

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD August 3, 2011**

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

**MANAGERS PRESENT:** Floyd Haugen, LeRoy Carriere, LaVerne Voll and Todd Miller.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant Halstengard

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

**CONSULTING STAFF PRESENT:** Engineer Randy Knott, Engineer Nate Dalager

**DELEGATIONS:** Roger Falk, Roseau County Commissioner; Brian Ketring, Roseau County Engineer; Ardmore Haugen, landowner; Jason Braaten, Warren Stoe, Adam Stoe, Greg Halvorson and Casey Pearsen, landowners;

**AGENDA:** A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the agenda with additions. Motion carried unanimously.

**MINUTES:** A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the July 6th, 2011 regular monthly meeting minutes with changes. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 82.60
R & Q Trucking -- purchase of plan set	\$ 25.00
Curtis Pontow -- final ring dike payment	\$ 4,895.33
RRWMB -- Project Team reimbursement	\$ 2,640.92
LaVerne Voll -- purchase of mini fridge	\$ 30.00
Spruce Valley Corp -- purchase of plan set	\$ 25.00
Greenview Landscaping -- purchase of plan set	\$ 25.00
Midwest Seeding -- purchase of plan set	\$ 25.00
GT Seeding -- purchase of plan set	\$ 25.00
MN Native Landscapes -- purchase of plan set	\$ 25.00
Marshall County -- share of taxes	\$ 353.32
Kittson County -- share of taxes	\$ 2,712.33
BWSR Grant -- drainage record modernization	\$ 4,676.00
<b>TOTAL</b>	<b>\$ 15,540.50</b>

<b>Bills -- Memo</b>	<b>Amount</b>
City of Roseau -- utilities	\$ 221.00
Verison -- cell phone charge	\$ 58.63
CenturyLink -- phone bill	\$ 108.36
Sjoberg's Cable TV -- cable internet	\$ 42.32
Marco -- copier maintenance	\$ 21.26
Roseau Times-Region -- notice	\$ 233.63
Minnesota Energy -- natural gas bill	\$ 14.26
Law Office of Steve Anderson -- legal fees	\$ 62.50
Floyd Haugen -- meetings, mileage and expenses	\$ 539.75
LeRoy Carriere -- meetings, mileage and expenses	\$ 70.77
Todd Miller -- meetings, mileage and expenses	\$ 258.25
LaVerne Voll -- meetings, mileage and expenses	\$ 288.55
Rob Sando -- expenses and mileage	\$ 797.93
Rob Sando -- salary	\$ 3,111.85
Tracy Halstensgard -- wages	\$ 1,855.94
Postmaster -- mailing bid packages	\$ 74.80
PERA -- employee and employer share	\$ 873.98
Internal Revenue Service -- 941 tax	\$ 1,489.72
DbA Consulting -- QuickBooks consulting	\$ 12,500.00
Drees, Risky & Vallager -- 2010 audit	\$ 5,440.00
Minnesota Revenue -- withholding tax	\$ 1,028.00
Encore Cleaning Service -- cleaning board chairs	\$ 115.43
Quality Printing -- printing	\$ 664.76
Olson Construction -- Robert Lee ring dike	\$ 44,183.86
Roseau County Highway Dept. -- survey & drafting	\$ 1,783.46
Veteran's Memorial -- flag	\$ 25.00
<b>TOTAL</b>	<b>\$ 75,864.01</b>

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

**DELEGATIONS:**

Chairman Miller recognized Ardmore Haugen, landowner, and discussed a complaint filed by adjacent landowner Mr. Steve Lee regarding an ag dike constructed on Mr. Haugen's land. Mr. Haugen stated that he and the previous land owner had an agreement and Engineer Charlie Anderson, RRWD Engineer at the time, had not denied the permit for the dike. Chairman Miller stated that the board had it in writing that Engineer Anderson did not recommend approval, to the board, for the dike. Mr. Haugen alleged that the records have been modified since the original agreement. Chairman Miller stated that there are signed and dated documents on record and doubted they had been altered. Chairman Miller read portions of the minutes from meetings in 1999 pertaining to the work done. Mr. Haugen stated that he has his notes from that time and read a portion of those notes. Mr. Haugen stated the berm was never discussed but the ditch was a benefit to Mr. Ellenson, neighboring landowner at the time. Manager Voll stated that he remembers some of the discussion and request to level the spoil from ditch as part of the permit. Mr. Haugen stated that he believes Mr. Steve Lee has 3 illegal dikes on his land. There was discussion on who the legal landowner is and the legal boundaries. Mr. Haugen stated that he would not negotiate removing the dike. He stated that the berm does not block the drainage for the land on the east side of the ditch. He also stated that Mr. Lee's purpose is not just to get rid of the water on his land, but to put the water on Mr. Haugen's land. Manager Voll suggested having Engineer Dalager look at the area. Mr. Haugen stated he had no part of, or knowledge of, the revised permit. Mr. Haugen then read his notes basically acknowledging receiving, but not agreeing to the permit with conditions. Mr. Haugen stated that he has no intention of removing or disking down the berm because he, Engineer Anderson and the previous landowner had an agreement on the ditch and dike. Chairman Miller asked Mr.

