

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD September 1, 2010**

**ORDER:** Chairman Todd Miller called the meeting to order at 8:00 a.m.

**MANAGERS PRESENT:** Floyd Haugen, LeRoy Carriere, Laverne Voll, Allison Frislie and Todd Miller.

**STAFF PRESENT:** Administrator Sando and Administrative Assistant Halstengard

**OTHERS PRESENT:** Refer to attendance sheet.

**DELEGATIONS:** Brian Dwight and Don Buckhout, BWSR;

**AGENDA:** A **motion** was made by Manager Haugen and seconded by Manager Carriere to approve the agenda. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve the August 4, 2010 regular board meeting minutes as mailed. Motion carried unanimously.

**RECEIPTS:**

| <b>Receipts -- Memo</b>                           | <b>Balance</b>       |
|---------------------------------------------------|----------------------|
| Citizens State Bank -- Interest on checking       | \$ 43.85             |
| RRWMB -- PT funding                               | \$ 115.99            |
| RRWMB -- PT funding                               | \$ 5,558.49          |
| LaValla Sand & Gravel, Inc -- purchase plan set   | \$ 40.00             |
| Horner Plumbing & Excavation -- purchase plan set | \$ 40.00             |
| Halverson Sand & Gravel, Inc -- purchase plan set | \$ 40.00             |
| R & Q Trucking Inc -- purchase plan set           | \$ 40.00             |
| RRWMB -- Hay Creek reimbursement                  | \$ 51,415.33         |
| State of Minnesota -- Hay Creek reimbursement     | \$ 314,491.97        |
| Olson Construction of TRF -- purchase plan set    | \$ 40.00             |
| <b>TOTAL</b>                                      | <b>\$ 371,825.63</b> |

| <b>Bills -- Memo</b>                                 | <b>Amount</b>        |
|------------------------------------------------------|----------------------|
| City of Roseau -- utilities                          | \$ 192.22            |
| Verison -- cell phone charge                         | \$ 51.30             |
| CenturyLink -- phone bill                            | \$ 115.24            |
| Sjoberg's Cable TV -- cable internet                 | \$ 42.32             |
| Marco -- copier maintenance                          | \$ 9.08              |
| Roseau Times-Region -- notice                        | \$ 774.38            |
| Minnesota Energy -- natural gas bill                 | \$ 12.83             |
| Patrick D. Moren -- legal fees                       | \$ 125.00            |
| HDR Engineering -- Project Engineering               | \$ 15,189.74         |
| Floyd Haugen -- meetings, mileage and expenses       | \$ 322.96            |
| LeRoy Carriere -- meetings, mileage and expenses     | \$ 69.26             |
| Allison Frislie -- meetings, mileage and expenses    | \$ 120.26            |
| Todd Miller -- meetings, mileage and expenses        | \$ 503.48            |
| LaVerne Voll -- meetings, mileage and expenses       | \$ 547.58            |
| Rob Sando -- expenses and mileage                    | \$ 184.11            |
| Rob Sando -- salary                                  | \$ 3,093.63          |
| Tracy Halstensgard -- wages                          | \$ 2,009.40          |
| Pizza Ranch -- meal for RRIW meeting                 | \$ 43.23             |
| PERA -- employee and employer share                  | \$ 870.81            |
| IRS -- withholding taxes                             | \$ 1,660.75          |
| Doug's Supermarket -- food for meetings and supplies | \$ 102.21            |
| Spruce Valley Corporation -- Hay Creek construction  | \$ 385,095.78        |
| Postmaster -- mailing                                | \$ 10.00             |
| Roseau County Highway Dept. -- blading               | \$ 120.00            |
| Bonnie's Floral -- plant                             | \$ 45.76             |
| All Seasons Contracting -- final pay estimate        | \$ 14,941.11         |
| ICS Construction Inc. -- Hay Creek construction      | \$ 26,932.15         |
| Wagner Construction -- Hay Creek PE #4               | \$ 44,128.80         |
| Greenview Landscaping -- Hay Creek construction      | \$ 81,982.71         |
| R & Q Trucking -- Hay Creek construction             | \$ 10,359.75         |
| Halverson Sand & Gravel -- Hay Creek construction    | \$ 240.47            |
| Wagner Construction -- Hay Creek PE #4 (correction)  | \$ 90.00             |
| <b>TOTAL</b>                                         | <b>\$ 589,986.32</b> |

**BILLS:** A **motion** was made by Manager Carriere to pay the normal monthly bills, seconded by Manager Haugen. Motion carried unanimous.

**PROJECT TEAM & ENGINEERS REPORT:**

Hay Creek / Norland: Engineer Knott updated the board on the progress of construction. It was the feeling of the engineers that Spruce Valley would perform the additional work on the connection channel at an hourly rate. Manager Voll questioned the design of the inlet structures. Manager Voll was concerned that in extreme conditions water would back up to the east. Engineer Dalager stated that in extreme conditions, water would have to be allowed to flow through the impoundment. Engineer Knott updated the board on the Mike Grahn settlement over crop damage. The site manager for Wagner Construction feels that they will not be able to complete the work on the structures by the extended deadline. There was discussion on the performance of Wagner Construction. There was no formal request; therefore the board did not act. All Season's Contracting agrees to be released from the remainder of his contract. The seeding of the channel has been completed. Engineer Dalager discussed the cost of the work to complete the seeding due

to the winter wheat cover. A **motion** was made by Manager Voll and seconded by Manager Carriere to approve payment to Spruce Valley Corporation in the amount of \$385,095.78. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve payment to ICS Construction in the amount of \$26,932.15. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Voll to approve payment to Wagner Construction in the amount of \$44,218.80. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Voll to approve payment to Greenview Landscaping in the amount of \$81,892.71. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Frislie to approve payment to All Seasons Contracting in the amount of \$14,941.11 contingent upon receiving a signed pay estimate from All Seasons Contracting. Motion carried with Manager Voll opposed.

At 8:30 a.m. a **motion** was made by Manager Haugen, seconded by Manager Carriere to close the regular meeting and open the public hearing. Motion carried unanimously. There were no written or electronic comments presented to the board on the proposed budget. Chairman Miller asked for comments from the audience and the County Commissioners present. Administrator Sando discussed the proposed budget. A **motion** was made by Manger Voll and seconded by Manger Haugen to close the public hearing. Motion carried unanimously.

As noted in the Roseau Times-Region, the Board of Managers held their annual public hearing on the District's proposed 2011 budget at 8:30 a.m. Following discussion, a **motion** was made by Manager Frislie seconded by Manager Haugen to approve the Administrative and Construction budgets for 2011 as follows. Motion carried unanimously.

Administrative Budget:

|                                 |              |
|---------------------------------|--------------|
| 1. Managers per diem & expenses | \$20,000.00  |
| 2. Staff                        | \$86,000.00  |
| 3. Engineering                  | \$ 5,000.00  |
| 4. Payroll Expenses             | \$17,500.00  |
| 5. Mileage reimbursement        | \$ 7,500.00  |
| 6. Conferences and Meetings     | \$ 7,500.00  |
| 7. Rent (includes utilites)     | \$ 9,000.00  |
| 8. Capital Outlay               | \$ 5,000.00  |
| 9. Office Expenses              | \$10,000.00  |
| 10. Insurance                   | \$15,000.00  |
| 11. Professional & Legal        | \$10,000.00  |
| 12. Association Dues            | \$ 2,000.00  |
| 13. Stream Gaging / Misc.       | \$17,500.00  |
| 14. Real Estate Taxes           | \$38,000.00  |
| Total                           | \$250,000.00 |

Construction Budget:

|                                         |              |
|-----------------------------------------|--------------|
| 1. Red River Watershed Management Board | \$137,000.00 |
| 2. RRWD Construction Fund               | \$137,000.00 |
| Total                                   | \$274,000.00 |

A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve payment to R & Q Trucking in the amount of \$10,359.75 for erosion repair in the Hay Creek corridor. Motion carried unanimously. A **motion** was made by Manager Frislie and seconded by Manager Carriere to approve payment to Halverson Sand and Gravel in the amount of \$240.47 for gravel for the Hay Creek project. Motion carried unanimously. Engineer Dalager updated the board on the issue with the Mattson Island Road and discussed the alternatives for repair. Manager Voll asked about the fabric that was placed on the road. Mark LaValla of LaValla Sand & Gravel, stated that he didn't feel an additional 3" of class 5 modified would be adequate. Manager Frislie asked Kelman Kvien, local landowner, about the traffic and conditions of the road. Mr. Kvien stated that area residents have requested the township plow the road in the winter. Manager Voll stated that they are pursuing insurance as an avenue to recoup some costs. Engineer Dalager discussed the quote packages and quotes from contractors. It was the feeling of the board to view the two quotes as one project rather than two separate projects. A **motion** was made by Manager Haugen, seconded by Manager Carriere to accept the quote from LaValla Sand & Gravel in the amount of

\$37,165.00. After discussion the motion carried unanimously. A **motion** was made by Manager Frislie and seconded by Manager Carriere to approve payment to HDR Engineering in the amount of \$14,393.80. Engineer Dalager discussed the erosion issue and the MPCA action. After discussion, motion carried unanimously.

Palmville Project: Chairman Miller discussed the O & M meeting that was held for the project. There was discussion on the items that need to be completed in the project area. Engineer Dalager will pursue the DNR permit. Manager Miller discussed the plan for beaver control in the project area. For the sake of expedience, the board authorized Administrator Sando to award the quote for completion of work items. A **motion** was made by Manager Carriere and seconded by Manager Frislie to approve payment to HDR Engineering in the amount of \$191.57. Motion carried unanimously.

Ring Dikes: Chairman Miller discussed the bid opening yesterday. LaValla Sand & Gravel was awarded the Kveen / Pontow ring dike for the amount of \$120,779.00. Olson Construction of TRF was awarded the Lee ring dike for the amount of \$122,562.57. A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve payment to HDR Engineering in the amount of \$604.37. Motion carried unanimously.

Beltrami: A project team meeting has been scheduled for September 9<sup>th</sup>, 2010.

**DELEGATIONS:** There were no delegates for this meeting.

**PERMITS:** A **motion** was made by Manager Frislie and seconded by Manager Voll to approve permit # 10-13 (Magnusson Farms) with a recommendation of an 18" culvert. Motion carried unanimously. A **motion** was made by Manager Frislie and seconded by Manager Voll to approve permit # 10-14 (Rod Johnson). Motion carried unanimously.

**RRWMB:** Administrator Sando discussed the meeting held in Moorhead. The downstream impacts from the Fargo / Moorhead diversion were discussed. The RRWMB needs to be careful what information is released to the public concerning this project. The Red Path Project was discussed. The State has agreed to a 75 / 25 cost share for this project. Lessard Outdoor Heritage Council approved two projects in the valley for funding. There was an update on the Devil's Lake situation.

#### **Administrator's Report:**

Administrator Sando reported on the following:

- ✿ Hay Creek construction progress
- ✿ Lloyd Fugleberg culvert repair
- ✿ PRAP update. Due to an accident in Mr. Buckhout, the update will be at a later date.
- ✿ Thank you for the card and plant.
- ✿ Land sale ads

A **motion** was made by Manager Carriere seconded by Manager Frislie to levy an ad valorem tax of .00048 (not to exceed \$250,000.00) pursuant to M.S.A. Section 112.61 subdivision 3, of real estate and personal property in the RRWD for the general fund expenses and for the construction and maintenance of projects of common benefit to the RRWD. Motion carried unanimously.

A **motion** was made by Manager Carriere seconded by Manager Frislie to levy an ad valorem tax of .0004836 of the estimated market value in the RRWD in accordance with the provisions of Chapter 162, 1976 Session Laws and the provisions of the Joint Powers Agreement with the RRWMB. Motion carried unanimously.

Chairman Miller discussed information he received from County Assessor concerning Watershed District land valuation. There was discussion on the property taxes that the Watershed pays and those funds coming out of the general funds. There was discussion on dropping the West Interceptor wetland restoration off the tax roll. The board also discussed assessing each household individually instead of the City as a whole. Administrator Sando will follow up with the County Auditor and review the previously obtained legal opinions. There was extensive discussion on the ditch maintenance funds. Administrator Sando and Administrative Assistant Halstensgard will have a more detailed report for the next meeting.

A **motion** was made by Manager Haugen and seconded by Manager Frislie to levy the below stated amounts to each ditch system for the year 2011:

- \$12,000.00 levy on WD#3 ditch system
- \$10,000.00 levy on Ditch #8
- \$ 1,000.00 levy on Ditch #16
- \$ 5,500.00 levy on West Interceptor

Motion carried unanimously.

**RRIW:** Chairman Miller discussed the last meeting. Chairman Miller asked if the RRWD would contribute \$2,500.00 local funding. Manager Voll stated that wouldn't be a problem if the Canadian portion matches the funding. A **motion** was made by Manager Haugen and seconded by Manager Voll to contribute \$2,500.00 funding and request that the RRWMB, State of Minnesota and Province of Manitoba commit matching funding. There will be a presentation on September 14, at the Devils Lake meeting.

**BIG SWAMP PROJECT TEAM:** Manager Haugen reported on the meeting.

**WARROAD RIVER PROJECT TEAM:** Chairman Miller reported on this meeting

**OLD BUSINESS:** Chairman Miller acknowledged the letter from Border State Bank. Manager Haugen discussed the investments. Manager Miller suggested discussing increased flexibility with the bank before putting money in the "flex CD."

The board acknowledged a letter from Thune Insurance. Administrator Sando updated the board on claims the Watershed District has submitted. Managers Voll and Haugen are pursuing insurance with other agencies.

**NEW BUSINESS:**

Manager Voll discussed the cost of engineering for the Hay Creek / Norland project. It is Manager Voll opinion that the engineering firm should be held to a 15% of cost.

The next meeting is scheduled for October 6, 2010. After reviewing the manager's vouchers, a **motion** by Manager Frislie and seconded by Manager Voll, to approve the manager's vouchers. Motion carried unanimously.

Manager Frislie updated the board on a Kittson County construction project that is being stalled by the COE. There was extensive discussion on the COE permitting process.

Roseau County engineer Brian Ketring discussed plans for the angle culverts for WD 3. There was discussion on a plan of action for this project. Engineer Ketring suggested forming a committee for the County to work with. Chairman Miller suggested Managers Frislie and Haugen. It was the recommendation of the Board that Managers Frislie and Haugen to work with the County on the plans for this WD 3 project. The possibility of having a public hearing will be addressed.

A **motion** to adjourn the meeting was made by Manager Frislie, seconded by Manager Haugen. Motion carried unanimously. Meeting adjourned at 11:58 p.m.

Respectfully submitted,

---

LeRoy Carriere, Secretary

---

Tracy Halstensgard, Administrative Assistant