

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD September 4, 2013**

ORDER: Chairman LeRoy Carriere called the meeting to order at 8:00 a.m.

MANAGERS PRESENT: LeRoy Carriere, Floyd Haugen, Aaron Magnusson and Tony Wensloff.

STAFF PRESENT: Administrator Halstensgard and Technician McCormack

OTHERS PRESENT: Refer to attendance sheet.

DELEGATIONS: Joe Laurin, landowner.

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 Wensloff and seconded by Manager Magnusson to approve the August 7, 2013 regular board meeting minutes with changes. Motion carried with Manager Haugen opposed.

RECEIPTS:

Receipts -- Memo	Balance
Citizens State Bank -- Interest on checking	\$ 32.46
TOTAL	\$ 32.46

Bills	Amount
Tracy Halstensgard -- wages	\$ 2,887.06
Torin McCormack -- wages	\$ 2,748.88
Torin McCormack -- expenses	\$ 667.41
Tracy Halstensgard -- wages	\$ 36.17
LeRoy Carriere -- per diem, mileage & expenses	\$ 138.53
Floyd Haugen -- per diem, mileage & expenses	\$ 91.87
Tony Wensloff -- per diem, mileage & expenses	\$ 80.57
Cody Schmalz -- per diem, mileage & expenses	\$ -
Aaron Magnusson -- per diem, mileage & expenses	\$ 154.35
PERA -- employer / employee contribution	\$ 898.86
Internal Revenue Service -- withholding tax	\$ 1,654.37
Sjobergs TV -- internet access	\$ 46.60
Doug's Supermarket -- meeting expense	\$ 110.42
Marco -- copier maintenance	\$ 44.89
Ace Hardware -- flagging supplies for RRWMA project	\$ 9.61
Roseau Times-Region --	\$ 186.38
Minnesota Energy -- natural gas bill	\$ 10.62
CenturyLink -- phone service	\$ 107.46
City of Roseau -- utilities	\$ 195.29
Jon Schauer -- Quickbooks consultation	\$ 100.00
Halverson Sand & Gravel -- culvert replacement in WD 3	\$ 1,800.00
Independent School Dist. -- bus rental for RRWMB tour	\$ 133.20
Halverson Sand & Gravel -- culvert replacement in WD 3	\$ 1,436.43
Roso Cleaners & Laundry -- entrance rugs	\$ 37.62
HDR Engineering -- RRWMA project engineering	\$ 3,229.80
Northern Comfort Coach -- RRIW tour bus rental	\$ 296.25
MN Homeland Security & Emergency Management -- reimbursement	\$ 18.00
Total	\$ 17,120.64

BILLS: A **motion** was made by Manager Wensloff to pay the normal monthly bills, seconded by Manager Magnusson. Motion carried unanimous. The bill from TrueNorth Steel will be withheld for further review.

DELEGATIONS: Joe Laurin met with the board to discuss the issue of WD 3 outletting into SD 69 and various conveyance options. There was extensive discussion on the history and alternatives. Administrator Halstensgard and Technician McCormack discussed the proposal from Houston Engineering. The scope of work in their proposal did not include survey work. Roseau County Commissioner Mark Foldesi stated that it was the County's opinion that the proposed outlet should be a culvert installed at the County Road #10 since that location would serve more as an emergency outlet. Manager Haugen spoke extensively about the culverts, flow direction and other issues in the area. A **motion** was made by Manager Magnusson to hire Houston Engineering to complete a hydraulic study as listed in the provided scope of work, cost sharing with Joe Laurin, seconded by Manager Wensloff. Commissioner Foldesi asked why they were getting engineering on both options. It was stated that the two options were not quoted separately. There was discussion on pursuing this as a project. Motion carried with Manager

Haugen opposed. The Board directed Administrator Halstensgard to work with Attorney Kurt Deter on the legal aspect of the petition.

As noted in the Roseau Times-Region, the Board of Managers held their annual public hearing on the District’s proposed 2014 budget at 8:30 a.m. A **motion** was made by Manager Wensloff, seconded by Manager Magnusson to close the regular meeting and open the public hearing on the 2014 Budget. There were no written, electronic or verbal comments. The Board discussed the proposed budget and the increase in land values.

A **motion** was made by Manger Magnusson and seconded by Manger Wensloff to close the public hearing at 8:40 a.m. and reopen the regular board meeting. Motion carried unanimously.

Following discussion, a **motion** was made by Manager Magnusson seconded by Manager Wensloff to approve the proposed 2014 budget. Motion carried unanimously.

General Fund Budget:

1. Managers per diem & expenses	\$ 10,000.00
2. Staff	\$ 88,000.00
3. Engineering	\$ 10,000.00
4. Payroll Expense	\$ 17,500.00
5. Mileage Reimbursement	\$ 10,000.00
6. Conferences & Meetings	\$ 5,000.00
7. Rent (includes utilities)	\$ 5,000.00
8. Capital Outlay	\$ 15,000.00
9. Office Expense	\$ 7,000.00
10. Insurance	\$ 7,500.00
11. Professional & Legal	\$ 12,000.00
12. Association Dues	\$ 1,500.00
13. Stream Gaging / Misc.	\$ 17,000.00
14. Roseau River Projects / Maintenance	\$ 44,500.00

Total	\$ 250,000.00

Construction Budget:

1. Red River Watershed Management Board	\$ 131,965.83
2. Roseau River Watershed District Construction Fund	\$ 131,965.83

Total	\$ 263,931.66

The Board discussed the ditch levees. A **motion** was made by Manager Wensloff and seconded by Manager Haugen to levy the below stated amounts to each ditch system for the year 2014:

- \$ 8,000.00 levy on WD#3 Ditch System
- \$ 3,000.00 levy on Ditch #8
- \$ 1,500.00 levy on Ditch #16
- \$ 2,500.00 levy on West Interceptor

A one percent assessment on redetermined benefits on State Ditch #51: approximate figures are as follows;

Roseau County	\$88,177.69
Kittson County	\$ 1,155.02
Marshall County	\$ 641.92
Beltrami County	\$ 899.65
Lake of the Woods County	\$ 648.60

Motion approved with all in favor.

The Board discussed the Administrative levy. A **motion** was made by Manager Magnusson and seconded by Manager Haugen to levy an ad valorem tax of .00048 (not to exceed \$250,000.00) pursuant to M.S.A. Section 112.61 Subdivision 3, of real estate and personal property in the RRWD for the general fund expenses and for the construction and maintenance of projects of common benefit to the RRWD. Motion carried unanimously.

The Board discussed the RRWMB / Construction levy. A **motion** was made by Manager Wensloff and seconded by Manager Magnusson to levy an ad valorem tax in the amount of .0004836 of the estimated market value in the RRWD in accordance with the provisions of Chapter 162, 1976 Session Laws and the provisions of the Joint Powers Agreement with the RRWMB. Motion carried unanimously.

PROJECT TEAM & ENGINEERS REPORT:

Hay Creek / Norland: Technician McCormack updated the board on the haying and mowing of the project. The board was presented with a draft hunting policy. After discussion, there was the recommendation of adding a disclaimer to the registration form. Manager Haugen stated signage at all entrances should be installed stating it is public land enter/hunt at your own risk. Manager Magnusson stated the sign should also say no motorized vehicles. The Board directed the staff to install the signage on both Norland and West Intercept.

Administrator Halstensgard stated that the DNR dam safety report came back with no issues.

Technician McCormack discussed the request by the Otto family to hay the Hay Creek corridor. A **motion** was made by Manager Wensloff seconded by Manager Magnusson to authorize the Skyler and Trinity Otto to hay the Hay Creek corridor. Motion carried unanimously.

Palmville Project: Technician McCormack updated the board on the construction status. Commissioner Falk asked if the County had mowed the project. It was stated the county has mowed it and a bill has not yet been received by the Watershed.

Beltrami: A Project team meeting will be scheduled for an afternoon in late October.

RRWMA: Technician McCormack updated the board on the wetland delineation that is being worked on. Engineer Dalager stated there will need to be a formal report on the delineation. There was mention of the FDRWG endorsement of the 75/25 cost share. A Project Team meeting will be scheduled when a draft Environmental Assessment Worksheet (EAW) has been completed.

WD3: Manager Haugen asked if the ratchets on Lateral 2 have been repaired. Technician McCormack stated he will install them before freeze up. Manager Haugen stated he was upset that he had not been updated concerning the issues brought up by Joe Laurin. Technician McCormack and Administrator Halstensgard responded to Manager Haugen's comments.

Duxby Levy: Ron Huderle will be submitting a per hour quote for brushing. We are still working on finding someone to do the grading and shaping. Claire Kjersten has mowed the levy once this year.

Sidewater inlets: Several landowners have expressed interest in the program.

PERMITS:

Manager Haugen suggested tableing permit #13-27 for further review. After discussion, Technician McCormack will continue to review.

Erik Dunham met with the board on his permit application #13-29. There was discussion on the conditions on the permit. A **motion** was made by Manager Wensloff to approve the permit with conditions, seconded by Manager Magnusson. Motion carried unanimously.

The Board discussed the proposed phase plan for the Douglas Erickson permit, # 13-31. A **motion** was made by Manager Wensloff to approve the permit with conditions and the exclusion of #19 of the plan, seconded by Manager Magnusson. Motion carried unanimously.

Technician McCormack discussed permit #13-34, Orlin Diesen. A **motion** was made by Manager Haugen, seconded to Manager Wensloff to approve the permit as requested. Motion carried unanimously.

Technician McCormack discussed permit #13-35 for Rhett Hulst. A **motion** was made by Manager Haugen, seconded to Manager Wensloff to approve the permit as requested. Motion carried unanimously.

RRWMB: Chairman Carriere reported on the following items:

- Office space debate
- Project Team funding
- Detention study done by October
- COE feasibility study funding request

Administrative and Technical Report:

Administrator Halstensgard and Technician McCormack reported on the following:

- The Board authorized Administrator Halstensgard to apply for an extension on the Hay Creek grant and provide Pat Lynch with the COE contact information as requested.
- Administrator Halstensgard presented a draft five year funding plan for their review. The board will review and report back with comments or changes at the next meeting.

- Administrator Halstensgard will get a quote for stripping and refinishing the floor in the board room. Chair cleaning was also discussed.
- A **motion** was made by Manager Haugen to share the expense of the bus with the RRIW account and the RRBC, seconded by Manager Wensloff. Motion carried unanimously.
- Administrator Halstensgard will follow up with Harold Christianson, MN Homeland Security on the correct reimbursement amount.
- Terry Johnson project -- The board authorized Technician McCormack to investigate the possibility of District involvement.

OLD BUSINESS:

Administrator Halstensgard updated the board on the changes to the by-laws as reviewed by committee and requested additional feedback from the Board. The committee will continue to work on the Policies and Rules.

Technician McCormack updated the board on the meeting of staff with Brian Dwight. We will apply for additional BWSR Clean Water Funds for side water inlets. The Arpin Project will not qualify for Clean Water Funds.

NEW BUSINESS:

There was discussion on the attendance of the MAWD conference.

OTHER ITEMS:

A **motion** was made by Manager Magnusson, seconded by Manager Wensloff to approve and sign the letter of support for appointment to the LUP panel. Motion carried unanimously.

There was extensive discussion on 2013 meeting minutes.

The next meeting is scheduled for October 2, 2013. After reviewing expense vouchers, a **motion** by Manager Wensloff and seconded by Manager Magnusson, to approve the manager's vouchers. Motion carried unanimously.

A **motion** to adjourn the meeting was made by Manager Magnusson, seconded by Manager Wensloff. Motion carried unanimously. Meeting adjourned at 11:05 p.m.

Respectfully submitted,

Floyd Haugen, Secretary

Tracy Halstensgard, Administrator