

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

January 7, 2010

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

DIRECTORS PRESENT: Jay Klemetsrud

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD

The meeting was called to order at 9:30 a.m. by President Becker at District office.

Minutes from the December 10, 2009 regular meeting were reviewed. Motion to approve the minutes was made by Lowe, seconded by Mohr and with all directors voting aye, **motion carried.**

Manager Report

- **Prairie wood Sub** – Halgren reported Larry Kassian, Bartlett & West (B&W) had sent a project summary and overview report to the Corps of Engineers (COE). This report is needed to complete informational requirements that have to be in place for completion of the project agreement between GRWD and the COE. The proposed route has not been driven yet and the cost estimate of \$500,000 is a rough estimate of project cost. B & W also sent in a cultural review to the COE. The area of the pipeline routing was just studied for paving of the Woods-Rutten road. Requirements on reservation are stricter and a Class III survey will be needed along the route through this area. Cultural study expenses are covered under the grant.

GRWD has sent a letter of intent to the COE to accept project funding. A certification of financial capacity is also required before the COE will complete the agreement for the project. Motion by Borgen, seconded by Brown authorizing President Becker to sign the “Certification of Financial Capacity” and forward to the COE. All directors voted aye and **motion carried.**

There was some discussion on use of existing infrastructure in the Prairie wood Subdivision. Use of the existing curb stops poses a number of problems including problems with pressure testing, hydrants off the line prior to where meter would be placed, and down time for use of the curb stop during construction. The project will move forward with all new infrastructure, so the District will know exactly what they have in the ground. The line will be placed in the field on the route to reach Prairie Wood and will not be located in road right of way.

Agreement with Spirit Lake – Halgren informed Kassian to put an agreement together for the board to review. Kassian is also working on funding with Rural Development. If rural development denies project funding, a likely scenario, they will guarantee a bank loan for the project. This provides the District with some protection against annexation under the 1926 rule as long as debt exists. Project timeline was reviewed and will depend on the COE to get everything in place so the project can proceed.

- **Annual Meeting Planning** – Meeting agenda was reviewed. Borgen and Lowe have submitted their nominating forms for reelection on the board of directors. No other nominations were received. In reviewing the procedure, nominations from the floor must

come from the nominations received by the deadline (January 6, 2010). Meeting is scheduled for 7 p.m. February 2, 2010 at the Ambulance Building in McHenry. Agenda and reports for the meeting were reviewed.

- **Water Loss Update** – Loss numbers continue to be scrutinized and Halgren updated the board on work of the staff to isolate and test lines for loss. No leaks have been found at this time. An area along Walleye Drive was suspect and was excavated. A number of problems were encountered including shallow main line in spots and minimal as built maps. Other areas of the north system were also isolated and checked. Halgren also reported on metering inconsistency between the wells and high service pumps. Large meters within the system are being checked for accuracy. District will keep monitoring the production/use numbers.
- **Building Site Planning** – Potential areas for location of new District office were reviewed. Areas included east of town, south near the Frison area, RC Hwy #1 near main lift station and Highway 19. There was discussion on commitment for sale or lease of the existing building. Motion by Lowe, seconded by Windjue authorizing Mohr and Halgren to meet with the Ramsey County Commission to enter into discussions for facility use or sale of the current office building. All directors voted aye and **motion carried**.
- **Sewer Pump Report 2009** – Halgren presented a chart comparing sewer flows of the GRWD flow meter and lift station pump run hours, as compared to the City's hour meters at their station which includes both GRWD and Industrial Park flows. The two methods of obtaining GRWD's readings ran fairly close and Halgren reported the calibration of the flow meter appears to be appropriate. This information was given to the City engineer.
- **Utilities Crossing Update** – Halgren updated the board on utilities crossings in several areas where dike/road raise work is proposed. Halgren has attended a number of meetings and has provided maps of existing utilities in the proposed construction areas. Highway 20 South is being built up nine feet, but no determination has been made on how much infrastructure will need to be moved. Work is planned for 2010. Acorn Ridge area – meeting will be held next week with sponsors. The Federal Highway Department has allocated money to relocate utilities, but there is nothing concrete at this time on how they will handle utility crossings. There has been no determination yet on how utilities crossing will be handled in dike work. Highway 19 – Sewer pipe would be 40' deep after the dike raise and Halgren does not know at present how this crossing will be handled. It is currently being worked on and Halgren was informed that existing lines cannot stay. Halgren will keep attending meetings and see how these crossings are proposed to be handled.
- **Sewer Termination Policy** – Notice was provided to the membership through the newsletter of the board's intent to change the sewer policy to allow an option to terminate a sewer customer's service due to nonpayment after collection efforts have been exhausted. Motion by Borgen, seconded by Lowe to adopt the sewer termination policy. All directors voted aye and **motion carried**.

Office Manager Report

- **Accounts Payable** – Motion by Windjue, seconded by Brown to authorize payment of the accounts payable as listed. All directors voted aye and **motion carried**.

| TOTALS | <u>WATER</u> | <u>SEWER</u> | <u>CHECK #</u> |
|---------------|-------------------|-------------------|----------------|
| | 548,432.36 | 257,853.85 | |

- **Financial Report** – Financial information of the District was reviewed. Comparison of budget to actual numbers was reviewed and it was noted no budget amendment were required for 2009. Motion by Windjue, seconded by Lowe to approve the financial report. **Motion carried.**
- **Investment Review** – The directors reviewed the changes made in the investments during December.
- **Reserves** – Water reserves of the District were reviewed and it was noted all reserve requirements for 2009 were met and no additional reserve funding was required.

Membership Termination

- **Nick Quam** – Happy Acres, Lots 8-8A – House has been moved due to flooding. Water meter was turned in and sewer was capped. The paperwork for termination of the membership was not returned to GRWD. Motion by Windjue, seconded by Brown to terminate the water membership. All directors voted aye and **motion carried.**

There being no further business, the meeting adjourned by motion at 11:35 a.m.

Minutes Approved: February 4, 2010

Paul Becker, President Signed by Kerwin Borgen, new President)

Sally Burkle, Office Manager (Signed)