

GREATER RAMSEY WATER DISTRICT
REGULAR MEETING
May 7, 2020

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

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD

The meeting was called to order at 7:57 a.m. by President Johnson at the District office.

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

Manager Report

- **Expansion project**

1. **Review bid opening** – Two bids were received and opened at the bid opening held May 6, 2020. Bids were tabulated by Bartlett & West for accuracy. Low bid of \$619,406.30 was received from Peterson Excavating, Inc. There are several road crossings in the state right of way needing permits and once the bid has been awarded, the permit that will include the contractors name will be sent to the State for their approval. Also needed is a sovereign lands permit for the line installation under the lake by the Mauvais Coulee bridge. There is a current 30 day comment period that will end in May and this permit would be issued through the ND Land Department.
2. **Letter of Award – Oswalds Bay project** – In written correspondence of the review of bids received, Bartlett & West recommends that the GRWD Expansion Project, Contract 2019-1 (Oswalds Bay project) be awarded to low bidder, Peterson Excavating, Inc. in the amount of \$619,406.30 and be reviewed for concurrence by the North Dakota State Water Commission. Motion by Windjue, seconded by Mohr to award the bid to Peterson Excavating, Inc. and to submit to the SWC for concurrence. All directors voted aye and **motion carried**.
3. **Project update** – The grant and local cost share amounts of the project were reviewed. Due to the favorable bid, the monthly base rates needed to cover the local cost share will be within the numbers presented to the project users. The initial grant request to the State included the Forde Township area. There was renewed discussion on service to the Forde township area and whether there would be sufficient connections to become viable for the District to consider this area for service and if Peterson would be interested in this work. There would be time to work on potential service to this area as construction would most likely take place in this area next year. Halgren will work on a couple of options that could be considered including an upfront cost share or different base rates from the Oswalds Bay portion of the project. Other areas of the system were discussed for utilizing the grant funding including the Crary booster station enhancement that was considered last year because of pressure concerns. Halgren indicated no more complaints on pressure were received, so the work was not pursued. Halgren will work with Peterson Excavating to get papers signed, submittals to the State and notice to proceed.
4. **2021 SWC Water Development Plan** – Deadline for submitting projects for the next biennium was moved to May 20, 2020. Halgren will check with City engineer Grafsgaard on potential project for the area west of Penn as water source.

- **WTP roof replacement update** – Halgren reported the roof work has been completed, looks good and has performed well with recent rain. The bill for the work was as bid and did not need to include any additional items as the contractor was able to reuse materials from the original roof.
- **Lakewood Park Bible Camp – sewer hookup request** – A letter from the Bible Camp was presented to the board to update the directors on new construction work at the Bible Camp to include four new single story structures. This would require 4 – 2500 gallon septic tanks and the Bible Camp requested residential hookup fee of \$750 per tank be allowed. The Bible Camp plans to install all 4 tanks at the same time, then bring them on line as they are brought into service. Motion by Becker, seconded by Black to approve a \$750 hookup fee per tank and to set the monthly sewer fee at 2.5 times the current rate due to the tank size. The monthly rate at present per tank would be \$75. All directors voted aye and **motion carried.**
- **2020 septic tank pumping update** – Approximately 400 tanks in the Lakewood area will be pumped this year. Go-fer Sanitation has gotten most of their pumping completed and Elshaug has pumped approximately 50 tanks to date. The City of Devils Lake has raised their fee to dump into the lagoon at \$45 per 1000 gallons and may be increasing this fee again. There was discussion on alternatives to the city lagoon. The Scoobys lagoon was discussed, but the location is not ideal and Halgren indicated the Scoobys residents would not be in favor of using their lagoon in this manner. Go-fer has looked into building his own lagoon system. There have been some complaints received for ruts in yards. Many residents have installed sprinkler systems, decks, buildings, etc. that are making it more difficult for access to their septic tanks for pumping.
- **Coronavirus relief fund discussion** – Throughout this pandemic, GRWD has continued operations and customer payments have mostly come in normally. GRWD has not applied for any relief funding as business interruption has been minimal. There have been slight changes to operation, but for the most part, business as usual has been maintained.
- **2020 new membership update** – Several memberships have come in already for this year’s construction season and Halgren indicated it should be a normal year for new hookups. There are some subdivisions being developed and there was discussion on whether the state would allow the District to use the unexpended portion of the grant towards service into these development areas.

Office Manager Report

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

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
TOTALS	66,135.36	9,997.62	11,085.54

Motion by Mohr, seconded by Hovendick to approve the accounts payable for April. All directors voted aye and **motion carried.**

	<u>WATER</u>	<u>SEWER</u>	<u>PROJECTS</u>
TOTALS	105,044.08	37,486.22	1,268.10

- **Financial report**– Financial and expansion reports for March and April were reviewed. Motion by Windjue, seconded by Hovendick to approve the reports. All directors voted aye and **motion carried.**
- **Pledge of Assets report** – Report for December 31, 2019 was reviewed by the directors. Motion to approve the report was made by Becker, seconded by Mohr. **Motion carried** unanimously.
- **Scoobys loan payment** – The scheduled payment for the internal loan was made April 1. Herda reported there are sufficient monies on hand to retire the loan and there discussion was held on certification and collections for the Scooby’s sewer improvement district. Motion by Becker, seconded by Hovendick to pay off the remaining principal loan balance of \$27,001.45 plus interest to date. All directors voted aye and **motion carried.**
- **2019 Audit** – The audit was conducted through a remote process due to the state employees working from home. This was more time intensive on part of the District to copy, scan and forward the information needed for the audit. Windjue was interviewed by the auditor and reported on their conversation. An email was reviewed from the audit manager that discussed the costs of the audit with the 2019 audit report currently having been sent to the state and is awaiting the State Auditor’s signature.

Membership Termination

- Ryan Stahl – 419 Drummond St, McHenry – nonpayment, ownership change – Motion by Windjue, seconded by Mohr to terminate membership. All directors voted aye and **motion carried.**

The June meeting will be held June 4, 2020 at 8 a.m.

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

Minutes Approved: _____ June 4, 2020 _____

Allen Johnson, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____