Haugen if he had this agreement in writing or documented in his notes. Mr. Haugen stated that he did not. Chairman Miller stated nor does the District. Manager Voll made a **motion** to adhere to the original permit and the removal of the dike, seconded by Manager Carriere. Motion carried with Manager Haugen opposed.

Chairman Miller addressed Mr. Jason Braaten concerning some side-water inlets in Section 2 of Ross Township. Chairman Miller suggested that they contact Engineer Dalager about the drainage area and the sizing of the culverts. Mr. Braaten was in agreement with this.

### **PROJECT TEAM & ENGINEERS REPORT:**

Hay Creek/Norland: Engineer Dalager updated the board on the mitigation process for the COE permit. Construction is continuing at a good pace. After discussion on the funding from the state, Manager Carriere made a **motion** to pay the Spruce Valley Corp in the amount of \$444,285.00, seconded by Manager Voll. Motion carried unanimously. Manager Voll spoke about spoil that was placed on land that Jeff Erickson owns. Engineer Knott showed Manager Voll an aerial photo showing the property line, road and ditch. Chairman Miller stressed working closely with the landowners to resolve issues. A **motion** was made by Manger Carriere and seconded by Manager Haugen to pay HDR Engineering bill in the amount of \$8,605.46. Motion carried unanimously. Engineer Dalager stated that 95% of the density testing have passed, which are very good results. Mr. Cater believes he will be essentially done with the project this September. Engineer Knott gave updates on the structures and connection channel. There are two spots that have sloughed that will be turned into FEMA.

Palmville Project: Chairman Miller discussed the recommended changes to the Joint Powers Agreement. The Board and the County made some changes to the document at a meeting held July 14th. Chairman Miller suggested having our attorney and the State's attorney work on the document instead of continuing to have meetings. Administrator Sando talked to Loren Horner and stated no mowing or brushing had taken place. Garry Bennett, MN DNR Hydrologist, will be viewing the area considered for the amended permit in August.

Beltrami: Chairman Miller stated that there has been no further progress on the project. He will be contacting Phil Thalmage and Gretchen Mehmel about culvert sizing. Chairman Miller discussed the agreement with the State for the Roseau Flowage operation and maintenance. This will be discussed at the next Project Team meeting. The board will need to act on the three project areas proposed by the DNR. Manager Carriere made a **motion** to explore the Kroska project and deny the other two sites, motion seconded by Manger Haugen. Motion carried unanimously.

Big Swamp: Manager Haugen stated there was no meeting.

Lee Ring Dike: There was discussion on the bill from Houston Engineering in the amount of \$7,468.65. A **motion** was made by Manager Carriere seconded by Manager Haugen to table the Houston Engineering bill. Motion carried unanimously. A **motion** was made by Manager Voll seconded by Manager Haugen to pay the Olson Construction pay estimate number two in the amount of \$44,183.86. Motion carried unanimously.

WD 3: Administrator Sando discussed the status of work being performed on the Laterals 1 & 2. Holthusen Construction is almost complete with the ditch cleaning and culvert replacement on Lateral #3 and have spot cleaned and replaced a culvert in Lateral#2.

WMA: Manger Carriere made a **motion** to pay the HDR Engineering bill in the amount of \$3,163.89, seconded by Manager Voll. Administrator Sando will continue to pursue the State grant at a 75/25 cost share. Engineer Dalager has not yet seen the RFP's on work to be completed in the WMA, but will follow up. Motion carried unanimously.

After a brief break, the board opened bids for the Hay Creek Setback Levees wetland mitigation replacement plan. Chairman Miller informed the contractors present that the board would open the bids and have legal and engineering review prior to awarding the bid.

### **COMMITTEE REPORTS:**

Rules Committee: Administrative Assistant Halstengard presented the board with revised permit applications form. Administrative Assistant Halstengard will continue to work on the rules with Managers Carriere and Voll.

Personnell Committee: Nothing to report  
Governing Documents: Nothing to report

**PERMITS:** There were no permits for this meeting.

Chairman Miller discussed the SD #51 culvert inventory and proposed trapping of culverts. For landowners present, refer to attendance sheet. Mr. Stoe asked about the possibility of the river overflowing it's banks in certain areas if the culverts are trapped. There was discussion of water flow in the area. The landowners questioned what the effects would be on ag lands to the east. As of right now, the landowners don't want any of the proposed traps installed. They would like to see a hydrologic study completed of the area. Engineer Dalager spoke about the difference between water backing up in ditches or water flowing out of the river and in effect widening the flood plain. Trapping these culverts would in effect reduce the capacity of the river and in doing so there would be some upstream effects. Chairman Miller asked the board if they want to investigate installing the proposed traps any further. Manager Haugen stated that he would like to pursue it. He also spoke about the water flow to the west, in the Duxby Levee area. Engineer Dalager gave a general engineering perspective on the proposed traps. Taking into consideration the capacity of the river and the size of the culverts, he estimates an amount between 0" to 2" backwater effect. Greg Halverson stated that even though it's a small amount, the length of time the additional water is on the fields is an issue. The other landowners concurred and stated that there are many variables. Engineer Ketring stated that with technology available the effort to do a hydrologic study of the area would be a benefit to the District.

**RRWMB Report:**

Chairman Miller discussed the treasurer's report; there was \$6 million in the bank. There was a presentation on using LiDar for planning purposed by Henry VanOfflen. There was discussion on the resolution passed by RRWMB that allows the Watershed Districts to reduce their individual "construction" levees. There was discussion on funding for projects through the NRCS and the requirements to obtain that funding. The RRWMB is re-evaluating the Step 1 submittal process.

**Administrator's Report:**

Administrator Sando reported on the following issues:

- Will be meeting with the County on August 9<sup>th</sup> on the PILT issue. If the board uses State money it would have to be off the tax rolls for 20 years.
- Vern Rugland will mow the Hay Creek Corridor and connection channel for \$60 / hour.
- ROW markers have been placed on the Hay Creek Channel and Connection Channel.
- Palmville Brushing
- Mayor Jeff Pelowski stated that we would be receiving payment for the West Intereceptor. Has viewed the West Interceptor with David Drown. Kevin Wiskow, city employee, will work with Administrator Sando to place ROW markers. The City will work on mowing and spraying options. Wes Otto has done the haying.
- Annual report has been sent to the Commissioner and Director of DNR as well as BWSR.
- Clair Kjersten has mowed the Duxby Levee.
- Proposed budget and ditch levies. Administrator Sando will provide Ditch levee and fund balances to the board.
- WD #3 and Ditch #16 update
- Robert Lee Ring Dike update
- Annual leave – off on August 18<sup>th</sup> and 19<sup>th</sup>
- Cleaning board chairs.
- CD #8 brushing - Roger Berg supplied a quote of \$6,500.00 to remove brush on Lateral #3 of CD#8.
- Letter concerning Section 1135 Program funding from Joseph Mose, COE

**RRIW:** Chairman Miller stated there was a conference call to discuss the modeling on the Roseau River. The modeling will be held up until the LiDar can be obtained on the Canadian side. Local personnel discussed scheduling a meeting in October.

**OLD BUSINESS:**

The board was updated on progress on the website, drainage records grant and insurance.

**NEW BUSINESS:**

Manager Carriere made a motion for Administrative Assistant Halstensgard to attend the excel workshop, seconded by Manager Voll. Motion carried unanimously.

After reviewing the vouchers, a **motion** was made by Manager Haugen, seconded by Manager Carriere to approve the Manager's vouchers and Administrators Sando's expenses. Motion carried unanimously.

After some discussion, Manager Haugen made a **motion** to move forward with the SD #51 culvert trapping study, Chairman Miller seconded. Chairman Miller wanted parameters on what we would give the engineer. Engineer Dalager suggested choosing the two culverts (ref # 8 & #10) and provide information on backwater effects and downstream effects. He estimated those costs between \$3,000.00 and \$5,000.00. Motion carried unanimously.

Upon a motion made by Manager Voll, seconded by Manager Haugen, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary

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Tracy Halstensgard, Administrative Assistant