

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD DECEMBER 4, 2016**

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

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

STAFF PRESENT: Administrator Halstensgard and Technician McCormack

OTHERS PRESENT: refer to attendance sheet.

CONSULTING STAFF PRESENT: Nate Dalager & Randy Knott, HDR Engineering;
Michelle Moren, Attorney.

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

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Braaten to approve the November 2, 2016 regular meeting minutes as distributed. Motion carried unanimously.

A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the November 29, 2016 Public Hearing minutes with changes as recommended by the attorney. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 45.34
Red River Watershed Management Board -- RRWMA cost share	\$ 66,759.78
State of Minnesota -- Market Value Credit	\$ 6,352.71
State of Minnesota -- RRWMA reimbursement	\$ 298,924.38
Total	\$ 372,082.21

Bills	Amount
Tracy Halstensgard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstensgard -- mileage and reimbursement	\$ 302.00
Torin McCormack -- mileage and reimbursement	\$ 17.30
LeRoy Carriere -- per diem & expenses	\$ 629.61
Carter Diesen -- per diem & expenses	\$ 311.61
Jason Braaten -- per diem & expenses	\$ 162.29
Tony Wensloff -- per diem & expenses	\$ 235.18
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	
MN State withholding -- Payroll tax withheld	
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance & annual audit	\$ 59.37
Minnesota Energy -- natural gas bill	\$ 114.15
CenturyLink -- phone service	\$ 110.33
City of Roseau -- utilities	\$ 227.01
HDR engineering -- invoices for 9/25/16 - 10/29/16	\$ 31,613.47
RRWMA - \$14,201.29; RL - \$12,157.18; CD 8 - \$2,755.00; Duxby - \$2,500	
Liberty Mutual -- Managers bond	\$ 100.00
Cardmember Services -- BWSR Academy expenses	\$ 430.52
Roseau Times Region -- notices & subscription	\$ 245.78
Moren Law Office -- legal fees	\$ 1,125.00
Houston Engineering -- Beltrami Project	
Lake Country Chevrolet -- vehicle maintenance	\$ 52.73
SuperOne Foods -- food for meetings	\$ 15.02
RJ Zavoral & Sons, Inc -- Pay estimate #6	\$ 334,179.05
Brady Martz -- 2015 Audit	\$ 5,750.00
PKM electrick Co-op -- RRWMA construction expense	\$ 55,000.00
Northern Resources Cooperative -- gas	\$ 68.65
Dot.com connection -- website maintenance	\$ 318.00
Total	\$ 441,315.81

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

PERMITS:

Technician McCormack discussed permit application #16-36 (Adam Stoe). A **motion** was made by Manager Carriere, seconded by Manager Diesen to deny the permit as requested due to ongoing work in the area with the Whitney Lake project. Motion carried unanimously.

Technician McCormack discussed permit application #16-37 (Brent Haugen). Roseau County Highway Dept. provided a statement on the proposed work. A **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the permit for a 36" culvert. Motion carried unanimously.

Chairman Wensloff abstained for the discussion. Technician McCormack discussed permit application #16-40 (Jeff Wiltse). A **motion** was made by Manager Carriere, seconded by Manager Diesen to approve the permit as requested. Motion carried with Chairman Wensloff abstaining.

Technician McCormack discussed permit application #16-41 (Matt Magnusson). A **motion** was made by Manager Diesen, seconded by Manager Braaten to table the permit for additional information. Motion carried unanimously.

PROJECTS:

Beltrami: Administrator Halstensgard noted that the November Project Team meeting has been rescheduled for January. The RCPP reimbursement was paid by NRCS.

Whitney Lake: Administrator Halstensgard gave the board a recap of the landowner meeting. The landowners want to meet at least 1 more time in January. There will be a formal kick-off meeting in February or March and the Project Team process will be initiated in early 2017. There was discussion on the level of involvement of local landowners and the desire to see something done soon. There was a brief discussion on funding.

Ditch 8 and other maintenance: Technician McCormack discussed the construction work that has been completed. Contacting landowners for the sidewater inlets is currently underway. Chairman Wensloff will speak with some of the landowners about scheduling a landowner meeting.

DELEGATION: Dave Grafstrom spoke to the board as a representative for his family concerning land they own next to the Norland Impoundment. The Grafstrom's have stated they have drainage issues on a parcel of land. Some of the options for improving that have been suggested include:

- Cleaning the collector ditch (was supposed to be done this year but was not completed due to conditions)
- Cleaning the field drains (Mr. Grafstrom stated this would be the responsibility of the landowner)
- Utilizing the exterior ditch to drain to the east and north
- Address the drainage issues with County Ditch 18
- Pumping into the impoundment
- Breaching the impoundment dike

After discussion, a **motion** was made by Manager Carriere, seconded by Manager Diesen to clean the exterior ditch and remove the material plugging the field drains. Staff will advertise for quotes in the spring. Motion carried with Manager Braaten abstaining.

The Board discussed the use of UAV's and the programs being developed at Northland Community & Technical College with Mr. Grafstrom and Engineer Dalager.

PROJECTS (Cont.):

RRWMA: Engineer Randy Knott discussed the final fall construction items. WMA Manager Randy Prachar spoke about his concern with hauling wet material on the dike road during the excavation of the conveyance channel. The likely scenario will be to place the spoil on the dike adjacent to the excavation. The board will be getting an update on quantities for the next meeting. Additional gravel was ordered for road maintenance. There will also be a request for the pumping costs due to weather.

Roseau Lake: The board reviewed the information from the public hearing and discussed the statute which the project will proceed under. There was discussion on the project benefits to local landowners. A **motion** was made by Manager Braaten, seconded by Manager Carriere to proceed with the project, approve the Finding of Fact at adopt the Order to Proceed. Chairman Wensloff will sign the Findings and Order. Motion carried unanimously.

REPORTS:

RRWMB: Manager Carriere discussed the following items:

- Hiring a lobbyist
- Whether or not to continue the contract with the Public Relations firm

Administrator: Administrator Halstengard reported on the following items:

- Lack of March conference planning
- Prairie Grains conference
- WRAPS update - utilizing the public relations plan for other projects
- MAWD conference update – extensive discussion on the resolutions adopted and what has been recommended to move forward to the Legislature.
- Budget update
- Campaign finance reporting

Technician: Technician McCormack updated the board on the following items:

- Brushing on 400th St of the WMA project
- The Nature Conservancy (TNC) – to complete work on TNC land, NRE benefits have to shown.
- Clean Water Fund grant update – acquiring information from Canada
- Haying/mowing contracts for Norland and the West Interceptor
- Duxby culvert replacement

OLD BUSINESS: The Board discussed options to address the Buffer Law impacts to the District. It was the consensus of the board to work with the County and SWCD and coordinate our work with landowners. Administrator Halstengard will schedule a meeting in January.

NEW BUSINESS:

Butch Baumgartner brought in issue to staff concerning the state of repair of a ditch inletting into SD 51. Manager Braaten viewed the site and reported on the condition of the trap and outlet. More information will be gathered and a repair plan will be presented to the board at a future meeting.

Matt Magnusson asked about beaver & beaver dam removal in the ditch just east of Stoe's Bridge. Because it is an unorganized township, it was the recommendation of the board for Mr. Magnusson to contact the county again.

Randy Prachar, Roseau River WMA Manager, updated the board on the drawdown of the pool levels.

Administrator Halstensgard discussed the contract for Roseau Lake project final engineering with HDR. A contract is necessary to move forward and allow reimbursement through the LSOHC grant. A **motion** was made Manager Carriere, seconded by Manager Braaten to approve the scope of work and authorize final engineering with HDR. Chairman Wensloff is authorized to sign the contracts. Motion carried unanimously.

Chairman Wensloff read aloud the resolution to close the meeting for employee evaluations. A **motion** was made by Manager Diesen, seconded by Manager Braaten to adopt the resolution to close the meeting for employee evaluations. Motion carried unanimously. Administrator Halstensgard and Technician McCormack elected to perform the evaluations jointly.

After the closed evaluation and discussion, Manager Carriere made a **motion** to open the regular meeting, seconded by Manager Braaten. Motion carried unanimously. A **motion** was made by Manager Braaten, seconded by Manager Diesen to increase the employee's salary by 2.5% and insurance stipend by 10%. Motion carried unanimously. A **motion** was made by Manager Braaten, seconded by Manager Diesen to change Torin McCormack's title from District Technician to Watershed Specialist. Motion carried unanimously. After discussion, a **motion** was made by Manager Diesen, seconded by Manager Braaten to advertise for the position of a District Assistant as described in the job description. Motion carried unanimously.

OTHER BUSINESS:

Manager Diesen read the vouchers aloud and a **motion** was made by Manager Carriere, seconded by Manager Braaten to approve the Managers' and staff expense vouchers. Motion carried unanimously.

There being no further action items on the agenda, a **motion** was made by Manager Braaten and second by Manager Diesen, the meeting was adjourned at 12:37 p.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator