

MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD APRIL 6, 2016

ORDER: Chairman Tony Wensloff called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: LeRoy Carriere, Tony Wensloff, Carter Diesen, Cody Schmalz and Jason Braaten.

STAFF PRESENT: Administrator Halstengard and Technician McCormack

OTHERS PRESENT: Refer to attendance sheet.

CONSULTING STAFF PRESENT: Nate Dalager, HDR Engineering; Michelle Moren, Attorney; Jerry Bents, Houston Engineering.

DELEGATIONS PRESENT: Torris Bakken, Spruce Township.

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

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Braaten to approve the March 2, 2016 regular meeting minutes as mailed. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Braaten to approve the April 1, 2016 special meeting minutes as mailed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 40.71
RRWMB -- Lake Bottom advance	\$ 135,000.00
LeRoy Carriere -- conference registration reimbursement	\$ 225.00
State of Minnesota -- BWSR grant payment	\$ 129,750.00
RRWMB -- Project Team reimbursement	\$ 15,000.00
Total	\$ 280,015.71

Bills	Amount
Tracy Halstengard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstengard -- mileage and reimbursement	\$ 795.78
Torin McCormack -- mileage and reimbursement	\$ 1,101.22
LeRoy Carriere -- per diem & expenses	\$ 161.61
Carter Diesen -- per diem & expenses	\$ 506.01
Jason Braaten -- per diem & expenses	\$ 162.29
Cody Schmalz -- per diem & expenses	\$ 120.56
Tony Wensloff -- per diem & expenses	\$ 78.44
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 3,565.03
MN State withholding -- Payroll tax withheld	\$ 628.00
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance	\$ 51.62
Minnesota Energy -- natural gas bill	\$ 158.29
CenturyLink -- phone service	\$ 166.46
City of Roseau -- utilities	\$ 269.56
HDR engineering -- invoices for 1/24/16 to 2/20/16	\$ 40,641.46
RRWMA - \$12,970.06; Lake Bottom - \$18,370.06; WRAPS -- \$9,301.34	
Roseau Ace Hardware -- WMA mitigation supplies	\$ 148.21
Cardmember Services -- registration, St. Paul trip &	\$ 478.31
Roseau Times Region -- notice & ad for bids	\$ 228.83
The Tribune -- ad for bids	\$ 382.05
Quick Print -- RRWMA plans & specs	\$ 343.60
D&E sports Shop -- ranger service	\$ 103.96
Scott's True Value -- supplies	\$ 30.32
Solinst Canada Ltd -- dataloggers	\$ 5,099.46
SuperOne Foods -- food and supplies	\$ 47.55
Thune Insurance -- Auto Policy renewal & officer's bond	\$ 1,851.00
Roseau County Treasurer -- 1st half property taxes	\$ 5,367.67
Moren Law Office -- Jan - March billing (Admin \$600 & RRWMA \$3000)	\$ 3,600.00
Total	\$ 76,336.03

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

PERMITS:

After discussion on permit #16-02 (MN DNR), a **motion** was made by Manager Carriere, seconded by Manager Braaten to approve the permit as requested. Motion carried unanimously.

After discussion on permit #16-03 (Mike & Amy Jorgenson), a **motion** was made by Manager Diesen, seconded by Manager Braaten to approve the permit as requested. Motion carried unanimously.

PROJECTS:

RRWMA: Administrator Halstengard briefly discussed the bid tabulation and bond verification that took place after the bid opening. Engineer Dalager discussed the timeframe outlined in the two bid amounts. The engineer's recommendation was to accept RJ Zavoral & Sons as the apparent low bidder and award the contract. Manager Schmalz asked about changes or additions to construction. Engineer Dalager explained that they would be handled by either a separate contract or a change order to this contract, depending on the work. A **motion** was made by Manager Carriere, seconded by Manager Diesen to accept the base bid by RJ Zavoral & Sons in the amount of \$2,298,396.05 with construction to be completed by September 15, 2016; to approve the contract between RJ Zavoral & Sons and the Roseau River Watershed District and authorize Chairman Wensloff to sign the contract upon approval of the attorney and engineer. Motion carried with Manager Schmalz opposed. Technician McCormack discussed the seed for the mitigation work. He gave the board a cost estimate. Manager Schmalz asked about the type of seed mixed and if it could be a blend that could be used as hay or forage for elk. Technician McCormack explained that this will be a site set aside and designated as a wetland to offset the wetlands impacted by construction. A **motion** was made by Manager Braaten, seconded by Manager Carriere to purchase the required seed. Motion carried with Manager Schmalz opposed.

