

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

March 6, 2009

DIRECTORS PRESENT: Paul Becker, Doug Mohr, Jay Klemetsrud, Les Windjue, Avis Lowe, Cindy Brown, Kerwin Borgen

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD; Larry Kassian & Larry Kirschman, Bartlett & West via conference call

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

Minutes from the February 9, 2009 meeting were reviewed. Motion to approve the minutes was made by Klemetsrud, seconded by Windjue and with all directors voting aye, **motion carried**.

Manager Report

- **Woodland Heights II - Kyle Blanchfield 8:15 a.m.** – Halgren reported Blanchfield was unable to meet with the board, but is proposing a subdivision on some property he owns near Woodland Resort. The preliminary plat shows 14 lots and Blanchfield is working with Dave Hovendick, Land Survey Services to put a plan together. Both water and sewer service would be made available to these lots and there was some discussion on how to run both sewer and water lines to this area. GRWD could possibly cost share to loop the water line that would run through the subdivision as there would be access to both a 3 and 4 inch main. The sewer area has not been assessed for the rural sewer system and an agreement would need to be developed similar to other developments for line installation and sign-up fees. Sewer line installation is being looked at to run the line to access 1 lift station instead of 2. Halgren stated both the location and plan are good. Blanchfield has not made a request to the District at this time. The board directed Halgren to continue to pursue service to this subdivision and to work with Blanchfield on plan development.
- **Prairie Wood project request** – Halgren reported he had met with potential developers of this subdivision area. Sale of the property to the developers is contingent upon being able to receive rural water to the area. The developer is looking to purchase 47 lots and the marina area which may be developed to include camping, bait shop and restaurant. The developer would like to know GRWD's participation in the project and has requested assistance from the District. The developer is a licensed contractor and requests they be allowed to install the infrastructure. There was also some question on hookup costs and payment to the contractor for others hooking onto the line. There was lengthy discussion on this item and the risk GRWD wants to take. The developer is looking at late summer to begin construction. The elevation of this area was reviewed and it appears approximately 1/3 of the property in this area is under 1460, but is above the FEMA floodplain in an area of special consideration. There was also some discussion in allowing additional hookups on the project (Barry Cox, Bill Woods' campground) if GRWD participates in the project and the capacity that would be needed to serve the area. There was also a question on whether bid requirements may apply if GRWD participates in the project. Halgren was instructed to respond to the developer's questions and ask for a plan/request and to contact Attorney Hager to review project and obtain legal advice. Barry Cox and Bill Woods also need to be contacted to determine interest in rural water.
- **Tank Painting Bid Date-Plan approval** – Bid specifications from Bartlett & West were reviewed. Plans call for a bid date of April 2, 2009 with bids to be opened at 1:30 p.m., with Bartlett & West to tabulate bids for award at the April 9, 2009 board of directors

meeting. Conference call was held with Larry Kassian and Larry Kirschman, Bartlett & West to discuss color-logo and other bid items in the plans. Logo option will be listed as a separate bid item. Motion by Borgen, seconded by Klemetsrud to accept the plans and to set a bid date of 1:30 p.m. April 2, 2009. All directors voted aye and **motion carried**.

- **City/District Agreement Review** – The prior draft copy of the City/District agreement was reviewed and the Directors had received agreements from two other systems for information and review. If the City pursues any annexation of land that is within GRWD’s boundary, an agreement would spell out how service would be handled. Motion by Windjue, seconded by Lowe to authorize Halgren to contact the City Engineer/Attorney to enter into discussion on this item. All directors voted aye and **motion carried**.
- **Spring Flood Outlook** – Halgren reported there are a few septic tanks that may be vulnerable at a lake elevation of 1451. These would include locations along Highway 20 South and Lakewood. Once a tank has become unusable, the District is required to inform the Lake Region District Health Unit. The National Weather Service has stated a 70% chance the lake elevation could hit 1451 with spring runoff this year. The District will identify and monitor those areas most vulnerable. The lake has been projected to peak earlier this year than in prior years and an elevation of 1451 could create a loss of some of the sewer customers.
- **Web Page Discussion** – Becker had prepared an outline of what he would like to see on the District’s website and will work with Halgren and Burkle to get the site updated.
- **Farm Lease Renewal** – Halgren reported the land lease for the quarter at the treatment plant is up for renewal with Clayton and Joel Heck. Currently the District has been receiving \$30+/acre on the property and there was some discussion on a one year lease. Motion by Windjue, seconded by Lowe to renew the lease for 3 years at the current price. All directors voted aye and **motion carried**.
- **Project Discussion/membership drive** – There was some discussion on whether a membership drive should be held to put together a project for MR&I funding. Areas of the system that might benefit from a membership drive were reviewed. Much of the District’s interest in water service the past couple of years has come from around the lake and due to the lake forecast, it was decided to hold off for a year.

Office Manager Report

- **Accounts Payable** – Listing of the accounts payable was reviewed. Motion by Brown, seconded by Windjue to authorize payment of the accounts payable as listed. All directors voted aye and **motion carried**.

	<u>WATER</u>	<u>SEWER</u>	<u>CHECK #</u>
TOTALS	48,309.68	11,238.25	

- **Financial Report** – Financial information of the District was reviewed. Motion by Mohr, seconded by Borgen to pay the annual principal and interest payment for the Scoobys loan on April 1, 2009. All directors voted aye and **motion carried**. Motion by Lowe, seconded by Brown to approve the financial report. **Motion carried** unanimously.
- **Audit Recommendation – Fraud Prevention and Investigation** – Item will be placed on the agenda for the next meeting.

Clothing Allowance for Board – Brown reported several clothing items were selected for the directors that would be worn at conventions or events when the directors would be representing the District. Motion by Borgen, seconded by Windjue to authorize Brown and Burkle to purchase clothing items for the board of directors. All directors voted aye and **motion carried**. A long sleeve and short sleeve shirt will be ordered for each of the directors.

Mileage – Taxable/Nontaxable – A proposed travel expense reimbursement policy for mileage was reviewed and discussed. Motion by Lowe, seconded by Borgen to approve the reimbursement policy that provides guidelines for determination of taxable and non-taxable mileage. All directors voted aye and **motion carried**.

Membership Termination – Motion by Brown, seconded by Mohr to terminate water service for RALLS (SE¼ 15-146-62, Glenfield area) upon customer request. Meter and MIU have been turned in. All directors voted aye and **motion carried**.

Other Business

- **ND Rural Water – Washington, DC Trip** – Halgren reported on the trip he made with ND Rural Water to Washington DC for continued support of the EPA's circuit rider program, which funds several ND Rural Water employee positions.
- **Service Truck** – Halgren reported he had ordered the 2009 Dodge locally which will give the utilities one vehicle each from Dodge, Ford and Chevrolet.
- **SCADA web** – In reviewing phone service and attempting to be able to get a phone to work with the SCADA web, Halgren opted to purchase an air card and utilize a data line to remotely access the SCADA from computers using PC Anywhere. Using this method, there was no need for the SCADA update (\$5000). The update was installed through MicroComm's recent service trip, but was not enabled. The SCADA hookup for the Tri-County booster has been completed, but there are some problems that are currently being worked out.
- **WTP** – The filters at the treatment plant are scheduled to be charged up next week.
- **Frozen water line** – A frozen service line (B Heck) was dug this past week – frost was seven feet deep and line was shallow. This line has frozen before and may have to be lowered during summer months.

There being no further business, the meeting adjourned by motion at 10:55 a.m.

Minutes Approved: April 9, 2009

Paul Becker, President (signed)

Sally Burkle, Office Manager (signed)