

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

October 9, 2025

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

OTHERS PRESENT: Lonnie Lacina, Sally Herda, Krista Wold - GRWD; Brian Aafedt, Ashley Goetzfried – AE₂S; Neal Ackerman

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

Minutes from the September 4, 2025 regular meeting were reviewed. Motion by Hovendick, seconded by Abrahamson to approve the minutes. All directors voted aye and **motion carried**.

Manager report

- **ND Water Convention Dec 9-11**– Lacina requested anyone interested in attending contact the office.
- **EXPO – February 10-12, 2026** – Directors interested in attending the convention were requested to inform the office.
- **Budget committee** – Johnson and Abrahamson agreed to serve on the budget committee for 2026 operations.
- **Bylaws** – Becker and Herda will work on proposal to update the bylaws to reflect new laws on the director election process/filling vacancies that have gone into effect following this year's legislative session.
- **North system capacity improvement project**

➤ **AE₂S project update** -

Construction progress – Final punch list items include seeding at the Saunders booster and delivery of O&M manuals. Painting at the treatment plant has been completed and looks good. Photos of the before and after pictures were shown.

WTP generator expansion – Funding request to reallocate project funding to include a generator sufficient to meet needs in events of electrical outages or controlled service will be submitted in December for consideration at the January/February 2026 SWC meetings. Following approval, the wait time for installation is approximately 6-9 months and would be scheduled for installation in Summer, 2026.

Pay application #12 - \$51,993.00 from John's Refrigeration completes the contract, leaving approximately \$5,000 in retainage to keep the contract open for the generator change order. No pay application was received from American General. Remaining contract is \$185,000, which includes retainage of \$102,000.

Budget and contingency funding were reviewed and discussed.

- **User expansion project**
 - **AE₂S project update** – Neal Ackerman met with the directors to discuss participation in the expansion project. Nine memberships were initially proposed for routing in development area and funds in the project were earmarked for this work. The subdivision plan was submitted to GRWD and line routing will need to change and will involve more line than initially projected. Construction will most likely be in spring, 2026. The subdivision plans will be reviewed to determine the details and number of memberships that will be required for inclusion in the project. Additional costs associated with line routing will need to come from the contingency funding.

With the current wait list and applications for service, Aafedt reported that the District is approaching full use of the contingency. While the District can request additional funding from the State, those funds have been mostly spoken for. Aafedt stated he will know more about where the contingency sits at the end of the year when this year's construction season comes to a close.

Contingency/waitlist update and discussion – Discussion was held on how to handle the current wait list as well as a plan moving forward as contingency funding would mostly be allocated out if the currently waitlisted users are served. As construction crews begin work in new areas, some applications have been made and construction of those users completed due to low-construction cost and realized savings of mobilization fees from coming back later to install. The existing contingency would be sufficient to complete the users currently on the wait list and the directors gave the go-ahead to move them into construction. Applications after this date will be on a wait list until such time as remaining contingency can be determined.

Construction progress – Seventy users have been turned over for service as of 10-2-25 with more ready for testing. The 12" line in the south system has been installed. Connections, tie-ins, flushing and testing work will be done in October and should be operational by next month. Crop damage amounts for the north system have been sent out. Amount of crop damage is approximately \$90,000 and was less than anticipated. Pay application #5 for Karas in the amount of \$763,294.41 was submitted for approval.

Contingencies and project budget were reviewed.

Invoices – Motion by Becker, seconded by Miller to approve project invoices: AE₂S (\$12,477.25, \$64,613.00), John's Refrigeration #12 (\$51,993.00) and Karas Construction #3 (\$763,294.41) for a total of \$892,347.66. All directors voted aye and **motion carried.**

Other discussion

Land purchase for eventual replacement of South Booster and tower, pipeline to water treatment plant – the site proposed at the September meeting remains the logical location for placement of a reservoir and Lacina stated that he does not foresee any issues with the landowner.

Funding considerations/updates/timing for ND SWC and current biennium bucket. Planning for future updates to the south system were discussed. The 12" line currently under construction in the 24 User Expansion project is the first phase that sets up the south system for future improvements. Aafedt stated the FY2025-27 bucket is largely allocated and explained the process and timeline for requesting funding on future projects. Adding a reservoir at the proposed site would replace both the south tower and the south booster while addressing the growing needs in the south portion of the system. The additional storage would greatly benefit during times of peak demand as well as offer opportunities to provide supplemental water for Dakota Water Users and potentially connect with the Carrington system. The pumps at the south booster operate nearly continuously to meet current demands. With a booster in the south portion of the system, an additional 30-40 psi may be realized as well as a 40 percent increase in what gets out into the system. The reservoir would be sized at a 250,000 gallon capacity. Aafedt stressed that having a project ready to go and in the queue when

the funding timeline opens up provides the best opportunity for funding. Motion by Black, seconded by Hovendick to apply to the State Water Commission for preconstruction cost for the South System Phase II Expansion Project. All directors voted aye and **motion carried.**

Office manager report

- **Accounts Payable** – Motion by Becker, seconded by Abrahamson to authorize payment of the September bills. **All directors voted aye and motion carried.**

	<u>WATER</u>	<u>SEWER</u>
TOTALS	998,562.84	15,756.07

- **Financial report** – September financial report was reviewed. Motion by Mohr seconded by Abrahamson to approve the financial report. All directors voted aye and **motion carried.** Project reports for the current improvement projects were reviewed, along with monthly cash requirements for the projects. There was also discussion on the loss numbers. As the project upgrades and SCADA systems have largely been completed, more complete monitoring data is available. Water used for flushing in the North system this construction season was estimated at 527,000 gallons for June through September and will be incorporated into the 2025 consumption numbers. Staff will continue to check areas for loss.
- **2026 calendar** – Calendar for the upcoming year was reviewed. Motion to approve the calendar was made by Mohr, seconded by Hovendick. All directors voted aye and **motion carried.**
- **2024 audit** – 2024 updated audit draft was sent to the directors and reviewed briefly, with final report forthcoming.
- **Employee manual draft/update** – Manual is getting close to completion. A final draft of the report was provided to the directors and a memo from the consultant that highlighted key updates were reviewed. Vacation policy (sell-back of time options) and medical leave were discussed at length and the committee will continue to work with the consultant for clarification. The Drug and Alcohol policy was removed from the manual to develop a stand-alone version. It was suggested that the policy manual should be reviewed every 5 years.

Membership termination

- **Barbara Loe** – 1706 84th Ave NE, McHenry – service no longer needed.
- **Joel Lampert** – 220 Hwy 20, Glenfield – service no longer needed.
Motion to approve the membership terminations was made by Hovendick, seconded by Becker and **approved unanimously.**

Next regular board meeting will be held November 6, 2025.

There being no further business, the meeting adjourned by motion at 10:43 am.

Minutes Approved: _____ September 4, 2025

Allen Johnson, President _____ (signed)

Sally Herda, Office Manager _____ (signed)