

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

December 10, 2009

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

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD

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

Minutes from the November 5, 2009 regular meeting were reviewed. Motion to approve the minutes as amended was made by Borgen, seconded by Lowe and with all directors voting aye, **motion carried.**

Manager Report

- **Prairie wood Sub**
 - **SA #24 – Bartlett & West** – Motion by Windjue, seconded by Mohr to authorize the President to sign Specific Authorization #24 to Bartlett & West for design and construction services for the Prairiewood Subdivision Expansion Project. All directors voted aye and **motion carried.**
 - **Agreements Review** – Agreements for Glenna Gjestvang (20 memberships, no curb stops installed) and East Bay Campground (5 memberships – 12 units of water) have been signed with all membership fees paid.
 - **Signup Review** – To date 78 hookups reflecting 88 units of water have been paid. Monthly revenues to offset debt were reviewed. There has been some confusion in the classification of seasonal use among the owners in the subdivision.
 - **COE Meeting Review** – Halgren reported on a meeting he had with Roland Hamborg, a representative from the U.S. Army Corps of Engineers. The COE will be administering the grant for the project and Halgren reviewed the project timeline. Motion by Mohr, seconded by Lowe authorizing the manager to sign the letter of intent to accept the \$375,000 in Section 594 funds for the project. All directors voted aye and **motion carried.**
 - **Funding** – GRWD had initially proposed to self-fund the project from reserve accounts. Kassian, B&W has indicated funding through the USDA affords the District some protection for debt under the 1926 rule. This rule provides protection from annexation and has been tested in court, whereas other funding mechanisms have not been tested through the judicial process. USDA may deny funding, but would provide loan guaranty for funding received from a local bank. Halgren will have Kassian check with USDA to see what would be needed to pursue this funding avenue and will have information available at the next meeting.
 - **Spirit Lake Agreement** – Agreement with North Central Consortium was reviewed by the board. Kassian, B&W recommends the District to enter into a similar agreement with the Spirit Lake Tribal Council. Halgren will work on this item.
 - **Future Signup Costs** – Halgren indicated he had fielded questions on costs to sign up in the area in the future for those choosing not to participate in the project at this time. Halgren also indicated he had talked with Dennis Mertens for service. Mertens would like to know what his signup costs would be for an area he is developing for a campground. The crossing needed for Mertens could be bid under the project and placed if a favorable bid is received. If a favorable bid is not received, Mertens' membership could be returned.

- **Budget** – The subcommittee of Borgen and Mohr updated the board on changes made to the proposed 2010 budget.
 - **Salaries** – Several salary schedules were reviewed for consideration reflecting 1, 2 & 3% wage adjustments, along with the applicable step increases. There was some discussion on updating the step system as all employees will be at the maximum step in 2010. Motion by Borgen, seconded by Klemetsrud to approve a 3% raise, along with the applicable step increments. All directors voted aye and **motion carried.**
 - **2010 Budget** – An adjustment was made to the sewer revenue. There was some discussion on the building fund and the status of the existing GRWD building along with the needs of the County for additional building space. The County will be contacted again for discussion on their interest in acquiring GRWD’s building. Motion by Borgen, seconded by Mohr to approve the 2010 budget as presented with an adjustment made to the sewer revenue. All directors voted aye and **motion carried.**
- **City Dike–**
 - **Utilities Relocation Policy - Halgren** met with the COE to discuss utilities relocation. An “embankment” designation has been given to the work being done for the city dike work. This allows for criteria in design for limited utility crossings. In the past, the COE had handled the crossings in the project. Currently, the Corps is working on right of way drawings for the project. Utility lines will need to be identified, along with easements and acquisition information to determine the hierarchy of the line within the designated area. An attorney for the Corps will review the information and will determine whether lines are compensable or noncompensable. This designation will determine who would be responsible for the cost of the line relocation. Relocation of the sewer lines could be a big problem for the District.
 - **Hwy #20 South** - A nine foot road raise will shift Highway 20 to the west to tie in to the embankment of the COE work. This will affect Felch’s lift station, waterlines, and sewer lines located in the State R-O-W of Highway #20. Halgren will continue to work with KLJ and the state engineers to continue service to both sides of Highway #20.
 - **RAAD** – Acorn Ridge – KLJ engineers have been hired to design the raise of Highway #20 in the Acorn Ridge area. Halgren met with KLJ to review existing infrastructure and to discuss crossings in this area. Work is set for the summer of 2010. Halgren will continue to work with KLJ.
- **Maintenance Agreement – Computer Clinic** – Jim Light is proposing a maintenance agreement based on 5 hours per month for the District to use in keeping computers up to date and to address computer issues when they arise. Motion by Brown, seconded by Klemetsrud to approve an agreement based on 4 hours each month. All directors voted aye and **motion carried.**
- **Annual Meeting Planning** – Meeting date was set for 7 p.m. on Tuesday, February 2, 2009 at the ambulance building in McHenry. Newsletter will inform users of date, time and election of directors. Borgen and Lowe are up for reelection to the board. Borgen will make arrangements for coffee and bars.
- **Water Loss Review** – Water usage and production numbers for the Ramsey north area were reviewed. Areas have been checked and lines have been isolated to locate the leak. Because of the discrepancy between production and sales, Halgren was given authority to hire someone to help locate the leak.

Office Manager Report

- **Accounts Payable** – Motion by Borgen, seconded by Windjue to authorize payment of the accounts payable as listed, noting approval of Pay Estimate #3 (\$25,266.50 - final) to Maguire Iron for tower work. All directors voted aye and **motion carried**. It was noted there was a gain of 80 gallons per minute with the new pump and casing work at the treatment plant.

	<u>WATER</u>	<u>SEWER</u>
TOTALS	70,306.00	10,736.09

- **Financial Report** – Financial information of the District was reviewed. Motion by Lowe, seconded by Brown to approve the financial report. **Motion carried**.
- **Annual Transfers** – Motion by Windjue, seconded by Borgen to approve the annual transfers as listed. All directors voted aye and **motion carried**.
- **CD Renewals and Investments** – Investment of certificates of deposits and available funds in the money market and checking accounts were reviewed and discussed. Interest rate bids and amounts from the depository institutions were also reviewed. Motion by Windjue, seconded by Borgen to request bids on money markets accounts and to authorize Becker and Burkle to reinvest funds, along with reinvestment of funds maturing December 19, 2009. All directors voted aye and **motion carried**.

Membership Transfer

- **Marilyn Pederson** – Happy Acres, Lot 5 to Woodglen 1st Sub, Lot 20
- **Kenneth Hall** – Lakefront Park Addn, Blk 1, Lots 5& 6 ; Blk 2, Lot 1 to Assembly Grounds, Blk 15, Lots 6-10 (New SMP membership at first location.)

Motion by Borgen, seconded by Windjue to transfer the two memberships as listed above. All directors voted aye and **motion carried**.

Membership Termination

- **John Gillet** – Grace City, 319 Bradley St - nonpayment
- **Nelson Stave** – Tract in SW¼ SW¼ 16-153-64 - Flooded
- **Jon Gratton** – SE¼ SW¼ 31-154-63 – Flooded

Motion by Brown, seconded by Lowe to terminate the three memberships as listed above. All directors voted aye and **motion carried**.

Other Business

- **Sewer Terminations** – There was discussion on revising the policy to allow for the District to terminate sewer service in cases where collection efforts have been exhausted. This would require notice to be provided to the members, after which time the directors could vote to put the procedure in place. Notice will be placed in the upcoming newsletter so the board can act on the matter at the January, 2010 meeting.

Next meeting was scheduled for January 7, 2010.

There being no further business, the meeting adjourned by motion at 10:20 a.m.

Minutes Approved: January 7, 2010

Paul Becker, President _____ (signed)

Sally Burkle, Office Manager _____ (signed)