

# GREATER RAMSEY WATER DISTRICT REGULAR MEETING

March 9, 2017

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

**DIRECTORS ABSENT:** Les Windjue

**OTHERS PRESENT:** Nels Halgren, Sally Herda – GRWD; Neal Ackerman

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

Minutes from the February 9, 2017 regular meeting were reviewed. Motion by Hovendick, seconded by Black to approve the minutes. **Motion carried.**

## Manager Report

- **Pay Estimate #15, Schedule 2 - \$12,277.55** – Pay estimate reduces retainage to about half and Halgren recommends it be approved. Motion by Hovendick, seconded by Becker to approve Pay Estimate #15, Schedule 2 for \$12,277.55 as presented. All directors voted aye and **motion carried.**
- **Webster upgrade update** – Easements, maps and letters were sent out to the landowners where pipeline will be located. A field order has been given to Peterson Construction and Halgren has a verbal agreement with the contractor for this construction. The signed field order should be received shortly. With the snow cover and wet fall conditions, the proposed routing could be wet this spring. It is hoped that construction will be completed in time for spray season. Halgren also reported that the State Water Commission would like the expansion project completed by the end of this biennium (June 30). GRWD will be ready to go this spring when weather permits. Tie-ins with Northeast Regional Water System and other areas of concern have been worked out.
- **Legislative update** – Halgren updated the directors on several of the legislative bills that may impact the District. These include SWC funding, ND One Call, subsurface drainage and oil tax revenue summary.
- **Request for potential State Water Commissioners** – Halgren asked if anyone was interested or if any of the directors were aware of interested persons that would like to serve on the State Water Commission. The governor is looking for some diversity on the board.
- **Treatment Plant valve replacement update** – Valves in the treatment plant are run by a large air compressor that is original to the plant's construction. New plants have valves that run electrically. New positioners have been ordered that will run them electrically. Wiring for this work is done and valves are here. Cost of \$10,000 is included in this year's budget which will cover the valves and installation. Three valves will be replaced. There are about 16 other valves in the plant run by air that will need to be changed over in the future. Service work will be done by Tonka. GRWD is on the schedule in about 3 weeks' time. Filters were recharged last week and recycle basin cleaned out. When working in the recycle basin, it was found that the well line pipe has gotten pushed in about 4" and will need fixing. The leak on the pipe that was going out from the plant was fixed by staff. Halgren suggested a tour be planned for the treatment plant as well as the tower. The Pare tower is nearly complete with a final punch list for Landmark and with final SCADA work to be completed.
- **Sewer cleaning and manhole repair review** – Contacts were made at the expo with companies that perform sewer cleaning and/or manhole and lift station repair. Halgren got an estimate of \$28,200 for approximately 1 week of cleaning. Manhole lining work was also discussed, along with warranty and costs for said work. GRWD will inspect

manholes to identify those needing attention. The City of Devils Lake prefers to handle vacan use for emergencies and not be involved in regular maintenance work. Halgren said the best time to get started on work would be after July 1 and he may get manhole work completed first before cleaning lines.

- **Neal Ackerman – membership request** – Ackerman met with the board to discuss water service to Ackerman Valley 1<sup>st</sup> Addition. Since the last meeting, Ackerman has decided against splitting some of the lots. Instead, he is looking at renting lots with option to buy that lot or a different one and asked how water service could be made available under this type of scenario. Halgren stated there is a membership on Lot 11 which could have a meter pit and operate as a campground to provide service to the lots being rented. Motion by Mohr, seconded by Black to allow the membership on Block 7, Lot 11 to be used as a campground to serve Lots 11-23 of Block 7, Ackerman Valley 1<sup>st</sup> Addition and as these lots sell, a separate membership, curb stop and meter would be required. All directors voted aye and **motion carried**.

**Office Manager Report**

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

	WATER	SEWER	PROJECTS
<b>TOTALS</b>	<b>71,312.26</b>	<b>16,345.24</b>	<b>14,573.91</b>

- **Financial report** – Office manager’s report was reviewed. Financial and expansion reports were reviewed for the month of February. Motion to approve the financial and expansion reports was made by Mohr, seconded by Black. All directors voted aye and **motion carried**. Maintenance, improvements and financial planning to meet short and long term needs and goals of the District were discussed.
- **Scooby’s loan due 4-1-17** – Loan payoff, current balance of sinking and interest fund and uncertified special assessments were reviewed. Motion by Mohr, seconded Becker to pay off the loan at Western State Bank and refinance the principal balance internally from the sewer reserve fund at 1% less than the current rate of 4.95%. All directors voted aye and **motion carried**.
- **Billing program conversion update** – Herda updated the board on the conversion of the billing software to Banyon. All balances were transferred over and the first billing statement sent in February. There have been some issues with the on line payment startup, but system is now up and running. The office has received an increased number of calls regarding the new system.
- **Brad Spah – Small claims court update** – GRWD has been awarded judgement on the claim filed against Mr. Spah. Staff will check on filing a levy on the judgement.
- **Disconnect/reconnect fee** – Banyon offers a disconnect notice option that is preprinted with standard information which is then printed with the name, account and amount due when notices are prepared. Staff is requesting fee amount for disconnection and reconnection of services be reviewed before this option is implemented. Current fee is \$25. ND Rural Water is in the process of surveying systems for fee information with this item to be placed on the agenda when survey results are available.

**Membership Termination**

- Timber Ridge Development – Lot 12, by request
- Rodney Baade – NE¼ 18-154-65, nonpayment

Motion by Becker, seconded by Hovendick to terminate the two memberships. All directors voted aye and **motion carried**. The third membership on the agenda was paid in full. The

unpaid fees for the Baade membership will be written off, since no meter was issued and service not ever used.

**Other Business**

- **Expo** – Directors and staff reported on the ND Water Expo recently held in February. Open meetings rules as they apply to committee meetings were discussed. Also discussed were contacts made with USDA for loan funding and the possibility of borrowing funds for the District’s cost share for the Northeast Regional Water System’s connection. Halgren also reported that Herda was awarded the “Outstanding Office Employee”.

There being no further business, the meeting adjourned by motion at 9:55 a.m.

Minutes Approved: \_\_\_\_\_ April 6, 2017 \_\_\_\_\_

Jerry Nelson, President \_\_\_\_\_ (signed) \_\_\_\_\_

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