**Minutes**

**Special Meeting of East Range Water Board**

**City/Town Government Center**

**Wednesday July 28, 2021**

**4:30 p.m.**

PRESENT: Chairman, Doug Gregor; Vice Chairman, Jon Skelton; Secretary/Treasurer, David Skelton; Board Member, Clark Niemi

ABSENT: Board Member, Jim Gentilini

ALSO PRESENT: Jodi Knaus, Town of White Clerk & Manager; Lindsey Luke, Secretary; Todd Koneczny, Building Rescue – Project Liaison; Kevin Young, SEH

A board meeting was called to order by Chairman Gregor at 4:35 p.m.

**Old Business:**

1.) A discussion took place regarding future Joint System Employees. The System Superintendent/Utility Manager will need to be appointed in the future. Position descriptions need to be created.

2.) The by-laws of the East Range Water Board need to be established. Examples were distributed for review. A working session will need to be scheduled with legal counsel present.

3.) Legal Counsel has been established previously and many legal issues need to be addressed.

**MOVED BY J. SKELTON SUPPORTED BY NIEMI DIRECTING THIBODEAU FROM FRYBERGER LAW TO ADDRESS PROPERTY OWNERSHIP ISSUES WITHIN SCENIC ACRES. MOTION CARRIED**

4.) Fiscal Matters

The Board discussed fiscal matters including purchasing & delegated authority, ongoing disbursements, 2021 budget establishment, and accounting processes.

**MOVED BY J. SKELTON SUPPORTED BY NIEMI DIRECTING DICKINSON TO WORK WITH NORTHERN STATE BANK TO SET UP A BANK ACCOUNT WITH TWO SIGNATORIES, CHAIRMAN GREGOR AND VICE CHAIRMAN J. SKELTON. MOTION CARRIED**

**MOVED BY J. SKELTON SUPPORTED BY GREGOR TO RECEIVE FUNDING OF $1,017,000 AS A TEMPORARY GENERAL OBLIGATION UTILITY REVENUE NOTE FOR THE WATER PROJECT. MOTION CARRIED**

5.) A discussion took place regarding appointing an auditing firm for the East Range Water Board. It was suggested to obtain a recommendation from Thibodeau with Fryberger Law.

6.) A discussion took place regarding the adoption of ordinances for the East Range Water Board.

**New Business:**

1.) Committee Updates: No reports were provided by the technical committee, they meet next on August 10, 2021. D. Skelton and Gentilini met with Chad Skelton regarding the curb stop which is out of the right-of way. Once the correct right-of-way is determined, the curb stop for their connection will be moved into the right-of-way. D. Skelton updated the Board the Services Committee (D. Skelton, Jodi Knaus, and Stefanie Dickinson) will meet with SEH first, then Todd Koneczny to determine Koneczny’s role moving forward. A recommendation will be made to the Board next month.

2.) Project Liaison Updates:

Koneczny updated the Board on outstanding invoices for his services. He met with Mike Liljegren, DNR on July 26, 2021 and the Environmental Review will reveal a spotted turtle issue. He encouraged a meeting with IRRRB and Commissioner McDonald regarding financing for the project. J. Skelton will follow up with McDonald and Gregor and Mike Larson will meet with Commissioner Phillips.

**MOVED BY GREGOR SUPPORTED BY D. SKELTON TO APPROVE THE PAYMENT OF INVOICE #163 TO BUILDING RESCUE IN THE AMOUNT OF $4,687.50. MOTION CARRIED**

3.) Engineering Updates:

SEH provided an Amendment No. 2 to Agreement for Professional Services which additional delineation work was completed. An updated Agreement for Professional Services for Tasks 2, 2A, and 3 was distributed for review to be discussed at the next meeting.

**MOVED BY J. SKELTON SUPPORTED BY D. SKELTON TO APPROVE THE PAYMENT TO SEH FOR ENGINEERING SERCIES IN THE AMOUNT OF $11,236.12. MOTION CARRIED**

4.) Scenic Acres Updates: There will be a public meeting held on July 27, 2021. Koneczny asked where does the current utility end and new service begin, indicating a survey will need to be completed. He also inquired about those property owners who have private wells and how that will be handled. There is a lot of work to be done for this part of the project.

5.) Tax Forfeit Property Acquisition Update: The withdrawal application was submitted to St. Louis County. Dickinson will inform the Board at the next meeting what the cost is and conditions for purchasing these lots.

6.) Intake Site Updates: SEH has been focusing on the floor plan for the water plant. The variance application was submitted for the intake site which will be reviewed September 9, 2021 by St. Louis County. SEH is looking into power for the site and should have an update for the Board soon. Gregor met with Weikum and Jacobson from the City of Biwabik regarding shared driveway access to the site. SEH will provide a map to attach to a formal letter Gregor will send to the Biwabik Public Utilities Commission. Koneczny has been corresponding with Julie Marinucci, St. Louis County regarding the intake site.

7.) Other: Soil borings are complete for the water plant but have not taken place for the transmission routes. Koneczny spoke with Evan Johnson and there may be a delay in results which could impact the project. A report will be given at the next meeting. A discussion took place regarding the compensation of Board Members, specifically private citizens.

**MOVED BY J. SKELTON SUPPORTED BY NIEMI DIRECTING DICKINSON AND KNAUS TO GET COMPARABLE COMPENSATION RATES FROM SIMILAR ENTITIES. MOTION CARRIED**

8.) Adjournment

**MOVED BY D. SKELTON SUPPORTED BY J. SKELTON TO ADJOURN THE MEETING AT 5:46 P.M. MOTION CARRIED**

**Next Regular East Range Water Board Meeting Date: August 18, 2021 at 4:30 p.m.**