

**GREATER RAMSEY WATER DISTRICT  
REGULAR MEETING**

July 8, 2010

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

**DIRECTORS ABSENT:** Avis Lowe, Cindy Brown

**OTHERS PRESENT:** Nels Halgren, Sally Burkle – GRWD; Jerry Ratzlaff; Steve Boone – Lake Country Estates; Barry Homan – Access Merchant Services

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

Minutes from June 3, 2010 regular meeting were reviewed. Motion to approve the minutes was made by Klemetsrud, seconded by Mohr. All directors voted aye and **motion carried**.

**Manager Report**

- **Prairiewood Sub - Change Order #1 Approval** - Halgren reported the route for the project was flagged last week and final changes made to the plans. Change Order #1 was presented to the board for action. The change order reduces size of some of the pipe resulting in a decrease of \$17,401.72 in the contract. Motion by Windjue, seconded by Becker to approve Change Order #1 and to authorize the President to sign the order resulting in a reduction of \$17,401.72 in the project for a new contract price of \$467,249.91. All directors voted aye and **motion carried**.
- **Acorn Ridge** – The directors reviewed a map of this area, which identified the area where utilities have to be removed and GRWD’s plan for temporary service, to be followed with utility crossing work when road raise work allows for the permanent relocation. Land Surveying Service has surveyed the area and the District is in the process of putting the plans together. State funding was reviewed with the state participating a percent of the cost to relocate utilities in the new right-of-way line. State percentage for water costs is 28% and 25% for sewer costs within this defined area, for total funding of \$58,000. Cost and cost share participation will cover all users on the east side of Highway 20 and would offer permanent work instead of temporary measures as previously thought on some of the homes. The State has sent the District a utility relocation agreement and has requested it be executed by the District. Motion by Mohr, seconded by Klemetsrud authorizing the President to sign the agreement. All directors voted aye and **motion carried**. Plans are currently being worked on, with some homes being left out as they are located in the area that will be used in the road raise. Jerry Ratzlaff, homeowner in this area was present to participate in this discussion. Ratzlaff’s home is not currently being bought out, but it would be located right up to the dike. If house is left in place, it would be difficult to keep water and sewer service in place. Ratzlaff stated he would have approximately 3 acres left which would be high and buildable. If house is moved back, water and sewer service would be available to him through other water and sewer lines currently in place on the back side of his lot. Halgren thought work could begin in the fall, but that the work would need to be bid.
- **Sewer review, FEMA assistance request, fish cleaning station** – Halgren reported he had met with FEMA inspectors a couple of weeks ago and they had looked at some of the worst manholes on the east side of Creel Bay. A graph showing the sewer flows correlating with lake levels was reviewed. The graph shows flows increasing with high precipitation events and rising lake levels, indicating problems with infiltration. There could be additional inspection as another FEMA official will be coming to the area to consult on some of the sewer issues. Halgren hopes FEMA will provide some funding to

help with infiltration problems. Photos of a manhole in the Cove area were looked at showing an area where groundwater was entering into the sewer alongside the pipe. Staff is currently working to place a fix on the area where the water is entering into the manhole. Regardless of FEMA funding, Halgren and the directors stated manhole work needs to be completed. Two estimates were reviewed for manhole restoration services for some of the worst manholes on the east side of Creel Bay. There was some discussion on materials, coatings and warranty work. Motion by Mohr, seconded by Windjue authorizing Halgren to approve either bid at his discretion based on his findings for materials performance and additional information on said work. All directors voted aye and **motion carried**.

The fish cleaning station is running again with sewer service having been rerouted to a different line through the use of a mini-lift. The Lake Access Committee was able to secure funding from the ND Game & Fish Dept for cost of the work. Tabert has requested removal of the manhole on the lake side of his property. There was discussion on structures in the lake. The manhole could be filled with rock and Halgren was instructed to use his discretion to take measures to deal with the manhole.

The area south of the Cove was discussed and map of vulnerable areas was reviewed. Access to lots south of the Rocky Point lift station is by ATV along the area where the houses were moved out. There is only one house left on the sewer system and it is seasonal in use. Motion by Mohr, seconded by Windjue to shut down the Rocky Point lift station, but to keep the station available. **Motion carried**. The area around the Retreat Center lift station was discussed. Halgren estimates 4-5,000 gpd goes through the lift station. The Retreat Center could use their septic tank as a holding tank and pump as needed. Three active accounts would need to be rerouted. Halgren would like to do some camera work to see where the lines come into the main. These would have to be rerouted before the lift station could be shut down. This station will be monitored following shut down of the Rocky Point lift station to see what impact the shutdown has on the Retreat Center lift station. Homes on the lake side were discussed. Currently the road is in tough shape and people are walking into their sites. If the road becomes inundated, it could jeopardize the entire system south of the Cove. There was mention the road may be built up from the Cove area south to the end. Halgren will investigate and take steps to try to minimize the risk of sewer inundation through this area.

- **Steve Boone Request – Lake Country Estates** – Boone is the court appointed receiver to assist in the sale of Lake Country Estates. There are approximately 370 acres included in the sale. Lake Country Estates/Woodlea Subdivision has both a water and sewer system in place. The District, by agreement, took over the water system when the Initial rural water was installed. Boone discussed the sewer system in place and inquired to see if the District would be willing to assume responsibility for the sewer system. There is currently a 2 cell lagoon located to the west of the subdivision. The lift station was designed over needed capacity and the sewer system could easily be expanded with further development. Homeowners in the subdivision do not have septic tanks and pay an annual fee, equivalent to a \$25 monthly charge. Approximately 50% of the lots in the Woodlea subdivision are sold, although likely not all will be developed at present as some current owners have more than one lot. The directors indicated they are willing to look at a plan as potential sale develops. It is most likely the board will have to work with the new owner to develop service. Boone indicated his more immediate concern is to the existing homeowners to have someone in charge of the sewer system. Sewer is stubbed onto the lots within the subdivision.

- **Charles Soderstrom reimbursement request** – Soderstrom had presented a bill to the District for consideration on reimbursement of \$700 for water line repair work he encountered when connecting water service to his home following the house move. The bill was submitted for consideration as the water line was mismarked and the contractor hit the line. Halgren reviewed the issues involved with the construction work on this lot. Halgren reviewed the ND One-Call regulations with the directors and stated work did not follow the excavation requirements listed in the regulations. GRWD also had costs involved in the repair work that were not billed out and Halgren thought initially that both parties incurred their own costs. Motion by Mohr, seconded by Becker to deny the request for reimbursement to Soderstrom. All directors voted aye and **motion carried.**
- **Camp Grafton Sewer Charge review** – The minutes from the December, 2008 meeting were reviewed regarding the sewer rate increase that was extended to the bulk users (Camp Grafton) in the same percentage as the standard users. This would set the rate for Camp Grafton at \$2.40/1000 gallons and was an oversight of the District in notification and rate change to Camp Grafton which had resulted in continued billing at the old rate. Motion by Mohr, seconded by Windjue to send a letter to Camp Grafton notifying them of the rate change effective with the next billing. All directors voted aye and **motion carried.**

### Office Manager Report

- **Barry Homan – Credit Card Merchant Services** – Homan, District Manager for Ace\$\$ Merchant Services, Inc met with the directors to discuss the option of credit card processing. Ace\$\$ has developed a program for all water districts and offers service 24/7 for local and national tech support. Equipment can either be leased (\$39.95/mo) or purchased (\$1295). Costs for the service were discussed and Burkle will check with other water districts currently using this service to determine usage and whether convenience fees are assessed for use of the system. Burkle will also check with billing software provider to determine if use of this merchant would also be compatible with web-based payment systems that may be available to the district.
- **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>
<b>TOTALS</b>	<b>90,877.82</b>	<b>22,067.55</b>

- **Financial Report** – Financial information of the District was reviewed. Motion by Mohr, seconded by Klemetsrud to approve the financial report. **Motion carried.**

### Other Business

- **Avis Lowe** – Word was received that Director Lowe passed away the previous night. Burkle will notify board members when funeral arrangements are made. The by-laws were reviewed for the procedure to fill the position. The by-laws state the directors, by majority vote, appoint a successor who shall hold office for the unexpired term (2013).
- **Water Service – Lake Juanita area** – Borgen stated there is some interest in water service in the Lake Juanita area and he will follow up to determine the extent of interest in this portion of the system.
- **Leadership retreat** – Borgen and Klemetsrud will be attending.

Next meeting is scheduled for August 5, 2010.

There being no further business, the meeting adjourned by motion at 10:45 a.m.

Minutes Approved: August 5, 2010

Kerwin Borgen, President Signed

Sally Burkle, Office Manager Signed