

GREATER RAMSEY WATER DISTRICT REGULAR MEETING

June 3, 2010

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

DIRECTORS ABSENT: Avis Lowe, Kerwin Borgen

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD; Jim Cooley – Prairiewood; Kent Pulst, Travis Abrahamson – water/sewer installers

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

Minutes from May 6, 2010 regular meeting were reviewed. Motion to approve the minutes was made by Klemetsrud, seconded by Windjue. All directors voted aye and **motion carried**.

Manager Report

- **Prairiewood Sub**

- Review newsletter - Halgren prepared a newsletter to clarify some areas of confusion on the project and meter options. There was discussion on use of hydrants within the system. The style of hydrants in the subdivision drain back and they have the ability to be locked. It was agreed with the Association to leave the hydrants in place, but those not on a metered line would be locked. The Association will provide locks with GRWD to have the only keys. Seasonal rates and parameters were discussed and it was generally decided to shut off the seasonal accounts by September 15 annually. If a later shut off date is desired by the user, fee and notice requirements will apply. Halgren was authorized to put together policy and/or requirements as he sees fit for management of the system. The members will be allowed to pick up their meters shortly so they can be installed prior to the switchover to rural water. Meters can be installed ahead of time, then will be read at the switchover date with that reading to be used as the start reading for the billing.
- Sign Notice to Proceed – Contract for the project and the notice to proceed were presented to the board. Motion by Becker, seconded by Windjue to authorize the Vice President to sign the contract and notice to proceed to Geo Haggart, Inc for the Prairiewood Subdivision Expansion Project. All directors voted aye and **motion carried**. Haggart will not be able to proceed until final FONSI (environmental) reports are received. These are expected shortly.

- **Acorn Ridge construction review** – Halgren reported utility information from this area was needed for inclusion in the notes for bid documents for the highway relocation work of the ND DOT. Bidding is for construction next year. Information included in the bid documents are for temporary service to sewer users on the east side. Successful bidder must provide temporary hookups until 1463 elevation work, and then GRWD must provide crossings up to the Corps of Engineers (COE) specifications. There is no federal participation available to the District for this work; there may be some assistance from the state. Halgren estimates cost could be up to \$220,000 as shown on estimate to State and grant application, and would benefit approximately 24 total homes. Only 3 homes on the east side of Highway 20 are above 1460 elevation. A large portion of the cost estimate is due to the lift station that will be required. For the CDGB grant funds, GRWD is required to have specifications drawn up. Plans will be started for relocation work on the west side of Highway 20. There was some discussion for getting on the

SWC's agenda to request funding assistance. There was also discussion on the point at which the board determines costs are too excessive for relocation work.

- **Sewer cutoff policy** – Halgren has applied for FEMA funds, but there has been no contact made with GRWD yet. Four sewers were capped off before the big wind day of May 25, 2010. In areas where the District would like to take preventive action, homeowners have pleaded for extra time. This was the case where the Pederson home became inundated due to the wave action resulting from the high winds. The area south of the fish cleaning station was also affected from the wind with a portion of the system shut down as the manhole in front of Tabert's went under water due to wave action pulling away the riprap. The valve in front of Hasse's that was previously installed as a precautionary measure was used to shut off the line that was under water. Tabert has indicated to Halgren that he would like the manhole removed. This did shut down the fish cleaning station and the Lake Access committee is looking to reroute the sewer and pump it to a nearby sewer line. The directors stated a more aggressive approach in these vulnerable areas may need to be taken by the District to ensure safety of GRWD employees. There are a couple more tanks that are threatened – homeowners want to hold out as long as possible. Three homes above 1460 elevation have their service running into a vulnerable line and a reroute is being looked at. Much of the terminations on the sewer system are determined on a case by case basis as many factors play into each service. Also discussed were concerns with utility crossings with upcoming embankment work. Lift stations on the west side of the lake are also vulnerable and it was stated it is realistic that the entire system is in jeopardy.
- **Kent Pulst, Travis Abrahamson – Water/sewer installer license** – variance – In 2009, the directors set policy on approving contractors allowed to install water and sewer services within the system. Three requirements must be met to be placed on the approved contractors list: proof of liability insurance, contractor's license and a water/sewer installer's license. Pulst and Abrahamson both have the liability insurance and contractor's requirements met and are working to meet state criteria for the water and sewer installers' license. Part of the requirement involves 3400 hours of work under someone who holds a license. In 2009, both Pulst and Abrahamson installed under a master plumber's license by having the plumber sign off on the work. This has proved cumbersome and raises liability questions if a problem arises. The approved contractors on the list have quite a bit of other work lined up and some aren't taking on water and sewer installations. Motion by Windjue, seconded by Becker to grant an 18 month variance for Pulst and Abrahamson for the installation of water and sewer services with work being inspected by GRWD and to work with the manager to make sure all licensing requirements are in order at which time the variance would be converted to "approved contractor" status. All directors voted aye and **motion carried.**
- **Knuckles Booster** – Halgren reported had met with Nodak for power requirements for the proposed booster station. Service request is in "low density" area and would require guaranteed revenue of \$1200 annually over a 5 year period. Monthly base rate is \$25, plus electricity. Concern with future development in this area was discussed, along with a possibility of providing individual booster pumps at each house in the subdivision that experiences low pressure. This plan could be implemented at any time. A second option for the electric service would be for GRWD to run a line to Nodak's pedestal near the subdivision. This would eliminate the guaranteed revenue requirement and would lower the monthly base rate by \$5. Halgren estimated the booster station option would cost around \$10,000. After some discussion of development potential in the area, the board decided to stay with the original plan to place the booster station at the initial location. Halgren thought work could get begin next week.

- **Southwest Nelson County Expansion Project** – Halgren informed the board that approximately 75 letters were sent out to determine interest in pursuing a project. Seven applications have been returned so far with two of the applications indicating subdivision areas for development. GRWD has this project placed on the State’s listing of projects for the next biennium. Halgren has not approached the City of Pekin at this point, and will get on their agenda for an upcoming meeting.

Office Manager Report

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

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| | <u>WATER</u> | <u>SEWER</u> |
| TOTALS | 47,487.59 | 11,232.71 |

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

Membership Termination

- Ed Senger – Timber Ridge Shores, Lot 42 – Flooded - Motion to approve membership termination was made by Windjue, seconded by Klemetsrud and with all directors voting aye, **motion carried.**

Other Business

- **Summer Leadership Retreat** – July 15-16, 2010 – Rooms have been reserved for directors and manager.
- **National Rural Water Convention**- moved from Nashville to New Orleans, September 27-29, 2010 – Policy that has been developed will be for President, Vice President and manager to have first opportunity each year to attend. If these are unable to attend, then other directors would have an opportunity. Rooms have been reserved for this year’s convention.

Next meeting is scheduled for July 8, 2010.

There being no further business, the meeting adjourned by motion at 10:25 a.m.

Minutes Approved: July 8, 2010

Kerwin Borgen, President (Signed)

Sally Burkle, Office Manager (Signed)