

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

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

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

STAFF PRESENT: Administrator, Rob Sando; Administrative Assistant Halstensgard

OTHERS PRESENT: Refer to attendance sheet.

CONSULTING STAFF PRESENT: Engineer Randy Knott

DELEGATIONS: Randy Prachar, RRWMA Manager; Molly MacGregor, MPCA; Henry Drewes, MN DNR Fisheries; Dave Thomas, MN DNR Forestry; Jack Swanson and Roger Falk, Roseau County Commissioners.

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

ELECTION OF OFFICERS: Vice-Chairman Voll called for nominations for Chairman. Manager Haugen nominated Manager Miller for Chairman, seconded by Manager Carriere. A **motion** to cease nominations and cast a unanimous ballot for Manager Miller for Chairman was made by Manager Voll, seconded by Manager Carriere. Motion carried unanimously.

Chairman Miller called for nominations for Vice-Chairman. Manager Voll nominated Manager Carriere for Vice - Chairman and Manager Haugen nominated Manager Voll for Vice - Chairman. A **motion** to cease nominations and cast a unanimous ballot for Manager Carriere for Vice-Chairman was made by Manager Voll, seconded by Manager Carriere. Motion carried unanimously.

Chairman Miller called for nominations for Secretary. Manager Carriere nominated Manager Voll for Secretary. The **motion** to cease nominations and cast a unanimous ballot for Manager Voll was made by Manager Carriere, seconded by Manager Haugen. Motion carried unanimously.

Chairman Miller called for nominations for Treasurer. Manager Voll nominated Manager Haugen for Treasurer. The **motion** to cease nomination and cast a unanimous ballot for Manager Haugen was made by Manager Voll and seconded by Manager Carriere. Motion carried unanimously.

The following appointments were approved by board consent:

- Citizens State Bank and Border State Bank as official depositories.
- Roseau Times-Region as official newspaper.
- Attorney Steve Anderson as primary Legal council on fee basis and contract with other firms on fee basis as deemed necessary by the board.
- Appointment of Managers Haugen and Miller as the Personnel Committee.
- Appointment of Manager Haugen as the representative to the FSA office.
- Appointment of Manager Carriere and Manager Haugen as delegates on the Project Team.
- Appointment of Manager Haugen and Manager Voll as delegates on the Roseau River International Watershed Board.
- Appointment of Manager Miller as the delegate to the Red River Watershed Management Board with Administrator Sando as the alternate.

- A **motion** was made by Manager Miller and seconded by Manager Carriere to have no primary engineering firm and contract with a firm on an as needed basis.

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve the December 7th, 2011 minutes with changes as handed out. Motion carried unanimously.

DELEGATES: Mr. Drewes, MN DNR Fisheries met with the board. Chairman Miller asked about the fisheries plan for the Roseau River. Mr. Drewes stated there was no plan specific for the Roseau River; however Phil Talmage will be working on one this winter. Chairman Miller asked about the objection to on stream impoundment concerning fish passage. Mr. Drewes stated he would have to research the specific reaches of the river and talk to Mr. Talmage. Chairman Miller spoke about the need for cooperation between the DNR and LGU's on the management of State Land. There was discussion on the management plan on LUP lands. Mr. Drewes discussed the duties of his office. There was discussion on funding for a FDR project on the trout stream near Bemis Hill. Manager Haugen asked how the stocking of sturgeon in the Roseau river effect the walleye and northern. Mr. Drewes stated that they co-exist very well. There was discussion on work that was done on the Red River in cooperation with Canada. Mr. Dave Thomas, MN DNR Forestry, met with the board and discussed the operations of his office. Chairman Miller reiterated the need to repair control structures in the BISO. Mr. Thomas stated that they would review the proposals and try to work with the agencies. Mr. Thomas strongly suggested working with the Tribal Council. Chairman Miller stated that they are involved in the project team process.

Mr. Randy Prachar, RRRWMA, informed the board of the pool levels and winter draw-downs. Chairman Miller asked about the old structure between pools 2 and 3 and the status of the funding from the DNR as stated by Paul Telander. Mr. Prachar stated he was not aware of the funding status. Mr. Drewes stated he had a note from Mr. Telander from 12-16-11 stating that the DNR was still contributing \$50,000 towards the cost of the project. Manager Voll asked about the Palmville JPA. There was nothing new to report.

Molly MacGregor, MPCA, met with the board to discuss FDRWG project monitoring. The Board received a handout. There was a discussion on the funding and the difference between hydrologic and water quality monitoring. The Board discussed monitoring requirements and costs with Ms. MacGregor. Chairman Miller stated his proposal to utilize existing SWCD and MPCA sites and data for pre and post project construction monitoring.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 84.03
RRWMB -- Hay Creek / Norland reimbursement	\$ 48,730.15
RRWMB -- ring dike reimbursement	\$ 42,743.00
RRWMB -- website reimbursement	\$ 1,166.35
Beltrami County -- share of taxes	\$ 703.04
MAWD -- registration refund	\$ 255.00
Marshall County -- share of taxes	\$ 106.99
TOTAL	\$ 93,788.56

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 240.72
Verison -- cell phone charge	\$ 51.35
CenturyLink -- phone bill	\$ 109.14
Sjoberg's Cable TV -- cable internet	\$ 43.32
Marco -- copier maintenance	\$ 25.00
Roseau Times-Region -- notice	\$ 10.50
Minnesota Energy -- natural gas bill	\$ 154.46
Roseau County Highway Dept. -- spraying, survey drafting, etc.	\$ 2,752.90
Steven Anderson -- Palmville legal fees	\$ 93.75
DMV -- license for ranger	\$ 51.00
Floyd Haugen -- meetings, mileage and expenses	\$ 359.00
LeRoy Carriere -- meetings, mileage and expenses	\$ 86.76
Cody Schmalz -- meetings, mileage and expenses	\$ 249.10
Todd Miller -- meetings, mileage and expenses	\$ 219.02
LaVerne Voll -- meetings, mileage and expenses	\$ 297.11
Rob Sando -- expenses and mileage	\$ 48.29
Rob Sando -- salary	\$ 3,117.86
Tracy Halstensgard -- wages	\$ 1,999.49
Multi Office Products -- supplies calendars	\$ 45.50
PERA -- employee and employer share	\$ 903.68
Internal Revenue Service -- 941 tax	\$ 1,531.99
Doug's Supermarket -- food for meetings and supplies	\$ 64.43
Fleet Supply -- gates	\$ 224.65
Reliable Office supplies -- ink and file folders	\$ 191.54
MonTech Computers -- Hard drive & service	\$ 145.49
Ace Hardware -- pipe for ROW markers	\$ 40.59
Houston Engineering -- ring dike	\$ 3,647.08
DbA Consulting -- year end Quickbooks support	\$ 1,500.00
Mitch Magnusson -- debris removal SD #51	\$ 6,500.00
Claire Kjersten -- mowing Duxby Levee	\$ 595.00
Northern Comfort Coach -- RRWMA tour bus	\$ 350.00
Quality Printing -- RRWMA tour handouts	\$ 126.11
Roseau County -- Transfer Fee	\$ 93.60
TOTAL	\$ 25,868.43

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

PROJECT TEAM & ENGINEERS REPORT:

Hay Creek/Norland: Administrator Sando discussed the land purchase. Manager Voll stated that the gate Administrator Sando install looked good. Other areas of the dike have ruts and will need repair. Administrator Sando updated the board on the PILT issue. Engineer Knott stated that a good portion of the "as-built" survey has been done. Construction has stopped at this point. There has been no reply from the COE on mitigation yet. Manager Voll commented on the engineering cost for the project. A **motion** was made by Manager Carriere to pay the HDR Engineering bill in the amount of \$14,307.86, seconded by Manager Voll. Motion carried unanimously.

Palmville Project: Items had been discussed with Randy Prachar earlier in the meeting.

Beltrami: Administrator Sando will follow up with Engineer Jerry Benz, Houston Engineering, on the work done on the proposed areas.

