

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
August 9, 2012

Present were: Managers Lee Coe, Orville Knott, Dale M. Nelson, LeRoy Ose, Gene Tiedemann, Les Torgerson and Albert Mandt. Staff Present: Myron Jesme and Tammy Audette and Legal Counsel Sparby.

The Board reviewed the agenda. A motion was made by Knott, seconded by Ose, and passed by unanimous vote that the Board approve the agenda. Motion carried.

Motion by Knott, seconded by Torgerson, to dispense reading of the July 26, 2012 Board meeting minutes and approve them as printed. Motion carried.

The Board reviewed the Financial Report and Investment Summary dated August 7, 2012. Motion by Mandt, seconded by Torgerson, and passed by unanimous vote that the Board approve the Financial Report and Investment Summary dated August 7, 2012. Motion carried. Administrator Jesme stated that the Certificate of Deposit that expires on August 9, 2012 will not be reinvested, but deposited into the Northern State Bank checking account.

Administrator Jesme updated the Board on construction activity for RLWD Ditch 14, Project No. 171 and Thief River Falls Flood Damage Reduction Project, RLWD Project No. 171. Jesme stated that seeding and mulch has been substantially completed along Ditch 14.

The Board reviewed Pay Estimate No. 4 for Spruce Valley Corporation for construction of RLWD Ditch 14, Project No. 171. Jesme indicated that as part of the specifications, a 10% retainer will be held until final approval of the project. Based on the retainage of 10%, total payment owed for Pay Estimate #4 is \$126,243.38. Motion by Coe, seconded by Ose, to approve payment in the amount of \$126,243.38 to Spruce Valley Corporation for construction of RLWD Ditch 14, Project No. 171. Motion carried.

The Board reviewed Pay Estimate No. 4 for Spruce Valley Corporation for construction of the Thief River Falls Flood Damage Reduction Project, Project No. 171A. Jesme indicated that as part of the specifications, a 10% retainer will be held until final approval of the project. Based on the retainage of 10%, total payment owed for Pay Estimate #4 is \$680,045.02. Motion by Coe, seconded by Mandt, to approve payment in the amount of \$680,045.02, to Spruce Valley Corporation for construction of Thief River Falls Flood Damage Reduction Project, Project No. 171A. Motion carried.

The Board reviewed Change Order No. 1 for Spruce Valley Corporation for the Thief River Falls Flood Damage Reduction Project, RLWD Project No. 171A in the amount of \$36,587.05 to complete asphalt overlay on Edgewood Drive. Administrator Jesme stated that during construction, asphalt on Edgewood Drive was damaged due to some of the area being disturbed for access to utilities. The Contractor stated that they could have taken steps to help minimize damage in several areas and is willing to contribute \$5,000 towards this change order. Due to

the fact the City of Thief River Falls felt that within the next several years they would overlay this area, they would be willing to cost share the remaining balance of \$31,587.05 with the District. Motion by Ose, seconded by Tiedemann, to approve Change Order No. 1, for Spruce Valley Corporation for the Thief River Falls Flood Damage Reduction Project, RLWD Project No. 171A in the amount of \$31,587.05, to be split equally by the District and City of Thief River Falls, pending approval of the Thief River Falls City Council. Motion carried.

Engineer Nate Dalager, HDR Engineering, Inc. stated that Spruce Valley Corporation is currently working on the outlet structure and a culvert near the Challenger Elementary School for the Thief River Falls Flood Damage Reduction Project, No. 171A. Dalager stated that the project is nearing completion with the remaining work to be completed on the outlet and some touch-up work.

Engineer Jeff Langan, Houston Engineering, Inc. stated that the District received clearance from the U.S. Army Corps of Engineers to construct the downstream structure on the Grand Marais Creek Cut Channel, RLWD Project No. 60FF to a location near Station 5+70 which is approximately 120 feet east of the original location. Langan stated that the archaeological survey determined that artifacts found at the original location were approximately 7,692 years old. Construction on the structure will begin the week of August 13<sup>th</sup>. Langan stated that the alignment will not change, but will taper in sooner than the existing channel. The Contractor should be completed in the next several weeks, with some seeding completed today.

The Board reviewed Pay Estimate No. 4 for R.J. Zavoral & Sons, Inc. for construction of the Grand Marais Creek Cut Channel Stabilization Project, RLWD Project No. 60FF. Jesme indicated that as part of the specifications, a 10% retainer will be held until final approval of the project. Based on the retainage of 10%, total payment owed for Pay Estimate #4 is \$39,594.46. Motion by Knott, seconded by Tiedemann, to approve payment in the amount of \$39,594.46 to R.J. Zavoral & Sons, Inc. for construction of the Grand Marais Creek Cut Channel Stabilization Project, RLWD Project No. 60FF. Motion carried.

The Board reviewed Change Order No. 3, for R.J. Zavoral & Sons, Inc. for the Grand Marais Creek Cut Channel, RLWD Project No. 60FF in the amount of \$30,965.50. Motion by Tiedemann, seconded by Torgerson, to approve Change Order No. 3 for R.J. Zavoral & Sons, Inc. for construction of the Grand Marais Creek Cut Channel, RLWD Project No. 60FF. Motion carried.

