

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD MAY 1, 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: Joe Laurin, landowner; Rick Solberg, landowner

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

MINUTES: A **motion** was made by Manager Haugen and seconded by Manager Magnusson to approve the April 3, 2013 regular meeting minutes with changes. Motion carried unanimously. A **motion** was made by Manager Magnusson and seconded by Manager Wensloff to approve the April 17, 2013 BISF project special meeting minutes as mailed. Motion carried unanimously. A **motion** was made by Manager Haugen and seconded by Manager Magnusson to approve the April 17, 2013 RRWMA project special meeting minutes as mailed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 22.78
TOTAL	\$ 22.78

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 244.93
CenturyLink -- phone bill	\$ 105.41
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 24.05
Citizens State Bank -- Safe Depository Box	\$ 24.00
Minnesota Energy -- natural gas bill	\$ 49.94
Postmaster -- stamps	\$ 138.00
HDR Engineering -- Project Engineering	\$ 9,548.70
Floyd Haugen -- meetings, mileage and expenses	\$ 430.53
LeRoy Carriere -- meetings, mileage and expenses	\$ 317.22
Cody Schmalz -- meetings, mileage and expenses	\$ 245.88
Aaron Magnusson -- meetings, mileage and expenses	\$ 154.34
Tony Wensloff -- meetings, mileage and expenses	\$ 161.12
Torin McCormack -- wages	\$ 2,427.50
Tracy Halstensgard -- wages	\$ 2,883.06
Torin McCormack -- mileages & expenses	\$ 480.60
Tracy Halstensgard -- mileage & expenses	\$ 197.74
PERA -- employee and employer share	\$ 877.50
Internal Revenue Service -- 941 tax	\$ 1,509.85
Doug's Supermarket -- food for meetings and supplies	\$ 172.69
Roseau Cleaners -- entrance rugs	\$ 18.81
Halverson Sand & Gravel -- work on Palmville	\$ 1,282.50
Spruce Valley Corporation -- Final payment Hay Creek / Norland	\$ 87,058.62
Houston Engineering -- project engineering	\$ 145.00
Troy Johnson -- machining of adaptor	\$ 25.00
Internal Revenue Service -- 1st qtr correction	\$ 45.90
Transfers Unlimited -- gift for Wormy	\$ 81.00
Roseau County -- Taxes	\$ 17,433.20
Roseau County -- Taxes	\$ 95,615.32
Thune Insurance Network -- managers & officers bond	\$ 1,427.00
TOTAL	\$ 223,172.01

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

DELEGATIONS: Joe Laurin met with the board to discuss a request to outlet Lat. 3 of WD 3 into SD 69. Manager Haugen spoke about the outlet to the west, which way the water flows and where the water comes from in the area. County Engineer Brian Ketring discussed the County's concerns and what their recommendations would be going forward. Mr. Laurin requested that the Watershed District petition the County to allow WD 3 to outlet into the SD 69 during high water events. There was extensive discussion on the location and size of the culvert / outlet being proposed. A **motion** was made by Manager Magnusson to move forward with the petition process, seconded by Manager Wensloff. Manager Haugen asked Mr. Laurin about the holes in the riser pipe near his property. Mr. Laurin stated he did not know how the holes came to be in the pipe. Motion carried with Manager Haugen abstaining.

PROJECT REPORT:

Hay Creek/Norland: There was discussion on the operation of the project this spring as well as landowner concerns. There was extensive discussion on the operation of the structures this spring as well as best practices moving forward. The District will be developing a local operating plan. A **motion** was made by Manager Wensloff, seconded by Manager Magnusson to approve the HDR Engineering bill in the amount of \$2,432.50. Motion carried unanimously. There was discussion on raising the road to the east structure. A **motion** was made by Manager Magnusson, seconded by Manager Wensloff to approve the Spruce Valley PE #22 in the amount of \$87,058.62. Manager Haugen asked about the access between the east structure and the NE structures. Motion carried unanimously. Technician McCormack will develop a list of items that need to be addressed this summer

CR 112: There was discussion on letter from Attorney Kurt Deter providing information and suggesting a course of action. Engineer Ketring asked why the District would initiate this work as a project. There was extensive discussion on what work has been completed so far and the course of action to take moving forward. A **motion** was made by Manager Haugen to adopt the Resolution Initiating the County Road 112 Project, seconded by Manager Magnusson. Motion carried unanimously.

Palmville: Technician McCormack gave an update on the structure failure. Engineer Dalager discussed options for repair and will get a quote form to Halverson Sand and Gravel to complete repair work. A **motion** was made by Manager Wensloff, seconded by Manager Magnusson to approve the Halverson Sand and Gravel bill in the amount of \$1,282.50. Staff will question Mr. Halverson about the sales tax. Motion carried unanimously.

Beltrami: Technician McCormack is continuing to gather information on the damages directly downstream of the forest. No additional meetings have been scheduled at this time. A **motion** was made by Manager Magnusson, seconded by Manager Haugen to approve the Houston Engineering bill in the amount of \$145.00. Motion carried unanimously.

RRWMA: Administrator Halstengard updated the board on the status of the project and the meeting scheduled for May 7th in Bemidji. Manager Schmalz discussed the spring conditions at Caribou. Manager Schmalz will call Engineer Dalager when the river is peaking at Caribou. A **motion** was made by Manager Haugen, seconded by Manager Wensloff to approve the HDR Engineering bill in the amount of \$7,116.20. Motion carried unanimously.

PERMITS:

The board discussed permits #13-07 through #13-10 (Roseau County Trailblazers). A **motion** was made by Manager Wensloff, seconded by Manger Schmalz to approve the permits as requested. Motion carried unanimously. Administrator Halstengard will get information on the bridges to be installed for the office file.

The board discussed permit #13-11 (Todd Grugel). Technician McCormack will follow-up with NRCS and determine if this is work that requires a permit. If it is determined that a permit is necessary, a written agreement with adjacent landowner will need to be required.

The board discussed permit #13-12 (Richard Solberg). A **motion** was made by Manager Schmalz, seconded by Manger Magnusson to approve the permit upon the recommendation of Engineer Dalager and the Technician McCormack. Motion carried with Manager Haugen abstained. After additional discussion, Engineer Dalager and Technician McCormack will investigate alternatives and bring the issue back to the Board at the June meeting.

Technician McCormack and Administrator Halstengard gave a presentation to the board on future program and project ideas. It was the consensus of the board to pursue a culvert inventory project as well as the weed control program.

RRWMB:

Chairman Carriere presented the board with a draft rules document that the RRWMB is working on. There was discussion on the Watercourse Excavation Permit proposal from the DNR. Chairman Carriere will request a meeting in Roseau this summer.

ADMINISTRATIVE REPORT:

- Items were either in written report or covered under other portions of the agenda.

OLD BUSINESS:

The Board discussed the issue of the District's Attorney. Manager Magnusson made a **motion** to hire Michelle Moren as the District's Attorney, seconded by Manager Wensloff. Motion carried unanimously.

Administrator Halstengard discussed the property tax issue with the Board. A **motion** was made by Manager Magnusson to pay the property taxes on parcels 14.0162200, 14.0164100, 14.0163100 and 42.0002500 in the amount of \$17,433.20, seconded by Manager Wensloff. Motion carried unanimously. A **motion** was made by Manager Haugen seconded by Manager Schmalz to pay the taxes owed on parcels in the Hay Creek Norland project in the amount of \$95,615.32 (See attached spreadsheet) and request the County Board accept the difference for the PILT payment. Motion carried.

Technician McCormack discussed purchase of ArcMap software. A **motion** was made by Manager Wensloff to purchase the requested software, seconded by Manager Magnusson. Motion carried unanimously.

Technician McCormack updated the board on the Jadis Township Culvert issue.

The Board directed the staff to attend the RRBC tour. The June meeting will be tentatively scheduled for May 29th, subject to farming conditions.

NEW BUSINESS:

A **motion** was made by Manager Magnusson to set a \$500 expenditure limit for miscellaneous expenses, seconded by Manager Schmalz. Motion carried unanimously.

A **motion** was made by Manager Wensloff to give Administrator Halstensgard a \$50 per month cell phone stipend, seconded by Manager Magnusson. Motion carried unanimously.

The personnel committee will schedule a meeting for sometime in May. The June meeting will be scheduled with consideration to farming conditions. The July meeting date will be discussed at the June meeting.

OTHER ITEMS:

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

After a **motion** by Manager Wensloff and second by Manager Schmalz, the meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Floyd Haugen, Secretary

Tracy Halstensgard, Administrator