

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD March 4, 2015**

**ORDER:** Chairman LeRoy Carriere called the meeting to order at 3:00 p.m. and led the Pledge of Allegiance.

**MANAGERS PRESENT:** Aaron Magnusson, LeRoy Carriere, Tony Wensloff, Cody Schmalz and Carter Diesen.

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

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

**CONSULTING STAFF PRESENT:** Nate Dalager, HDR Engineering; Michelle Moren, Attorney

**DELEGATIONS PRESENT:** There were no delegates for the meeting.

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

**MINUTES:** A **motion** was made by Manager Magnusson and seconded by Manager Wensloff to approve the February 4<sup>th</sup>, 2015 regular meeting minutes with changes. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 25.88
LOW County -- share of taxes	\$ 132.61
RRWMB -- FY 15 Project Team reimbursement	\$ 10,935.56
<b>Total</b>	<b>\$ 11,094.05</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstengard -- wages	\$ 4,012.22
Torin McCormack -- wages	\$ 4,080.22
Tracy Halstengard -- mileage and reimbursement	\$ 343.28
Torin McCormack -- mileage and reimbursement	\$ 342.68
LeRoy Carriere -- per diem & expenses	\$ 314.10
Carter Diesen -- per diem & expenses	\$ 349.50
Aaron Magnusson -- per diem & expenses	\$ 304.39
Cody Schmalz -- per diem & expenses	\$ 247.79
Tony Wensloff -- per diem & expenses	\$ 445.84
PERA -- employer / employee contribution	\$ 1,371.48
Internal Revenue Service -- withholding	\$ 3,143.19
Sjobergs TV -- internet access	\$ 48.69
Marco -- copier maintenance	\$ 44.89
Minnesota Energy -- natural gas bill	\$ 65.22
CenturyLink -- phone service	\$ 129.16
City of Roseau -- utilities	\$ 402.42
Houston Engineering -- Beltrami PTServices through 2-22-15	\$ 254.75
HDR engineering -- December invoices	\$ -
RRWMA - \$27,529.69; Lake Bottom - \$6,444.69;	\$ 33,974.38
Patrick D Moren -- attorney fees from 11-13-14 through 2-20-15	\$ 2,587.50
MAWD -- Legislative Days registration	\$ 300.00
SuperOne Foods -- food for meetings and supplies	\$ 156.56
Scott's True Value -- coffee pot	\$ 151.48
Cardmember Service -- meeting exp; Steam Johnny freight;	\$ 1,489.71
Mitch Magnusson -- SD 51 debris removal contract	\$ 6,500.00
Subway -- meal for PT meeting	\$ 74.81
Subway -- meal for CAC meeting	\$ 74.81
MAWD -- annual dues	\$ 860.62
Minnesota Viewers Association -- annual dues	\$ 125.00
Roso Cleaners & Laundromat -- Oct. - Feb rug rental	\$ 94.05
Minnesota Association of Drainage Inspectors -- annual dues	\$ 125.00
Thune Insurance Network -- policy	\$ 5,456.12
DMV -- ranger license	\$ 51.00
Livingston -- shipping exp for steam Johnny (Broker services)	\$ 865.08
North Pine Services -- cleaning SD 51	\$ 9,658.75
Remedies -- Two Rivers joint meeting	\$ 264.80
<b>Total</b>	<b>\$ 78,709.49</b>

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

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

## **PERMITS:**

The Board discussed Permit #15-01 (Mike Jorgenson). The permit remained tabled. Attorney Moren will review the file.

## **PROJECTS:**

Administrator Halstensgard explained information from a meeting held in Fargo on March 2 concerning federal funding. After discussion, a **motion** was made by Manager Wensloff recommended that the RRRRA apportion the RCPP funding to the Technical Assistance portion of project development, seconded by Manager Magnusson. Motion carried unanimously.

The Board was provided with a copy of the Operation and Maintenance plan for the RRWMA project. There was discussion on the Project Team meeting held February 19<sup>th</sup>. Engineer Dalager discussed the mitigation for the project.

Engineer Dalager discussed the Lake Bottom Project Team meeting. The board discussed the various alternatives and the drainage in the area. How the retention project and the drainage ditches are funded and the statutes governing them were discussed. Engineer Dalager gave a brief presentation on the proposed project. Administrator Halstensgard suggested having RLWD Administrator Myron Jesme attend the next board meeting to discuss drainage projects.

After discussion on the CD 8 recommendations, a **motion** was made by Manager Diesen, seconded by Manager Schmalz to hire HDR to draft a plan to repair the outlet of CD 8. Motion carried with Manager Wensloff abstaining. Manager Magnusson spoke about his conversation with Kelly Christianson. Technician McCormack discussed the records on the ditch. Staff will send a letter to Douglas Erickson stating that his request would be considered a private crossing and not eligible for maintenance. A **motion** was made by Manager Magnusson, seconded by Manager Diesen to have Halverson Sand and Gravel do the repair to the four inlet culverts under the township road. Motion carried unanimously.

**RRWMB:** Chairman Carriere gave an update on the last meeting. Manager Magnusson had also attended the meeting. Items discussed at the meeting included project funding and the administrative expenses the RRWMB is incurring. The next meeting will be March 17<sup>th</sup> in Crookston.

## **ADMINISTRATIVE REPORT:**

- CAC meeting – good meeting, new members and Amy Brateng took notes and provided a typed copy. Dave Grafstrom sent an email about additional stream gaging. Engineer Dalager stated that the benefit of staff gaging doesn't justify the costs; additionally the consistency and accuracy are not precise enough.
- Utilizing SD 51 funds for project development. Attorney Moren will review legal requirement.
- Basin Administrators meeting.
- Managers Diesen and Carriere as well as Administrator Halstensgard will be attending Legislative Days
- Managers Wensloff, Magnusson, Carriere and Diesen will be attending the March Conference. Manager Schmalz may attend if able.

- The board decided on the purchase of 10 new chairs for the board room.
- Having an article in the SWCD newsletter.
- District website – the Board directed Administrator Halstensgard to work with April Swenby on an updated website.

**TECHNICAL REPORT:**

- Drainage inspector workshop
- Flex work schedule
- Duxby Levee brushing - A **motion** was made by Manager Magnusson, seconded by Manager Wensloff to hire North Pine Services to do brushing on the Levee. Motion carried unanimously.
- Palmville access maintenance.
- SD 51 debris removal update

**OLD BUSINESS:** Technician McCormack will be meeting with Brad Blawat and a representative from the Trangsrud family to discuss the permit applied for by Blawat Farms.

**NEW BUSINESS:** There were no items of New Business at this meeting.

**OTHER ITEMS:** Items were discussed previously in the meeting.

A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to approve the Managers' and staff expense vouchers. Motion carried unanimously.

The April meeting will be scheduled for 8 a.m. on the 1<sup>st</sup>.

The WRAPS kickoff meeting will be held at the office on March 19<sup>th</sup> at 4:00 p.m.

After a **motion** by Manager Schmalz and second by Manager Wensloff, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator