Washer	\$799.99	1	\$200.00	2000	\$200.00	\$40.00
1/8/2024	Approved	1/8/2024	1/9/2024	Jill Fairchild	18639 Dunbury Ave	Residential	Clothes Washer	\$548.00	1	\$200.00	2000	\$200.00	\$40.00
1/11/2024	Approved	1/11/2024	2/14/2024	Sara Unger	5769 184th St. W	Residential	Dishwasher	\$549.99	1	\$150.00	390	\$150.00	\$30.00
1/24/2024	Approved	1/24/2024	2/14/2024	Rich Lukasezck	20158 Erickson Knoll	Residential	Clothes Washer	\$849.99	1	\$200.00	2000	\$200.00	\$40.00
1/29/2024	Approved	1/24/2024	2/14/2024	Tim Wenzinger	19575 Exceptional Trail	Residential	Toilet	\$421.24	1	\$50.00	2000	\$50.00	\$10.00
2/8/2024	Approved	2/8/2024	2/14/2024	Carianne Anderson-Ersfeld	5638 180th St W	Residential	Clothes Washer	\$752.93	1	\$ 200.00	2000	\$200.00	\$40.00
2/16/2024	Approved	2/16/2024	2/16/2024	Dale Bultje	18858 Exclusive Path	Residential	Dishwasher	\$1,399.00	1	\$ 150.00	390	\$150.00	\$30.00
12/30/2023	Approved	3/14/2024		Jonathan Mueller	19600 Estes Path	Residential	Clothes Washer	\$847.00	1	\$ 200.00	2000	\$200.00	\$40.00
1/7/2024	Approved	3/14/2024		Antonio Salas de La Torre	5695 Upper 182nd St W	Residential	Dishwasher	\$374.98	1	\$ 150.00	390	\$150.00	\$30.00
1/8/2024	Approved	3/14/2024		Angela Mahowald	19977 Dover Dr.	Residential	Clothes Washer	\$559.98	1	\$ 200.00	2000	\$200.00	\$40.00
2/13/2024	Approved	3/14/2024		Chris Lutz	19508 Ewing St.	Residential	Toilet	\$84.99	1	\$ 50.00	2000	\$50.00	\$10.00
3/6/2024	Approved	3/14/2024		Ryan Larson	18644 Dulaney Dr.	Residential	Clothes Washer	\$806.00	1	\$ 200.00	2000	\$200.00	\$40.00
3/14/2024	Approved	3/14/2024		Jodie Van Hecke	19052 Enchanted Ct.	Residential	Dishwasher	\$478.00	1	\$ 150.00	390	\$150.00	\$30.00