Norland: Administrator Halstengard discussed the funding for the mitigation work. A **motion** was made by Manager Carriere, seconded by Manager Braaten to adopt the Local Government Resolution for state grant funding and authorize Chairman Wensloff to sign the resolution. Motion carried unanimously. The board discussed the Right of Entry Form requested by Minnesota Power for the Great Northern Transmission Line. A **motion** was made by Manager Braaten, seconded by Manager Diesen to authorize Chairman Wensloff to sign the Right of Entry. Motion carried unanimously. Technician McCormack updated the board on the mitigation work.

DELEGATIONS: Torris Bakken, Spruce Township representative, met with the board to discuss the issue of the condition of the Mattson Island Road where the Hay Creek project moved a portion of the road. After extensive discussion on the history of the project, responsibility for maintenance and work that could be done to remediate the issue the board directed Attorney Moren and staff to further investigate.

PROJECTS (Cont.):

Lake Bottom: Engineer Dalager will present the Preliminary Engineer's report at the May meeting. Administrator Halstengard will coordinate with Randy Prachar and Engineer Dalager to coordinate a landowner meeting. Administrator Halstengard discussed testifying before the Senate Finance Committee for funding for final engineering.

Whitney Lake: There is nothing new to report on the RCPP funding process. Technician McCormack discussed a landowner dispute on the watershed boundary.

Beltrami: Engineer Jerry Bents gave a presentation to the board on the NRCS requirements, timelines and costs. A **motion** was made by Manager Braaten, seconded by Manager Carriere to request 25% project cost share from the RRWMB for the RCPP projects. Motion carried unanimously.

RRWMB:

- BDSWD project funding request
- Funding for committee members
- LeRoy Osse replaced Orvil Knott
- Next meeting is in Fertile on April 19th & FDRWG meeting on April 20th in Detroit lakes
- Upcoming RRIW tour

ADMINISTRATIVE REPORT:

- Initial WRAPS report
- RRIW tour April 7th
- Project facilitation/process management – there hasn't been much interest basin wide
- FY 2016 first quarter Administrative budget
- A **motion** was made by Manager Diesen, seconded by Manager Schmalz to pay the first half of the property taxes. Motion carried unanimously.

TECHNICAL REPORT:

- Scour at the Norland impoundment
- Minnesota Conservation Corps work
- Duxby brushing by Northwest Concrete
- Palmville gopher control
- WD 3 vandalism and repairs
- Ditch 8 CWF repair work
- BWSR BBR
- Side water inlet cost share with SWCD
- DNR wetland delineation work
- MADI meeting report
- Purchase of work truck – A **motion** was made by Manager Braaten, seconded by Manager Diesen to purchase the truck outlined in the quote for \$29,148.00 (V6 model). Motion carried with Manager Carriere abstaining. A **motion** was made by Manager Braaten, seconded by Manager Schmalz to upgrade the tires

OLD BUSINESS: There was discussion on the status of sending letters to landowners adjacent to the Norland impoundment. Attorney Moren and staff will draft a letter.

Manager Braaten spoke about the traps in the WD 3 system.

NEW BUSINESS: No New Business for this meeting.

OTHER ITEMS: Wilfred Moser asked about the Beaver Impoundment site and the Beltrami project.

Staff will coordinate a time to give an update to the Roseau County Board.

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

After a **motion** by Manager Schmalz and second by Manager Carriere, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator