

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

August 9, 2022

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

OTHERS PRESENT: Nels Halgren, Sally Herda, Lonnie Lacina – GRWD

The meeting was called to order at 8:00 a.m. by President Hovendick at the District office.

Minutes from the July 7, 2022 regular meeting were reviewed. Motion by Windjue, seconded by Johnson to approve the minutes. All directors voted aye and **motion carried.**

Manager report

- **July 28 – SWC Basin meeting discussion** – The State Water Commission held Basin meetings throughout the state. Halgren attended the meeting that was held in Devils Lake. Rural water showed a large presence throughout the state to impress upon the policy makers the need to keep project cost share funding at current levels. Several water managers attended the Devils Lake meeting. Commissioner Johnson and SWC staff members hosted the meeting. Halgren provided an update on the District’s current activities and the impact the State’s proposed grant funding policy change would have made on a previous project if funding was at the proposed level. Comment period for policy changes is open until August 15, 2022. Halgren’s presentation from this meeting will be entered into the record and he may follow up with written testimony.
- **Septic tank setback discussion** – Lake Region District Health Unit minimum setback distances were reviewed. GRWD operates a public sewer system that is approved by the State Health Department. When an application for service is requested, the District applies its rules to the application. Some of the rules include if there is a viable main within 400 feet of the proposed location, if the location can be serviced by the District and elevation is sufficient. Requests are handled and approved on a case-by-case basis. The District will continue to operate within their operational rules as a public sewer system.
- **Pekin infrastructure/turn over update** – Staff met with Pekin for a quick assessment of their water infrastructure. Pekin would like to turn over their infrastructure to the District as soon as possible. Some of the gate valves and curb stops were checked and found to be in good shape. The system is fairly tight and repair records look good. There are currently 53 services in the community. Their meters cannot be supported through the AMR reading system and would need to be upgraded. Meter replacement and radio costs were reviewed. Funding deadlines for the City to request monies for this purpose have passed. Halgren will continue to work with the City and get a formal proposal put together.
- **AMR study update** – When Ferguson conducted the initial propagation study for the fixed base system for reading water meters, the data did not reflect that a majority of the radios would not provide daily usage information. A cellular endpoint system from another provider was under consideration, but comes with significant software costs for the number of meters that would be read through this application. Ferguson also has a cellular endpoint system and will study a hybrid system using both the cellular and fixed base gateways. The updated propagation study would provide data on the meters/radios that would need to be updated to monitor daily usage information.

- **Project scope planning** – Halgren, Lacina and operations staff have been collaborating with AE₂S on the project scope to hone in on system improvements that would best meet the needs of the District. The initial scope is concentrating on the water treatment plant (WTP). An itemization of the proposed WTP improvements was presented for review and discussion. AE₂S continues to work with the District to define the project to provide a plant with the improvements that incorporates GRWD’s needs and requests. A meeting will be held at the WTP on Thursday, August 11 with AE₂S and MicroComm to review the SCADA components of the upgrade. When the project scope is determined, it will be incorporated in Task Order 2 from AE₂S which is tentatively scheduled for approval at the September meeting. The next phase will be the piping into Crary. Upgrades would include storage, newer building and availability to more efficiently move City water in the system. Storage could be shut down over the winter months.
- **Pickup update** – Pickups on order are still in queue, but no delivery date has been indicated.
- **Main lift repair update** – It was found that the force main at the main lift station is leaking. H.A. Thompson & Sons, Bismarck has fixed leaks like this in the past using a product to line the pipe that is leaking. A sample of this product was available and it is best to apply the lining product before the line collapses as it takes on the shape of the pipe. Repair would involve approximately 15 feet from the wet well to the dry well on the cast iron line. This method of repair eliminates the need to dig up the line to make repairs and has sufficient strength to handle line pressure. If repairs are made by excavation, cost would run high due to the depth of the line and the location of the lift station. The go ahead was given to make said repairs.
- **TOS/Water complaint update** – The certified letter that was sent for theft of service has not been picked up and will likely be returned unclaimed. Curb stops are still locked. The assessed fines will be placed on the next bill statements and if unpaid will be subject to termination of service.

The water complaint from Carrington was discussed. Staff met on site with homeowner. The water heater is 10 years old, and there was no sand present in it. Water in their house was clear and there are no issues with the cold water. A copy of the water users agreement was sent to the homeowner. There has been no further communication from them.

- **Managers retirement planning** – Halgren announced his plans to retire with December 30 being his last day in the office, then to vacation out to meet his Rule of 85 date. There was discussion on how to move forward. Halgren will work on a job description for use in the search for a new manager. A committee of Hovendick, Black and Johnson was set up to begin the process.

Office manager report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	87,790.63	13,648.78

- **Financial report-** Financial report for July was reviewed. Motion by Becker seconded by Black to approve the financial report. All directors voted aye and **motion carried.**

Membership termination

- Byron & Megan Engberg – 411 Eastern Ave N, Crary – nonpayment. Motion by Mohr, seconded by Windjue to terminate membership. **Motion carried.**

Membership transfer

- Steve Tronson – from 203 Warner Ave, Doyon to Outlot 02-0017 in Lot 2, 13-152-63. Motion to approve the membership transfer was made by Black and seconded by Becker. All directors voted aye and **motion carried**.

Other Business

- **Lakewood Bible Camp** – Halgren reported that the Bible Camp wanted to concrete the street in the middle of the park which would cover the sewer force main and tanks. The Camp had received a bid to place new tanks and it was more costly than anticipated. The staff at the Camp have looked at their water usage and are inquiring to see if one tank between the 2 hotels would be an option. The directors determined each hotel needs its own septic tank. Halgren will continue to work with the Bible Camp for a workable plan that will be satisfactory to both parties.

Next meeting will be held Thursday, September 8, 2022.

There being no further business, the meeting adjourned by motion.

Minutes Approved: _____ September 8, 2022 _____

David Hovendick, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____