

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD February 5, 2014**

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

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

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

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

**CONSULTING STAFF PRESENT:** Jerry Bents, Houston Engineering;

**DELEGATIONS PRESENT:** Wesley Otto, landowner

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

**MINUTES:** A **motion** was made by Manager Wensloff and seconded by Manager Magnusson to table the January 7, 2014 regular meeting minutes for further review. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 47.37
Kittson County -- share of taxes	\$ 200.72
Marshall County -- share of taxes	\$ 108.96
Lake of the Woods County -- share of taxes	\$ 74.42
Beltrami County -- share of taxes	\$ 319.08
Marshall County -- share of taxes	\$ 515.50
BWSR -- close-out of drainage records modernization grant	\$ 520.00
State of MN -- Hay Creek / Norland reimbursement	\$ 7,105.64
<b>TOTAL</b>	<b>\$ 8,891.69</b>

<b>Bills -- Memo</b>	<b>Amount</b>
City of Roseau -- utilities	\$ 275.27
Mn Dept of Revenue -- withholding	\$ 828.00
CenturyLink -- phone bill	\$ 103.01
Sjoberg's Cable TV -- cable internet	\$ 47.13
Marco -- copier maintenance	\$ 44.89
Roseau Times-Region -- notice	\$ 10.50
Minnesota Energy -- natural gas bill	\$ 276.34
HDR Engineering -- Project Engineering	\$ 711.85
Floyd Haugen -- meetings, mileage and expenses	\$ 205.72
LeRoy Carriere -- meetings, mileage and expenses	\$ 186.68
Aaron Magnusson -- meetings, mileage and expenses	\$ 146.36
Tony Wensloff -- meetings, mileage and expenses	\$ 412.51
Torin McCormack -- wages	\$ 3,555.74
Tracy Halstensgard -- wages	\$ 3,700.75
Torin McCormack -- mileage and expenses	\$ 213.17
Tracy Halstensgard -- mileages and expenses	\$ 179.44
PERA -- employee and employer share	\$ 1,169.98
Internal Revenue Service -- 941 tax	\$ 2,391.32
Doug's Supermarket -- food for meetings and supplies	\$ 70.65
Scott's True Value -- supplies	\$ 45.99
Multi Office Products -- office supplies	\$ 87.17
Deluxe Business Forms -- checks	\$ 249.75
Reliable Office supplies -- supplies	\$ 12.10
Ron Huderle -- SD 51 debris removal	\$ 1,155.00
Craig Fetsch -- SD 51 debris removal	\$ 1,155.00
Jon Schauer -- QuickBooks consulting	\$ 705.23
Claire Kjersten -- Mowing Duxby Levee	\$ 595.00
Mitch Magnusson -- SD 51 debris removal	\$ 6,500.00
Roso Cleaners -- rug rental	\$ 94.05
Subway -- meal for PT meeting	\$ 64.13
SFM -- Workers' comp insurance	\$ 458.00
Thomson Reuters - West -- MN statute pocket parts	\$ 88.70
<b>TOTAL</b>	<b>\$ 25,739.43</b>

**BILLS:** A **motion** was made by Manager Magnusson to pay the normal monthly bills as presented in the Treasurers Report excluding Houston Engineering's bill for discussion during the WD 3 report, seconded by Manager Wensloff. Motion carried unanimous.

**DELEGATIONS:**

Wesley Otto addressed the board about the potential of haying / owning district land. Manager Haugen stated he would like to see the haying bid out. After discussion, a **motion** was made by Manager Magnusson, to create a committee to address district land haying / maintenance, seconded by Manager Haugen. Motion carried unanimously. Committee members will be Manager Magnusson, Manager Wensloff, Technician McCormack and Administrator Halstengard.

**PROJECT REPORT:**

Hay Creek/Norland: Technician McCormack updated the board on the condition of the gates and public outreach. There was discussion on the line items of construction to be completed. The Board directed staff to advertise for quotes and send the information to local contractors.

Beltrami: Administrator Halstengard presented the agenda for the LUP CIP meeting scheduled for Feb. 6<sup>th</sup> in Warroad. Technician McCormack informed the Board of the Agency meeting to be held in our office for the NR plan Feb. 10. The next PT meeting will be Feb. 20.

RRWMA: Technician McCormack updated the board on the EAW process. The next PT meeting will be Feb. 20.

WD #3: Engineer Bents presented the Hydraulic Analysis on SD 69 and WD 3. There was discussion on the rain events used in the reports, cost of work proposed in additional analysis and process that would need to be followed if work were to proceed. The Board will take this information under advisement.

Side Water Inlets: Technician McCormack stated he had been out to the sites with an engineer from HDR. Rick Solberg has also expressed interest in the program.

Culvert Inventory: After discussion, the Board directed staff to advertise for the intern position. A **motion** was made by Manager Magnusson to purchase the equipment as presented, seconded by Manager Haugen. Motion carried unanimously.

Lake Bottom: The board considered initiating a project team for the project. Manager Magnusson abstained from the decision as a landowner. Manager Wensloff made a **motion** to initiate a Lake Bottom project team, seconded by Haugen. Manager Haugen stated that he doesn't want to see efforts slowed on the other projects due to initiation of this project team. Motion carried with Manager Magnusson abstaining.

The Board discussed the purchase of Robert Byfuglien's land in the Lake Bottom area. A committee of managers Carriere, Wensloff and Tracy and Torin will meet with Mr. Byfuglien. The Board may close a portion of the next meeting to discuss land purchase.

CR112: Mr. Solberg gave an update on the permit work. Mr. Solberg suggested there may be a need for a permit extension depending on the season. Roseau County Engineer Brian Ketring stated the County's concerns including purchase of culverts, height of the berm and effects on the road. There was discussion on the fact that there was no contract or bond and that construction started on the upstream end instead of the outlet / downstream.

**PERMITS:** There were no permits.

**RRWMB:**

- RRRRA office has moved
- RRWD was granted an extension on the \$70,000 advance of RRWMA funding
- Next meeting they will be accepting committee volunteers

**ADMINISTRATIVE REPORT:** most items were in the written report.

- BWSR Biannual Budget Request
- Palmville grant closeout
- CAC meeting

**TECHNICIAN REPORT:** most items were in the written report.

- Digitizing ditch records
- Snow water equivilancy
- SD 51 debris removal

**NEW BUSINESS:**

A **motion** was made by Manager Haugen, seconded by Manager Magnusson to authorize the chairman to sign the letter of understanding with Drees, Riskey & Vallager, Ltd. Motion carried unanimously.

District By-Laws will be discussed at the next meeting.

**OLD BUSINESS:**

The Board discussed the District getting a business credit card. Manager Magnusson made a motion to apply for a business credit card with Administrator Halstengard, Technician McCormack and Chairman Carriere as card holder with a credit limit of \$2,000, seconded by Manager Wensloff. Motion carried unanimously.

The Board authorized Administrator Halstengard to switch the workers' comp insurance from RTW to SFM.

Russell Walker spoke to the Board about his haying agreement on the Norland Impoundment. Technician McCormack and Mr. Walker will meet to discuss the terms of the agreement.

**OTHER ITEMS:**

The board discussed the March meeting date and attendance at Legislative Days and March Conference.

After review, Manager Magnusson made a **motion** to approve the expense vouchers, seconded by Manager Wensloff. Motion carried unanimously.

After a **motion** by Manager Wensloff and second by Manager Magnusson, the meeting was adjourned at 5:09 p.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator