

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

May 9, 2024

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

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

The meeting was called to order at 7:56 a.m. by President Mohr at the District office.

Minutes from the April 9, 2024 regular meeting were reviewed. Motion by Hovendick, seconded by Johnson to approve the minutes. All directors voted aye and **motion carried**.

Manager report

- **North system capacity improvement project**

- **AE₂S project update** – Pipe has been delivered and contractor has wanted to begin installation, but wet weather conditions have held up the work. Once the ground has dried up, the contractor will be plowing lines in and completing cleanup from last year.

Facility – Excavation work is scheduled to begin at the Saunders Booster site on May 13. The ground may still be too wet for work to start. Concrete is planned for early June. AE₂S will be meeting with both the contractor and the electrical contractor on May 10, 2024 to plan for construction. Electrical is getting the panels ready for the remote sites. Pay estimate #2 for John’s Refrigeration, \$8,280.75 for stored materials was presented for approval. AE₂S presented two invoices for approval - \$17,754.75 for the North System project and \$15,000 for the 2024 user expansion project. Motion by Becker, seconded by Black to approve the three invoices for payment. All directors voted aye and **motion carried**. Budget summary was reviewed. There have been no additional changes to the work change directives and the two directives totaling \$14,697.40 will be combined into a change order for approval at the June meeting.

User expansion – Letters were sent to interested parties on April 19 that provided project update and requested a sign-up fee for each location requesting service. The cut-off date for sign-up is June 30. Several commitments have been received as of May 2, others have opted out, and Aafedt reported receiving a lot of phone calls. June 10 has been scheduled for public informational meetings – one in Devils Lake in the morning and the other in McHenry at 1:30 pm. Aafedt provided posters that can be posted throughout the service area. AE₂S is working on engineering reports, modeling and project financing and will have a better idea on project feasibility once the signup deadline has passed. Several areas of capacity concerns were discussed. Lacina also inquired on the policy for project availability for subdivision developers. AE₂S stated that developers typically pay one membership for the line installation and would be required to pay for a guaranteed amount to secure sufficient capacity to serve the entire subdivision. There was also discussion on modeling work to increase the psi to Pekin through a direct connection and eliminate the pump station. This would help eliminate low pressure issues that occur during water breaks as the clearwell fills slower than the pumps that feed the system. Project timeline was discussed. Following the sign-up deadline, AE₂S will continue with design, modeling, and costs of the project. Plan is to submit the project for funding at the August or October SWC meeting. Aafedt reported GRWD has a good chance of securing additional funding

above the 75% grant through SRF, but won't know for sure until October or November. Lacina reported that Rural Development has some grant monies available to offset membership fees for those who are 65 or older and on social security. Motion by Black, seconded by Hovendick authorizing the President to sign the SWC agreement for cost-share reimbursement for the 2024 user expansion. All directors voted aye and **motion carried.**

- **RRWSP meeting review** – Lacina attended recent meeting. No new information or numbers were presented at the meeting. Carrington has signed onto the project and concern was expressed that costs could be passed onto the purchase price of bulk water.
- **Keith Ness – 333,000 gallons** – Lacina reported during recent inspections that a 2nd meter was found in the house. A meter in an outside pit had not been removed and the meter in the pit was the one that was being used for billing purposes. Lacina has verified all usage goes through the house meter, but is continuing to investigate and will be monitoring both readings. Letter was sent requesting corrective action be taken.
- **SWC meeting – June 18, 3 pm at LRSC Chautauqua** – The June meeting of the State Water Commission will be held in Devils Lake,
- **List of accounts eligible for \$4/1000 usage fee** – A listing of the accounts eligible for the reduced rate were reviewed. Change will be effective with the May billing.
- **CDLs – Pump truck** – A CDL is needed for driving the pump truck. Cost for attending the school is approximately \$4,000. The school is 2 months long. GRWD would pay wages while employee would be attending school. Lacina will likely have the employee sign a contract to stay on with the District following completion of the course. Lacina was directed to use his discretion to provide for this training.
- **NDRW internship** – An apprenticeship opportunity for water and wastewater operations is available through ND Rural Water. It is a two-year program and is self-paced online. The program includes weekly reporting by a licensed operator. Lacina would serve as mentor. Durbin indicated he was interested in the opportunity. Cost for the program is approximately \$3100.
- **Woodland Event Center** – Service for the event center located at Woodland Resort was discussed and mapping of lines in the area were referenced. Lacina would like to cap the waterline at the location marked on the map and reroute services for the four users to the opposite side of the gate valve. The waterline being terminated is approximately 18 feet deep and cannot be safely excavated. Lacina estimates cost of approximately \$12,000 to complete this work. Woodland would need to install tanks for fire suppression. Sewer service was also discussed. Woodland will install a 2500-gallon septic tank, bore a line under the marina to the Cove lift station, and pump directly from the event center to the lift. There was also discussion on sewer vulnerability through this area. Lacina has identified an area that could be used for rerouting and is checking into grant funding options that could be utilized.

Office manager report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	2,115,761.36	12,692.54

- **Financial report-** April financial report was reviewed and discussed. Water loss numbers were discussed. A quick look at the April usage shows the loss numbers have greatly improved. One break was fixed during April. Motion by Johnson, seconded by Hovendick to approve the financial report. All directors voted aye and **motion carried.** Project report for the current improvement project was reviewed. A separate fund will be

used to track the 2024 User Expansion project as it moves from engineering into construction since the District will begin collecting memberships and incurring development costs.

- **2023 audit** – Audit is still ongoing and is nearing completion.
- **CD's due** – One CD has come due and renewal bids were reviewed. Motion by Abrahamson, seconded by Johnson to invest \$1 million with Bremer Bank for a 6-month term. **Motion carried.**

Next regular board meeting will be held June 6, 2024. There being no further business, the meeting adjourned by motion at 9:23 am.

Minutes Approved: _____ June 6, 2024 _____

Doug Mohr, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____