

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

January 4, 2024

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

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

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

Minutes from the December 7, 2023 regular meeting were reviewed. Motion by Hovendick, seconded by Windjue to approve the minutes. All directors voted aye and **motion carried**.

Manager report

- **North system capacity improvement project**

- **AE₂S project update** – The 16-inch pipeline has been completed, except for cleanup work in the Spring. The 2-inch and 6-in loops under the alternatives remain to be completed in the spring. There is no pay estimate for Swanberg this month for 2023 work completed due to holidays and year end. Swanberg is also responsible for payment of water used for chlorination and flushing as well as costs associated with water testing required before the line can be turned over to the District. AE₂S is waiting for the final costs of the testing to bill Swanberg for these costs. Two invoices were presented for approval – AE₂S for engineering \$17,895.35 and LTP in the amount of \$131,923.50 for 12” well installation and line taken to the fence at the WTP. Motion by Mohr, seconded by Hovendick to approve the invoices totaling \$149,818.85 for payment. All directors voted aye and **motion carried**.

Facility Construction – currently waiting on shop drawing review. Aafedt stated the drawings should be to AE₂S within the next month to begin the review process.

Project budget was reviewed and discussed.

User expansion – Aafedt stated a follow-up letter was being sent to those people who indicated they were interested in an expansion project and a modified letter to those outside the District’s boundaries. Letters will include well testing summary maps and will be noncommittal for project development. The next step would be to request some level of funding. A majority of the users are within a mile of existing mains, but an option to bid by cost estimate tiers was discussed, depending on the level of funding. There was also discussion on reviewing capacity, consideration of a transmission line expansion in the South area and other areas experiencing issues.

- **Annual meeting planning – nominating committee** – The 2024 annual meeting will complete the staggering of director’s terms within each ward. Ward 3 (north of US 2) will elect 2 directors – one for a 2-year term and one for a 3-year term. Becker and Johnson have both indicated they will seek reelection. David Hovendick has stated he will seek another term in Ward 1. Les Windjue will not seek another term for Ward 2. Three nominations have been received by Lacina: Kevin Engel, Warren Blanchfield, and Kale Miller. The directors as a whole, acting as the nominating committee moved to forward all names to the annual meeting as nominees for the director positions. The motion was made by Windjue and seconded by Mohr. All directors voted aye and **motion carried**. Engel was present at the meeting and spoke briefly on his qualifications and interest in serving on the board.

- **Honker Hills lift station** – When service to this development was initially installed, a lift station was designed for the time when it would be needed. New home construction in the area will be using the new lift station and staff have been installing the needed components. There was discussion on the cost of materials and installation and responsibility for said costs. Also discussed was a new subdivision with 12 lots and Woodland Resort’s event center.
- **Scoobys Subdivision lots 4 & 5 – truck** – Lacina reported he had been contacted by some new owners of the newly platted area interested in water and sewer service. Some of the area has elevation issues and a map of the area was looked at for potential development. A location for a potential dump station was discussed, with a force main going to the lagoon. This would be used in place of septic tank trucks driving through the subdivision to empty directly into the lagoon. Lacina has located a pumper truck with a 2,000-gallon tank. The District would then begin pumping its own tanks and would be able to pump prior to working on tanks. Lacina will work on a cost analysis for developing options to best utilize District resources. Hovendick will set up an informational meeting with a couple of the owners in this new area of Scoobys subdivision to hone in on a plan best suited for the District and landowners.
- **New hires** – Lacina reported that he had hired two people into the operator position and had to let go of one of the existing operators. Licensing requirements were discussed. The District is covered under current licensing held by certified staff and it will be some time before the new operators are eligible for testing.
- **Expo** – Due to the annual meeting and regularly scheduled board meeting in February, none of the directors will be attending the Expo.

Office manager report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	279,682.85	50,353.56

- **Financial report-** December financial report was reviewed, along with budget review and proposed budget amendments. Motion by Windjue, seconded by Becker to approve the budget amendments and financial report. All directors voted aye and **motion carried.**
- **CD Renewal** – CD rate bids were reviewed for the upcoming CD that is maturing. Motion by Hovendick, seconded by Johnson to renew \$4 mil for one year at the highest bid rate. All directors voted aye and **motion carried.**
- **CD due – 1-12-24** – Motion by Becker, seconded by Johnson authorizing the president and Herda to renew the CD at the highest bid rate. All directors voted aye and **motion carried.**
- **Employee handbook – proposed work week update**– The directors reviewed the current work week policy with the proposed change to begin the work week on Saturday and end the following Friday. This allows for better management of extra and call time for both the District and the employees. Motion to approve the change was made by Abrahamson, seconded by Hovendick and **approved unanimously** upon vote.

Annual meeting date is scheduled for February 6, 2024, followed by the reorganizational meeting. Next regular board meeting will be held February 8, 2024. There being no further business, the meeting adjourned by motion at 9:50.

Minutes Approved: _____ February 8, 2024 _____

Gilbert Black, President _____ (signed by Doug Mohr, 2024 President)

Sally Herda, Office Manager _____ (signed)