

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

February 9, 2021

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

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD; Melodi Newgren, Brian Hanson – City of Crary

The meeting was called to order at 7:58 a.m. by President Becker at the District office.

Minutes from the January 7, 2021 regular meeting were reviewed. Motion by Windjue, seconded by Hovendick to approve the minutes. All directors voted aye and **motion carried**. Minutes from the February 2, 2021 reorganizational meeting were reviewed with motion by Black, and second by Mohr to approve. **Motion carried**.

Manager Report

- **City of Crary** – Brian Hanson and Mayor Melodi Newgren from the City of Crary met with the directors to discuss the transfer of water service from the City of Crary to Greater Ramsey Water District. A review of the system assessment to date and the timeline for the transfer were discussed. Target date of July 1, 2021 was an agreeable date for the transfer of the water system to GRWD. Halgren asked for water loss information and with the automated reading system currently operational, Crary should be able to provide that information to the District. There have been no water breaks so far this winter in Crary. Hanson stated that the majority of breaks in the past have occurred due to brittle pipe on the service line and for the most part these have been replaced from the main into the homes. Halgren reported over-all there haven't been many issues with the metering in the homes. Plans are to exercise more of the curb stops this summer. District's cost for assessment of the system, repairing the reading device and other expenses have been minimal and would be covered by the District. There will be some cost for the development of the agreement transferring ownership of the system to GRWD and the directors stated the District will assume that expense. Crary will maintain their billing for sewer and garbage service and is not interested in transferring the sewer system to the District at the present time. Other items discussed were the fire hydrants and the billing of two services that are not currently being billed by the City.
- **Long range planning discussion** – Halgren presented some information to the directors on long-range planning to address future needs of the system through development of a capital improvement plan, renewal and replacement priorities for existing assets, reserve funding and a long-range financial plan. Future availability of grant funds is less likely to secure and a plan in place that strives for balance would proactively enable the next generation of management to have the tools in place to meet ongoing needs and levels of service. A spreadsheet listing the treatment and distribution costs from 2017-2020 was reviewed as part of the discussion. Some systems conduct cost of service studies periodically to develop sustainable rate change schedules that will avoid rate shock. Halgren stated there is information available to evaluate and analyze the current and future needs of the system and he will begin this process.
- **Final de-obligation of state grant funds update** – The Oswalds Bay expansion project has been completed and final grant payment has been received. Due to the favorable bid received, construction not encountering many unexpected issues, and not proceeding with the Dayton/Forde area, the final de-obligation amount came to \$708,248.49. Halgren requested the State Water Commission to allow use of some of those funds in a couple of

areas and provided them with maps and estimates. The State Water Commission responded that the District would need to reapply for funding and requested de-obligation of all the unused funds. Motion by Hovendick, seconded by Johnson to de-obligate the unused portion of the grant funding from this project. All directors voted aye and **motion carried.**

- **By-laws review** – By-laws for the District were sent to the directors for review and discussion. Bylaws may be amended at any annual or special meeting of the members. Items discussed included staggering terms of directors within each ward. Staggering terms would lessen exposure of the District to lose all experienced representation within a ward at election as the terms run concurrently. Article VI, Section 6 also needs to be amended to include approval of the financial statement at the annual meeting.
- **Transmission line update** – A break in the transmission line was experienced on January 17 and was located west of where the previous breaks have been. Halgren reported that the proposed valve placement to isolate the line would not have helped in this case. Halgren has revaluated the proposed valve placement and showed the directors an alternate placement and line looping that would keep more users online in event of future breaks. This action would not help the rest area, but the rest area does have some on-site storage they could utilize. The rest area is typically notified and they will close it as needed.
- **Bac-t samples** – Halgren reported that 2 bac-t samples failed at the Crary Booster. Spigots were changed out and the District needed to complete an assessment and send into the State. The assessment has been accepted by the State and the last sample passed.

Office Manager Report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	97,444.16	17,664.49

- **Financial report**– Final financial report for December and January financial report were reviewed. Motion by Black seconded by Mohr to approve the reports. All directors voted aye and **motion carried.**
- **Designation of depositories/authorized check signers.** A list of the approved depositories and authorized check signers from 2020 was reviewed. Motion by Mohr, seconded by Hovendick to renew the same depositories and authorized check signers for 2021. All directors voted aye and **motion carried.**

Membership Transfer

- West Bay Heights - WBH Blk 5, Lot 3 to Pioneer Ridge, Blk 2, Lot 2 – developer transfer option – Motion to approve the membership transfer was made by Hovendick, seconded by Johnson. All directors voted aye and **motion carried.**

Other Business

- **Construction policy** – Review of the District’s construction policy will be placed on the March 4, 2021 meeting agenda.

There being no further business, the meeting adjourned by motion at 9:50 a.m.

Minutes Approved: _____ March 4, 2021 _____

Paul Becker, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____