

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD JULY 12, 2017**

**ORDER:** Chairman Tony Wensloff called the meeting to order at 8:00 a.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:** Russell Walker, County Commissioner; Brian Opsahl, Brady Martz

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

**DELEGATIONS PRESENT:** Pete Grafstrom, Landowner

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

**RECIPTS AND BILLS:**

<b>Receipts:</b>	
Auto Owners Insurance -- over pmt	\$37.19
Land Service Company Permanent Easement -- Norland	\$44,524.00
Land Service Company Temporary Easement -- Norland	\$5,054.00
Kittson County Share of Taxes	\$4,479.49
LOW County Share of Taxes	\$815.59
Roseau County Share of Taxes	\$306,589.20
Marshall County Share of Taxes	\$631.67
Beltrami County Share of Taxes	\$681.84
MNDnR LSOHC -- Roseau Lake Project	\$74,036.98
Refund -- Northern Watch	\$94.50
Void Managers' Per Diem -- Ck #s 9409, 8921	\$280.62
Interest --	\$24.99
<b>Total:</b>	<b>\$437,250.07</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$4,360.58
Tracy Halstensgard -- Mileage and Reimbursement	\$272.85
Torin McCormack -- Salary and Insurance	\$4,640.58
Torin McCormack -- Mileage and Reimbursement	\$137.45
Tracy Bergstrom -- Wages	\$1,962.55

Tracy Bergstrom -- Mileage	\$32.10
Jason Braaten -- Per Diem and Expenses	\$295.53
LeRoy Carriere -- Per Diem and Expenses	\$344.52
Carter Diesen -- Per Diem and Expenses	\$86.38
Cody Schmalz -- Per Diem and Expenses	\$375.88
Tony Wensloff -- Per Diem and Expenses	\$78.37
Internal Revenue Service -- Withholding	\$4,073.69
Minnesota Department of Revenue -- Withholding	\$664.00
PERA -- Employer / Employee Contribution	\$1,842.32
Brady Martz -- 2016 Audit	\$6,500.00
Cardmember Services	\$174.62
Cashier's Check for building purchase	\$5.00
City Of Roseau -- Utilities	\$228.51
Marco -- Yearly Copier Audit	\$661.05
Marco -- Copier Maintenance	\$78.96
Minnesota Energy -- Natural Gas	\$54.09
Northern Resources Cooperative -- May and June catch-up: 2 bills since last meeting	\$355.88
Patrick Moren Law Office -- Attorney Fees	\$1,162.50
Roseau Ace Hardware	\$36.81
Roseau Times Region -- Ads	\$79.10
Roso Cleaners -- Rug Rental	\$37.62
Safe Deposit Box	\$24.00
Scott's True Value -- Office supplies	\$79.04
Sjobergs TV -- Internet and Phone Service	\$150.78
Super One Foods	\$82.20
R & Q Trucking -- Mickelson Bridge log removal	\$2,292.50
Red River Watershed -- Share of Taxes	\$65,115.85
Roger Berg Sr. -- Mowing	\$7,950.00
Halvorson Sand & Gravel -- Mattson-Norland Ditch-Norland Impound	\$7,631.80
HDR -- Whitney Lake TO #1 04.30.17 - 05.27.17	\$26,266.15
HDR -- RRWMA 04.30.17 - 05.27.17	\$4,669.25
HDR -- Roseau Lake TO #1 04.02.17 - 04.29.17	\$12,741.55
HDR -- Roseau Lake TO #1 04.29.17 - 05.27.17	\$10,275.27
Houston Engineering -- BISF Watershed Plan	\$4,333.50
<b>Total:</b>	<b>\$170,152.83</b>

After discussion, a **motion** was made by Manager Braaten and seconded by Manager Carriere to pay the normal monthly bills as discussed. The motion passed unanimously.

### CONSENT AGENDA:

A **motion** to approve the Consent Agenda as modified was made by Manager Braaten and seconded by Manager Carriere and carried unanimously. Adoption of the Consent Agenda included approving the June 7, 2017 minutes and permits: #17-21 (B. Creger), #17-26 (H. Spina), and #17-25 and #17-27 (Roseau County Highway Department).

### NEW BUSINESS:

B. Opsahl from Brady Martz, presented a summary of the 2016 audit to the board. The 2016 audit can be found on the Roseau River Watershed District's website as part of the 2016 Annual Report.

### PROJECTS:

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

RJ Zavoral and Sons plan to be in the area to finish within the next couple of weeks. Vegetation is beginning to appear in the area adjacent to the wetland area where seepage has been occurring.

Specialist McCormack presented a letter to the board addressed to the Nature Conservancy regarding restoration of hydrology to reduce backwatering in an area of property they own. Engineer Dalager suggested beginning the permit process to establish groundwork. A **motion** to send the letter from the board to the Nature Conservancy as amended was made by Manager Carriere and seconded by Manager Diesen. The motion passed with Manager Schmalz abstaining.

Administrator Halstensgard has been in contact with Pat Lynch regarding the possibility of a grant extension for the RRWMA.

#### Roseau Lake:

Specialist McCormack has been in contact with HDR regarding groundwork that will be taking place in the area. Landowners are being contacted regarding wetland delineation and the cultural survey. Follow up phone calls will take place. Wetland mitigation is being worked on with Landowners, Roseau County, and other agencies.

Specialist McCormack commented that he has been monitoring water levels along the Island and County Road 123 noting that this area reacts independently when compared to the remainder of the basin.

Administrator Halstensgard informed the board that Concurrence Point #2 has been submitted. The Flood Damage Reduction Work Group voted in favor of 75-25% funding and will be sending a letter of support to the State Management Resources Bureau.

A **motion** to approve and submit the Flood Damage Reduction Grant Assistance Program Application for the Roseau Lake Rehabilitation Project was made by Manager Carriere and seconded by Manager Schmalz. The motion passed unanimously.

R. Prachar of the DNR submitted an amendment to the Lessard Sams Outdoor Heritage Council (LSOHC) funding agreement and will update the joint powers agreement with the RRWD to increase the dollar amount available from LSOHC in order to cover the costs of wetland delineation, cultural assessment, and soil borings. A **motion** to authorize Chairman Wensloff and Manager Braaten to review and sign the amended grant agreement was made by Manager Carriere and seconded by Manager Schmalz. The motion passed unanimously.

#### Whitney Lake Sub Watershed:

The Whitney Lake Project team will meet on July 20<sup>th</sup> at 9:00 a.m. Landowners have turned in pictures and data in order to quantify losses and have been interested in the process and participating.

#### Beltrami:

Specialist McCormack is working on setting up a meeting with the county to go over road damage data.

#### PERMITS:

Specialist McCormack discussed permit application #17- 22 (Orlin Diesen). Mr. Diesen is proposing to install a culvert for yard access. A **motion** was made by Manager Braaten and seconded by Manager Carriere with Manager Diesen abstaining. The motion passed unanimously.

Specialist McCormack discussed permit application #17-23 (Gary Slater). Mr. Slater is proposing to clean the south ROW ditch for Hwy 11 and lower a field crossing. A **motion** was made by Manager Diesen and seconded by Manager Braaten to approve the permit based upon the condition that Mr. Slater works with MNDOT. The motion passed unanimously.

Specialist McCormack presented permit application #17-24 (Gary Slater). Mr. Slater is proposing to install a culvert under CR 28 in Spruce Township on the east side. After noting that the request is in a critical location on CD 11 and discussion, a **motion** was made by Manager Braaten and seconded by Manager Carriere to table the permit request pending further review. The motion passed unanimously.

#### DELEGATIONS:

Landowner, P. Grafstrom, brought concerns to the board regarding drainage on his property adjacent to the Norland Impoundment.

### RRWMB:

- The Board heard ideas regarding strategic planning for the future.
- Both the Executive Director and the Assistant Executive Director positions have position descriptions and requirements pending approval at the August board meeting.
- Lisa Frenette will be visiting watershed districts.

### ADMINISTRATIVE REPORT:

- A **motion** was made by Manager Braaten and seconded by Manager Carriere to authorize Chairman Wensloff to sign the final purchase agreement and move forward with the closing on the Stolp property. The motion carried unanimously.
- A **motion** was made by Manager Braaten to transfer funds for 2015 from the Administrative Fund to the Restricted Building Fund and seconded by Manager Carriere. The motion passed unanimously.
- A **motion** to transfer funds from the Restricted Building Fund to the checking account to pay for the Stolp property was made by Manager Braaten and seconded by Manager Carriere. The motion passed unanimously.
- There was discussion on whether or not to maintain the Restricted Building Fund when budgeting for 2018, or to begin a Building Maintenance Fund as part of the Administrative Budget. The board stated that there will be a building fund under the Administrative Budget.
- A **motion** to hire At Your Service Lawn Care for yard maintenance of the new property for the remainder of the 2017 season was made by Manager Carriere and seconded by Manager Diesen. The motion carried unanimously.
- The board discussed contacting local contractors for the remodeling of the office space.
- The board was presented with the first half budget for 2017. Work will begin on the draft budget for 2018.
- A CD is due at the end of July. The board determined that the entire amount will be withdrawn with the possibility of reinvesting at a later date. A **motion** was made by Manager Carriere to transfer the entire value of the CD to the checking account which was seconded by Manager Schmalz. The motion carried unanimously.
- With Manager Wensloff abstaining from the discussion, the board talked about cleaning up old checks which were never cashed. A **motion** to void outstanding checks, not reissue, and stop payment to those 4 checks was made by Manager Diesen and seconded by Manager Carriere. The motion passed unanimously.
- A **motion** to make adjusting entries as described the audit was made by Manager Carriere and seconded by Manager Schmalz. The motion passed unanimously.
- The board was presented with information on 25 BY 25 which is a water quality improvement initiative.
- The board was presented with a draft of the 2016 RRWD Annual Report. Copies will be sent out next week.
- Board was made aware of BWSR grant opportunities and the possibility of the RRWD applying for grant dollars regarding SD 51.

**SPECIALIST REPORT:**

- Punch list items at Norland have been completed. Halvorson's came in under budget on completed work.
- Sidewater inlets with SWCD cost sharing came in over budget. The bill will be revisited during the August board meeting.
- The board was presented with landowner concerns regarding their property on the Duxby Levee. The board suggested the landowner address concerns with Specialist McCormack and the board members.
- A landowner reported trouble with Foxtail Barley coming off the Hay Creek Corridor into his certified field.
- Specialist McCormack has been in touch with SWCD and neighboring watersheds regarding consistency with administering the Buffer Law.
- R & Q Trucking submitted a bid for road slope failure repairs in Pohlitz Township. The board gave the go-ahead for the repairs.

**OLD BUSINESS:**

- Building purchase: closing – discussion on lease agreement and amendment to purchase agreement. A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the addendum to the purchase agreement. The motion carried unanimously.

**OTHER BUSINESS:**

- A **motion** to approve Managers' and staff expense vouchers was made by Manager Carriere and seconded by Manager Braaten. Motion carried unanimously.
- A **motion** to adjourn the meeting was made by Manager Braaten and seconded by Manager Diesen. After a unanimous decision, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator

**Exhibit B**  
**Roseau River Watershed District**  
**Roseau Lake Rehabilitation Project**

**Local Government Resolution**

BE IT RESOLVED that Roseau River Watershed District, hereinafter referred to as the "Applicant" act as legal sponsor for the project contained in the **Flood Damage Reduction Grant Assistance Program Application** to be submitted on July 13, 2017 and that Chairperson Tony Wensloff is hereby authorized to apply for the Department of Natural Resources for funding of this project on behalf of the Applicant.

BE IT FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and the institutional, administrative, and managerial capability to ensure adequate acquisition, maintenance and protection of the proposed project.

BE IT FURTHER RESOLVED that the Applicant has the financial capability to provide any required matching funds.

BE IT FURTHER RESOLVED that the source of Applicant's matching funds shall not include other State funds.

BE IT FURTHER RESOLVED that the source of Applicant's matching funds shall be Red River Watershed Management Board and Roseau River Watershed District construction funds.

BE IT FURTHER RESOLVED that the Applicant hereby pledges to complete the project or phase if it exceeds the total funding provided by the Department of Natural Resources and any required local match.

BE IT FURTHER RESOLVED that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above- references project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.


NOW, THEREFORE BE IT RESOLVED that Chairperson Tony Wensloff is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Board of Managers of the Roseau River Watershed District on July 12, 2017.

**SIGNED:**

  
\_\_\_\_\_  
(Signature)  
Chairperson  
\_\_\_\_\_  
(Title)  
7-12-17  
\_\_\_\_\_  
(Date)

**WITNESSED:**

  
\_\_\_\_\_  
(Signature)  
Administrator  
\_\_\_\_\_  
(Title)  
7-12-17  
\_\_\_\_\_  
(Date)