

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD JUNE 7, 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:** Roger Falk, Commissioner.

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

**DELEGATIONS PRESENT:** No delegations present.

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

**MINUTES:** A **motion** was made by Manager Carriere and seconded by Manager Diesen to approve the May 3, 2017 regular meeting minutes with changes. Motion carried unanimously.

**RECIPTS AND BILLS:**

<b>Receipts</b>	<b>Balance</b>
Beltrami -- NCRS Project Reimbursement	\$ 20,458.86
Marshall County -- Share of Taxes	\$ 1,902.19
Whitney Lake -- NCRS Project Reimbursement	\$ 72,322.41
LeRoy Carriere -- Conference Hotel Reimbursement	\$ 425.22
Century Link -- Refund	\$ 24.14
Interest -- Checking account	\$ 14.62
<b>Total</b>	<b>\$ 95,147.44</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- Salary & insurance	\$ 4,360.58
Tracy Halstensgard -- mileage and reimbursement	\$ 226.31
Torin McCormack -- Salary & insurance	\$ 4,640.58
Torin McCormack -- mileage and reimbursement	\$ 1,225.00
Tracy Bergstrom -- wages	\$ 2,111.13
Tracy Bergstrom --mileage	\$ 105.23
Carter Diesen -- per diem & expenses	\$ 86.39
Jason Braaten -- per diem & expenses	\$ 312.36
Cody Schmalz -- per diem & expenses	\$ 120.10
LeRoy Carriere -- per diem & expenses	\$ 202.79
Tony Wensloff -- per diem & expenses	\$ 147.62
PERA -- employer / employee contribution	\$ 1,841.16
Internal Revenue Service -- withholding	\$ 4,135.98
MN State withholding -- Payroll tax withheld	\$ 675.00
County Recording Fees -- Amended Rules \$46 each	\$ 230.00
HDR Engineering -- Roseau Lake 11/28/16 to 12/9/16	\$ 4,860.00
HDR Engineering -- RRWMA 4/2/17 to 4/29/17	\$ 4,924.02
HDR Engineering -- Whitney Lake 4/2/17 to 4/29/17	\$ 10,450.10
HDR Engineering -- General Services 3/5/17 to 4/29/17	\$ 4,608.11
Houston Engineering -- BISF Watershed Plan 5/25/17	\$ 10,127.25
Houston Engineering -- PTMApp 5/23/17	\$ 753.00
Halverson Sand and Gravel, Inc. -- Brateng Quarter	\$ 509.00
R & Q Contracting -- Kujava	\$ 8,220.00
RJ Zavoral and Sons -- Pay Estimate 10	\$ 131,989.00
Solinst Canada -- Levelloggers/Barologger (approved in April)	\$ 1,517.00
Cardmember Services --Office equipment and OOT Meeting expense	\$ 611.63
Auto Owners Insurance	\$ 386.78
Cincinnati Insurance	\$ 25.00
Sjobergs TV -- internet access / phone service	\$ 150.81
Marco -- copier maintenance	\$ 59.37
Minnesota Energy -- natural gas bill	\$ 67.04
City of Roseau -- utilities	\$ 253.71
Patric Moren Law Office-- Attorney fees	\$ 712.50
Roso Cleaners - Rugs	\$ 18.81
Roseau Times Region -- Meeting Notices	\$ 84.75
SuperOne Foods -- food for meetings	\$ 258.13
Lake Country -- oil change	\$ 55.39
Roseau Ace Hardware	\$ 49.02
Northern Resources Cooperative -- gas	\$ 238.46
Quality Printing -- Printed envelopes	\$ 80.16
Scott's True Value - office supplies	\$ 5.49
<b>Total</b>	<b>\$ 201,434.76</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.

## **NEW BUSINESS:**

Administrator Halstensgard presented the board with a memo from BWSR stating the current position of Riparian Aid funding that was signed into law on May 30, 2017. County and Watershed Districts who elect jurisdiction to enforce the Riparian Protection (Buffer) Law will receive funding to assist with compliance and enforcement of the law. Manager Braaten made a **motion** to adopt the resolution to accept jurisdiction of Watershed ditches. Manager Carriere seconded the motion which passed unanimously.

Ingress/Egress Easement for MN Power: A **motion** was made by Manager Diesen and seconded by Manager Carriere to sign the easement. The motion passed unanimously. The Board then held discussion regarding adding the money from the easements to a maintenance fund for Norland. A **motion** was made by Manager Schmalz and seconded by Manager Diesen to mark easement funds for maintenance at Norland. The motion passed unanimously.

## **PROJECTS:**

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

Engineer Knott commented on the status of the road and the clean up that RJ Zavoral & Sons, Inc. has remaining. He is anticipating that the remaining seeding will be complete by the end of July. Engineer Dalager presented pictures of the pool structures and pictures of the equipment. Lateral effect from groundwater of the adjacent wetland has been seeping so the board discussed using sheet piling versus taking a wait and see approach with the integrity of the bank and the ability to extend timeframe of the grant. A **motion** was made by Manager Carriere and seconded by Manager Diesen to approve pay estimate #10 for \$131,989 to Zavoral. The motion passed unanimously.

There was brief discussion regarding the remote monitoring equipment for the Pool 3 outlet structure. The board is looking into a possible cost share to get monitoring up and running. The board also discussed maintenance costs and will look into it further.

### **Roseau Lake:**

There was discussion regarding the public information meeting held on June 6, 2017. Manager Braaten commented that there were approximately twenty in attendance. The Managers discussed the project and its benefits.

The board was presented with the Terracon bid for geotechnical engineering. A **motion** to authorize Administrator Halstensgard sign the contract contingent upon an insurance increase to \$1.5M was made by Manager Diesen and seconded by Manager Carriere. The motion carried unanimously.

Specialist McCormack outlined HDR's proposal for wetland delineation for the project. There was some discussion regarding the roles between the DNR and the RRWD and making sure the interested parties are on the same page. Manager Braaten made a **motion** to sign the wetland delineation scope of work bid with Manager Carriere seconding. The motion passed unanimously.

Engineer Dalager commented on the archeological survey scope of work is not quite ready to be signed. The DNR and HDR are working to wrap up the archeological scope of work. In interest of timeliness, the board discussed approving the scope of work for the cultural survey

approved as written with the possibility of amending at a future meeting if it becomes necessary. Manager Carriere made a **motion** to approve the archeological scope of work as written. The motion was seconded by Manager Schmalz. The motion passed unanimously.

Whitney Lake Sub Watershed:

Manager Braaten covered the Whitney Lake Landowner meeting that took place on June 6, 2017. Landowners are going to provide quantifiable data to demonstrate a need for the project.

Beltrami:

Further hydrologic modeling downstream of Roseau indicated that there were negligible benefits. More information will be presented during a project team meeting in July.

**PERMITS:**

Specialist McCormack discussed permit application #17-07 (Mark Olafson). Mr. Olafson proposed to install a trap on a culvert preventing water flow from CD11. The county was contacted to discuss jurisdiction on the drainage system. A **motion** was made by Manager Carriere and seconded by Manager Braaten to approve the permit. The motion passed unanimously.

Specialist McCormack discussed permit application #17-08 (MNDNR). The MNDNR is proposing to replace multiple culverts in the BISF. A **motion** was made by Manager Diesen and seconded by Manager Braaten to approve the remainder of the permit including sites 11 and 12. The motion passed unanimously.

Specialist McCormack presented permit application #17-10 (Fourtown/Grygla Sportsman's Club). The Sportsman's club is proposing to connect trails in the BISF and is requesting to install a water crossing. A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the permit request. The motion passed unanimously.

Specialist McCormack discussed permit application #17-11 (Brian Tveit). Mr. Tveit reapplied for a permit due to expiration of previous permit to replace a damaged culvert. A **motion** to approve the permit was made by Manager Schmalz and seconded by Manager Braaten. The motion carried unanimously.

Specialist McCormack discussed permit application #17-12 (Michael Grahn). Mr. Grahn proposed the installation of a new crossing to allow direct access to his grain bins. Manager Schmalz made a **motion** that was seconded by Manager Carriere to approve the permit. The motion passed unanimously.

Specialist McCormack discussed permit application #17-13 (Mark Wierschke). Mr. Wierschke proposed the replacement of a damaged CMP in a field crossing to allow equipment access. Mr. Wierschke requested the permit be expedited. A **motion** was made by Manager Diesen and seconded by Manager Schmalz to approve the permit. The motion carried unanimously.

Specialist McCormack discussed permit application #17-14 (Blair Comstock). Mr. Comstock proposed to lower a culvert by a foot to prevent backwatering. He also proposed to send water to the south. The board held discussion on this permit and ultimately approved the culvert, but not the diversion of the water. The board determined that moving water would require another permit. A **motion** was made by Manager Schmalz and seconded by Manager Carriere to approve the permit for the culvert only. The motion passed unanimously.

Specialist McCormack discussed permit application #17-15 (MNDNR). The Department of Forestry submitted a permit application to install 7 24" CMPs at various locations on the Elkwood road. A **motion** was made by Manager Braaten and seconded by Manager Diesen to approve the requested permit. The motion carried unanimously.

Specialist McCormack discussed permit application #17-16 (Rick Millner). Mr. Millner is proposing to remove and replace a 60" culvert 1000' north of its existing location. Mr. Millner will need to work with the RCHD because the ditch is administered by the county. A **motion** was made by Manager Diesen and seconded by Manager Braaten. The board approved the permit unanimously.

Specialist McCormack discussed permit application #17-17 (Roseau County Highway Department). The RCHD is proposing the replacement of dual 48" CMPs with a single 81" by 59" arch. A **motion** was made by Manager Carriere and seconded by Manager Braaten to approve the permit. The motion carried unanimously.

Specialist McCormack presented permit application #17-18 (Reed Farms, LLC). Reed Farms wishes to install a new crossing with an 18" culvert to access their property from County Road 2 into section 10 of Falun Township. Manager Diesen made the **motion** to approve the permit with Manager Braaten seconding. The motion carried unanimously.

Specialist McCormack presented permit application #17-19 (Blawat Farms). Mr. Blawat submitted a permit to lower an existing 36" culvert under 362<sup>nd</sup> Street by one foot and deepening the ROW ditch. Mr. Blawat will need to secure township approval as well. Manager Braaten made a **motion** to approve the permit with Manager Carriere seconding. The motion passed unanimously.

Specialist McCormack presented permit application #17-20 (Blawat Farms). Mr. Blawat reapplied for previously granted permit #14-43. The permit was for the installation of a culvert to provide drainage. Manager Carriere made a **motion** to approve the permit with Manager Schmalz seconding. The motion passed unanimously.

**DELEGATIONS:** There were no delegations.

**RRWMB:**

- The Red Board asked member districts to answer questions regarding the strategic planning session. The following are the take-away points from that conversation.

- The need for office space should be determined after the strategic planning has progressed further.
- The Red Board currently has Administrators as alternates which is allowable according to bylaws. However, alternates should only be at the table occasionally, if the need arises. The RRWD board concluded that all members should be Managers.
- RRWD discussed if it was necessary for the Red Board to employ an Executive Director or if that job should be absorbed by the Administrator. The consensus was that whatever the position, there needs to be clearly defined goals, regular review of the work (by the RRWMB members) and accountability for achieving those goals.
- RRWD held discussion on the possibility of the Red Board widening their scope of projects instead of focusing solely on retention.

#### **ADMINISTRATIVE REPORT:**

- Administrator Halstensgard is waiting on the RRWMB to authorize her attendance for the Drainage Work Group.
- The building inspection of the Stolp property was completed, and the title search will be forthcoming.
- The board was presented with mowing estimates for the Stolp property.

#### **SPECIALIST REPORT:**

- West Intercept trap was freed. A landowner had concerns regarding the type of trap, which was brought to the board's attention.
- Duxby Levee has been inspected and elevation data collected. Specialist McCormack will contact the adjoining landowner regarding drainage solutions.
- Roseau County requested that permit #16-47 be amended to install a 48" culvert. A **motion** was made by Manager Braaten and seconded by Manager Diesen to amend the permit. The motion passed unanimously.
- Halverson Sand and Gravel provided a bid to the RRWD on an outlet option from private land to JD 61 at Norland. Manager Schmalz made a **motion** to approve the bid with Manager Carriere seconding. The motion passed unanimously with Manager Braaten abstaining.
- Halvorson Sand and Gravel provided a bid to the RRWD for scour repair on Mattson Island Road. Manager Braaten made the **motion** to approve the bid with Manager Carriere seconding. The motion passed unanimously.
- Halvorson Sand and Gravel provided a bid to the RRWD for a rock spillway to repair a scour at the west outlet of Norland. Manager Braaten made the **motion** to approve the bid with Manager Carriere seconding. The motion passed unanimously.
- Two contractors submitted a bid for the Mekash Bank Stabilization project, which is part of the CD 8 sub watershed sediment reduction project. Manager Carriere made a **motion** to approve the Beito Repair bid of \$38,683.05 with Manager Diesen seconding. The motion passed unanimously.
- Three contractors submitted an estimate for debris clean-out for Mickelson Bridge. Manager Braaten made a **motion** to approve R & Q Trucking for debris clean up at the Mickelson location for an hourly rate. The motion was seconded by Manager Schmalz, and passed unanimously.

**OLD BUSINESS:**

- After discussion, the board chose to authorize Roger Berg Sr. to mow at Hay Creek and Norland for one year. Manager Carriere made the **motion** with Manager Schmalz seconding. The motion passed unanimously.
- After discussion, Manager Braaten made a **motion** to authorize Nick Robertson to hay the West Intercept area for one year. Manager Diesen seconded the motion which passed unanimously.

**NEW BUSINESS:**

- Manager Braaten made a **motion** to appoint Manager Schmalz and Manager Carriere as delegates for the MAWD Special Board meeting scheduled for June 21, 2017 in Bemidji. The motion was seconded by Manager Diesen and passed unanimously.
- Manager Braaten mentioned that a landowner had questioned why a specific part of WD 3 was not cleaned. Specialist McCormack will check into it.

**OTHER ITEMS:**

- Senator Mark Johnson was on the Capitol Report recently and mentioned both the Roseau Lake Project and the Whitney Lake Project and FDR bonding which he supports.
- A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the Managers' and staff expense vouchers. Motion carried unanimously.
- The board discussed using a consent agenda to approve permits that do not require discussion in the interest of speeding up the process.
- After a **motion** by Manager Braaten and second by Manager Diesen, the meeting was adjourned at 10:55 am.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator