

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD January 3<sup>rd</sup>, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Todd Miller, LeRoy Carriere, Laverne Voll and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Pat Moren and Mike Bakken

**DELEGATIONS:** Dieter Township board

**AGENDA:** **Motion** by Manager Voll and seconded by Manager Miller to approve the agenda as handed out.  
Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Frislie and seconded by Manager Carriere to approve the December 6<sup>th</sup>, 2005 minutes as written. Carried - unanimous.

**DELEGATIONS:** The Board met with a delegation from the Dieter Township Board concerning the ditch repair in lateral one of WD 3. The Township board discussed widening the road where the repair work will take place. There was some discussion on which side of the road the widening should be. The township stated that they had no problem with doing the leveling and graveling of the road. After some discussion, it was decided that the widening should be on the same side as the repair.

**ELECTION OF OFFICERS:** Pat Moren chaired the following election of officers: A **motion** was made by Manager Frislie and seconded by Manager Carriere to nominate Manager Erickson as Chairperson. The **motion** to cease nominations and cast a unanimous ballot for Manager Erickson was made by Manager Carriere and seconded by Manager Frislie. Carried – unanimous. Attorney Moren turned the meeting back over to Chairman Erickson.

A **motion** was made by Manager Erickson and seconded by Manager Carriere to nominate Manager Frislie as Vice-Chairperson. The **motion** to cease nominations and cast a unanimous ballot for Manager Frislie was made by Manager Carriere and seconded by Manager Miller. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Miller to nominate Manager Carriere as Secretary/Treasurer. The **motion** to cease nomination and cast a unanimous ballot for Manager Carriere was made by Manager Voll and seconded by Manager Frislie. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Carriere to keep Citizens State Bank and Border State Bank as official depositories. Carried – unanimous.

A **motion** was made by Manager Carriere and seconded by Manager Frislie to keep JOR Engineering as primary engineering firm on fee basis and contract with other firms on fee basis as deemed necessary by the board. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Carriere to keep Roseau Times-Region as official newspaper. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Miller to keep Attorney Pat Moren as primary Legal council on fee basis and contract with other firms on fee basis as deemed necessary by the board. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Carriere to appoint Manager Miller as the representative to the FSA office. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Frislie to have Manager Miller and Manager Carriere as delegates on the Project Work Team. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Carriere to have Manager Erickson and Manager Voll as delegates on the Roseau River International Watershed Board. Carried – unanimous.

A **motion** was made by Manager Carriere and seconded by Manager Voll to have Manager Erickson as the delegate to the Red River Watershed Management Board with Manager Frislie as an alternate. Carried – unanimous.

**RECEIPTS:**

<b>December Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 285.80
Lake of the Woods County -- share of taxes	\$ 51.40
Beltrami County -- share of taxes	\$ 549.86
Roseau County -- share of taxes	\$ 55,651.04
<b>TOTAL</b>	<b>\$ 56,538.10</b>

**BILLS:** **Motion** by Manager Carriere to pay the normal monthly bills, seconded by Manager Voll. Carried - Unanimous.

<b>December Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- January rent	\$ 650.00
Unicel -- cell phone charge	
Century Tel -- phone bill	
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 10.95
Postmaster -- PO Box fee	\$ 68.00
Postmaster -- stamps	\$ 78.80
RTW Inc -- workers comp. insurance	\$ 333.00
Red River Basin Commission -- registration for land and water summit	\$ 310.00
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 906.25
JOR Engineering -- Engineering Expense	\$ 10,631.55
Farrell Erickson -- meetings, mileage and expenses	\$ 213.08
LeRoy Carriere -- meetings, mileage and expenses	\$ 144.52
Allison Frislie -- meetings, mileage and expenses	\$ 118.91
LaVerne Voll -- meetings, mileage and expenses	\$ 168.59
Todd Miller -- meetings, mileage and expenses	\$ 88.66
Rob Sando -- expenses and mileage	\$ 482.09
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,401.38
MonTech Computers -- Software , chill pad	\$ 169.32
PERA -- employee and employer share	\$ 668.61
Citizens State Bank -- 941 tax	\$ 1,466.03
DBA Consulting Unlimited -- QuickBooks consulting	\$ 900.00
Red River Watershed Management Board -- share of taxes	\$ 32,100.50
Minnesota viewers Association -- 2006 dues	\$ 125.00
Wally's supermarket -- food for meetings	\$ 40.33
Pizza Ranch -- food for meetings	\$ 40.80
Ross True Value -- office supplies	\$ 6.29
Wahl Bros. -- culvert repair in WD #	\$ 195.00
Multi-Office Products -- office supplies	\$ 271.40
Rinke - Noonan -- Legal service for West Interceptor	\$ 1,843.00
MN DOT -- construction expense for West Interceptor	\$ 9,521.21
Roseau Electric Co-op -- electrical service	\$ 36.66
MAWD -- new manager orientation	\$ 50.00
Area 1 Envirothon -- contribution	\$ 100.00
HDR Engineering -- Dennis Strandlund ring dike	\$ 3,634.52
Applied Ecological Services --	\$ 222.50
Red River Watershed Management Board -- share of stream gaging expense	\$ 19,965.00
Roseau County Treasurer -- 2005 property taxes	\$ 172.48
<b>TOTAL</b>	<b>\$ 90,007.88</b>

### **DELEGATIONS:**

Mr. Robert Lee met with the Board to discuss the possible removal of traps on culverts near land he owns. Mr. Lee was informed of the legal process required to remove traps that are a part of the original ditch plan. Mr. Lee was also given information on the Petition Process for drainage improvement.

### **PERMITS:**

A **motion** was made by Manager Carriere and seconded by Manager Miller to Table permit #06-01 for Moose Township. The Board also requested that a delegation from the Township attend the next meeting. Carried – Unanimous.

### **Engineer's Report:**

Engineer Bakken stated that the COE had requested more information for their review of the West Interceptor Project 404 permit application. Administrator Sando discussed the SWCD permit and the time limits on the funding for the project.

Engineer Bakken stated that Engineer Ruud has started working on the model for the Palmville Fen Restoration and Engineer Charlie Anderson is working on the RRWMA repair project and possible improvement.

Engineer Bakken provided the Board with a handout on the Hay Creek/ Norland project and stated that the PWT request was to purchase the additional three quarters of land for the impoundment.

Mr. Scott Johnson, Roseau County SWCD, came before the board to discuss the West Interceptor Project permit. There was discussion on the extension of the review period as stated in a letter received from Mr. Johnson dated December 27, 2005. Administrator Sando presented the board with a timeline and correspondence concerning this issue. A **motion** was made by Manager Voll and seconded by Manager Miller that, based on the correspondence received from the Roseau County SWCD, and the documentation supporting Mn Statute 15.99, it is the understanding of the Roseau River Watershed District Board of Managers that the requested permit has been statutorily approved by the Roseau County SWCD. Carried – unanimous.

### **RRWMB Report:**

The next meeting is scheduled for January 17<sup>th</sup>, 2006 in Thief River Falls and there will be a Flood Damage Reduction Work Group meeting in February.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- RRWMB annual report
- FSA letter – CRP contract terminated in project area
- Chris Johnson Ring Dike
- Dennis Strandlund Ring Dike Contract
- Grunig Ditch

### **RRIW:**

The next meeting of the RRIW will be in Roseau at our office on January 19, 2006 at 1 p.m.

### **OLD BUSINESS:**

There were no items to be discussed for Old Business.

### **NEW BUSINESS:**

There were no items to be discussed for New Business.

A **motion** to adjourn was made by Manager Voll. The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD JANUARY 10, 2006 and continued on JANUARY 12, 2006.**

Chairman Farrell Erickson called the special meeting to order at 10:00 a.m. at the Roseau River Watershed District office. Board members present were Allison Frislie, LeRoy Carriere, LaVerne Voll and Farrell Erickson. Staff attending was Atty. Pat Moren, Administrator Rob Sando and Administrative Assistant Tracy Halstensgard.

A **motion** was made by Manager Voll and seconded by Manager Carriere to close the meeting to discuss litigation. Carried – unanimous. After discussion in the closed meeting, a **motion** was made by Manager Voll and seconded by Manager Carriere to consider a mediated settlement with respect to a real estate acquisition in an amount approved by the board of managers. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Voll to recess the meeting and continue the closed session on January 12, 2006 at 10:00 a.m. Carried – unanimous.

The meeting resumed on January 12, 2006 at 10:00 a.m. with Managers Voll and Frislie in the office and Manager Erickson and Administrator Sando teleconferencing. There was discussion on the purchase price for the land and a **motion** was made by Manager Frislie and seconded by Manager Voll to purchase the subject real estate for \$285,000.00 from Howard Currance Trust and authorize Manager Erickson to sign appropriate papers at the mediation. Carried – unanimous

A **motion** was made by Manager Voll and seconded by Manager Frislie to close the closed session. Carried – unanimous. A **motion** was made by Manager Frislie and seconded by Manager Voll to open the public meeting. Carried – unanimous.

Manager Frislie made a motion to adjourn the meeting. The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD JANUARY 24, 2006**

Chairman Farrell Erickson called the special meeting to order at 10:00 a.m. at the Roseau River Watershed District office. Board members present were Allison Frislie, LeRoy Carriere, LaVerne Voll and Farrell Erickson. Staff attending was Atty. Pat Moren, Administrator Rob Sando and Administrative Assistant Tracy Halstensgard.

There was discussion on the status of the state funding for the Hay Creek/Norland project. Chairman Erickson reported to the board on a meeting with RRWMB Chairman John Finney and attended by Manager Carriere and himself. Manager Erickson stated that all State of Minnesota Grants for the RRWD are temporarily frozen. Administrator Sando gave a brief history of the grants that were applied for and discussed the letter from Mr. Ed Fick, DNR Grant Coordinator. There was extensive discussion on project engineering and the status of the projects. A meeting has been tentatively set for January 31, 2006 in Crookston to meet with Mr. Kent Lokkensmoe, Ray Bohn, Ed Fick to discuss issues surrounding the grants. A **motion** was made by Manager Frislie and seconded by Manager Voll to schedule a special meeting for January 31, 2006 at 7:00 p.m. in Crookston. Carried – unanimous.

There was discussion on the City of Roseau's concerns on the West Interceptor (budget, permit, land). A **motion** was made by Manager Frislie and seconded by Manager Voll to hold a special meeting on February 2, 2006 at 10:00 a.m. with Mr. Peterson and Mr. Pelowski from the City of Roseau and JOR Engineering. Carried – unanimous.

After some discussion, a **motion** was made to approve the condition on the COE permit for the West Interceptor project. Carried – unanimous.

Manager Voll made a motion to adjourn the meeting. The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**NOTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD JANUARY 31, 2006**

The meeting opened at 7:00 p.m. at the Northland Inn in Crookston. Board members present were LeRoy Carriere and Farrell Erickson. Staff attending were Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Also present were Kent Lokkesmoe, Director of the Division of Waters – MN DNR, Ray Bohn, RRWMB, Don Bouchout, ADR Coordinator – Environmental planner – MN DNR and Ed Fick, Flood Damage Reduction Program Coordinator – MN DNR

Farrell Erickson spoke about the status of the funding for ring dikes. Mr. Erickson provided Mr. Lokkensmoe and Mr. Fick with copies of the signed contract with Mr. Dennis Strandlund for a ring dike. There was discussion on the funding of ring dikes and the RRWMB involvement in the funding process.

Mr. Lokkensmoe spoke about the advancing of funds for the Hay Creek Project and the expiration of the previous grant. There was discussion on the status of the state funding for the Hay Creek/Norland project. Administrator Sando asked about paying the RRWMB for land that was purchased before the start of the original grant. Mr. Fick spoke about the land purchase and suggested that the RRWD should submit the bill and the state would review it and either accept or reject it for the 75% - 25% cost share.

Mr. Erickson asked about continuing with the Hay Creek portion of the project in correlation with the Counties FEMA repair project. Mr. Lokkensmoe asked what the next highest priority project would be for the District. Mr. Erickson and Administrator Sando stated that it would be the Hay Creek corridor portion of the Hay Creek / Norland project. There was discussion on the costs associated with the Hay Creek portion of the project.

Mr. Fick talked about the administration of the grants and the requirements that need to be met once a grant has been issued, including quarterly reports and submitting bills for reimbursement.

The meeting closed at 8:30 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD February 7<sup>th</sup>, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, Todd Miller, LeRoy Carriere and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Pat Moren and Mike Bakken

**DELEGATIONS:** Wayne and Ivan Juhl

**AGENDA:** **Motion** by Manager Voll and seconded by Manager Miller to approve the agenda with the addition of Wayne and Ivan Juhl as delegations. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Voll and seconded by Manager Miller to approve the January 3rd, 2005 regular meeting minutes as mailed. Carried - unanimous. A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the minutes of the special board meeting held January 10<sup>th</sup>, 2006 as mailed. Carried – unanimous. A **motion** was made by Manager Carriere and seconded by Manager Voll to approve the minutes of the special board meeting held January 24<sup>th</sup>, 2006 as mailed. Carried – unanimous. A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the minutes of the special board meeting held January 31<sup>st</sup>, 2006 as mailed. Carried – unanimous. A **motion** was made by Manager Voll and seconded by Manager Miller to approve the minutes of the special board meeting held February 2<sup>nd</sup>, 2006 as handed out. Carried – unanimous.

**RECEIPTS:**

<b>January Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 304.25
State of Minnesota -- MVC real & ag	\$ 16,581.19
State of Minnesota -- MVC real & ag	\$ 5,330.84
Dennis Strandlund -- 1st half ring dike payment	\$ 2,400.00
Marshall County -- share of taxes	\$ 32.25
Citizens State Bank -- Interest on cd # 43276	\$ 1,111.95
Citizens State Bank -- Interest on cd # 43275	\$ 555.94
<b>TOTAL</b>	<b>\$ 26,316.42</b>

**BILLS:** **Motion** by Manager Voll to pay the normal monthly bills, seconded by Manager Carriere. Carried - Unanimous.



<b>January Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- February rent	\$ 650.00
Unicel -- cell phone charge	\$ 100.48
Century Tel -- phone bill	\$ 147.16
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 26.22
Interstate Management Group -- application fee for Railroad permit - West Interceptor	\$ 2,800.00
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 3,937.50
JOR Engineering -- Engineering Expense	\$ 12,358.67
Farrell Erickson -- meetings, mileage and expenses	\$ 1,010.39
LeRoy Carriere -- meetings, mileage and expenses	\$ 590.53
Allison Frislie -- meetings, mileage and expenses	\$ 698.93
LaVerne Voll -- meetings, mileage and expenses	\$ 520.34
Todd Miller -- meetings, mileage and expenses	\$ 88.66
Rob Sando -- expenses and mileage	\$ 665.79
Rob Sando -- salary, insurance	\$ 2,840.21
Tracy Halstensgard -- wages	\$ 1,578.90
Franks TV/Radio shack --	\$ 42.59
PERA -- employee and employer share (January 1st through 31st, 2005)	\$ 687.80
Citizens State Bank -- 941 tax	\$ 1,769.80
Montech Computers -- ink	\$ 74.53
Roseau Electric Co-op -- electrical usage	\$ 37.28
Minnesota Revenue -- fourth quarter withholdings	\$ 663.00
Wally's Supermarket -- food for meetings	\$ 88.02
Roseau-LOW Title and Abstrace -- purchase of Howard Currence land	\$ 285,000.00
Ross True Value -- office supplies	\$ 35.64
Multi Office Products -- office supplies	\$ 38.19
Quality Printing -- envelopes	\$ 71.36
Rinke - Noonan -- Legal service for West Interceptor	\$ 7,863.25
MAWD -- 2005 dues	\$ 1,399.41
Roseau County Highway Dept -- ditch spraying	\$ 3,610.84
Pizza Ranch -- lunch for special meeting	\$ 40.80
Pizza Ranch -- lunch for RRIW meeting	\$ 98.56
Pizza Ranch -- lunch for special meeting	\$ 60.87
CJ Floral -- arrangement for Dick Nelson's funeral	\$ 69.23
Dan Fulton Accounting -- w-2's and 1099's	\$ 90.00
Roseau-LOW Title and Abstrace -- Closing costs WI	\$ 1,880.20
HDR Engineering -- Strandlund ring dike	\$ 2,369.33
Roseau County Treasurer - certified copies	\$ 13.00
Postmaster -- express mailing	\$ 14.40
<b>TOTAL</b>	<b>\$ 334,077.80</b>

### **DELEGATIONS:**

Wayne and Ivan Juhl came before the board to request the installation of a trap on the East side of a culvert in lateral 1 of WD # 3. Manager Miller asked what landowners would be affected by a trap. Chairman Erickson stated that in the original plans, there is no trap on that culvert and the Watershed District cannot change that without a petition. There was extensive discussion on the petition process.

