

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

April 6, 2017

DIRECTORS PRESENT: Gerald Nelson, Doug Mohr, Jay Klemetsrud, Paul Becker, David Hovendick, Gilbert Black

DIRECTORS ABSENT: Les Windjue

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD

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

Minutes from the March 9, 2017 regular meeting were reviewed. Motion by Hovendick, seconded by Mohr to approve the minutes as amended. All directors voted aye and **motion carried.**

Manager Report

- **Webster upgrade update** – Most of the easements for this work have been returned. The field order has been signed by the contractor. Some of the areas for the work are too wet for construction to begin, so Peterson will be doing work out of the area until conditions improve. The equipment that is on site will remain until this work has been done. There is a good chance that the lines may not be in by spray season. Halgren also reported that the District will have crop damages to pay due to the construction timeline. Crop damage rate is \$350 per acre.
- **Felch lift station repair proposals** - The Felch lift station along Highway 20 South has always experienced infiltration problems. Problems with the base were being experienced and the District had ND Sewage work on-site. Source of infiltration was found at the bottom of the lift station with a hole in the concrete barrel where the base meets the barrel. The bases were fixed and Halgren obtained a couple of quotes to take corrective action to fix and protect a protective coating for the station. The board reviewed the quotes and warranties. Motion by Becker, seconded by Hovendick to authorize manager Halgren to sign the bid from Supportworks that includes the base bid of \$11,075, plus an additional \$600 for 150 mils coating. Warranty is 15 years with the 150 mils coating. Not warranted is the structure integrity. All directors voted aye and **motion carried.** Supportworks is able to come in May for work at the lift station.
- **Sewer Rehab budget review** – Infiltration is also being experienced from the east side of Highway 20 South. Staff is in the process of locating cleanouts and will be taking a camera through this area to find where the infiltration is coming from. Along with this work, staff is also inspecting manholes. Inspections of the lining work done about 10 years ago by Infratech show that they have not held up and the lining is coming off. Sewer mains are in need of cleaning. An estimate of \$21,980 was given by Jet-Way for 40 hours of work to clean the first section from Kraft's Corral to Walleye Drive. Halgren was directed to check again with the City of Devils Lake to see if the District could hire them for cleaning work. With manhole and cleaning work, the amount budgeted for this sewer work will be used up. Halgren asked if additional work should be considered for the year and the consensus was to see how the first portion goes before deciding to go further.
- **Farm Credit easement release request - Carrington** – The meter vault at Carrington has a 100'x100' easement that was needed for construction. Farm Credit Services (FCS) is in the process of purchasing property for construction of a new office building where this easement is located. FCS is requesting the easement be reduced to 50' x 100' and a variance allowing for a parking lot that would be placed within the 50' area. Motion by

Black, seconded by Hovendick to allow a 50' easement release and variance as requested. All directors voted aye and **motion carried.**

- **Employee Handbook update** – GRWD’s employee handbook was put into place in 2001 with Ramsey County’s handbook being used as a guideline for the District’s manual. A consultant was used at that time to develop the manual and was kept on retainer for a period of time after development. Ramsey County has since shared a human resource employee with the City of Devils Lake to keep their handbook up to date. Ramsey County no longer employs a human resource person. The County has made some changes to their employee policy manual and Halgren has obtained a copy of their handbook. In reviewing the District’s family leave and sick leave benefits, some inconsistencies were noted and Halgren reviewed these with the board. Motion by Mohr, seconded by Klemetsrud to add parents to the immediate family definition for use of sick leave benefits. All directors voted aye and **motion carried.** Continued review and/or updating of the handbook will be done as time allows.
- **Legislative update** – Halgren reviewed the bills that were passed to conference. The SWC’s funding for rural water stayed about the same.
- **GPS/GIS Update – B&W** – Halgren reviewed the process the District was using to collect and transfer data back and forth with Bartlett & West for system mapping. The used unit that was purchased last year to collect data has a part that needs to be replaced and is obsolete. Halgren, along with other system managers met with Bartlett and West to work on options that the systems can use for mapping, locate information and updating services. The County’s parcel viewer data can be published to the map to aid in identifying landowners where the pipeline and easements are located. Cost is \$2500 for licensing (ESRI, use of cloud, maps) and \$2500 for Bartlett & West for map maintenance. Halgren directed the engineers to run the costs through the project, with these costs to include tablets that will be used by the system.
- **Radio read upgrade review** – The updated radio read system will have a new mapping system that will have reading locations disappear as meters are read, enabling the operators to know if they have captured all the readings in any given area. Cost of the upgrade is approximately \$3,000. The current MRX unit used for the readings will need to be sent in for updating. The upgraded system should speed up the reading process.

Office Manager Report

- **Accounts Payable** – Motion by Klemetsrud, seconded by Black to authorize payment of the accounts payable. **All directors voted aye and motion carried.**

	WATER	SEWER	PROJECTS
TOTALS	53,593.80	163,446.16	3,894.90

- **Financial report** – Office manager’s report was reviewed. Financial and expansion reports were reviewed for the month of March. Motion to approve the financial and expansion reports was made by Black, seconded by Klemetsrud. All directors voted aye and **motion carried.**
- **Disconnect/reconnect fee** – On hold for NDRWSA survey results.

Other Business

- **Misc project info** – Pare tower – final check list and walk through needs to be done to close out contract. There are a few minor items to be completed before contract can be closed out and retainage released. Halgren reported that the Pare tower has used a lot of electricity over the winter months with heat tape in stem and circulation pump in the bowl. Myklebust is getting started on the final Schedule 2 hookups, with about 20 left to complete.

There being no further business, the meeting adjourned by motion at 9:40 a.m.

Minutes Approved: _____ May 4, 2017 _____

Jerry Nelson, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____