

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD January 30, 2013**

ORDER: Chairman LaVerne Voll called the meeting to order at 3:00 p.m.

MANAGERS PRESENT: Aaron Magnusson, LeRoy Carriere, LaVerne Voll, Cody Schmalz and Floyd Haugen.

STAFF PRESENT: Administrative Assistant Halstensgard

OTHERS PRESENT: Refer to attendance sheet.

CONSULTING STAFF PRESENT: Randy Knott, HDR Engineering.

DELEGATIONS PRESENT: Russell Walker, landowner.

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

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Schmalz to approve the January 2, 2013 regular meeting minutes as mailed. Motion carried with Manager Haugen opposed. A **motion** was made by Manager Carriere and seconded by Manager Schmalz to approve the January 9, 2013 special meeting minutes as mailed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 38.00
Marshall County -- share of taxes	\$ 1.74
Beltrami County -- share of taxes	\$ 297.43
Lake of the Woods county -- share of taxes	\$ 229.90
Kittson County -- share of taxes	\$ 20.91
Roseau County -- share of taxes	\$ 18,316.30
TOTAL	\$ 18,904.28

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 261.38
CenturyLink -- phone bill	\$ 111.50
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 24.05
Roseau Times-Region -- notice	\$ 26.26
Minnesota Energy -- natural gas bill	\$ 199.50
Steve Anderson -- legal fees	\$ 281.25
HDR Engineering -- Project Engineering	\$ 6,992.06
Floyd Haugen -- meetings, mileage and expenses	\$ 275.59
LeRoy Carriere -- meetings, mileage and expenses	\$ 181.70
Cody Schmalz -- meetings, mileage and expenses	\$ 316.92
Aaron Magnusson -- meetings, mileage and expenses	\$ 243.96
LaVerne Voll -- meetings, mileage and expenses	\$ 179.20
Torin McCormack -- wages	\$ 1,625.05
Tracy Halstensgard -- wages	\$ 2,898.66
PERA -- employee and employer share	\$ 722.04
Internal Revenue Service -- 941 tax	\$ 1,249.22
Doug's Supermarket -- food for meetings and supplies	\$ 40.29
Kittson County Enterprise -- meeting notice	\$ 71.40
Minnesota viewers association -- dues	\$ 125.00
Jon Schauer -- QuickBooks consulting	\$ 1,894.92
MAWD -- dues	\$ 715.48
West Group -- updates for MN Statutes	\$ 79.08
Reliable Office Supply -- calendars for managers	\$ 102.62
Rinke Noonan -- legal fees	\$ 1,750.00
Mitch Magnusson -- SD 51 debris removal	\$ 6,500.00
Roseau County Highway Dept. -- drafting, signage, misc.	\$ 1,475.97
Roseau Bakery -- food for meeting	\$ 14.21
Ron Huderle -- SD 51 debris removal	\$ 849.10
Houston Engineering -- project engineering	\$ 5,439.25
TOTAL	\$ 34,692.26

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

DELEGATIONS: Delegates will discuss their items later in the meeting.

PROJECT REPORT:

Hay Creek/Norland: Russell Walker submitted a request to the board to hay / graze the land in the Norland Impoundment. The board consented for Mr. Walker to conduct a pasture feasibility study. There was discussion on haying requirements. A **motion** was made by Manager Carriere to accept the proposal from Mr. Walker as presented to the Board, seconded by Manager Magnusson. A formal contract between the parties will be drafted. Motion carried unanimously.

Engineer Knott recommended purchasing a generator for operation of the control structures.

Chairman Voll spoke about a safety issue where a culvert was removed leaving a nearly vertical drop. There was discussion on placing reflective markers at the site. Technician McCormack will follow up on this issue. Commissioner Falk stated a landowner requested leaving the gates open in the winter when ground is frozen. The board was in consensus with allowing the gates to be open as weather conditions allow.

There was discussion on the request to release a portion of the retainage to Spruce Valley Corp. A **motion** was made by Manager Haugen to pay \$500,000. Retainage to Spruce Valley once the reimbursement is received from the State, seconded by Manager Carriere. Motion carried unanimously.

Palmville Project: A **motion** was made by Manager Carriere, seconded by Manager Schmalz to pay the HDR Engineering bill in the amount of \$169.35. Motion carried unanimously.

Beltrami: There was discussion on the proposed final draft of the CCMP. Engineer Bents has a copy and will be reviewing to make sure the language the District requested is included. February 11 and 14 were proposed for meeting dates for the next webinar session on the dam site assessments. Either date works for Managers Carriere and Haugen. There was continued discussion on the follow-up to the CCMP plan. A **motion** was made by Manager Haugen, seconded by Manager Carriere to approve the Houston Engineering bill in the amount of \$5,439.25. Motion carried unanimously.

SD 51 cleaning: Technician McCormack stated the final paper work has been submitted to FEMA. We are waiting for their reply. Ron Huderle has submitted pictures and an invoice for work completed. Manager Magnusson discussed areas of rotational bank failure north of County Road 28. A **motion** was made by Manager Carriere, seconded by Manager Magnusson to approve Ron Huderle's bill in the amount of \$849.10. Motion carried unanimously.

RRWMA: Technician McCormack stated he has been working with Engineer Dalager on the Public Information meeting presentation. Manager Carriere spoke about the state of the bonding bill for funding for this project. A **motion** was made by Manager Carriere, seconded by Manager Magnusson to approve the HDR Engineering bill in the amount of \$6,097.71. Motion carried unanimously.

PERMITS:

The board discussed permit #13-02 (Richard Solberg). A **motion** was made by Manager Carriere to table the permit for more information, seconded by Manager Schmalz. Motion carried unanimously.

RRWMB:

- Reorganization of the board
- March conference
- Bonding bill
- Legislative breakfast
- River Watch forum

ADMINISTRATIVE REPORT:

- FEMA
- Public info meeting

OLD BUSINESS:

Manager Carriere made a **motion** authorizing Chairman Voll to sign the letter of understanding for the 2012 audit, seconded by Manger Schmalz. Motion carried unanimously.

Manager Magnusson updated the board on the status of the hay bale removal on the West Interceptor restoration land.

NEW BUSINESS:

MAWD legislative breakfast information was presented to the board.

There was discussion on the Project Planning Tool.

Manager Carriere recommended that both Technician McCormack and Administrator Halstengard attend the March conference.

The board elected to table the request from the Roseau County SWCD to donate to this year's Envirothon.

Technician McCormack presented the board with information on new computer systems. A **motion** was made by Manger Carriere to approve purchase of a new computer, seconded by Manager Schmalz. Motion carried unanimously.

The board discussed the contract with Mitch Magnusson for debris removal on SD #51. The board will continue to review the terms of the contracts.

Chairman Voll spoke about a phone conversation he had with Ron Harnack concerning hiring Technician McCormack.

Chairman Voll announced his resignation from the board and asked County Commissioners Falk and Miller to find his replacement.

Nick Robertson asked if the board will be putting the West Interceptor out for haying bids soon and would like the opportunity to submit a bid.

OTHER ITEMS:

A **motion** was made by Manager Carriere seconded by Manager Magnusson to close the public meeting for the purpose of employee negotiations. No vote was called. A **motion** was made by Manager Carriere to promote Tracy Halstensgard to Administrator with an annual salary of \$40,000 with a \$300 per month insurance stipend, seconded by Manager Magnusson. Motion carried with Manager Haugen opposed and Chairman Voll abstaining.

Chairman Voll requested to remain as a representative on the RRIW. A **motion** was made by Manager Carriere to retain LaVerne Voll as a delegate to the RRIW, seconded by Manager Magnusson. Motion carried unanimously.

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

After a **motion** by Manager Carriere and second by Manager Magnusson, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Floyd Haugen, Secretary

Tracy Halstensgard, Administrator