

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JANUARY 4, 2017**

ORDER: Chairman Tony Wensloff called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance.

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

STAFF PRESENT: Administrator Halstensgard and Watershed Specialist McCormack

OTHERS PRESENT: Refer to attendance sheet.

CONSULTING STAFF PRESENT: Nate Dalager, HDR Engineering; Michelle Moren, Attorney

DELEGATIONS PRESENT: There were no delegates for the meeting.

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

ELECTION OF OFFICERS: Attorney Moren called for nominations for Chairman. Manager Carriere nominated Manager Wensloff for Chairman. There being no further nominations, Manager Carriere made a **motion** to cease nominations and cast a unanimous ballot for Manager Wensloff for Chairman, seconded by Manager Braaten. Motion carried unanimously. The meeting was turned back over to Chairman Wensloff.

Chairman Wensloff called for nominations for Vice-Chairman. Manager Carriere nominated Manager Braaten for Vice – Chairman. There being no further nominations, Manager Carriere made a **motion** to cease nominations and cast a unanimous ballot for Manager Braaten for Vice-Chairman, seconded by Manager Diesen. Motion carried unanimously.

Chairman Wensloff called for nominations for Secretary. Manager Braaten nominated Manager Schmalz for Secretary, There being no further nominations, Manager Braaten made a **motion** to cease nominations and cast a unanimous ballot for Manager Schmalz for Secretary. Motion carried unanimously.

Chairman Wensloff called for nominations for Treasurer. Manager Braaten nominated Manager Diesen for Treasurer. There being no further nomination, Manager Carriere made a **motion** to cease nomination and cast a unanimous ballot for Manager Diesen and seconded by Manager Braaten. Motion carried unanimously.

A **motion** was made by Manager Diesen and seconded by Manager Braaten to name Citizens State Bank and Border State Bank as official depositories. Motion carried unanimously.

A **motion** was made by Manager Braaten and seconded by Manager Carriere to name Roseau Times-Region as official newspaper. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Diesen to name Attorney Michelle Moren as primary Legal council on fee basis and contract with other firms on fee basis as deemed necessary by the board. Motion carried unanimously.

The Board will continue to contract with engineering firms on an as needed basis.

A **motion** was made by Manager Carriere, seconded by Manager Schmalz to appoint Managers Wensloff and Diesen to the Beltrami Project Team. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Diesen to appoint Managers Schmalz and Braaten to the RRWMA Project Team. Motion carried unanimously.

A **motion** was made by Manager Schmalz, seconded by Manager Diesen to appoint Managers Braaten and Carriere to the Roseau Lake Project Team. Motion carried unanimously.

A **motion** was made by Manager Diesen, seconded by Manager Schmalz to appoint Managers Carriere and Braaten to the Whitney Lake Project Team. Motion carried unanimously.

A **motion** was made by Manager Braaten and seconded by Manager Carriere to appoint Manager Diesen as the representative to the FSA office. Motion carried unanimously.

A **motion** was made by Manager Diesen, seconded by Manager Braaten to appoint Manager Carriere and Manager Schmalz as delegates on the Roseau River International Watershed Board. Motion carried unanimously.

A **motion** to appoint Manager Carriere as the delegate to the RRWMB and Manager Braaten as the alternate was made by Manager Schmalz, seconded by Manager Diesen. Motion carried unanimously.

A **motion** was made by Manager Braaten, seconded by Manager Diesen to appoint Managers Wensloff and Carriere to the Personnel Committee. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Diesen to appoint Managers Wensloff and Braaten to the Land Use Committee. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Braaten to hold the February and March meetings at 1 p.m. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Braaten to schedule the July meeting for the 12th. Motion carried unanimously.

The Citizens Advisory Committee was scheduled for February 15. Topics for the meeting were discussed.

The Board requested a joint meeting with Two Rivers Watershed District. There was discussion on meeting with the SWCD board.

MINUTES: A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the December 6, 2016 regular meeting minutes with changes. Motion carried unanimously.

RECEIPTS:

| Receipts -- Memo | Balance |
|--|----------------------|
| Interest -- Checking account | \$ 45.34 |
| Red River Watershed Management Board -- RRWMA cost share | \$ 109,423.37 |
| Red River Watershed Management Board -- website cost share | \$ 429.00 |
| Roseau County -- share of taxes | \$ 106,741.72 |
| State of Minnesota -- RRWMA reimbursement | \$ 302,535.26 |
| Marshall County -- share of taxes | \$ 1,616.82 |
| Marshall County -- share of taxes | \$ 281.08 |
| Beltrami County -- Share of taxes | \$ 167.55 |
| Lake of the Woods County -- Share of taxes | \$ 290.09 |
| Kittson County -- share of taxes | \$ 2,695.74 |
| Roseau County -- share of taxes | \$ 87,847.03 |
| US Treasury -- refund of over payment | \$ 2.93 |
| Total | \$ 612,075.93 |

| Bills | Amount |
|---|----------------------|
| Tracy Halstengard -- Salary & insurance | \$ 4,360.58 |
| Torin McCormack -- Salary & insurance | \$ 4,640.58 |
| LeRoy Carriere -- per diem & expenses | \$ 138.52 |
| Carter Diesen -- per diem & expenses | \$ 86.38 |
| Jason Braaten -- per diem & expenses | \$ 243.10 |
| Tony Wensloff -- per diem & expenses | \$ 78.36 |
| PERA -- employer / employee contribution | \$ 1,520.32 |
| Internal Revenue Service -- withholding | \$ 3,676.38 |
| MN State withholding -- Payroll tax withheld | \$ 658.00 |
| Sjobergs TV -- internet access | \$ 50.04 |
| Marco -- copier maintenance | \$ 59.37 |
| Minnesota Energy -- natural gas bill | \$ 175.55 |
| CenturyLink -- phone service | \$ 121.45 |
| City of Roseau -- utilities | \$ 270.87 |
| HDR engineering -- invoices for 10/30/16 - 11/26/16 | \$ 49,426.28 |
| WMA -\$10,464.26; RL - \$6,130.00; Duxby - \$2,000; WL \$10,791.09; WRAPS - \$20,040.93 | |
| Claire Kjersten -- Duxby mowing | \$ 600.00 |
| Cardmember Services -- MAWD conference expenses | \$ 1,648.03 |
| Roseau Times Region -- notices & subscription | \$ 16.95 |
| Moren Law Office -- legal fees | \$ 975.00 |
| Houston Engineering -- Beltrami Project | \$ 17,666.25 |
| Multi Office Products, Inc -- supplies | \$ 299.49 |
| Tony Brateng -- CD 8 drop structure (CWF grant) | \$ 3,222.50 |
| RJ Zavoral & Sons, Inc -- Pay estimate #8 | \$ 200,514.65 |
| Northland Trading Post -- job opening advertisement | \$ 103.56 |
| NorthPine Services -- snow removal & Duxby brushing | \$ 6,169.31 |
| Roseau Ace Hardware -- supplies | \$ 23.05 |
| Northern Resources Cooperative -- gas | \$ 39.15 |
| RRWMB -- stream gage cost share | \$ 10,823.00 |
| RRWMB -- share of taxes | \$ 29,724.89 |
| dot.com connection -- webpage maintenance | \$ 90.00 |
| Total | \$ 337,421.61 |

BILLS: A **motion** was made by Manager Carriere to pay the normal monthly bills excluding Pay Estimate 8 for R J Zavoral & Sons which will be discussed later during the meeting, seconded by Manager Braaten. Motion carried unanimous.

DELEGATIONS: There were no delegates for this meeting.

PERMITS: Specialist McCormack discussed permit application #16-42 (Bruce Sandberg). A **motion** was made by Manager Diesen, seconded by Manager Carriere to approve the permit as requested. Motion carried unanimously.

Specialist McCormack discussed permit applications #16-43 through #16-47 (Roseau County). A **motion** was made by Manager Braaten, seconded by Manager Schmalz to approve the permits as requested. Motion carried unanimously.

PROJECTS:

RRWMA – winter construction will begin January 9th depending on the weather. The board discussed Pay Estimate #8 and the two change orders. A **motion** was made by Manager Diesen, seconded by Manager Braaten to approve Pay Estimate #8 with the reduction of 50% of change order#2. Motion carried unanimously. Administrator Halstensgard referred to an email from Randy Prachar stating that due to water levels, pool drawdown will continue through the winter.

Roseau Lake – Specialist McCormack spoke about the EAW draft and stated he has been working with Randy Prachar on wetland mitigation. Administrator Halstensgard gave an update on the draft Concurrence Point 2. The RRWMB Step II submittal will be presented to the RRWMB board at the February meeting. The board was updated on the previous Project Team meeting.

Whitney Lake – final pre-project landowner meeting is scheduled for January 25th at 10:00 a.m. A formal Project Team will be established at the February meeting.

Beltrami – the rescheduled November meeting will take place on January 24th at 10:00 a.m.

RRWMB:

- Lobbyist position
- Coordinator position
- NRCS RCPP representative -- Dave Jones has been appointed to replace Keith Weston, who retired January 4th.

ADMINISTRATIVE REPORT:

- Budget – Jon Schauer will be here Jan. 11 to complete year-end work.
- Contract with Houston Engineering to provide a written report on the PTMApp. A **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the contract with Houston Engineering for the Roseau Lake Water Quality Improvement Report contingent upon agreement with the legal language. Motion carried unanimously.
- Request to attend the Environmental Quality Board Congress in St. Paul. A **motion** was made by manager Diesen, seconded by Manager Braaten to authorize Administrator Halstensgard to attend the EQB Congress. Motion carried unanimously.
- Job posting for District Assistant
- Office space
- Administrator Halstensgard will obtain quotes for a new computer

WATERSHED SPECIALIST REPORT:

- Vandalism
- Permanent structures on Watershed land – A **motion** was made by Manager Braaten, seconded by Manager Diesen to send a letter of explanation to owners explaining that after March 1st the District will remove the stands at the expense of the owner
- Duxby work

- Ditch 16

OLD BUSINESS: There were no items on the agenda under Old Business.

NEW BUSINESS: There was discussion on a request from Jack Swanson, Wild 102, for someone to do an interview for the “Friends & Neighbors” segment. Administrator Halstensgard and Manager Braaten will meet with Mr. Swanson

A **motion** was made by Manager Carriere, seconded by Manager Schmalz to move forward with brushing the north side of 400th Street. The brushing will include only the road slope and ditch bottom. Motion carried unanimously.

OTHER ITEMS:

Russell Walker presented the board with a letter withdrawing from his contract to mow the Norland Impoundment due to potential conflict of interest.

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

After a **motion** by Manager Braaten and second by Manager Diesen, the meeting was adjourned at 9:58.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator