

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD APRIL 5, 2017**

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

**MANAGERS PRESENT:** LeRoy Carriere, Tony Wensloff, Cody Schmalz, Carter Diesen and Jason Braaten.

**STAFF PRESENT:** Administrator Halstensgard, Specialist McCormack, and Assistant Bergstrom

**OTHERS PRESENT:** Refer to attendance sheet.

**CONSULTING STAFF PRESENT:** Michelle Moren, Attorney; Nate Dalager, HDR; Randy Knott, HDR

**DELEGATIONS PRESENT:** Roger Falk, Roseau County Commissioner; Floyd Haugen, Landowner

**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 Diesen to approve the March 1, 2017 regular meeting minutes. Motion carried unanimously.

**RECEIPTS and BILLS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 31.11
DNR -- Project Reimbursement	\$ 28,670.99
DNR -- Project Reimbursement	\$ 179,170.23
RRWMB -- Conference Expenses	\$ 619.50
<b>Total</b>	<b>\$ 208,491.83</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- Salary & insurance	\$ 4,360.58
Torin McCormack -- Salary & insurance	\$ 4,640.58
Torin McCormack -- mileage and reimbursement	\$ 496.40
Tracy Halstensgard -- mileage and reimbursement	\$ 460.47
Tracy Bergstrom -- wages	\$ 1,981.60
Carter Diesen -- per diem & expenses	\$ 581.71
Jason Braaten -- per diem & expenses	\$ 350.93
Cody Schmalz -- per diem & expenses	\$ 120.09
LeRoy Carriere -- per diem & expenses	\$ 138.52
Tony Wensloff -- per diem & expenses	\$ 235.09
PERA -- employer / employee contribution	\$ 1,866.57
Internal Revenue Service -- withholding	\$ 4,112.39
MN State withholding -- Payroll tax withheld	\$ 664.00
SMF - workers' comp audit	\$ 609.00
Sjobergs TV -- internet access	\$ 52.17
Marco -- copier maintenance	\$ 59.37
Minnesota Energy -- natural gas bill	\$ 175.00
CenturyLink -- phone service	\$ 310.16
City of Roseau -- utilities	\$ 287.64
HDR engineering --	\$ 136,430.75
WL: 11-27-16 to 3-4-17 (\$65,072.32); RRWMA: 1-1-17 to 3-4-17 ( 20,837.10)	
RL: 11-28-16 to 3-4-17 (66,548.66); Ditch 8 CWF: 2-5-17 to 3-4-17 (3,196.74)	
Universal Screenprint -- Whitney Lake signage	\$ 336.66
Cardmember Services --	\$ 166.73
North Risk Partners	\$ 5,449.77
CinciBill - Vehicle insurance	\$ 1,517.00
Jon Schauer - Dba Consulting	\$ 75.00
Roso Cleaners - Rugs	\$ 37.62
Roseau Times Region -- notices	\$ 169.51
Northland Trading Post - Notices	\$ 89.74
Moren Law Office -- legal fees	\$ 1,012.50
Houston Engineering -- Roseau Lake Water Quality	\$ 2,706.00
Project Development - \$908.00 ; PTMapp - \$1798.00	
SuperOne Foods -- food for meetings and WLP	\$ 211.33
Roseau Ace Hardware -- supplies	\$ 190.12
Roseau County Treasurer -- Real Estate Taxes	\$ 9,886.20
MN DVS - tabs for truck	\$ 405.00
NorthPine Services -- snow removal	\$ 124.20
MAWD -- Registration	\$ 25.00
Postmaster	\$ 98.00
Red River Basin Commission - conference and hotels Fargo and St. Paul	\$ 1,308.48
Scott's True Value - office supplies	\$ 30.44
<b>Total</b>	<b>\$ 181,772.32</b>

**RECEIPTS and BILLS:** A motion was made by Manager Braaten to pay the normal monthly bills as discussed, seconded by Manager Carriere. HDR bills will be discussed during project discussion. Motion carried unanimously.

**PERMITS:**

Specialist McCormack discussed permit application #17-01 (Roseau County Highway Department). The RCHD proposed lowering the elevation of an existing culvert, which had heaved, to improve drainage in CD 11. A motion was made by Manager Schmalz and seconded by Manager Braaten to approve the permit application. The motion carried unanimously.

**DELEGATIONS:** Floyd Haugen spoke regarding WD 3 Lateral 3 traps that have been damaged and not repaired. Specialist McCormack commented that the traps were repaired two years ago. The traps do not improve the integrity of the ditch system, are not in the original ditch plan, and will not be replaced using ditch funds.

There was brief discussion of having a landowner meeting for the WD 3 system.

There was discussion regarding the township cutting the road (139) for safety reasons due to water over topping. Gravel cover will need to be added by the township to bring it into compliance.

### **PROJECTS:**

Roseau River Wildlife Management Area (RRWMA):

John Zavoral was in attendance to ask the board to pay for the remaining cost of the change order for pumping water in order to keep the project moving along. The board had previously approved paying half of the costs incurred. The board held discussion on whether or not to pay the remaining cost. Engineer Dalager commented that Zavoral has been professional and good to work with.

The project is near completion and is on budget. There is some finishing work to be completed. The board determined that they will table the discussion until Zavoral is finished with the project.

Randy Pracher commented that the pool 3 dike road is not in good condition and requested that the board considers adding gravel to make the road more drivable. Mr. Pracher brought to board's attention that there is some exposed metal on the pool 2 structure. HDR will work with the contractor to remedy the situation.

Administrator Halstengard and Randy Knott presented the board with technology which will remotely monitor structures throughout the watershed. The technology would allow for a panel to be attached to a structure and will provide real time updates with the option to remotely operate the structure and could include a real time rain gauge, photo/video, and current gate conditions.

There was discussion regarding vandalism of the monitoring equipment. There is an option of a scaled back version that would run on solar power. There is a monthly cost associated with the technology. Administrator Halstengard will conduct some research on the possibility of cost sharing.

There was discussion on the possible benefits of having remote access. Currently Specialist McCormack and the DNR staff perform site visits which become time consuming.

Administrator Halstensgard presented the board with bills from the WMA project. A **motion** was made by Manager Braaten and seconded by Manager Carriere to pay HDR regarding the WMA project. The motion carried unanimously.

Specialist McCormack presented the board with photos of the Al and Scott Johnson property on the pool 3 outlet channel. There was a CMP that was frozen causing inundation of their property. There was discussion of possible solutions in the future. Engineer Dalager commented that the water was circumstantial due to weather, not as a result of the WMA project. There were improvements made to the ditch in the area.

Manager Schmalz discussed the condition of cut-off 10 and the possibility of making improvements as part of the WMA project. Administrator Halstensgard will follow-up on options and report at the next meeting.

There was discussion regarding land owned by The Nature Conservancy and the possible use of that land to help further alleviate water issues in the WMA. Alteration of Conservancy property needs to be approved by their National office.

Roseau Lake:

Administrator Halstensgard drew the board's attention to an outreach piece addressing frequently asked questions (FAQ) which was put together by Mr. Prachar. The board was presented with a public outreach piece provided by HDR.

A Roseau Lake Project Team meeting will take place on April 20<sup>th</sup> at the RRWD office.

Roseau Lake is in the FDR bonding package. In order for this bill to be passed, there will need to be a significant push from stakeholders, not just lobbyists. The board was reminded that Senator Mark Johnson will be at the RRWD for a meeting on 4/13/17 at 3:30 pm.

Manager Braaten commented that Brad Dokken from the Grand Forks Herald would like to do a story about Roseau Lake. Mr. Dokken would like to tour the basin. There was discussion of when would be a good time to invite Mr. Dokken to the area. There is also the option of flying over the area for photos.

A **motion** to pay HDR for Roseau Lake expenses was made by Manager Diesen and seconded by Manager Carriere. The motion passed unanimously.

Whitney Lake Sub-watershed:

Administrator Halstensgard updated the board regarding the success of the kick-off project team meeting and open house held at the RRWD. The project is moving through the RCCP process.

A **motion** to pay HDR for Whitney Lake was made by Manager Braaten and seconded by Manager Carriere. The motion passed unanimously.

Mekash site:

HDR completed engineering work for the Mekash site as part of the BWSR grant. A **motion** to pay HDR for this site was made by Manager Braaten and seconded by Manager Diesen. The motion passed unanimously.

Beltrami:

Administrator Halstensgard reported that Specialist McCormack, Brian Ketring, and township representatives will be working to quantify damages in the expanded project area. The project team continues to work to define a purpose for the project. The problem must be clearly defined in order to identify feasible alternatives and receive funding.

### **RRWMB:**

- Step II submittal for the Roseau Lake Project will take place during the April meeting.
- Board heard of a possible Newfolden project
- Kick-off for River Watch with awards
- Discussed use of drones for project updates in lieu of a tour due to limited accessibility.

### **ADMINISTRATIVE REPORT:**

Ron Harnack will be retiring from the Drainage Workgroup. They are currently seeking interested people to fill his seat on the workgroup. Administrator Halstensgard is interested in filling the seat to provide our area with representation. The board is interested in having her pursue the position.

Administrator Halstensgard provided an update regarding her meetings at legislative days. There will be some difficulty with funding through the state. She provided an update regarding the Buffer Law.

There will be a MAWD Summer Tour in June where they will discuss board restructuring, increasing dues, and redoing the bylaws. The RRWD will need representation at this meeting.

Legal counsel advised the board to require a specific location for the easement being requested by Minnesota Power for the Transmission line that will run through the Norland site. Attorney Moren will follow up on the easement location.

The board was also advised to increase the amount of insurance coverage for contracts to the recommended amount for municipalities.

### **TECHNICAL REPORT:**

Norland:

Specialist McCormack presented the board with a quote for level loggers that will be necessary for the last phase of wetland restoration. A **motion** to approve the purchase was made by Manager Diesen and seconded by Manager Braaten. The motion passed unanimously.

Esri software quote was presented to the board. It is an annual renewal quote for GIS software used in the watershed district. A **motion** was made by Manager Diesen and seconded by Manager Braaten to purchase the renewal. The motion carried unanimously.

Specialist McCormack presented the board with a 2017 update on smaller projects around the watershed district. More information for plans will be presented at the next meeting. There are items which need to be consolidated and contractors need to be contacted to see if they will honor their quotes from 2016.

Specialist McCormack discussed the possible survey on CD8 due to sediment issues. There are some projects that were postponed last construction season which will need to be completed this season.

SD 51 is also experiencing some sediment issues along the CD 16 outlet and will likely need to be surveyed and addressed.

The board held a brief discussion on cost sharing with the SWCD. Discussion continued regarding plans to repair two areas of scour in Hay Creek. The Duxby Levee also needs some culvert and ditch repairs that will need to be addressed.

Specialist McCormack presented the board with a landowner concern regarding a culvert on CD8 that is draining into the Two Rivers Watershed District. He has been in contact with the county and the Two Rivers WD.

### **OLD BUSINESS:**

The Stolp offer was rejected. After discussion, the board authorized increasing the bid for the property. A **motion** to increase the offer to \$112,000 was made by Manager Carriere and seconded by Manager Schmalz. The motion passed unanimously.

### **NEW BUSINESS:**

The board discussed Mitch Magnusson's contract for debris removal at Mickelson Bridge and determined the direction will be to offer the job on an as needed basis in lieu of a permanent contract.

Administrator Halstensgard presented the board with the property tax statement for the watershed. The board was given the option to either pay the full amount or to pay half at a time. The board also discussed claiming exempt status on a portion of WI section 33. They chose to pay full taxes on the parcels in case the WD chooses to harvest the weed canary grass.

A **motion** was made by Manager Schmalz and seconded by Manager Carriere to pay the full amount of property taxes for the RRWD. The motion carried unanimously.

The board was presented with the mowing and haying bids. The board held discussion on how the bids were going to be handled. The board will refer the bids to the Land Use committee for review. They would also like to know what the costs would be for mowing by the hour.

**OTHER ITEMS:**

Specialist McCormack presented the board with a letter from a landowner regarding water on their property in Moose Township.

A landowner spoke to Specialist McCormack regarding a log jam which is contributing to bank erosion on his property. He will look into it.

There was discussion about the gauge at Caribou. It is not functioning properly.

Specialist McCormack will be attending the Envirothon on April 26.

A **motion** was made by Manager Schmalz and seconded by Manager Braaten to approve the Managers' and staff expense vouchers. Motion carried unanimously.

After a **motion** by Manager Carriere and second by Manager Braaten, the meeting was adjourned at 3:50 pm.

Respectfully submitted,

---

Cody Schmalz, Secretary

---

Tracy Halstengard, Administrator