

# GREATER RAMSEY WATER DISTRICT

## REGULAR MEETING

April 9, 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, Bartlett & West Paul Goulding, Karen Meier – homeowners; Bonnie Greenleaf, Gary Wolf - Corps of Engineers; Curt Heckendorf, Renee McGarvey – Corps of Engineers 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 March 6, 2009 meeting were reviewed. Motion to approve the minutes was made by Borgen, seconded by Klemetsrud and with all directors voting aye, **motion carried.**

### **Manager Report**

- **Corps of Engineers** – Bonnie Greenleaf and Paul Wolf were present to discuss the proposed dam alignment and they were joined by Curt and Renee McGarvey via conference call. Maps reviewing the proposed dam alignment were reviewed. Paul Goulding and Karen Meier were also present to participate in this discussion. The final alignment has not been selected and the COE is facing a dilemma on how utilities will be handled through the dam. The alignment is being treated as a dam, but the situation is unique as dams don't typically have services on both sides which could occur in this case as there will be users located on the wet side of the dam. Utility relocations could be allowed in the freeboard, but freezing issues and graded lines prevent the relocation of water and sewer lines through this area. The preferred alignment leaves many properties unprotected and there was some discussion on being able to keep service to these properties as long as possible. The COE has stated in public meetings that they would work something out. Paul Goulding requested some direction be given so the homeowners have a direction to channel their resources in the most effective manner. One of the main issues for GRWD would be the ability to run utilities through the dam. COE guidelines do not provide for crossings through levees to avoid the potential for seepage. Any preliminary recommendations for Devils Lake would need to be reviewed further with the type of utility crossing, depth, servicing outside the line of protection. Recommendation for water and sewer services existing under the alignment would be to relocate and reinstall under specific direction with proper construction techniques to prevent seepage. The COE would like to see a minimum number of crossings and location of crossings at higher elevations. Halgren inquired if it would be possible to move utilities out of the alignment prior to construction as part of the alignment project. Greenleaf stated utility relocation was a good idea, but may be at utility's cost unless the utility is currently located within a dedicated right of way. Attorneys would have to make that determination. Halgren also inquired on status of existing lines in the levee. It is possible the lines would have to be removed and reinstalled to the new standards. The COE officials also stated a plan for the maintenance of the crossings would need to be put in place to address when a line may no longer be viable, plan for abandonment of service on the wet side and at what elevations a line would be abandoned. At present the focus is on Phase 1, which is the area from the existing pump station to Highway 19.
- **Corps of Engineers – Advanced Measures Declaration** – Halgren inquired if this COE program could be used to protect areas ahead of project work. This program has been

used in the past for work on the Cove Road where undermining of the road and utilities was occurring. This is typically at 75 percent federal and 25 percent local cost share. GRWD will continue to work with the Corps of Engineers as this matter continues through public input meetings and course of alignment.

- **Spring Flood** – Review areas of concern – Listing of some of the vulnerable areas in the water and sewer systems was reviewed. Paul Goulding requested some direction from the District so the homeowners can plan accordingly to protect their homes and utilities. The mini lift serving Goulding and his neighbor is at an elevation of 1451.4. The lift could be raised four feet to add a level of protection to these owners. Karen Meier, Oakway subdivision has a cleanout at an elevation of 1449.34 and a septic tank and lift station that are vulnerable. The District agreed to build up what they can. Motion by Lowe, seconded by Brown to authorize Halgren use his discretion and take protective measures to protect the water and sewer systems from flooding. All directors voted aye and **motion carried**.
- **Rules and Regs Violation** – Halgren reported on a theft of service violation that was discovered under the radio read installation project. A by-pass valve on the water line was installed prior to the meter and the user was using unmetered water as well as under reporting the actual meter readings on the monthly billing. After discussion, motion was made by Mohr, seconded by Klemetsrud to assess a \$1,000 theft of service penalty, \$1,000 for unmetered water usage and \$1,000 for under reported gallons with the illegal line to be corrected and inspected the GRWD within 72 hours following notification. All directors voted aye and **motion carried**. Homeowner is currently on vacation and was not able to make it to the meeting, but will be allowed to meet with the board to discuss the matter provided the District has a check on file for the assessed penalty amount and correction has been made.