WD#3: Manager Haugen discussed cleaning out a culvert. The safety rails have not yet been installed on the cat-walks. Administrator Sando stated that Sentence To Serve has completed brushing on Lat. 2. Chairman Miller discussed have a redetermination of benefits on the system. The Board directed Administrator Sando investigate the cost of a redetermination of benefits to WD #3.

WMA: Chairman Miller updated the board on the Step 1 submittal and the funding of the project. Chairman Miller suggested having SWCD perform the wetland delineation. A **motion** was made by Manager Carriere to pay the HDR Engineering bill in the amount of \$3,229.54, seconded by Manager Haugen. Motion carried unanimously.

Arpin Impoundment: There was nothing new to report. Administrator Sando will follow up with the County on culvert placement on Arpin Ditch.

CD #8: Douglas Erickson suggested Sentence to Serve brush portions of the system. Administrator Sando will follow up.

Robert Lee ring dike: There was discussion on the Houston Engineering bill. A **motion** was made by Manager Haugen to pay the Houston Engineering bill in the amount of \$3,647.08, seconded by Manager Voll. Motion carried unanimously.

Rules Committee: There was no update on the Drainage Impact Study from the IWI.

Personnel Committee: Working on updates.

Governing Documents: Working on updates.

PERMITS:

The Board discussed permit #11-27 revised (Shanon and Rick Sikorski). It was the consensus of the Board to hold a public hearing. Administrator Sando will research hearing requirements.

Administrator Sando updated the board on the Permit request from the Nature Conservancy. There was discussion on the water flow in the area. It was the recommendation of the Board to table the permit until Manager Schmalz and Administrator Sando can view the area report back to the board.

RRWMB Report:

Chairman Miller discussed the Farm Bill that is being drafted. The Red River Valley will be given special status in the Farm Bill. There was discussion on the USGS Stream Gage cost sharing. Manager Voll asked about funding through the County for stream gaging. Commissioner Swanson suggested utilizing Wynn Consulting to apply for grant funding. Administrator Sando will follow up and request they attend the February meeting. Administrator Sando submitted the 5 year project plan update.

Administrator's Report:

Administrator Sando reported on the following issues:

- Hay Creek – PILT and land purchase
- JPA for Palmville
- MCIT Insurance quote – It was the consensus of the board to stay with Thune Insurance; Administrator Sando will look into the policy for the ranger and drop the umbrella coverage.
- LUP response letter
- BWSR clean water grant for side water inlets.

OLD BUSINESS:

Chairman Miller updated the board on the response letter to Lori Dowling.

Administrator Sando updated the board on the Drainage Records Grant. The grant was completed at the end of the year.

Chairman Miller discussed the HMS modeling effort and the proposal from Houston Engineering.

A Citizens Advisory Committee meeting will be scheduled. Dave Grafstrom and Administrator Sando will chose a date and draft an agenda.

Administrator Sando gave the board a handout on the debris removal in SD 51.

Chairman Miller discussed the PRAP review and where we are in meeting the deficiencies in the report.

NEW BUSINESS:

Chairman Miller discussed the 2010 and 2011 audits. A **motion** was made by Manager Carriere to accept the 2011 audit proposal from Drees, Riske & Vallager, seconded by Chairman Miller. Motion carried unanimously.

The March conference is scheduled for March 14. Administrator Sando will create a power point presentation and have it ready for the March board meeting.

Chairman Miller stated he and Manager Haugen met with Administrator Sando and discussed personnel reviews. Manager Voll made a **motion** to meet on Wednesday January 11th at 3 p.m. to discuss employee reviews and proposals seconded by Manager Haugen. Motion carried unanimously.

After reviewing the managers' vouchers, a **motion** was made by Manager Carriere and seconded by Manager Schmalz to approve payment of those vouchers. Motion carried unanimously.

After a motion by Manager Carriere and seconded by Manager Haugen, the meeting was adjourned at 6:48 p.m.

Respectfully submitted,

LaVerne Voll, Secretary

Tracy Halstensgard, Administrative Assistant