

GREATER RAMSEY WATER DISTRICT
REGULAR MEETING
May 4, 2017

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

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD; Gordon Johnson, Mgr – NRWD; Sarah Sesselman – AE₂S

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

Minutes from the April 6, 2017 regular meeting were reviewed. Motion by Becker, seconded by Mohr to approve the minutes. All directors voted aye and **motion carried**.

Manager Report

- **Project update** – Project budget was reviewed. A few more applications under the project have been received. Myklebust has installed 2 hookups this year and has called in locates for several others. Easements for the line paralleling work are in and Peterson is looking to do this work shortly. The State Water Commission has asked for an estimation of expenditures through the end of the State’s fiscal year (June 30) so they can preplan their year-end and have sufficient funds on hand to meet funding requests. GRWD will continue to take applications under Schedule 2. Contract with Micro-Comm needs to be closed out. Final inspection and closeout of the Pare Tank contract needs to be completed. Halgren expressed concern over the high heating bills at this site over the winter months and will have this checked into as part of the final inspection.
- **Felch lift station repair – May 15** – Repair work to be done by Supportworks on this lift station was changed due to other issues and has been rescheduled for May 15. Halgren invited the board members to view this work if interested.
- **Manhole rehab demo update** – Halgren reported that he, along with operators Martinson and Schlieve attended a demonstration in Minot to rehab manholes. The manholes being worked on were badly deteriorated and are 9 years old. Pictures from the demonstration were viewed.
- **Legislative update/City agreement discussion** – HB 1020 passed providing \$27 million for rural water. Total requests were \$33 million and managers will be meeting on Monday, May 8 to decide on funding. Gov. Burgum vetoed that portion of the bill that provided for “buckets” of funding within the State Water Commission. Burgum wants all funding to be available without needing approval. GRWD has a funding request of \$1.6 million to buy into the City’s water capacity. Halgren reported that Northeast Regional Water District (NRWD) had signed their agreement with the City of Devils Lake. GRWD will wait to see what happens with the state funding.
- **NRWD water purchase agreement** – Gordon Johnson, NRWD manager and Sarah Sesselman, AE₂S met with the directors to discuss water purchase agreement between NRWD and GRWD as a seasonal supplemental water supply to GRWD. Costs for water purchase from NRWD were discussed using 50, 75 and 100 gpm scenarios. Peak demand for both systems occurs at or near the same time. A three page agreement was proposed with page one outlining the understandings, page two showing the cost of modifications being participated in and page three outlining the determination of O&M costs per 1000 gallons. GRWD distribution cost through the Webster booster station was discussed, along with the memorandum of understanding between the two districts. NRWD requested a decision from GRWD fairly soon as the facilities that will need to be constructed will move into construction phase shortly. Agreement for an “as needed” basis vs. a guaranteed capacity was also discussed. Motion by Mohr, seconded by

Klemetsrud to approve a water purchase agreement based on a 50 gpm guarantee with 1 million gallons minimum annual usage and 4 million maximum at a rate of \$2.55/1000 gallons, with flexibility to purchase additional water as available and with rate adjustments to be made on the same basis as other users. All directors voted aye and **motion carried.**

- **NRWD crossing permits approval** – Crossing permits for construction of NRWD’s transmission line through the District were reviewed. Halgren is using the same permit format that was used for the City of Devils Lake’s transmission line. Motion by Windjue, seconded by Hovendick to authorize the President to sign the crossing permits. All directors voted aye and **motion carried.**
- **Tri-County/Lakota temporary water supply request review** – Halgren informed the directors that Lakota would like to purchase water from Tri-County on a temporary basis while they take their water treatment plant down for work. Lakota’s usage is approximately 65,000 gpd. Details on usage, length of time etc. are not yet available and the directors asked for more information.
- **TP valve replacement update** – Halgren reported the valve replacements at the treatment plant have been completed and are working well. Cost for the valve replacements was approximately \$10,000.
- **South tower cleaning update** – Low chlorine levels have been detected south of the tower and at Glenfield, in particular. Staff drained and flushed the south tower on May 3. In the chime area of the tower, the glass coating has come off and some rusting has occurred. Photos of the inside of the tower were viewed by the board and have been sent to the engineers. The cathodic protection may not have been working properly. Halgren is waiting to hear on how to seal up the affected area. There was a 10 year warranty on the tower, but the District is no longer within that time frame. Tower is being filled following the flushing work. The directors suggested Halgren contact Tim Rutten to look at the pictures. Regular system flushing will begin next week.
- **Micro Comm VFD drive quote** – One of the VFD’s at the Webster booster station was replaced last year. Halgren reported that you can’t see the panel displays on the remaining VFD at the Webster booster station and the two at the south booster station. Quote from Lake Region Electric to replace the one at the Webster location was \$10,000 and from Micro-Comm, a bid of \$19,546 was received for all three VFDs. The Micro-Comm quote does not include electrical installation. Motion by Becker, seconded by Klemetsrud to accept the Micro-Comm bid. All directors voted aye and **motion carried.**
- **GPS/GIS Update – Radio read upgrade/update** - Software for the new radio read system has been updated on the local computers. Initially, the plan was to geocode all addresses, but not all locations have 911 addresses, so the focus has shifted to use of latitude and longitude in the mapping system which will also interface with the billing software. Mapping work is being done to include services added with the current expansion project, along with latitude and longitude information and new account numbers. The updated system should be completed shortly and placed into service. Until then, the upgraded software is able to continue to read the meters.

Office Manager Report

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

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
TOTALS	61,268.99	16,107.88	3,957.31

- **Financial report** – Office manager’s report was reviewed. Financial and expansion reports were reviewed for the month of April. Motion to approve the financial and

expansion reports was made by Windjue, seconded by Hovendick. All directors voted aye and **motion carried.**

- **2016 Audit – capital assets policy** – The State Auditor’s office was on site the week after Easter to conduct the annual audit for 2016. An updated capital assets policy was presented to the directors that identifies the straight line method of depreciation is being used. Designation of capital asset and estimated useful life remain unchanged. Motion by Mohr, seconded by Windjue to approve the revised capital asset policy for the District. All directors voted aye and **motion carried.**

Other Business

- **Sewer cleaning** – Halgren reported he had spoken with the City’s department heads regarding the possibility of sewer cleaning work for the District. The employees reiterated that they would help out in event of emergencies, but were not interested in ongoing maintenance. John Dahlen has a hydrovac that he uses for his car wash and is interested in working with the District for sewer cleaning. Halgren will get more information on a jetter that could be used to do some of the cleaning work in the system.
- **Health club credit** – The health club credit for the ND PERS’s wellness program was suspended last fall due to the taxability of the credit and for ND PERS to survey and consider any alternative activities that would not incur tax consequences for employees. ND PERS has been considering reinstating the health club credit, but has not done so at this time. Halgren stated that some employees have asked that the District directly fund this benefit and placed the request before the board. The directors indicated that the District should wait and see what ND PERS decides on this issue before proceeding further with the request.

There being no further business, the meeting adjourned by motion at 10:23 a.m.

Minutes Approved: _____ June 8, 2017 _____

Jerry Nelson, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____