Langan stated that Houston Engineering has completed a model of the Kameron Harstad driveway to determine what affect his driveway has on adjacent ring dikes as well as Polk County Road #64. Langan stated that the driveway does not have any measurable impact on the peak elevation on the Red River, and estimated that 200 to 300 cfs go over his driveway. Langan

recommends lowering his culvert approximately ½ foot and creating a 2 to 2.5% grade on his driveway. Mr. Harstad's driveway is higher than Polk County Road #64, but the proposed spillway is lower than Polk County Road #64. Langan stated that he felt they could armor the driveway enough for it not to erode. Right of way and access issues could be a concern and would need to be approved by both landowners.

Langan stated that an agency permitting meeting will be held in late August for the Grand Marais Creek Channel Restoration Project, RLWD Project No. 60F. A letter from the U.S. Army Corps of Engineers was received requesting the final plans. Channel capacity needs to be discussed with staff from the MnDNR. Langan stated that a cultural study will need to be completed and hopes that a hearing date could be set at the next District Board meeting.

Dalager stated that Plans and Specifications for the Chuck Flage Erosion Control Project, Project No. 175 will be ready for the August 23, 2012 District Board meeting.

Dalager stated that the Preliminary Engineers Report for the Brandt Channel, RLWD Ditch 15, Project No.175 will be complete in August.

Manager Nelson stated that the Budget and Salary Committee and staff reviewed the Job Descriptions and submitted them to Fox Lawson and Associates for their review. Motion by Tiedemann, seconded by Torgerson, to approve the amended Job Descriptions. Motion carried.

Legal Counsel Sparby reviewed the Job Evaluation and Compensation Study prepared by Fox Lawson and Associates. Sparby stated that they look at the job descriptions and determine a pay range using a band method. Legal Counsel Sparby recommended completing the report every five years. Motion by Mandt, seconded by Knott, to approve the Job Evaluation and Compensation Study prepared by Fox Lawson and Associates as presented. Motion carried.

Discussion was held on the 2013 Budget and Salary Schedule and the need for the Budget and Salary Committee to meet prior to next Board meeting.

Staff member Arlene Novak stated that a request was made of the availability of Direct Deposit for payroll checks. Novak stated that she had contacted Northern State Bank in regard to the process of direct deposits. Northern State Bank charges \$5.00 per occurrence, plus \$0.05 per check. Staff and Board members would be able to participate, with the checks for Board members who wish to participate being processed when staff payroll is processed. Motion by Coe, seconded by Ose, to authorize the use of Direct Deposits. Motion carried.

The Board reviewed the 2012 Taxable Market Values from the Department of Revenue.

Administrator Jesme stated that Chuck Fritz and Charlie Anderson were unable to attend today's meeting to discuss the 20% Flood Retention on the Red River of North, but wish to attend the District's August 23, 2012 meeting. It was the consensus of the Board to schedule Fritz and Anderson for 9:15 a.m. at the August 23, 2012 Board meeting.

The Board reviewed the City of St. Hilaire Wellhead Protection Plan Amendment, Part 1.

Administrator Jesme discussed Permit No. 12082, Polk County Highway Department, Belgium Township. Jesme and Loren Sanderson met with Polk County Engineer Rich Sanders and local landowners to discuss the permit application and local drainage concerns. Motion by Coe, seconded by Tiedemann, to table Permit No. 12082, Polk County Highway Department for further consideration. Motion carried.

The Board reviewed the permits for approval. Motion by Knott, seconded by Mandt, to approve the following permits with conditions stated on the permits: No. 12085, Steven Dahlin, Keystone Township, Polk County; No. 12089, Kent Hanson, Rocksbury Township, Pennington County; No. 12091, Pennington County Highway Department, Goodridge Township, Pennington County; No. 12092, Paul Caillier, Gentilly Township, Polk County; No. 12093, 12094, and 12099, Mike Tiedemann, Belgium Township, Polk County; No. 12095, 12096, 12097, and 12098, Mike Tiedemann, Euclid Township, Polk County; No. 12100, Robert Finstad, Rocksbury Township, Pennington County; 12101, Kratka Township, Pennington County; No. 12102, Agder Township, Marshall County; No. 12103 and 12104, Pennington County Highway Department, Mayfield Township, Pennington County; and No. 12107, Wald Farms, Fisher Township, Polk County. Motion carried.

#### Administrators Update:

- Manager Knott and Jesme will attend the RRWMB meeting in Ada on August 21, 2012.
- Jesme met with DNR Engineer Suzanne Jiwani and others on July 26<sup>th</sup> to discuss what types of programs would be useful in finalizing the FEMA/DFIRM map production for Pennington and Red Lake County. It was determined that shape files and PDF forms would be most useful. In reviewing the draft map production, the new maps are going to be very user friendly for various public and private entities.
- Jesme met with the Thief River Falls Lions Club to discuss watershed issues and gave a brief construction update on the Thief River Falls FDR Project as well as Ditch 14. Approximately 30 people were in attendance.
- Jesme is working on employee evaluations and will have them completed by the end of the week.
- Included in the packet is a July 2012 Water Quality Report.

Legal Counsel Sparby discussed Permit No. 09074, Kameron Harstad, Esther Township, Polk County.

Manager Coe stated that he was invited to attend a meeting with the Beltrami County NRCS and SWCD and will report back to the Board at the next meeting.

Motion by Ose, seconded by Knott, to adjourn the meeting. Motion carried.



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Orville Knott, Secretary