### **PERMITS:**

There was extensive discussion on permit #06-01 for Moose Township. Chairman Erickson requested himself from the discussion and the motion. Several options available to the township were discussed including installation of a 10' X 5' box culvert with 50' of weir on the East end, lowering the road to original elevation and petitioning for an improvement to the system. There was discussion on the petition process. A **motion** was made by Manager Frislie and seconded by Manager Carriere to approve the permit to restore the road to the elevation specified in the WD #3 plans. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Frislie to deny permit #05-27 (Richard Foss) Carried – unanimous.

The permit application for Leana Kowaliuk was revisited. Administrator Sando discussed a letter received from Caribou Township. Manager Frislie requested himself from discussions. The permit remained tabled.

After some discussion, a **motion** was made by Manager Voll and seconded by Manager Carriere to inform the applicant for permit # 06-02 that no permit is required for the cleaning of a road ditch to the original design. Carried – unanimous.

### **Engineer's Report:**

Engineer Dalager discussed the Dennis Strandlund ring dike. Engineer Dalager provided the board with signed plans and specs and a quote sheet. A **motion** was made by Manager Frislie and seconded by Manager Voll to have Administrator Sando call local contractors for quotes. Carried – unanimous. Manager Miller discussed timelines for the completion of the project to insure that it is made a priority with the contractor.

Engineer Bakken gave an update on the progress of the RRWMA project. He also stated that the West Interceptor restoration plan is near completion. There was some discussion on the possibility of Engineer Rood being available to do a preliminary engineers report for Hay Creek. Engineer Bakken stated that Engineer Rood may be out of the country for a few months.

### **RRWMB Report:**

Chairman Erickson discussed COE concurrence points system that has been put in place to help streamline the permit process. There have been discussions about the COE hiring additional help for Northwest Minnesota.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- RRBC meeting in Winnipeg
- Administrators vacation
- West Interceptor permits

### **RRIW:**

Chairman Erickson brought up to the board the possibility of the \$5000.00 state grant cost share. The Canadian portion of the watershed is in the process of forming a conservation district.

### **OLD BUSINESS:**

A **motion** was made by Manager Miller and seconded by Manager Voll to reappoint Manager Frislie as the FSA representative. Carried – unanimous.

Manager Frislie requested that Administrator Sando and Administrative Assistant Halstensgard reorganize and prioritize project timelines. Chairman Erickson stated that a copy of the updated timelines should be forwarded to Representative Penas and Senator Stumpf.

There was some discussion on the state grant for the RRWMA project and what are qualified expenditures for the grant money.

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD FEBRUARY 2, 2006**

Chairman Erickson called the meeting to order at 10:00 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Allison Frislie and Farrell Erickson. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present were Engineer Mike Bakken, Engineer Omar Rood and Pat Moren, Attorney. Also present Todd Peterson and Jeff Pelowski.

Engineer Omar Rood spoke about the cost estimate for the West Interceptor project. Engineer Rood stated that most of the increase in the estimate was due to the unforeseen costs associated with the Restoration portion of the project, land acquisition and the railroad crossing. Engineer Rood expects an approximate 15% shortfall in funding. City of Roseau Mayor, Jeff Pelowski stated that there is no chance of getting additional funding for this project.

The need for the restoration portion of the project was discussed. It has been the understanding of the RRWD board of managers that in order to proceed with any flood control project, Natural Resource Enhancements (NRE's) have to be included because of the 1997 Mediation Agreement.

There was a lengthy discussion on separating the project in to three components, the ditch, the mitigation acres and the restoration acres. There was some discussion on the Red River Watershed Management Board (RRWMB) contributing funds for the restoration portion of the project. Engineer Rood stated that the mitigation acres need to be tied to the ditch plans and specifications. Engineer Bakken stated that if the RRWD paid the costs incurred with the restoration, they would be bankable acres for future project mitigation.

Mike Hillman, TKDA Engineering was conferenced in on speakerphone. There was some discussion on the contract with TKDA and the work that will be required for the crossing. Todd Peterson spoke about the concerns with the budget and Mr. Hillman responded that the railroad has very specific requirements for construction. Mr. Peterson asked about the bid specs and asked if they meet EDA requirements. Mr. Peterson will ask Mr. John Wynne of Wynne Consulting to contact Mr. Hillman to discuss the bid package.

Engineer Bakken is going to change the plans to include the mitigation acres with the ditch portion of the project.

Administrator Sando and Administrative Assistant Halstensgard will continue to work on obtaining all permits required for the project.

Mr. Peterson will act as the liaison with Suresh Shaw at the EDA.

The Board of Managers requests that until the West Interceptor Project is let for bids, Engineer Bakken work only on the West Interceptor Project. There was some discussion on other projects for the district.

A **motion** was made by Manager Frislie to adjourn the meeting. The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

Manager Voll stated that the project scheduled for the County repair work to be done in County Ditch #7 (Hay Creek) has been pushed back to 2007.

**NEW BUSINESS:**

There was some discussion on the special board meeting held February 2, 2006.

After some discussion, a **motion** was made by Manager Carriere and seconded by Manager Frislie to accept the contract with TKDA for the engineering of the railroad crossing for the West Interceptor and authorize Chairman Erickson to sign said contract. Motion carried with Managers Carriere, Frislie and Erickson voting in favor and Managers Voll and Miller opposed.

Manager Frislie requested copies of the information (i.e. timelines, information from Kelly Urbanek COE) pertaining to the SWCD WCA permit application before the meeting on February 14, 2006.

The legislative breakfast has been scheduled for March 23<sup>rd</sup> in St. Paul. Chairman Erickson will be attending; Managers Frislie and Carriere will not be able to attend.

A **motion** was made by Manager Voll and seconded by Manager Carriere to pay the regular monthly operating expenses throughout the month with continued reporting in the Administrators report. Carried – unanimous.

A **motion** to adjourn was made by Manager Voll. The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD FEBRUARY 17, 2006**

Chairman Erickson called the meeting to order at 9:09 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Todd Miller and Farrell Erickson. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present was Pat Moren, Attorney.

A **motion** was made by Manager Carrier and seconded by Manager Miller to approve the agenda. Carried – unanimous.

Chairman Erickson spoke about a telephone call with Charlie Anderson of JOR Engineering and receiving the construction plans for the West Interceptor via e-mail. Attorney Pat Moren spoke about the EDA funding and their agreement to preview the information they have received so far for the project. It was also stated that the EDA requires that the project be maintained as one project and was not to be separated in to diversion and restoration phases.

Chairman Erickson spoke about the possibility of the Red River Watershed Management Board (RRWMB) funding a portion of the restoration because of the Natural Resource Enhancement (NRE) benefits.

There was extensive discussion on engineering issues on projects and engineering firms.

Manager Voll suggested getting information from JOR Engineering on Ditch 8 and WD #3 and having it in our office. Manager Carriere spoke about the Hay Creek project and the possibility of using the COE plans to move forward with the project.

The possibility of teleconferencing Engineer Bakken in on regular board meetings, instead of Engineer Bakken actually attending the meetings, was discussed.

The board review the revised project timelines and Chairman Erickson requested that copies of the timeline be e-mailed to Representative Maxine Penas and Senator LeRoy Stumpf.

Manager Voll asked about the RRWMB funding for the restoration portion of the West Interceptor Project. Chairman Erickson discussed meeting the project criteria. Chairman Erickson stated that he would be asking the RRWMB for a resolution to commit funding to the restoration, if funding becomes an issues.

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD FEBRUARY 17, 2006**

Chairman Erickson called the meeting to order at 9:09 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Todd Miller and Farrell Erickson. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present was Pat Moren, Attorney.

A **motion** was made by Manager Carrier and seconded by Manager Miller to approve the agenda. Carried – unanimous.

Chairman Erickson spoke about a telephone call with Charlie Anderson of JOR Engineering and receiving the construction plans for the West Interceptor via e-mail. Attorney Pat Moren spoke about the EDA funding and their agreement to preview the information they have received so far for the project. It was also stated that the EDA requires that the project be maintained as one project and was not to be separated in to diversion and restoration phases.

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The possibility of teleconferencing Engineer Bakken in on regular board meetings, instead of Engineer Bakken actually attending the meetings, was discussed.

The board review the revised project timelines and Chairman Erickson requested that copies of the timeline be e-mailed to Representative Maxine Penas and Senator LeRoy Stumpf.

Manager Voll asked about the RRWMB funding for the restoration portion of the West Interceptor Project. Chairman Erickson discussed meeting the project criteria. Chairman Erickson stated that he would be asking the RRWMB for a resolution to commit funding to the restoration, if funding becomes an issues.

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD March 7<sup>th</sup>, 2006**

**ORDER:** Vice-Chairman Allison Frislie called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** LaVerne Voll, Todd Miller, LeRoy Carriere and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Pat Moren and Mike Bakken

**DELEGATIONS:** Craig Baumgartner and Darrin Smedsmo;

**AGENDA:** **Motion** by Manager Voll and seconded by Manager Miller to approve the agenda with the addition of Craig Baumgartner and Darrin Smedsmo as delegations. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Voll and seconded by Manager Miller to approve the February 7, 2006 regular meeting minutes with a correction to the first paragraph under "Permits". The minutes should read "50' of weir on the East end" not "each end". Carried - unanimous. A **motion** was made by Manager Carriere and seconded by Manager Miller to approve the minutes of the special board meeting held February 17<sup>th</sup>, 2006 with a correction to the sixth paragraph changing "Motion" to "suggestion" as read. Carried – unanimous.

**RECEIPTS:**

<b>March Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 235.45
Roseau County -- share of taxes	\$ 13,155.73
Roseau River International Watershed -- reimbursement for meals	\$ 114.60
Beltrami County -- share of taxes	\$ 76.07
<b>TOTAL</b>	<b>\$ 13,581.85</b>

**BILLS:** **Motion** by Manager Voll to pay the normal monthly bills, seconded by Manager Carriere. Carried - Unanimous.

<b>March Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- March rent	\$ 650.00
Unicel -- cell phone charge	\$ 98.55
Century Tel -- phone bill	\$ 133.32
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 34.14
Roseau Electric Co-op -- electrical usage	\$ 38.66
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 1,906.25
JOR Engineering -- Engineering Expense	\$ 16,171.63
Farrell Erickson -- meetings, mileage and expenses	\$ 306.35
LeRoy Carriere -- meetings, mileage and expenses	\$ 150.52
Allison Frislie -- meetings, mileage and expenses	\$ 115.31
LaVerne Voll -- meetings, mileage and expenses	\$ 150.22
Todd Miller -- meetings, mileage and expenses	\$ 162.33
Rob Sando -- expenses and mileage	
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,415.30
PERA -- employee and employer share	\$ 660.85
Citizens State Bank -- 941 tax	\$ 1,493.97
Montech Computers -- ink	\$ 138.42
Wally's Supermarket -- food for meetings	\$ 33.75
Ross True Value -- office supplies	\$ 16.24
Multi Office Products -- office supplies	\$ 225.57
Applied Ecological Services -- plant community assessment for West Interceptor	\$ 2,162.50
Rinke - Noonan -- Legal service for West Interceptor	\$ 666.00
MAWD -- 2005 dues	\$ 1,399.41
HDR Engineering -- Strandlund ring dike	\$ 881.00
Randel's Ben Franklin -- office supplies	\$ 24.77
Postmaster -- express mailing	\$ 22.69
<b>TOTAL</b>	<b>\$ 31,931.20</b>

### **DELEGATIONS:**

Craig Baumgartner, owner of CKM Maytag store, and Darrin Smedsmo, AmericInn Hotel, addressed the board concerning water issues on the frontage road on the west end of the City of Roseau. Mr. Baumgartner stated that they had addressed the City Council the at their last meeting and were told that the city would be addressing the issue after the construction of the West Interceptor. Mr. Baumgartner and Mr. Smedsmo informed the board that the business along the frontage road on the West end of Roseau would like to show their support for the West Interceptor project and would like to see the project completed as soon as possible. Administrator Sando gave an update on the West Interceptor project.

Curtis Hukee presented to the board and spoke about the permit for Moose Township. Vice-Chairman Frislie spoke about the old permit that allowed for the breaching of the road and the new permit for the lowering of the road. There was discussion on the original plans and restoring the road to those elevations. Mr. Hukee and Vice-Chairman Frislie discussed other options. Manager Voll suggested that the township either petition for an improvement or hire an engineer to redesign the road.

### **PERMITS:**

There were no permit applications at this meeting.



### **Engineer's Report:**

Engineer Bakken gave presentation on County Ditch #8. He discussed areas that are in need of cleaning on the main portion of the channel. There was some discussion on culvert height in lateral 1 of Ditch #8. A **motion** was made by Manager Voll and seconded by Manager Miller to have JOR engineering print the CD #8 survey out on paper to have at the RRWD office. Carried – unanimous.

Engineer Bakken discussed the repair work to be done in WD #3. An additional six feet of right-of-way are required to widen the road. Engineer Bakken stated he would have the printed plans and specs for the next board meeting. There was discussion on the cost of the repairs and levies for funding. The board directed Attorney Moren to review statutes concerning repair and maintenance of ditch systems and report back to the board.

Engineer Bakken stated that Fish and Wildlife Service will be sending a letter to the EDA concerning the West Interceptor project.

### **RRWMB Report:**

Administrative Assistant Halstensgard gave the board an update on the RRWMB meeting including the RRWMB request for a Step 1 Submittal for the funding request concerning the restoration portion of the West Interceptor Project.

After some discussion, a **motion** was made by Manager Carriere and seconded by Manager Miller to advertise for bids on the West Interceptor as soon as the EDA requirements have been met and they have given their approval to let the bids. Carried – unanimous.

The board requested that Administrative Assistant Halstensgard send the board members weekly updates on projects and any other pressing business.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Signature cards for the bank
- Culvert estimates for lateral 1 of WD 3
- Projects for 2006
  1. 2 projects currently under state grants (RRWMA & Strandland ring dike)
  2. WD 3 repair
  3. West Interceptor
  4. Duxby Levee repair
- March Conference

### **RRIW:**

There was no meeting last month.

### **OLD BUSINESS:**

After some discussion on the quotes that were received for the Strandland Ring Dike, a **motion** was made by Manager Voll and seconded by Manager Carriere to accept the quote from Graff Construction for the amount of \$21,900.36 (see attachment).

There was discussion on who would be attending the Legislative Breakfast in St. Paul on March 23, 2006.

Attorney Moren spoke about Wayne Juhl's request for a trap on a culvert. Attorney Moren stated that he had conferred with Attorney Kurt Deter on the matter and read a letter from Attorney Deter (see attached). A **motion** was made by Manager Voll and seconded by Manager Carriere to install a flat gate. Carried – unanimous.

**NEW BUSINESS:**

The Lead Agency Agreement for the West Interceptor was brought before the board. Manager Miller stated that he was not in agreement with the language used in the agreement. A **motion** was made by Manager Voll and seconded by Manager Carriere to accept and to sign the Lead Agency Agreement stating that the City of Roseau would be the lead agency for the West Interceptor project. Motion carried with Managers Voll, Carriere and Frislie in favor and Manager Miller opposed.

There was some discussion on organizing a Project Work Team for the RRWMA project. Administrator Sando was directed to call a PWT meeting as soon as possible.

A **motion** to adjourn was made by Manager Voll. The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD April 4th, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, Todd Miller, LeRoy Carriere and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren

**DELEGATIONS:** Floyd Haugen; Gracia Nelson

**AGENDA:** **Motion** by Manager Carriere and seconded by Manager Miller to approve the agenda with the addition of Floyd Haugen and Gracia Nelson as delegations; Beltrami ditches under New Business and Nereson Impoundment drawdown under Other Items. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the March 7, 2006 regular meeting minutes with a correction to the list of delegates on the first page. Leana Kowaliuk did not attend the March meeting and her name should be deleted from the minutes. Carried - unanimous.

**RECEIPTS:**

<b>March Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 112.07
Farrell Erickson -- reimbursement for culvert	\$ 77.32
RRWMB -- reimbursement for ring dike	\$ 5,879.00
<b>TOTAL</b>	<b>\$ 6,068.39</b>

**BILLS:** Motion by Manager Frislie to pay the normal monthly bills and hold the HDR Engineering invoice for further discussion with Engineer Nate Dalager, seconded by Manager Carriere. Carried - Unanimous.

<b>March Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- March rent	\$ 650.00
Unicel -- cell phone charge	\$ 90.09
Century Tel -- phone bill	\$ 126.84
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 7.77
Roseau Electric Co-op -- electrical usage	\$ 36.66
Roseau Times Region -- advertising	\$ 10.50
Patrick D. Moren -- legal fees	\$ 2,281.25
JOR Engineering -- Engineering Expense	\$ 19,783.23
Farrell Erickson -- meetings, mileage and expenses	\$ 699.73
LeRoy Carriere -- meetings, mileage and expenses	\$ 251.55
Allison Frislie -- meetings, mileage and expenses	\$ 230.62
LaVerne Voll -- meetings, mileage and expenses	\$ 363.89
Todd Miller -- meetings, mileage and expenses	\$ 342.96
Rob Sando -- expenses and mileage	\$ 2,031.52
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,350.29
Tracy Halstensgard -- mileage and expenses	\$ 213.58
PERA -- employee and employer share	\$ 650.80
Citizens State Bank -- 941 tax	\$ 1,572.79
Montech Computers -- ink	\$ 62.80
Wally's Supermarket -- food for meetings	\$ 22.40
Dba Consulting -- quickbooks consulting	\$ 1,593.75
TKDA Engineering -- railroad engineering for West Interceptor	\$ 3,604.45
Applied Ecological Services -- plant community assessment for West Interceptor	\$ 3,277.50
MAWD -- registration for legislative breakfast	\$ 50.00
Postmaster -- stamps	\$ 195.80
HDR Engineering -- Strandlund ring dike	
Randel's Ben Franklin -- office supplies	\$ 18.08
Postmaster -- express mailing	\$ 22.20
USACE -- permit processing fee`	\$ 100.00
<b>TOTAL</b>	<b>\$ 42,509.25</b>

### **DELEGATIONS:**

Mr. Floyd Haugen addressed the board with questions concerning WD 3 drainage and benefited area. Mr. Haugen's main concern was water from one ditch system draining into another ditch system. Chairman Erickson read from letters from Attorney Kurt Deter. A **motion** was made by Manager Frislie and seconded by Manager Voll instruct Administrator Sando to write a letter to the County Commissioners requesting them to install a trap on a culvert located between section 10 & 11 of Moose Township (under County Road 139) in lateral 3 of ditch 3 and to take action on County Ditch 69 concerning the tax assessment and the current benefited area. After extensive discussion the motion was carried unanimously. Chairman Erickson suggested taking a culvert inventory in the area. Another issue Mr. Haugen had was RRWD permit #06-01 issued to Moose Township. There was extensive discussion concerning the lowering of the road and other options available to the township.

Gracia Nelson, Roseau County Emergency Manager, spoke to the board about the recent flood predictions. There was discussion on checking the current snow pack in Beltrami State Forest. Administrator Sando stated that he would be going out to check after this meeting was adjourned. Ms. Nelson asked about the possibility of the snow pack and moisture levels could be monitored starting in about February of each year in order to more accurately predict spring flooding. There was discussion about training volunteers to do the checking, much like the current

stream gauging volunteers. Manager Voll spoke about the DNR cleaning the ditches near Beltrami State Forest and the increased drainage coming out of the forest.

### **PERMITS:**

There were no permit applications at this meeting.

### **Engineer's Report:**

Administrator Sando spoke about the recent high water event and the flow monitoring done by JOR Engineering. There was some discussion on the value of having an engineer come during high water times to monitor the high water.

### **RRWMB Report:**

Administrative Assistant Halstensgard gave the board an update on the RRWMB meeting including a length discussion on upcoming legislative bills, specifically a bill concerning eminent domain rights for Watershed Districts. Another issue brought to the RRWMB board was the possibility of a meeting with representatives of the Buffalo-Red Watershed District. Dan Thul gave an update on the TAC committee. A presentation was given to the RRWMB by Mr. Joe Bilford concerning the problems with rising water in Devils Lake.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Recent high water event
- E-mail from Todd Peterson concerning Engineering for the West Interceptor
- Possibility of work done in watershed ditches at an hourly rate
- Legislative Breakfast update
- Discussed map from Floyd Haugen

### **RRIW:**

Chairman Erickson spoke about the representative for the RRWMA PWT. Manager Voll spoke about funding issues.

### **OLD BUSINESS:**

Attorney Moren discussed passed contact with Mr. LaPray with Minnesota Northern Railroad and suggested organizing the entities that use the railroad (ie. Polaris and the elevators) and having said entities talk to Mr. LaPray about signing the occupancy license agreement for the West Interceptor project. Administrator Sando gave an update on the railroad occupancy license agreement and the state land purchase.

Chairman Erickson spoke about a meeting he had with Engineer Anderson of JOR Engineering. There was discussion on engineering issues. Manager Miller spoke about engineering fees and ethics in billing. Manager Miller also spoke about obtaining copies of all documentation for the Watershed District that JOR currently has in their possession.

Administrator Sando spoke about Chris Johnson's ring dike. Manager Miller stated that he would meet with Engineer Anderson on May 1<sup>st</sup>, 2006 after the PWT meeting. A **motion** was made by Manager Frislie and seconded by Manager Voll to hold a special meeting on May 1, 2006 at 1 p.m.

There was discussion with Roseau County Highway Engineer Brian Ketring concerning the Ditch 69 system.

Manager Voll discussed obtaining a copy of the operating plan for the Nereson Impoundment from Two Rivers Watershed District.

**NEW BUSINESS:**

Chairman Erickson and Manager Miller stated that they would attend the RRBC workshop on April 19, 2006 in Grand Forks.

Chairman Erickson discussed the RRWMB PWT meeting.

A **motion** to adjourn was made by Manager Frislie. The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD MAY 6th, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, Todd Miller and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren

**DELEGATIONS:** Richard Foss and John Johnson; Rosanne Lee; and Kelman Kvien.

**AGENDA:** **Motion** by Manager Voll and seconded by Manager Miller to approve the agenda with the addition of Rosanne Lee and Kelman Kvien as delegations; and Ray Vatnsdal under permits. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Voll and seconded by Manager Frislie to approve the April 4, 2006 regular meeting minutes with a correction to the list of bills with regards to the HDR Engineering bill. Carried - unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 106.55
Citizens State Bank -- Interest on CD	\$ 1,256.55
Citizens State Bank -- Interest on CD	\$ 628.27
State of Minnesota -- reimbursement on 1st qtr RRWMA expenses	\$ 1,722.38
<b>TOTAL</b>	<b>\$ 3,713.75</b>

**BILLS:** **Motion** by Manager Frislie and seconded by Manager Voll to pay the normal monthly bills and to pay the first half of the property taxes now and the second half when due. Carried - Unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Voll to submit bills incurred for stream gaging and other expenses as a result of the spring high water event to Roseau County Emergency Management for reimbursement and to pay the bill to HDR Engineering.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- May rent	\$ 650.00
Unicel -- cell phone charge	\$ 90.23
Century Tel -- phone bill	\$ 127.75
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 15.51
Roseau Electric Co-op -- electrical usage	\$ 38.86
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 1,920.65
JOR Engineering -- Engineering Expense	\$ 12,721.00
Farrell Erickson -- meetings, mileage and expenses	\$ 443.42
LeRoy Carriere -- meetings, mileage and expenses	\$ 69.26
Allison Frislie -- meetings, mileage and expenses	\$ 115.32
LaVerne Voll -- meetings, mileage and expenses	\$ 380.23
Todd Miller -- meetings, mileage and expenses	\$ 472.25
Rob Sando -- expenses and mileage	\$ 1,181.97
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,293.54
Border Insurance Network -- insurance	\$ 10,081.54
PERA -- employee and employer share	\$ 641.80
Citizens State Bank -- 941 tax	\$ 1,517.13
Montech Computers -- ink, memory stick	\$ 133.11
Red River Watershed Management Board -- share of taxes	\$ 7,897.86
State of Minnesota -- purchase of land for West Interceptor	\$ 12,300.00
TKDA Engineering -- railroad engineering for West Interceptor	\$ 4,190.36
Applied Ecological Services -- plant community assessment for West Interceptor	\$ 65.00
Minnesota Revenue -- first quarter withholding tax	\$ 754.00
Subway -- meal for meeting	\$ 51.12
HDR Engineering -- Strandlund ring dike	\$ 574.74
Scott's True Value -- office cleaning supplies	\$ 65.24
Reliable Office Supplies -- printer ink	\$ 43.55
Roseau County Treasurer -- 2006 first half property taxes	\$ 6,753.14
Rinke-Noonan -- legal fees for West Interceptor	\$ 632.25
Roseau County Treasurer -- property taxes for Howard Currence land	\$ 1,492.00
<b>TOTAL</b>	<b>\$ 69,586.28</b>

### **DELEGATIONS:**

John Johnson spoke to the board about trapping culverts in lateral 1 of WD#3. Chairman Erickson read from the Minnesota Statutes and letters from Attorney Kurt Deter and JOR Engineering (see attached) concerning this issue. There was discussion on the need for a petition for improvement for this ditch system. Mr. Wayne Juhl showed pictures to the board showing drainage in Ross Township. There was discussion on redetermining benefited area and the possibility of the Watershed Board initiating the project. There was extensive discussion on the WD #3 system. A **motion** was made by Manager Frislie and seconded by Manager Voll to rescind a motion made at an early meeting to trap culverts in the WD #3 system. Carried – unanimous. There was discussion on the Minnesota statutes concerning the Watershed Board initiating a project for drainage. A **motion** was made by Manager Frislie and seconded by Manager Voll to call for a public hearing for improvements to the ditch system. Attorney Moren read from the statute concerning scheduling a hearing and stated that an engineers report should be obtained before scheduling a hearing (MS 103D.635) Manager Frislie **amended the motion** to call for an engineers report before



scheduling a public hearing. Carried – unanimous. Attorney Moren read from statute 103E.741 dealing with inclusion of property not assessed for benefits. A **motion** was made by Manager Frislie and seconded by Manager Miller to obtain an engineers report on the benefited area for Lateral 1 of WD #3. Carried – unanimous.

Kelman Kvien asked the board about the fund balance for SD #51 and its state of repair. Mr. Kvien requested the board do what is necessary to improve condition of SD#51, including doing an inspection and providing an inspection report. Mr. Kvien asked about the possibility of constructing ditches parallel to SD#51. Chairman Erickson spoke about opposition to that type of project. Mr. Kvien also asked about the status of the Hay Creek/Norland Project.

Rosanne Lee approached the board with issues concerning a ring dike on her property. Farrell stated that the only responsibility that the Watershed District has is to maintain the Duxby Levee portion of the project. There was some discussion on the installation of a culvert for access to land.

### **PERMITS:**

Ray Vatnsdal presented the board with a letter (see attachment) concerning culvert height under State Highway 89. A **motion** was made by Manager Frislie to obtain an engineers opinion on the proper height of the culverts in question. After discussion Manager Frislie rescinded the motion. A **motion** was made by Manager Frislie and seconded by Manager Miller to direct Administrator Sando to follow up with Engineer Bakken and get a report to MN DOT on the specific culverts and to request support from the Township and County. Carried – unanimous. Administrator Sando stated that after discussion with Engineer Bakken, it was concluded that the “Klema culvert” is currently at ground level. The board directed Administrator Sando to send a letter to the County and Township to that effect.

A **motion** was made by Manager Voll and seconded by Manager Miller to approve permit 06-02 (Randy Robb) as written. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Frislie to approve permit 06-03 (Elhue Castle) as written. Carried – unanimous.

### **Engineer's Report:**

There was no Engineers Report given.

### **RRWMB Report:**

Chairman Erickson stated that first quarter reimbursement requests for the Project Work Team expenses need to be submitted to Naomi Erickson. There was discussion concerning the funding for the Hay Creek / Norland project. The May meeting will be held in Thief River Falls on May 16, 2006.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Letter from County Commissioners
- Update on West Interceptor

### **RRIW:**

The next meeting is scheduled for May 18, 2006 in Vita.

### **OLD BUSINESS:**

There was some discussion on the benefited area for the West Interceptor and the process for determining the benefited area.

**NEW BUSINESS:**

Manager Voll spoke about a meeting he attended in Lake Township concerning a sewage project that is being proposed. Manager Voll gave a brief overview of the proposed project. There was discussion on the discharge from the Warroad lagoon. A **motion** was made by Manager Voll and seconded by Manager Miller to draft a letter to the City of Warroad concerning reinstatement of a fee for discharging into a ditch system. Carried – Unanimous.

The board was notified of an upcoming MAWD summer tour.

After some discussion on a bill submitted by Mr. Habstritt, it was determined that there would be no financial assistance available.

A special meeting was scheduled to coincide with the PWT meeting on May 22, 2006.

A **motion** to adjourn was made by Manager Frislie. The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

Notes from the Roseau River Watershed District Board of Managers Special Meeting  
Roseau River Wildlife Management Area Project  
May 1, 2006 PWT meeting

Farrell Erickson called the meeting to order at 1:00 p.m. and welcomed everyone.

Chairman Erickson turned the meeting over to Randy Pracher, RRWMA, for a presentation on the Water Level Management Plan in the RRWMA. (See attachment)  
There was some discussion on water quality management. Mr. Pracher discussed specific management plans for each pool.

There was discussion on the regulation of water in the WMA. Questions were asked about the inflow from Canada and the outflow capacity with the old structures and with the proposed structures. Engineer Anderson spoke about the drainage areas for the Pine Creek diversion and the overland flows into Pool 2. Engineer Anderson handed out new data sheet for the report that was handed out at the last meeting.

Dan Thul stated that it would be helpful to have a map of the area including the Canadian portion that drains into the RRWMA. Administrator Sando handed out a map of the Roseau River Basin. Randy Tachuck stated he would try to find maps for the Canadian portion.

Engineer Anderson spoke about the Draft Purpose and Needs Statement (see attachment). The bulleted purposes were each gone through and discussed individually for comments and concerns. There was extensive discussion on what percent the reduction in peak flows would be at Caribou for what year event. Engineer Anderson stated that this would be very difficult to quantify accurately without extensive and expensive effort. Ms. Urbanek stated that it could be stated that "a reduction in peak flows at Caribou" could be considered a purpose. There was discussion on reducing overflows into Two Rivers Watershed. Jack Fredrickson spoke about improving water quality as a secondary benefit and possibility of putting it in the purpose and needs statement. Engineer Anderson stated that he would prefer leaving that off as a purpose. The projects effects on the Red River were discussed.

There was discussion on the stated solutions.

After a brief break, there was a brainstorming session on alternatives. The following were alternatives suggested:

- No action
- Alter existing operation to consider timing
- Additional upstream impoundments
- Additional downstream impoundments
- Subdivide existing impoundments
- Raise existing dikes
- Channel improvement downstream
- Diverting flows in Canada

- Increase capacity of existing Pool outlets
- Construct ditch in Canada to divert pool 2 inflows to pool 3
- Installation of a pump to pump water from pool 2 to pool 3
- Pumping water to the river
- New outlet channel to the river
- North and South diversion ditches
- Hold water upstream in Beltrami Island State Forrest
- Expanding capacity of Roseau lakebed
- Raise County Road 7
- Restore CCC structures in Beltrami forest
- Culvert size ditches leaving Beltrami Forest
- Upland restoration
- Abandon county ditches
- Remove spoil from SD 51 floodway
- Cleaning SD 51
- Ag diking
- Improve SD 72
- Build a dam at the outlet of the big swamp
- Pool 2 control structure and channel to bypass Pool 3 near Caribou

There was discussion on scheduling a tour of the area for the next meeting. The next meeting date was set for May 22<sup>nd</sup> at 8:30 a.m.

