

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

August 5, 2010

DIRECTORS PRESENT: Paul Becker, Doug Mohr, Kerwin Borgen, Les Windjue, Jay Klemetsrud

DIRECTORS ABSENT: Cindy Brown

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD; Delegation from St Olaf Retreat Center, Charles Soderstrom

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

Minutes from July 8, 2010 regular meeting were reviewed. Motion to approve the minutes was made by Mohr, seconded by Windjue. All directors voted aye and **motion carried**.

Manager Report

- **Prairiewood Sub – Pay Estimate #1 Approval** – Halgren updated the directors on construction of the project. The bore under the bridge was completed August 4, 2010. The tap into the transmission line by the Crary rest area was also completed the same day. Halgren estimates by the end of August, construction should be getting close to completion. The crew has been good to work with – Halgren has been doing the inspection work on the project.
- **Acorn Ridge Plan Review** – Halgren reported he is getting close to completing plans for utility relocation work through this area. The Corps of Engineers met with Halgren the previous day and stated they have to approve the crossings, but don't have any designs yet. Since the crossings have to be approved, Halgren stated they could be completed in another phase of the project that would have a separate set of plans. Halgren met with Reiner to discuss sewer service as he is located outside of the City's protection and Roads Acting As Dams (RAAD) area. Reiner does not want to go to a private sewer and requested to remain on the rural sewer. A pump chamber and crossing could be incorporated into the plans to access a manhole with Reiner responsible for the electricity and pump station and would be subject to available grant funding.

The COE also met on work being done at Lakewood, Eagle Bend and Highway 19. Halgren previously had to send copies of easements and permits to prove GRWD had the right to be there. The COE is now indicating areas where GRWD is there by permit, not easement, are noncompensible, therefore GRWD would be responsible for relocation costs. Halgren indicated to the COE that the District could not afford to move the Highway 19 crossing. There continues to be many unanswered questions regarding these areas.

- **Acorn Ridge – Set Bid Date** – If the District phases the work, the west side would include a lift station and reroute for Reiner and the east side would include the crossings. The highway project bids call for temporary service on the crossings until permanent crossings are in place. On the east side, there are 9 homes below 1460 elevation and three above 1460. Motion by Becker, seconded by Windjue to phase the project and to bid out the west side phase with a bid date of September 9, 2010. All directors voted aye and **motion carried**. With so many unknowns on the crossings, plans for the east side will be on hold until these questions have been answered.

- **Review Sewer cutoff** – A delegation from St. Olaf Retreat Center was present for this discussion. Infiltration has become a problem at the Retreat Center lift station. Elevation of the lift is okay at present, but a manhole in the road threatens the system. Status of the road is also uncertain and the township won't repair the road without FEMA assistance or homeowner participation. The delegation stated if the road is not repaired they would need to take measures to protect the church. Two sewer customers feed into this station and have high enough elevations, but the station is at a low point. Halgren has visited with Pallansch about converting back to a drain field. Pallansch has a drain field in place from prior to the rural sewer and could easily be hooked back up to it. The Retreat Center may be able to use their septic tank as a holding tank. Halgren explained the lift station was shut down overnight to test for infiltration. The station filled up overnight. Members from the Retreat Center requested the District to keep the station operational through mid-September to give them some time to develop options and also requested the tank be pumped to determine its viability to act as a holding tank. The directors were agreeable to pump the tank to check on its quality and also agreed to wait until mid-September to shut off the lift station to allow for alternate plans to be made. There was also some discussion on the rural water line and its viability through this area and south to the end of the line. Since power has been shut off and access south of this area is difficult, there was discussion on shutting off the valve. The Retreat Center is the only active hookup south of the valve in this area. There are some curb stops further to the south and they will be allowed to maintain a suspended status on the membership. Motion by Becker, seconded by Klemetsrud to reroute the service line for the Retreat Center to the viable side of the valve. All directors voted aye and **motion carried**.
- **Charles Soderstrom reimbursement request** – Soderstrom met with the directors to discuss his reimbursement request that was denied at the previous board meeting. A letter was sent to Soderstrom outlining the reasons for denial of his claim. Soderstrom reviewed those reasons on a point by point basis and asked the board to reconsider its decision. Since GRWD's line was off from where marked, Soderstrom felt the District should pay for his costs incurred. The ND One Call law was reviewed with respect to accuracy of marking the line. GRWD operated within the guidelines and Halgren stated in other cases where the line was hit, both parties took care of their own costs. GRWD's expenses were time and materials used on site to make repairs. The directors upheld their decision made at the July meeting.
- **Web Host Proposal** – The directors reviewed a proposal to transfer the web site hosting to a company out of Minot. Reasons cited include lower costs, availability of more email addresses and the ability to make changes to the site directly, saving update expenses. The directors gave Halgren the authority to make the decision, with a preference to keep the business at a local level.
- **WATERPAC Contribution** – Directors made personal contributions for the National Rural Water Association's Political Action Group.
- **Board Member replacement discussion** – Discussion was held on appointing someone to fill the vacant position on the board of directors. One thought was to send a mailing to the Ward 1 members to determine if there is interest in serving on the board of directors. There was also some discussion on transitioning to a 5 member board, which would require a change in the by-laws. The by-laws were reviewed for appointment process and process to amend the by-laws.
- **Expo and Travel Policy** – Development of a travel policy, advance per diem, etc for board members, spouses was discussed. Registration for the national rural water convention was also discussed. Out-of-state per diem rates will be checked with discussion to continue at the next board meeting.

- **Corps of Engineers Meeting Update** – Discussion under Acorn Ridge items was held previously in the meeting.

Office Manager Report

- **Credit Card Merchant Services** – Burkle updated the directors on results of contacting other water districts for evaluation of credit card usage. The two systems contacted were within 90 days of implementation and they were unable at this time to fully evaluate their usage trends. Both systems were satisfied with the credit card system itself and neither charges a convenience fee, though both thought it might be an option to consider. The billing software designed for web use, if the District moves into this enhancement, would be able to utilize the proposed merchant service. There was some discussion on the pros and cons of setting up the credit card option. The District continues to receive requests for credit card and debit card availability. The board decided to place this on hold for a year and reevaluate.
- **Accounts Payable** – Motion by Becker, 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>
TOTALS	368,317.22	15,147.80

- **Financial Report** – Financial information of the District was reviewed. Motion by Mohr, seconded by Klemetsrud to approve the financial report. **Motion carried.**
- **CD Matures 8-23-10** – Motion by Mohr, seconded by Becker to authorize Borgen and Burkle to reinvest the funds for no more than one year at the best rate. **Motion carried.**

Membership Termination

- Greg Miller – PT in NW¼ 14-156-62 – no longer needed
- Robert Gibson – Oakway Sub, Lots 21-22 – Flooded, no road/electricity
Motion by Windjue, seconded by Mohr to terminate Miller membership and to suspend Gibson membership due to lack of services and access. All managers voted aye and **motion carried.**

Other Business

- **Sewer Lift – West Side** – Halgren reported on monitoring at the small lift station serving Morris and Bittner. Hour meter placed at site indicates approximately 150 gpd and this doesn't appear to be any worse infiltration than in other areas. There is a problem more so when wind comes off the lake into the station. Halgren will continue to monitor for changing conditions. Halgren also reported on the Shipley property and informed Shipley if fill is placed on the lot, the tank will need to be relocated so it gravity flows into the main.
- **Grant Funding** – Halgren reported federal funding of \$1.5 million is written in the next Senate energy and water appropriations bill for expansion south of the Tolna area and could include the town of Pekin. Halgren has tried to contact the Mayor of Pekin to attend their monthly council meeting to discuss the potential project. Expansion in the Lake Juanita area could also be included in the project area.
- **Knuckles Booster** – The booster has not been installed yet due to time constraints.

Next meeting is scheduled for September 9, 2010.

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

Minutes Approved: September 9, 2010

Kerwin Borgen, President _____ (Signed)

Sally Burkle, Office Manager _____ (Signed)