

GREATER RAMSEY WATER DISTRICT
REGULAR MEETING
November 7, 2019

DIRECTORS PRESENT: Doug Mohr, Jay Klemetsrud, Les Windjue, Paul
Becker, Gilbert Black

DIRECTORS ABSENT: Allen Johnson, David Hovendick

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD

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

Minutes from the October 8, 2019 regular meeting were reviewed. Motion by Windjue, seconded by Black to approve minutes. All directors voted aye and **motion carried.**

Manager Report

- **City of Crary – proposal update/discussion** – Halgren reported the City of Crary held a special meeting on November 3, 2019 to explain GRWD’s proposal to their residents. Crary has found out that their residents will need to vote to authorize the City to turn over its system to GRWD. The City decided to set the vote at its next election date in June to avoid a special election. GRWD has fielded some questions from Crary residents concerning rural water service and the effect it would have for service within the community and in event of main replacement. GRWD would maintain the service they have by the most economical means.
- **City of Tolna – new contract discussion** – With GRWD’s expansion project, letters were sent out to potential users in Forde and Dayton townships. A deadline of November 15 was given to send in membership monies in order to determine if these areas would be included in the expansion. If so, this could potentially lead to GRWD taking over the line from the treatment plant to a new point of delivery thereby allowing use of that line for the project. The District will wait until December on contract discussion to allow time to determine if there would be a project in the area that would utilize that line.
- **Oswalds Bay/Tolna/Pekin project – cost share reimbursement agreement - SWC – Bartlett & West SA #30 – 2019 expansion** – Specific authorization #30, Bartlett & West was presented for preliminary design work including Oswalds Bay, West Bay Heights, Pioneer Ridge, line paralleling west of the airport and Forde/Pekin areas. Engineering work would take the project to bid and is calculated hourly, not to exceed \$155,000. B&W would also work with funding agencies to fulfill project requirements. The directors viewed potential pipeline routing and discussed the project. Construction and observation services will be a separate specific authorization. Halgren recommended approval of B&W SA #30 and the SWC cost share reimbursement agreement. Motion by Becker, seconded by Black authorizing the President to sign the SWC cost share reimbursement agreement and Bartlett & West SA #30 – 2019 expansion agreement. All directors voted aye and **motion carried.** Permits from the ND DOT will be needed for water line routing within the state right of way on Highway 19
- **Leak Update** – Halgren reported on a leak in the South area where staff have been working to fix. The line had been identified, but it took several days to find the leak. Photos of the area were viewed where the leak was found. The leak is located between a feedlot containment system and a road and is in an area inundated with water from recent precipitation events and flooding of the James River. A trench box was placed and water kept coming in not allowing crews to get down to the line to get it fixed. Justin Spickler is out of rural water service at present, but has been able to use his wells for the time being. Crop damage will need to be paid where equipment was used to locate the leak.

With the extreme wet conditions in the area, Halgren stated it could be next year before this gets fixed if the ground water stays as it is.

- **Main lift update** – Halgren reported Innovative Foundation was finally able to complete the coating of the main lift station and inflow has been stopped. This completes the scheduled work for the year. The last thing to do in this area is to take care of a leak in the manhole that goes to the main lift station. The manhole by Kraft’s Corral that was previously coated is showing some bubbling and Innovative had planned to take care of this while they were in the area, but their gas monitors were not working. This has been scheduled for next year when they are back in the area to do work for the District.
- **Advanced Engineering- master plan review** – Advanced Engineering will be presenting a report on the area water master plan at 2 pm this afternoon to GRWD, Tri-County, GRWD and NRWD. Halgren invited the directors to attend if any were interested in viewing the presentation.

Office Manager Report

- **Accounts Payable** – Motion by Windjue, seconded by Klemetsrud to authorize payment of the accounts payable. **All directors voted aye and motion carried.**

	<u>WATER</u>	<u>SEWER</u>
TOTALS	63,022.81	10,159.10

- **Financial report** – Office manager’s report was reviewed. Financial report was reviewed for the month of October. Motion to approve the financial report was made by Black, seconded by Becker. All directors voted aye and **motion carried.**
- **Scoobys special assessment annual certification** - \$20,314 was certified for the 2019 real estate taxes. This amount will generate sufficient revenue to pay off the in-house loan being held by the District for the project. There was general discussion on special assessment projects, funding and project costs.
- **Appointment of Krista Wold as authorized ND PERS agent** – Wold has been cross training in some of the accounting functions of the District to achieve some segregation of duties as well as daily operations and back up person for District operations. Designation as an authorized agent for ND PERS reporting will help in achieving these goals for the District. Motion by Becker, seconded by Black to appoint Wold to act as an authorized agent for the District. All directors voted aye and **motion carried.**
- **2018 audit – fraud risk assessment** – Windjue was appointed by President Mohr to sit on a committee to assess and facilitate controls to aid in the detection and prevention of fraud. Windjue will work with a committee of staff to develop a written policy for the District.
- **Budget committee** – President Mohr appointed Becker and Johnson to serve on the budget committee for development of the 2020 budget.

There being no further business, the meeting adjourned by motion at 9:29 a.m.

Minutes Approved: _____ December 5, 2019 _____

Doug Mohr, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____