

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

June 4, 2009

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

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD

The meeting was called to order at 7:55 a.m. by President Becker at the Greater Ramsey Water District office.

Minutes from the May 7, 2009 regular meeting and May 20, 2009 special 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

- **Lakewood Sewer Reroute above 1460 Approval** – Halgren updated the board on action currently underway to reroute the sewer in Lakewood to change the direction of flow away from Manhole #28 to a lift station that will pump to the main at the Bible Camp. This reroute would protect the south Lakewood area which is above 1460 elevation. The line was bored 6/3/09 and connections will be made the week of June 8 to put this line into operation. Approximate cost for this work will be \$10,000. A second area of Lakewood above the 1460 elevation was discussed. This area encompasses 6 homes and some seasonal services. Reroute of this area would require a lift station and a line bore, with approximate cost of \$10,000. Motion by Borgen, seconded by Windjue to approve these two areas for reroute of the sewer main at an approximate cost of \$10,000 each to protect the sewer system from being overtaken by flooding of Devils Lake. All directors voted aye and **motion carried**. Halgren reported Manhole #28 was built up 3 ½ - 4 feet and will be covered by FEMA. The dike alignment and construction time frame was discussed and Halgren indicated the dike is scheduled for completion in 2012. It is Halgren's understanding that if we have water or sewer lines and they run through the dike area, the Corps of Engineers will have to deal with the lines. An update on the buyout of some of the homes and how they affect the sewer system was also discussed.
- **Lakewood Sewer Reroute below 1460 Approval** – A small pocket of users in an area just under the 1460 elevation was reviewed and discussed. Some of the homes are in the claim process for buyout, leaving three homes at risk for failure of the sewer. The manhole that handles flow from these homes is experiencing infiltration and leaves this area vulnerable. A couple of rerouting options could be considered. One option would be to set a mini lift station and tie into a different manhole or a second option would be to tie into an existing service line that would save boring through a paved road. Homeowners have stated they are not leaving their homes. Halgren estimates approximate cost to reroute this sewer line to be \$5,000. Motion by Windjue, seconded by Borgen to reroute these services for an approximate cost of \$5000 with manager to use discretion in choosing option best suited for this area. All directors voted aye and **motion carried**. An area on north Burke Blvd was discussed and at present, does not require immediate action. On the west side, some areas have been rocked and protected. Lift stations through this area could be shut off, if needed. One home has been inundated and there is some concern about being able to shut off service. Halgren had contacted the homeowner, but has not been made aware of the status of flood claim or other proposed action.

- **Septic Tank Termination Policy Discussion** – There was some discussion on handling termination of sewer service with the directors reviewing the current application and procedure to abandon a septic tank. Concern was expressed on property becoming inundated before tanks are capped off and the District may have to monitor areas more closely to make a determination when tanks need to be capped in order to protect the rest of the system. Lacina’s machine could be rented with staff completing the work as needed.
- **Summer Help Approval** – With ongoing flood work, Halgren reported mowing work has fallen behind and requested authorization to hire additional help. Motion by Lowe, seconded by Mohr authorizing Halgren to hire help as needed. All directors voted aye and **motion carried.**
- **Tank Painting Update** – A preconstruction meeting will be held after the July 4 holiday at which time GRWD will get a schedule for tower painting work.
- **Prairie Wood Update** – A letter was sent to the lot owners in the subdivision regarding the possibility of rural water service with a copy included in the board’s packet for information.
- **NDRWA project list** – A listing of water projects and readiness was received from ND Rural Water Association. The memo also requested updated information if the District has upcoming projects. Motion by Lowe, seconded by Borgen to have Larry Kassian, Bartlett & West put together a letter for a project to include Prairie Wood subdivision, as well as other areas of the system for expansion. All directors voted aye and **motion carried.**
- **Leadership Retreat – July 26-27** – A leadership retreat sponsored by NDRWA is being scheduled in conjunction with the State Fair. Room reservations will be made and Burkle will follow up for final registration for the retreat.
- **Employee Sick Time and Vacation Policy** – Mohr reported on actual hours worked and how the use of sick and vacation time could apply. When hours worked exceed 40, overtime must be paid. When hours worked are less than forty and leave time is used, hours exceeding 40 are driven by policy. Currently GRWD does not have policy that covers this scenario and development of a policy was requested to be consistent in how hours are treated when leave time is used under circumstances when total hours exceed 40, but actual hours worked is less than 40. Halgren and Burkle will work with one or two of the board members to draft a policy to address this area of payroll administration. There was also some general discussion on sick leave and vacation benefits which will be addressed at a future time.

Office Manager Report

- **Accounts Payable** – Listing of the accounts payable was reviewed. Motion by Mohr, 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>
TOTALS	44,923.28	19,134.72

Halgren was directed to send letter to a seriously delinquent sewer customer that has had small claims and collection action taken and inform them to bring their balance up to date or tank will be cut off for nonpayment.

- **Financial Report** – Financial information of the District for May was reviewed. Motion by Borgen, seconded by Mohr to approve the financial report. **Motion carried.**

Membership Termination

- Allen Overland – Farmstead in NE¼ 10-155-66, by request – Motion by Windjue, seconded by Borgen to terminate membership. **Motion carried.**

Other Business

- Petition – GRWD has petition in office in support of a 1446’ elevation for Devils Lake and Halgren inquired on where petition should be forwarded. There was general discussion on this item.

Next meeting date was set for 8 a.m., Wednesday, July 8, 2009 at the home of Kerwin Borgen, McHenry.

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

Minutes Approved: _____

Paul Becker, President _____

Sally Burkle, Office Manager _____