

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

November 5, 2009

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

DIRECTORS ABSENT: Les Windjue

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD; Bill Wood

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

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

Manager Report

- **Prairie wood Sub**

- **East Bay Campground** – Bill Wood was present to discuss rural water service to East Bay Campground and correspondence from GRWD to Wood was reviewed. The information in the letter was based on installing several curb stops within the campground. Wood is in the process of rerouting some of his line in the campground and is now looking to be served at one central point with a meter vault and 2 inch meter. This would save on construction costs as less pipe would need to be installed to this central location. A second meter may be required to capture low flows as there would still be some usage in the winter. There are currently 250 seasonal and 30 overnight sites, along with some cabins. The potential exists for additional expansion of the campground. Wood had been requested to pay for 8 memberships at \$800 for total of \$6400. There was also some discussion on the proposed calculation of the base rate once the project has been completed. Wood requested he be allowed to pay some or most of the membership after the first of the year when more of his annual funding is available. The directors stated they would wait until December 1 to see how many project memberships have come in and then determine the membership amount for Wood. The directors indicated the base rate would likely remain close to the amount proposed to Wood.
- **Developers Agreement** – The rules and regulations for developers was reviewed, along with a review on how development areas were handled during the last expansion project. Glenna Gjestvang has requested to pay for 20 memberships with no monthly payment on her lots in the subdivision (\$16,000). There would be no curb stops on any of the lots, but they would be guaranteed service in the future. The marina and Gjestvang's house would be separate from this request. Most of the lots in the subdivision have an elevation higher than 1460, which is the minimum building elevation. Motion by Borgen, seconded by Mohr to allow Gjestvang to pay \$16,000 to guarantee service to 20 lots in the subdivision. All directors voted aye and **motion carried.** Gjestvang and Wood will be allowed to pay their memberships anytime from December 1, 2009 through January 5, 2010. Dennis Mertens will also be contacted to see if he is interested in participating with the project to provide potential for water to his new development area.
- **Multiple Lot Owners Agreement** – Some individuals owning more than one lot have requested consideration for membership and/or monthly billing for their additional lots. The directors stated they will be handled as elsewhere in the system.

Each lot must pay a membership and base rate to be guaranteed availability of water when usage is requested. If the owners choose not to sign up a lot during the project, they will be subject to availability and other requirements at the time water service would be requested.

- **Dorgan Letter** – Correspondence from Senator Dorgan’s office was reviewed informing the District the federal share of the funding for the Prairie Wood project is now final and has been signed into law. The process for the funding to be moved to the Corps of Engineers for availability to the District was reviewed.
- **Signup Review** – At present, 24 lots within Prairie Wood subdivision have signed up for service. The initial signup deadline is December 1, 2009 at which time the project will be reviewed to determine the number of full-time and seasonal users. This may affect the monthly base rate, depending on the type of service requested.
- **Timeline** – A fair amount of preliminary work has been done for the project. Bartlett & West will talk to the Spirit Lake engineers to inform them of the project. The Spirit Lake Nation has been previously informed of the project. Other water installations on the south end of the reservation land are being put in through the Consortium. It is hoped to have the project ready to bid the end of March or early April with final completion date of mid to late summer.
- **Stutsman Rural Water Agreement Review** – The directors reviewed the terms of the proposed amendment to the emergency service and water purchase contract. SRW has indicated they would like changes made to the term and minimum annual usage as they may address the water needs in this area in a future project. The SRW board of directors meets Tuesday, November 10. GRWD directors stated they would be open to some changes to the contract and would like SRW to come up with a proposal to deliver water to meet their additional water requirements.
- **Budget – 2010 Salaries & Budget** – Proposed salaries and preliminary budget for 2010 was reviewed and discussed. Cost of water chart was also reviewed. A subcommittee of Mohr and Borgen was named to work with Halgren & Burkle on the budget to present to the board at the December meeting for approval.
- **Poplar Grove Request** – Halgren updated the directors on prior projects GRWD had participated in for road work. One was done by the Corps of Engineers in the Lakewood area at no cost to the District. The other was also COE work along the Cove road, with a dike having been built up to 1453. In both cases, the COE’s basis for the work was based on protecting utilities, not homes. Always in the past, work was preapproved by the District prior to work being completed. Motion by Lowe, seconded by Klemetsrud to deny funding for the Poplar Grove road raise request. All directors voted aye and **motion carried.**
- **Sewer Discussion 2009 work – 2010 outlook** – Halgren reported the reroute for 6 homes was completed on November 4 and was more involved than originally thought. Four of the six homes have moved or are in the process of moving, leaving 2 homes left to utilize the new line. These homes will be on the dry side of the dike. District policy of 1460 elevation for utility protection was reiterated.

Office Manager Report

- **Accounts Payable** – Motion by Borgen, seconded by Brown to authorize payment of the accounts payable as listed, noting approval of Pay Estimate #2 (\$90,436.50) to Maguire Iron for tower work. All directors voted aye and **motion carried.**

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| | <u>WATER</u> | <u>SEWER</u> |
| TOTALS | 156,219.08 | 14,684.54 |

- **Financial Report** – Financial information of the District was reviewed. Motion by Klemetsrud, seconded by Lowe to approve the financial report. **Motion carried.**
- **Tower Fund Transfer** – Motion by Borgen, seconded by Lowe to transfer \$66,000 each (\$132,000 total) from funds 521 and 526 to the water tower & telemetry fund (513) as budgeted. All directors voted aye and **motion carried.**
- **Audit Engagement Letter** – Correspondence from the State Auditor’s office for annual auditing services for 2009, 2010 and 2011 was discussed. Motion by Mohr, seconded by Borgen to approve the State Auditor’s office to conduct the annual audit for a 3 year period from 2009-2011. **Motion carried.**

Membership Transfer

- **Rita Vollmers – Six Mile Bay Retreat, from Lot 7 to Lot 5** – Motion by Brown, seconded by Klemetsrud to transfer the membership of Vollmers from Six Mile Bay Retreat, Lot 7 to Lot 5. All directors voted aye and **motion carried.**

Other Business

- **North Tower – Change Order #1**– Change order #1 on the Elevated Towner Corrective Maintenance Project was reviewed. The change order reflects grout work that was not required and to adjust quantity totals based on actual constructed quantities. Change order decreases Maguire’s contract by \$6,800. Motion by Lowe, seconded by Brown to approve Change Order #1 reflecting a decrease of \$6,800 in project costs. All directors voted aye and **motion carried.**

Next meeting was scheduled for December 10, 2009.

There being no further business, the meeting adjourned by motion at 10:33 a.m.

Minutes Approved: December 10, 2009

Paul Becker, President _____ (Signed)

Sally Burkle, Office Manager _____ (Signed)