

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD AUGUST 7, 2013**

ORDER: Chairman LeRoy Carriere called the meeting to order at 8:00 a.m.

MANAGERS PRESENT: Aaron Magnusson, LeRoy Carriere, Cody Schmalz, Tony Wensloff and Floyd Haugen.

STAFF PRESENT: Administrator Halstensgard and Technician McCormack

OTHERS PRESENT: Refer to attendance sheet.

CONSULTING STAFF PRESENT: Nate Dalager, HDR Engineering

DELEGATIONS PRESENT:

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

MINUTES: A **motion** was made by Manager Magnusson to approve the July 10, 2013 regular meeting minutes as mailed, seconded by Manager Wensloff. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 27.49
City of Warroad -- lagoon discharge fee	\$ 1,800.00
RRWMB -- PT reimbursement	\$ 20,114.24
TOTAL	\$ 21,941.73

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 201.31
CenturyLink -- phone bill	\$ 107.35
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 44.89
Roseau Times-Region -- notice	\$ 28.00
Minnesota Energy -- natural gas bill	\$ 20.88
Floyd Haugen -- meetings, mileage and expenses	\$ 183.72
LeRoy Carriere -- meetings, mileage and expenses	\$ 181.70
Cody Schmalz -- meetings, mileage and expenses	\$ 245.88
Aaron Magnusson -- meetings, mileage and expenses	\$ 231.51
Tony Wensloff -- meetings, mileage and expenses	\$ 138.03
Torin McCormack -- wages	\$ 2,748.87
Torin McCormack -- mileage and expenses	\$ 174.99
Tracy Halstensgard -- wages	\$ 2,887.06
PERA -- employee and employer share	\$ 898.86
Internal Revenue Service -- 941 tax	\$ 1,717.57
Doug's Supermarket -- food for meetings and supplies	\$ 115.64
Ace Hardware -- chains for Hay Creek structures	\$ 34.84
Quality Printing -- binding annual reports	\$ 37.41
Jon Schauer -- QuickBooks consulting	\$ 855.60
Drees, Risky & Vallager -- 2012 audit	\$ 5,550.00
Scott's True Value -- cleaning supplies	\$ 4.29
US Treasury -- quarterly withholding	\$ 89.80
Liberty Mutual -- managers' bond	\$ 100.00
Up North Builders -- payment for Hay Creek construction	\$ 8,000.00
MN Homeland Security -- FEMA 1288 refund	\$ 4,561.56
Roger Berg -- Mowing Hay Creek	\$ 4,940.00
Halverson Sand & Gravel -- installation of sidewater inlets	\$ 8,415.30
Red River Watershed Management Board -- share of taxes	\$ 62,820.97
U of MN -- watershed specialist training	\$ 400.00
TOTAL	\$ 105,782.63

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

DELEGATIONS: There were no delegates for the meeting.

PROJECT REPORT:

Hay Creek/Norland: Technician McCormack discussed the list of items to be completed this construction season. The Board reviewed the quotes submitted by Horner Plumbing & Excavation and Halverson Sand & Gravel. A **motion** was made by Manager Haugen to grant the work to Horner Plumbing and Excavation as the lowest quote, seconded by Manager Magnusson. Motion carried unanimously. Administrator Halstensgard and Engineer Dalager gave background information on outstanding bill due to Up North Builders. A **motion** was made by Manager Haugen to pay the request from Up North Builders for \$8,000.00, seconded by Manager Schmalz. Motion carried unanimously.

Palmville: Technician McCormack discussed the quotes for repair work to be completed. A **motion** was made by Manager Wensloff to have Halverson Sand and Gravel do the repair work based on quotes, seconded by Manger Haugen. Culverts will be ordered by the District directly. Motion carried unanimously.

Technician McCormack discussed mowing the access road. The County will be contacted about mowing. Engineer Dalager suggested Technician McCormack be on site for the majority of construction.

Beltrami: Technician McCormack discussed the Project Team meeting held July 31, 2013. The Board reviewed the Purpose Summary presented at the meeting. Administrator Halstengard gave a brief update on the LUP Citizens Input Panel. The next meeting will be held October 8, 2013 at 6 p.m. at Norris Camp.

RRWMA: Engineer Dalager updated the board on the statues of the project. The grant agreement is expected to be finalized in August. A project team meeting may be scheduled sometime in September.

CR 112: Nothing new to report.