The meeting was adjourned at 3:50 p.m.

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD June 6th, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, LeRoy Carriere, Todd Miller and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren

**DELEGATIONS:** David Dahlgren; Joe Laurin; Wayne Juhl.

**AGENDA:** **Motion** by Manager Miller and seconded by Manager Voll to approve the agenda with the addition of Wayne Juhl as delegate; and black dirt and CR #120 culvert lowering under other items. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Frislie and seconded by Manager Voll to approve the May 2, 2006 regular meeting minutes as mailed. Carried - unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 82.16
RRWMB -- reimbursement of 1st qtr PWT expenses	\$ 4,791.19
State of Minnesota -- DR-1288 FEMA disaster funds	\$ 11,809.86
Roseau County -- share of taxes	\$ 200,898.54
<b>TOTAL</b>	<b>\$ 217,581.75</b>

**BILLS:** Motion by Manager Miller and seconded by Manager Carriere to pay the normal monthly bills. Carried  
- Unanimous.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- June rent	\$ 650.00
Unicel -- cell phone charge	\$ 90.23
Century Tel -- phone bill	\$ 125.99
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 18.43
Roseau Electric Co-op -- electrical usage	\$ 38.86
Roseau Times Region -- advertising	\$ 582.75
Patrick D. Moren -- legal fees	\$ 1,528.78
JOR Engineering -- Engineering Expense	\$ 11,562.14
Farrell Erickson -- meetings, mileage and expenses	\$ 181.25
LeRoy Carriere -- meetings, mileage and expenses	\$ 75.26
Allison Frislie -- meetings, mileage and expenses	\$ 230.62
LaVerne Voll -- meetings, mileage and expenses	\$ 392.75
Todd Miller -- meetings, mileage and expenses	\$ 624.75
Rob Sando -- expenses and mileage	\$ 1,012.27
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,406.03
MAWD -- summer tour registration	\$ 114.00
PERA -- employee and employer share	\$ 659.80
Citizens State Bank -- 941 tax	\$ 1,548.35
Montech Computers -- service, memory stick	\$ 133.46
Postmaster -- mailing to auditor	\$ 4.27
Roseau County Recorder -- recording of Robert Lee land purchase	\$ 92.00
TKDA Engineering -- railroad engineering for West Interceptor	\$ 3,908.65
Wallys Supermarket -- food for meetings	\$ 144.43
La Caisse Populaire -- NSF payment for RRIW account	\$ 76.99
DbA Consulting Unlimited -- Quickbooks consulting	\$ 37.50
Auto Owners Insurance -- Fire insurance	\$ 231.00
Scott's True Value -- office cleaning supplies	\$ 5.00
Reliable Office Supplies -- printer ink	\$ 63.33
MPCA -- storm water permit Strandland ring dike	\$ 400.00
Rinke-Noonan -- legal fees for West Interceptor	\$ 262.50
Citizens State Bank -- rent on safe deposit box	\$ 24.00
<b>TOTAL</b>	<b>\$ 29,093.59</b>

### **DELEGATIONS:**

David Dahlgren spoke to the board about culvert placement on County Road #2. Mr. Dahlgren asked about lowering a culvert 1 ½ to 2 feet. The culvert is located on the North side of Section 12 of Stafford Township. Administrator Sando stated that he had spoken to Jeremy Hidrava at MN DOT and was waiting for a reply. Mr. Dahlgren asked about the permit for an ag dike that Douglas Erickson built. The issue will be looked into further.

Joe Laurin addressed the board concerning a letter dated April 5, 2006 from the Watershed District to the County Commissioners. There was some discussion on a handout from Mr. Laurin and the perceived history of drainage in the area. Mr. Laurin asked that the board rescind the motion to trap the culvert at issue. Manager Frislie discussed a flood situation versus drainage. There was discussion on Mr. Laurin's ring dike. Manager Miller discussed the legal process concerning this issue and suggested that Mr. Laurin follow and move forward with that process. Manager Miller suggested tabling the request and move forward with the process that is set forth in statute.

**PERMITS:**

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve permit 06-08 (Kenneth Lee) for ring dike. Carried – unanimous.

### **RRWMB Report:**

### Administrator's Report:

- Agassi Valley lawsuit settlement
- SD #51 viewing: Manager Miller spoke about FEMA requirements and the possibility of removing brush and log jams.
- Kittson County – Grunig Ditches
- HDR ring dike update
- Discussion with Jeremy Hydrava, MN DOT, concerning culvert elevations for the Hwy 89 project
- Preconstruction Meeting for West Interceptor – Administrator Sando will be burning off the vegetation on section 33.
- Completed purchase of the property from Robert Lee

After some discussion concerning the checkbook balance, a **motion** was made by Manager Frislie and seconded by Manager Voll to pay current liabilities and remove our name from the current account and set up a new account for the US portion. That motion was withdrawn. Manager Frislie requested documentation concerning that account and

Roseau River Watershed District
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asked if regular auditing of the books was done. A **motion** was made by manager Voll and seconded by Manager Frislie to pay the overdraft amount to bring the account current. Motion carried with Manager Miller opposed. Manager Voll spoke about the number of representatives currently on the RRIW board. The next meeting is scheduled for July 20, 2006 in Roseau.

#### **OLD BUSINESS:**

There was discussion on repair and maintenance work in WD #3 and CD #8. Manager Miller recommended contacting Loren Horner to the repair work in WD #3. A **motion** was made by Manager Voll and seconded by Manager Miller to hire Loren Horner to do the repair work in WD #3 by the hour not to exceed the amount allowed by Statute. Carried – unanimous. The work in CD #8 was tabled.

There was some discussion of the Districts finances.

#### **NEW BUSINESS:**

A **motion** was made by Manager Frislie and seconded by Manager Carriere to schedule the next regular monthly board meeting for July 11, 2006 at 10:00 due to the holiday on the regular meeting date. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Carriere to accept the lowest quote for the culvert for Lateral 1 of WD #3. Carried – unanimous.

Manager Miller gave an update on the PWT progress on the RRWMA project. A **motion** was made by Manager Miller and seconded by Manager Carriere to submit the Purpose and Needs Statement to the COE for review. Carried – unanimous. A **motion** was made by Manager Miller and seconded by Manager Carriere to request Engineer Anderson complete a preliminary engineering report for a concept ditch for the project. Carried – unanimous.

#### **OTHER ITEMS:**

Mike Higgins asked about obtaining dirt from Sect. 30 Spruce Valley. A **motion** was made by Manager Voll and seconded by Manager Carriere to do work (mowing) in exchange for an amount of dirt of equal value. Motion carried with Manager Miller opposed.

A representative from Moe Church asked about extra dirt from the West Interceptor project. The contractor on the project would have to be contacted.

Manager Voll spoke about the culvert and ditch along county road 120. There was a question about the possibility of reshaping a portion of the ditch and lower a culvert under the township road when construction of the West Interceptor is underway.

A **motion** to adjourn was made by Manager Frislie. The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary



Roseau River Watershed District Board of Managers  
Special Meeting  
June 13, 2006 meeting

Farrell Erickson called the meeting to order at 10:00 a.m. and welcomed everyone. Board managers present were Farrell Erickson, Todd Miller, LaVerne Voll and LeRoy Carriere. Staff present was Rob Sando, Administrator and Tracy Halstensgard, Administrative Assistant. Consulting staff present was Mike Bakken, JOR Engineering and Pat Moren Attorney.

Engineer Bakken proceeded with opening the bids for the channel construction portion of the West Interceptor. After all bids were opened and reviewed to verify that they were all complete, the meeting was recessed until 1 p.m.

The meeting reconvened at 1 p.m. Engineer Bakken proceeded with opening the bids for the wetland restoration portion of the West Interceptor. After all bids were opened and reviewed to verify that they were all complete, there was discussion on the low bids for the channel construction and the wetland restoration. Attorney Moren recommended awarding the bids upon verification of bidder's information and waive irregularities in the bid packages.

Chairman Erickson called for a **motion** to accept the lowest bid on the West Interceptor Channel Construction from Gladen Construction in the amount of \$2,039,455.09 and waive irregularities of failure to submit list of subcontractors, suppliers and references. The above stated motion was made by Manager Carriere and seconded by Manager Miller. Motion carried with Managers Carriere, Miller, Voll and Erickson voting in favor. No members were opposed.

There was a brief discussion on the bids for the wetland restoration portion of the project. A **motion** was made by Manager Voll and seconded by Manager Carriere to accept the lowest bid from Midwest Seeding of Middle River, Inc. for the amount of \$188,652.00. Motion carried with Managers Carriere, Miller, Voll and Erickson voting in favor. No members were opposed.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

Roseau River Watershed District Board of Managers  
Special Meeting  
June 13, 2006 meeting

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There was a brief discussion on the bids for the wetland restoration portion of the project. A **motion** was made by Manager Voll and seconded by Manager Carriere to accept the lowest bid from Midwest Seeding of Middle River, Inc. for the amount of \$188,652.00. Motion carried with Managers Carriere, Miller, Voll and Erickson voting in favor. No members were opposed.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD July 11th, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, LeRoy Carriere, Todd Miller and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren, Engineer Mike Bakken

**DELEGATIONS:** Jim Christianson – Moose Township; Ken Santle.

**AGENDA:** **Motion** by Manager Voll and seconded by Manager Miller to approve the agenda with the addition of Ken Santle as delegate; CRP Arlo Paxton land under Old Business. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the June 6, 2006 regular meeting minutes with the addition of “for concept ditch” after preliminary engineering report in the last sentence in the last paragraph under New Business. Carried - unanimous. A **motion** was made by Manager Carriere and seconded by Manager Voll to approve the June 13, 2006 special meeting minutes with the date in the title corrected. Carried – unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 181.85
Lake of the Woods County -- share of taxes	\$ 463.08
Marshall County -- share of taxes	\$ 1,171.69
City of Roseau -- West Interceptor reimbursement (land)	\$ 237,859.00
City of Roseau -- West Interceptor reimbursement (3rd qtr 2005)	\$ 64,988.41
City of Roseau -- West Interceptor reimbursement (4th qtr 2005)	\$ 28,612.55
City of Roseau -- West Interceptor reimbursement (1st qtr 2006)	\$ 54,100.59
Marshall County -- share of taxes	\$ 7.30
Beltrami County -- share of taxes	\$ 275.08
Kittson County -- share of taxes	\$ 1,623.75
<b>TOTAL</b>	<b>\$ 389,283.30</b>

**BILLS:** Motion by Manager Miller and seconded by Manager Carriere to pay the normal monthly bills. Carried  
- Unanimous.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- July rent	\$ 650.00
Unicel -- cell phone charge	\$ 91.25
Century Tel -- phone bill	\$ 131.64
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 20.67
Roseau Electric Co-op -- electrical usage	
Roseau Times Region -- advertising	
Patrick D. Moren -- legal fees	\$ 1,437.50
JOR Engineering -- Engineering Expense	\$ 15,565.74
Farrell Erickson -- meetings, mileage and expenses	\$ 515.10
LeRoy Carriere -- meetings, mileage and expenses	\$ 207.79
Allison Frislie -- meetings, mileage and expenses	\$ 115.31
LaVerne Voll -- meetings, mileage and expenses	\$ 818.13
Todd Miller -- meetings, mileage and expenses	\$ 2,040.05
Rob Sando -- expenses and mileage	\$ 1,026.59
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,538.09
Pizza Ranch -- lunch for meeting	\$ 42.68
PERA -- employee and employer share	\$ 680.28
Citizens State Bank -- 941 tax	\$ 1,855.75
Pizza Ranch -- lunch	\$ 20.99
Postmaster -- mailing WI bid awards	\$ 12.64
Postmaster -- mailing WI bid returns and stamps	\$ 201.42
TKDA Engineering -- railroad engineering for West Interceptor	\$ 2,617.33
Wallys Supermarket -- food for meetings	\$ 101.72
LaVerne Voll -- RRIW meetings, mileage and expenses	\$ 115.32
Greg Halvorson -- RRIW meeting, mileage and expenses	\$ 163.76
Red River Watershed Management Board -- share of rent	\$ 40,135.25
Scott's True Value -- office cleaning supplies	\$ 24.98
MN DOT -- construction manuals	\$ 93.72
MPCA -- storm water permit WD #3 repair	\$ 400.00
Rinke-Noonan -- legal fees for West Interceptor	\$ 55.50
Citizens State Bank -- rent on safe deposit box	\$ 24.00
ACE hardware -- WI construction expense	\$ 63.89
Graff Construction -- Strandlund ring dike final payment	\$ 22,150.44
Multi Office Products -- office supplies	\$ 63.82
Minnesota Revenue -- 2nd quarter withholdings	\$ 729.00
<b>TOTAL</b>	<b>\$ 96,578.55</b>

**DELEGATIONS:**

Ken Santl discussed water flows from Beltrami Forest area and the possibility of downsizing culverts and ditch restrictions. Manager Miller spoke about discussions he has had with DNR officials. There was discussion on Hay Creek.

Jim Christianson addressed the board concerning the issue with the Moose Township road between sections 23 & 24. Manager Miller spoke about the issue and the legal process that needs to be followed. Manager Miller stated he

felt lowering or raising a road is not the domain of the Watershed. Installation of culverts changing the water flow requires a petition. There was discussion on the benefited area and the petition process.

Donald Strandlund asked the board for an update on the Eastside Diversion and the Hay Creek project.

### **PERMITS:**

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve permit 06-09 (Magnusson Farms) as written. Carried – unanimous.

### **Engineer's Report:**

Engineer Dalager stated that the Strandlund ring dike was completed and recommended payment to the contractor. Engineer Dalager stated that construction of the ring dike had progressed smoothly and he was pleased with the outcome as was the landowner. There was discussion on the gravel for the approach. Engineer Dalager agreed to revise the completion report. A **motion** was made by Manager Miller and seconded by Manager Voll to accept the revised completion report and pay the contractor once a bill has been submitted. Carried – unanimous.

Enginner Bakken stated that he had not items to discuss at this time.

### **RRWMB Report:**

Chairman Erickson stated that he had not attended the last meeting.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Joe Laurin  
A **motion** was made by Manager Miller and seconded by Manager Carriere to correct the minutes to reflect Chairman Erickson abstaining from voting. Carried – Chairman Erickson abstaining.
- County Commissioners meeting
- Ross Township Letter – A **motion** was made by Manager Voll and seconded by Manager Miller to abstain from any decision concerning Wayne Juhl culvert issues. Carried – Chairman Erickson abstaining.
- Douglas Erickson letter – Jeremy Hydrava with MN DOT has been on vacation, Administrator Sando will contact him as soon as he returns.
- WD #3 repair work update.
- Ron Olson Malung gage repair
- Hay Creek grant – A **motion** was made by Manager Frislie and seconded by Manager Voll to return the specified amount to the state. Carried – unanimous.

### **RRIW:**

The next meeting is scheduled for July 20, 2006 in our office. Chairman Erickson discussed RRWD involvement.

### **OLD BUSINESS:**

Administrative Assistant Halstensgard discussed the West Interceptor billing process for the construction phase of the project.

Manager Miller gave the board an update on the RRWMA project team meeting. There was some discussion on future RRWD projects.

Administrator Sando gave an update on the Douglas Erickson ag dike complaint.

Manager Miller gave a brief history on the Chris Johnson ring dike. A **motion** was made by Manager Frislie and seconded by Manager Voll to send a bill to Chris Johnson for 12 ½ % (\$4,687.81) of the original contract amount and keep the retainage from Lunke Construction in lieu of additional charges. Carried – unanimous. A **motion** was

made by Manager Miller and seconded by Manager Carriere to pay \$989.10 to Lunke Construction for additional work on the project as per July 10, 2006 billing. Carried – Manager Voll opposed.

Manager Miller stated he had spoken with Engineer Anderson concerning a redetermination of benefits in Lateral 1 of WD #3.

Manager Frislie gave a brief update on the CRP contract on the Arlo Paxton land the RRWD purchased.

**NEW BUSINESS:**

Manager Miller gave an update on West Interceptor pre-construction meetings.

Manager Miller spoke about possible FEMA repair in watershed ditch systems. Manager Miller requested consensus from the board to move forward with submitting requests to FEMA and hiring an Engineering firm for reimbursable costs. There was some discussion on concluding DR #1419. A **motion** was made by Manager Carriere and seconded by Manager Frislie to move forward with submittal of repair estimates to FEMA and hiring an Engineer if necessary. Carried – unanimous.

A **motion** to adjourn was made by Manager Frislie. The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD AUGUST 8th, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, LeRoy Carriere, Todd Miller and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren, Engineer Mike Bakken

**DELEGATIONS:**

**AGENDA:** **Motion** by Manager Carriere and seconded by Manager Miller to approve the agenda as handed out.  
Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Carriere and seconded by Manager Miller to approve the July 11, 2006 regular meeting as mailed Carried - unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 410.56
Red River Watershed Management Board - PT reimbursement	\$ 9,618.68
Citizens State Bank -- Interest on cd #43276	\$ 1,625.53
Citizens State Bank -- Interest on cd #43275	\$ 812.77
<b>TOTAL</b>	<b>\$ 12,467.54</b>

**BILLS:** Motion by Manager Miller and seconded by Manager Carriere to pay the normal monthly bills. Carried  
- Unanimous.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- August rent	\$ 650.00
Unicel -- cell phone charge	\$ 90.12
Century Tel -- phone bill	\$ 112.10
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 18.52
Roseau Electric Co-op -- electrical usage	
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 968.75
JOR Engineering -- Engineering Expense	\$ 39,347.09
Farrell Erickson -- meetings, mileage and expenses	\$ 367.88
LeRoy Carriere -- meetings, mileage and expenses	\$ 138.53
Allison Frislie -- meetings, mileage and expenses	\$ 184.58
LaVerne Voll -- meetings, mileage and expenses	\$ 626.36
Todd Miller -- meetings, mileage and expenses	\$ 578.72
Rob Sando -- expenses and mileage	\$ 724.45
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,401.38
PERA -- employee and employer share	\$ 658.62
Citizens State Bank -- 941 tax	\$ 1,603.72
HDR Engineering -- Strandlund ring dike	\$ 1,904.40
Postmaster -- mailing WI bid awards	\$ 5.60
Postmaster -- overnight SD 51 info to FEMA	\$ 14.40
TKDA Engineering -- railroad engineering for West Interceptor	\$ 1,963.23
Wallys Supermarket -- food for meetings	\$ 71.22
Reliable Office Supplies -- office supplies	\$ 37.34
DbA Consulting -- QuickBooks consulting	\$ 37.50
Frank's TV -- batteries, memory card	\$ 64.92
Scott's True Value -- office cleaning supplies	\$ 13.98
MonTech Computers -- service, ink, software etc.	\$ 293.17
Montague's Flower Shop -- flowers for Mr. Bakken's funeral	\$ 61.77
Bryan Erickson -- vehicle rental for PT tour	\$ 68.00
Roseau County Highway Dept. -- maps	\$ 100.00
Don Lunke -- final pay estimate Chris Johnson Ring Dike	\$ 989.10
Horner Plumbing & Excavation -- WD #3 repair and maintenance	\$ 35,433.30
Horner Plumbing & Excavation -- SD #51 removal of sediment	\$ 9,496.60
MidWest Seeding of Middle River -- first pay estimate for West Interceptor	\$ 144,615.42
Rugland Digital -- copies of DVD of SD 51 inspection	\$ 30.00
State of Minnesota -- Hay Creek funds	\$ 176,873.50
<b>TOTAL</b>	<b>\$ 422,417.72</b>

A **motion** was made by Manager Frislie and seconded by Manager Carriere to pay Horner Plumbing and Excavation for repair and maintenance work done in WD #3 (Robert Lee's) in the amount of \$35,433.30. Carried – unanimous.

A **motion** was made by Manager Miller and seconded by Manager Frislie to pay Horner Plumbing and Excavation for sediment removal done in SD #51 in the amount of \$9,496.60. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Miller to have Manager Voll find a contractor to perform the seeding the needs to be done for the repair work in WD #3 and . Carried – unanimous.



A **motion** was made by Manager Frislie and seconded by Manager Voll to pay MidWest Seeding of Middle River for work completed on the restoration portion of the West Interceptor project in the amount of \$144,615.42 (payment estimate #1). Carried – unanimous.

### **DELEGATIONS:**

Chris Johnson discussed issues concerning his ring dike with the board. Mr. Johnson requested the managers visit the site. Engineer Bakken stated that the grade was checked after construction last fall and it was determined that the slopes on the dike were to grade. Mr. Johnson claims that they are not. There was discussion on the issue of seeding the dike. Administrator Sando found in the engineer's documents that Mr. Johnson was to receive \$1,200.00 for seeding. Manager Miller spoke about his involvement with the situation and discussed certain facts that he was able to ascertain from speaking with various people. Manager Miller stated that this situation has become a no-win for all parties involved. A **motion** was made by Manager Frislie and seconded by Manager Miller to bill Chris Johnson \$3,567.81, for the landowner portion of the ring dike costs, including seeding. Carried – unanimous. Mr. Johnson stated that he was displeased with the outcome.

### **PERMITS:**

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve permit 06-10 (Mike Hagen) for an 18" cmp. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Miller to approve permit 06-11 (Steve Brower) upon Engineers recommendation. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Miller to approve permit 06-12 (Stafford Township) upon Engineers recommendation. Carried – unanimous.

### **Engineer's Report:**

Engineer Bakken stated that the restoration portion of the West Interceptor Project is approximately 95% complete. The outlet structures have been installed and the channel portion has been started. The contractor expects to be crossing County Road 123 on about August 14. Administrator Sando showed photo of the site.

Engineer Bakken gave an update on the repair work in WD #3. A **motion** was made by Manager Miller and seconded by Manager Voll to proceed with rocking (rip rap) in areas with the engineer feels it is appropriate. Carried – unanimous.

Engineer Bakken spoke about attending board meetings and asked about upcoming watershed district projects. Engineer Bakken stated that he had time available to work on other projects for the watershed district. A **motion** was made by Manager Frislie and seconded by Manager Voll for JOR to move forward with the Hay Creek / Norland Project and have JOR Engineering as the firm for the project. Carried – unanimous. It was stated that Manager Voll would be on the Project Team for the Hay Creek / Norland project.

### **RRWMB Report:**

Chairman Erickson stated that there had been discussion concern cost and priority for ring dikes in member watershed districts. Administrator Sando read through the list of landowners interested in constructing ring dikes.

Chairman Erickson stated that the RRWMB is taking applications for the financial coordinator position.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- County Road 28 Bridge, debris removal. The board directed Rob to ask the county to clear the debris from the river.
- FEMA update – letter from Engineer Dalager

- Our office has yet to receive a response from SWCD concerning the wetland banking application.
- MN DOT culverts on HWY 89.
- Letter to city of Warroad concerning discharge fee
- Updating computer

### **RRIW:**

The meeting was here at our office. There was discussion on funding issues. The RRWMB agreed to cost share with the RRWD for the US expenditures. The next overall plan meeting is scheduled for August 23, 2006.

### **OLD BUSINESS:**

Administrator Sando updated the board on the Project Team Tour of the RRWMA project area and the informational meeting that was held at the Caribou Town Hall. There had been discussion at the meeting about the operating plan and adding Cody Schmaltz to the Project Team.

### **NEW BUSINESS:**

The Board reviewed three letters of complaint:

Angela Miller - Discussion on situation and history. The board decided to try to find out when the cutting of the river bank took place.

Steven Brower – (Klema culvert) Mr. Brower claims the culvert is too high. The Watershed District Engineer determined the culvert to be at ground level. The Board directed Administrator Sando to write a letter of explanation to Mr. Brower.

David Dahlgren – Douglas Erickson permit for Section 3 of Stafford Township. A **motion** was made by Manager Frislie and seconded by Manager Voll to notify Mr. Erickson to comply with the condition of the permit. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Miller to re-bill Chris Johnson the correct amount to reflect the cost for seeding, due and payable in 30 days. Carried – unanimous.

The 2007 Budget hearing was set for Tuesday September 5<sup>th</sup>, 2006 at 10:30 a.m. in our office.

A **motion** was made by Manager Voll and seconded by Manager Miller to clarify Watershed Board Policy concerning recommending rip rap on the inlet and outlet ends of culverts for culvert protection. Carried – unanimous.

A **motion** to adjourn was made by Manager Frislie. The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD September 5<sup>th</sup>, 2006**

**ORDER:** Chairman Farrell Erickson called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** Farrell Erickson, LaVerne Voll, Allison Frislie, Todd Miller and LeRoy Carriere.

**STAFF PRESENT:** Administrator, Rob Sando: Administrative Assistant, Tracy Halstensgard.

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

**CONSULTING STAFF PRESENT:** Pat Moren and Mike Bakken

**DELEGATIONS:** Don Lunke

**AGENDA:** **Motion** by Manager Carriere and seconded by Manager Voll to approve the agenda with the additions County Road 115 under New Business. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Carriere and seconded by Manager Miller to approve the August 8<sup>th</sup> 2006 minutes as mailed. Carried – unanimous

**RECEIPTS:**

<b>August Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 555.65
USDA -- farm program payment	\$ 1,578.00
<b>TOTAL</b>	<b>\$ 2,133.65</b>

**BILLS:** **Motion** by Manager Voll to pay the normal monthly bills excluding HDR Engineering, seconded by Manager Carriere. Carried - Unanimous.

<b>August Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- September rent	\$ 650.00
Unicel -- cell phone charge	\$ 89.42
Century Tel -- phone bill	\$ 112.93
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 16.69
Roseau Times Region -- notices, budget hearing	\$ 76.13
Patrick D. Moren -- legal fees	\$ 562.50
JOR Engineering -- engineering expense	\$ 36,738.32
Farrell Erickson -- meetings, mileage and expenses	\$ 217.73
Allison Frislie -- meeting, mileage and expenses	\$ 230.62
LeRoy Carriere -- meetings, mileage and expenses	\$ 138.52
LaVerne Voll -- meetings, mileage and expenses	\$ 549.97
Todd Miller-- meetings, mileage and expenses	\$ 864.09
Rob Sando -- expenses and mileage	\$ 444.01
Rob Sando -- salary, insurance	\$ 2,827.52
Tracy Halstensgard -- wages	\$ 1,582.54
Tracy Halstensgard -- mileage, office supplies	\$ 57.70
Roseau Electric Co-op --	\$ 14.52
PERA -- employee and employer share	\$ 687.76
Citizens State Bank -- 941 tax	\$ 1,679.99
Scott's True Value -- cleaning supplies	\$ 55.95
TKDA Engineering -- West Interceptor Railroad crossing	\$ 3,993.29
Wally's Supermarket -- Food for meetings	\$ 263.21
MonTech Computers -- Computer, service, software	\$ 1,827.80
<b>TOTAL</b>	<b>\$ 53,721.88</b>

## **DELEGATIONS:**

Don Lunke addressed the board with questions concerning the retainage for the construction of the Chris Johnson ring dike. Manager Miller spoke about the conversation he had with Mr. Lunke at the construction site. Mr. Lunke requested consideration on future projects.

A **motion** was made by Manager Miller and seconded by Manager Carriere to levy an ad valor em 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. Carried – unanimous.

A **motion** was made by Manager Carriere and seconded by Manager Voll to levy an ad valor em tax of .00048 (not et 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. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Voll to close the regular meeting and open the public hearing at 10:30 a.m. on the RRWD's proposed budget for 2007.

As noted in the Roseau Times-Region, the Board of Managers held their annual public hearing on the District's proposed 2007 budget at 10:30 a.m. Following discussion a **motion** was made

by Manager Frislie and seconded by Manager Carriere to approve the following budget for year 2006. Carried – Unanimous.

**Administrative Budget:**

1. Managers per Diem & expense	\$ 14,500.00
2. Staff	\$ 74,000.00
3. Engineering	\$ 29,700.00
4. Payroll Expense	\$ 10,300.00
5. Mileage Reimbursement	\$ 9,000.00
6. Conferences & Meetings	\$ 5,200.00
7. Rent	\$ 7,800.00
8. Capital Outlay	\$ 2,500.00
9. Office Expense	\$ 7,000.00
10. Insurance	\$ 10,500.00
11. Professional & Legal	\$ 10,000.00
12. Association Dues	\$ 2,000.00
13. Real Estate Tax	\$ 10,500.00

Total	\$ 193,000.00
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**Construction Budget:**

1. Red River Watershed Management Board	\$ 97,000.00
2. Roseau River Watershed District Construction Fund	\$ 97,000.00

Total	\$ 194,000.00
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A **motion** was made by Manager Frislie and seconded by Manager Miller to close the budget hearing at 10:45 a.m. and reopen the regular board meeting. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Carriere to levy the below stated amounts to each ditch system for the year 2007:

\$8,000.00 levy on WD#3 Ditch System

\$10,000.00 levy on Ditch #8

\$1,000.00 levy on Ditch #16

A .75 percent assessment on redetermined benefits on State Ditch #51: approximate figures are as follows;

Roseau County	\$61,133.27
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Kittson County	\$ 866.27
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Marshall County	\$ 481.92
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Beltrami County	\$ 674.74
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Lake of the Woods County	\$ 486.45
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Carried – Manager Voll opposed and Manager Erickson abstaining.

**PERMITS:**

A **motion** was made by Manager Miller and seconded by Manager Voll to approve permit #06-13 (Nancy Andol) for installation of an 18” culvert. Carried – unanimous.

After extensive discussion concerning permit #06-14 (Douglas Erickson) a **motion** was made by Manager Frislie and seconded by Manager Voll to request JOR survey the current ag dike to determine if the Mr. Erickson is out of compliance with permit 02-06. Carried – unanimous. A **motion** was made by Manager Frislie and seconded by Manager Miller to table the current permit until more information is obtained. Carried – unanimous.

A **motion** was made by Manager Frislie and seconded by Manager Carriere to approve permit #06-15 (The Nature Conservancy) for the work to be done in the Roseau River Watershed District with a note included about permits from other agencies. Carried – unanimous.

### **Engineer's Report:**

Engineer Bakken gave an update on the progress made by Gladen Construction on the West Interceptor project. Phases 1 and 2 are completed phases 3 and 4 are underway. Construction on the crossing under County Road 16 will begin on Monday, September 11, 2006. The Wetland Restoration portion of the project is nearing completion and a hearing date will need to be set for final payment. Manager Voll asked about the surveying in portions of Section 33 and asked if culverts under County Road 123 were placed at the correct elevations.

### **RRWMB Report:**

Chairman Erickson gave a report on the funding for ring dikes. Administrator Sando spoke about the possibility of receiving funding for two ring dikes. Chairman Erickson spoke about the application process for the financial coordinator position. The next meeting will be September 19, 2006 in Thief River Falls.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Slide show presentation on construction progress on the West Interceptor
- Project funding – A **motion** was made by Manager Miller and seconded by Manager Voll to use RRWD Certificate of Deposits with the least amount of penalty to remit payment to contractors on the West Interceptor project. Carried – unanimous.
- A **motion** was made by Manager Voll and seconded by Manager Carriere to remit payment for pay estimate #1 from Gladen Construction in the amount of \$534,413.77. Carried – unanimous.
- A **motion** was made by Manager Frislie and seconded by Manager Miller to remit payment for pay estimate 32 from Midwest Seeding of Middle River in the amount of \$9424.71 with a note of liability for future erosion caused by broadcast seeding instead of no till drilling. Carried – unanimous.
- Hay Creek Funding
- A **motion** was made by Manager Miller and seconded by Manager Frislie to purchase a new computer for the office. Carried – unanimous.

### **RRIW:**

The last meeting of the RRIW was cancelled. After a brief discussion a **motion** was made by Manager Miller and seconded by Manager Voll for Farrell Erickson to stay on as the RRWD

delegate to the RRIW, RRWMB, FDRWG and MPCA (MPCA per diem to be paid by the RRWD) after his term is up. Motion carried with Chairman Erickson abstaining. Chairman Erickson spoke briefly about the FDRWG meeting that he recently attended. Chairman Erickson spoke about the COE concurrence points and project team funding.

### **PROJECT TEAM UPDATE:**

Manager Miller gave an update on the status of the RRWMA project team. Engineer Anderson feels that project team is near completion for this project. There was discussion on activating the Malung and Palmville Project Teams. A **motion** was made by Manager Carriere and seconded by Manager Voll to arrange an informational meeting for landowners along the Hay Creek corridor and to advertise it as a special RRWD board meeting. Carried – unanimous.

A **motion** was made by Manager Miller and seconded by Manager Voll to hire HDR as the project engineer and project team facilitator on the Malung and Palmville projects. Motion carried with Manager Frislie opposed and Manager Erickson abstaining.

### **OLD BUSINESS:**

Administrator Sando discussed a letter received from the City of Warroad concerning the waiving of the outlet fee for this year. A **motion** was made by Manager Voll and seconded by Manager Miller to waive the fee for this year and bill the City of Warroad \$3000.00 next year (2007). Carried – unanimous. The Board recommended sending a letter to the City of Warroad to make them aware of the repairs and maintenance needed in SD #51. There was discussion on increasing the fee.

There was discussion on the availability of land for purchase in the Malung Impoundment area. No action was taken at this time.

### **NEW BUSINESS:**

Chairman Erickson turned the meeting over to Vice – Chairman Frislie for the following discussion. Engineer Bakken discussed the report on WD 3 lateral 1 that Engineer Anderson had sent (see attached). A **motion** was made by Manager Voll and seconded by Manager Carriere to reserve any action until further information is obtained. Carried – Chairman Erickson abstained.

Manager Miller spoke about the ditch 69 meeting and a letter from Attorney Kurt Deter. There was extensive discussion. It was the recommendation of the board that Manager Miller be the liaison to the county board on this issue.

There was some discussion on the Wayne Juhl culvert issue and it was decided that it was a township issue.

Administrator Sando gave an update on the information submitted to FEMA. A **motion** was made by Manager Miller and seconded by Manager Carriere for Chairman Erickson to sign the grant agreements. Carried – unanimous. Manager Miller spoke about the SD 51 inspection records and recommends moving towards organizing the records. There was some discussion concerning bills received from HDR Engineering. A **motion** was made by Manager Miller and seconded by Manager Voll to pay the final bill for the Strandlund Ring Dike. Carried –

unanimous. A **motion** was made by Manager Miller and seconded by Manager Carriere to pay the bill for the SD 51 inspection and report. Carried – unanimous.

Richard Magnusson submitted a permit to the board for an ag ring dike. A **motion** was made by Manager Miller and seconded by Manager Voll to approve the permit for Richard Magnusson upon the engineer's recommendations. Carried – unanimous.

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant



**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD SEPTEMBER 22, 2006**

Vice-Chairman Frislie called the meeting to order at 10:00 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Todd Miller, and Allison Frislie. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present was Pat Moren, Attorney and Engineer Charlie Anderson.

Roseau County Highway Engineer Brian Ketring gave a brief history of the plan for the Hay Creek channel. There was discussion on the Counties plan concerning sloping, maintaining, and rip-rapping. Engineer Ketring stated that the Counties purpose with this project was to stabilize the channel slopes and remove sediment.

Administrator Sando gave a brief history on the Watershed Districts involvement in the Hay Creek / Norland project area. Administrator Sando then turned the meeting over to Watershed District Engineer Charlie Anderson. Charlie discussed the Watershed District's proposed plan and asked about the landowner's willingness to sell. Engineer Ketring stated that the County would still maintain control of County Ditch #7 and that the Watershed District would control the levees.

The meeting was opened for a question and answer session. Some issues discussed were: the effectiveness of using crushed granite in the channel, operation of culverts outletting into the Hay Creek channel; and the road on the north side of Hay Creek. Engineer Ketring stated that the road is a township issue.

Manager Voll asked if the landowners present if they would be willing to sell the land to the Watershed District. It was stated by some of the landowners that they wanted to see the plan before they committed to selling the land.

There was discussion on the probability of the project being built. Engineer Anderson reviewed the levee alignment with the landowners present.

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD SEPTEMBER 22, 2006**

Vice-Chairman Frislie called the meeting to order at 10:00 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Todd Miller, and Allison Frislie. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present was Pat Moren, Attorney and Engineer Charlie Anderson.

Roseau County Highway Engineer Brian Ketring gave a brief history of the plan for the Hay Creek channel. There was discussion on the Counties plan concerning sloping, maintaining, and rip-rapping. Engineer Ketring stated that the Counties purpose with this project was to stabilize the channel slopes and remove sediment.

Administrator Sando gave a brief history on the Watershed Districts involvement in the Hay Creek / Norland project area. Administrator Sando then turned the meeting over to Watershed District Engineer Charlie Anderson. Charlie discussed the Watershed District's proposed plan and asked about the landowner's willingness to sell. Engineer Ketring stated that the County would still maintain control of County Ditch #7 and that the Watershed District would control the levees.

The meeting was opened for a question and answer session. Some issues discussed were: the effectiveness of using crushed granite in the channel, operation of culverts outletting into the Hay Creek channel; and the road on the north side of Hay Creek. Engineer Ketring stated that the road is a township issue.

Manager Voll asked if the landowners present if they would be willing to sell the land to the Watershed District. It was stated by some of the landowners that they wanted to see the plan before they committed to selling the land.

There was discussion on the probability of the project being built. Engineer Anderson reviewed the levee alignment with the landowners present.

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD OCTOBER 3<sup>rd</sup>, 2006**

**ORDER:** Vice-Chairman Allison Frislie called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** LaVerne Voll, LeRoy Carriere, Todd Miller and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren, Engineer Mike Bakken

**DELEGATIONS:** Mitch Magnusson

**AGENDA:** **Motion** by Manager Voll and seconded by Manager Carriere to approve the agenda as handed out.  
Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Miller and seconded by Manager Carriere to approve the September 5, 2006 regular meeting as mailed Carried - unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 272.19
City of Roseau -- 2nd qtr 2006 West Interceptor reimbursement	\$ 44,748.15
State of Minnesota -- FEMA DR 1648	\$ 21,943.22
City of Roseau -- Midwest Seeding wetland restoration reimbursement	\$ 144,615.42
<b>TOTAL</b>	<b>\$ 211,578.98</b>

**BILLS:** Motion by Manager Carriere and seconded by Manager Miller to pay the normal monthly bills excluding TKDA Engineering which will be discussed later in the meeting. Carried - Unanimous.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- October rent	\$ 650.00
Unicel -- cell phone charge	\$ 89.42
Century Tel -- phone bill	
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	
Roseau Electric Co-op -- electrical usage	\$ 38.86
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 843.75
JOR Engineering -- Engineering Expense	\$ 30,097.18
Horner Plumbing and Excavating -- maintenance and repair in WD #3	\$ 9,014.13
LeRoy Carriere -- meetings, mileage and expenses	\$ 213.79
Allison Frislie -- meetings, mileage and expenses	\$ 293.77
LaVerne Voll -- meetings, mileage and expenses	\$ 601.43
Todd Miller -- meetings, mileage and expenses	\$ 555.33
Rob Sando -- expenses and mileage	\$ 359.12
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,429.25
PERA -- employee and employer share	\$ 663.09
Citizens State Bank -- 941 tax	\$ 1,590.75
HDR Engineering -- Strandlund ring dike	\$ 2,416.24
Postmaster -- stamps	\$ 234.00
Postmaster -- mailing for FEMA and Hay Creek	\$ 36.90
TKDA Engineering -- railroad engineering for West Interceptor	
Wallys Supermarket -- food for meetings	\$ 117.65
Reliable Office Supplies -- office supplies	\$ 36.14
Dahl, Hatton, Muir and Reese - audit report	\$ 3,873.95
Border Insurance Network -- insurance	\$ 187.00
Red River Watershed Management Board -- share of taxes	\$ 280.39
MonTech Computers -- service, ink, software etc.	\$ 122.45
Roseau County Treasurer -- 2nd half 2006 property taxes	\$ 6,743.00
Randel's Ben Franklin -- office supplies	\$ 51.58
Quality Printing -- ditch inspection forms	\$ 125.68
Claire Kjersten -- mowing Duxby Levee	\$ 2,085.00
MidWest Seeding of Middle River -- third pay estimate for West Interceptor	\$ 17,641.47
<b>TOTAL</b>	<b>\$ 83,264.77</b>

### **DELEGATIONS:**

Mitch Magnusson discussed a culvert and trap that outlets into State Ditch 51 in Section 32 of Jadis Township. The culvert is on State land and the RRWD Board of Managers recommends contacting Stan Wood at the WMA. Mr. Magnusson also discussed drainage into the West Interceptor project. Mr. Magnusson questioned the sizing of culverts. Engineer Bakken stated that the culverts outletting into the channel were sized according to the drainage area that would be utilized by the culvert. Mr. Magnusson stated there are also issues with the traps fitting correctly.

### **PERMITS:**

Permit #06-14 remained tabled. Administrator Sando gave an update.

A **motion** was made by Manager Carriere and seconded by Manager Voll to approve a 1 year extension for permit #05-18 9Mayo Gregerson. Motion carried with Manager Miller abstaining.

After some discussion a **motion** was made by Manager Miller and seconded by Manager Voll to table permit #06-17 (Ivan Juhl) to obtain more information. Carried – unanimous. The board would like to meet with the landowner and the township to discuss the effects of the proposed plan and alternatives.

A **motion** was made by Manager Voll and seconded by Manager Carriere to approve a 1 year extension for permit #05-15 (Dariel Moser). Motion Carried with Manager Miller abstaining.

#### **Engineer's Report:**

Engineer Bakken discussed the following issues concerning the West Interceptor Project:

- Contacted by a landowner requesting additional crossing. After some discussion, the Board concluded they were not able to justify funding the installation of an additional crossing.
- Issue with metal culverts sagging in the middle. Engineer Bakken discussed either a price reduction or reinstallation. The Board would make a decision after more information was obtained by the engineer and the culvert company.
- Crews should be to Hwy 11 by Friday and seeding through phase 3 should be complete.
- Currently investigating reported high spots in the channel. Manager Voll spoke about ruts in the berm.
- Roseau County has requested resloping of the ditch on the south side of County Road 120 to the east from the channel. A **motion** was made by Manager Miller and seconded by Manager Voll to include the resloping of the above stated ditch as a change order to the West Interceptor project. Carried – unanimous.
- Installation of fabric under CSAH 16 and the additional costs associated with that installation. A motion was made by Manager Miller and seconded by Manager Voll to pay for the fabric only. After some discussion, Managers Miller and Voll agreed to withdraw their motion and table the issue for further investigation.
- Final pay estimates
- Brian Ketring spoke about the issue of snow accumulation at CR 16.
- A **motion** was made by Manager Carriere and seconded by Manager Voll to pay Gladen Construction \$531,316.98 as stated in Payment Estimate #2 contingent upon receiving payment from the City of Roseau for Payment Estimate #1. Carried – unanimous. Engineer Bakken is to inform Gladen Construction of the funding situation.
- There was discussion on the final payment process for projects. A **motion** was made by Manager Voll and seconded by Manager Miller to pay Midwest Seeding of Middle River Inc. for Payment Estimate #3 in the amount of \$17,641.47. Carried – unanimous.
- Manager Miller discussed issues with the contract with TKDA including track upgrades and final inspection. There was discussion on the bill from TKDA. A **motion** was made by Manager Miller and seconded by Manager Carriere to table the request for payment for further review and consideration. Carried – unanimous.

#### **RRWMB Report:**

Administrator Sando discussed the meeting summary that was handed out. There was extensive discussion on the ring dike funding and the proposed ring dike for Curtis Pontow. A **motion** was made by Manager Miller and seconded by Manager Carriere to adopt the Local Government Resolution and authorize Administrator Sando to sign the grant agreement. Carried – unanimous. The issue of additional funding for this ring dike from other sources was discussed. A **motion** was made by Manager Carriere and seconded by Manager Miller to continue with the survey work for the Curtis Pontow ring dike and obtaining a hard cost estimate. Carried – unanimous.

Administrator Sando discussed the Hay Creek Funding. The RRWMB will rescind the original step 1 and asked if a revised Step 1 could be prepared by the next RRWMB meeting. Engineer Bakken will have an answer by Friday as to whether or not he is able to have the Step 1 completed by the RRWMB board meeting. A **motion** was made by Manager Carriere and seconded by Manager Voll to move forward with the Step 1 for the Hay Creek project as approved by the FDRWG and pursue the state funding. Carried – unanimous.

#### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Letter to city of Warroad concerning discharge fee
- Tile drainage research - extension office

- No payment has yet been received from Chris Johnson
- Ditch Inspection forms
- Audit Report

#### **RRIW:**

Manager Voll gave the board an update on the last meeting. The RRIW board has received \$5000.00 from the Basin Commission. The next meeting has been scheduled for October 12, 2006 here in Roseau. The RRIW Board wishes to tour the West Intercept Project.

#### **PROJECT TEAM:**

It was the recommendation of the RRWMA Project Team to obtain soil borings and possibly some survey work yet this fall. The Project Team also recommended interested parties from the DNR and the State meet with JOR and a representative from the Watershed District to finalize an alternative for the project. A **motion** was made by Manager Carriere and seconded by Manager Miller to obtain the soil borings at the proposed outlet structure sites and along the proposed channel that would be utilized by either alternative; and to meet with DNR and State officials to determine an alternative. Carried – unanimous.

#### **OLD BUSINESS:**

Manager Miller gave an update to the board on FEMA DR 1688. A letter had been sent to the District FEMA office concerning sediment in SD 51. The inspection and maintenance records for SD 51 are in the process of being organized and resubmitted to FEMA for this disaster declaration. Manager Miller also spoke about meeting with contractor Joel Graff about doing some of the repair work required in WD #3.

Manager Miller spoke about WD #3 and the Ditch 69 system and redetermination of lateral 1 of WD #3.

There was some discussion on the complaint letters submitted to the Board. The board is waiting to obtain information on the complaint against Douglas Erickson for an ag dike.

#### **NEW BUSINESS:**

A **motion** was made by Manager Voll and seconded by Manager Miller to hold the November regular monthly meeting on October 31, 2006. Carried – unanimous.

A **motion** to adjourn was made by Manager Voll. The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD OCTOBER 16, 2006**

Vice-Chairman Frislie called the meeting to order at 9:00 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Todd Miller, Steve Lee and Allison Frislie. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present was Pat Moren, Attorney and Engineer Mike Bakken.

Manager Steve Lee was sworn into office.

Engineer Bakken handed out copies of the proposed Step One and Administrator Sando gave an update on the project to the Board. Engineer Bakken spoke about the star value system that the RRWMB uses to evaluate projects in the Red River Valley. Engineer Bakken stated that the Hay Creek / Norland Project provided flood water storage at a cost of approximately \$40 per acre foot of water stored.

After some discussion, a **motion** was made by Manager Carriere and seconded by Manager Miller to approve the Step One submittal as written by JOR Engineering and recommends submitting that to the Red River Watershed Management Board. Carried – unanimous. Manager Lee asked about the COE involvement. Manager Miller asked about obtaining any usable information that the COE may still have on record for the project. Engineer Bakken stated that some information would still be pertinent, however due to changes in the design, not all of the information would be of value.

LeRoy and LaVerne Vistad addressed the board concerning installation of an approach on the north side of section 10 of Jadis Township in the West Interceptor Channel. The Vistads were displeased that a crossing that had been at this location prior to the construction of the West Intercept channel was not being installed in the same location but further to the west. There was discussion on the options available and the costs associated with those options. There was also discussion on the issue of legal access. Manager Miller stated that there was access to that parcel of land via land the watershed purchased as part of the West Interceptor project.

A **motion** was made by Manager Voll and seconded by Manager Lee to install metal culverts in the same location as the previous culverts. After extensive discussion, Managers Voll and Lee agreed to table the motion until the regular monthly board meeting so that more information could be obtained.

Administrator Sando gave the board a brief update concerning issues that Bruce Baumgartner had brought to the RRWD concerning the West Interceptor. Mr. Baumgartner was unhappy with the amount of clay in the spoil that was spread on his field and the location of a field ditch. Mr. Baumgartner suggested hauling the spoil into an area near his yard and installing culverts with traps in existing field drains. There was discussion on the suitability of the soil for farming and the damages that were assessed for spoil being spread on property where a temporary easement was purchased. There was extensive discussion on the various options available. A **motion** was made by Manager Miller and seconded by Manager Voll to do the following;

1. Fill in the newly constructed collector ditch
2. Install culvert in Mr. Baumgartner's driveway ditch outletting into the West Intercept channel
3. Remove excess clay at spoil (watershed would pay for excavation, Mr. Baumgartner would pay for hauling to his desired location)
4. Construct a small field drain from mid-field to the driveway ditch
5. Landscape the back of berm to a 4 to 1 side slope.

Motion carried with Manager Carriere abstaining. After a brief discussion it was agreed that the Watershed District and Gladen construction would split the cost of repairing an irrigation pipe on Mr. Baumgartner's land

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD OCTOBER 16, 2006**

Vice-Chairman Frislie called the meeting to order at 9:00 a.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, Todd Miller, Steve Lee and Allison Frislie. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstensgard. Consulting staff present was Pat Moren, Attorney and Engineer Mike Bakken.

Manager Steve Lee was sworn into office.

Engineer Bakken handed out copies of the proposed Step One and Administrator Sando gave an update on the project to the Board. Engineer Bakken spoke about the star value system that the RRWMB uses to evaluate projects in the Red River Valley. Engineer Bakken stated that the Hay Creek / Norland Project provided flood water storage at a cost of approximately \$40 per acre foot of water stored.

After some discussion, a **motion** was made by Manager Carriere and seconded by Manager Miller to approve the Step One submittal as written by JOR Engineering and recommends submitting that to the Red River Watershed Management Board. Carried – unanimous. Manager Lee asked about the COE involvement. Manager Miller asked about obtaining any usable information that the COE may still have on record for the project. Engineer Bakken stated that some information would still be pertinent, however due to changes in the design, not all of the information would be of value.

LeRoy and LaVerne Vistad addressed the board concerning installation of an approach on the north side of section 10 of Jadis Township in the West Interceptor Channel. The Vistads were displeased that a crossing that had been at this location prior to the construction of the West Intercept channel was not being installed in the same location but further to the west. There was discussion on the options available and the costs associated with those options. There was also discussion on the issue of legal access. Manager Miller stated that there was access to that parcel of land via land the watershed purchased as part of the West Interceptor project.

A **motion** was made by Manager Voll and seconded by Manager Lee to install metal culverts in the same location as the previous culverts. After extensive discussion, Managers Voll and Lee agreed to table the motion until the regular monthly board meeting so that more information could be obtained.

Administrator Sando gave the board a brief update concerning issues that Bruce Baumgartner had brought to the RRWD concerning the West Interceptor. Mr. Baumgartner was unhappy with the amount of clay in the spoil that was spread on his field and the location of a field ditch. Mr. Baumgartner suggested hauling the spoil into an area near his yard and installing culverts with traps in existing field drains. There was discussion on the suitability of the soil for farming and the damages that were assessed for spoil being spread on property where a temporary easement was purchased. There was extensive discussion on the various options available. A **motion** was made by Manager Miller and seconded by Manager Voll to do the following;

1. Fill in the newly constructed collector ditch
2. Install culvert in Mr. Baumgartner's driveway ditch outletting into the West Intercept channel
3. Remove excess clay at spoil (watershed would pay for excavation, Mr. Baumgartner would pay for hauling to his desired location)
4. Construct a small field drain from mid-field to the driveway ditch
5. Landscape the back of berm to a 4 to 1 side slope.

Motion carried with Manager Carriere abstaining. After a brief discussion it was agreed that the Watershed District and Gladen construction would split the cost of repairing an irrigation pipe on Mr. Baumgartner's land

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant



**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD OCTOBER 31<sup>st</sup>, 2006**

**ORDER:** Vice-Chairman Allison Frislie called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** LaVerne Voll, LeRoy Carriere, Todd Miller, Steve Lee and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren, Engineer Mike Bakken

**DELEGATIONS:** There were no delegates for this meeting.

**AGENDA:** **Motion** by Manager Carriere and seconded by Manager Miller to approve the agenda as handed out. Carried - unanimous.

**MINUTES:** A **motion** was made by Manager Carriere and seconded by Manager Miller to approve the September 22, 2006 special meeting minutes as mailed. Carried - unanimous.

A **motion** was made by Manager Miller and seconded by Manager Carriere to approve the October 3, 2006 regular meeting minutes with a correction of "Mill" to "Miller" on page four. Carried - unanimous.

A **motion** was made by Manager Miller and seconded by Manager Voll to approve the October 16, 2006 special meeting minutes with a correction of "year" to "yard". Carried - unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 147.48
City of Roseau -- Midwest Seeding PE #2 reimbursement	\$ 9,244.71
City of Roseau -- Gladen Construction PE #1 reimbursement	\$ 534,413.77
State of Minnesota -- 2nd qtr RRWMA grant reimbursement	\$ 4,540.88
State of Minnesota -- 2nd qtr ring dike grant reimbursement	\$ 287.37
RRWMB -- Project Team reimbursement	\$ 2,815.29
Border State Bank -- interest o CD #200240	\$ 2,035.56
RRIW -- reimbursement	\$ 356.07
State of Minnesota -- ring dike reimbursement (Strandlund final)	\$ 12,720.35
Citizens State Bank -- Interest on CD 343275	\$ 947.40
<b>TOTAL</b>	<b>\$ 567,508.88</b>

**BILLS:** After some discussion, a **motion** was made by Manager Miller and seconded by Manager Voll to table all of TKDA bills for further discussion at the next regular board meeting. Carried – unanimous.

A **motion** was made by Manager Miller and seconded by Manager Carriere to table the Roseau County Highway Department bill for culverts for further discussion at the next regular board meeting. Carried – unanimous.

**Motion** by Manager Miller and seconded by Manager Carriere to pay the normal monthly bills. Carried - Unanimous.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- November rent	\$ 650.00
Unicel -- cell phone charge	\$ 217.47
Century Tel -- phone bill	\$ 123.76
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Torn -- copier maintenance	\$ 16.10
Roseau Electric Co-op -- electrical usage	\$ 38.86
Roseau Times Region -- advertising	\$ 5.25
Patrick D. Moren -- legal fees	\$ 1,437.50
JOR Engineering -- Engineering Expense	\$ 45,162.47
LeRoy Carriere -- meetings, mileage and expenses	\$ 166.95
Allison Frislie -- meetings, mileage and expenses	\$ 339.93
LaVerne Voll -- meetings, mileage and expenses	\$ 978.61
Todd Miller -- meetings, mileage and expenses	\$ 1,922.12
Steve Lee -- meetings, mileage and expenses	\$ 163.44
Rob Sando -- salary, insurance	\$ 2,827.53
Tracy Halstensgard -- wages	\$ 1,624.22
PERA -- employee and employer share	\$ 687.76
Citizens State Bank -- 941 tax	\$ 1,844.50
HDR Engineering -- Strandlund ring dike	\$ 558.56
Subway -- food for meeting	\$ 51.01
Minnesota Revenue -- 3rd quarter withholding	\$ 763.00
Wallys Supermarket -- food for meetings	\$ 212.15
Reliable Office Supplies -- office supplies	
Bryan Erickson -- vehicle rental (Hay Creek tour)	\$ 78.00
Multi-Office products -- office supplies	\$ 54.79
MonTech Computers -- cable	\$ 15.96
Roseau County Recorder -- access easement	\$ 46.00
Randel's Ben Franklin -- office supplies	\$ 60.52
Dbc Consulting Unlimited -- QuickBooks consultation	\$ 937.50
Rinke-Noonan -- legal consultation	\$ 206.50
MAWD - conference registration	\$ 375.00
MAWD - drainage seminar registration	\$ 150.00
<b>TOTAL</b>	<b>\$ 61,756.13</b>

### **DELEGATIONS:**

There were no delegates for this meeting.

### **PERMITS:**

Permit #06-14 remained tabled. Administrator Sando gave an update. Engineer Bakken will have a report of his findings for the December board meeting.

After some discussion , permit #06-17 (Ivan Juhl) remained tabled. Administrative Assistant Halstensgard will coordinate a meeting with the landowner and the township to discuss the effects of the proposed plan and alternatives.

Permit #06-18 will be discussed later in the meeting.

A **motion** was made by Manager Miller and seconded by Manager Carriere to approve a 1 year extension for permit #05-20 (Stafford Township). Motion Carried, unanimous.

After discussion, permit #06-19 (Kent Wierschke) was not acted upon. It was the feeling of the board that this was a county permit issue since the work to be done is in a county road ditch. The board directed Administrator Sando to talk to the landowner and inform him of the board's position.

A **motion** was made by Manager Miller and seconded by Manager Lee to approve permit #06-20. There was discussion on a letter from Stan Wood, RRWMA Managers, concerning the installation of these culverts. Motion Carried, unanimous.

#### **Engineer's Report:**

Engineer Bakken discussed the following issues concerning the West Interceptor Project:

- Adjustment of retainage for incomplete seeding – Pay Estimate #3 is \$592,899.83.
- Six additional 18" culverts were installed to address unforeseen issues
- Manager Miller discussed the cement culverts – issues with leakage of water on seams, aprons being ill-fitting. Engineer Bakken felt that the leakage at the seams would not be a maintenance issue. Manager Miller felt that additional retainage should be held back to insure resolution of these and other issues; internal traps (flow restriction and operation); erosion on the bottom of the channel. There was discussion on items that were not completed and the retainage which would not be paid until the final work was completed in the spring. The culvert and trap issues would be resolved yet this fall. A **motion** was made by Manager Miller and seconded by Manager Voll to approve Pay Estimate #3 and remit as funds become available. Carried – unanimous.

#### **RRWMB Report:**

Administrator Sando discussed the meeting which was held at our office. The Step 1 was accepted for the Hay Creek / Norland Project. The RRWMB will hopefully approve the Step 1 at their November meeting. Administrator Sando stated that Ron Harnack was hired as the RRWMB financial coordinator.

#### **Administrator's Report:**

Administrator Sando reported on the following issues:

- Section 20 Ross Township complaint – Rocks in culvert and unauthorized culvert. The Board directed Administrator Sando to research the complaint.
- West Interceptor financial issues – outstanding reimbursement requests. Manager Miller asked Administrator Sando about securing additional funding. Administrator Sando will speak to Irene Wynne at Wynne consulting.

#### **RRIW:**

Manager Voll gave the board an update on the last meeting.

#### **PROJECT TEAM:**

RRWMA: Administrator Sando discussed the meeting that was held in Bemidji with representatives from the DNR, JOR Engineering and Mr. Sando. The DNR prefers alternative 2A and the issue of an increased cost was discussed. Engineer Anderson will be providing a cost breakdown and DNR personnel will pursue additional funding for the project. The cost benefit ratio was discussed.

Hay Creek/Norland: Administrator Sando discussed the RRWMB's Starr Value assessment for the project.

Malung & Palmville Projects: Engineer Dalager gave the board an update on the Project Team meetings for each project. There was some discussion on the funding request letters to Ed Fick, MN DNR. A **motion** was made by Manager Miller and seconded by Manager Carriere to accept and authorize Chairmen Frislie to sign the letters for each project. Carried – unanimous. There was discussion on holding a landowner information meeting on November 20.

### **OLD BUSINESS:**

There was extensive discussion with Mitch Magnusson and Bryan Rice concerning issues with the West Interceptor. The main concern Mr. Magnusson and Mr. Rice had was the size and depth of a culvert in Section 32. Engineer Bakken stated that all the culverts were sized according to drainage area. There was discussion on drainage under normal conditions and during flood conditions. Engineer Bakken spoke about a culvert one mile south of Highway 11 in Section 29 of Jadis Township (George Larson land). A **motion** was made by Manager Voll and seconded by Manager Miller to supply and install a culvert after discussing the location with the landowner. Carried – unanimous. There was discussion on the issue of a crossing in Section 10 of Jadis. Manager Miller suggested trying to find an additional funding source for the installation of the crossing.

Manager Miller updated the board on the Ditch 69 & 3 petition. Manager Miller and County Commissioner Orris Rasmusson met with Engineer Jerry Bents. Engineer Bents will be putting together a report and submitting it to the County Board.

There was discussion on the redetermination of benefits to lateral 1 of WD 3. Manager Miller stated there are three options to redetermine benefits of a ditch system: 1) Engineer can request redetermination for a specific repair; 2) Landowner petition; 3) Complete redetermination of the system by viewers initiated by viewers.

Attorney Moren spoke about access easements for landowners along the West Interceptor project and presented a resolution to the Board. A **motion** was made by Manager Voll and seconded by Manager Carriere to approve the resolution as read by Mr. Moren. Carried – unanimous.

After some discussion, a **motion** was made by Manager Miller and seconded by Manager Carriere to approve the letter to Bill Hirte, FEMA, requesting reconsideration for sediment removal in WD 3. Carried – unanimous. Manager Miller updated the board on work completed in WD 3 and Ditch 16. State Ditch 51 is still under consideration for debris removal.

The complaint letter from Angie Miller was discussed and the board directed Administrator Sando to write a letter to Mr. Ardell Magnusson to address the issue.

There was discussion on pursuing reimbursement from Chris Johnson for ring dike construction through small claims court.

### **NEW BUSINESS:**

Managers Miller and Carriere along with Administrator Sando will be attending the MAWD conference. A **motion** was made by Manager Lee and seconded by Manager Voll to appoint Managers Miller and Carriere as Official Delegates. Carried – Unanimous. Administrator Sando asked who would be attending a drainage workshop.

Administrator Sando presented a draft response letter to the Roseau Beautification Committee. A **motion** was made by Manager Miller and seconded by Manager Voll to sign and send the letter as read. Carried – unanimous.

After some discussion a **motion** was made to approve permit #06-18 (Tim Fevold) as written. Carried – unanimous.

A **motion** was made by Manager Carriere and seconded by Manager Lee for Manager Miller to be a delegate to the Flood Task Force Committee. Motion carried with Manager Voll opposed.

There was discussion on an email from Stan Wood, RRWMA Manager, concerning a crossing for Mr. George Rinde. A **motion** was made by Manager Voll and seconded by Manager Lee that no permit is required for the site in

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD DECEMBER 5, 2006**

**ORDER:** Vice-Chairman Allison Frislie called the meeting to order at 10:00 a.m.

**MANAGERS PRESENT:** LaVerne Voll, LeRoy Carriere, Todd Miller, Steve Lee and Allison Frislie.

**STAFF PRESENT:** Administrator, Rob Sando; Administrative Assistant, Tracy Halstensgard

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

**CONSULTING STAFF PRESENT:** Attorney Pat Moren, Engineer Mike Bakken

**AGENDA:** **Motion** by Manager Miller and seconded by Manager Lee to approve the agenda with the addition of Floyd Haugen under delegate. Carried - unanimous.

**DELEGATIONS:** Engineer Bakken spoke about Pay Estimate #4 for Gladen Construction. He stated that the majority of the work was completed and a retainage was held out due to the seeding being done late in the growing season. A representative from Gladen Construction was here to request the board consider reducing the amount of the retainage since the amount of work to be done was minimal. Attorney Moren spoke about the need for a public hearing to pay out the retainage and referred to statute 103E.555. Attorney Moren felt that reducing the retainage was the same as paying the retainage and would require a hearing. The board decided to table the request until Attorney Moren was able to confer with Attorney Kurt Deter on this issue. A representative from MidWest Seeding addressed the board with the same request as Gladen Construction.

Stan Wood, RRWMA; Floyd Haugen and Rick Kerner were also on the agenda as delegates.

