

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

ORDER: Vice-Chairman Jason Braaten called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: LeRoy Carriere and Jason Braaten. Tony Wensloff joined the meeting via video conference with his location being described. He was located in SE quarter of Sect. 14 of Stafford Township in a red Case IH 9380 tractor. The public has the right to attend the meeting in his tractor in compliance with the open meeting law.

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 Carriere, seconded by Manager Wensloff to approve the agenda with changes. Motion carried unanimously.

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Wensloff to approve the April 6, 2016 regular meeting minutes as mailed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 46.35
Total	\$ 46.35

Bills	Amount
Tracy Halstensgard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Torin McCormack -- mileage and reimbursement	\$ 342.90
LeRoy Carriere -- per diem & expenses	\$ 69.26
Jason Braaten -- per diem & expenses	\$ 162.28
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 2,480.86
MN State withholding -- Payroll tax withheld	\$ 628.00
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance	\$ 51.62
Minnesota Energy -- natural gas bill	\$ 144.07
CenturyLink -- phone service	\$ 118.04
City of Roseau -- April utilities	\$ 246.12
HDR engineering -- invoices for 2/21/16 to 3/26/16	\$ 36,422.95
RRWMA - \$9,560.64; Lake Bottom - \$26,862.31;	
Roseau Ace Hardware -- WMA mitigation supplies	\$ 571.18
Cardmember Services -- March conference & Legislative days	\$ 1,213.75
Roseau Times Region -- notice	\$ 11.30
Rinke Noonan -- legal fees	\$ 57.00
Roseau County SWCD -- newsletter additions	\$ 367.53
Northwest Concrete Products, Inc -- Duxby brushing	\$ 2,156.25
Dot.com conntection -- 1st qtr website update	\$ 240.00
Jake's Pizza -- Beltrami meeting meal	\$ 79.89
Citizens State Bank -- Safety Deposit Box	\$ 24.00
Moren Law Office -- legal fees	\$ 1,462.50
SuperOne foods -- meeting expense	\$ 118.04
Thibert Chevrolet -- District work truck	\$ 29,329.70
Roso Cleaners & Laundromat -- rug rental	\$ 37.62
City of Roseau -- May utilities	\$ 218.45
Total	\$ 86,802.05

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

Administrator Halstensgard informed the board that the contract with the NRCS has completed for the Whitney Lake Project. A **motion** was made by Manager Wensloff and seconded by Manager Carriere to name Administrator Halstensgard as the authorized representative and approved signing the contract for the Whitney Lake project. Motion carried unanimously.

There was discussion on utilizing SD 51 funds for the RRWMA Pool 3 outlet project. Manager Carriere made a **motion** authorizing scheduling a public hearing for the purpose of utilizing State Ditch 51 funds for the RRWMA Pool 3 Outlet Project, seconded by Manager Wensloff. Motion carried unanimously.

Administrator Halstensgard discussed hiring an office assistant. A **motion** was made by Manager Carriere, seconded by Manager Wensloff to work with the personnel to develop the job description and advertisement to hire a part-time temporary office assistant. Motion carried unanimously.

Technician McCormack discussed the purchase of a soil probe. Manager Carriere made a **motion** the purchase the necessary equipment, seconded by Manager Wensloff. Motion carried unanimously.

Manager Carriere discussed the COE's proposal for a dedicated position to work on the Minnesota RCPP projects. The funding would come from the local sources, either the RRWMB or local districts. Manager Carriere discussed the difference in how the North Dakota and Minnesota projects are being handled differently. Questions were raised on who would have to pay the costs. Managers Wensloff and Braaten felt that while they didn't like the idea of spending the additional funds, if the permitting is expedited, it may be worth it.

PERMITS:

Due to time constraints a review was not performed on permit #16-03 (Rick Solberg), a **motion** was made by Manager Carriere, seconded by Manager Wensloff to table the permit until the June meeting for review. Motion carried unanimously.

Administrator Halstensgard read the vouchers. A **motion** was made by Manager Wensloff, 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 Wensloff and second by Manager Carriere, the meeting was adjourned at 8:31 a.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator