

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD OCTOBER 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:** Randy Prachar, RRWMA Manager

Manager Wensloff was sworn into office.

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

**MINUTES:** A **motion** was made by Manager Magnusson to approve the September 4, 2013 regular meeting minutes as mailed, seconded by Manager Wensloff. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 18.83
State of Minnesota -- Hay Creek / Norland reimbursement	\$ 105,810.14
<b>TOTAL</b>	<b>\$ 105,828.97</b>

<b>Bills -- Memo</b>	<b>Amount</b>
City of Roseau -- utilities	\$ 204.32
CenturyLink -- phone bill	\$ 108.37
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 44.89
Roseau Times-Region -- notice	\$ 10.50
Minnesota Energy -- natural gas bill	\$ 15.50
HDR Engineering -- Project Engineering	\$ 2,043.32
Floyd Haugen -- meetings, mileage and expenses	\$ 91.86
LeRoy Carriere -- meetings, mileage and expenses	\$ 105.91
Cody Schmalz -- meetings, mileage and expenses	\$ 245.89
Aaron Magnusson -- meetings, mileage and expenses	\$ 77.17
Torin McCormack -- wages	\$ 2,748.88
Torin McCormack -- mileage	\$ 488.73
Tracy Halstensgard -- wages	\$ 2,887.04
PERA -- employee and employer share	\$ 898.86
Internal Revenue Service -- 941 tax	\$ 1,646.72
Doug's Supermarket -- food for meetings and supplies	\$ 67.18
Northern Comfort Coach -- RRIW tour bus rental	\$ 296.25
BWSR Academy -- registration	\$ 123.00
Jon Schauer -- QuickBooks consulting	\$ 100.00
Multi - Office Products -- dividers and pencils	\$ 20.48
Ace hardware -- ratchets for WD 3 traps	\$ 91.89
Halverson Sand and Gravel, Inc -- Palmville Construction	\$ 19,945.00
MN Dept of Homeland Security -- reimbursement	\$ 18.00
TrueNorth Steel -- Palmville material	\$ 2,996.03
Roseau County -- second half taxes	\$ 1,131.24
<b>TOTAL</b>	<b>\$ 36,453.63</b>

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

**DELEGATIONS:** Randy Prachar, RRWMA Manager, met with the board to give an update on the dike slump on Pool Two. There was discussion on the elevations of the water in Pools two and three. Mr. Prachar will continue to update the board on the progress of repairs.

**PROJECT REPORT:**

Hay Creek/Norland: Technician McCormack discussed the list of items to be completed. Administrator Halstensgard and Technician McCormack discussed the issue brought to the board by Matt Millner on land he owns adjacent to the connection channel. It was recommended by Engineer Knott to shape and slope the existing ditch to allow adequate drainage to the culvert through the berm. Manager Magnusson made a **motion**, seconded by Manager Schmalz to add the sloping and reshaping of the existing ditch to the current punch list. Motion carried unanimously.

Palmville: Technician McCormack updated the board on the status of construction. A **motion** was made by Manager Wensloff, seconded by Manger Magnusson to pay the TrueNorth Steel bill in the amount of \$2,996.03. Motion carried unanimously.

Beltrami: The next Project Team meeting will be October 24<sup>th</sup> at 1 p.m.

RRWMA: Technician McCormack gave a brief update on the delineation report and EAW.

WD 3: Technician McCormack stated he has the replacement ratchets for the traps in Lateral 2, but has not installed them.

There was discussion on the survey work to be completed on the WD 3 outlet to SD 69.

There was discussion on the copy of a letter from Moose Township to Floyd Haugen. The board took no action at this time.

Duxby: There was discussion on the brushing of the levee. A **motion** was made by Manger Haugen to hire Ron Huderle at the stated rate of (\$145.00 per hour & \$30.00 per day mileage) to brush the high priority sites; to have the County gravel Roseanne Lee's driveway (levee portion); and pursue removal or repair of problem culverts/traps in the portion of Ms. Lee's ring dike. seconded by Manager Wensloff. Motion carried unanimously.

Side Water Inlets: Technician McCormack and Administrator Halstensgard updated the board on the current CWF grant and the grant application for future funding. The contract with Stacey Lee was tabled to wait for more information.

### **PERMITS:**

After extensive discussion, Manager Magnusson made a **motion** to approve permit #13-27 (Martin Johnson) based on technical review by District staff and also directed Technician McCormack to contact the township regarding unpermitted culverts downstream, seconded by Manger Schmalz. Motion carried with Manager Haugen opposed.

Technician McCormack discussed permit #13-36 (Carter Diesen). A **motion** was made by Manager Schmalz, seconded by Manager Magnusson to approve permit #13-36 as requested. Motion carried unanimously.

### **RRWMB:**

Chairman Carriere updated the board on the following items:

- Red River Basin Commission meeting January 14 – 16 2014
- Drain Tile permitting
- Office space decision

**ADMINISTRATIVE REPORT:**

- The Board authorized Administrator Halstensgard to submit the Five Year funding plan to Ron Harnack.
- A **motion** was made by Manager Magnusson, seconded by Manager Schmalz to hire Ace Carpet cleaning to strip and seal the linoleum floor. Motion carried unanimously.
- A **motion** was made by Manager Haugen to discontinue use of the post office box, seconded by Manager Schmalz. Motion carried unanimously.
- BWSR academy
- NWMF grant

**TECHNICIAN REPORT:**

- Hay Creek haying and signage
- Winterizing project structures
- Terry Johnson Ducks Unlimited site
- Construction Site Management training

**OLD BUSINESS:**

The board reviewed the draft personnel manual.

There was discussion on attendance at the MAWD conference.

**NEW BUSINESS:**

The County will contact trappers to control the beaver in Palmville. Staff will contact Palmville Twp to see if they have a bounty for pocket gophers.

**OTHER ITEMS:**

Manager Haugen asked about correspondence from the County Engineer concerning the survey for the WD 3 outlet to Ditch 69. Technician McCormack and Administrator Halstensgard discussed the response from the County.

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

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

Respectfully submitted,

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Floyd Haugen, Secretary

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Tracy Halstensgard, Administrator