

GREATER RAMSEY WATER DISTRICT
REGULAR MEETING
December 5, 2019

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

OTHERS PRESENT: Nels Halgren, Krista Wold – GRWD

The meeting was called to order at 7:56 a.m. by President Mohr at the District office.

Minutes from the November 7, 2019 regular meeting were reviewed. Motion by Black, seconded by Klemetsrud to approve minutes. All directors voted aye and **motion carried.**

Manager Report

- **City of Tolna – Contract Update** – Halgren met with Tolna City Commission on December 2 and informed them that GRWD has received a grant for expansion. At this time, no one has signed up that would utilize the line from the treatment plant to the City. Tolna requested GRWD take over the line but as there aren't any signups at this time, GRWD will investigate moving the meter to the City limits and to determine costs and viability of taking over the line. The City also requested a higher delivery rate of 50 gpm, an increase from the current allocation of 20 gpm on the original contract. New contract will be written up to increase the gpm to 50 with the point of delivery to be determined once costs have been calculated.
- **Project update – signups, costs, expand project scope** – Halgren reviewed the signups that were due by November 15. There were no signups in Dayton Township and 7 total for the Forde area. B&W completed a cost estimate to determine cost per user of the Forde area. After discussion, board discussed upping the allowance to \$50k/user and instructed Halgren to follow up on those who elected not to send in the membership at this time. Also discussed was moving the grant funding of the Forde/Dayton township funding allocation (if unused) to expand the scope to include potential users on a list supplied by Halgren. Also discussed was the process it would take to obtain SWC's approval to expand the scope of work.
- **B&W Project Engineering bill - \$11,463.22** – Bill presented for work done to date and Halgren recommended bill be paid. Motion by Johnson, seconded by Hovendick to approve the engineering bill. All directors voted aye and **motion carried.**
- **Budget Committee Report** – The proposed 2020 budget was presented and Becker and Johnson, along with Halgren reviewed some of the items in the budget. Major items include exterior work at the treatment plant, excavator trade-in under Bobcat program, 3% COLA with step increases on the scale. There is a budgeted deficit in the sewer fund due to manhole/lift station lining work. Motion by Becker, seconded by Klemetsrud to approve the 2020 budget. All directors voted aye and **motion carried.**
- **NRWD Study Review** – Halgren presented the power point presentation by AES2 concerning the 50 year water needs for the northeastern portion of ND. Reviewed were several options for receiving water from RRVWSP, ground water and surface water from various sources. Presentation showed GRWD is positioned to have a reliable source of water for many years in the future with current contracts and permits.
- **RRVWSP** – Halgren presented a draft spreadsheet showing GRWD's total costs 2019-20 tiered local cost share distribution. Directors showing some concern over costs that were shown. Discussion was also held on attending future meetings to relay concerns of high costs of the project to the sponsors.

- **Theft of service – Steve Mitchell** – Letter was sent to Mitchell with \$1,000 fine assessment. No response was received, curb stop was locked and the fine added to the November billing. Normal collection process will be followed if payment is not made.

Office Manager Report

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

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
TOTALS	75,584.00	21,147.82	11,463.22

- **Office manager report** – Motion to approve the report was made by Windjue, seconded by Hovendick. All directors voted aye and **motion carried.**
- **Fraud risk assessment** – Windjue reviewed the information that was compiled to identify the District’s risk for fraud and these items were discussed. Also discussed was the inventory of parts used on a daily basis for maintaining meters, valves, and lines. It was also mentioned that the District should check into cameras for the treatment plant for off-site monitoring. Motion by Johnson, seconded by Klemetsrud to approve the fraud risk assessment. All directors voted aye and **motion carried.**
- **Strategic planning**– Windjue reviewed information that was compiled for short, medium and long range planning items for the District.

Membership Termination

- Lee Wahlund – SE¼ 19-147-66 – 5 yr commitment pd – Motion by Black, seconded by Windjue to approve termination request. All directors voted aye and **motion carried.**

There being no further business, the meeting adjourned by motion at 9:35 a.m.

Minutes Approved: _____ January 9, 2020 _____

Doug Mohr, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____