

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

February 9, 2009

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

DIRECTORS ABSENT: Avis Lowe, Cindy Brown, Kerwin Borgen

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD; Pat Daniels; Joe Belford, Mayor Fred Bott; David Hovendick; Larry Kassian, Bartlett & West via conference call

The meeting was called to order at 8:15 a.m. by President Becker at the Greater Ramsey Water District office.

Appointment: - 8:15 a.m. Pat Daniels – Greater Dakota Heights Subdivision – Daniels met with the board to discuss rural water availability/guarantee to lots in a new development area north of town. The subdivision plan shows 14 proposed lots and Daniels indicated he may expand to the west in the future if there is sufficient interest in additional lots. The proposed subdivision is located in Lot 1 of Section 4-154-64. Halgren had requested Larry Kassian, Bartlett & West to review hydraulics through this area. Kassian indicated 12-14 lots would be no problem, but improvements may be needed if further development occurs through this area north to the Webster booster station. GRWD's policy for developers was reviewed and GRWD would likely provide the tap from the 6" main so the subdivision would be served through one connection (likely 3" main line) instead of several hookups made on the transmission line. The new line could possibly be looped if further development to the west would occur. There was some discussion on first come, first served vs. guarantee of water service to the subdivision. Daniels will keep the District informed on his plans for this area.

Minutes from the January 8, 2009 regular meeting and the January 22, 2009 reorganizational meeting were reviewed. Motion to approve the minutes was made by Windjue, seconded by Mohr and with all directors voting aye, **motion carried.**

Manager Report

- **Tonka Bid** – Halgren reviewed the service trip report from Tonka Equipment Company for evaluation of the water treatment plant, level control operation and media sampling. It was noted the greensand is still sufficient with Tonka recommending continued use of the existing media. Recommendations also indicate filter performance could be enhanced with bubblers rebuilt and filter media recharged. A quotation of \$5,507 was provided for three pneumatic bubbler level control replacement modules and level probes for the existing gravity filter. An additional quote of \$5,550 was given for one field service technician on-site to assist in installation, setup, programming and troubleshooting to get the system up and running. Total quotation for the above referenced work is \$11,057. Motion by Mohr, seconded by Klemetsrud to accept the quotation and make arrangements for work to be completed. All directors voted aye and **motion carried.**
- **MicroComm Bid** – SCADA web upgrade. Proposal from MicroComm (\$5,000) was reviewed to provide SCADA web support for remote access from computer browsers and/or phone browsers via the internet. Halgren proposed to utilize the upgrade to access the systems remotely through cell phones and has been advised to test locally with cell phone service to ensure service will work in this area. Motion by Klemetsrud, seconded by Windjue to accept the proposal for the SCADA web upgrade provided the system works with local cell phone access. All directors voted aye and **motion carried.**

- **Pickup Proposals** – Halgren provided quotes from Marketplace Motors and DL Chrysler Center for trade-in and new service truck purchase. Lake Chevrolet did not provide a bid. Marketplace Motor’s bid was \$25,998, no trade, and \$17,498 with trade. State bid was \$23,992 for a short box truck. DL Chrysler Center’s bid with trade was \$18,581 compared to state bid of 23,143 (no trade). There was some discussion on use of state bid or alternating between the local dealers. Motion by Mohr, seconded by Windjue to authorize the manager to purchase the new service truck locally and to accept the bid of his choice between Ford and Dodge. All directors voted aye and **motion carried**.
- **Prairie Wood – 9 a.m. – David Hovendick** – Hovendick met with the board to discuss water development project. Hovendick reported there may be a major purchase of the unsold lots and marina in the works which could change the entire project as the potential buyers would be interested in rural water and usages could be significantly different from current planning scenarios. Item will be placed on the agenda for next month’s meeting.
- **Project Discussion/Membership Drive** – With potential new MR&I state funding availability, systems with projects ready to fund may be at an advantage to develop those projects. Project discussion and membership drive will be placed on next month’s meeting agenda to correspond with possible change in the project for Prairie Wood.
- **City Dike Update** – 9:30 a.m. – Mayor Fred Bott – Bott and Joe Belford met with the board of directors to discuss dike alignment proposals that are being pursued given the spring lake level forecast. The City is the local sponsor of the dike alignment project which has an estimated cost of \$80 million. Local cost share is estimated to be approximately 25% and it appears the state may help meet the local cost share. Bott and Belford are seeking a joint powers agreement to create a broad base of support for the project. The final south alignment has not yet been determined and may include a portion of Lakewood. It is possible that 50 homes may end up on the wet side of the dike. Dike work may be phased in beginning with the Creel Bay work (raise due to wave action - \$25 million) with local cost share requirements needed as work is completed. The District was informed other utility companies have also been contacted. The directors stated GRWD has limited resources to assist with financial requirements and costs may need to be expended to protect GRWD’s system if users are being threatened due to flooding. Motion by Windjue, seconded by Mohr for GRWD to support work on a joint powers agreement for support of the dike alignment project. All directors voted aye and **motion carried**. Klemetsrud and Becker will be the District’s representatives to assist in development of the agreement.
- **Tank Painting Bid Schedule – SA 23** – Larry Kassian, Bartlett & West discussed the north tower painting with the board via conference call. Engineering costs for the project are estimated at \$46,000, of which \$37,000 is the estimated inspection fee. Project is expected to take from 6-8 weeks with an August start date. The August start date would be after GRWD’s annual peak usage and is typically scheduled for a time during the year of lower humidity. GRWD may be able to provide some assistance on the inspection. Motion by Klemetsrud, seconded by Windjue to approve “Specific Authorization No. 23 to Bartlett & West, Inc, Corrective Maintenance Services for the Ramsey Elevation Tower” and to authorize the President to sign the agreement. All directors voted aye and **motion carried**. Kassian will proceed with preparation of bids specifications and bidding of the work.
- **City Request for Repeater Site** – The City has requested the use or purchase of the site GRWD previously used as a repeater site (tract in NE¼ 3-151-62) so the City can communicate with the well field. GRWD no longer uses the site and has removed all structures that were used to relay signals from the treatment plant. GRWD currently communicates with the plant from the north tower. There was some discussion on whether to provide easement and retain the property in event GRWD would need to use it

