

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

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

**MANAGERS PRESENT:** LeRoy Carriere, Tony Wensloff, Jason Braaten, 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:** Todd Peterson and Jeff Pelowski, City of Roseau.

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

**MINUTES:** A **motion** was made by Manager Braaten and seconded by Manager Diesen to approve the December 1, 2015 regular meeting minutes with changes. Motion carried unanimously. A **motion** was made by Manager Wensloff and seconded by Manager Braaten to approve the November 24, 2015 Public Hearing minutes as presented. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 38.64
RRWMB -- lunch reimbursement	\$ 337.51
Kittson County Share of taxes	\$ 2,316.06
Marshall County -- share of taxes	\$ 56.88
Marshall County -- share of taxes	\$ 266.88
Beltrami County -- share of taxes	\$ 1,409.16
LOW County -- share of taxes	\$ 321.53
Roseau County -- share of taxes	\$ 106,721.38
State of Minnesota -- MVC	\$ 8,945.73
<b>Total</b>	<b>\$ 120,413.77</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstengard -- wages	\$ 4,227.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstengard -- mileage and reimbursement	\$ 335.88
Torin McCormack -- mileage and reimbursement	\$ 529.20
LeRoy Carriere -- per diem & expenses	\$ 737.97
Carter Diesen -- per diem & expenses	\$ 380.87
Jason Braaten -- per diem & expenses	\$ 162.28
Cody Schmalz -- per diem & expenses	\$ 120.56
Tony Wensloff -- per diem & expenses	\$ 622.79
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 3,693.48
MN State withholding -- Payroll tax withheld	\$ 643.00
Sjobergs TV -- internet access	\$ 48.69
Marco -- copier maintenance	\$ 51.62
Minnesota Energy -- natural gas bill	\$ 157.36
CenturyLink -- phone service	\$ 105.08
City of Roseau -- utilities	\$ 241.11
HDR engineering -- invoices for 11/1/15 through 11/28/15	\$ 16,639.21
RRWMA - \$1,427.00; Lake Bottom - \$10,089.21; WRAPS -- \$5,123.00	
Jon Schauer, Dba Consulting Unlimited -- year end bookkeeping	\$ 1,994.59
Cardmember Services -- MAWD conference and meeting expense	\$ 1,103.59
RRWMB -- stream gage cost share	\$ 10,573.00
RRWMB -- share of taxes	\$ 20,388.18
Roso Cleaners -- rug rental May through November	\$ 131.67
Multi Office Products -- office supplies	\$ 99.36
Thomson Reuters -- MN Statute pocket part	\$ 56.64
Postmaster -- stamps	\$ 98.00
Dot.com conntection -- website	\$ 30.00
Superone Foods -- food for meeting (RRWMB reimbursed)	\$ 402.58
Fleet Supply -- supplies	\$ 24.56
<b>Total</b>	<b>\$ 69,568.97</b>

**BILLS:** A **motion** was made by Manager Diesen to pay the normal monthly bills, seconded by Manager Wensloff. Motion carried unanimous. There was discussion on the 2015 Year End Administrative Budget. Preliminary numbers show the District closed 2015 approximately \$61,000 under budget for the Administrative fund. The Board will review options for those funds at the February meeting. The Board discussed the current facility and the dedicated building fund.

**ELECTION OF OFFICERS:** Chairman Carriere stated he would be stepping down as Chairman to allow for other Managers to become more involved in Board activities. Manager Carriere called for nominations for Chairman. Manager Schmalz nominated Manager Wensloff for Chairman, seconded by Manager Diesen. A **motion** to cease nominations and cast a unanimous ballot for Manager Wensloff for Chairman was made by Manager Braaten, seconded by Manager Diesen. Motion carried unanimously.

Manager Carriere called for nominations for Vice-Chairman. Manager Diesen nominated Manager Braaten for Vice – Chairman, seconded by Manager Wensloff. A **motion** to cease nominations and cast a

unanimous ballot for Manager Braaten for Vice-Chairman was made by Manager Wensloff, seconded by Manager Schmalz. Motion carried unanimously.

Manager Carriere called for nominations for Secretary. Manager Wensloff nominated Manager Schmalz for Secretary, seconded by Manager Braaten. The **motion** to cease nominations and cast a unanimous ballot for Manager Schmalz was made by Manager Wensloff, seconded by Manager Braaten. Motion carried unanimously.

Manager Carriere called for nominations for Treasurer. Manager Braaten nominated Manager Diesen for Treasurer, seconded by Manager Wensloff. The **motion** to cease nomination and cast a unanimous ballot for Manager Diesen was made by Manager Wensloff and seconded by Manager Schmalz. Motion carried unanimously.

The meeting was turned over to Chairman Wensloff

A **motion** was made by Manager Diesen and seconded by Manager Schmalz to name Citizens State Bank and Border State Bank as official depositories. Motion carried unanimously.

A **motion** was made by Manager Carriere and seconded by Manager Diesen to name Roseau Times-Region as official newspaper. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Braaten to name Attorney Michelle Moren as primary Legal council on fee basis and contract with other firms on fee basis as deemed necessary by the board. Motion carried unanimously.

A **motion** was made by Manager Diesen, seconded by Manager Carriere to appoint no primary engineering firm

A **motion** was made by Manager Carriere, seconded by Manager Schmalz to appoint managers Wensloff and Diesen as delegates on the Beltrami Project Team. Motion carried unanimously.

A **motion** was made by Manager Diesen, seconded by Manager Schmalz to appoint managers Schmalz and Braaten as delegates on the RRWMA Project Team. Motion carried unanimously.

A **motion** was made by Manager Schmalz, seconded by Manager Braaten to appoint managers Braaten and Carriere as delegates on the Lake Bottom Project Team. Motion carried unanimously.

A **motion** was made by Manager Braaten, seconded by Manager Schmalz to appoint managers Wensloff and Braaten as delegates on the Whitney Lake Project Team. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Braaten to appoint Managers Diesen as delegates as the FSA representative. Motion carried unanimously.

A **motion** was made by Manager Braaten, seconded by Manager Carriere to appoint Manager Carriere and Manager Schmalz as delegates on the Roseau River International Watershed Board. Motion carried unanimously.

A **motion** to appoint Manager Carriere as the delegate and name the board and staff as alternates to the RRWMB and was made by Manager Diesen, seconded by Manager Schmalz. Motion carried unanimously.

A **motion** was made by Manager Braaten, seconded by Manager Schmalz to appoint managers Wensloff and Carriere to the Personnel Committee. Motion carried unanimously.

A **motion** was made by Manager Schmalz, seconded by Manager Diesen to appoint managers Wensloff and Braaten to the Land Use Committee. Motion carried unanimously.

After discussion, no action was taken on the public relations committee.

There was discussion on the 2015 meetings. The Citizens Advisory Committee meeting was scheduled for February 25<sup>th</sup>, 2016. There was discussion on scheduling a landowner meeting and what topics could be discussed.

**DELEGATIONS:** Todd Peterson and Jeff Pelowski represented the City of Roseau and presented a proposal to the Board on maintenance costs for the stream gage installed on the East Diversion. Originally the City had requested a 50/50 cost share; the Board suggested a three way split with the City, County and Watershed. The County denied the request. Now the City's proposal is for the City to pay the installation, which they have, and for the Watershed District to pay for future maintenance in the amount of \$8,750 annually. After discussion, the Board decided to investigate the issue further.

**PERMITS:** Technician Torin McCormack discussed permit #15-37 (Brian Tveit). A **motion** was made by Manager Diesen, seconded by Manager Braaten to approve the permit application. Motion carried unanimously.

### **PROJECTS:**

RRWMA – Administrator Halstengard presented the board with a list of action items discussed at a meeting with the DNR that was held December 18<sup>th</sup> in Bemidji. One item the RRWD Board is responsible for in the near future is bidding the construction of the project. A landowner meeting had been scheduled, but the landowners felt a meeting wouldn't be necessary. Administrator Halstengard will draft a letter and send to the landowners.

Lake Bottom – This project was also discussed at the meeting in Bemidji. Continued funding of the preliminary engineering, project goals and objectives and environmental assessment were the issue discussed. The Step 1 was submitted to the RRWMB. They will make a decision at their January meeting. The Board directed Administrator Halstengard to draft a hardship letter to the RRWMB for their January meeting. A Project Team meeting was scheduled for January 21<sup>st</sup> at 1p.m.

Beltrami – Currently waiting for the NRCS contracts to be completed.

Whitney Lake – Completing the initial paperwork in the RCPP funding process.

Staff provided the board with a briefing on District activities as well as the Buffer Legislation.

**RRWMB REPORT:** Manager Carriere reported on the following:

- Lake Bottom Step 1
- Meeting in March to discuss the goals and mission of the Board
- This year is the reorganizational meeting for committees as well as board positions
- Orville Knott has resigned from the RRWMB from Red Lake WD

**ADMINISTRATIVE REPORT:**

- MAWD conference and Association of District Administrators meeting update
- Roseau Lake Watershed: Targeted Water Quality Improvement plan grants
- Press releases
- Campaign Finance reporting
- River keepers request

**TECHNICAL REPORT:**

- Buffer legislation – providing ditch information for mapping process
- Hunting access and policy on watershed property
- Permitting update on RRWMA project
- Culvert Inventory project completed and the report is available in the office
- BWSR grant for CD 8 project – a follow-up landowner meeting will be scheduled
- Complaint on WD 3traps – the Board directed the Technician to repair the traps
- Great Northern Transmission Line update
- Ditch cleaning along CR 10
- Watershed vehicle
- Debris removal on SD 51 – Technician McCormack will contact Northwest Concrete and North Pine for quotes

**OLD BUSINESS:** There were no items on the agenda under Old Business for the meeting.

**NEW BUSINESS:** Administrator Halstensgard discussed the purchase of a Microsoft Surface Tablet. A **motion** was made by Manager Carriere, seconded by Manager Diesen to purchase a tablet with a price cap of \$1,800.00. Motion carried unanimously. There was discussion on purchase of a new phone system.

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 Braaten and second by Manager Schmalz, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator