

GREATER RAMSEY WATER DISTRICT
REGULAR MEETING
December 6, 2018

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

DIRECTORS PRESENT: Doug Mohr

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD

The meeting was called to order at 8 a.m. by Director Becker at the District office.

Minutes from the November 8, 2018 regular meeting were reviewed. Motion by Black, seconded by Hovendick to approve the minutes. All directors voted aye and **motion carried.**

Manager Report

- **Pay Estimate 25 (Final), Schedule 2 - \$5,000** – Halgren reported that work on this contract has been completed, with final pay estimate releasing retainage and recommended approval of pay estimate. Motion by Windjue, seconded by Johnson to approve pay estimate #25 (Final), Schedule 2 in the amount of \$5,000. **Motion carried** unanimously.
- **Budget committee report, 2019 budget review**– Halgren reviewed a memo regarding highlights of the budget committee work for the 2019 budget and areas for discussion. Klemetsrud joined the meeting at 8:15 and took over the chair. Preliminary budget numbers, base rate adjustments, rates, wages, capital and other expenditures were reviewed and direction given for final budget preparation.
- **City of Devils Lake agreement approval** – An updated agreement was sent to the directors to review. The agreement was not on the City’s agenda for their December meeting. Upon review of agreement, the consensus of the directors was to take out the wording “summer months”, send back to the City and place on the agenda for the next meeting. Once approved, the buy in can be done and grant funding requested from the State.
- **Customer Service Rep update** – Interviews were conducted and the position offered to 2 individuals who declined the offer. Due to the time frame in the year, upcoming holidays and a slower pace of operations, it was decided to hold off until January to readvertise.

Becker and Klemetsrud took leave of the meeting and the chair was turned over to Hovendick.

- **Annual meeting planning**– The annual meeting is scheduled for Tuesday, February 5, 2019 at 7 p.m. Directors Hovendick and Black from Ward 1 are up for reelection. Every third year, the annual meeting has been held in the south area of the system to encourage the users to participate in the election of their directors on the board. Black will check with the Schoolhouse Café in Grace City to see if they can host the annual meeting.

Office Manager Report

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

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
TOTALS	57,844.53	10,274.23	9,702.83

- **Financial report** – Office manager’s report was reviewed. Financial and expansion reports were reviewed for the month of November. Motion to approve the financial and

expansion reports was made by Windjue, seconded by Johnson. All directors voted aye and **motion carried.**

Next meeting date is scheduled for January 10, 2019.

There being no further business, the meeting adjourned by motion.

Minutes Approved: _____ January 10, 2019 _____

Jay Klemetsrud, President _____ (Signed) _____

Sally Herda, Office Manager _____ (Signed) _____