

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD September 2, 2012**

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: Jack Swanson & Roger Falk, Roseau County Commissioners; Molly McGregor, MN DNR.

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

MINUTES: A **motion** was made by Manager Haugen and seconded by Manager Carriere to approve the August 1, 2012 regular board meeting minutes with no changes. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Haugen to approve the August 8, 2012 special board meeting minutes with changes. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 42.17
Roseau County Treasurer -- share of taxes (Volstead Lands)	\$ 395.30
State of Minnesota -- Hay Creek reimbursement	\$ 22,418.98
TOTAL	\$ 22,856.45

Bills	Amount
Rob Sando -- salary	\$ 3,111.86
Tracy Halstensgard -- wages	\$ 1,961.75
Rob Sando -- expenses	\$ 201.63
LeRoy Carriere -- per diem, mileage & expenses	\$ 141.53
Floyd Haugen -- per diem, mileage & expenses	\$ 371.85
Todd Miller -- per diem, mileage & expenses	\$ 722.94
Cody Schmalz -- per diem, mileage & expenses	\$ 388.55
LaVerne Voll -- per diem, mileage & expenses	\$ 512.82
PERA -- employer / employee contribution	\$ 896.66
Internal Revenue Service -- withholding tax	\$ 1,656.51
Sjobergs TV -- internet access	\$ 45.53
Doug's Supermarket -- meeting expense	\$ 44.85
Marco -- copier maintenance	\$ 22.50
Verison -- Cell phone service	\$ 51.84
Roseau Times-Region --	\$ 181.13
Minnesota Energy -- natural gas bill	\$ 14.26
CenturyLink -- phone service	\$ 103.22
City of Roseau -- utilities	\$ 218.42
Pizza Ranch -- food for meeting	\$ 47.64
Halverson Sand & Gravel -- FEMA & Haycreek	\$ 4,978.47
Auto Owners Insurance -- fire insurance	\$ 51.34
Roseau County Highway Dept. -- culverts, survey & drafting	\$ 3,508.03
Multi Office Products -- supplies	\$ 12.78
Roso Cleaners & Laundry -- entrance rugs	\$ 18.81
Howard Streiff -- mowing Palmville	\$ 1,380.00
billberg Trucking -- gravel	\$ 720.00
HDR Engineering -- RRWMA project engineering	\$ 10,238.65
Postmaster -- stamps	\$ 135.00
Law Office of Steve Anderson -- Hay Creek land purchase	\$ 3,809.19
HDR Engineering -- Hay Creek project engineering	\$ 4,894.72
Drees, Risky & Vallager -- 2011 Audit	\$ 5,490.00
Fleet Supply -- Hay Creek project	\$ 4.14
Waypoint Insurance -- Managers bond	\$ 150.00
Red River Watershed Management Board -- share of taxes 2nd & 3rd qtrs	\$ 67,269.41
Artists on Main -- painting	\$ 121.84
D & E Sport Shop -- Ranger maintenance	\$ 226.80
Total	\$ 113,704.67

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

DELEGATIONS: Chairman Miller discussed resurfacing the parking lot with Commissioners Swanson and Falk. Chairman Miller suggested extending the lease for the office space another 10 years.

Chairman Miller stated he checked on the road upgrade on Thompson Forest Road and updated the Board on the installation of culverts and drainage in the area. Chairman Miller asked for agreement from the Board to have Engineer Jerry Bents review the plans. Manager Haugen made a **motion**, seconded by Manager Voll to approve Engineer Bents reviewing the plans.

Commissioner Falk asked if landowners along the old railroad bed need permits to install culverts. Chairman Miller stated that landowners would be required to obtain a permit. There was discussion on the plan for the railroad bed.

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

As noted in the Roseau Times-Region, the Board of Managers held their annual public hearing on the District's proposed 2013 budget 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, electronic or verbal comments. There was no one in the audience. The Board discussed the proposed budget and the reduction in land values.

A **motion** was made by Manger Haugen and seconded by Manger Voll to close the public hearing at 8:35 a.m. Motion carried unanimously. A **motion** was made by Manger Carriere and seconded by Manger Voll to reopen the regular board meeting. Motion carried unanimously.

The Board discussed the Administrative levee. A **motion** was made by Manager Voll and seconded by Manager Carriere to levy an ad valor em tax of .00048 (not et 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.

The Board discussed the RRWMB / Construction levee. A **motion** was made by Manager Haugen and seconded by Manager Carriere to levy an ad valor em 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 ditch levees. A **motion** was made by Manager Haugen and seconded by Manager Voll to levy the below stated amounts to each ditch system for the year 2013:

- \$12,000.00 levy on WD#3 Ditch System
- \$ 5,000.00 levy on Ditch #8
- \$ 2,500.00 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	\$88,177.69
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.

Following discussion, a **motion** was made by Manager Haugen seconded by Manager Carriere to approve the proposed 2012 budget. Motion carried unanimously.

General Fund Budget:

1. Managers per diem & expenses	\$ 15,000.00
2. Staff	\$ 88,000.00
3. Engineering	\$ 2,000.00
4. Payroll Expense	\$ 17,500.00
5. Mileage Reimbursement	\$ 7,500.00
6. Conferences & Meetings	\$ 5,000.00
7. Rent (includes utilities)	\$ 6,000.00
8. Capital Outlay	\$ 7,500.00
9. Office Expense	\$ 10,000.00
10. Insurance	\$ 10,000.00
11. Professional & Legal	\$ 10,000.00
12. Association Dues	\$ 2,500.00
13. Stream Gaging / Misc.	\$ 15,000.00
14. Roseau River Projects / Maintenance	\$ 42,500.00

Total	\$ 238,500.00

Construction Budget:

1. Red River Watershed Management Board	\$ 120,000.00
2. Roseau River Watershed District Construction Fund	\$ 120,000.00

Total	\$ 240,000.00

PROJECT TEAM & ENGINEERS REPORT:

Hay Creek / Norland: Manager Voll requested that the bid amounts and construction expenses be presented to the board. There was discussion on the breakdown of expenses. Chairman Miller asked about the extension for Spruce Valley Construction that expired September 1st. The Board made no decision at this time.

Administrator Sando stated a request for a grant extension has been submitted to the state. The extension should be approved without issue.

Manager Haugen asked if the punchlist items had been resolved satisfactorily. Manager Voll discussed the work that had been completed as well as what is currently being worked on. There was extensive discussion on the quality of work and the inspection of the project.

A **motion** was made by Manager Haugen, seconded by Manager Schmalz to pay the Halverson Sand and Gravel, Inc bills in the amount of \$ 4,978.47 . Motion carried unanimously.

Palmville Project: There was discussion on the work to be completed when the crop comes off and the balance of funds. The Board discussed the mowing that has taken place and the option of spraying the ditches. Administrator Sando will check into the best options for spraying. A **motion** was made by Manager Voll, seconded by Manager Haugen to pay Howard Streiff's bill for mowing and the Billberg Trucking bill for gravel in the amounts of \$1,380.00 and \$720.00 respectively. Motion carried unanimously.

Beltrami: Chairman Miller stated the DNR proposed the Beaver Township site without consulting the forestry division. Forestry is opposed to the site. Chairman Miller stated the District has spent funds on engineering and now the DNR is not necessarily in favor of the site any longer. The point needs to be made to the DNR that if they are going to present a project they need to make sure all their divisions are on board.

Administrator Sando discussed the assessment of the BISF dam sites. An assessment will be given to the board once it's completed.

Chairman Miller discussed the meeting with the DNR held July 24th on the LUP plan and the public review process. Chairman Miller and Administrator Sando will be attending a meeting on Sept. 7 to review the public comments on the plan.

Manager Haugen commented on the letter that was sent concerning the general COE permit guidelines. Chairman Miller stated that COE jurisdiction is the main issue with the proposed guidelines.

Molly McGreger arrived at the meeting at 10:00. Ms. McGreger has recently moved from the MPCA to the DNR as a planner working directly with watersheds and ag producers. Ms. McGreger stated that the FDRWG is funding monitoring and Districts were chosen based on interest and permit requirements. The RRWD has chosen to hire Dave Grafstrom to do monitoring on the West Interceptor. The goal is to show the inherent benefits of impoundment projects as natural resource enhancements. The Board will need to request the funds from the FDRWG. A **motion** was made by Manager Voll, seconded by Manager Haugen to request the funding from the FDRWG for wetland vegetation monitoring on the West Interceptor. The funding is not a cost share it is straight grant money. Motion carried unanimously. There was discussion on the monitoring that is currently being done and future proposals.

Arpin Impoundment: The Board reviewed the notes from the meeting with the landowners. Manager Miller stated that in his discussion with the landowners, they would prefer that the District buy the land outright. There was discussion on the process the project would follow with the NRCS as the lead agency and using WRP/RIM for funding. Chairman Miller asked if the Watershed wanted to pursue the project. There was discussion on the purchase price of the land. Administrator Sando will draft a letter to the landowners. It was the consensus of the board to move forward with the project.

Engineer Dalager arrived at the meeting.

Hay Creek: Engineer Dalager met with the board and stated the as built plans are nearly complete. There was discussion on the responsible parties for items on the final punch list and other items that were completed. Administrator Sando and Engineer Dalager will work on deciding who is responsible for items on the Halverson Sand and Gravel bill. Engineer Dalager will present the O & M plan at the next meeting. Manager Voll suggesting having Mike Higgins operate the structures. There was a brief discussion on

the pending wage issue with the contractors. A **motion** was made by Manager Carriere, seconded by Manager Haugen to approve payment of \$6,796.00 to HDR Engineering upon receipt of State funding. Motion carried with Manager Voll opposed. The Board inquired about the final construction date on the contract with Spruce Valley Contracting. Engineer Dalager stated that a Certificate of Final Completion will need to be done by the engineer, and he will have that for the board next month. Engineer Dalager stated there is no reason to extend the contract. Manager Voll made a **motion**, seconded by Manager Haugen to extend the contract until October 3, 2012. Motion carried unanimously.

RRWMA: Engineer Dalager presented the preliminary engineering report to the Board. A **motion** was made by Manager Carriere, seconded by Manager Haugen to approve payment of \$10,238.65 to HDR Engineering. Motion carried unanimously.

PERMITS:

A **motion** was made by Manager Voll and seconded by Manager Schmalz to approve permit #12-12 (Clair Erickson). Motion carried unanimously.

Engineer Dalager will report back to the board prior to the next board meeting on the MN DOT 310 road raise permit application.

RRWMB: Chairman Miller reported on the following items:

- The yearend audit was completed.
- There was a tiling and Conservation Drainage workshop in Hankenson ND.
- Red Board response to COE permit issue
- TSAC drain style study
- Engineer Bents presentation on tile management

FDRWG:

- Budget & Project Team funding – RRWD additional funds
- Jim Ziegler report
- Coordinator Position – job description
- Planning and wetland update
- Buffalo Red and RRWMB update

Administrator's Report:

Administrator Sando reported on the following:

- Hay Creek / Norland
- Palmville
- West Internet haying
- Annual Report -- Will print final report with changes and distribute
- Project Team funding
- SD 51 debris removal – A **motion** was made by Manager Haugen, seconded by Manager Voll to have Administrator Sando to contact Rod Huderlee and get an estimate for specific sites based on cubic yards.
- Jury duty

OLD BUSINESS:

Chairman Miller talked to Pete Grafstrom concerning the bill for painting the building. Administrative Assistant Halstensgard will contact Mr. Grafstrom to submit a bill for the amount the County didn't cover.

Manager Schmalz and Administrator Sando updated the board on the TNC permit.

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

OTHER ITEMS:

The next meeting is scheduled for October 3, 2012. 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,

LaVerne Voll, Secretary

Tracy Halstensgard, Administrative Assistant