

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

December 5, 2024

DIRECTORS PRESENT: Paul Becker, Kale Miller, Allen Johnson, Doug Mohr, Gilbert Black, Missy Abrahamson, David Hovendick

OTHERS PRESENT: Lonnie Lacina, Sally Herda - GRWD; Brian Aafedt – AE₂S

The meeting was called to order at 7:54 a.m. by President Mohr at the District office.

Minutes from the November 7, 2024 regular meeting were reviewed. Motion by Abrahamson, seconded by Miller to approve the minutes. All directors voted aye and **motion carried**.

Manager report

- **North system capacity improvement project**

- **AE₂S project update** – Retainage of \$30,000 for the pipeline work is being held until Spring.

Facility – Fairly quiet, construction-wise. The roof at Saunders Booster has been installed. Preparations are being made for shutdown of the water treatment plant currently scheduled for January 20. Anticipated down time is 3-4 weeks for work to be completed. Pay applications for John's Refrigeration and American General have been submitted for payment and no additions to the facility change order list have been made.

Contingency summary and project budgets were reviewed.

- **User expansion project**

- **AE₂S project update** – Agreement between NRWD and GRWD for connection near Webster was reviewed. Agreement covers sign up and connection costs with monthly cost to purchase water at the City of Devils Lake's rate to GRWD plus 25%. Term of the agreement is for five years and renews annually thereafter. Lacina has reviewed the agreement and recommends it be signed. Motion by Black, seconded by Hovendick to approve the agreement between NRWD and GRWD for connection to NRWD for supplemental water. All directors voted aye and **motion carried**. The final design is on track to meet the timeline for the bid process. The asset inventory assessment is being finalized and will be presented at the January meeting. Dan Weed has opted out of the project and a request for membership refund was made. Motion by Johnson, seconded by Becker to refund the membership less the \$50 non-refundable fee. All directors voted aye and **motion carried**.

An update on the high-cost users was presented. Those in the high-cost category have been provided with an opportunity to buy down the local share of the grant for the amount exceeding the base bid allowance. A payment deadline of December 6 has been set so these connections can be moved into the base bid. Aafedt asked the board how to manage those applications for users on lines requiring cost-share of 2 or more in the event that not everyone along the route elects to participate. The directors determined that payments will be returned to those who paid on the high-cost multiple user lines if all the proposed users do not pay their portion. Modeling, pressure and flows were discussed and Aafedt indicated this may be a broader issue in the south area. This area of the system is not at a critical point but should be a consideration in long-term planning.

Funding – The request for funding for additional design fees has been withdrawn as the threshold is one per project and this has already been used for preliminary work. Some of the unused easement funding can be applied toward the archaeological costs. The draft priority list for emerging contaminant (EC) funding has GRWD’s project ranked at #6. A review of the project under the priority listing indicates there may be some room for GRWD to move up. The likelihood of this may not be known until February and upon discussion, the directors decided to continue on the current path with a January/February bid and award, but to bid with the SRF bidding requirements which would meet EC funding guidelines. At the present time, GRWD will pursue the 75% SWC funding, 25% local cost share with funding options to reassessed in another month if EC funding opportunities become available. Aafedt recommends the District start the SRF process (application) to begin the funding process. Motion by Black, seconded by Becker to approve **Resolution No. 24-1** authorizing Manager Lacina to file the application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act. Upon vote, all directors voted aye and **motion carried**. The latest cost estimates were reviewed along with monthly base rates calculated based on 75% grant funding. Motion by Johnson, seconded by Abrahamson to apply to the State Water Commission for construction cost share for the user expansion project. This would follow the January bid and have numbers available for the February SWC meeting. All directors voted aye and **motion carried**.

Invoices – Motion by Hovendick, seconded by approve payment of the project invoices: AE₂S (\$58,648.73, \$20,801.00), American General #7 (\$586,179.23), John’s Refrigeration #8 (\$259,526.57) and Juniper #1 (\$50,000) for a total of \$975,155.53. All directors voted aye and **motion carried**.

- **COSA** – Lacina has been in contact with Sarah Sesselman to assist in bringing the District’s COSA up to date and to be a functional planning tool for rate setting and long-term planning. Aafedt stated Sarah has worked with AE₂S’s Miranda Kleven when creating the COSA and that AE₂S can incorporate the COSA into the asset inventory. Lacina also expressed need to work on the sewer aspect as well as he has been working with the EPA on needs of the rural sewer system.
- **Property** – Lacina reported the property adjoining to the west of the District’s office has been purchased by the Fire Department. They plan to put a training facility on the location, but the church needs to be moved off. The Fire Department is open to selling the lot between GRWD’s office and the church site. Lacina provided some idea of the cost to make required improvements to the lot to make it suitable for the District’s needs. Motion by Becker, seconded by Abrahamson to authorize Lacina to negotiate up to \$75,000 for purchase of the lot. **Motion carried** unanimously.
- **2025 Budget** – The budget numbers were updated with the changes made at the November meeting. Motion by Black, seconded by Miller to approve the 2025 budget and to set the water base rate for non-project customer installs at \$45. All directors voted aye and **motion carried**.
- **Theft of Service** – Lacina updated the directors on a theft of service discovered when the new owners of a property with a terminated water service contacted the office to shut off a curb stop that they were unable to do themselves. Curb stop had previously been locked and the top cover/lock had been broken off to access water. Without the cover, the opening became an entryway for snake hibernation. Curb stop has been shut off. Owners

were fined a \$1,000 penalty that must be paid, along with a membership, curb stop repair cost and return of the previous owner’s meter before water service will be available.

Office manager report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	1,547,689.17	511,088.37

- **Financial report** - November financial report was reviewed and discussed. Motion by Johnson, seconded by Hovendick to approve the financial report. All directors voted aye and **motion carried.** Project report for the current improvement project was reviewed.
- **CD due 12-11-24** – Project local funding requirements through May, 2025 were reviewed. Motion by Black, seconded by Abrahamson authorizing the President and Herda to renew the CD at the best rate. All directors voted aye and **motion carried.**

Membership termination

- Ray Belford – tract near Weed Sub, 12-153-65 - nonpayment

Motion by Hovendick, seconded by Becker to approve the membership termination and eliminate the balance. All directors voted aye and **motion carried.**

Next regular board meeting will be held January 9, 2025.

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

Minutes Approved: _____ January 9, 2025 _____

Doug Mohr, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____