

MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD JULY 6, 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, Cody Schmalz, 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 & Jake Huwe, HDR Engineering; Michelle Moren, Attorney.

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

MINUTES: A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the June 1, 2016 regular meeting minutes as distributed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 44.21
Marshall County -- share of taxes	\$ 30.55
Lake of the Woods County -- share of taxes	\$ 618.96
Marshall County -- share of taxes	\$ 122.01
Thibert Chevrolet -- refund	\$ 9.25
State of Minnesota -- RRWMA project reimbursement	\$ 142,210.97
MN DNR -- RRWMA project reimbursement	\$ 1,670.00
Total	\$ 144,705.95

Bills	Amount
Tracy Halstensgard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstensgard -- mileage and reimbursement	\$ 264.60
Brady Castle -- wages & mileage	\$ 1,589.35
LeRoy Carriere -- per diem & expenses	\$ 138.52
Carter Diesen -- per diem & expenses	\$ 173.08
Jason Braaten -- per diem & expenses	\$ 162.28
Cody Schmalz -- per diem & expenses	\$ 241.13
Tony Wensloff -- per diem & expenses	\$ 156.88
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 4,130.51
MN State withholding -- Payroll tax withheld	\$ 730.00
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance & annual audit	\$ 455.37
Minnesota Energy -- natural gas bill	\$ 57.85
CenturyLink -- phone service	\$ 119.57
City of Roseau -- utilities	\$ 410.32
HDR engineering -- invoices for 5/1/16 - 5/28/16	\$ 35,021.14
RRWMA - \$14,010.70; Lake Bottom - \$21,010.44;	
Roseau Ace Hardware -- WMA & misc. supplies	\$ 210.69
Cardmember Services -- meeting expense & gas	\$ 237.16
Roseau Times Region -- notice & employment ad	\$ 259.90
Moren Law Office -- legal fees	\$ 1,050.00
Roso Cleaners & Laundromat -- rug rental	\$ 37.62
SuperOne Foods -- food for meetings	\$ 215.93
ODC Inc -- lath	\$ 44.57
Universal Screenprint -- posters	\$ 534.38
Northern Resources -- RRWMA mitigation expense	\$ 878.33
RRWMB -- share of taxes	\$ 48,523.46
RJ Zavoral & Sons, Inc -- Pay estimate #1	\$ 120,600.00
RJ Zavoral & Sons, Inc -- Pay estimate #2	\$ 137,034.00
Subway -- food for PT meeting	\$ 78.02
Thune Insurance Network -- vehicle insurance	\$ 852.00
Scott's True Value -- supplies	\$ 33.97
ESRI -- Software maintenance update	\$ 2,027.50
Total	\$ 366,516.87

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

DELEGATIONS: Mike Jorgenson met with the board to discuss the request to install a trap on a culvert 1 mile north of the intersection of County Roads 112 & 113. There was discussion on what was included in the original plan for the CR 12 ditching/berm work. Engineer Dalager stated that if a culver is part of a conveyance system, trapping will potentially cause issues with

the drainage in that system. Mr. Jorgenson will submit a permit application. Mr. Jorgenson also addressed the board with a drainage issue in Moose Twp Sects. 19 & 30. Mr. Jorgenson stated that there has been ditching activity around his property and his property has no adequate outlet. The land is in Two River Watershed District. There was some discussion on what ditch system the land pays tax into.

Richard Larson addressed the board concerning unpermitted ditching in sections 21 & 22 of Grimstad Township. Technician McCormack had sent an administrative violation letter concerning what unauthorized activity has taken place. Mr. Larson discussed the history and reason the work was completed. The main issue is the high potential for erosion the work created with minimal effort to protect the banks and road slope. Curtis Amundson, Township Board member, stated that the Township had not given approval for the work. Mr. Larson will work with Technician McCormack on a corrective action plan.

PERMITS:

Technician McCormack discussed permit application #16-13 (Douglas Erickson). After discussion, a **motion** was made by Manager Carriere, seconded by Manager Schmalz to approve the permit for an 18" cmp with trap. Motion carried unanimously.

Technician McCormack discussed an after-the-fact permit application #16-14 (Kyle Verbout). After discussion, a **motion** was made by Manager Diesen, seconded by Manager Carriere to deny the permit. Motion carried unanimously. There was discussion on the action available to the board including legal action and administrative compliance order. A **motion** was made by Manager Braaten, seconded by Manager Carriere to issue an administrative compliance order. Motion carried unanimously. Attorney Moren reiterated the process for an administrative compliance order.

Technician McCormack discussed permit #16-15 (Mark Wierschke). Due to inadequate time allowed for review, a **motion** was made by Manager Carriere, seconded by Manager Braaten to table the permit. Motion carried unanimously.

Technician McCormack discussed permit #16-16 (Erik Dunham). Due to inadequate time allowed for review, a **motion** was made by Manager Diesen, seconded by Manager Braaten to table the permit. Motion carried unanimously.

PROJECTS:

RRWMA: Administrator Halstensgard updated the board on project funding. Attorney Moren presented the board with a draft agreement between the District and Roseau County that sets forth the obligations of the District concerning the Unorganized Blooming Valley Township road that is associated with the project. After discussion, a **motion** was made by Manager Carriere to approve the draft upon Engineer Dalager and Attorney Moren to finalizing the details of the agreement, seconded by Manager Braaten. Motion carried unanimously. Randy Knott gave an update and showed photos of construction.

HDR representatives discussed the design and plans for repair work on SD 51 cutoff 10, CD 8 side inlets and WD 3 repair. A **motion** was made by Manager Carriere, seconded by Manager

Schmalz to send the plans for each project out to the local contractors for quotes. Motion carried unanimously.

Roseau Lake Project: Engineer Dalager stated a draft version of the Preliminary Engineers Report is being reviewed by Administrator Halstensgard and DNR. Once those edits are complete and a final version is ready, it will be sent to BWSR for comment. At that time, the RRWD Board will schedule a public hearing on the Preliminary Engineer's Report. Administrator Halstensgard discussed the funding available for this phase of project development.

Beltrami: An Open House has been scheduled for July 11th from 3:00 – 6:00 p.m. at the City Center. Administrator Halstensgard attended an NRCS meeting in Fargo to discussed the RCPP projects.

PTMApp: Technician McCormack will be meeting with Grit May with the International Water Institute to go over the DEM conditioning that needs to be completed. Henry Van Offelen attended the RRIW meeting in Vita and gave a presentation on the PTMApp.

REPORTS:

RRWMB: Manager Carriere discussed the following items:

- RRWMA Step III approval
- Water quality monitoring initiative
- Legislative activity
- Bois de Sioux issues
- Dan Thul retirement

Administrator: Administrator Halstensgard updated the board on the following items:

- Whitney Lake pre-project planning. Managers Braaten and Carriere were appointed to the Project Team.
- West Intercept spraying – A **motion** was made by Manager Carriere seconded by Manager Diesen to hire Larson Helicopter to spray the West Interceptor. Motion carried unanimously. Manager Schmalz mention the possibility of spraying on some of The Nature Conservancy (TNC) land near Caribou.
- Fuel account – A **motion** was made by Manager Braaten, seconded by Manager Carriere to set up a gas account at Cenex. Motion carried unanimously
- BWSR listening session on Aug. 2 in East Grand Forks
- MAWD buffer roundtable on Aug. 3 in Thief River Falls
- 2017 Budget

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

- Hay Creek mowing – Jeff Erickson proposal. A **motion** was made by Manager Carriere, seconded by Manager Braaten to contract with Mr. Erickson for the mowing of the areas of the Hay Creek Corridor that cannot be hayed. Motion carried unanimously.
- Erosion control repair for Norland. Manager Braaten made a **motion** for Technician McCormack to develop the repair plan and distribute for quotes, Seconded by Manager Diesen. Motion carried unanimously.

- Brushing Duxby Levee -- Manager Carriere made a **motion** for Technician McCormack to get quotes for brushing the designated area, seconded by Manager Braaten. Motion carried unanimously.
- Ditch 8 cleaning – Technician will survey the portion of the ditch in question.
- Culvert replacements -- Manager Diesen made a **motion** to replace a damaged culvert in WD 3, Seconded by Manager Carriere. Motion carried unanimously. Manager Diesen made a **motion** to replace a damaged culvert in Ditch 16, seconded by Manager Schmalz. Motion carried unanimously.
- Buffer map comments
- Addendum to Stafford Township permit – Chairman Wensloff abstained and Vice-Chair Braaten called for a motion. Manager Diesen made a **motion** to approve the addendum to Permit #16-09, seconded by Manager Schmalz. Motion carried unanimously. Chairman Wensloff resumed as Chair.
- Extension for permit #14-43 -- Manager Braaten made a **motion** to approve the extension, seconded by Manager Diesen. Motion carried unanimously.
- Landowner violations – Quamme violation is tied into the other ditching violations previously addressed. There was discussion on the following up on landowners correcting the violations.
- Project mitigation sites – discussion on creating a wetland mitigation site to use for project credits.
- Norland landowner letter – Manager Carriere made a **motion** to send out letters concerning the deer stands and other activity taking place on easement land, seconded by Manager Diesen. Motion carried unanimously.

OLD BUSINESS: There was no new business.

NEW BUSINESS: Due to landowner interest in petition for improvement, Administrator Halstensgard discussed the amount of the bond required for drainage petition. Other districts require a higher bond than statute requires.

OTHER BUSINESS: A **motion** was made by Manager Diesen, seconded by Manager Braaten to order the discussed signs from Kofstad Signs. Motion carried unanimously.

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 Carriere and second by Manager Braaten, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator