

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

May 7, 2009

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

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD; Water User; Kyle Blanchfield

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

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

Manager Report

- **Rules & Reg Violation Review** – Halgren updated the board on action taken at the April board meeting. A letter was sent to the water user outlining the violations that had occurred, along with board action and demand to take corrective action. The water user appeared before the board and stated the illegally installed meter was in place when the house was purchased, but did admit to estimating usage that has resulted in under metered billing of gallons. The meter bypass has been removed and was inspected and verified by GRWD. Upon review of the circumstances, motion was made by Lowe, seconded by Klemetsrud to affirm the original motion of \$1000 theft of service penalty, \$1000 for unmetered usage and \$1000 for under reported gallons. All directors voted aye and **motion carried.**
- **Spring Flood** – Photos of the Lakewood area were viewed. Photos taken last year were compared to those showing current work completed by GRWD. The lift station on the east side of Highway 20 that serves two homes was extended and with the lake level rising, will need additional protection. The tank cleanout for a home in the Rocky Point area was extended and Halgren reported water could go over the dike soon, but at present the tank is still pretty quiet. GRWD is keeping an eye on the Retreat Center and mini-lifts on the west side with Halgren indicating these would be fairly easy to take care of if they go down. A septic tank in the Lakewood area has been overtaken with the house taking on lake water. The sump pump was plumbed to go either outside or to the sewer, with water currently being pumped into the sewer system. Corrective action was taken by GRWD and a muni ball was placed in the septic tank to keep lake water from backing into the sewer system. In comparing flooding from prior years, insurance and waiver payout is different making proactive or corrective action difficult to assess. Each situation is unique making the task of determining when or whether to take action to cut off sewer service difficult.
- **Acorn Ridge/Lakewood Dike Discussion** – Halgren updated the board on meetings being held by the Federal Highway Department on the Roads Acting as Dams issue in the Acorn Ridge area. Of concern are the utilities on the east side of Highway 20. Utility relocation would be at the District's expense and would be cost prohibitive. Also discussed was the proposed dike alignment which would leave approximately 75 people on the wet side of the dike. Halgren requested some direction on how to proceed with flooding to best protect the system. GRWD has signed up for FEMA assistance and other funding methods were also discussed. The District used the Advanced Measures program for work on the Cove Road several years ago and it was reported that the bank is eroding again toward the north end.

- **Woodland Heights II Sub – Kyle Blanchfield** – A preliminary plat of the subdivision was reviewed with the existing water main located on the western edge of the property. Blanchfield proposes to bring a line into the subdivision and requested GRWD assistance to loop the line back into the main. Blanchfield also requested the District to reduce the easement area from 40 feet to 10 feet on either side of the water line. Motion by Windjue, seconded by Klemetsrud to allow a 10 feet easement area on either side of the installed waterline. All directors voted aye and **motion carried**. Blanchfield also informed the District these lots would be connecting to the rural sewer. Infrastructure for the lots will be installed prior to the road being built, with each user responsible to connect to the main lines. There are 11 potential lots zoned R-1 in this subdivision.
- **Devils Lake Chamber** – Al Freidig (LR Anglers) and John Campbell (DL Chamber) met with the board to discuss their utility services for fish cleaning stations at Lakewood, Henegar Landing and 6 Mile Bay. A variety of base rates for the rural water system is being assessed depending on when service was installed. The Chamber's funding for maintenance of these locations was reviewed. A double relay timer is being used on the fish cleaning stations to ensure water shuts off after use. Motion by Borgen, seconded by Mohr to charge \$1.00 per month per meter at the three locations provided the County continues to pay sewer at the Lakewood fish cleaning station. All directors voted aye and **motion carried**. Water will continue to be metered at these locations for management purposes, but no charge will be made for the water used. The directors informed Freidig and Campbell sewer at the Lakewood location is vulnerable to the rising waters of Devils Lake. Freidig stated the curb stop the anglers have been paying for will likely be transferred to an east Devils Lake location.
- **Ackerman Acres Commercial lots II** – Request has been received from Ackerman Acres for line extension on commercial lots that would extend east from the existing commercial area. There are approximately 80 acres in this area. There was discussion on GRWD cost participation in development areas. In recent development areas, GRWD has typically assisted with line looping to allow for more effective water management. Motion by Borgen, seconded by Windjue to pay for the line loop coming off the existing main to Woodland Heights II subdivision with Blanchfield to install the line to GRWD specifications and GRWD to reimburse for the looping portion of the installation. All directors voted aye and **motion carried**. On the Ackerman Acres Commercial lots II area, motion was made by Mohr, seconded by Brown to pay for the tap and installation of the main line past the City easement area when a standard signup is received in one of the lots, with installation to be readdressed if a large volume user applies for service. **Motion carried.**
- **Contractor's License Review and Approval** – Halgren reported letters had been sent to area contractors to request license and insurance information if they wanted to be listed as an approved contractor for installation work on the system. The board reviewed the various classes of licenses to determine the requirements needed for service installations within the system. Motion by Windjue, seconded by Borgen require the following to be listed as an approved contractor/installer for GRWD: contractor's license; sewer and water contractor license or master plumber and a certificate of liability insurance listing GRWD as an additional insured. All directors voted aye and **motion carried**. Approved listing will also be placed on GRWD's website.
- **Approve Contract Documents – Maguire Iron** – Motion by Windjue, seconded by Brown to authorize the president to sign the contract documents and "Notice to Proceed" for Maguire Iron on the North Tower Corrective Maintenance Contract 2009-1. All directors voted aye and **motion carried**.
- **Sick and Vacation time policy clarification** – There was discussion on the use of sick leave or vacation time during weeks when extra hours are worked by the employee.

Employees must physically work 40 hours before overtime is paid; time in excess of 40 hours during a week where the employee does not physically work 40 hours is paid as regular time. Burkle stated a policy that addresses how these hours are to be handled would allow for payroll administration on a consistent basis. A policy will be drafted and considered at the next meeting. Also discussed were vacation and sick leave hours and accumulations.

- **Base Review & Request** – Request was made from a customer currently at \$35/mo and not using water to convert to pasture tap rate, but be able to revert back to the \$35 rate when meter is put into service. The directors stated the only two standard rates available are \$21 and \$42 – if rate is converted to pasture tap and then full usage is desired, the rate would go to \$42.
- **Health Insurance Increase Review** – Proposed health insurance premium rate was reviewed by the directors.

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	49,184.02	14,489.25	

- **Financial Report** – Financial information of the District for April was reviewed. Motion by Brown, seconded by Windjue to approve the financial report. **Motion carried.**

There being no further business, the meeting adjourned by motion.

Minutes Approved: June 4, 2009
 Paul Becker, President (Signed) _____.
 Sally Burkle, Office Manager (Signed) _____.