

**GREATER RAMSEY WATER DISTRICT**  
**REGULAR MEETING**  
November 8, 2018

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

**OTHERS PRESENT:** Nels Halgren, Sally Herda – GRWD; Al McKay – Lake Region District Health Unit; Dean Stenseth – customer; Tom Erdmann, Jennifer Gast – City of Carrington

The meeting was called to order at 7:55 a.m. by President Klemetsrud at the District office.

Minutes from the October 4, 2018 regular meeting were reviewed. Motion by Hovendick, seconded by Mohr to amend the minutes to reflect final payment estimate amount of \$60,918.32 to Ron Peterson Construction. Motion by Johnson, seconded by Hovendick to approve the minutes as amended. All directors voted aye and **motion carried**.

**Manager Report**

- **Lake Region District Health (LRDHU) – Al McKay** – McKay met with the board to discuss sewer systems within the District’s service area and throughout the County. If sewer system is not hooked into the rural sewer, then LRDHU has jurisdiction and sewer system is subject to rules and setbacks and requires a permit. For GRWD’s seasonal users within the rural sewer system, if a septic tank is being used as a holding tank, it must have a permit and be installed above 1460 elevation. GRWD also has a 1460 elevation requirement for installation of septic tanks. There was general discussion on rules for sewer line and tank placement.
- **Dean Stenseth** – Stenseth appeared before the board to discuss water flushing on his property. Stenseth has a small culvert through his driveway that became plugged during flushing when pine needles from his trees was washed to the culvert. Halgren stated that staff had tried to unplug last year as it was full of accumulated debris over the years and they weren’t able to completely open the culvert, opening just enough for drainage. Stenseth stated that a diffuser should be used to spray the water in the air to prevent the needles from washing into the culvert and expressed his displeasure with the way the water line was flushed, contending that he had to ask the operators to put the diffuser on the hose. Halgren stated in future either a diffuser would be used or staff would no longer flush at that location.
- **Project update – Hrun Model** - Halgren presented modeling prepared by Bartlett & West showing all the users that are on the water system. Modeling is done using static and dynamic pressures within the system. The dynamic pressures have an algorithm in the modeling to identify usage. The Hrun model is fairly aggressive when determining pressures when all customers are using water. Areas of low pressures appear to agree with areas where complaints are received and Halgren stated that the model appears to be fairly accurate. The Hrun model is a good tool that can be used when adding new customers to the system to determine what pressures can be expected and can also be used to identify areas where work needs to be done to address low pressure areas. The State has determined that systems must supply at least 20 psi. Halgren stated he will continue to tweak the system to identify low pressure areas that need to be addressed.
- **Change Order 5 Final – Schedule 1; Pay Estimate 23, Final Schedule 1** – The final change order approved at the October meeting had an error in it resulting in a slight change of the total. The amount of the change order should have been \$205,133 decrease instead of \$205,113. The final pay estimate that was approved did not take into account the previous payment and should be reduced to \$33,277.32 as final pay estimate #24.

Motion by Mohr, seconded by Black to approve the corrections to Change Order #5 and Final payment #24 to Schedule 1. All directors voted aye and **motion carried.**

- **City of Carrington letter discussion**– Halgren reported letter had been sent to the Carrington users informing them of discussions with the City of Carrington and to inform them of rate increases that may be necessary. The City of Carrington sent an updated bill dropping the October 1 rate increase. Mayor Tom Erdmann and Auditor Jennifer Gast from Carrington appeared before the board to continue discussion on this issue. Mayor Erdmann stated they held a special meeting the previous night and recognize that there are flaws in the contract. An offer of a 1 time voluntary payment of \$40,000 that could be made over three years was made replacing the previous request of \$110,480.91 for adjusted rates from 2005-2018. Erdmann thanked the District for agreeing to the adjusted rate of \$2.87 earlier this year and stated they had rescinded the \$3.31 rate until January. Stutsman Rural Water and Carrington have contracted with a 3<sup>rd</sup> party, Houston Engineering to complete a water audit to come up with a rate. The study will be shared with GRWD and Carrington hopes to have a proposed rate by January 1. Carrington still has plenty of water available for the District to purchase additional units. Erdmann stated they were open to the option of using the one-time payment to buy into additional water. The directors stated that establishing a methodology to determine rates is headed in the right direction and provides a basis for rate establishment in years to come.
- **Manhole lining update** –Eight of the 10 scheduled manholes to be lined have been completed, then the generator the crew was using broke down. A lot of grout was used in the manholes prior to application of the lining. Halgren is happy with their work and stated they have been good to work with on this project. The final two manholes will be completed this year.
- **NDRWSA – Request of \$500 donation for leak detection equipment** – ND Rural Water Association is purchasing some specialized equipment for leak detection and is requesting a \$500 donation toward the cost. Motion by Hovendick, seconded by Becker to approve a \$500 cost participation. All directors voted aye and **motion carried.**
- **Bremer Bank – Request to submit proposal for banking services** – Herda and Halgren met with some of the business manager team and treasury management bankers from Bremer to discuss financial management strategies applicable to the District’s operations. Bremer would like to meet with the board to discuss banking services. At present, GRWD has designated 5 depositories for rate quotes on investment of monies. As Western State Bank is the business account for the District, the directors discussed they should be given equal opportunity to provide a banking proposal.
- **Rate review and discussion** – Halgren presented a spreadsheet outlining all the base rates of the water system with proposal for 2019 to restructure the rates, reducing the number of base rates and bringing together the system under a unified rate structure. The previous expansion based rates on units of water, which was needed to design the infrastructure. Directors decided the rates and restructuring be addressed by the budget committee for recommendation to the board.
- **Budget committee appointment** –Becker and Mohr will serve on the budget committee to draft the budget for 2019.
- **Request to close office December 24 for Christmas holiday** –Motion by Windjue, seconded by Becker to close the office as holiday on December 24 due to Christmas Eve falling on a Monday as December 24 is usually a ½ day holiday. 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.**

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
<b>TOTALS</b>	<b>70,131.63</b>	<b>11,533.89</b>	<b>149,907.82</b>

- **Financial report** – Office manager’s report was reviewed. Financial and expansion reports were reviewed for the month of October. Motion to approve the financial and expansion reports was made by Windjue, seconded by Johnson. All directors voted aye and **motion carried.**

**Membership Termination**

- **Laurie McKenzie** – Ackerman Valley, Blk 3, Lot 9 – using 2 lots as 1  
Motion by Mohr, seconded by Hovendick to approve membership termination. All directors voted aye and **motion carried.**

**Other Business**

- Halgren reported that the owner of the unassessed lot in Scooby’s Point paid the \$2000 hookup fee and will be using the rural sewer.

Next meeting date is scheduled for December 6, 2018.

There being no further business, the meeting adjourned by motion.

Minutes Approved: \_\_\_\_\_ December 6, 2018 \_\_\_\_\_

Jay Klemetsrud, President \_\_\_\_\_ (Signed) \_\_\_\_\_

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