

MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD NOVEMBER 2, 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, LeRoy Carriere and Jason Braaten.

STAFF PRESENT: Administrator Halstensgard and Technician McCormack

OTHERS PRESENT: Randy Prachar, RRWMA Area Manager – MN DNR;

CONSULTING STAFF PRESENT: Nate Dalager & Randy Knott, HDR Engineering; Michelle Moren, Attorney.

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

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Diesen to approve the October 5, 2016 regular meeting minutes as distributed. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 45.34
Red River Watershed Management Board -- RRWMA cost share	\$ 66,759.78
State of Minnesota -- Market Value Credit	\$ 6,352.71
State of Minnesota -- RRWMA reimbursement	\$ 298,924.38
NRCS -- Beltrami cost reimbursement	\$ 28,098.38
Total	\$ 400,180.59

Bills	Amount
Tracy Halstensgard -- wages	\$ 4,228.24
Torin McCormack -- wages	\$ 4,487.24
Tracy Halstensgard -- mileage and reimbursement	\$ 552.97
LeRoy Carriere -- per diem & expenses	\$ 173.15
Carter Diesen -- per diem & expenses	\$ 190.37
Jason Braaten -- per diem & expenses	\$ 243.42
Tony Wensloff -- per diem & expenses	\$ 78.44
PERA -- employer / employee contribution	\$ 1,483.22
Internal Revenue Service -- withholding	\$ 3,530.61
MN State withholding -- Payroll tax withheld	\$ 628.00
Sjobergs TV -- internet access	\$ 50.04
Marco -- copier maintenance & annual audit	\$ 59.37
Minnesota Energy -- natural gas bill	\$ 82.87
CenturyLink -- phone service	\$ 115.52
City of Roseau -- utilities	\$ 225.47
HDR engineering -- invoices for 8/21/16 - 9/24/16	\$ 42,336.42
RRWMA - \$23,493.68; RL - \$13,228.38; CD 8 - \$1,788.27; WL \$3,826.09	
MAWD -- conference registration	\$ 1,105.00
Cardmember Services -- project expenses	\$ 24.19
BWSR -- academy registration	\$ 246.00
Moren Law Office -- Oct. legal fees	\$ 937.50
Houston Engineering -- Beltrami Project	\$ 5,693.00
dot.com connection -- website maintenance	\$ 318.00
Jeff Erickson -- mowing Hay Creek	\$ 1,360.00
RJ Zavoral & Sons, Inc -- Pay estimate #5	\$ 226,399.86
Rohlf-teck Inc -- whitney poster printing	\$ 401.85
Superone Foods -- meeting expense & supplies	\$ 413.72
Postmaster -- stamps	\$ 94.00
Northern Resources Cooperative -- gas	\$ 91.42
Roseau County Hwy Dept -- Ditch 16 culvert & Palmville mowing	\$ 3,714.50
Total	\$ 299,264.39

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

PERMITS:

Technician McCormack discussed permit application #16-39 (Mitch Magnusson). A **motion** was made by Manager Diesen, seconded by Manager Braaten to approve the permit as requested. Motion carried unanimously.

Technician McCormack discussed permit application #16-36 (Adam Stoe). There was discussion on the effect of the Whitney Lake project on the proposed ag dike. A **motion** was made by Manager Diesen, seconded by Manager Carriere to table the permit and request a plan from Mr. Stoe. Motion carried unanimously.

Technician McCormack discussed permit application #16-37 (Brent Haugen). A **motion** was made by Manager Braaten, seconded by Manager Carriere to table the permit until permission can be obtained from the County. Motion carried unanimously.

Technician McCormack discussed permit application #16-38 (James Johnson). A **motion** was made by Manager Diesen, seconded by Manager Braaten to approve the permit as requested. Motion carried unanimously.

PROJECTS:

RRWMA: Randy Knott gave a presentation on the construction progress and showed pictures of the project. There is some concern about weeping of water on the south slope of the outlet channel. HDR proposed a line of drain tile but will continue to work on a solution this winter. There was extensive discussion on the condition of the roads and what has been done to insure stabilizations. The Board discussed brushing the ditch on the north side of 400th Street. The consensus of the board was to get landowner consent in writing. Engineer Dalager brought up the issue of the additional costs to RJ Zavoral & Sons due to the wet conditions. The additional cost requested by Zavoral in August was \$54,268.73 after adjustments. HDR will submit the additional costs as a change order at the next meeting. Engineer Knott discussed the Kittson County haul roads and working with the County Engineer to make sure they are being maintained to their satisfaction.

Roseau Lake Project: A **motion** was made by Manager Braaten, seconded by Manager Carriere to draft the required resolution and set the public hearing on the Preliminary Engineer's Report for November 29th at 9:30 a.m. Motion carried unanimously. Technician McCormack discussed the drafting of the EAW. Manager Braaten informed the board of discussion he had with landowner Norman Kveen.

Beltrami: Administrator Halstensgard noted the reimbursement request and reporting had been submitted. The next meeting will be November 22nd at 10:00 a.m.

Whitney Lake: The second landowner meeting was scheduled for November 29th at 11:00 a.m.

Ditch 8: Technician McCormack discussed the quote for the second drop structure. The landowner had requested Halverson Sand & Gravel. A **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the Halverson quote. Motion carried unanimously. The land use committee will be meeting with Kelly Christianson in December.

REPORTS:

RRWMB: Manager Carriere discussed the following items:

- Staffing replacements
- Upcoming meetings

Administrator: Administrator Halstensgard reported on the following:

- Roseau Lake Project – A **motion** was made by Manager Braaten to approve the draft Joint Powers Agreement with the language change to include the possibility of accepting federal funding, seconded by Manager Carriere. Motion approved unanimously.

- The Personnel Committee will meet with staff for evaluations on Nov. 22nd after the Beltrami meeting.

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

- Norland gate repair and traffic on the Norland dikes
- Duxby Levy culvert issue – A **motion** was made by Manager Braaten, seconded by Manager Carriere to move forward with the repair as proposed. Motion carried unanimously.
- Ditch 16 slope failure -- A **motion** was made by Manager Carriere, seconded by Manager Braaten to move forward with the repair as proposed. Motion carried unanimously.
- Attendance of Highway Department meeting for the WD 3/Ditch 69 petition issue
- Possibility of the District purchase of a drone. Will come back with more information.
- Roseau County cleaning of ditch along County Road 9

OLD BUSINESS: The MAWD conference, December meeting date and other upcoming meetings were discussed.

NEW BUSINESS: There were no items under New Business.

OTHER BUSINESS:

Manager Braaten discussed some ditch cleaning that Douglas Erickson is doing in the Ditch 16 drainage area.

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 Diesen and second by Manager Braaten, the meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator