

MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD July 6, 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 Nate Dalager

DELEGATIONS: Steve Lee, landowner; Greg and Jason Braaten, landowners; Kelman Kvien, landowner; Jack Swanson and Roger Falk, Roseau County Commissioners.

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

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve the June 1st, 2011 minutes as handed out. Motion carried unanimously. A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the Project Team meeting minutes from June 28, 2011 as handed out. Motion carried unanimously. Chairman Miller asked staff to follow-up on the items from last month's meeting (Watershed District liason to the LOHC as suggested by Senator Lessard and the 25 Small Projects Grant fund for FDR projects).

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 42.48
State of Minnesota -- Hay Creek / Norland reimbursement	\$ 44,245.19
Roseau County Treasurer -- share of taxes	\$ 296,564.11
RRWMB -- Project Team reimbursement	\$ 9,231.74
Terry Kveen -- landowner payment, ring dike	\$ 5,728.83
US Treasury -- overpayment refund	\$ 7.68
Marshall County -- share of taxes	\$ 243.57
Lake of the Woods County -- Share of taxes	\$ 385.10
Beltrami County -- Share of taxes	\$ 422.03
TOTAL	\$ 356,870.73

Manager Voll asked Administrator Sando about the status of the payment from Curtis Pontow. Administrator Sando informed the board that payment had not been received. A second letter requesting payment has been sent to Mr. Pontow. Administrator Sando will continue to follow-up.

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 195.77
Verison -- cell phone charge	\$ 51.32
CenturyLink -- phone bill	\$ 101.36
Sjoberg's Cable TV -- cable internet	\$ 43.32
Marco -- copier maintenance	\$ 20.00
Minnesota Energy -- natural gas bill	\$ 42.64
Law Office of Steve Anderson -- legal services	\$ 62.50
Floyd Haugen -- meetings, mileage and expenses	\$ 410.53
LeRoy Carriere -- meetings, mileage and expenses	\$ 184.70
Todd Miller -- meetings, mileage and expenses	\$ 805.01
LaVerne Voll -- meetings, mileage and expenses	\$ 419.57
Rob Sando -- expenses and mileage	\$ 819.95
Rob Sando -- salary	\$ 3,111.87
Tracy Halstensgard -- wages	\$ 1,850.91
Postmaster -- board mailing	\$ 20.80
PERA -- employee and employer share	\$ 868.67
Internal Revenue Service -- 941 tax	\$ 1,606.29
Doug's Supermarket -- food for meetings and supplies	\$ 80.16
West Group -- Minnesota statute books	\$ 504.46
Kathy Marvin -- office furniture	\$ 3,600.00
Red River Watershed Management Board -- share of taxes	\$ 62,939.18
Spruce Valley Corporation -- Hay Creek construction expense	\$ 53,550.00
TOTAL	\$ 131,289.01

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

DELEGATIONS:

Landowner Steve Lee addressed the board with an issue concerning an ag dike built by Ardmore Haugen. Mr. Lee presented the board with a copy of the original permit, RRWD Board meeting minutes discussing the issue and aerial photos. Manager Voll made a **motion** to have Administrator Sando meet with Mr. Haugen and Mr. Lee to review the situation and request the dike be removed, seconded by Manager Carriere. Motion carried unanimously. Mr. Lee also discussed an issue on land he recently purchased in section 19 concerning the removal of a culvert in a field road. Mr. Lee stated that there has been a dispute over the property line. There is a field road currently acting as a dike. A **motion** was made by Manager Voll and seconded by manager Carriere to have Administrator Sando review this situation and report back to the board. Motion carried unanimously.

Jason and Craig Brateng addressed the board with a request to clean Ditch 16. Administrator Sando will discuss with other landowners (John Harder farms Buddy Erickson's land). Mr. Brateng also mentioned the need for spraying the ditch outlet into the river. There is also a culvert that has "sow-bellied" and needs to be replaced. Chairman Miller suggested requesting FEMA reimbursement for the culvert replacement.

PROJECT TEAM & ENGINEERS REPORT:

Hay Creek/Norland: Engineer Dalager stated that Spruce Valley continues to work. Compaction testing has taken place and all tests have been passed even with the wet conditions. Engineer Dalager stated that even more work needs to take place in July and August for construction to be completed in 2012. There was some discussion of the seed mix to be applied. Engineer Dalager discussed the mitigation for the project. A **motion** was made by Manger Haugen to move forward with letting the bids for the mitigation plan with the bid opening scheduled for next month, seconded by Manger Carriere. Motion carried unanimously. Chairman Miller asked about the signage for the mitigation areas. The project bills will be addressed later in the meeting.

Kelman Kvien requested that a culvert in a collector ditch be moved $\frac{3}{4}$ of a mile to the west. Engineer Dalager stated that it would be uncertain who would own the land in the future and it would be adding $\frac{3}{4}$ of a mile of ditch to be maintained by the project. It was the recommendation of the board to leave the project as is and Mr. Kvien can submit an application for the additional culvert. A **motion** was made by Manager Voll, seconded by Manager Haugen to approve permit #11-10 for installation of a 24" culvert with trap submitted by Mr. Kvien, dependant upon the approval of Roseau County. The approval of the permit request will not include the cleaning of the $\frac{3}{4}$ of a mile of ditch. Motion carried unanimously. Administrator Sando asked if Mr. Kvien was interested in mowing the Hay Creek Corridor. Mr. Kvien declined. Administrator Sando will review other options. Manager Voll stated that the County may be able to do the mowing.

Palmville Project: Chairman Miller discussed the Joint Powers Agreement review by Attorney Anderson. Chairman Miller suggested sitting down with Attorney Anderson and making changes to be submitted to the State. That was the recommendation of the board. Garry Bennett was not able to review the request for cleaning, however he stated if he didn't have a problem with it, the Board could request an amendment to the current permit. Chairman Miller discussed brushing. Administrator Sando will contact Loren Horner to see if it is dry enough to finish brushing and clearing on the berm and access road.

Beltrami: Chairman Miller stated that there has been no further progress on the project due to state shutdown.

Big Swamp: Manager Haugen stated there was no meeting.

Lee Ring Dike: Chairman Miller discussed the extension request. Manager Haugen made a **motion** to approve the extension request from Olson Construction, seconded by Manager Carriere. Manager Haugen and Carriere voted for and Manager Voll and Miller voted against. Motion did not carry. There was discussion on requesting Olson Construction install two culverts. Administrator Sando will speak to Mr. Olson about this. There was discussion on the bill from Houston Engineering in the amount of \$7,468.65. Manager Voll made a **motion** to table the bill until a representative from Houston Engineering is here to discuss it, seconded by Manager Carriere. Motion carried unanimously. Administrator Sando discussed the funding of the ring dike.

WD 3: Manager Haugen stated that there was no work being done right now. He also stated that the spoil is being set very close to the ditch and may be a maintenance issue further down the road. Chairman Miller also stated that the back slope looked messy and rough and could be a maintenance issue. Administrator Sando or Manager Haugen will address this issue with the contractor. Manager Haugen stated that it would be about \$1,500.00 for the cat walks and lift controls to be installed on the angle pipes in Lat. 3 of WD 3. Manager Haugen also stated that he and Administrator Sando had been out yesterday viewing pipes. Manager Haugen recommends replacing a pipe between sections 35 and 36 of Politz Township $\frac{3}{4}$ of a mile south of CR 10. He also requested mowing. A **motion** was made by Manager Carriere and seconded by Manager Voll to approve the construction and installation of the cat walks and lift mechanisms by Dennis Wahl. Motion carried unanimously. Administrator Sando discussed the beaver dam situation in Lateral 2. Manager Carriere made a **motion** to remove the beaver dam and complete the associated cleaning that needs to be done; replace the damaged culvert and trap; and block the east side illegal culvert, seconded by Manager Voll. Motion carried unanimously. Casey Pearson traps in that area. There was discussion on spraying the ditches. Administrator Sando will provide maps showing what needs to be sprayed to the County as soon as possible.

WMA: There was discussion on the Project Team meeting on the WMA. Engineer Dalager stated that the DNR has sought RFP's for engineering services for some projects they may be doing. Engineer Dalager stated this is something that the Watershed should check on as there may be the possibility to coordinate some of our project efforts.

COMMITTEE REPORTS:

Rules Committee: Manager Carriere has provided information to Administrative Assistant Halstengard. There will be a draft for the next board meeting. Engineer Dalager discussed the study being done on Tiled Drainage.

Personnell Committee: Committee will be scheduling a performance review for Administrator Sando.

Governing Documents: Nothing to report

PERMITS:

A **motion** was made by Manager Haugen and seconded by Manager Voll to approve Permits #11-07 (Overland Corporation). Motion carried unanimously.

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve Permits #11-08 (Charles Skoglund). Motion carried unanimously.

A **motion** was made by Manager Haugen and seconded by Manager Voll to approve Permits #11-09 (RCHD). Motion carried unanimously.

Administrator Sando updated the board on permit #11-03 (Rick Solberg). A **motion** was made by Manager Haugen, seconded by Manager Carriere to approve the permit. Motion carried unanimously.

RRWMB Report:

Chairman Miller discussed the treasurer's report; there was \$6 million in the bank going into the State government shutdown. The RRRRA is requesting a dedicated COE person for the Red River Valley. Chairman Miller also spoke about the LCCMR endeavor being taken on by Attorney Lewis Smith. The presentation consisted of looking at the public utility of drainage law not just drainage benefit. One of the goals is to look at water management from a watershed perspective, not just legal boundaries (ie. county or township lines).

Administrator's Report:

Administrator Sando reported on the following issues:

- E-mail from Ron Harnack on the questions the County had on PILT. Commissioner Swanson stated that if the information from Mr. Harnack is correct, he personally has no problem with proceeding with PILT.
- Engineer Dalager commented on the JPA for Palmville.
- Discussion with Mayor Jeff Pelowski on WI funding. Will be meeting with Dave Drown on inspecting the WI.
- Wes Otto will be haying the WI system again
- FEMA DR 1982 assessment
- Annual Report and audit. Chairman Miller had some questions on the audit report regarding coverage of accounts. Administrator Sando will check on the FDIC amounts covered. Manager Carriere made a **motion** to approve the Audit report, seconded by Manager Voll. Motion carried unanimously. Manager Carriere made a **motion** to finalize the Annual Report after comments from Managers and submit it to BWSR, seconded by Chairman Miller. Motion carried unanimously.
- Annual leave
- The Board directed Administrator Sando to sell the excess office equipment.
- Mowing ditch 8
- 1135 funding – A **motion** was made by Manager Carriere, seconded by Manager Hauger to sign the resolution requesting consideration for 1135 funding. Motion carried unanimously.

RRIW: There has been no meeting. Chairman Miller spoke about the inability to collect Lidar data in Canada. There was discussion of forming a Roseau River Conservation District.

OLD BUSINESS:

The board was updated on progress on the website.

NEW BUSINESS:

The Board discussed the State government shutdown and the effect on project funding. There was discussion on taking out a loan with immediate payoff capability to cover the construction costs. The board directs Administrator Sando and Manager Haugen to make the arrangements. A **motion** was made by Manager Carriere, seconded by Manager Voll to approve payment of the HDR Engineering bill and the Spruce Valley Corporation bill upon securing the loan at Boarder State Bank. Motion carried unanimously.

The board elected no wait to transfer any funds from Administrative Fund to the Construction Fund. There was discussion on the status of the Ditch Fund balances.

Chairman Miller asked about Tim Michals request to pasture along the Hay Creek corridor. Administrator Sando stated that Mr. Michals would not be pasturing the land this year to allow for establishment of the cover.

Chairman Miller wanted follow-up status presented to the board every month until completed on the following issues:

- Pontow ring dike payment
- Insurance
- Ditch inspections / FEMA
- Drainage records modernization grant
- ROW marker installation
- Overhead projector setup
- White board installation
- Building maintenance
- PILT

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

A **motion** was made by Manager Haugen, seconded by Manager Carriere to name Administrator Sando and Chairman Miller as the signatory on the FEMA resolution. Motion carried unanimously.

Chairman Miller spoke about a culvert inventory near State Ditch 51.

Upon a motion made by Manager Voll, seconded by Manager Haugen, the meeting was adjourned at 11:50 p.m.

Respectfully submitted,

LeRoy Carriere, Secretary

Tracy Halstengard, Administrative Assistant