

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD September 7, 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 Sando and Administrative Assistant Halstensgard

OTHERS PRESENT: Refer to attendance sheet.

DELEGATIONS: Roger Falk, Roseau County Commissioners;

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

MINUTES: A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the August 3, 2011 regular board meeting minutes with changes. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 69.40
RRWMB -- Hay Creek reimbursement	\$ 119,202.00
Davidson Construction -- purchase of plan set	\$ 25.00
State of Minnesota -- Hay Creek reimbursement	\$ 126,258.75
State of Minnesota -- Hay Creek reimbursement	\$ 343,751.28
TOTAL	\$ 589,306.43

Bills	Amount
Rob Sando -- salary	\$ 3,111.86
Tracy Halstengard -- wages	\$ 1,890.85
LeRoy Carriere -- per diem, mileage & expenses	\$ 70.76
Floyd Haugen -- per diem, mileage & expenses	\$ 199.39
Todd Miller -- per diem, mileage & expenses	\$ 542.53
LaVerne Voll -- per diem, mileage & expenses	\$ 326.06
PERA -- employer / employee contribution	\$ 884.59
Internal Revenue Service -- withholding tax	\$ 1,543.48
Sjobergs TV -- internet access	\$ 42.32
Doug's Supermarket -- meeting expense	\$ 68.75
Marco -- copier maintenance	\$ 20.00
Verison -- Cell phone service	\$ 51.29
Roseau Times-Region --	\$ 199.50
Minnesota Energy -- natural gas bill	\$ 14.26
CenturyLink -- phone service	\$ 115.83
City of Roseau -- utilities	\$ 209.17
The Times -- ad for bids	\$ 153.81
Reliable Office Supply -- office supplies	\$ 89.70
Loren Horner -- mowing Palmville	\$ 1,418.00
Spruce Valley Corp. -- Hay Creek Construction	\$ 168,345.00
Spruce Valley Corp. -- Hay Creek Construction	\$ 444,285.00
Scott's True Value -- office supplies	\$ 127.85
Roger Berg -- mowing Hay Creek	\$ 4,375.00
Thune Insurance -- Managers Bond	\$ 200.00
HDR Engineering -- general engineering	\$ 580.00
SandPieper Design, LLC -- website design (to date) & Logo package	\$ 2,332.70
Red River Watershed Management Board -- stream gage cost share	\$ 13,887.50
Holthusen Construction -- ditch maintenance	\$ 41,179.50
Total	\$ 686,264.70

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

DELEGATIONS: Chairman Miller asked Roger Falk, Roseau County commissioner, if the County would be willing to cost share on the landscaping work that is taking place. Mr. Falk stated that he would bring it up at the next building committee meeting.

PROJECT TEAM & ENGINEERS REPORT:

Hay Creek / Norland: Chairman Miller discussed the Change Order Request from Spruce Valley Construction to use the pit-run gravel from the impoundment for the top of the levee. It was the opinion of the engineers that the work should be done hourly. There was discussion on the difference in cost and the amount of gravel available from that area. Engineer Dalager felt that the pit run should be used for the top of the levee and the

class five should be used for access roads. Engineer Dalager will take care of the change order as recommended.

Joe Schafer, MN Native Landscapes, was here to find out about the bid award for the Mitigation. Chairman Miller stated that the Board will be delaying the award to further investigate mitigation requirements. Mr. Shafer stated that due to the dry conditions, it may be beneficial to do the earth work this fall and also spraying the area to kill off vegetation. Chairman Miller stated there is a conference call scheduled for 1 p.m. today with the COE to discuss the mitigation requirements.

Sentence to Serve has done some clean up work on the old building site near the connection channel.

A **motion** was made by Manager Carriere, seconded by Manager Voll to approve payment of \$697,459.50 to Spruce Valley Construction upon receipt of State funding. Motion carried unanimously. A **motion** was made by Manager Carriere, seconded by Manager Miller to approve payment of \$9,793.57 to HDR Engineering upon receipt of State funding. Motion carried unanimously. A **motion** was made by Manager Carriere, seconded by Manager Miller to approve payment of \$2,712.30 to HDR Engineering upon receipt of State funding. Motion carried unanimously.

A **motion** was made by Manager Carriere seconded by Manager Voll to close the regular meeting. Motion carried unanimously.

At 8:30 a.m. a **motion** was made by Manager Voll, seconded by Manager Carriere to open the public hearing. There were no written comments. Administrator Sando discussed the proposed budget. There were no comments from the audience. A **motion** was made by Manger Carriere and seconded by Manger Haugen to close the public hearing. Motion carried unanimously. A **motion** was made by Manger Carriere and seconded by Manger Haugen to reopen the regular board meeting. Motion carried unanimously.

The Board discussed the ditch levees. Chairman Miller asked for comments from the audience. There were no written comments. a **motion** was made by Manager Carriere and seconded by Manager Haugen to levy the below stated amounts to each ditch system for the year 2012:

- \$12,000.00 levy on WD#3 Ditch System
- \$ 5,000.00 levy on Ditch #8
- \$ 1,500.00 levy on Ditch #16
- \$ 2,500.00 levy on West Interceptor

A one percent assessment on redetermined benefits on State Ditch #51: approximate figures are as follows;

Roseau County	\$88,141.88
Kittson County	\$ 1,155.02
Marshall County	\$ 641.92
Beltrami County	\$ 899.65
Lake of the Woods County	\$ 648.60

Motion approved with all in favor.

The Board discussed the RRWMB / Construction levee. A **motion** was made by Manager Carriere and seconded by Manager Voll to levy an ad valorem tax in the amount 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.

The Board discussed the Administrative levee. A **motion** was made by Manager Carriere and seconded by Manager Haugen 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.

As noted in the Roseau Times-Region, the Board of Managers held their annual public hearing on the District's proposed 2012 budget at 8:30 a.m. Following discussion, a **motion** was made by Manager Carriere seconded by Manager Voll to approve the proposed 2012 budget. Motion carried unanimously.

General Fund Budget:

1. Managers per diem & expenses	\$ 20,000.00
2. Staff	\$ 88,000.00
3. Engineering	\$ 5,000.00
4. Payroll Expense	\$ 17,500.00
5. Mileage Reimbursement	\$ 7,500.00
6. Conferences & Meetings	\$ 7,500.00
7. Rent (includes utilities)	\$ 8,000.00
8. Capital Outlay	\$ 5,000.00
9. Office Expense	\$ 10,000.00
10. Insurance	\$ 12,500.00
11. Professional & Legal	\$ 7,500.00
12. Association Dues	\$ 2,000.00
13. Stream Gaging / Misc.	\$ 17,500.00
14. Roseau River Projects / Maintenance	\$ 42,000.00

Total	\$ 250,000.00

Construction Budget:

1. Red River Watershed Management Board	\$ 136,000.00
2. Roseau River Watershed District Construction Fund	\$ 136,000.00

Total	\$ 272,000.00

Palmville Project: There was discussion on the recommendations from Gerry Bennett, DNR Hydrologist, to amend the current permit to address the removal of sedimentation from Mickinock Creek. The proposed amendment has been sent to DNR Fisheries for review. Administrator Sando updated the board on the status of the review of the JPA.

Beltrami: Chairman Miller stated he has not heard from DNR personnel. The District received an email from Mr. Carroll stating they had not forgotten about the Watershed District.

Ring Dikes: Chairman Miller discussed the engineering costs. Administrator Sando discussed the items that were not completed by the contractor. There was discussion on the road raise issues. A **motion** was made by Manager Carriere, seconded by Manager Voll to table paying the Olson Construction and Houston Engineering Bills until the issue with the road are resolved. Motion carried unanimously.

WD 3: Manager Haugen updated the board on the work being done in the system. A **motion** was made by Manager Haugen, seconded by Manager Carriere to pay the Holthusen Construction bill in the amount of \$36,492.00. Motion carried unanimously. A **motion** was made by Manager Voll, seconded by Manager Haugen to pay the Holthusen Construction for lat 2 bill in the amount of \$500.00. Motion carried unanimously.

Ditch 16: A **motion** was made by Manager Haugen, seconded by Manager Carriere to pay the Holthusen Construction bill in the amount of \$4,187.50. Motion carried unanimously.

RRWMA: Administrator Sando updated the board on the grant application for preliminary engineering funds. Chairman Miller suggested getting Ron Harnack involved in acquiring that funding. Engineer Dalager stated that he had not heard anything from the DNR concerning the work that they are reviewing. A **motion** was made by Manager Carriere, seconded by Manager Haugen to pay the HDR Engineering bill in the amount of \$1,728.30. Motion carried with Manager Voll opposed.

SD 51 Culvert Inventory: Chairman Miller updated the board on the background of the project. Engineer Dalager gave the board a presentation of his engineer's opinion. (See Attached) Manager Haugen thanked Engineer Dalager for the presentation. Jason Braaten asked why the board isn't considering trapping more culverts along SD 51. Chairman Miller stated that the Board was asked by the County to look at this area specifically and a study of the entire system would be expensive. A **motion** by Manager Haugen to accept this study and send a letter to the County requesting that they move forward with installing traps on the two pipes in question, seconded by Manager Carriere. Motion carried unanimously. Chairman Miller suggested sending a copy of the letter to the landowners in the area.

The Board discussed the letter that Chairman Miller drafted to Governor Dayton. It was the consensus of the board to move forward with sending the letter to Governor Dayton.

RULES COMMITTEE REPORT: There was some discussion on the outletting of drain tile and the issues it can cause to drainage systems.

PERMITS:

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve permit #11-11 (Douglas Erickson) with the condition that the spoil be spread out and the bank be seeded. Motion carried unanimously. It was noted that Mr. Erickson was not permitted to clean the bottom of the ditch, only re-slope the bank on the field side.

A **motion** was made by Manager Voll and seconded by Manager Haugen to approve permit #11-12 (Pete Grafstrom). Motion carried unanimously.

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve permit #11-13 (Terry Kveen). Motion carried unanimously.

A **motion** was made by Chairman Miller and seconded by Manager Haugen to approve permit #11-14 (Paul King). Motion carried unanimously.

Administrator Sando informed the board that during construction of the Kveen / Pontow ring dike a 40" pipe was damaged. LaValla Sand & Gravel had driven trucks across the crossing to haul fill for the dike. Manager Voll asked about the validity of the when the damage occurred.

RRWMB: Chairman Miller discussed the cost of stream gage maintenance. Funding for stream gages will be discussed at the RRIW meeting. Watershed eligibility for WRP funds for water retention projects was discussed. Chairman Miller suggested talking to Keith Weston, NRCS, to see if Hay Creek / Norland would qualify for any WRP funding. Chairman Miller stated that the Board has advertised for a Media Representative. The personnel committee will be interviewing for that position. Ron Harnack has asked for an update on the status of project projections for the next two years. Chairman Miller stated that the RRWMA and Beltrami are priorities for the district and the Arpin Projects needs investigation. A **motion** was made by Manager Voll, seconded by Manager Carriere to pay the RRWMB \$13,887.50 for Stream Gage cost share. Motion carried unanimously. Chairman Miller discussed the Water Quality Summary.

Administrator's Report:

Administrator Sando reported on the following:

- ✿ Hay Creek construction progress, monitoring, mowing, and site cleaning
- ✿ West Interceptor, city has made payment to County. We will receive payment with our next tax payment. Administrator Sando will install ROW markers this fall. Wes Otto is taking 2nd cutting of hay
- ✿ FEMA – DR 1982 – Representative will be here this Friday
- ✿ Highway 11 mill & overlay
- ✿ Dennis Komplien complaint – one issue with the ditch cleaning is that culverts under CR 15 would have to be lowered. There was discussion on the fall in that area. Manager Voll made a **motion** to clean the high areas between the culverts and a replace damaged culvert through the county road (pending verification of responsibility for the culvert), motion seconded by Manager Carriere. Motion carried unanimously.

RRIW: A meeting has been scheduled in our office for October 12th at 10:30 a.m.

OLD BUSINESS:

The Board was updated on the progress of the web site.

Administrator Sando updated the board on the Drainage Record Modernization Grant. The next process will be taking maps to the County Highway Dept. to be scanned into electronic format.

NEW BUSINESS: New Business agenda items were previously discussed in the meeting.

OTHER ITEMS:

Administrator Sando updated the board on the complaint by Allen Brandt. Administrator Sando will contact Mr. Dunham, who has been doing the work without a permit.

Chairman Miller discussed a request by Paul King for a side-inlet pipe into County Ditch 9. Mr. King is requesting cost share on the purchase of a pipe and trap. The County is paying for installation. Manager Voll made a **motion**, seconded by Manager Carriere to share 50% of the cost to purchase a pipe and trap. Motion carried unanimously.

Manager Voll discussed cleaning the County is doing in County Ditch 9. There was discussion of the system draining land not in the benefitted area of County Ditches 18 & 61. Manager Voll made a **motion** to send a letter to the County requesting removal a 36" culvert located on the corners of Sections 7, 8, 17 & 18 of Cedarbend Township and obtain the legal benefitted area, seconded by Manager Carriere. Motion carried unanimously.

The Board discussed the Wetland Mitigation for Hay Creek / Norland.

There was discussion on expending engineering funds for a preliminary report on the Arpin Project. Manager Carriere stated he wants state land included in the project area. A **motion** was made by Manager Haugen to investigate the proposed project and fund the engineering with a total of \$2000.00 utilizing Project Team money, seconded by Manager Carriere. Motion carried unanimously.

The next meeting is scheduled for October 5, 2011. After reviewing expense vouchers, a **motion** by Manager Haugen and seconded by Manager Carriere, to approve the manager's vouchers. Motion carried unanimously.

A **motion** to adjourn the meeting was made by Manager Haugen, seconded by Manager Miller. Motion carried unanimously. Meeting adjourned at 12:17 p.m.

Respectfully submitted,

LeRoy Carriere, Secretary

Tracy Halstensgard, Administrative Assistant