

# GREATER RAMSEY WATER DISTRICT REGULAR MEETING

February 8, 2024

**DIRECTORS PRESENT:** Paul Becker, David Hovendick, Gilbert Black, Allen Johnson,  
Doug Mohr, Missy Abrahamson, Kevin Engel

**OTHERS PRESENT:** Lonnie Lacina, Sally Herda - GRWD; Brian Aafedt – AE<sub>2</sub>S

The meeting was called to order at 8:02 a.m. by President Mohr at the District office.

Minutes from the January 4, 2024 regular meeting were reviewed. Motion by Hovendick, seconded by Abrahamson to approve the minutes. All directors voted aye and **motion carried**.

## Manager report

- **North system capacity improvement project**
  - **AE<sub>2</sub>S project update** – Freeze-up of a newly installed 2-inch line was discussed, with said line found to be at a 2-foot depth. This line was plowed in and the curb stop in the yard is shallow. This connection will be corrected in the spring. Lacina made contact with the contractor and has resolved the water and testing reimbursement amounts, with payment to be forthcoming from Swanberg. Cleanup work is scheduled for spring, along with the 2-in and 6-inch line loops. Pay estimate of \$135,055.44 for Swanberg reflects the work completed in 2023. AE<sub>2</sub>S invoice of \$6,581.95 was also presented for approval. Motion by Johnson, seconded by Black to approve the two invoices for payment. All directors voted aye and **motion carried**.

Facility Construction – currently reviewing shop drawings. A redesign of the electrical room is being done which will save on shutdown time and cost. Anticipated shutdown time with the redesign would be reduced from 4 weeks to 2-3 days. Cost of redesign for masonry, etc. is approximately \$11,000. AE<sub>2</sub>S requested approval for verbal authorization to make minor changes which would then be grouped into a change order as changes add up. Verbal authorization would be provided by Lacina and the directors agreed to allow minor changes be made following this format.

Project contingency and budget were reviewed and discussed.

EPA/SRF funding/Canvas/User expansion – Aafedt provided a map and graph breaking down the locations of requested service and the distance from existing lines. With substantial interest within a mile of existing lines, funding should be favorable for moving forward with an expansion project. Estimate for AE<sub>2</sub>S work for system canvas (\$14,407.25), study and report (\$79,000) and additional services (\$39,000) totaling \$132,417.24. Estimate meets the SWC under \$100,000 cost share threshold and AE<sub>2</sub>S requested a motion directing the engineers to move forward with the project if the District wishes to proceed. Low pressure/flow areas in the south were discussed and the board asked if modeling and project will address some of these areas. Motion by Black, seconded by Becker to proceed with the project and make application to the State Water Commission. All directors voted aye and **motion carried**. EPA/SRF funding options were discussed, along with local cost share options, repayments and high-cost users.

Lead and copper – Phase 1 of the Lead & Copper Rules Revision (LCRR) makes the initial sweep with letters sent to those customers that were not able to be proven to meet the rules. AE<sub>2</sub>S and GRWD were able to document many of the services as being lead-free through project specifications, mapping and current meter photos on

file. Approximately 1,000 letters were sent out, reflecting an “unknown” status designation based on records review. The lead ban went into effect in 1988 and GRWD’s entire infrastructure system meets the rules as the system was installed well after this date. The customer side as well as the utility side need to have the materials proven in order to meet the LCRR. Locations that have not responded in Phase 1 will move to Phase 2. Customers will be contacted for meter inspection and photos to document plumbing materials.

- **Pekin update/letter recommending CS be shut off during extended vacancy** – Lacina briefed the directors on a loss of line pressure that happened in Pekin. Pressure was lost due to a break in a house that was temporarily vacant. Due to the pressure loss, GRWD was required to contact ND DEQ and a boil order was put in place. Lacina reviewed bulk service to Pekin and how the District uses Pekin’s clearwell as a delivery point. A 4-inch line feeds into the clearwell, with a pump in the clearwell that feeds the city. The pump was depleting the water from the clearwell faster than it was able to fill, causing the loss of line pressure. The city was put on a no use order so that the system could be disinfected and remained on a no use order until chlorine levels dropped to a usable level and testing verified safety for consumption. The building housing the clearwell is in disrepair and Lacina outlined some options to change the delivery method so this situation can be avoided in the future. Options include installation of a parallel line, a booster station, or a new pump in the clearwell. Options will be evaluated and presented to the board for consideration.
- **New hires/Job Service appeal** – Lacina stated he had begun the appeal process for an unemployment claim.
- **Sewer truck** – The truck has been equipped with new tires and pump. There are about 30 tanks remaining from the 2023 pump schedule. The seller of the truck had agreed to cost share on a new pump if one was needed.
- **Belford lift station** – The pump at this lift station needed to be replaced. If pump can be rebuilt, cost is around \$4,000. Estimated cost for new pump is \$7,000.
- **Corporate Technologies** – Lacina reported that Corporate Technologies is providing a 30-day assessment of the District’s IT and recommendations for moving forward. Abrahamson agreed to assist in evaluating proposals.
- **Bylaws review for voting process** – There was discussion on updating bylaws for voting. Item will be placed on agenda for later this year as bylaw changes have to be voted upon by the members at either a special meeting or the annual meeting. Early voting, proxy and tie votes are topics of consideration for updating.

**Office manager report**

- **Accounts Payable** – Motion by Becker, seconded by Johnson to authorize payment of the January bills. **All directors voted aye and motion carried.**

	<u>WATER</u>	<u>SEWER</u>
<b>TOTALS</b>	<b>214,740.56</b>	<b>40,245.07</b>

- **Financial report-** December final financial report and January financial reports were reviewed. Motion by Abrahamson, seconded by Black to approve the financial reports. All directors voted aye and **motion carried.**
- **Designation of depositories/Authorized check signers** – Listing from 2023 was reviewed. Motion by Becker, seconded by Johnson to approve the same depositories for 2024 and to remove Les Windjue, add Kevin Engel and renew the remaining directors and Herda as authorized check signers for the District. All directors voted aye and **motion carried.**

- **Pledging report** – The pledging report for December 31, 2023 was reviewed. Motion by Black, seconded by Hovendick to approve the report. All directors voted aye and **motion carried**.

Next regular board meeting will be held March 7, 2024. There being no further business, the meeting adjourned by motion at 9:45 am.

Minutes Approved: \_\_\_\_\_ March 7, 2024 \_\_\_\_\_

Doug Mohr, President \_\_\_\_\_ (signed by Allen Johnson, Vice-President) \_\_\_\_\_

Sally Herda, Office Manager \_\_\_\_\_ (signed) \_\_\_\_\_