WD 3: Technician McCormack discussed the replacement of the culvert in Lat. 1. A **motion** was made by Manager Wensloff, seconded by Manager Magnusson to accept Halverson Sand and Gravel's quote for repair work. Motion carried unanimously. Technician McCormack updated the Board on the petition to the County to outlet from Lateral 3 into the SD 69 system. Engineer Bents has suggested a public input meeting prior to proceeding with engineering. There was discussion on various options moving forward with a petition. The issue of hiring an Engineering firm to draft a report on the outlet and conveyance was discussed. County Commissioner Miller stated that if the Watershed District hires a consultant to give an opinion on the proposed outlet the County would not require a third party analysis. Technician McCormack will speak with Joe Laurin on the landowner interest.

Duxby: Technician McCormack spoke about getting estimates on the work to be completed. Jan Farris's issue with water pooling on the south side of the levy, is caused by a problem with the culvert or trap but with the conveyance between the levy and SD #51.

Side Water Inlets: The five inlets were completed for Floyd Haugen. Another landowner signed up yesterday for additional inlets. A **motion** was made by Manager Haugen to authorize and sign the Conservation Practice Assistance Contract with Mr. Sanden, seconded by Manager Magnusson. Motion carried unanimously.

PERMITS:

After discussion, Manager Haugen requested permit #13-27 (Martin Johnson) be tabled for further review.

A **motion** was made by Manager Schmalz and seconded by Manager Wensloff to approve permit 13-28 (Richard Erdmann). Motion carried unanimously.

Technician McCormack discussed the permit application for ag tiling by Mr. Dunham. The Board tabled permit 13-29 (Erik Dunham) for further review.

Technician McCormack discussed the permit application by Kelman Kvien for ag tiling. A **motion** was made by Manager Wensloff and seconded by Manager Schmalz to approve permit 13-30 (Kelman Kvien). Motion carried unanimously.

After discussion of the entire plan set out in the application, the board requested permit #13-31 (Douglas Erickson) be broken down into phases.

A **motion** was made by Manager Wensloff and seconded by Manager Schmalz to approve permit 13-32 (Douglas Erickson) for a 30" cmp. Motion carried unanimously.

Technician McCormack discussed the permit application. A **motion** was made by Manager Wensloff and seconded by Manager Schmalz to approve permit 13-33 (Richard Magnusson). Motion carried with Manager Magnusson abstaining.

RRWMB:

Managers were in attendance at the RRWMB meeting. No report given.

ADMINISTRATIVE REPORT:

- Several items were discussed in other times during the meeting
- A goal for this winter is to initiate a weed management plan for Hay Creek as well as other ditches and projects to minimize mowing costs.
- Administrator Halstensgard asked for names of landowners to contact about joining the upper watershed project team. Several names were given.
- A **motion** was made by Manager Haugen, seconded by Manager Schmalz to approve repayment to FEMA in the amount of \$4,561.56. Motion carried unanimously.
- Technician McCormack was accepted into the Watershed Specialist Program pilot program through the U of M. The program cost \$400.00. A **motion** was made by Manager Magnusson, seconded by Manager Wensloff for the Watershed to pay the \$400.00 tuition. Motion carried unanimously.
- The Board will review the revised Personnel Manual draft for the next meeting.

OLD BUSINESS:

Brian Dwight, BWSR, will be at the office to work with staff next Tuesday, August 13, 2013.

NEW BUSINESS:

Administrator Halstensgard discussed the 2014 proposed budget. The board directed Administrator Halstensgard to set the public hearing for the September meeting and publish the draft budget.

A **motion** was made by Manager Magnusson seconded by Manager Haugen, to authorize the grant request for \$25,000 to the Northwest Minnesota Foundation for the culvert inventory project, and to approve \$12,500 of general operation funds be used to satisfy the match requirement. Motion carried unanimously.

A **motion** was made by Manager Haugen, seconded by Manager Wensloff to transfer \$80,762 from the Administrative fund to the Construction Fund. Motion carried unanimously.

Administrator Halstensgard asked if the board, at this time, wishes to transfer funds from SD #51 to the Construction Fund for Hay Creek. It was the Board's decision to wait until construction was complete.

Manager Haugen commented on the poor quality of the stream gages that have been installed this summer. Many of them have been damaged. Technician McCormack will follow up and document the damage.

OTHER ITEMS:

Manager Schmalz discussed issues with the RRWMA project and suggested that the Board request Engineer Dalager define the outlet flows before spending any further funding on final engineering. There was discussion on the operation plan and working with the DNR on operation.

After reviewing the managers' vouchers, a **motion** was made by Manager Schmalz seconded by Manager Wensloff to approve the managers' vouchers as submitted. Motion carried unanimously.

After a **motion** by Manager Wensloff and second by Manager Schmalz, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Floyd Haugen, Secretary

Tracy Halstensgard, Administrator