

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD MARCH 6, 2013**

**ORDER:** Vice - Chairman LeRoy Carriere called the meeting to order at 3:00 p.m.

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

**STAFF PRESENT:** Administrator Halstensgard and Technician McCormack

**OTHERS PRESENT:** Refer to attendance sheet.

**CONSULTING STAFF PRESENT:** Nate Dallager, HDR Engineering and Jerry Bents, Houston Engineering.

**DELEGATIONS PRESENT:** Russell Walker, landowner.

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

Due to the resignation of Chairman Voll at the last meeting, Administrator Halstensgard called for nominations for Chairman. Manager Magnusson nominated Manager Carriere. There being no further nominations, a **motion** was made by Manager Magnusson, seconded by Manager Schmalz to cease nominations and cast a unanimous ballot for Manager Carriere as Chairman. Motion carried with Manager Haugen opposed. Manager Magnusson nominated Manager Schmalz for Vice-Chairman. There being no further nominations, a **motion** was made by Manager Magnusson, seconded by Manager Carriere to cease nominations and cast a unanimous ballot for Manager Schmalz as Vice-Chairman. Motion carried.

**MINUTES:** A **motion** was made by Manager Magnusson and seconded by Manager Schmalz to approve the January 30, 2013 regular meeting minutes with changes. Motion carried with the condition the Administrator Halstensgard review the motion to close the public meeting. A **motion** was made by Manager Haugen and seconded by Manager Magnusson to approve the February 1, 2013 special meeting minutes as mailed. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 33.63
State of Minnesota -- Hay Creek reimbursement	\$ 375,000.00
State of Minnesota -- RRWMA reimbursement	\$ 15,568.59
RRWMB -- monitoring reimbursement	\$ 4,800.00
RRWMB -- Hay Creek reimbursement	\$ 62,500.00
Roseau County -- share of taxes	\$ 18,316.30
<b>TOTAL</b>	<b>\$ 476,218.52</b>

<b>Bills -- Memo</b>	<b>Amount</b>
City of Roseau -- utilities	\$ 299.62
CenturyLink -- phone bill	\$ 101.59
Sjoberg's Cable TV -- cable internet	\$ 46.60
Marco -- copier maintenance	\$ 24.05
Roseau Times-Region -- notice	\$ 10.50
Minnesota Energy -- natural gas bill	\$ 215.73
HDR Engineering -- Project Engineering	\$ 5,272.00
Floyd Haugen -- meetings, mileage and expenses	\$ 262.03
LeRoy Carriere -- meetings, mileage and expenses	\$ 201.48
Cody Schmalz -- meetings, mileage and expenses	\$ 229.50
Aaron Magnusson -- meetings, mileage and expenses	\$ 73.22
Torin McCormack -- mileage and expenses	\$ 192.80
Torin McCormack -- wages	\$ 2,427.50
Tracy Halstensgard -- wages	\$ 2,883.06
Tracy Halstensgard -- mileage and expenses	\$ 270.04
PERA -- employee and employer share	\$ 887.57
Internal Revenue Service -- 941 tax	\$ 1,456.95
Doug's Supermarket -- food for meetings and supplies	\$ 46.88
Postmaster -- mailing RRWMA prelim. Engineers report	\$ 22.60
Minnesota UI Fund -- unemployment payment	\$ 4,727.91
Spruce Valley Corporation -- portion of retainage	\$ 500,000.00
MAWD -- Legislative Days registration	\$ 75.00
MonTech Computers -- battery backup for new computer	\$ 74.80
Ace Hardware -- flagging supplies	\$ 35.94
Roso Cleaners & Laundry -- rugs	\$ 56.43
Dave Grafstrom -- 2012 monitoring report	\$ 4,800.00
Roseau County Highway Dept. -- culverts & traps for sidewater inlets	\$ 4,424.63
Dell Marketing -- computer	\$ 1,207.92
Ron Huderle -- SD 51 debris removal	\$ 3,006.00
Postmaster -- stamps and postage	\$ 51.80
Thune Insurance network -- business auto	\$ 400.00
Quality Printing -- printing of preliminary engineer's report	\$ 475.59
Multi Office Products -- calendar and stamp pad	\$ 13.70
Area 1 Envirothon -- donation	\$ 100.00
<b>TOTAL</b>	<b>\$ 534,373.44</b>

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

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

## **PROJECT REPORT:**

RRWMA: Engineer Dalager discussed the public information meeting held February 1, 2013 in Badger and the RRIW meeting. Engineer Dalager presented the Preliminary Engineer's Report to the Board. A **motion** was made by Manger Haugen seconded by Manager Magnusson to accept the Preliminary Engineer's report. Motion carried unanimously. The public hearing for the project will be held April 3<sup>rd</sup> during the regular board meeting. A project team meeting will be scheduled in conjunction with the Beltrami project team sometime in April. Manager Schmalz presented a letter from a landowner concerning the project. Technician McCormack discussed the letter presented at the public information meeting by the representatives from Vita, Manitoba. The Board directed the staff to draft a letter to be reviewed at the next meeting. A **motion** was made by Manager Haugen, seconded by Manager Schmalz to approve the HDR Engineering bill in the amount of \$5,272.00. Motion carried unanimously.

Hay Creek/Norland: The Board discussed Russell Walker's proposed agreement. A **motion** was made by Manager Magnusson, seconded by Manager Schmalz to accept the haying agreement between the Board and Mr. Walker with the discussed changes. Motion carried unanimously. There was discussion on the operation of the project. Technician McCormack and Engineer Dalager have been discussing operation this spring. In order to operate the control structures, Technician McCormack recommended purchasing two generators from Ace Hardware in Roseau. The various generator options were discussed. A **motion** was made by Manager Magnusson to purchase two mci3500 generators from Ace Hardware, seconded by Manager Schmalz. Motion carried unanimously. Technician McCormack updated the board on the ditch cut within the impoundment and the fence post that was broken.

Palmville Project: nothing to report at this meeting

Beltrami: Engineer Bents presented the board with the next steps for the proposed projects (see attached).

SD 51 cleaning: Technician McCormack updated the Board on the finalization of the FEMA paperwork. Ron Huderle has submitted pictures and an invoice for work completed. A **motion** was made by Manager Haugen, seconded by Manager Schmalz to approve Mr. Huderle's bill in the amount of \$3,006.00. Motion carried unanimously.

Duxby Levee: Technician McCormack discussed the maintenance that needs to take place this spring/summer.

## **PERMITS:**

The board discussed permit #13-02 (Richard Solberg). Technician McCormack updated the board on the letter sent to Mr. Solberg and his discussion with Steve Lee. The permit remains tabled.

A **motion** was made by Manager Haugen, seconded by Manager Magnusson to approve permit # 13-03 (Roseau County). Motion carried unanimously.

### **RRWMB:**

- Public Relations Initiative
- RRRRA Report
- Project Coordinator Report
- March Conference update
- DNR permit requirements
- Next meeting coincides with the RiverWatch Forum on March 20, 2013 in Crookston.
- Flood forecasting display
- Social networking / Crowd Sourcing
- IWI – basin wide culvert inventory.

### **ADMINISTRATIVE REPORT:**

- Items on the written report were discussed during other portions of the meeting.
- Technician McCormack updated the board on the status of the hay bales on the West Interceptor.

### **OLD BUSINESS:**

Administrator Halstensgard will be attending MAWD Legislative Days in St. Paul.

A **motion** was made by Manager Haugen to donate \$100 to the Envirothon, seconded by Manager Schmalz. Motion carried unanimously

Technician McCormack discussed the purchase of ESRI software.

The Board discussed continuing the contract with Mitch Magnusson for debris removal on SD 51. The Board discussed paying Mr. Magnusson a flat fee per year to cover insurance costs and paying hourly for work done each year. Technician McCormack will contact Mr. Magnusson to see if he would be interested in this arrangement.

The Board directed Administrator Halstensgard to send a letter to Kittson County stating will not be paying the bill for placement of riprap.

### **NEW BUSINESS:**

Attorney Steve Anderson resigned from the position with the Board. Administrator Halstensgard will contact other attorneys for fee and availability information.

A Citizens Advisory Committee meeting will be scheduled, possibly for April 2<sup>nd</sup>, at 5 p.m.

Staff discussed the opportunity of creating a Facebook page for the district. The Board directed the Staff to move forward with creating a RRWD Facebook page.

The Board reviewed the new employee position descriptions.

**OTHER ITEMS:**

After reviewing the staff expense and managers' vouchers, a **motion** was made by Manager Schmalz seconded by Manager Haugen to approve the vouchers as presented. Motion carried unanimously.

After a **motion** by Manager Haugen and second by Manager Magnusson, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

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Floyd Haugen, Secretary

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Tracy Halstensgard, Administrator