

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD February 1st, 2012**

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

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

STAFF PRESENT: Administrator, Rob Sando; Administrative Assistant Halstensgard

OTHERS PRESENT: Refer to attendance sheet.

CONSULTING STAFF PRESENT: Engineer Nate Dalager;

DELEGATIONS: Dennis Sabourin, landowner; John Wynne, Wynne Consulting; Jack Swanson and Roger Falk, Roseau County commissioners; Paul Wannarka and Randy Prachar, MN DNR representatives.

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

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve the January 4th, 2012 regular meeting minutes as handed out. Motion carried unanimously. A **motion** was made by Manager Voll and seconded by Manager Haugen to approve the January 11th, 2012 special meeting minutes. Motion carried unanimously.

DELEGATIONS:

Paul Wannarka, DNR FDRWG Coordinator, and Randy Prachar, Thief Lake & RRWMA Manager, were the DNR representatives at the meeting. Chairman Miller asked Mr. Wannarka about the project planning & permit evaluation tool and how that could be utilized for proposed projects on state land. Mr. Wannarka stated that there are components that are ready to be used and work will be starting in the southern part of the Red River Valley. The RRWD can request to be moved up in the priority list for pilot development. Mr. Wannarka also spoke about FDRWG funding. Chairman Miller stated the RRWD is mainly looking at the upper reaches of the Roseau River. Engineer Dalager gave some background information on the project and stated that there may be funding through BWSR and Clean Water funds. Chairman Miller asked about the additional project team funding Lori Dowling, DNR NW Regional Manager spoke about. Mr. Wannarka stated there is an additional \$10,000 (matching funds) that could possibly be allocated for project development. Chairman Miller asked about the \$50,000 in engineering funding that the DNR is funding for the RRWMA project. Mr. Prachar updated the board on the funding process. Mr. Prachar informed the board that they should be hearing something soon on the Palmville JPA. Garry Bennett has approved some cleaning on Mickinock Creek upstream of the "Wilson Road" culvert.

Chairman Miller stated that Ms. Dowling spoke to the DNR Impoundment in BISF funded by the State. This will be a priority for the Regional Management Team and project team process. There was discussion on the Lessard Outdoor Heritage Council grant application for the Hay Creek headwaters project grant. Administrator Sando updated the board on the requirements for the grant and the cost estimates.

Engineer Bents, Houston Engineering, is reviewing the Krzoska Impoundment project. Mr. Wannarka proposed two dates (March 19th or April 4th) to meet with Regional Management Team in Bemidji. There was discussion on a potential meeting with Bob Lessard and the Local Government representatives.

Dennis Sabourin addressed the Board with concerns about the proposed land purchase. The Board had authorized purchase of land Mr. Sabourin owns adjacent to the Hay Creek / Norland project. Mr. Sabourin proposed a land exchange for land inside the impoundment.

John Wynne, Wynne Consulting, met with the board to discuss grant writing opportunities. The County has contracted with Wynne Consulting and works with various entities on grant applications. There would be no cost to the Watershed District. Commissioner Swanson stated there is a grant writing workshop in Macintosh and suggested Administrator Sando attend.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 76.89
State of Minnesota -- MVC	\$ 38,340.97
Marshall County -- share of taxes	\$ 182.02
Roseau County -- share of taxes	\$ 19,702.28
State of Minnesota -- Hay Creek / Norland reimbursement	\$ 61,626.76
RRWMB -- advance for RRWMA project	\$ 70,000.00
Lake of the Woods County -- share of taxes	\$ 59.69
Beltrami County -- share of taxes	\$ 238.86
TOTAL	\$ 190,227.47

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 256.82
Verison -- cell phone charge	\$ 51.92
CenturyLink -- phone bill	\$ 121.92
Sjoberg's Cable TV -- cable internet	\$ 42.32
Marco -- copier maintenance	\$ 25.00
Roseau Times-Region -- notice	\$ 14.44
Minnesota Energy -- natural gas bill	\$ 181.51
Steve Anderson -- legal fees	\$ 218.75
RTW Inc -- workers' comp. ins.	\$ 455.00
HDR Engineering -- Project Engineering	\$ 17,537.40
Floyd Haugen -- meetings, mileage and expenses	\$ 294.89
LeRoy Carriere -- meetings, mileage and expenses	\$ 173.53
Cody Schmalz -- meetings, mileage and expenses	\$ 163.08
Todd Miller -- meetings, mileage and expenses	\$ 592.08
LaVerne Voll -- meetings, mileage and expenses	\$ 286.00
Rob Sando -- salary	\$ 3,117.86
Tracy Halstensgard -- wages	\$ 1,933.02
Multi Office Products -- supplies calendars	\$ 89.36
PERA -- employee and employer share	\$ 889.06
Internal Revenue Service -- 941 tax	\$ 1,567.83
Minnesota Revenue -- quarterly withholdings	\$ 837.00
Doug's Supermarket -- food for meetings and supplies	\$ 48.18
Subway -- food for CAC meeting	\$ 101.53
Reliable office supply -- binders and external hard drive	\$ 175.76
MAWD -- 2012 dues	\$ 810.03
Roso Cleaners & Laundromat -- entry rugs (Sept - Dec.)	\$ 75.24
Dbc Consulting Unlimited -- W2's, 1099's & QuickBooks support	\$ 602.75
RRWMB -- share of taxes	\$ 58,415.01
Postmaster -- stamps & mailing	\$ 93.10
Holthusen Construction --	\$ 11,837.50
Houston Engineering -- project team engineering	\$ 2,123.00
West Group -- 1 set of pocket parts	\$ 70.54
HDR Engineering -- Project Engineering (from Oct. 2011)	\$ 13,664.38
HDR Engineering -- Project Engineering	\$ 10,698.85
TOTAL	\$ 127,564.66

BILLS: A **motion** was made by Manager Carriere to pay the normal monthly bills, seconded by Manager Haugen. Motion carried unanimous. Manager Haugen spoke about the pledged investments with Border State Bank.

