

GREATER RAMSEY WATER DISTRICT

REGULAR MEETING

January 11, 2017

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

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD

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

Minutes from the December 8, 2016 regular meeting were reviewed. Motion by Windjue, seconded by Mohr to approve the minutes as amended. **Motion carried.**

Manager Report

- **Peak usage per customer, review** – The peak average usage from 2008-2016 was reviewed and compared to the number of customers being served. There has been greater growth in the seasonal user category with the peak average usage reflecting this trend.
- **Expansion - Phase 2 Update** – Halgren updated the directors on the State Water Commission funding allocations and budgets with the current legislative session. Rural water projects are looking at a funding level of \$15 million. Halgren revised GRWD's funding request for the \$1.5 million buy-in with the City of Devils Lake for 400 gpm dedicated permanent capacity and has pulled the funding request for expansion of the treatment plant. The directors requested that Rural Development funding for the local cost share be checked into. Halgren will keep on top of funding requests and should know the status by May. Legislative night for rural water systems is January 19, 2017. GRWD decided not to participate this year.
- **Pay Estimate #16, Schedule 1 - \$209,992.51** – Estimate includes verified quantities and retainage. Quantities should be mostly up to date and is fairly close to those calculated by Bartlett & West. There remains some testing left to pay. Halgren recommends pay estimate be approved for payment. Motion by Nelson, seconded by Windjue to approve pay estimate #16 for payment. **Motion carried.**
- **2017 budget approval** – Budget items from the last meeting were reviewed. Equipment funds were available in 2016 and were used to purchase Bobcat snow blower attachment. The buy-in for the Red River Valley water supply project and health insurance numbers have been updated in the budget. The cost share for the Northeast Regional Water system will be run through the current expansion project. Local cost share for the expansion project will be determined at project completion. Motion by Becker, seconded by Hovendick to approve the 2017 budget. All directors voted aye and **motion carried.**
- **Annual meeting planning** – Annual meeting is February 7 and will be held at the District office. Election will be held for three directors in Ward 2. Two of the three directors must be dual users according to the District's bylaws. Deadline for nominations to the board has been set for January 17. Meeting notice was put in the December newsletter sent out with the bill statements. Annual meeting notice will also be placed in the county newspapers for those counties that have water users. Bartlett & West will be providing gift cards for door prizes.
- **Office remodel update** – New paint and carpet have been installed. Halgren stated he may convert his office for the operators to work out of and converting the current operations area for his office. Customer kiosk area will be added for usage with the new billing system.
- **ND Water Expo, February 14-16, 2017** – Expo will be held in Bismarck this year. Rooms have been reserved. Becker, Black and Klemetsrud indicated they would attend the conference.

Office Manager Report

- **Accounts Payable** – Motion by Mohr, seconded by Nelson to authorize payment of the accounts payable. **Motion carried.**

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>	<u>CHECK #</u>
TOTALS	9,591.73	10,260.03	383,560.44	
<u>January, 2017</u>				
TOTALS	17,018.44	2,695.31		

- **Financial report** – Office manager’s report was reviewed. Financial and expansion report were reviewed. Motion to approve the December financial and expansion reports was made by Hovendick, seconded by Windjue. All directors voted aye and **motion carried.** The loan for the Scooby’s special assessment project matures April 1 with a balloon payment. This item will be placed on the March meeting agenda.
- **2016 financial year end** – No budget amendments will be needed for 2016 as each fund ended the year within budget. The directors reviewed a listing of the current funds and year end cash balances with proposed restructuring to simplify the District’s financial operations. During the budgeting process, fund consolidation and restructuring was discussed since retiring the debt from the original and first expansion projects. Motion by Windjue, seconded by Becker to combine funds 521 and 526; combine funds 513, 523, 524 and 525 water reserve funds; and to combine sewer reserve funds 505 and 507 as listed. All directors voted aye and **motion carried.**
- **Billing program conversion update** – Herda reported that Banyon is currently working on the conversion of the billing program and a go live date will likely take place in February.

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

Minutes Approved: _____ February 9, 2017 _____

Gilbert Black, President (signed by Gerald Nelson, President – Feb 2017)

Sally Herda, Office Manager _____ (signed) _____