

**GREATER RAMSEY WATER DISTRICT**  
**REGULAR MEETING**  
December 7, 2023

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

**DIRECTORS ABSENT:** Missy Abrahamson, Les Windjue

**OTHERS PRESENT:** Lonnie Lacina, Sally Herda - GRWD; Brian Aafedt – AE<sub>2</sub>S

The meeting was called to order at 1 p.m. by President Black at the District office.

Minutes from the November 9, 2023 regular meeting were reviewed. Motion by Hovendick, seconded by Abrahamson to approve the minutes. All directors voted aye and **motion carried**.

**Manager report**

- **North system capacity improvement project**
  - **AE<sub>2</sub>S project update** – Aafedt renewed the invitation to join AE<sub>2</sub>S for their annual ice fishing derby. Those interested were requested to RSVP by December 20. Project work for the year is nearly finished with pressure and bacterial testing of the 16-inch line completed, resulting in placing the line into service. A couple of connections remain but are waiting on parts that have been delayed. The 14-inch line east of 88<sup>th</sup> Ave has been taken offline. Weather permitting, there could still be some work completed this year, but work for the season should be wrapped up by Christmas. One break on the 14-inch line occurred in October, with Breidenbach making the repairs. The small lines under this contract will be installed next year. The well and new well line to the water treatment plant has been installed with the well line taken just inside the fence. Power will not be supplied to the well until next year. Project invoices during November for engineering and construction total \$117,149.23. Motion by Hovendick, seconded by Johnson to approve the invoices for payment. All directors voted aye and **motion carried**. Project budget was reviewed. AE<sub>2</sub>S is holding approximately \$290,000 in retainage on the project. Items remaining on the Swanberg’s contract include retainage, the 2-in loops and the 6-in line approved on Change Order #1. For the facility construction, a review of the shop drawings of products will be starting soon. Aafedt also discussed the user expansion survey and stated AE<sub>2</sub>S is working on a letter to those responding favorably to the project to keep the potential users engaged and informed on the status of the project and potential funding. Letter will not be seeking a formal commitment at this time.
  - **Water loss** – Water loss numbers were up significantly but did not include water used to fill and flush the new line installed under the project. The project was bid with the contractor to pay the District for water used at a rate of \$4/1000 gallons. These gallons will be updated in the production/sales totals.
  - **Lead & Copper Rule Revisions (LCRR)** – AE<sub>2</sub>S has been contracted through grant funding to complete the assessment requirements to meet this rule. A kick-off meeting was held with GRWD staff to plan for the inventory, records review and update, and customer survey to collect the data needed to develop the lead and copper sampling plan that will be submitted to the ND DEQ.
  - **DEQ requests – 4 log virus inactivation – Kensal feed, south tower feed, feed at City** – Lacina reported that the City of Kensal had failed bac-t testing and e-coli in their distribution system and were placed on a boil order. Source water testing (GRWD) was completed with satisfactory results. The DEQ assessment calls for GRWD to set up a 4-log virus inactivation which monitors chlorine residual as water leaves the plant. This monitors the residual level on an ongoing basis and eliminates

sampling requirements of source water in the event of failed samples in the system. Adjustments will be made for the Kensal feed, south tower feed and feed at the City of Devils Lake to achieve higher residuals in the water.

- **Northeast Water District** – A true-up bill of \$4,902.27 was received and is included in the monthly bills for approval. Going forward, a “reservoir capacity fee” will be added to the bill from NRWD for water purchased.
- **Septic tank pumping – Scooby’s Subdivision** – A septic tank was repumped after the homeowner reported it had not been properly pumped. The amount of sludge pumped the second time indicated the pumping was not properly completed the first time. It is believed that this was an isolated incident. A collapsed tank was discovered and staff were able to install a new tank for the homeowner. The land sale at Scoobys had existing owners purchasing a majority of the property, with no plans to develop in the new area. Lacina stated no dumping in the lagoon will be allowed when it freezes over and he has made the contractors aware of this.
- **Leak in Carrington 11-8-23** – A leak in the Carrington system was dug and fixed. A split bell on a 2.5-inch line was found to be the issue.
- **New hire** – Two interviews were conducted for the operator position and Lacina reported that both individuals would be an asset to the system, with each one having unique experience and/or qualities that would benefit operations. Lacina was given the go ahead to hire as needed for District operations.
- **2024 budget approval** – The 2024 budget was presented for discussion and approval. The budget committee and Lacina reviewed highlights of the budget including annual equipment updates as well as capital improvements. Of greatest discussion was work to be completed at Scoobys subdivision for safety purposes, installation of a fill line and dump station improvements. Also included are monies for WTP work while the plant is taken out of operation for the North System Improvement Project components, and for inspection and cleaning of south tower and Pekin reservoir. The budget committee recommends that the 2024 water and sewer rates remain the same, with the exception of Scooby’s monthly sewer rate to be increased by \$5 to bring more in line with the rest of the sewer system. Motion by Mohr, seconded by Becker to approve the 2024 budget, to increase the monthly sewer rate by \$5 for the Scooby’s subdivision users and to keep the remainder of the water and sewer rates at the current rate structure. All directors voted aye and **motion carried.**
- **Expo – February 6-8, 2024** – The expo dates have been moved to the first week in February and conflict with the annual meeting and February board meeting. The board meeting could be rescheduled if directors want to take in the Expo. Those interested in attending the Expo can let the office know so arrangements can be made.

**Office manager report**

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

	<u>WATER</u>	<u>SEWER</u>
<b>TOTALS</b>	<b>1,119,657.11</b>	<b>112,465.99</b>

- **Financial report-** November financial report was reviewed, fund balances discussed, and projected needs of the project through spring. Motion by Mohr, seconded by Hovendick to approve the November financial report. All directors voted aye and **motion carried.**
- **CD Renewal** – CD rate bids were reviewed for the upcoming CD that is maturing. Motion by Hovendick, seconded by Johnson to renew \$4 mil for one year at the highest bid rate. All directors voted aye and **motion carried.**

- **Vacation carryover request**– Herda reported the maximum vacation carryover is 240 hours at the end of the year. All employees with the exception of Lacina will end the year under the maximum carryover. Due to construction projects, water breaks, and water quality issues, Lacina has been unable to use his vacation time and has been called back into work several times when on vacation. In the past the board has approved a carryover of vacation hours due to extraordinary circumstances stipulating the time limit they must be used. Motion by Becker, seconded by Johnson to approve carryover of vacation hours for Lacina until April 1, 2024. All directors voted aye and **motion carried.**

**Membership termination**

- Kim Brandt – Wallbridge North Shore, Lot 27 – no plans for use
  - Luther Lurfald – Stump Lake Overlook, Lot 2 – service not wanted.
- Motion by Johnson, seconded by Hovendick to terminate the memberships. All directors voted aye and **motion carried.**

Next meeting date is scheduled for January 4, 2024. There being no further business, the meeting adjourned by motion.

Minutes Approved: \_\_\_\_\_ January 4, 2024 \_\_\_\_\_

Gilbert Black, President \_\_\_\_\_ (signed) \_\_\_\_\_

Sally Herda, Office Manager \_\_\_\_\_ (signed) \_\_\_\_\_