

MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD JULY 10, 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: Rick Solberg, landowner; Joe Laurin, landowner.

AGENDA: A **motion** was made by Manager Wensloff and seconded by Manager Haugen to approve the agenda. Motion carried unanimously.

MINUTES: A **motion** was made by Manager Magnusson to approve the May 1, 2013 regular meeting minutes as mailed, seconded by Manager Wensloff. Motion carried unanimously. A **motion** was made by Manager Magnusson to approve the May 31, 2013 regular meeting minutes as handed out, seconded by Manager Schmalz. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 17.82
Roseau County -- share of taxes	\$ 312,883.42
Warroad Friends of the Library -- copier purchase	\$ 500.00
Marshall County -- share of taxes	\$ 38.24
Red River Watershed Management Board -- PT reimbursement	\$ 498.55
Lake of the Woods County -- share of taxes	\$ 755.71
Beltrami County -- share of taxes	\$ 545.00
Kittson County -- share of taxes	\$ 2,825.85
Marshall County -- share of taxes	\$ 247.11
TOTAL	\$ 318,311.70

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 195.69
CenturyLink -- phone bill	\$ 94.31
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 194.66
Roseau Times-Region -- notice	\$ 10.50
Minnesota Energy -- natural gas bill	\$ 44.65
Houston Engineering -- Project Engineering	\$ 1,706.25
HDR Engineering -- Project Engineering	\$ 16,245.44
Floyd Haugen -- meetings, mileage and expenses	\$ 345.12
LeRoy Carriere -- meetings, mileage and expenses	\$ 189.05
Cody Schmalz -- meetings, mileage and expenses	\$ 122.94
Aaron Magnusson -- meetings, mileage and expenses	\$ 77.18
Tony Wensloff -- meetings, mileage and expenses	\$ 114.95
Torin McCormack -- wages	\$ 2,427.50
Tracy Halstensgard -- wages	\$ 3,001.99
Tracy Halstensgard -- mileage and expenses	\$ 485.58
Torin McCormack -- mileage and expenses	\$ 827.83
PERA -- employee and employer share	\$ 877.50
Internal Revenue Service -- 941 tax	\$ 1,476.68
Doug's Supermarket -- food for meetings and supplies	\$ 8.40
Roseau Ace Hardware -- post and hardware of stream gages	\$ 334.17
Bonnie's floral -- flowers	\$ 50.75
Roso Cleaners -- rug rental	\$ 37.62
SandPieper Design -- annual web hosting and domain name	\$ 140.00
Postmaster -- stamps and mailing	\$ 111.95
TOTAL	\$ 29,167.31

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

DELEGATIONS: Joe Laurin, WD 3 landowner, asked for an update on the WD 3 outlet request. Technician McCormack stated he had met with Roseau County Engineer and determined what information was needed for the petition. A petition to outlet WD 3 into SD 69 has been submitted to Roseau County for consideration. Mr. Laurin thanked the board and left the meeting.

PROJECT REPORT:

Hay Creek/Norland: Technician McCormack discussed the operation of the impoundment and progress of haying. The board was briefly updated on the field visit findings from DNR personnel concerning the 2009 Restoration order the DNR served Roseau County on CD 7.

After discussion, the board directed Administrator Halstensgard and Technician McCormack to work on promoting the project as a wildlife/birding destination. Staff will work with the Audubon Society as well as local organizations to promote the project through avenues such as press releases, signage etc.

Palmville: Technician McCormack informed the board we had not yet received a quote from Halverson Sand and Gravel. Due to low flow, the board wants work completed as quickly as possible.

Beltrami: Technician McCormack is working on the flood damage reduction (FDR) portion of the purpose and need statement. Henry Van Offelen is working on the natural resource enhancement (NRE) purpose and needs statement. A project team meeting will be scheduled for the week of July 29th.

RRWMA: Engineer Dalager updated the board on the statues of the project.

CR 112: There was discussion on the meeting held June 7th. Manager Haugen discussed the landowner decision on moving forward with a permit application. Rick Solberg addressed the board with their wish to move forward with the permit for the original request to grade the ditch from pipe to pipe. Engineer Dalager, Technician McCormack and the landowners left the meeting to discuss a proposal and gather the information to submit a permit later in the meeting.

WD 3: Items were discussed with Mr. Laurin during delegations.

Duxby: Administrator Halstensgard presented the information gathered by Technician McCormack. The board directed staff to obtain quotes for work recommended.

PERMITS:

After discussion, a **motion** was made by Manager Haugen, seconded by Manger Wensloff to approve permit #13-16 (Roseau County). Motion carried unanimously.

A **motion** was made by Manager Haugen and seconded by Manager Wensloff to approve permit 13-17 (William Schafer). Motion carried unanimously.

Technician McCormack discussed the permit application. A **motion** was made by Manager Wensloff and seconded by Manager Magnusson to approve permit 13-18 (Mike Hass). Motion carried unanimously.

After discussion, a **motion** was made by Manager Wensloff and seconded by Manager Magnusson to approve permit 13-19 (Jason Leetch). Motion carried unanimously.

A **motion** was made by Manager Schmalz seconded by Manager Magnusson to approve permit #13-20 (Torin McCormack). Motion carried with Manager Wensloff abstaining.

Technician McCormack discussed the permit application. A **motion** was made by Manager Magnusson and seconded by Manager Schmalz to approve permit 13-21 (Steven Pavek). Motion carried unanimously.

Technician McCormack discussed the permit application. A **motion** was made by Manager Haugen and seconded by Manager Magnusson to approve permit 13-22 (Richard Solberg). Motion carried unanimously.

After discussion, a **motion** was made by Manager Wensloff and seconded by Manager Schmalz to approve permit 13-23 (Richard Magnusson). Motion carried with Manager Magnusson abstaining.

Technician McCormack discussed the permit application. A **motion** was made by Manager Schmalz and seconded by Manager Wensloff to approve permit 13-24 (Roseau County). Motion carried unanimously.

Administrator Halstensgard discussed the permit application. A **motion** was made by Manager Magnusson and seconded by Manager Wensloff to approve permit 13-25 (Richard Solberg). Motion carried unanimously.

Technician McCormack discussed the permit application. Manager Haugen spoke about trapping the 36" culvert on the west end of CR 112 and the way the water flows in that area. A **motion** was made by Manager Haugen and seconded by Manager Wensloff to approve permit 13-25 (Richard Solberg). Motion carried unanimously.

RRWMB:

Chairman Carriere discussed the following items:

- Project management plan
- Snow melt forecast
- COE feasibility study
- Rules and Regulations meeting
- Wetland Policy
- Water Governance Evaluation

Manager Haugen made a correction to the location of permit #13-22.

ADMINISTRATIVE REPORT:

- Administrator Halstensgard stated items will be discussed in other times during the meeting.
- Technician McCormack updated the board on stream gaging and RRWMB meeting and tour

OLD BUSINESS:

The board tabled the PILT issue.

NEW BUSINESS:

Administrator Halstensgard gave a brief background on the BWSR Biannual Budget Review (BBR). Technician McCormack presented proposals for the projects set forth in the BBR. A **motion** was made by Manager Haugen to move forward with obtaining BWSR funding for the Arpin and side water inlet projects, seconded by Manager Magnusson. Motion carried unanimously.

A **motion** was made by Manager Haugen to approve the annual report and audit and move forward with publication, seconded by Manager Magnusson. Motion carried unanimously.

Darwin Sanden requested permission to hay Sect. 19 of Pohlitz. Manager Haugen suggested selling the property to the county to utilize for DNR land exchange. The land exchange will continue to be discussed at future meetings. The board is in favor of him haying as long as the bales are removed in a timely manner.

Technician McCormack discussed the complaint by Kelman Kvien. Mr. Kvien is concerned with the water conveyance between the Norland outlets and the Roseau River. Technician McCormack will follow up with the county concerning a high spot in the ditch.

Technician McCormack discussed a complaint by Ardmore Haugen. After discussion a **motion** was made by Manager Schmalz to replace the pipe and trap as called for in the plan for WD 3, seconded by Manager Magnusson. Motion carried with Manager Haugen abstaining. The other issue brought forward by Mr. Ardmore Haugen was poor channel capacity along a county road ditch near his homestead. Technician McCormack will work with the County on this issue.

On the recommendation of the Chair, the Board appointed Technician McCormack, administrator Halstensgard, Chairman Carriere and Manager Magnusson to the Governing Documents Committee with Manager Wensloff as an alternate. Administrator Halstensgard stressed the importance of all Managers providing input to the committee. The committee will incorporate the recommendations and changes into a second draft that will be submitted to the full board for approval.

OTHER ITEMS:

Jerome Halstad addressed the board with an interest in purchasing land in Sect. 11 in Spruce Township (Hay Creek channel). Mr. Halstad suggested purchasing the land from the watershed for what they paid for it. The Board will investigate options for sale of the land.

The board discussed the proposal by Mitch Magnusson to harvest the reed canary grass seed on the West Intercept restoration land. The board was in agreement with the proposal.

Russell walker will be contacted about haying the Hay Creek corridor.

A **motion** was made by Manager Wensloff seconded by Manager Schmalz to close the regular meeting to discuss personnel reviews. Motion carried unanimously. A **motion** was made by Manager Wensloff to open the regular meeting, seconded by Manager Schmalz. Motion carried unanimously. A **motion** was made by Manager Wensloff to pay Torin McCormack a \$300.00 per month insurance stipend, seconded by Manager Schmalz. Motion carried unanimously. A **motion** was made by Manager Magnusson to increase Torin McCormack's wage by 5%, with reevaluation in six months at his annual employee review, seconded by Manager Schmalz. Manager Haugen asked Technician McCormack if this was acceptable. He stated it was acceptable and agreed moving forward with a predetermined step increase, if adopted by the Board in the near future would be a beneficial approach. Motion carried unanimously.

After reviewing the managers' vouchers, a **motion** was made by Manager Wensloff seconded by Manager Schmalz to approve the managers' vouchers as submitted. There was discussion on manager mileage and setting policy regarding authorizing managers' mileage and per diems. Motion carried unanimously.

Manager Haugen requested a spraying map be submitted for WD3 to the County. Technician McCormack will be working on the County on spraying all the Watershed ditches and projects as needed.

After a **motion** by Manager Magnusson and second by Manager Wensloff, the meeting was adjourned at 11:37 a.m.

Respectfully submitted,

Floyd Haugen, Secretary

Tracy Halstensgard, Administrator