

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

July 7, 2022

DIRECTORS PRESENT: Jay Klemetsrud, Paul Becker, Les Windjue, David Hovendick,
Allen Johnson, Doug Mohr

DIRECTORS ABSENT: Gilbert Black

OTHERS PRESENT: Nels Halgren, Sally Herda, Lonnie Lacina – GRWD

The meeting was called to order at 8:03 a.m. by President Hovendick at the District office.

Minutes from the June 9, 2022 regular meeting were reviewed. Motion by Becker, seconded by Johnson to approve the minutes. All directors voted aye and **motion carried**.

Manager report

- **Project development update** – Agreement for cost-share reimbursement of \$590,000 at 75% of eligible costs for design work from the State Water Commission was presented for approval. Motion by Mohr, seconded by Klemetsrud to authorize the President to sign the agreement. All directors voted aye and **motion carried**. Halgren and Lacina met with the engineers to define the District’s wants and needs for the project. AE₂S is pushing towards more automation and control for functions at the treatment plant. Halgren indicated that he would like to continue working with MicroComm for this purpose as they have been reliable and cost effective over the years. Other options include a cellular based system which would incur extra operational fees. AE₂S is also suggesting upgrade options to the controls and relays at the plant. General consensus was for Tonka to upgrade the plant since the treatment plant is a Tonka design. The overall goal for the upgrades is to modernize, yet maintain a simplified method of operation. Well development was discussed and will begin by performing some test drilling. The process is started by getting on the list for this work. Discussion was held on storage at Crary. If a storage option is pursued, two options could be bid – one for 250,000 gallons and the other for 500,000 gallons. This year, line pressure was boosted and Pare tower maintained at a higher level. Very few low-pressure calls were taken during peak demand. Using storage and keeping a 2-3 day supply on-hand to create a buffer at constant pressure would be desired for optimal operation during peak demand. Halgren will have AE₂S look at water use from the heaviest year, add a buffer and design around those parameters. Halgren and Lacina will continue to work with the engineers to develop a scope of work and engineering contracts for the project.
- **Bulk contracts – Glenfield and Kensal** – Renewal contracts for Glenfield and Kensal were sent out and have been signed and returned. Both contracts listed a daily usage range based on past usage, with a base rate added for Glenfield and an increased base rate for Kensal. The base rate changes are effective July 1. Motion by Windjue, seconded by Mohr to authorize the President to sign the two contracts. All directors voted aye and **motion carried**. The new water rate for Tri-County went into effect in June.
- **TOS – Pioneer Ridge – using water without meters (2 accounts)** – Halgren reported he found direct nonmetered connections made to 2 curb stops in the Pioneer Ridge area for the purpose of watering newly planted trees. Residents in the area indicated that they had seen the hoses for about a week, but didn’t report the theft. These curb stops have been shut off and Halgren asked how to proceed. Motion by Windjue, seconded by Johnson to assess a \$1,000 fine for each curb stop and to charge \$1,000 for water used for

a total of \$3,000. All directors voted aye and **motion carried**. President Hovendick presented a letter of complaint from a resident in this area and will respond personally.

- **TOS – McHenry – turning on after being shut off for nonpayment** – A customer that was shut off for nonpayment turned his own curb stop back on without bringing the account up to date. In the past, the resident had been given permission by staff to turn curb stop back on. The resident is a renter and has been in arrears to the point that notification for termination was about to be served to the owner. Curb stop has since been shut off and locked to prevent unauthorized access. Partial payment on the account has been received since the curb stop was locked. Motion by Windjue, seconded by Becker to assess either \$1,000 fine or to pay the account up to date with an extra \$150 deposit requirement, along with notification that no more access to the curb stop will be allowed. Motion also included any future violation to be automatically be assessed a \$1,000 fine. **Motion carried** unanimously. Letter will be sent, along with notification to the owner.
- **Emerald Ridge sewer update** – Lucas Wakefield, one of the developers met with Halgren to review the sewer plan and cost estimates. Halgren talked with contractor Arlen Peterson who stated he could bore in poly pipe with grade, along with cleanouts and manholes that may be required. GRWD has not used poly pipe in the sewer before, but it could work with no solids entering into the system. This would be a new method of construction, would keep the road intact with no regrading and would provide significant cost savings to the developer. Line depth needed throughout the project area was reviewed. The board would allow this construction method by Peterson with the requirement that the system drains properly before the District would accept transfer of the constructed sewer into the District’s operation.
- **SWC basin meeting discussion**– The State Water Commission will be holding meetings in the various basins throughout the state in the upcoming month. The rural water systems are encouraged to attend to discuss rural water and why it important for grant project funding to remain at 75% for rural projects. The Devils Lake meeting is scheduled for July 27, 2022 at 3 pm at Lake Region State College. Board members were invited and encouraged to attend. Area meetings are also scheduled in Jamestown and Grand Forks.
- **Surplus property** – Staff has been cleaning at the office and tower. There are some old pumps and generators not needed, as well as a 4-wheeler. Property was declared as surplus. Halgren will contact Tyler Knutson to sell the 4-wheeler. Halgren will also look at sale/disposal of other surplus equipment. The 16” water pipe purchased by the District earlier this year is now under cover.
- **Meter reading system** – Halgren reported he has been contacted for end point phone reads via a cellular based system. This is a Badger-based system that could be used at the far reaches of the system. A starter package is approximately \$2500. Cost of software is \$10,000 as well as additional Banyon software costs to integrate into billing, thus creating a hybrid system for collection of meter readings. Not a lot of research has been completed by the District to determine if it would be a good fit with the existing system. Stutsman Rural Water and Cass Rural Water use this reading system. Cost of reading is \$.91 per unit per month. Other types of reading systems are also being looked researched.

Office manager report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	149,351.99	17,076.60

- **Financial report-** Financial report for June was reviewed. Motion by Windjue, seconded by Klemetsrud to approve the financial report. All directors voted aye and **motion carried.**
- **2021 audit, future audit discussion** – The 2021 audit was reviewed and is available on-line as a public document. Audit requirements for the District were discussed. Motion by Mohr, seconded by Klemetsrud to approve the 2021 audit and to continue with annual audits. All directors voted aye and **motion carried.**

Membership termination

- Francis Leiphon – Farm in SW¼ 19-155-62, service not needed – Motion by Becker, seconded by Johnson to terminate membership. **Motion carried.**

Other Business

- **Carrington water break, winter 2021** – GRWD had some final repairs to make to a sprinkler system resulting from a water break last winter in the Carrington area. No sand was found in line as it was flushed before placing back into service. A homeowner has reported experiencing a lot of debris in his house plumbing following the break and has requested GRWD to take corrective action. No other issues have been experienced on this line by the other users. There is a screen on the meter to catch any debris and the meter has been reading properly. A meter inspection will be conducted to check out the meter and the screens in place.

Next meeting will be held Tuesday, August 9, 2022.

There being no further business, the meeting adjourned by motion at 10:14 a.m.

Minutes Approved: _____ August 9, 2022 _____

David Hovendick, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____