PROJECT REPORT:

Hay Creek/Norland: The Board discussed the request from Spruce Valley Corporation. Engineer Dalager spoke about the request, stating that the reduction is a fairly standard practice. A **motion** was made by Manager Voll and seconded by Manager Haugen to approve payment of Spruce Valley pay estimate #18 in the amount of \$46,931.40.

Motion carried unanimously. Administrator Sando gave a brief discussion on the percent

of engineering for the project. A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve payment of HDR bill in the amount of \$7,125.28. Motion carried unanimously. Administrator Sando gave an update on the PILT situation and recommended meeting with Kent Lokkensmo during the Legislative Days. Administrator Sando discussed the motion to include the land purchased in the 1990's into the project. A **motion** was made by Manager Haugen, seconded by Manager Carriere to convey the land that was purchased by the Roseau River Watershed District from 1993 to 1997 (2,591.61 acres in Sections 19, 20, 21, 29, 30 & 31 of Norland Township) at the value at which said lands were purchased (\$461,763.16) to the Hay Creek Setback Levee and Norland Impoundment Project. Motion carried unanimously.

Palmville Project: Engineer Dalager discussed the project monitoring. A **motion** was made by Manager Carriere and seconded by Manager Haugen to pay the HDR Engineering bill in the amount of \$2,212.50. Motion carried unanimously. A **motion** was made by Manager Voll and seconded by Manager Carriere to pay the Holthusen Construction, Inc bill in the amount of \$2,200.00. Motion carried unanimously.

Beltrami: Administrator Sando showed the board a presentation prepared by Engineer Bents on the Krzoska Impoundment site and the Hay Creek Headwaters site. After discussion, a **motion** was made by Manager Haugen, seconded by Manager Carriere to move forward investigating the projects and the project team process. Motion carried unanimously. Engineer Dalager gave a presentation on the effects of upstream storage on State Ditch 51. A **motion** was made by Manager Voll and seconded by Manager Schmalz to pay the Houston Engineering bill in the amount of \$2,123.00. Motion carried unanimously.

WD #3: FEMA has been closed out and waiting for payment.

WMA: Engineer Dalager has put together a scope and budget for the project and spoke about issues that need to be discussed with the DNR. Some of those items include:

- Project capacity
- Nutrient management
- Movement of bog mats
- Bounce of pools
- Flow augmentation
- Transfer of undesirable species
- Type of structures
- Stability of dike
- Operating plan
- Outlet ditch

Administrator Sando will coordinate with Engineer Dalager and Mr. Prachar and schedule a meeting. Engineer Dalager requested authorization to do a site survey. Manager Haugen made a **motion**, seconded by Manager Carriere authorizing site survey on the WMA by HDR Engineering. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Haugen to pay the HDR Engineering bill in the amount of \$1,361.10. Motion carried unanimously.

CD#8: A **motion** was made by Manager Voll and seconded by Manager Haugen to pay the Holthusen Construction bill in the amount of \$9,637.50. Motion carried unanimously. There was discussion on brushing of the ditch.

Committee Reports:

Rules Committee: Administrator Sando updated the board on the status of the IWI report.

Personnel Committee: There will be discussion later in the meeting.

PERMITS:

Administrator Sando stated that a public informational meeting was scheduled for Feb. 14 at 3:30 p.m. to discuss permit # 11-27.

Manager Schmalz updated the board on the Nature Conservancy permit. Manager Schmalz suggests that ditches near the border should be addressed first. The board will continue to review the issue.

RRWMB Report:

Administrator Sando updated the board on the meeting. The board approved the advance of funds for the RRWMA which the Board has received. There was discussion on the funding for the ring dike program. Naomi Erickson has send out an email explaining the funding from BWSR and NRCS. Engineer Dalager discussed the TSAC meeting as it pertained to drain tile. Legislative Days were discussed and Chairman Miller stated that Senator Stumpf and Rep. Fabian need to be on the same page concerning legislation.

Administrator's Report:

Administrator Sando reported on the following issues:

- Approval from Gerry Bennett to clean upstream from Wilson Road in Mickinock Creek. The board was in favor of moving forward. Administrator Sando will contact landowners.
- Bob Lessard meeting – tri-county advisory committee.
- FEMA
- Health insurance information – Administrator Sando will contact Sheriff Gust to see what they do for part-time deputies. The personnel committee will address the issue further.
- The March meeting will be held February 29th.
- Redetermination of benefits of WD#3
- Public meeting on LiDar the end of March. Mr. Nyquist will work on press releases.

RRIW:

The RM of Piney has moved to be part of the lower Rat-Seine Conservation District.

OLD BUSINESS:

The BWSR reporting deadline has been extended due to issues with the elink website.

A Citizens Advisory Committee meeting has been scheduled for Feb. 8th. It will be advertised as a special meeting.

We are waiting for a decision from Attorney Anderson to see if insurance is required for contractors removing debris in SD 51. Administrator Sando informed the board that the Border Patrol will fly the river with a UAV. Chairman Miller requested in-depth information including sandbar and bank information.

NEW BUSINESS:

The MAWD conference is scheduled for March 13 & 14.

The Board discussed upgrading the copier.

Chairman Miller discussed the year end budget and transferring money from the administrative fund to the construction fund.

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

After a motion by Manager Voll and second by Manager Miller, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

LaVerne Voll, Secretary

Tracy Halstensgard, Administrative Assistant