

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD DECEMBER 2, 2013**

ORDER: Chairman LeRoy Carriere called the meeting to order at 3:00 p.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.

DELEGATIONS PRESENT: Joe Laurin and Rick Solberg, landowners.

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

MINUTES: A **motion** was made by Manager Magnusson to approve the November 6, 2013 regular meeting minutes with changes, seconded by Manager Schmalz. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 29.50
State of Minnesota -- Palmville project	\$ 125.00
Marshall County -- Share of Taxes	\$ 1,986.98
TOTAL	\$ 2,141.48

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 229.34
CenturyLink -- phone bill	\$ 100.24
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 44.89
Roseau Times-Region -- notice	\$ 10.50
Minnesota Energy -- natural gas bill	\$ 94.00
Houston Engineering -- Project Team engineering	\$ 1,525.35
HDR Engineering -- Project Engineering	\$ 2,029.42
Floyd Haugen -- meetings, mileage and expenses	\$ 183.73
LeRoy Carriere -- meetings, mileage and expenses	\$ 204.86
Cody Schmalz -- meetings, mileage and expenses	\$ 146.03
Aaron Magnusson -- meetings, mileage and expenses	\$ 119.71
Tony Wensloff -- meetings, mileage and expenses	\$ 80.56
Torin McCormack -- wages	\$ 2,748.87
Torin McCormack -- mileage and expenses	\$ 50.85
Tracy Halstensgard -- wages	\$ 2,887.06
Tracy Halstensgard -- mileage and expenses	\$ 82.84
PERA -- employee and employer share	\$ 898.86
Internal Revenue Service -- 941 tax	\$ 1,671.58
Doug's Supermarket -- food for meetings and supplies	\$ 32.21
Postmaster -- stamps	\$ 138.00
RRWMB -- share of taxes	\$ 38,213.69
MSTRWD -- project promotion	\$ 500.00
Ace hardware -- misc. office supplies	\$ 83.32
TOTAL	\$ 52,122.51

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

DELEGATIONS: Joe Laurin asked about the hydraulic report for the WD 3 outlet. Technician McCormack stated Houston Engineering will have the report finished by the middle of December. An update will be coming at the January meeting.

PROJECT REPORT:

Hay Creek/Norland: An article supporting the natural resource benefits of the project was printed in local papers. No additional construction was completed this fall. Technician McCormack will go to the site to view the status of the signage and open the access gates for the winter.

Palmville: Technician McCormack has been working with Engineer Dalager on the final plan set for the project. Closeout of the grant will happen in January or February.

Beltrami: Administrator Halstensgard discussed upcoming meeting dates and the proposal of a set meeting date for all Project Teams. The draft Natural Resource Plan hasn't been completed or submitted to the team yet. Technician McCormack discussed

the bridge replacement scheduled by the DNR. We have requested the hydraulic information and for the DNR to submit a permit application for our records.

RRWMA: We are currently waiting for comments on the EAW. PT meeting scheduled for Dec. 19. Grant agreement

WD 3: Updated earlier in the meeting.

Duxby Levee: Technician McCormack stated that a replacement trap for Roseanne Lee's ring dike has been ordered from TrueNorth Steel. Administrator Halstengard discussed the phone conversation with Jan Farris concerning the conveyance between land she owns inside the levee and the land between the levee and the river. The board will wait for Ms. Farris provides a written statement expressing what exactly she is requesting the District to do. Additional brushing of the levee was discussed.

Side Water Inlets: Attorney Moren addressed the question posed to her after the last meeting concerning financial responsibility. Attorney Moren stated MS 103C.501 states that if there is a breach of agreement, or if the landowner is determined to be non-compliant, the landowner is responsible for up to 150% of the cost of construction. If there hadn't been a breach of agreement, it's Attorney Moren's understanding that the work would have been considered an improvement. Improvements are the expenses of the landowner, not the ditch system. After a brief discussion, a closed meeting will be scheduled for a portion of the January meeting to discuss the issue further.

PERMITS:

Technician McCormack discussed permit #13-39 (Rick Solberg). After a brief discussion, the board decided to have Technician McCormack, Mr. Solberg and Engineer Dalager review the information and report back later in the meeting.

Engineer Dalager gave a presentation to the Board on the Detention Study on the lower portion of the watershed.

RRWMB:

Chairman Carriere updated the board on the following items:

- Tiling recommendations
- Diversion Authority funding
- A **motion** was made by Manger Magnusson and seconded by Manager Wensloff to authorize Administrator Halstengard to make payment to the RRWMB for share of taxes before Dec. 31. Motion carried unanimously.

ADMINISTRATIVE REPORT:

- ADA meeting attendance
- CWAA meeting information
- SWI landowner letter. Manager Wensloff made a **motion** seconded by Manager Schmalz to authorize mailing of the letter to landowner in the WD 3 systems. Mr. Laurin commented on using a rain event to determine size and trapping of SWI. Motion carried unanimously.

TECHNICIAN REPORT:

- Kittson County bill for riprap
- Meeting with the County on the site identification grant.
- Great Northern Transmission line open house
- BWSR Weed Management Program application
- Manager Haugen spoke about the ratchets installed on the traps on Lateral 2 of WD 3.

OLD BUSINESS:

The Governing Documents committee will meet December 18 at 3 p.m. The final version of the Personnel Manual will be ready for the meeting as well as a current draft of the By-laws.

NEW BUSINESS:

After Administrator Halstensgard read the letter from NWMF, Manager Magnusson made a **motion** to accept the letter and authorize Chairman Carriere to sign, seconded by Manager Haugen. Motion carried unanimously.

Administrator Halstensgard will work on coordinating a meeting with Two Rivers WD in January. We will possibly invite Scott Johnson, Roseau County SWCD and Commissioners Falk and Foldesi.

Engineer Dalager gave his opinion on Permit #13-39. After discussion, a **motion** was made by Manager Schmalz to approve permit #13-39 with the conditions of approval of the County and township, seconded by Manager Wensloff. Motion carried with Manager Haugen abstaining.

OTHER ITEMS:

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

After a **motion** by Manager Wensloff and second by Manager Magnusson, the meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Floyd Haugen, Secretary

Tracy Halstensgard, Administrator