Motion by Windjue, seconded by Borgen to inspect and photograph the water meters with each ownership/name change on accounts. Photos will be dated and placed in the customer file. All directors voted aye and **motion carried**.

- **VFD Well #1 WTP – Review Bid** – Halgren reported water needs a minimum of 20 minutes detention time when water is pumped from the well for the filters to work more effectively. Use of a VFD on Well #1 would slow down the pumping some to allow for better detention time and would benefit the system during times of normal consumption and may also help on water quality and be better on the motors and electric costs. During high demand times, the speed could be increased to treat water at a faster rate. A proposal of \$3,350 was received from Lake Region Electric to install the VFD (variable frequency drive) on Well #1. Motion by Mohr, seconded by Windjue to approve the proposal of Lake Region Electric to install a VFD at Well #1. All directors voted aye and **motion carried**.
- **Elevated Tower Corrective Maintenance Bid Award** – Letter from Bartlett & West was reviewed which tabulated the bids and provided a recommendation to the District. Motion by Borgen, seconded by Klemetsrud to award the bid for the elevated tower corrective maintenance to Maguire Iron in the amount of \$211,090 which includes Alternate #2, and no logo. All managers voted aye and **motion carried**. B&W will work with Halgren on inspection needs for the project.
- **Greater Dakota Heights Plan Review** – Halgren reported the plans are on file for the subdivision located north of Devils Lake. The subdivision is in a good location, with the developer putting in infrastructure for water service.
- **Prairie Wood Plan Review** – Halgren reported he had provided the route, specifications and quantities to the developer and has not received any response. Residents within the

subdivision continue to experience water problems and a membership drive could be revisited. Kassian also updated the directors on water planning discussions on Spirit Lake.

- **Web Page Discussion** – The redesigned web site is nearly complete and should be available next week. The District will update as work is completed on some of the links.

### **Office Manager Report**

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

	<u>WATER</u>	<u>SEWER</u>
<b>TOTALS</b>	<b>161,675.46</b>	<b>48,366.91</b>

- **Financial Report** – Financial information of the District for the first quarter of 2009 was reviewed. Motion by Lowe, seconded by Klemetsrud to approve the financial report. **Motion carried** unanimously.
- **FTC’s “Identity Theft Red Flag Rule”** – The (Federal Trade Commission) rule is required to be acted upon and adopted by May 1, 2009 and includes all US utilities. GRWD’s program was developed based on a template provided by the ND Rural Water System Association. The program was reviewed by the directors. Motion to approve GRWD’s Identity Theft Program was made by Borgen, seconded by Brown and with all directors voting aye, **motion carried**.

**Audit Recommendation – Fraud Prevention and Investigation** – Motion by Lowe, seconded by Windjue to approve the fraud prevention and investigation policy as presented. Policy is based on the County’s policy which was reviewed by the Human Resource officer and the States Attorney. All directors voted aye and **motion carried**.

### **Other Business**

- **City Easement** – Ownership of property for the former GRWD repeater site the City of Devils Lake is seeking an easement on is in the name of Ramsey County Water Resource District and was not turned over to GRWD when GRWD was established. GRWD will work with RCWRD to transfer the property and in turn, provide an easement to the City of Devils Lake for their use of the property for a repeater site.
- **City/GRWD Service Area Discussion** – Halgren reported he had visited with the City Engineer on this matter and the City is currently focusing their efforts on the water project and flood issues and will look at the issue when time allows.

There being no further business, the meeting adjourned by motion at 10:25 a.m.

Minutes Approved: May 7, 2009

Paul Becker, President (Signed)

Sally Burkle, Office Manager (Signed)