again or sell all or a portion of the property to the City. Motion by Windjue, seconded by Klemetsrud to authorize the manager to work with the City to negotiate access or sale of the property for their use. All directors voted aye and **motion carried**.

- **City/GRWD service area discussion** – There was some discussion on serving users in annexed or extraterritorial areas of the City and how the District could potentially be impacted should the City serve these areas. Other cities have addressed this issue and have agreements in place. Halgren was directed to obtain copies of agreements from other systems in the state (Trail, Cass, Burleigh Co) for further study of the issue.
- **AMR Update** – Halgren reported the project is coming along with over 400 radios installed to date. GRWD was able to purchase 25 extra booster boards from Bismarck to use for the MIUs in the rural areas. The project should be nearly complete in the next six weeks. The board would like to see some flows from Grahams Island State Park this year, particularly during their high usage periods (holidays, weekends, etc) and Halgren will check into some type of data recorder.
- **Fire Protection** – There was some discussion of GRWD system hydraulics and fire/flush hydrants. It was discussed to have flush hydrants where possible. These are available for use by the rural fire departments. Lonnie Lacina, volunteer firefighter, stated he has run water from the hydrants into a drop tank which the trucks can pump from.

Office Manager Report

- **Designation of Depositories – Authorized Check Signers** – A listing of the District’s depositories and authorized check signers for 2008 was reviewed. Motion by Windjue, seconded by Mohr to renew the depositories and authorized check signers for 2009. All directors voted aye and **motion carried**.
- **Signing of Vouchers** – Motion by Windjue, seconded by Klemetsrud authorizing all board of directors to verify expenditures and sign vouchers as monthly checks are approved and signed. All directors voted aye and **motion carried**.
- **Accounts Payable** – Listing of the accounts payable was reviewed. Motion by Windjue, seconded by Klemetsrud to authorize payment of the accounts payable as listed. All directors voted aye and **motion carried**.

| | <u>WATER</u> | <u>SEWER</u> |
|---------------|-------------------|-----------------|
| TOTALS | 102,908.69 | 8,216.58 |

- **Financial Report** – Financial information of the District for year end and January, 2009 was reviewed. There was some discussion on the asset allocation presentation at the Water Expo and the District will look at the spreadsheet and formulas to utilize this tool for management purposes. Motion by Mohr, seconded by Windjue to approve the financial reports. **Motion carried** unanimously.
- **Audit Recommendation – Fraud Prevention and Investigation** – A draft of the County’s policy was reviewed and will be refined for the District’s use.

Clothing Allowance for Board – There was some discussion on having some shirts made for the directors to be worn at conventions or events when the directors would be representing the District. Becker and Burkle will select several items for review by the board at the next meeting.

Mileage – Taxable/Nontaxable – Per diem meals – There was some discussion on what mileage the IRS considers taxable and includible on the W-2’s. Travel to regular meetings is considered a commute to the job and is taxable. Mileage elsewhere is not considered taxable. Employer provided vehicle usage was also discussed. A written procedure will be prepared

providing guidance on how various mileage reimbursements will be handled. Per diem meals are not taxable if the overnight rule is met.

There being no further business, the meeting adjourned by motion at 11:32 a.m.

Minutes Approved: March 6, 2009

Paul Becker, President (Signed)

Sally Burkle, Office Manager (Signed)