

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JUNE 1, 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, HDR Engineering; Michelle Moren, Attorney.

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 May 4, 2016 regular meeting minutes as mailed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 41.41
Marshall County -- share of taxes	\$ 1,531.24
Total	\$ 1,572.65

Bills	Amount
Tracy Halstensgard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstensgard -- mileage and reimbursement	\$ 143.64
Torin McCormack -- mileage and reimbursement	\$ 342.90
Brady Castle -- wages & mileage	\$ 1,102.88
LeRoy Carriere -- per diem & expenses	\$ 138.53
Carter Diesen -- per diem & expenses	\$ 259.63
Jason Braaten -- per diem & expenses	\$ 162.29
Cody Schmalz -- per diem & expenses	\$ 120.56
Tony Wensloff -- per diem & expenses	\$ 235.33
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 3,885.31
MN State withholding -- Payroll tax withheld	\$ 685.00
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance	\$ 51.62
Minnesota Energy -- natural gas bill	\$ 91.50
CenturyLink -- phone service	\$ 115.54
City of Roseau -- utilities	
HDR engineering -- invoices for 3/17/16 to 4/30/16 RRWMA - \$11,817.20; Lake Bottom - \$30,702.82;	\$ 42,520.02
Roseau Ace Hardware -- WMA & misc. supplies	\$ 110.22
Cardmember Services -- soil probe & ranger gas	\$ 425.03
Roseau Times Region -- notice & employment ad	\$ 96.05
Moren Law Office -- May legal fees	\$ 450.00
Houston Engineering -- Beltrami Project (RCPP pre-planning)	\$ 8,151.95
SFM -- Workers Comp Ins.	\$ 463.00
Auto-owners insurance -- office content	\$ 350.60
Thibert Chevrolet -- mud flaps	\$ 75.00
Carlson Prairie Seed -- seed for RRWMA mitigation sites	\$ 15,210.00
Solinst Canada Ltd -- data loggers for RRWMA mitigation sites	\$ 1,608.44
Quality Printing -- Roseau Lake open house postcards	\$ 602.78
ODC Inc -- staking lathe	\$ 20.85
South 89 Farms -- side water inlet cost share (2015 agreement)	\$ 1,441.25
Citizens State Bank -- postcard postage	\$ 784.38
Total	\$ 89,893.04

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

PERMITS:

Technician McCormack discussed permit #16-04 (Rick Solberg). After discussion, a **motion** was made by Manager Carriere, seconded by Manager Braaten to approve the permit. Motion carried unanimously.

Technician McCormack discussed permit #16-05 (MN DNR - Forestry). After discussion, a **motion** was made by Manager Diesen, seconded by Manager Schmalz to approve the permit. Motion carried unanimously.

Technician McCormack discussed permit #16-06 (MN DNR - Forestry). After discussion, a **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the permit. Motion carried unanimously.

Technician McCormack discussed permit #16-07 (Kevin Schumacher). After discussion, a **motion** was made by Manager Diesen, seconded by Manager Schmalz to approve the permit for an 18” CMP. Motion carried unanimously.

Technician McCormack discussed permit #16-09 (Stafford Township). Chairman Wensloff abstained from discussion. After discussion, a **motion** was made by Manager Diesen, seconded by Manager Schmalz to approve the permit. Motion carried with Chairman Wensloff abstaining.

Technician McCormack discussed permit #16-10 (Eugene Skoglund). After discussion, a **motion** was made by Manager Carriere, seconded by Manager Diesen to approve the permit. Motion carried unanimously.

Technician McCormack discussed permit #16-11 (Isaac Erickson). After discussion, a **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the permit. Motion carried unanimously.

Technician McCormack discussed permit #16-12 (Isaac Erickson). After discussion, a **motion** was made by Manager Carriere, seconded by Manager Schmalz to approve the permit. Motion carried unanimously.

DELEGATIONS: Torris Bakken, Spruce Township Board, and Wayne Bicker, blade operator, met with the board to discuss the township road along Hay Creek (County Ditch 7). Torris Bakken asked the board to again consider doing something to help the township with the road issue. Chairman Wensloff asked for direction from the board. Engineer Dalager discussed the current condition of the road and made suggestion as to how the problem areas could be addressed. Mr. Bakken disagreed with Engineer Dalager stating that the areas needed to be dug up and re-compacted. Mr. Bicker stated he felt the fabric needed to be removed and gravel added to create a crown on the road so that water will run off. He also stated that in his opinion there wasn't enough gravel covering the fabric initially. There was discussion on the District setting precedence. Attorney Moren gave the legal opinion. Her advice to the Watershed District was that the District could not expend funds on this road. County Commissioners Roger Falk asked if the state funding for the project had been closed out. It was stated that all project funding had been closed out. Commissioner Todd Miller discussed the construction of the road and verbal agreement with Spruce township. Mr. Miller didn't know if there were any formal minutes to state as such. He also stated that Spruce Township cost shared on the repair of the first half mile where the fabric had been removed. Mr. Miller stated that Spruce Township was aware that the road was being constructed from available material and graveled. They were also aware that the Township would be responsible for maintenance. A **motion** was made by Manager Braaten, seconded by Manager Carriere to deny the request for financial contribution to the maintenance/repair of the road. Motion carried unanimously.

PROJECTS:

RRWMA: Engineer Dalager stated that construction will began June 1 (as of today), weather permitting. Technician McCormack updated the board on the mitigation site work. Administrator Halstensgard updated the board on project funding. The RRWMB Step III submittal will be finalized at the June board meeting.

Roseau Lake Project: Engineer Dalager gave the board a presentation on the Roseau Lake Preliminary Engineer's Report. An Open House is scheduled for June 16th from 3:30 – 6:00 p.m. at the City Center.

Beltrami: An Open House has been scheduled as outlined in the RCPP public outreach initiatives. The Open House will be July 11th from 3:00 – 6:00 p.m. at the City Center.

Ditch 8: Technician McCormack updated the board on the ongoing planning for the Clean Water Fund grant projects. There was discussion on funding the local portion of the costs.

PTMApp: Administrator Halstensgard gave an update on the discussions taking place with Chuck Fritz, International Water Institute, Henry VanOffelen, MN DNR / RRWMB, and Matt Fischer, BWSR on work that needs to be completed for the project. We will be talking to our Canadian counterparts to see what their interest is in the project.

REPORTS:

RRWMB: Manager Carriere discussed the following items:

- RRWMA Step III submittal
- US Army COE request for funding for a dedicated RCPP personnel
- Chad Konickson has replaced Tamara Cameron as the Regulator Branch Chief of the St. Paul district
- Dan Thul is retiring at the end of the month. The RRWMB is having a retirement lunch for him after the meeting in TRF on June 21st.

Administrator: Report as submitted in the Administrator's Monthly Update.

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

- Purchase of data loggers. A **motion** was made by Manager Diesen, seconded by Manager Carriere to purchase the data loggers. Motion carried unanimously.
- Norland Adapted Mitigation Plan
- Purchase ESRI software maintenance. A **motion** was made by Manager Carriere, seconded by Manager Schmalz to purchase the software maintenance. Motion carried unanimously.
- Norland landowner letter.

OLD BUSINESS: Administrator Halstensgard and Attorney Moren updated the board on the changes to the Buffer legislation.

NEW BUSINESS: There was no new business.

OTHER BUSINESS: Manager Schmalz thanked the board for the card and money for pulling the bus out during the tour.

Manager Schmalz asked about easements on land. There was discussion on types of easements and how they work.

There was discussion on the applicants for the part-time office assistant position.

Manager Diesen read the vouchers aloud and a **motion** was made by Manager Braaten, seconded by Manager Carriere 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 Schmalz, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstengard, Administrator