

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

August 10, 2023

DIRECTORS PRESENT: Paul Becker, David Hovendick, Gilbert Black, Doug Mohr, Allen Johnson, Les Windjue

DIRECTORS ABSENT: Missy Abrahamson

OTHERS PRESENT: Lonnie Lacina, Sally Herda - GRWD; Geoff Slick, Brian Aafedt – AE2S

The meeting was called to order at 7:50 a.m. by President Black at the District office.

Minutes from the July 6, 2023 regular meeting were reviewed. Motion by Hovendick, seconded by Mohr to approve the minutes. All directors voted aye and **motion carried.**

Manager report

- **North system capacity improvement project**

- **AE₂S project update** – Approximately 4.5 miles of the 16” pipeline has been installed to date. All the 2-inch and 16-inch pipeline routes have been staked. No work has been completed in the last two weeks, but the contractor has kept in contact. AE₂S is working with the contractor to complete the 16-inch install and begin the tie-ins/carry-overs. Contractor is being pushed to complete the 16-inch installation in the next two weeks before harvest starts. Pipeline construction, including installation, tie-ins, as well as filling, flushing and chlorination could be completed in the next two months. This would leave any final cleanup and seeding left for next year. No construction work on the line will be allowed once freezing conditions are encountered. July invoices totaling \$710,823.69 were reviewed and includes construction, engineering, Terracon’s geotechnical at the Saunders Booster and permitting. Motion approving the project costs was made by Windjue, seconded by Johnson and **approved unanimously** upon vote.
- **Delineation of cost/funding/timeline** – Lacina reviewed increased project costs and requested review of funding options. Discussion was held regarding funding avenues for the local cost share and the directors decided to continue to self-fund.
- ❖ **October SWC** – Final design for the well, Saunders booster station and water treatment plant was reviewed. The final report from Terracon for the Saunders booster station did not show any issues with the site. Project was advertised for bids on August 1 with bids due August 31. Timeline for this portion of the project was reviewed with plans to submit to the State Water Commission (SWC) for approval at their October 12 meeting.
- ❖ **BIM 360** – The BIM 360 software has been updated to bid design for both the WTP and the booster station. Functionality of the software was demonstrated to the directors.
- ❖ **New user canvassing** – Approximately 3900 letters are being sent out by AE₂S within the District to determine interest in developing a user expansion project. Letters are being sent out to unique landowners that do not have a curb stop as well as landowners having additional land that are currently District customers. The Forde township area will also be included in the canvassing as there may be availability of additional sources of funding that may change the feasibility of serving that area. Letters will not be sent to individuals in the cities served and AE₂S will provide some posters and additional mailers that can be used to reach others. GRWD’s website will also contain the link and QR code for completion of the survey for those interested. The canvassing is being completed by AE₂S at no

cost to the District unless a project is developed. Interested persons will be encouraged to submit sampling results for quality and/or quantity issues that can be used to strengthen the District’s application for project funding. Deadline for completion of the survey is September 29, 2023.

❖ **GIS \$16,500** – Lacina reviewed the District’s GIS system and recommended that the original project as-builts be updated into the system. Currently the pipelines have been digitized and placed into the GIS, but is not as accurate as it should be. Lines in the GIS will be cleaned up and query options will be more functional. AE₂S has proposed cost of the updated GIS work hourly to a maximum of \$16,500 which will be built into the project and be grant eligible. Motion by Mohr, seconded by Windjue to update the GIS system using AE₂S at a cost not to exceed \$16,500. All directors voted aye and **motion carried**.

❖ **Saunders/LS Law Firm trust account - \$20,375** – Lacina reported closing costs for sale of land to GRWD for the Saunders booster station come to \$20,375, with LS Law Group as the closing agent. With the site passing the geotechnical review, sale is ready to proceed. Motion by Becker, seconded by Hovendick to approve the purchase of land for the Saunders booster station with \$20,375 payable to LS Law Group Trust account. All directors voted aye and **motion carried**.

- **Kathy Gruebele water leak** – The July 1 reading showed high usage for customer. Upon investigation, a water leak was discovered, along with plumbing issues that will require a new line to be run from the curb stop to the meter. Lacina was authorized to adjust the bill that will provide them some relief, capture the cost of the water to the District and to work out an acceptable payment plan.
- **SMP policy** – Lacina asked for direction on a shallow meter pit (SMP) policy as these are no longer offered as a user category for new connection with the District only servicing existing SMPs that were grandfathered in. As issues have arisen, SMP’s are being converted to other approved metering options. There is no formal policy on the conversion of SMPs to standard meters or meter pits. Lacina will work on developing a policy that can be applied when working with customers currently using the SMP.
- **David Schott - Lakewood** – Location of Schott’s property in proximity to the Lakewood fish cleaning station and the sewer line that serves the lift station was viewed by the board of directors. The force main is owned by the Park Board, located on Schott’s property, and GRWD does not maintain the lift station. Schott plans to move in a house in October, make connection to the curb stop on the property and hook up to rural sewer. Lacina will contact Schott and review hookup options that are available.
- **July 10 Ford F350** – Lacina had ordered an F350 for delivery in 2024. He received a call that the truck had arrived.
- **Water/sewer lines – Woodland Resort area** – Lacina reviewed water and sewer lines in this area, including depth of some septic tanks, main line locations and gate valve status for areas that are inaccessible. Staff will continue to check locations and status.
- **Tank pumping** – Septic tank pumping has been slow this year and not many tanks have been pumped to date. Lacina has been checking into availability of sewer pumper trucks so the District can pump their own tanks, along with other related work that has been done by the City on a fee basis. There was general discussion.

Office manager report

- **Accounts Payable** – Motion by Mohr, seconded by Becker to authorize payment of the July bills. **All directors voted aye and motion carried.**

	<u>WATER</u>	<u>SEWER</u>
TOTALS	854,845.88	12,808.32

- **Financial report-** July financial report was reviewed. Motion to approve the report was made by Johnson, seconded by Hovendick. All directors voted aye and **motion carried.**
- **Pledge of assets report** – The pledging report for June 30, 2023 was reviewed. Motion by Mohr, seconded by Becker to approve the report. All directors voted aye and **motion carried.**

Membership termination

- **Jon Brown** – terminate 2 services on property – rerouted 3 connections through one meter pit (NE¼ SW¼ 2-152-63)
- **Kim Fagerlund** – Penn, 1st Addn, Blk 4, Lots 7-8 – never used.
- **David Uhlenkamp** – 502 King St, Starkweather - nonpayment
Motion by Windjue, seconded by Johnson to terminate the four services. All directors voted aye and **motion carried.**

Next meeting date is scheduled for September 7. There being no further business, the meeting adjourned by motion at 10:04 a.m.

Minutes Approved: _____ September 7, 2023 _____

Gilbert Black, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____