

**GREATER RAMSEY WATER DISTRICT  
REGULAR MEETING**

January 6, 2011

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

**OTHERS PRESENT:** Nels Halgren, Sally Herda – GRWD; Terry Aronson

The meeting was called to order at 9:03 a.m. by President Borgen at the District office.

Minutes from December 9, 2010 regular meeting were reviewed along with minutes from special meetings on November 30, 2010 and December 15, 2010. Motion by Windjue, seconded by Becker to approve the minutes with the December 15, 2010 minutes amended to indicate the directors were all in agreement for building purchase of \$94,000 with \$10,000 down payment. All directors voted aye and **motion carried**.

**Manager Report**

- **Woodlea Sub Update** – Engineering report from Bartlett and West was reviewed that evaluated the existing system capacity, along with identifying alternatives to address sewer service and infrastructure. The existing system only has enough capacity to serve one additional home. The system itself is in fairly good shape. A portion of the system was rerouted when the old lift station was taken out of service. Current lift station runs 8-10 minutes per day. The lagoon requires a three foot freeboard as well as 180 days of storage and this is a limiting factor for expanded service. One of the alternatives would be to transfer the sewage through the Acorn Ridge system. A force main that would bypass Acorn Ridge would have issues with the head. Currently the Acorn Ridge lift station is in use 2-3 hours per day. If service to Woodlea area is rerouted through the Acorn Ridge lift station 40 homes may add about 1.2 hours daily on the lift station. An issue of concern for this option is the solids that would be using the gravity line and which could cause problems. With lagoon system in place, septic tanks were not needed. These homes could possibly be grandfathered into any new infrastructure with new services required to install a septic tank. In addition, a settling basin before the lift station would reduce the amount of any solids that could cause blockage in the system. Halgren stated the abandoned lift station could be used for this purpose. Costs for developing the sewer infrastructure were discussed and Aronson was informed developers or assessment districts in the past have borne these expenses. Halgren estimates costs of \$30-75,000 if the old lift station is used as a settling basin. This work could be bid as an option in the Acorn Ridge relocation then would be reevaluated by the developer when the bids come in to see if this is the direction they want to take. Motion by Becker, seconded by Mohr to authorize work with Bartlett & West for Option B to request a bid on sewer service to the Woodlea Subdivision area in the bidding process of the Acorn Ridge project. All directors voted aye and **motion carried**. This option would be less costly than going to the force main west of the subdivision and would be a win/win to eliminate the lagoon which is undersized to handle this area.
- **Building budget/planning/county proposal** – Halgren shared a preliminary design for remodeling of the new office building. The board will look at the building and adjust the plan accordingly as needed. Halgren will contact some contractors for bids on the work. Halgren and Mohr met with Joe Belford and Bill Mertens from the County Commission to inform them the current office building would be available for the County, if they would be interested in purchasing. An amount of \$55,800 was offered with favorable payment options. GRWD would use the shop until a shop area at the new facility would

be ready. The Highway Department has expressed interest in use of the shop area. The two commissioners will take to the County Commission and let the District know if the County is interested in purchasing the building. Price was calculated based on GRWD's purchase cost of the new facility.

- **Dike/crossing update** – Halgren reviewed upcoming work. Halgren has met several times with the Corps of Engineers. Certified letter was sent to the COE informing them the State has not asked the District to move any of their lines. (Highway 19) Halgren has indicated that GRWD has no intention of moving the water and sewer lines unless the COE wants to move as part of the project. This may require that they rebuild the Peterson lift station, install new sewer force main and water main. Other upcoming work north of Highway 19 with service to Pine Subdivision would involve tearing out line and reconnecting. This would involve only 1 crossing.

Eagle Bend area – The COE is planning to install a large lift station to pump up and over the dike. There are a limited number of homes currently being served in this area and GRWD would not have access to the station or the homes may be bought out. Halgren has indicated to the COE to use the funding instead to design drain fields for the few homes in this area. At present, there is a considerable amount of infiltration entering the system from this area. The lift station could be put into the plans, and then omitted if another option is allowed. The homeowners need to be made aware of what is going on. Some of the homes are being bought out with one line to be replaced for Lafleur's new subdivision.

Lakewood area – Dike placement area along Washington St was reviewed. Plans are to build up the lift station on the wet side of the dike and armor it. Water line would be redone with new tie-in to stay away from the wet area. Sewer force main would dump into a manhole.

Ackerman's – There will also be some dike work on the north side of US Hwy 2 by GRWD's transmission line near the Ackerman's subdivision area.

- **Spring Flooding Planning** – System needs to be evaluated to identify areas of concern given spring flood forecasts.
- **Acorn lift shut down review** – Lift station serving two homes had to be shut down as it became inundated. Homeowners had previously been informed this station was at risk. One of the homeowners has moved to town. The other continues to reside in their home and doesn't make elevation for buyout. Efforts to isolate their tank for use have not been successful. It is believed something in the lake gave way.
- **Grant money discussion** – Federal appropriations funding for water expansion project does not look good at this time with the changeover in Congress. GRWD can still apply through the state for funding. There was some discussion on making a case for funding to the State Water Commission vs. concentrating efforts to support the outlet. The District will hold for now on pursuing funding for an expansion. January 8, 2011 is legislative night in Bismarck. There was some discussion to tie into the display area of Bartlett & West.
- **Annual meeting planning** – Annual meeting is scheduled for 7 p.m. February 8, 2011 at the new office building. The District closed on the building prior to year end. Terms of Brown, Klemetsrud and Mohr are up for reelection. Also the unexpired term of Avis Lowe is open by appointment. Newsletter will ask for interested parties to complete a nomination form.

- **Expo planning** – Feb 1-3, rooms have been reserved. Will follow up with email for registration numbers.
- **Health Insurance Update** – Amendment to the employer participation agreement in the group health plan was reviewed.

**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.**

	<u>WATER</u>	<u>SEWER</u>	<u>BLDG</u>
<b>TOTALS</b>	<b>44,350.83</b>	<b>16,477.87</b>	<b>94,175.79</b>
<b><u>January Accounting</u></b>	1,652.00		

- **Financial Report** – Financial information of the District was reviewed. Motion by Becker, seconded by Klemetsrud to approve the financial report. **Motion carried.**
- **CD renewal information** – renewals in December were reviewed.
- **Year end transfers** – Budgeted transfer listing was reviewed. Motion by Windjue, seconded by Brown to change the building fund transfer allocation to \$50,000 and approve the remaining transfers as listed. All directors voted aye and **motion carried.**

**Other Business**

- **Lease with joint board for use of ranger/trailer** - Becker reported the joint basin board has a ranger and trailer they would make available to the District on a lease basis. Lease amount would be minimal. Motion by Windjue, seconded by Mohr to inform the joint basin board GRWD is interested in leasing the equipment. All directors voted aye and **motion carried.**

Annual meeting is scheduled for February 8, 2011 with the next board of directors meeting scheduled for February 10, 2011.

There being no further business, the meeting adjourned by motion at 11:08 with the directors making a site visit at the new office location.

Minutes Approved: \_\_\_\_\_ February 10, 2011 \_\_\_\_\_

Kerwin Borgen, President \_\_\_\_\_ (Signed) \_\_\_\_\_

Sally Herda, Office Manager \_\_\_\_\_ (Signed) \_\_\_\_\_