

# ALEXANDRIA LAKE AREA SANITARY DISTRICT

## Minutes

January 8, 2025

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The regular meeting of the Alexandria Lake Area Sanitary District Board was held January 8, 2025, at the ALASD Maintenance Building located at 2201 Nevada Street, Alexandria, Minnesota.

The Board of Directors meeting was called to order by Executive Director Gilbertson at 5:30 P.M.

Members and staff present: Directors: Bowen, Dahlheimer, Diedrich, Eldevik, Lerohl, Nettestad, Niblett, Rentz, Sternquist, Thalman, Tvrdik & Waldorf. Absent: Troy Drewes

Staff: Executive Director Gilbertson, Collection Supt. Timm, Deputy Finance Director Kluver, HR Bergs, Engineer Bye. Guest(s):

Oath of Office Pledge: Greg Niblett (LaGrand Township), Roger Thalman and Richard Rentz (City of Alexandria), Jeffrey Tvrdik (Hudson Township), and Dwayne Waldorf (Carlos Township)

### Election of Officers:

A motion was made by Eldevik to nominate Roger Thalman as Chairman. Seconded by Nettestad. Motion carried.

At this time Chairman Thalman took over as ALASD Chairman.

A motion was made by Nettestad to nominate Rod Eldevik as Vice Chairman. Seconded by Diedrich. Motion carried.

A motion was made by Eldevik to nominate Rebecca Sternquist as Secretary. Seconded by Waldorf. Motion carried.

A motion was made by Bowen to approve the consent agenda items including:

- Treatment Facility Report
- Collection System Report
- Engineers Report
- List of Bills
- Report on Revenues/Expenditures
- Report of Investments
- Revenue-ALP Billing
- Monthly Dashboard Summary
- Monthly Board Minutes

Seconded by Dahlheimer. Motion carried.

### Presentations and Reports:

- Chairman Thalman called upon Deputy Finance Director Kluver. Kluver's report included: completed payroll 2024 year-end procedures and preparing tax documents, completed all 2025 payroll updates for the 1<sup>st</sup> payroll of the year, preparing and submitting requested documents in preparation of the 2024 audit, working on year-end and new year procedures in the fund accounting system and close to closing out 2024, met with Zimny-Property & Casualty insurance policy with LMC renewal, submitted information for interim arbitrage report, regarding G.O. Facilities Bond and finally reported notable payments for the month.
- Chairman Thalman called upon Executive Director Gilbertson to give Drewe's report. Drewe's report included: MPCA Annual Biosolids report is complete and submitted, submitted applications for more biosolids sites, continuing Class II service being performed on both

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digester blowers, Primex updated and changed SCADA software allowing operational control of scum pits, working on inventory, end of year lab data completed, submitted revised and updated Laboratory SOP manual to MPCA, second round of proficiency testing completed for lab, and finally general maintenance, cleaning and snow removal.

- Chairman Thalman called upon Collection System Superintendent Brad Timm. Timm's report included: staff attended televising equipment demonstrations from: Flexible Pipe and Johnson Jet Line. Brush cutting easements are completed, gate & check valve inspections continue, finished project to upgrade all E-ONE residential stations so pumps can be changed without any crew entry into a manway, including: AR6, AR18, LGR25, CR4, and CR11, plowing snow at lift stations, continuing to GPS manholes for GIS, installed 2 new impellers at LS115, installed 2 new AC Tech drives at LS118, installed new float racks at LS79, LS80, LS81, LS82 & LS84, removed and replaced 1 pump at LS110, Flush/Vac at 4 lift stations, performed 11 service connection inspections, 46 Gopher One locates, and televised 46 lines segments.
- Chairman Thalman called upon Engineer Bye. Bye's report included updates on the LS #1/Forcemain Improvement design update, LS4 Improvements, 34<sup>th</sup> Avenue improvements, LS 28 Pump Station and Forcemain improvements, future projects, GIS updates, and ALASR project updates.

**Public Presentations:** None

### **Action Items:**

- A motion was made by Eldevik to approve Resolution 25-01: Official Designations for ALASD, Year 2025, including Attorney, PA, Registered Municipal Advisor, Official Depository and Official Newspaper. Seconded by Tvrdik. Motion carried.
- A motion was made by Nettetstad to approve Resolution 25-02: Approving authorizing Executive Director to execute amendment for Preconstruction Service Agreement with Rice Lake Construction Group (CMAR). Seconded by Rentz. Motion carried.
- A motion was made by Lerohl to approve Resolution 25-03: Approval to authorize the enclosed Letter Agreement from Brown and Caldwell for Utility Management Services for year 2025. Seconded by Waldorf. Motion carried.
- A motion was made by Dahlheimer to approve Resolution 25-04: Approval authorizing purchase of HD RCA 4.0 Mainline & Lateral Launch Televising Box Truck from Jetline Sales and Service, price not to exceed \$371,300. Seconded by Diedrich. Motion carried.

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- A motion was made by Tvrdik approving Pay Request #5 to Kuechle Underground Inc in the amount of \$85,120 for the 2024 Sanitary Sewer Extension Project. Seconded by Dahlheimer. Motion carried.
- A motion was made by Eldevik approving Executive Director Gilbertson to attend AWWA/WEF Utility Management Conference February 11-14, 2025, in Dallas, TX. Seconded by Rentz. Motion carried.
- A motion was made by Dahlheimer approving LMCIT Liability Coverage Waiver Form: ALASD does not waive the monetary limits on municipal tort liability coverage. Seconded by Lerohl. Motion carried.
- A motion was made by Nettestad approving Government Capital Securities prepared arbitrage report, re: G.O. Facilities Bonds, Series 2023; indicating no yield restriction or rebate liability December 15, 2023- December 15, 2024. Seconded by Lerohl. Motion carried.
- A motion was made by Eldevik to approve moving the Board of Directors meeting from the February 12<sup>th</sup> to the February 19<sup>th</sup>. Seconded by Waldorf. Motion carried.

### OLD BUSINESS:

- Executive Director Gilbertson updated the Board of the ALASD Cost of Service and Rate Analysis Study.

### NEW BUSINESS:

- Executive Director Gilbertson informed the Board about the upcoming Chloride Advisory Committee meeting scheduled for January 28, 2025, at 10 am.
- Executive Director Gilbertson informed the Board of a meeting with Public Facilities Authority and MPCA on January 27, 2025, at 10 am.

### Special Project Updates/Regulation Updates:

- Executive Director presented the Board with the Brown and Caldwell memo- WRF Project Update.
- Executive Director Gilbertson presented the Board with the 2024 Water Softener Rebate Program totals.

### Other:

- Upcoming Dog Encounter Presentation for staff

Chairman Thalman adjourned the meeting at 6:35 p.m.



Roger Thalman, Chairman



Rebecca Sternquist, Secretary