

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

December 9, 2010

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

OTHERS PRESENT: Nels Halgren, Sally Herda – GRWD; Reginal Herman

The meeting was called to order at 9:04 a.m. by President Borgen at the District office.

Minutes from November 4, 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

- **Service Request – Reggie Herman** – Herman met with the board to request investigation into the possibility of providing water to a group of landowners around Section 32-154-66. This area is within GRWD's district and located in an area that is not being served. Project would be similar to that of Prairiewood, with a lake crossing involved. Approximately 6 miles of line would be added. Herman reviewed contacts made with landowners in the area and the interest in obtaining rural water service. Herman is developing a subdivision area as well as 100 campsite lots. Subdivision area has seven sold lots and 16 additional. Herman is installing 3" water mains through the development area. Also anticipated is a bait shop/convenience store/gas station. Herman has drilled one well that is delivering 50 gallons per minute, but has a sulfur smell. Two additional wells were drilled, but abandoned. Motion by Windjue, seconded by Klemetsrud to pursue feasibility for rural water service to this area and get placed on state listing for funding. All directors voted aye and **motion carried**. Priority status should be sought given the current shortage and need for housing for construction workers.
- **Health insurance costs review** – Insurance costs were reviewed, along with opinion from Attorney Hager regarding coverages and Medicare options. Herda (Burkle) also updated the board on insurance coverage change due to change in marital status. Single coverage has been changed to family coverage for Herda and will be effective December 1, 2010 under rules of the PERS insurance plan. Budget numbers for 2011 have been adjusted to reflect coverage changes. The directors decided at present to keep current insurance offerings in place. Herda also updated the directors on use of sick leave for spouse's illness and expressed appreciation for support from board and staff.
- **2011 Budget Review & Approval** – Several changes on the budget were reviewed. Shared costs have been reallocated 75/25 to correspond to the number of water/sewer accounts. Additional costs for line looping around the Cove area was added following a recent water break that showed this area to be vulnerable. Motion by Klemetsrud, seconded by Windjue to approve a cost of water rate increase of \$.25/1000 gallons from \$3.25/1000 gallons to \$3.50 with bulk rates adjusted to reflect same percentage of rate increase. All directors voted aye and **motion carried**. Sewer budget numbers were reviewed, along with discussion on areas that are in jeopardy. There continues to be ground water infiltration into the system with the higher lake elevations and water table. Motion by Becker, seconded by Brown to increase the sewer rate by \$5 per month effective January 1, 2011 with the exception of the Scooby's subdivision area. All directors voted aye and **motion carried**. Motion by Mohr, seconded by Windjue to approve the 2011 budget based on the two rate increases approved in previous motions. **Motion carried** upon vote.

- **Woodlea Sub - update** – Bartlett & West’s quick analysis of the lagoon system was reviewed. The lagoon is the limiting factor and from a design standpoint, only one more home can be added to the existing system. Currently there are ten homes being served by the lagoon. There was some discussion on the cost of what it would take to serve this area with development potential. An option that could also be looked at is the possibility of combining service to this area in with the Acorn Ridge area.
- **Building bid review** – Only 1 bid on the building GRWD had bid on in south Devils Lake was received, but with bid postmark date of December 8, 2010 additional bids may be in mail. The top four bids will be invited to a final bid process and there was general discussion on the District’s bid amount and remodeling costs. The final bid date is scheduled for December 15, 2010 and the directors may elect to attend the bid process, along with Halgren.
- **Easement – Norwell Law Office update** – Letter concerning easement in the SE¼, Township 153 North, Range 62 West has been sent. Halgren indicated he is waiting for an answer to the proposal. Halgren hopes this can be completed this year.
- **Dike /crossing update** – Halgren reviewed crossing areas. The COE is proposing a large lift station to serve the few homes in the Eagle Bend area. Halgren stated GRWD would only need a small station to serve these homes. Hwy 19 crossings: Email from Wayde Swenson, NDDOT was reviewed that stated based on their interpretation of the utility permits, the state would not require GRWD to move their facilities for the COE dike crossing on ND Hwy 19. Motion by Becker, seconded by Mohr to send a letter to the Corps of Engineers stating that the ND Hwy 19 utility permit is with the NDDOT and since the State is not requiring GRWD to move the District’s facilities, the District has determined not to relocate the water and sewer lines. All directors voted aye and **motion carried**. A courtesy copy of the letter will be sent to the Congressional delegation. Lakewood: Engineer is looking at the up and around portions of crossings. There was discussion on the Bible Camp lift station raise and rip rap. Should service be lost down by the lakeshore area, this lift station could be flooded out. Directors discussed a backup plan for reroute of sewer service for South Lakewood in the event the Bible Camp lift station goes down. This area continues to be vulnerable to increased lake elevations.
- **Final Pay Estimate – PW Project** – Work has been completed, crop damages paid and quantities verified. Final pay estimate of \$28,183.72 has been submitted for approval. Motion by Windjue, seconded by Brown to approve final pay estimate (#4) to Geo Haggart in the amount of \$28,183.72. All directors voted aye and **motion carried**.
- **Filling vacant board opening discussion** – There was some discussion on the vacancy in District 1 on the board of directors. Two years are left on the term. Letter/newsletter will be sent to the users in that District to determine interest on serving on the board. There was also discussion on the annual membership meeting. Meeting date was tentatively scheduled for February 8, 2011 at 7 p.m. in Devils Lake. The District will continue to offer door prizes totaling \$300 in account credits.
- **Easement Opinion** – Directors reviewed an easement encroachment opinion and recommendation from Attorney Hager. There are several instances along GRWD’s main transmission line where GRWD’s easement area has been encroached upon. The general consensus of the directors was not to order removal, but to inform the parties the District will not be liable for any damages caused should use of the easement area be needed by GRWD and any extra costs associated with the District’s work within an easement area due to the encroachment will be at the owners expense. Additional encroachment will not be allowed. Motion by Mohr, seconded by Klemetsrud to send certified letter to Vining and Close informing them of the District’s decision within its easement area. **Motion carried.**

- **Acorn Ridge cancellation** – Dean Black is agreeable to a cancellation of the notice of award for the Acorn Ridge Project – Phase I. GRWD realizes other construction in the area may have interfered with the timely start to the project and conditions have deteriorated to allow for project completion. Both phases of the project would be combined into a project to be bid March 2011. Motion by Becker, seconded by Windjue authorizing President Borgen to sign the award cancellation. **Motion carried.** Pipe that has already been purchased for the project can be used toward the local share on the combined project.
- **Ag Appreciation Sponsorship** – The District did not participate in sponsorship at the Lake Region Extension Roundup in 2010 and the directors decided against participating in the 2011 Roundup luncheon.
- **Rules and Regulation Change** – District discussed some clarification on Section XIII, C of the rules and regulations regarding GRWD’s participation of funding for water service and corresponding billing start date. A proposed change will be available for review and action at the January meeting.

Office Manager Report

- **Accounts Payable** – Motion by Windjue, seconded by Brown to authorize payment of the accounts payable as listed and to add bills for City of Carrington (\$1,322.78) and Land Surveying Services (\$600). All directors voted aye and **motion carried.**

	<u>WATER</u>	<u>SEWER</u>
TOTALS	92,948.07	12,053.17

- **Financial Report** – Financial information of the District was reviewed. Motion by Windjue, seconded by Brown to approve the financial report. **Motion carried.**
- **2009 Audit Report** – Motion by Klemetsrud, seconded by Becker to approve the 2009 audit report. **Motion carried.**
- **CDs Due** – Two certificates of deposit mature this month. Motion by Becker, seconded by Windjue authorizing Borgen and Herda to invest funds based on rate bids received. All directors voted aye and **motion carried.**

Membership Transfers

- *Douglas Baker – from farmstead in NW¼ 31-156-65 to SW¼ 32-156-64*
 - *James Shanks – from S½ Lot 186 to East 367.74’ Lot 185, Stotlars 3rd Addn*
 - *Evonne (Kevin) Bryl – from Webster, Blk 4, Lots 1-8 to College View, Blk 1, Lot 8*
- Motion by Windjue, seconded by Klemetsrud to approve the transfer requests. All directors voted aye and **motion carried.**

Next meeting is scheduled for January 6, 2011.

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

Minutes Approved: _____ January 6, 2011 _____

Kerwin Borgen, President _____ (Signed) _____

Sally Herda, Office Manager _____ (Signed) _____