

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD AUGUST 6, 2014**

**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.

**DELEGATIONS PRESENT:** Rick Solberg, landowner; Dariel Moser, landowner.

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

**MINUTES:** A **motion** was made by Manager Magnusson to approve the July 2, 2014 regular meeting minutes as presented, seconded by Manager Schmalz. Motion carried unanimously. A **motion** was made by Manager Magnusson to approve the July 31, 2014 special meeting minutes. Motion failed for lack of second. The minutes will be reviewed at the next meeting.

Intern Brady Castle met with the board to discuss the culvert inventory. There was discussion on wages and the amount of work that was accomplished this season.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 38.63
Auto Owners Insurance -- refund	\$ 45.23
Marshall County -- share of taxes	\$ 321.26
Kittson County -- share of taxes	\$ 3,075.09
<b>Total</b>	<b>\$ 3,480.21</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- wages	\$ 3,553.75
Torin McCormack -- wages	\$ 3,555.74
Brady Castle -- wages	\$ 1,139.47
Tracy Halstensgard -- Mileage and expenses	\$ 146.41
Torin McCormack -- Mileage and expenses	\$ 451.30
Brady Castle -- Mileage and expenses	\$ 823.85
LeRoy Carriere -- per diem and mileage	\$ 410.35
Floyd Haugen -- per diem and mileage	\$ 91.66
Aaron Magnusson -- per diem and mileage	\$ 188.49
Cody Schmalz -- per diem and mileage	\$ 236.53
Tony Wensloff -- per diem and mileage	\$ 157.57
PERA -- employer / employee contribution	\$ 1,169.98
Sjobergs TV -- internet access	\$ 47.13
Marco -- copier maintenance	\$ 44.89
Roseau Times-Region -- meeting notice & renewal	\$ 64.75
Minnesota Energy -- natural gas bill	\$ 22.10
CenturyLink -- phone service	\$ 111.62
City of Roseau -- utilities	\$ 221.48
HDR engineering -- Project engineering	\$ 35,389.81
SandPieper Design -- web hosting and domain name annual fees	\$ 150.83
Roseau Bakery -- buns and cookies for info meeting	\$ 60.26
Frank's TV -- flash drives	\$ 21.35
Roseau Ace Hardware -- misc. office	\$ 21.87
Moren Law office -- legal services 6-5-14 through 7-30-14	\$ 3,487.50
Bob Byfuglien -- option to purchase	\$ 9,000.00
Roseau County Recorder -- recoding of option to purchase	\$ 46.00
Cardmember Service -- drainage law books, gas for ranger	\$ 478.75
Quality Printing -- RRWMA final engineer's report	\$ 956.53
Houston Engineering -- Beltrami PT	\$ 304.00
Drees, Risky & Vallager -- 2013 audit	\$ 5,595.00
TruNorth Steel -- pipes for SWIs and trap for Norland	\$ 3,651.71
Roseau County Hwy Dept -- survey, drafting, culverts & bands	\$ 820.28
Roger Berg -- mowing Hay Creek levees and Connection Chanel	\$ 5,525.00
SuperOne Foods -- food for meeting	\$ 208.58
Bonnie's Floral -- flowers for Floyd	\$ 61.44
Scott's True Value -- dehumidifier, first aid kit & supplies	\$ 239.46
Liberty Mutual -- managers bond	\$ 100.00
Jon Schauer -- Quickbooks consulting	\$ 1,200.00
Subway -- food for meeting	\$ 64.13
The Tribune -- notice	\$ 33.00
<b>Total</b>	<b>\$ 79,852.57</b>

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

**Delegations:** Rick Solberg, met with the board to discuss permit 13-26. Mr. Solberg stated that the landowners involved have come to an agreement to move forward (see attached report). After discussion, Chairman Carriere called for a motion to approve an extension to the permit with conditions. Manager Haugen made a **motion** to extend the permit for six months contingent upon County approval and the conditions outlined in the report, seconded by Manager Magnusson. Motion carried unanimously.

Dariel Moser was not in attendance.

**PERMITS:**

Technician McCormack discussed permit #14-14 (Erik Dunham). Manager Magnusson made a **motion** to table the permit, seconded by Manager Wensloff. Motion carried unanimously.

Tecnician McCormack discussed permit #14-15 (Stephen Haugen). Manager Wensloff made a **motion** to approve the permit as submitted, seconded by Manager Schmalz. Motion carried with Manager Magnusson abstaining.

Tecnician McCormack discussed permit #14-16 (Douglas Erickson). There was discussion of the fact that this was an after-the-fact permit. Manager Magnusson made a **motion** to approve the permit for a 15" cmp, seconded by Manager Schmalz. Motion carried unanimously.

Tecnician McCormack discussed permit #14-17 (Reine Township). Manager Wensloff made a **motion** to approve the permit as submitted, seconded by Manager Magnusson. Motion carried unanimously.

Tecnician McCormack discussed permit #14-18 (Gary Spina). Manager Wensloff made a **motion** to approve the permit with the plan as submitted, seconded by Manager Schmalz. Motion carried unanimously.

Tecnician McCormack discussed permit #14-19 (Blawat Farms). Manager Haugen made a **motion** to approve the permit for a 24" cmp, seconded by Manager Wensloff. Motion carried unanimously.

Technician McCormack discussed permit #14-20 (Mike Grahn). Manager Schmalz made a **motion** to approve the permit as submitted, seconded by Manager Wensloff. Motion carried with Manager Magnusson abstaining.

Permit numbers 14-21, 14-22 and 14-23 will be held reviewed at the next meeting after evaluation by Technician McCormack

## **PROGRAMS:**

Side Water inlets: Technician McCormack work is ready to begin this week or next. Beito Repair will be starting in the next few days and Halverson is currently working in Norland and will start on inlets after that.

Culvert Inventory: Technician McCormack discussed sharing the data collected with townships and getting their input on the inventory's accuracy. A **motion** was made by Manager Magnusson to raise intern Castles wage to \$12.50 per hour retroactive to July 1, 2014, seconded by Manager Schmalz. Motion carried unanimously.

## **PROJECT REPORT:**

Hay Creek/Norland: Technician McCormack updated the board on haying of the impoundment and the construction items. There was discussion on a crack in one of the outlet gates. Manager Magnusson requested contacting the manufacturer about sharing the cost. The board authorized Technician McCormack to hire a local welder to make the repair. There was discussion on a beaver issue in the 61 ditch system north of the impoundment. Work on the mitigation plan for the COE is progressing.

Beltrami: A Project Team meeting was held July 24. Administrator Halstensgard updated the board on the results of the meeting. The Project Team recommended presenting the CP – 1 Purpose and Need Statement to the COE for preliminary review. A follow-up meeting will be scheduled to get feedback from the COE.

RRWMA: Engineer Dalager discussed the public informational meeting. Manager Schmalz discussed the maintenance of the existing structures and the existing average flows of the river. He requested an average of the last ten year river heights and questioned how often the project would be utilized. Engineer Dalager briefly addressed the ice, frequency and maintenance issues. The O&M planning committee will meet on Aug. 21 at 9 a.m.

Lake Bottom: The first Project Team met on July 17. Administrator Halstensgard gave a brief update on information covered at the PT meeting. The next meeting will be September 18.

Duxby Levee: Technician McCormack updated the board on the mowing of the levee and repair of a trap in Rosanne Lee's ring dike. Removal of debris will take place this winter. Engineer Dalager will have the final survey results at the next meeting.

Palmville: The project was operated last week in accordance with the operating plan. Gopher presents is still a problem. Technician McCormack will contact the County to mow the access road.

## **RRWMB:**

Chairman Carriere updated the board on the following items:

- Budget adoption
- The rules were adopted

### **ADMINISTRATIVE REPORT:**

- A **motion** was made by Manager Haugen to approve and distribute the 2013 Annual Report, seconded by Manager Magnusson. Motion carried unanimously.
- Ag Water Forum that was held at Jim Kukowski's farm.
- Letter from Tamera Cameron, COE concerning RRWMA concurrence point 1
- The board will wait to have an O&M plan before scheduling a RRWMA public hearing.
- Contract to purchase land
- Board meeting time. The 3p.m. board meeting time will continue only for the months of December – March.
- Side water inlet field day.
- NRCS work group meeting
- Township outreach meetings
- Ardmore Haugen request for legal opinion on permit. Manager Haugen questioned the District's jurisdiction since the culvert is in a county road. Administrator Halstensgard stated that, as with other permittable activity, the RRWD's permit doesn't negate the applicants need to get other applicable permits.

### **TECHNICIAN REPORT:**

- CD 18 and JD 61 issues during Norland dewatering
- Issues with spraying areas of ditches and purchase of spraying equipment.

### **NEW BUSINESS:**

Renewal of two certificates of deposits was discussed by Manager Magnusson. The consensus of the board was to renew the certificates at the banks they are at for 12 month terms. Administrator Halstensgard discussed the reductions at pledged securities. A **motion** was made by Manager Haugen, seconded by manager Magnusson to authorize Chairman Carriere to sign the Change To Pledge Request from Citizens State Bank. Motion carried unanimously.

Administrator Halstensgard provided the board with information on the Districts levies and statewide taxable market values for all watersheds. The District reached maximum capacity for administration levy and the construction / RRWMB levy increased by \$25,091.59. Administrator Halstensgard explained changes made to the categories in the 2015 draft budget. The categories were adjusted to more closely align with the audit report. In setting the amount for each category, Administrator Halstensgard reviewed prior expenditures and projected expenses. The Board reviewed the suggested 2015 ditch levies. A **motion** was made by Manager Haugen, seconded by Manger Wensloff to authorize the 2015 budget and ditch levies and set the public hearing for 8:30 on September 3<sup>rd</sup>, 2014. Appropriate notification will be published in the newspaper. Motion carried unanimously.

Chairman Carriere discussed the District's current office building. The District currently rents office space from the County and the County has discussed getting rid of some properties. There was discussion on options for allocating the 2013 admin fund balance. One option discussed was creating a restricted fund for future building expenses.

Technician McCormack discussed a dispute between Rodney Sikorski and Randy Jenson. Based on the assessed area, the water is flowing where it is supposed to go.

A report on the annual ditch inspection of County Ditch 8 was presented to the Board. There was extensive discussion on the maintenance activity required. A **motion** was made by Manager Haugen, seconded by Manager Schmalz authorizing staff to hire contractors to perform the required maintenance. Motion carried with Manager Wensloff abstaining. Staff will schedule a meeting with all CD 8 landowners.

There have been inquires as to whether or not the District is interested in funding a beaver bounty. After consideration, the Board decided to proceed on a case by case basis.

**OLD BUSINESS:**

Technician McCormack discussed a proposed addendum to Rick Solberg permit #13-12.

Technician McCormack discussed a drainage concern of landowner Janet Foster in Malung Township. Manager Magnusson removed himself from the board and addressed the board as a landowner.

Administrator Halstensgard discussed the process for formalizing the revised rules. A **motion** was made by Manager Wensloff, seconded by Manager Magnusson to authorize submittal of the rules to Board of Water and Soil Resources, any public transportation in the area and to any entities affected, Cities or Townships for review and comment. Motion carried unanimously.

**OTHER ITEMS:**

Technician McCormack discussed the sweet clover on the outlet of the West Intercept.

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

Manager Haugen thanked the staff and Board for flowers delivered during his hospital stay.

After a **motion** by Manager Haugen seconded by Manager Wensloff, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator