

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD APRIL 4, 2012**

**ORDER:** Chairman Todd Miller called the meeting to order at 3:00 p.m.

**MANAGERS PRESENT:** Floyd Haugen, LeRoy Carriere, Cody Schmalz, 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:** Randy Prachar, MN DNR; Roger Falk and Jack Swanson, Roseau County commissioners;

**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 February 29<sup>th</sup>, 2012 regular meeting minutes with changes. Motion carried unanimously. A **motion** was made by Manager Haugen and seconded by Manager Miller to approve the March 15<sup>th</sup>, 2012 Informational meeting minutes with changes. Motion carried unanimously. A **motion** was made by Manager Voll and seconded by Manager Haugen to approve the March 29<sup>th</sup>, 2012 Project Team meeting notes with changes. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 59.36
State of Minnesota -- FEMA DR 1648	\$ 8,075.54
State of Minnesota -- Hay Creek reimbursement	\$ 42,230.92
<b>TOTAL</b>	<b>\$ 50,365.82</b>

<b>Bills -- Memo</b>	<b>Amount</b>
City of Roseau -- utilities	\$ 226.84
Verison -- cell phone charge	\$ 51.92
CenturyLink -- phone bill	\$ 113.05
Sjoberg's Cable TV -- cable internet	\$ 45.53
Marco -- copier maintenance	\$ 25.00
Roseau Bakery -- cookies for meetings	\$ 27.96
Minnesota Energy -- natural gas bill	\$ 138.09
Steve Anderson -- legal fees	\$ 62.50
HDR Engineering -- Project Engineering	\$ 8,576.91
Houston Engineering -- Project Engineering	\$ 1,080.34
Floyd Haugen -- meetings, mileage and expenses	\$ 573.78
LeRoy Carriere -- meetings, mileage and expenses	\$ 503.57
Cody Schmalz -- meetings, mileage and expenses	\$ 163.08
Todd Miller -- meetings, mileage and expenses	\$ 921.32
LaVerne Voll -- meetings, mileage and expenses	\$ 448.77
Rob Sando -- expenses and mileage	\$ 1,017.53
Rob Sando -- salary	\$ 3,117.86
Tracy Halstensgard -- wages	\$ 1,937.36
RRWMB -- share of taxes	\$ 13,258.37
PERA -- employee and employer share	\$ 892.32
Internal Revenue Service -- 941 tax	\$ 1,684.84
Doug's Supermarket -- food for meetings and supplies	\$ 11.22
Scott's True Value -- supplies	\$ 4.29
Minnesota Viewers Association -- 2012 dues	\$ 125.00
Multi - Office products -- supplies	\$ 102.44
Roger Berg -- mowing Ditch 8	\$ 1,730.00
R & Q Trucking -- hauling brush from Ditch 8	\$ 3,750.00
Thune Insurance -- insurance package	\$ 4,899.44
<b>TOTAL</b>	<b>\$ 45,489.33</b>

**BILLS:** A **motion** was made by Manager Carriere to pay the normal monthly bills, excluding the insurance which will be discussed later in the meeting, seconded by Manager Voll. Motion carried unanimous.

**DELEGATIONS:** Randy Prachar, MN DNR, met with the board to discuss the Palmville JPA. Chairman Miller stated that the County Attorney had not reviewed the document yet. The Board will continue to table approval of the JPA until the county Attorney has reviewed it. The Board also discussed the JPA for the RRWMA Pools 2 & 3 with Mr. Prachar. Chairman Miller stated that Engineer Dalager and Attorney Anderson should review the document. There was discussion on the "*Intellectual Property Rights*" and "*Data Compatibility*" portions of the document. Mr. Prachar provided the Board with a DNR Land Exchange Informational Brochure. There was discussion on the land exchange process. Roseau County Commissioner Jack Swanson talked about the land exchange that the County negotiated with the State. Chairman Miller asked about the possibility of the Watershed joining in with the County in their current negotiations. It was stated that having three entities may complicate the issue and it would be

more straight forward for the District to start the process on their own. Manager Voll requested a copy of the information the State has on land they are willing to trade.

Chairman Miller asked the County Commissioners present if they had discussed the CR 112 project. Manager Voll asked about the legality of the Watershed using district funds to do work in a County road ditch. Chairman Miller stated that SD 51 contributes to flooding in that area and if the County was not willing to be a partner, the Watershed may not want to pursue it. The County will put it on the Highway Department meeting agenda for May 17<sup>th</sup>, 2012. Chairman Miller and Manager Haugen will attend.

### **PROJECT REPORT:**

Hay Creek/Norland: Administrator Sando updated the board on the land purchase agreements. Manager Carriere made a **motion** to pay HDR Engineering's bill in the amount of \$2,251.21, seconded by Manager Haugen. Motion carried with Manager Voll opposed. Manager Carriere made a **motion** to pay HDR Engineering's bill in the amount of \$3,506.44, seconded by Manager Haugen. Motion carried with Manager Voll opposed. Administrator Sando gave an update on the mitigation request to the COE. The board will schedule a tour of the project in June. There was discussion on the state reimbursement process and punch list of items to be completed.

Administrator Sando discussed the conversation he had with Ron Harnack concerning PILT reimbursement. There was extensive discussion on the PILT issue. The Board directed Administrator Sando to request reimbursement from the RRWMB for the additional \$115,461.57.

There was discussion regarding traffic on the dike. Administrator Sando discussed installing gates.

Manager Haugen made a **motion** to pay HDR Engineering's bill in the amount of \$1,056.48, seconded by Manager Carriere. Motion carried with Manager Voll opposed.

Palmville Project: There was discussion on the beaver dam removal and the damage done by the backhoe operator attempting to remove the dam. Engineer Dalager discussed the baseline monitoring data and presented the board with a handout. Manager Carriere made a **motion** to pay HDR Engineering's bill in the amount of \$562.78, seconded by Manager Schmalz. Motion carried with Manager Voll opposed.

RRWMA: Chairman Miller asked Mr. Prachar about the funding process for the DNR's portion. Mr. Prachar stated he had discussed funding requirements with Administrative Assistant Halstensgard and the process that is currently in place for grant reimbursement would work for this agreement as well. Engineer Dalager discussed the geo-technical work that will be provided by the COE. Manager Carriere made a **motion** to pay HDR Engineering's bill in the amount of \$1,200.00, seconded by Manager Haugen. Motion carried unanimously. Manager Voll asked about the request to the state for 75/25 cost share on the project. Chairman Miller discussed the history of funding through the legislation and stated the 75/25 language needs to go through the FDRWG. Engineer Dalager discussed the argument to be made in favor of the 75/25 cost share and

completing the project funding worksheet. Mr. Prachar stated that he did not feel comfortable weighing in on the valuation of NRE benefits in filling out the project funding worksheet. Administrator Sando and Engineer Dalager will follow up with the FDRWG pursuing the 75/25 cost share. Mr. Prachar stated he was in favor of completing the preliminary engineering in order to determine the relative value of the NRE's that will be provided by the project.

Beltrami: Chairman Miller discussed the meeting that was held March 15<sup>th</sup>. Chairman Miller will be attending the DNR Regional Management Team meeting on April 16<sup>th</sup>. A Project team meeting will be scheduled in April. The Board will continue pursuing the projects and have Jerry Bents come up to view the area. Manager Miller made a **motion** to pay Houston Engineering's bill in the amount of \$1,787.00, seconded by Manager Carriere. Motion carried unanimously.

WD #3: Manager Haugen stated that the ditch was in good repair and the safety rails have not been installed.

CD#8: Administrator Sando stated that brush had been removed and he had sent a letter of appreciation to the Sheriff for the Sentence to Serve work.

Arpin Impoundment: There was discussion on the meetings held on March 28<sup>th</sup> and 29<sup>th</sup>. The consensus of the landowners in attendance was favorable. There was extensive discussion on the project and the process of using WRP funding.

## **COMMITTEE REPORTS:**

Rules Committee: Chairman Miller discussed the tiling workshop hosted by Two Rivers Watershed District. Having a controlled outlet was one of the most important features in a tiling system. It was the recommendation to the Rules Committee to include the controlled outlet in the rules for tiling.

Personnel Committee: Chairman Miller and Manager Haugen have met and will continue to work on the Personnel Policy.

Governing Committee: Chairman Miller and Manager Haugen have been working on the By-Laws. Chairman Miller handed out a draft copy for the board to review.

## **PERMITS:**

A **motion** was made by Manager Carriere to table the Permit #12-01 (Moose township, c/o Curt Hukee), seconded by Manager Schmalz. Administrator Sando, Managers Voll and Haugen will review the permit application. Manager Haugen asked if installing the culvert would require a public hearing. Part of the permitting process would need to be a legal review. Motion carried unanimously.

Manager Schmalz stated that Russ Reiz has been out of the office and has not had further discussions with him. There was discussion on removing the berm in SD 51 flood plain. Administrator Sando and Manager Schmalz will contact a contractor and follow up with the subject.

A **motion** was made by Manager Haugen to approve the Permit #12-02 (Roseau County) with correction to culvert size, seconded by Manager Voll. Motion carried unanimously.

A **motion** was made by Manager Voll to table the Permit #12-03 (Kelman Kvien), seconded by Manager Haugen. Motion carried unanimously. The rules committee will review this permit.

**RRWMB Report:** Chairman Miller discussed some items from the meeting including: targeting specific areas using HMS modeling to meeting the overall goal of 20% reduction; template for renewing Citizens Advisory Committees; communications audit; update on flood mitigation grants; streamlining the permit process; water management plan updates; Paul Wannarka's position; Executive Director position for the Basin Commission;

**FDRWG:** Chairman Miller discussed the follow items from the FDRWG meeting and March Conference: project prioritization; NRCS presentation; change in ditch fund balance from \$40,000 to \$100,000; and project funding and procedures.

**Administrator's Report:** Administrator Sando reported on the following issues:

- Hay Creek O & M
- Palmville monitoring and stop-log installation.
- March conference.
- FEMA payment – The total \$8,075.54 will be deposited in the WD#3 fund. There was discussion on the funds for debris removal.
- Employee insurance – referred to personnel committee
- Legislative Days at the Capitol
- Clean Water BWSR Grant – the Board approved the BWSR Competitive Grants Program Grant Agreement and authorized Administrator Sando to sign the contract.
- LiDAR presentation – Chuck Fritz will also come up and do a presentation on ag tiling.
- Administrator Sando will be out of the office April 20<sup>th</sup> and 23<sup>rd</sup> on annual leave.

**RRIW:** Chairman Miller gave an update on the Basin Commission. Roseau River Conservation District was formalized as a sub conservation district of the Rat-Siene Conservation District. The second LiDar collect was accomplished this spring for RRCD. They are scheduled to start HMS modeling in the fall.

### **OLD BUSINESS:**

Most items had been discussed earlier in the meeting; however, the board discussed the purchase of a new copier. A **motion** was made by Manager Voll to authorize the purchase of a copier after Chairman Miller and Administrator Sando meet with a Marco representative, second by Manager Carriere. Motion carried unanimously.

**NEW BUSINESS:**

After reviewing the managers' vouchers, a **motion** was made by Manager Carriere seconded by Manager Voll to approve the managers' vouchers. Motion carried unanimously.

The Board set the July meeting date for Monday July 2<sup>nd</sup> at 3:00 p.m.

After a motion by Manager Voll and second by Manager Miller, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

---

LaVerne Voll, Secretary

---

Tracy Halstensgard, Administrative Assistant