

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD DECEMBER 6, 2017**

**ORDER:** Chairman Tony Wensloff called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

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

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

**OTHERS PRESENT:** Roger Falk, County Commissioner; Mitch Magnusson, Landowner

**CONSULTING STAFF PRESENT:** Michelle Moren, Attorney and Nate Dalager, HDR

**DELEGATIONS PRESENT:** There were no delegations present.

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

**CONSENT AGENDA:**

A **motion** to approve the Consent Agenda was made by Manager Carriere, seconded by Manager Braaten, and carried unanimously. Adoption of the Consent Agenda included approving the October 30, 2017 minutes, bills and receipts, and permits: #17-47 (Northern Clearing, INC.) and # 17-48 (George and Susan Nazarko)

**NEW BUSINESS:**

The Board heard a presentation regarding implementing a Data Management Software program. The Board heard that it is necessary to update the current Data Policy of the RRWD in order to comply with recent law changes. Staff will work with Attorney Moren on a Data Policy and have a draft for the January meeting. After discussion, a **motion** was made by Manager Carriere and seconded by Manager Diesen to purchase PinPoint Data Management Software. The motion carried unanimously. Discussion continued regarding the initiation of a map policy for non-permit related map construction.

The Board heard price quotes for the addition of accessories to the RRWD truck. After discussion a **motion** to purchase a toolbox from D&L Auto Glass and More, INC. for \$940.00 was made by Manager Braaten and seconded by Manager Carriere. The motion passed unanimously.

At the direction of the RRWD auditors, a **motion** was made by Manager Schmalz and seconded by Manager Braaten to adopt the travel policy as presented. The motion passed unanimously.

**OLD BUSINESS:**

SD 51: A landowner requested that stumps be removed by the Mickelson Bridge. R & Q will be completing this task.

Manager Schmalz reported a landowner concern regarding gravel adjacent to the Duxby Levee.

## PROJECTS:

### Roseau River Wildlife Management Area (RRWMA):

Engineer Dalager reported that Up North Builders have finished the warranty work on the Pool 3 structure.

R & Q finished the installation of the sheet pile and has some touch-up work to finish in the spring after run-off and will install a spillway to aid with overflows from wetlands into the outlet channel.

Engineer Dalager commented that a meeting regarding operation of the structures would be germane before spring.

Specialist McCormack continues to work with the Nature Conservancy regarding the request to restore hydrology on their property. He provided the requested additional information regarding the floodway and is awaiting response.

The pools are at or below target according to DNR correspondence and will likely draw-down a couple inches during the winter months.

Dormant seeding at the Noracre site with native upland variety has been completed.

The grant agreement has been extended to December 31, 2018.

### Roseau Lake:

Engineer Dalager mentioned that the Final Engineers Report will be completed in the near future and work on the operating plan will commence as well.

Administrator Halstengard informed the board that a matrix will be used to help the Project Team differentiate the preferred alternatives. Project Team members will be reviewing Concurrence Point 3 with final submittal near the end of January.

The Board will be scheduling a Public Informational Meeting for late January.

Mitch Magnusson, a local land owner in attendance, expressed concerns over the project.

A **motion** was made by Manager Braaten and seconded by Manager Carriere to change the terms of an RRWD land purchase which would allow payment to the landowner over each of the next three years. The motion passed unanimously

### Whitney Lake Sub Watershed:

Manager Braaten commented on the November Project Team Meeting. The project is currently at Alternatives Analysis. Work will continue gathering information from landowners. Administrator Halstengard commented on the importance of landowner input.

Manager Braaten had a conversation with lobbyists who can help funding agendas. Engineer Dalager commented that the new Executive Director of the Red Board has a strong agriculture background and is looking to develop relationships with ag business leaders as project partners.

Beltrami:

Administrator Halstensgard and Specialist McCormick have met with the engineer on the project. Additional maps are available regarding the upper reaches. The Board along with the project engineer and the project team will examine cost / benefit of the project and determine the direction of the project.

**REPORTS:**

**RRWMB:**

- Debra Walchuk will be the new NRCS director for the area.
- H. Hughs resigned as Communications Director.
- N. Goral will be required to go through the application process for executive assistant
- Changes to MAWD bylaws were rejected.
- Area 1 delegate was replaced by Linda Vaura from Bois de Sioux.
- There is a call for a BSWR board representative from our area.

**ADMINISTRATOR REPORT:**

Administrator Halstensgard reported on the following:

- The RRWD, under direction from the Board, will pursue grant dollars from the Northwest Minnesota Foundation for the Roseau River Trail Project. A **motion** made by Manager Carriere and seconded by Manager Diesen to match funding as per terms of the grant submittal. The motion passed unanimously. There is growing support from the park board, paddle club, community members, and HDR among others to pursue this project. There will be two meetings with the paddleboard club in January. There is future interest in a remote border crossing.
- Citizens Advisory Committee needs to be set in the upcoming month.
- A request was made to have a working meeting to go over current projects at the time of the board reorganization.
- The Board meetings will take place at noon for the next 4 months.
- There will be an upcoming meeting with Representative Fabian and the Two Rivers Watershed.

**SPECIALIST REPORT:**

- Plans have been provided by HDR for SD 51 sediment reduction.
- A landowner has approached the board about purchasing land for wetland credit. A draft prospectus has been submitted for review in order to determine if the site is suitable.
- Work continues on the Sprague Creek Fen plans for mitigation.
- Landowner issues continue at the Norland site.

**OTHER BUSINESS:**

- A **motion** to approve Managers' and staff expense vouchers was made by Manager Carriere and seconded by Manager Braaten. Motion carried unanimously.
- Board Chairman Wensloff read for the record a resolution to close the meeting regarding employee evaluations pursuant to Minn. Stat. § 13D.05, subd. 3(a). Manager Carriere made a

**motion** to close the meeting at 2:50 p.m. with the three employees being reviewed simultaneously. The motion was seconded by Manager Braaten, and passed unanimously.

- A **motion** to close the closed employee evaluation meeting and open the regular meeting was made by Manager Schmalz and seconded by Manager Braaten. The motion was unanimously passed.

A **motion** to increase the Administrator and Specialist salary by 2% and provide an insurance stipend of \$1250 per month and to move the Watershed Assistant position to full time at the same salary along with providing \$250 per month insurance stipend was made by Manager Schmalz and seconded by Manager Diesen. The motion passed with Manager Carriere opposed.

A **motion** to adjourn the meeting was made by Manager Braaten and seconded by Manager Schmalz at 3:20 p.m. The motion carried with Manager Diesen opposed.

Respectfully submitted,

  
Cody Schmalz, Secretary

  
Tracy Halstengard, Administrator

December Bills and Receipts

RRWD Checkbook Balance as of December 5, 2017	\$578,267.64
RRIW Checkbook Balance as of November 30, 2017	\$5,193.02
<b>Receipts:</b>	
Pepsi Beverage Company -- Rent received	\$850.00
State of Minnesota -- Lessard Sams Lake Bottom	\$39,301.04
NRCS -- Beltrami	\$10,316.99
NRCS -- Beltrami	\$73,161.78
LSOHC -- Roseau Lake	\$83,440.56
Roseau County Treasurer -- Taxes (\$150167.33) / Rinke Noonan--Data Request (\$42.59)	\$150,209.92
Roseau County Treasurer -- 2nd half taxes	\$91,959.19
RRWMB Web/PT	\$15,382.50
Marshal County Treasurer -- taxes	\$2,380.58
Beltrami County Treasurer -- taxes	\$74.60
Interest --	\$26.55
<b>Total:</b>	<b>\$467,103.71</b>
<b>Bills:</b>	
Tracy Halstengard -- Salary and Insurance	\$4,360.58
Tracy Halstengard -- Mileage and Reimbursement	\$265.90
Torin McCormack -- Salary and Insurance	\$4,640.58
Torin McCormack -- Mileage and Reimbursement	\$243.80
Tracy Bergstrom -- Wages	\$2,148.76
Tracy Bergstrom -- Mileage	\$26.75
Jason Braaten -- Per Diem and Expenses	\$303.01
LeRoy Carriere -- Per Diem and Expenses	\$318.31
Carter Diesen -- Per Diem and Expenses	\$86.38
Cody Schmalz -- Per Diem and Expenses	\$189.35
Tony Wensloff -- Per Diem and Expenses	\$165.72
Internal Revenue Service -- Withholding	\$4,186.89
Minnesota Department of Revenue -- Withholding	\$685.00
PERA -- Employer / Employee Contribution	\$1,878.72
Cardmember Service -- BWSR Academy - Craguns - Gas - Subway	\$1,230.80
City Of Roseau -- Utilities	\$268.53
Consulting Unlimited -- Quick Books and Ditch Fund Maintenance Support	\$300.00
Marco -- Copier Maintenance	\$78.96
Minnesota Energy -- Natural Gas	\$121.99
Multi Office Products -- Desk Calendars - Paper	\$86.46
Northern Resources Cooperative -- gas	\$52.62
Patrick Moren Law Office -- Attorney Fees	\$1,016.34
Roseau Ace Hardware -- salt	\$56.18
Roseau Times Region -- RFP (3 wks)	\$237.30
Scotts True Value -- Ream of paper	\$7.99
Sjobergs TV -- Internet and Phone Service	\$150.98
Super One Foods	\$84.65

December Bills and Receipts

Darield Moser -- Cost Share -- side water inlet	\$588.00
HDR -- Gen. Services -- SD 51/CD8 -- 10.1.17 to 10.28.17	\$14,754.81
HDR -- Whitney Lake Task Order #1 10.01.17 to 10.28.17	\$12,138.80
Magnusson Farms -- crop damage	\$500.00
Mark Beito -- Palmville beaver removal from structures	\$200.00
Matt Millner -- Cost Share -- side water inlet	\$1,210.00
RRWMB -- Payment share of taxes	\$49,847.82
Terracon -- Final -- less crop damage of \$500 (\$8705-\$500)	\$8,205.00
USGS -- Cost Share -- Stream Guages	\$11,073.00
<b>Total:</b>	<b>\$121,709.98</b>

## **RESOLUTION CLOSING BOARD MEETING**

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a) states that:


“A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must also be open at the request of the individual who is the subject of the meeting.”


WHEREAS, the Roseau River Watershed District will be conducting employee performance evaluations on December 6, 2017 at the Roseau River Watershed District Board office located at 108 3<sup>rd</sup> Avenue Southwest, Roseau, MN; and

BE IT RESOLVED by the Roseau River Watershed District Board as follows:

1. The Roseau River Watershed District Board hereby closes this meeting pursuant to Minn. Stat. § 13D.05, subd. 3(a) to conduct performance evaluations for employees Tracy Halstensgard, Torin McCormack, and Tracy Bergstrom.
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the performances of the respective employees;
3. The individual(s) who is (are) the subject of this meeting shall have the option to attend this closed meeting. Said individual(s) also has (have) the right to open this meeting to the public.

Dated this 6 day of December, 2017.

  
Chairman

  
Secretary