

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

November 5, 2020

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

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD; Tyson Decker via phone – Bartlett & West; Neal Ackerman

The meeting was called to order at 7:53 a.m. by President Johnson at the District office.

Minutes from the October 8, 2020 regular meeting were reviewed. Motion by Windjue, seconded by Hovendick to approve the minutes. All directors voted aye and **motion carried.**

Manager Report

- **Webster area model discussion** – Decker joined the meeting via phone to discuss his analysis of usage, demand and pressures for those customers receiving water through the Webster booster. A listing of users being served off the booster and/or from the Northeast Regional Water District (NRWD) connection at Starkweather with a monthly usage greater than 33,000 (over 2 service units) gallons was reviewed. Peak month of demand was in June with the highest days of use this year recorded in May and June. Peak daily production of 193,000 gallons from the booster and NRWD was recorded in late June. A total of 1.1 million gallons was purchased in June from NRWD. The effect of the demand on the operation of the booster station was discussed at length, along with how discharge and suction pressures are affected, which in turn impact both downstream and upstream users. Decker analyzed and reviewed a number of scenarios and the impact to individual users. Options presented to address these concerns include flow restrictors for nonhousehold usage, purchase additional water from NRWD, and tap into NRWD's transmission line and connect to the suction side of the booster station. Directors will continue their study of the modeling.
- **Neal Ackerman development request approval** – Ackerman met with the directors earlier this year to request main line extension to a commercial area (1000 feet) and another to a residential area (1000-1500 feet) of his development. Due to construction on the expansion project this summer, Halgren was not able to complete review of the District's construction policy and other options. The commercial area was viewed and Ackerman updated the board on commercial activity within that area. Some line has been installed in order to be able to serve construction currently underway. A 3" gate valve and 375 feet of poly bore has been completed, along with a curb stop tie in. Continuation of the main line extension was discussed on how it should be handled, guarantee of water and what the water needs might be depending on the type of business being served. Halgren provided some construction costs and scenarios to review, along with some funding scenarios that include a construction policy. The current construction policy provides a 20% cost share for those expenses between \$5,000-\$20,000. Motion by Klemetsrud, seconded by Windjue to pay for half the cost to install 1000 feet of main line to the commercial area, along with a 3 membership requirement. All directors voted aye and **motion carried.** Discussion continued into the residential area of Ackerman's development area and directors viewed the area where Ackerman is requesting the District to install line. Motion by Mohr, seconded by Windjue to fund the cost of 1200 feet of main line with a 5 membership requirement to be billed at the seasonal rate. All directors voted aye and **motion carried.**

- **Crary meter and radio evaluation update** – Halgren updated the board on work being done to assess Crary’s metering and radio read system. Curb stops have been located and placed on GRWD’s map. Staff has been able to access some of the homes for meter inspections and have found a number of issues, ranging from no meter horns, no or rusted valves, and questionable meter placement. Due to the increased COVID-19 cases, staff is no longer entering homes to check out the meters. Initially only 3 meters were working and GRWD now has about 15 meters that can now be read electronically. There was discussion on what would need to be done to bring the meters into GRWD’s specifications. Halgren estimated it could cost \$25-30,000 to get the meter plumbing straightened out. The directors discussed whether there might be some emergency grant funding available to assist with updating the meter plumbing. With the number of issues that have been found, combined with the pandemic, the end of year timeframe for GRWD to take over the city distribution system is not viable. Halgren will attend the city council meeting next week to let them know their system is still being evaluated and provide them with the findings to date.
- **Scoobys Point lagoon update** – The level of the lagoon dropped significantly this fall and water has been pumped in to bring up the level. Next year, the District may look at putting in a drain field that could be used during the winter.

Mohr took leave of the meeting.

- **Coronavirus guidelines for employee’s time off discussion** – Halgren gave an update on operations of the District as the pandemic continues. Office has once again been locked to the public, but available by call or appointment. There was discussion on the Families First Coronavirus Response Act (FFCRA) created to provide a tax credit for paid sick and family leave wages related to COVID-19. GRWD will use and follow the federal guidelines created under this Act.

Johnson took leave of the meeting and turned the chair over to vice president Becker.

- **Expansion project – update, work change directive #2, change order #1 and pay estimate #4** – Halgren reported the project is substantially complete and meters have been read for billing. Work change directive #2 was presented, decreasing the contract by \$4,007 due to changes made. Change order #1 increases the contract by \$20,227.62 and includes work change directives 1 & 2. Payment #4 in the amount of \$120,073.60 reflects all work done, except for retainage. Halgren recommended approval of all three documents. Motion by Windjue, seconded by Black to approve work change directive #2 (decrease of \$4,007), change order #1 (increasing contract by \$20,227.62) and payment #4 in the amount of \$120,073.60. All directors voted aye and **motion carried**.
- **Budget committee** – Becker and Mohr were appointed to the budget committee for development of the 2021 budget.

Office Manager Report

- **Accounts Payable** – Motion by Klemetsrud, seconded by Hovendick to authorize payment of the October bills. **All directors voted aye and motion carried.**

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
TOTALS	73,682.34	9,540.98	136,520.79

- **Financial report**– Financial and expansion reports for October were reviewed. Motion by Windjue seconded by Hovendick to approve the reports. All directors voted aye and **motion carried**.

Membership termination

- **Scott Thorson** – Riggins Acres 2nd, Lot 7 (tearing house down) – Motion by Hovendick, seconded by Klemetsrud to terminate membership. **Motion carried** unanimously.

The December meeting is scheduled for December 10, 2020 at 8 a.m.

There being no further business, the meeting adjourned by motion at 11:45 a.m.

Minutes Approved: _____ December 10, 2020 _____

Allen Johnson, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____