**MINUTES:**

A **motion** was made by Manager Miller and seconded by Manager Carriere to approve the October 31, 2006 regular meeting minutes with a correction of "complete redetermination by viewers initiated by the Watershed District" after the number 3 in the third paragraph under Old Business and changing "LaVerne Skoglund" to "Tim Fevold" under Permits. Carried - unanimous.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Citizens State Bank -- Interest on checking	\$ 343.49
City of Roseau -- 3rd qtr reimbursement - West Interceptor	\$ 82,624.06
City of Roseau -- Construction Reimbursement West Interceptor	\$ 531,316.98
State of Minnesota -- Real & Ag Market Value Credit	\$ 21,397.59
Daryle Dahl -- 2nd half land rent	\$ 934.50
Roseau County Treasurer -- share of taxes	\$ 110,242.50
Marshall County Treasurer -- share of taxes	\$ 398.09
Kittson County Treasurer -- share of taxes	\$ 1,176.88
Roseau County Treasurer -- share of taxes	\$ 60,987.39
RRWMB -- RRIW cost share	\$ 2,500.00
RRWMB -- Strandlund ring dike reimbursement	\$ 8,225.07
<b>TOTAL</b>	<b>\$ 820,146.55</b>

**BILLS:** A **motion** was made by Manager Miller and seconded by Manager Carriere to table the Roseau County Highway Department bill for culverts for further discussion at the next regular board meeting. Carried – unanimous. **Motion** by Manager Miller and seconded by Manager Lee to pay the normal monthly bills. Carried - Unanimous. Manager Voll spoke about the JOR bill from last month concerning the Hay Creek Norland project. Engineer Bakken stated that about half of the time was for Project Team prep and half was preparing the Step 1 submittal. Manager Voll also asked for clarification on the West Interceptor bill for this month. Manager Miller spoke about the percentage of costs of engineering for a project. There was continued discussion on JOR Engineering's current bill.

<b>Bills -- Memo</b>	<b>Amount</b>
MonTech Two -- November rent	\$ 650.00
Unicel -- cell phone charge	\$ 170.99
Century Tel -- phone bill	\$ 112.09
Sjoberg's Cable TV -- cable internet	\$ 40.67
Tony Dorn -- copier maintenance	\$ 18.06
Roseau Electric Co-op -- electrical usage	\$ 38.86
Roseau Times Region -- advertising	\$ 39.25
Patrick D. Moren -- legal fees	\$ 1,343.75
JOR Engineering -- Engineering Expense	\$ 18,062.73
LeRoy Carriere -- meetings, mileage and expenses	\$ 615.52
Allison Frislie -- meetings, mileage and expenses	\$ 115.32
LaVerne Voll -- meetings, mileage and expenses	\$ 444.21
Todd Miller -- meetings, mileage and expenses	\$ 1,481.95
Steve Lee -- meetings, mileage and expenses	\$ 182.98
Rob Sando -- salary, insurance	\$ 2,827.53
Rob Sando -- expenses	\$ 1,667.57
Tracy Halstensgard -- wages	\$ 1,664.18
PERA -- employee and employer share	\$ 699.72
Citizens State Bank -- 941 tax	\$ 1,737.68
HDR Engineering -- Strandlund ring dike	\$ 4,433.91
Gladen Construction - PE#3 West Interceptor	\$ 592,899.83
Bonnies Floral -- plant	\$ 53.25
Scott's True Value -- office supplies	\$ 68.94
Reliable Office Supplies -- office supplies	\$ 71.30
Fleet Supply -- flagging supplies	\$ 123.74
Mitch Magnusson -- clearing of debris at Mickelson Bridge	\$ 5,000.00
MonTech Computers -- toner	\$ 106.49
Roseau County Court Administrator -- Small claims filing fee	\$ 69.28
Greenview Landscaping -- seeding of repair in WD 3	\$ 5,540.00
Postmaster -- Stamps and mailing for WI	\$ 248.00
Rinke-Noonan -- legal consultation	\$ 373.00
RRIW -- RRWMB funding	\$ 2,500.00
Horner Plumbing and Excavating -- FEMA work	\$ 174.00
<b>TOTAL</b>	<b>\$ 643,574.80</b>

Manager Voll spoke to Engineer Dalager about the current HDR bill. Administrator Sando talked about the districts current financial status.

A **motion** was made by Manager Miller and seconded by Manager Voll to hold bills from Horner Plumbing and Excavation and Graff Construction to reconcile with FEMA contract. Carried – unanimous. Managers Miller and Voll and administrator Sando will meet with Loren Horner and Joel Graff.

A **motion** was made by Manager Miller and seconded by Manager Voll to hold bills from TKDA and Midwest Seeding for further investigation. Carried – unanimous.

A **motion** was made by Manager Voll and seconded by Manager Lee to pay Pay Estimate #4 for Gladen Construction. Carried – unanimous.

### **DELEGATIONS:**

Stan Wood, Manager RRWMA, addressed the board concerning pool elevations and fall draw down on the RRWMA. Mr. Wood provided the board managers with a handout including background information for the managers, maps, and current pool conditions. There was discussion on the draw down agreement and the Canadian portion of the drainage area including the Pine Creek Diversion. There was discussion on the control structures on Pine Creek. Floyd Haugen asked for information from Mr. Wood to bring to the RRIW board.

Rick Kerner, Roseau County Trailblazers, approached the board with concerns about the West Interceptor Project area. The first issue was landownership on the south side of County Road 16. It was stated that the County has right of way 50' from the Centerline of the road. The next issue was with flagging the rock checks. The Trailblazers requested snowmobile caution signs instead of the reflective tape. The third issue was the intersection of County Road 16 and 370<sup>th</sup> Ave, the drop off is fairly steep and the Trailblazers requested some kind of precautionary signage. Manager Voll spoke to a sign company about the cost of various signs. A **motion** was made by manager Carriere and seconded by Manager Lee to direct Rob to install safety signs where the West Interceptor crossed County Road 16. Carried – unanimous. Administrator Sando spoke about the flagging he has already done.

Floyd Haugen addressed the board inquiring about Watershed District involvement or jurisdiction on established ditches between landowners. Managers Miller and Lee stated that they believe this is a landowner issue and at this time the Board cannot take a position and recommend contacting the landowner and making amends with their personal issues. Vice-Chairman Frislie stated that the Watershed Board needs to refrain from taking any action because it is not a watershed ditch.

### **PERMITS:**

Permit #06-14 (Douglas Erickson) remained tabled. Engineer Bakken stated that when the ditch adjacent to Mr. Erickson's land was cleaned, the spoil was deposited next to the ditch and not spread out. Therefore Engineer Bakken feels that Mr. Erickson meets the permit requirements. Manager Voll feels that Mr. Erickson is in compliance with the current permit. The board recommends Administrator Sando talk to David Dahlgren, who initialized the complaint.

After some discussion, permit #06-17 (Ivan Juhl) remained tabled. Manager Miller discussed the meeting between the landowner, township board representative and Watershed District representative. The suggestion was landowner petition to have a trap moved.

### **Engineer's Report:**

Engineer Bakken discussed costs estimate concerning the West Interceptor Project (see attached handout). Manager Miller questioned the Railroad costs that were not in the original contract, specifically the rail upgrade and the culvert delivery. Administrator Sando discussed seeking additional funding.

### **RRWMB Report:**

Administrator Sando stated that the district has received \$2500.00 from the RRWMB for the RRIW.

### **Administrator's Report:**

Administrator Sando reported on the following issues:

- DNR appraisal for the land purchased for the West Interceptor Project.
- Watershed District workshop discussion on process to abolish Watershed Districts.
- Marker for right of way for West Interceptor - signage for snowmobilers
- Board meeting with Two Rivers Watershed District – sometime in January in Hallock
- Chris Johnson ring dike – small claims paperwork filed, Mr. Johnson has filed a counter-claim. Court date has been set for January 16.

### **RRIW:**

There was discussion on matching the funding from the RRWMB.

At 1:00 p.m. a conference call was held with the RRWD Board and Todd Peterson, City of Roseau; Kurt Deter, Rinke – Noonan Law Office (on behalf of the Watershed Board); Suresh Shaw, EDA; and Mike Hillman, TKDA Engineering and Architecture firm. Attorney Deter started the conversation concerning the reimbursement on the costs of the railroad crossing for the West Interceptor Project and asked for the EDA's position. Mr. Shaw stated that due to the fact that procurement procedures were not followed, the EDA could not participate with the railroad component of the project. There was extensive discussion on various components of the bid process and what could potentially be done to allow the City to draw the available funds. Mr. Shaw stated there was a possibility of writing change orders to the project to include those costs. Attorney Deter will draft a letter to TKDA stating the Watershed District's position. There was discussion on change orders for the project. Todd Peterson spoke about the SBA funding specifically used only of construction. After the conference call ended, there was discussion on the excessive billing from TKDA.

### **PROJECT TEAM:**

RRWMA: Administrative Assistant Halstensgard stated she had had a discussion with Dan Thul concerning the additional funding necessary to build the DNR's preferred alternative. At this time Mr. Thul knew of no additional funding source but felt the project needed to proceed.

Hay Creek/Norland: Administrative Assistant Halstensgard presented a draft letter requesting a grant agreement for state funding for the project. A **motion** was made by Manager Carriere and seconded by Manager Lee to approve the letter and submit it to the State for consideration. Carried – unanimous.

Malung Project: Engineer Dalager gave the board an update on the Project Team Landowner information meetings. Engineer Dalager presented the board with a handout and discussed the option of on channel storage that could potentially triple the amount of flood storage of the project.

Palmville Project: Engineer Dalager gave the board an update on the Project Team Landowner information meetings. There seemed to be landowner support for the project. There was discussion on funding and permitting for the project. Manager Voll asked about monitoring the snow-melt runoff and summer rainfall amounts coming out of the area.

### **OLD BUSINESS:**

There has been no change in status of the request for reconsideration of the SD 51 FEMA work.

Mr. Ardell Magnusson addressed the board concerning a complaint filed about cuts in the river bank (SD 51) on land he owns. Mr. Magnusson stated that the cuts have been there since the 1940's or 1950's which pre-dates watershed authority. Manager Miller spoke about water coming out of the river and contributing to the complainant's problem. Attorney Moren stated that it is not a Watershed District issue.

There was discussion on pursuing reimbursement from Chris Johnson for ring dike construction through small claims court.

### **NEW BUSINESS:**

The issue of Mitch Magnusson's contract to keep the Mickelson Bridge free of debris is up. Mr. Magnusson was wondering if the board wished to renew the contract for a term of three years at \$6500.00 per year. A **motion** was made by Manager Voll and seconded by Manager Lee to approve a contract with Mr. Magnusson for debris removal at Mickelson Bridge for three years at \$6500.00 per year. Motion carried with Manager Miller opposed.

Mr. Magnusson spoke about a culvert that outlets into SD 51 near the West Interceptor outlet. A **motion** was made by Manager Miller and seconded by Manager Lee to allow Mr. Magnusson access on Watershed District land for the purpose of repositioning the culvert to improve water flow and to use dirt from adjacent Watershed District land. Carried – unanimous.

There was discussion on the condition of the gravel road near the Mickelson Bridge since FEMA work (sediment removal) was completed this summer. The Board concurred that gravel will need to be spread on the road in the spring. The seeding of the area will also need to be viewed in the spring to insure germination.



Mr. Magnusson also reiterated his concerns with the culvert sizing for the West Interceptor Project and stated he would discuss these issues with Engineer Bakken after the meeting. Mr. Magnusson also questioned who would be responsible for damages if water backs into the yard where he stores blue grass seed. There was an extensive discussion on culvert height and sizing.

Manager Miller discussed tree and brush removal along SD 51 and recommends using same crew the county used if the funding from FEMA comes through.

A **motion** to adjourn was made by Manager Voll. The meeting was adjourned at 4:05 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

question to be returned to the pre-existing condition. Carried – Unanimous. The board directed Administrator Sando to write Mr. Wood a letter to that affect.

A **motion** to adjourn was made by Manager Voll. The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Secretary

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD DECEMBER 11, 2006**

Secretary – Treasurer Carriere called the meeting to order at 5:05 p.m. in the Roseau River Watershed District office. Board members present were LeRoy Carriere, LaVerne Voll, and Todd Miller. Managers Steve Lee and Allison Frislie arrived shortly after the meeting opened. Staff attending was Administrator Rob Sando and Administrative Assistant Tracy Halstengard. Attorney Pat Moren arrived at 6 p.m.

A **motion** was made by Manager Voll and seconded by Manager Lee to approve the agenda as mailed out. Carried – unanimous.

Administrator Sando discussed the project timelines set forth by the RRWMB. The RRWMB has requested that the Board name a project manager for the Hay Creek / Norland project. Manager Miller discussed the RRWMB request and the cost sharing available for the project manager. Manager Voll questioned JOR Engineering's ability to handle the engineering for the project. Manager Miller stated that from the different firms and consultants he has spoken with the average cost for engineering on a project is between 7% and 13 % of the cost of construction. There was some discussion on JOR not meeting the requests of the district.

There was discussion on the possibility of purchasing the land before the grant agreement is signed with the State. Administrative Assistant Halstengard will check into the ability of the Watershed District to be reimbursed for land purchase and if the engineering and legal costs associated with land purchase are reimbursable.

A **motion** was made by Manager Voll and seconded by Manager Miller to remove JOR as project engineers for the Hay Creek/ Norland project and hire HDR Engineering as project engineer and project managers for Hay Creek/ Norland Project. Motion carried with Vice-Chairman Frislie abstaining. Vice-Chairman Frislie stated that he would prefer requesting Engineer Anderson be the project engineer for JOR before changing firms. Manager Miller stated that he had several discussions with Engineer Anderson and does not feel satisfied with the outcome.

Administrator Sando was directed to follow-up with HDR concerning the Hay Creek Project.

Manager Miller stated that he had checked into the possibility of the Watershed District utilizing the County Engineer as a principal engineer for the Watershed District. Manager Miller stated that both the County Board and the County Engineer are willing to develop a working relationship where the County Engineer would do the daily engineering tasks for the District, if a conflict of interest would arise, the Watershed District would hire a firm to do the work. Vice-Chairman Frislie stated he was against using the County Engineer. Manager Lee stated he felt there needed to be a better working relationship with the County. This issue was held over for discussion at the regular monthly board meeting.

After some discussion and job performance review, a **motion** was made by Manager Carriere and seconded by Manager Lee to increase Administrator Sando's salary by 3.5% (COLA). Carried – unanimous.

After some discussion and job performance review, a **motion** was made by Manager Voll and seconded by Manager Carriere to increase Administrative Assistant Halstengard's wage by 3.5% for cost of living and 7% for change of job description for an increase to \$14.36 per hour and to maintain vacation time at two weeks per year. Carried – unanimous. The issue of vacation time (PTO) is to be put on the agenda for the regular monthly board meeting.

Administrator Sando handed out a copy of the "Role of the Manager" from the Watershed District Manager's Handbook. Vice-Chairman Frislie read and reviewed each of the requirements and responsibilities. There was discussion on Board approval of actions of Managers, Managers filing a bond with BWSR and appointing delegates for each project.

The issue of Manager Miller's residency was brought up by Vice-Chairman Frislie. Manager Miller stated that he currently resides at a house he owns on County Road 2 (Sect. 7 America Twp). However, he stated that his mail is delivered to an address on County Road 135 (Sect. 26 Cedarbend Twp.) which he keeps maintained (snowplowed, lights on occasionally). Vice-Chairman Frislie asked Manager Miller which residence he is currently receiving homestead credit on for his property taxes. Manager Miller stated the residence on County Road 135. Vice-Chairman Frislie asked Manager Voll if he could verify where Manager Miller is residing and Manager Voll stated he lived at the house on County Road 2. Vice-Chairman Frislie asked what address was currently on Manager Miller's drivers' license and he stated he wasn't sure and he didn't have it with him. Vice-Chairman Frislie made a

**motion** to request the County Boards of Roseau and Kittson Counties to confirm the residency for each Manager to insure they are meeting state statutes. The motion died for lack of a second.

Administrator Sando discussed Board Policy issues as follows.

1. Roseau River Watershed District (RRWD) staff will implement RRWD Board of Managers approved decisions.
2. RRWD Managers per diem / mileage expense sheets (vouchers) filled out prior to monthly scheduled board meetings for Board approval and per diems shall be taken only for the following reasons:
  - a. RRWD Board approved managers meetings
  - b. RRWD Board approved delegated duties and responsibilities
3. Board will delegate RRWD staff to communicate with landowner concerns and issues.
4. Continue to improve staff/manager communications on programs and watershed concerns.
5. RRWD Board of Managers/Staff will follow all state and federal approved statutes/guidelines for district operations and projects.

There was discussion concerning obtaining files from JOR Engineering for the Hay Creek Project. A **motion** was made by Manager Voll and seconded by Manager Carriere for Administrative Assistant Halstensgard to go to Crookston and bring back information to be copied. Carried – unanimous.

A **motion** was made by Manager Voll to adjourn the meeting. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

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LeRoy Carriere, Secretary/Treasurer

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Tracy Halstensgard, Administrative Assistant