

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

October 5, 2023

DIRECTORS PRESENT: Paul Becker, David Hovendick, Gilbert Black, Allen Johnson, Les Windjue, Missy Abrahamson

DIRECTORS ABSENT: Doug Mohr

OTHERS PRESENT: Lonnie Lacina, Sally Herda - GRWD; Geoff Slick, Brian Aafedt – AE₂S; Jeremy Schuler – NRWD manager

The meeting was called to order at 8:02 a.m. by President Black at the District office.

Minutes from the September 7, 2023 regular meeting were reviewed. Motion by Becker, seconded by Abrahamson to approve the minutes. All directors voted aye and **motion carried.**

Manager report

- **North system capacity improvement project**

- **AE₂S project update**

- **Crop damage, complaints, onsite inspection** – Lacina updated the directors on crop damages incurred under the project. Crop damage amounts are more than originally anticipated due to a wider area used for construction, pipe fusing, and other construction-related issues. Farm operators will be contacted for completion of paperwork prior to sending out the payments. Issues with the construction progress were reviewed with Lacina stating that the transmission line must be placed on-line before additional lines are installed. Completion of the transmission line has priority over the other line installation so that it can be put into service this season. The contractor has begun pushing water into the line and is about half completed with the pigging process. Following the line pigging, the line will be flushed to remove the chlorine, then tested and put on-line. Contractor progress and cleanup items were discussed. Approximately 6 miles of 2”, 3” and 6” remain to be installed. The GIS update being done by AE₂S is approximately 95% complete. There will be training so staff will be able to use, modify and update the system to keep it current and up to date. September invoices include affidavit of publication for facility bid, and engineering of \$93,494.00 for a total of \$94,039.31. AE₂S bidding is at 100% and all work moving forward will be on an hourly basis as needed. Motion by Johnson, seconded by Becker to approve the project invoices for payment. All directors voted aye and **motion carried.**
- **Award bid** – Project timeline for the Saunders booster and WTP improvements was reviewed with project bids to be presented for approval at the October 12 State Water Commission (SWC) meeting. Following SWC approval, LTP plans to drill the new well. Notice of award and agreements for John’s Refrigeration and Electric (Contract #2 – Base bid and Alternate 2) and American General Contractors (Contract #1 – Base bid, Alternate 1 and Alternate 2) were signed by President Black and will be completed upon SWC approval. The WTP portion of the project was reviewed. Lacina met with the City of Devils Lake to request the District purchase water as needed during plant work so the plant can be taken completely out of service. This will be timed so that the plant and subsequent purchase of water will be outside the high demand window for both GRWD and the City and is expected to be done in the winter of 2024-25. Being able to shut down the plant to complete the work will save a significant amount of money in this portion of the project.

The City was very cooperative with the District's request and GRWD should be able to meet the system's needs within the 400-gpm allocation.

- **Engineering agreement amendment Task Order #3** – Engineering agreement amendment for Task Order #3 in the amount of \$650,000 was presented to the directors for approval. The increase covers the instrumentation and control services for the system-wide SCADA upgrade (\$250,000) and increase of construction phase services for facility construction (\$400,000). Both these services are on an hourly basis. Motion by Becker, seconded by Hovendick to approve the amendment to Task Order #3 and to authorize President Black to sign the contract. All directors voted and **motion carried**.
- **User expansion** – AE₂S updated the board on canvassing for a user expansion project. A total of 196 positive responses between signup and GRWD's listing were received and good information regarding poor water quality issues was identified in the survey. Approximately $\frac{2}{3}$ to $\frac{3}{4}$ of these are reasonably close to existing lines. Some well testing was done for water quality issues, results are pending. The plan is to apply for Emerging Contaminants grant funding to possibly secure greater than 75% grant.
- **Mike & Stacy Gussiaas letter** – Letter from the Gussiaas' regarding their concern with the amount of water/pressure they are receiving from their water service. This line when originally installed was in an area that modeling had identified as lower pressure and it has since had additional users connected. Lacina had been in contact with them prior to the canvassing and had contacted AE₂S for options. Pressure recorders were installed at three locations to study this area. The recorders did not indicate a huge drop, but these were placed for monitoring after the summer peak time. A couple of options were reviewed, including a connection with Central Plains, having a user upstream throttle back the water drawn for spraying and trying out a pump to boost the water. Gussiaas' were agreeable to trying out the booster pump to see if it makes a difference. Lacina also indicated that the South booster station is running all the time to deliver water to the south area of the system.
- **Jeremy Schuler, NRWD** – Schuler, manager of NRWD met with the board to discuss a rate study he has recently completed and to share the results of that study. The study indicates a shortfall in the annual rate and lists both the bulk and individual users. Reviewed were the components in the study that applied to the District's portion of the overall consumption. GRWD primarily uses water only during summer peak season. Cost of delivery from the City of Devils Lake to the turnout point in Starkweather was a large discussion item. Schuler was seeking input on the spreadsheet and will continue to work on the numbers. There is a possibility that a base rate could be added and/or increase in the usage rate. Use of the spreadsheet identifies true operational costs and provides guidance for consistent rate setting.
- **Honker Hills lift station** – Power has been put into the new lift station and is ready to go. A single pump will be used to handle the wastewater. Lacina indicated the specifications for proposed lift stations required in new development areas need to be updated.
- **Residential lifts – cutovers** – Lacina reported that the wiring to reroute the power for the Remmick lift station to his residential service has been completed and is ready to be switched over. He has also reached out to LS Law Group for opinion on the legal rights and responsibilities the District has regarding noncompliance, ordinance enforcement for

both sewer and water operations. Information has been sent to the attorney and Lacina is waiting for their response.

- **NDRWSA training** – Lacina has been contacted by NDRWSA to line up a site location for them to set up their smoke machine to conduct training. The smoke machine can identify areas in the sewer system for infiltration, broken cleanouts, caps, etc. More information will be forthcoming as this training is scheduled.
- **Septic tank pumping** – Very few septic tanks have gotten pumped this year and customers have been contacting the office inquiring about the status of their tank pump. Lacina has been checking into the cost of purchasing a pump truck and reported a new build is approximated \$160,000. Lacina will keep looking for available trucks.
- **Manager review** – Lacina requested a review from the board on his job performance and expectations they have for his position.

Office manager report

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

	<u>WATER</u>	<u>SEWER</u>
TOTALS	180,381.01	14,050.85

- **Financial report-** September financial report was reviewed. Motion to approve the report was made by Becker, seconded by Windjue. All directors voted aye and **motion carried.**
- **CD due – October 6, 2023** – Renewal rates were reviewed, along with project funding timeline commitments for the next 6 months. Motion by Windjue, seconded by Hovendick to renew the funds for 6 months at Bravura. All directors voted aye and **motion carried.**
- **Board room furniture quotes** – A couple of chairs were brought in from St Michel Furniture for the board members to check out. Herda is still working on the pricing for tables/conferencing setup.

Next meeting date is scheduled for November 9. There being no further business, the meeting adjourned by motion at 10:45 a.m.

Minutes Approved: _____ November 9, 2023 _____

Gilbert Black, President _____ (signed) _____

Sally Herda, Office Manager _____ (signed) _____