

# GREATER RAMSEY WATER DISTRICT REGULAR MEETING

December 10, 2020

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

**DIRECTORS ABSENT:** Gilbert Black

**OTHERS PRESENT:** Nels Halgren, Sally Herda – GRWD

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

Minutes from the November 5, 2020 regular meeting were reviewed. Motion by Hovendick, seconded by Mohr to approve the minutes. All directors voted aye and **motion carried**.

## Manager Report

- **Annual meeting** – The board discussed meeting options, possibly virtual or zoom format for the annual meeting due to the COVID-19 pandemic. The bylaws do allow for the meeting date, time and location to be changed provided notice is given to the members. Directors Becker and Johnson are up for re-election, representing Ward 3 and both indicated they would seek another term. The deadline for nominations was set for January 6, so they can be acted on at the January regular meeting, along with final annual meeting planning and format.
- **Crary meter and radio evaluation update**– Halgren reported that some of the curb stops have been worked, with about half that may need to be dug up. Letters have been sent to the Crary residents to set up appointments for staff to take photos of each meter, to get the AMR readings working, check valves, etc. Readings will be turned over to the City of Crary. GRWD will know more at the next meeting regarding costs and what may be needed to bring their system up to GRWD standards. It will cost approximately \$200 to fix their AMR reader.
- **Lakota water service update** – Lakota is still being served through Tri-County’s connection to GRWD. GRWD’s treatment plant had one of the filter valves fried some testing is being done with the power company. The camera system was also knocked off line and had to be reset. At present, the plant is only producing 500 gallons per minute. Tri-County is slowing down the fill rate for Lakota until repair work is completed. GRWD is also buying water from the City of Devils Lake to supplement the District’s water. Lakota applied for a 60% grant from the state for a new mile of 10-inch line from their plant to town.
- **Mutual aid agreement - NRWD** – An agreement was sent by NRWD to all the systems that touch them and is designed for systems to help each other during times of emergency. The directors stated the agreement is a great idea, but raised some operational, financial and liability concerns. Halgren will do some further research. GRWD’s participation would mostly involve manpower.
- **Treatment plant update** – Valves at the plant were replaced a few years ago and are running off electronics. Due to the condition of the valve that was damaged, a new valve will need to be installed and programmed. Tonka, now operating under a new name will be changing out and programming the valve. Since they will be on site, they will also perform an evaluation of the plant. The valve being replaced was put into service in 2017. The directors asked if any type of surge protection could be added. Halgren reported that Bartlett & West will also be looking at the plant.
- **2021 budget review, approval** – Halgren, along with the budget committee reviewed the proposed budget for 2021. Budget includes no change in the base rates or in the cost of

water, same membership costs, wage adjustments for employees and board, capital items and other costs. There was discussion on options for sewage disposal due to the City's dump charges. Alternate options may be explored to address these concerns. Motion by Hovendick, seconded by Windjue to approve the 2021 budget. All directors voted aye and **motion carried.**

- **Expansion project**

- **Update** – Halgren reported that bills have been sent to the new area, radios are on and are providing readings for usage. The last house got their water installed and meter set.
- **Pay estimate #5 Final, \$33,429.50** – Pay estimate brings the project to completion and was recommended for payment. Motion by Becker, seconded by Klemetsrud to approve payment #5, final to Peterson Construction in the amount of \$33,429.50 as presented. All directors voted aye and **motion carried.**
- **Certificate of substantial completion** – Once signed, the warranty period for the project will begin. There is a 3-year warranty, the first year is under Peterson's performance bond. Motion by Klemetsrud, seconded by Mohr to approve the certificate of substantial completion and authorize the president to sign. All directors voted aye and **motion carried.**
- **10% bond for backfill settlement and 3-year maintenance waiver - Bartlett & West** have requested a 10% bond to cover any issues that may arise during the warranty period. GRWD has not required this in the past and Peterson Construction has never had a claim made against their bond. Peterson has assured Halgren that they would be available to correct any issues that may show up during the warranty. No action was taken by the board.

**Office Manager Report**

- **Accounts Payable** – Motion by Windjue, seconded by Hovendick to authorize payment of the November bills. **All directors voted aye and motion carried.**

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>	<u>CHECK #</u>
Payroll direct deposit - net	15,770.42	3,289.33	802.68	638E
Wages - Gross \$33,735.26				
EFTPS	6,744.47			639E
941 payroll taxes				
Nationwide Retirement	4,259.00			640E
Deferred compensation				
ND PERS	4,980.56			641E
Retirement				
Cardmember Service	34.56	11.52		642E
NDRIN, Adobe svc				
Payment Service Network	195.04	65.02		643E
Service fees				
ND PERS	6,454.81	1,067.03		644E
Health insurance				
Nodak Electric	3,624.27	698.98		16192
System electricity				
Ace Hardware	76.96			16194
Repair supplies				
Aramark	73.66	24.56		16195
Rug service				
Banyon Date Systems	1,038.75	346.25		16196
Annual utility billing support				
Bartlett & West			19,317.50	16197

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>	<u>CHECK #</u>
Project engineering				
City of Carrington	2,798.26			16198
881,600 gallons for resale				
City of Devils Lake	37.68	12.56		16193
Office utilities				
City of Devils Lake		2,227.69		16199
Wastewater - 3,047,540 gallons				
Computer Clinic	194.06	64.69		16200
Computer work				
Ed's Bar, Bait & Convenience	49.23	16.40		16201
Propane				
Elshaug Concrete		2,755.00		16202
Commercial tank pumping				
Farmers Union Oil	604.52	225.36	25.00	16203
Service truck fuel				
Ferguson Waterworks	382.45			16204
Water service materials				
Francotyp Postalia	102.37	34.13		16205
Postage machine cartridges				
GRWD Petty Cash	567.91	189.31		16206
Replenish fund				
Hawkins	1,896.10			16207
WTP chemical supplies				
Home of Economy	35.35			16208
Repair supplies				
Kellers Briteway	27.00	9.00		16209
Window washing				
Klemetsrud Plumbing	4,490.00			16210
WTP furnace per quote				
Macs	36.85	8.28		16211
Repair & shop supplies				
Marketplace Motors	200.13	66.72		16212
Oil changes				
Minnie H Express Car Wash	98.97	32.99		16213
Wash service				
Montana Dakota Utilities	90.74	30.25		16214
Office Utilities				
ND Dept of Environmental Quality	18.54			16215
Fluoride, SDWA, Lead/Copper				
ND Dept of Health	112.00			16216
Water testing				
ND One Call Inc	60.05	7.80		16217
Locates				
ND Telephone	438.10	96.91		16218
Phone, internet, surveillance				
Network Center Inc	52.50	17.50		16219
Computer security				
Northern Plains Electric	216.48			16220
System electricity				
Ottertail Power Co	196.79	279.89		16221
System electricity				
Payroll Professionals	46.89	15.64		16222
Payroll services				
Peterson Excavating Inc			33,429.50	16223
Payment #5 - Final				

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>	<u>CHECK #</u>
Verizon	159.82	53.28		16224
Cell phone service				
Walmart	98.51	32.83		16225
Office supplies				
Postmaster	567.91	189.31		1050
Billing postage				
Postage machine	48.55	7.25	1.00	667 JE
October postage				
<b>TOTALS</b>	<b>56,880.26</b>	<b>11,875.48</b>	<b>53,575.68</b>	

There was discussion on the billing receivable balances. There are a couple of sewer tanks that have not been capped off and have been considered active for billing purposes as GRWD’s policy requires capping off the sewer to terminate service. Halgren stated that there are no infiltration issues with either location. Motion by Mohr, seconded by Becker to write off the balances of Swanson, Kraft and Skadsem. All directors voted aye and **motion carried.**

- **Financial report**– Financial and expansion reports for November were reviewed. Motion by Mohr seconded by Windjue to approve the reports. All directors voted aye and **motion carried.**
- **Scooby’s special assessment fund closeout - \$2,130.15** – The Scooby’s sewer project has been paid off and there is a current balance of 2,130.15 as of November 30. ND Century Code states that funds remaining following payoff of special assessments must be transferred to the general fund. Motion by Windjue, seconded by Hovendick to transfer the balance of the Scooby’s special assessment fund into the sewer general fund (502). All directors voted aye and **motion carried.**
- **CD renewal bids** – Bids from the District’s depositories were reviewed for investment of District funds. Motion by Mohr, seconded by Becker to invest \$600,000 for 1 year at American Bank Center. All directors voted aye and **motion carried.**

The January meeting is scheduled for January 7, 2021 at 8 a.m.

There being no further business, the meeting adjourned by motion at 10:01 a.m.

Minutes Approved: \_\_\_\_\_ January 7, 2021 \_\_\_\_\_

Allen Johnson, President \_\_\_\_\_ (signed) \_\_\_\_\_

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