

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD FEBRUARY 2, 2016**

**ORDER:** Chairman Tony Wensloff called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

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

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

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

**CONSULTING STAFF PRESENT:** Randy Knott, HDR Engineering;

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

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

**MINUTES:** A **motion** was made by Manager Carriere and seconded by Manager Diesen to approve the January 6, 2016 regular meeting minutes with changes. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 30.82
Marshall County -- share of taxes	\$ 334.54
Beltrami County -- share of taxes	\$ 337.63
LOW County -- share of taxes	\$ 124.04
Roseau County -- share of taxes	\$ 28,938.88
State of Minnesota -- RRWMA reimbursement	\$ 40,619.96
Roseau SWCD -- Weed Management Grant reimbursement	\$ 1,273.60
<b>Total</b>	<b>\$ 71,659.47</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstensgard -- mileage and reimbursement	\$ 194.74
Torin McCormack -- mileage and reimbursement	\$ 155.60
LeRoy Carriere -- per diem & expenses	\$ 138.53
Carter Diesen -- per diem & expenses	\$ 322.97
Jason Braaten -- per diem & expenses	\$ 517.51
Cody Schmalz -- per diem & expenses	\$ 295.13
Tony Wensloff -- per diem & expenses	\$ 78.44
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 3,584.16
MN State withholding -- Payroll tax withheld	\$ 628.00
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance	\$ 51.62
Minnesota Energy -- natural gas bill	\$ 212.62
CenturyLink -- phone service	\$ 114.69
SuperOne Foods -- food for meetings	\$ 40.08
City of Roseau -- utilities	\$ 263.20
HDR engineering -- invoices for 11/29/15 through 12/26/15 RRWMA - \$1,477.00; Lake Bottom - \$23,832.33; WRAPS -- \$2,345.25	\$ 27,654.58
Clair Kjersten -- Mowing Duxby Levee	\$ 525.00
Cardmember Services -- RRBC conference and meeting expense	\$ 314.65
Roseau Times Region -- notice	\$ 14.13
Moren Law office -- legal services for Oct - Dec 2015	\$ 1,575.00
SFM -- workers comp insurance	\$ 473.00
Liberty Mutual -- Officers Bond	\$ 100.00
Mitch Magnusson -- SD 51 debris removal	\$ 6,500.00
<b>Total</b>	<b>\$ 54,002.39</b>

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

**PERMITS:**

After discussion on the extension request for Permits #14-02, 14-03 & 14-14 (Erik Dunham), a **motion** was made by Manager Carriere, seconded by Manager Diesen to approve the permit extensions. Motion carried unanimously.

**DELEGATIONS:** Todd Miller, Roseau County Commissioner, had requested to be on the agenda but was not in attendance.

**PROJECTS:**

Technician McCormack updated the board on the status of the permit applications. Engineer Randy Knott, HDR Engineering, provided the board with a copy of the project Plans and Specifications. There was discussion on the bidding process and opening date. A **motion** was made by Manager Braaten, seconded by Manager Carriere to accept the Construction Plans

and Specification documents. There was some discussion on how any changes to the plans would be handled. Changes that do not change quantities will be handled in the field, and changes that have cost implications will go through the change order process. Motion carried with Manager Schmalz opposed. A **motion** was made by Manager Carriere, seconded by Manager Diesen to authorize advertising for bids with the bid opening scheduled for March 2<sup>nd</sup> at 2 p.m. Motion carried with Manager Schmalz opposed. Administrator Halstensgard discussed the status of the JPA.

Lake Bottom: Technician McCormack spoke about the DEM modeling and gave an update on the Project Team meeting held January 21. There was discussion on the FDR and NRE goals and elevations for the project. Wetland mitigation options were also discussed. EAW and Pool Management committees were formed. The next Project Team meeting was scheduled for March 17. Administrator Halstensgard discussed funding, the Step I submittal and advance of funds from the RRWMB.

Beltrami: Administrator Halstensgard reported that we are still waiting for the NRCS agreement for the RCPP funding. There was discussion on the Authorized Representative for the RCPP funding for both contracts.

Whitney Lake: Administrator Halstensgard discussed the forms to complete the application process. A **motion** was made by Manager Carriere, seconded by Manager Braaten to name Administrator Halstensgard as the Authorized Representative for the RCPP funding contracts. Motion carried unanimously.

#### **RRWMB:**

- Whitney Lake
- Lake Bottom funding
- COE meeting – Tamara Camaron and Collin Peterson attended
- Ben Kleinwachter is now the Associate Chair
- Dan Thul is retiring in July

#### **ADMINISTRATIVE REPORT:**

- BWSR grants – A **motion** was made by Manager Carriere, seconded by Manager Schmalz to name Administrator Halstensgard as the Authorized Representative and approve the terms of the contracts. Motion carried unanimously.
- After discussion on the Administrative Fund, a **motion** was made by Manager Braaten, seconded by Manager Carriere to allocate 37,500 to the Restricted Building Fund. Motion carried unanimously.
- Letter to the County concerning the building lease -- Administrator Halstensgard presented information on various property alternatives and a draft letter to the County. The Board toured the old jail portion of the building. The consensus of the board was to send the letter to the County Board with the recommended changes.
- Manager Carriere made a **motion** to accept the agreement for the 2015 Audit Report with Brady Mertz accounting firm, seconded by Manager Diesen. Motion carried unanimously.
- After discussion, the Board directed Administrator Halstensgard to draft a letter to the City of Roseau declining to participate in the future maintenance of the East Diversion Gage.
- WRAPS Kick-off and CAC meeting planning update
- Rep. Fabian's listening session in TRF tomorrow

- Parking lot snow removal was discussed. A **motion** was by Manager Carriere, seconded by Manager Diesen to hire Halverson Sand and Gravel for snow removal on as needed basis. Motion carried unanimously.

**TECHNICAL REPORT:**

- Debris removal contracts – A **motion** was made by Manager Braaten, seconded by Manager Schmalz to hire NWCC to complete the brushing on the Duxby Levee. Motion carried unanimously. A **motion** was made by Manager Schmalz, seconded by Manager Diesen to hire North Pine Services to complete the debris removal on SD 51. Motion carried unanimously.
- Norland Mitigation Plan update
- There was discussion on hiring a summer intern. A **motion** was made by Manager Diesen, seconded by Manager Carriere to offer Brady Castle an internship with the same terms as last year.
- There was discussion on the purchase of a District work truck.
- Discussion on the traps on WD 3.

**OLD BUSINESS:** There were no items of Old Business at this meeting.

**NEW BUSINESS:** Workers' comp insurance packet was received.

**OTHER ITEMS:**

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

After a **motion** by Manager Braaten and second by Manager Schmalz, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstengard, Administrator