

**GREATER RAMSEY WATER DISTRICT  
REGULAR MEETING**

May 6, 2010

**DIRECTORS PRESENT:** Paul Becker, Avis Lowe, Cindy Brown, Kerwin Borgen; Les Windjue, Jay Klemetsrud

**DIRECTORS ABSENT:** Doug Mohr

**OTHERS PRESENT:** Nels Halgren, Sally Burkle – GRWD; Jim Cooley, Bob Boettcher, Dave Hovendick – Prairiewood; Rick Anderson – North Central Planning Council

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

Minutes from April 8, 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 bid and B&W letter - Halgren reported only one bid was opened on the April 30, 2010 bid opening date. Bid of \$581,088.87 was received from George E Haggart, Inc which was \$161,178.72 over engineer's estimate of \$419,910.15. The directors reviewed engineer's correspondence that outlined two options. The first option would be to re-advertise for bids, with portions of the work removed and completion date extended. The second option would be to award the contract with portions of the work removed to bring the contract amount down to a manageable project. Members of the Prairiewood subdivision area were present to participate in the discussion. Some of the items that could be pulled out from the project were discussed.
- Discuss non grant portion, base rates and meter pits - Project payback initially proposed for the project is \$27,500 annually which would be paid through the base rates. The Corps of Engineers was contacted to see if additional funding under the Section 594 program might be available to offset the high bid. Additional funding through this program is not likely. Halgren reported he had sent letters to the owners in the subdivision addressing options for metering the usage. With the large number of hydrants in the subdivision (estimated 20-30), a meter pit option was offered so the hydrants could continue to be used. Many of the hydrants are used to blow out the lines in the fall when seasonal usage has been completed. Estimated costs for the shallow meter pit and full meter pit were provided in the letter and this has generated a fair amount of contact from the property owners. Many would like to keep their hydrants available, place the meter inside the structure and not run a line out from the dwelling to the meter. Some in the subdivision propose to have hydrants locked if the curb stop is on and Halgren is uncertain if this would be up to code as there would not be a check valve in place from the hydrant to the curb stop. GRWD will work with the association to check into available options for metering and hydrant use. There are currently four structures that have not signed up under the project. Motion by Becker, seconded by Windjue to raise the membership fee from \$800 to \$1000 after June 6, 2010 for those lots in Prairiewood subdivision that have an existing structure. All directors voted aye and **motion carried.**
- Award Bid – Motion by Klemetsrud, seconded by Brown to award the bid of \$484,651.63 to George Haggart, Inc based on Bartlett & West's recommendation

with change order to come for additional savings. All directors voted aye and **motion carried**. Other details will be worked out as the project develops.

- Sign Notice of Award – Motion by Klemetsrud, seconded by Windjue authorizing President Borgen to sign the Notice of Award to Geo. Haggart, Inc for the Prairiewood Subdivision project. **Motion carried** upon vote.
- **Acorn Ridge Grant and construction review** – Rick Anderson, NC Planning Council was present to discuss the CDBG grant for utility relocation work in the Acorn Ridge area of the upcoming road work. Anderson reported for eligibility purposes, the grant must go through the County and that the grant total was raised to \$125,000. Anderson also reported the grant is ready to go and is a 62% grant for construction only. Engineering fees do count toward the match requirement. Environmental work on the highway project should be completed in about three weeks and funds can't be obligated until the environmental work is done. Work must be completed in 18 months, but Anderson stated this time frame could be somewhat flexible depending on how the project develops. The CDBG funds can match federal highway dollars. Halgren reported on conversations he has had with federal highway officials and KLJ with work in the right of way. Project in this area would likely be completed in phases.
- **Line Extension Policy Review** – Halgren reviewed the current process used for new member hookups to the closest existing line with one year warranties being provided by the contractor. Once line is installed, GRWD takes ownership of additional main line, if installed, and service line to the curb stop. Additional tie-ins are allowed to any newly installed main, with no compensation given to the first member that installed main line at his cost. Some members have questioned this policy and Halgren requested a written policy regarding this manner. Several areas where this could apply were reviewed. The board discussed this item, but did not take action.
- **Membership Termination due to Flooding policy review** – Policy regarding membership terminations was reviewed, particularly in event of flooding. GRWD is experiencing line termination in which the members are requesting to keep the membership, but not pay the monthly base. Halgren has granted one monthly base waiver with membership retention and the board has granted one. Halgren requested a written policy to address this concern. Halgren offered one this spring to a connection north of Devils Lake where a cleanout in a field has been covered with water. Last fall a valve was installed further up the line, so the line could be shut off in event of flooding, which has subsequently occurred. Another location is in the 6 Mile Bay area, where GRWD has the ability to shut off the line. Termination of services for flooded areas in general was discussed. GRWD determines if a main line is viable or not and this has been used in the past to address termination/membership status. Requests will be handled on a case by case basis. No action was taken by the board to have a written policy.
- **Sewer Review** – Rocky Point – one user remains in this area with GRWD providing both water and sewer service to that location. Retreat Center – lift station has been sandbagged – road is still there, but is vulnerable with a manhole located in the middle of the road. Plastic has been placed at the manhole to seal it up some. Retreat Center and 4 homes, along with the Rocky Point lift utilize this lift station. Retreat Center may be high enough for their own drain field. Lakewood – Halgren updated the board on homes that are in the process of relocation and those waiting for their buy-out. Effect of the higher lake levels was discussed. Sewer system has been keeping up, but gallons pumped to the City lagoon are much higher. Some cleanouts had been leaking and some sump pump letters were sent out. Daily flow totals to the City lagoon continue to remain high. The fish cleaning station should be okay as the areas protected last year are holding up. Sewer service to one home was discussed with home elevation high enough, but sewer runs to a lower, vulnerable line. Line would need to be rerouted 200-300 feet and a lift

station would be required. Swanson – area will be pumped out this fall for dam work in the area. Several pumps are running at this residence to keep up with lake levels. Homeowner has not put in a flood insurance claim.

- **Knuckles Booster** – With an initial bid of \$25,000 for a booster station to serve this location, other options have been explored. Another option would be to use the GRWD’s blue building that is currently located near the City reservoir. A site has been picked out and will allow for better pressure to another area as well, should it be developed. Halgren estimates total cost would be \$10-12,000 if GRWD personnel install the station. Land Surveying Service is drawing up the easement and has surveyed the site. GRWD has a pump on hand that could be used in the booster and would need to have it converted to single phase power. The board gave Halgren the go ahead to continue work for the booster.
- **Surplus Computers** – Halgren asked for direction on how to dispose of surplus computers on hand. Motion by Becker, seconded by Lowe to declare the computers as surplus property and give option to the employees, if interested and if surplus remains, to offer them to the Computer Clinic. All directors voted aye and **motion carried.**
- **Tony Jensen Request** – Written request to reinstate membership of Tony Jensen was reviewed by the board. Motion by Windjue, seconded by Lowe to reinstate Jensen’s membership contingent upon his setting up autopay for monthly payment of his bill. All directors voted aye and **motion carried.**
- **Camper hookup request – Phil Hertzell** – Hertzell paid water membership fall of 2009 and was unable to have service installed before winter. With existing construction conditions throughout this area (Woodland Place, Lot 8), Halgren requested Hertzell be allowed to obtain water through the camper hookup category. The directors stated this option would be fine under the circumstances.

**Office Manager Report**

- **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>44,312.49</b>	<b>13,406.05</b>
<b>May Accounting</b>		
<b>TOTALS</b>	<b>628.00</b>	<b>27.00</b>

- **Financial Report** – Financial information of the District was reviewed. Motion by Klemetsrud, seconded by Windjue to approve the financial report. **Motion carried.**
- **2009 Audit – Capital Assets Classification** – An overview of the 2009 audit, conducted May 3-5, 2010 was given by Burkle. The board reviewed the schedules for depreciation of capital assets. Halgren and Burkle recommend several assets that are currently not being depreciated in any of the existing schedules be reclassified within the “structures” schedule for depreciation purposes. Motion by Windjue, seconded by Klemetsrud to reclassify these assets into the structures category. All directors voted aye and **motion carried.**

**Membership Termination**

- Leroy Shereck – North Ridge Sub, Lot 2 – minimal use, no longer want service
- Jeff & Brenda Huber – Eagle Bend #2, Lot 8 – Flooded - Motion to approve membership terminations was made by Lowe, seconded by Windjue and with all directors voting aye, **motion carried.**

### Membership Transfer

- **Bill Walford** – from North Shore Sub, Blk 3, Lot 1 to North Shore Sub, Blk 3, Lot 2. Motion by Windjue, seconded by Becker to approve transfer request. All directors voted aye and **motion carried**.

### Other Business

- **Larry Scanson – Pasture Tap request** – Halgren updated the board on the status for the pasture tap request in the south area of the system. The area where this would be located at was initially looking to be served through the Carrington portion of the system, but is in a low pressure area. Halgren proposed to serve Scanson through the Ramsey South system using Scanson's existing membership, extending the service from the meter in his house to the pasture site. This would involve a township road crossing and Scanson was informed a new membership would not be required under this option, but a higher base rate could apply if usage increases above the unit of water allocation. The directors agreed to allow this service as proposed.

Next meeting is scheduled for June 3, 2010 at 9 a.m.

There being no further business, the meeting adjourned by motion at 11:27 a.m.

Minutes Approved: June 3, 2010

Kerwin Borgen, President (Signed by Doug Mohr, Vice President)

Sally Burkle, Office Manager (Signed)