

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

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

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

**STAFF PRESENT:** Administrator Halstensgard and Specialist McCormack

**OTHERS PRESENT:** see attendance sheet

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

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

**CONSENT AGENDA:** A **motion** to approve the Consent Agenda was made by Manager Braaten and seconded by Manager Carriere and carried unanimously. Adoption of the Consent Agenda included approving the September 6, 2017 minutes, bills and receipts, and permits: #17-36 (William Erickson), # 17-37 (Terry Brateng) and #17-38 (Terry Brateng).

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 20.12
Pepsi Beverage Co. -- Sept rent	\$ 850.00
Pepsi Beverage Co. -- Oct rent	\$ 850.00
State of Minnesota -- RRWMA reimbursement	\$ 106,853.95
Kittson County -- 2017 buffer funding	\$ 2,212.00
Roseau County -- 1st half buffer funding	\$ 6,108.50
Robert Stolp -- July rent	\$ 850.00
State of Minnesota -- Roseau Lake reimbursement (LSOHC)	\$ 23,016.82
Red River Management Board -- FY 2017 PT reimbursement	\$ 13,924.09
Rinke Noonan, LTD -- FOI request payment	\$ 42.59
<b>Total</b>	<b>\$ 154,728.07</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- Salary & insurance	\$ 4,360.58
Torin McCormack -- Salary & insurance	\$ 4,640.58
Tracy Halstensgard -- mileage and reimbursement	\$ 291.58
Torin McCormack -- mileage and reimbursement	\$ 350.00
LeRoy Carriere -- per diem & expenses	\$ 138.52
Carter Diesen -- per diem & expenses	\$ 172.76
Jason Braaten -- per diem & expenses	\$ 243.10
Cody Schmalz -- per diem & expenses	\$ 120.10
Tony Wensloff -- per diem & expenses	\$ 156.73
PERA -- employer / employee contribution	\$ 1,520.32
Internal Revenue Service -- withholding	\$ 3,710.79
MN State withholding -- Payroll tax withheld	\$ 658.00
Sjobergs TV -- internet & phone	\$ 150.78
Marco -- copier maintenance	\$ 78.96
Minnesota Energy -- natural gas bill	\$ 154.22
City of Roseau -- utilities	\$ 227.56
Roseau Ace Hardware -- straps	\$ 59.83
Cardmember Services -- out of town meeting & misc. expenses	\$ 863.52
Moren Law Office -- legal fees	\$ 937.50
Houston Engineering -- Beltrami Project	\$ 8,359.75
Multi Office Products, Inc -- supplies	\$ 153.53
SuperOne Foods -- food for meetings	\$ 117.75
Claire Kjersten -- Mowing Duxby	\$ 1,237.50
Rinke-Noonan -- ditch transfer memo	\$ 132.50
Auto-Owners Insurance -- insurance	\$ 929.72
Patrick Moren -- legal fees	\$ 937.50
HDR engineering -- Whitney Lake invoices for 8/6/17 to 9/2/17	\$ 29,753.40
HDR engineering -- invoices for 8/6/17 to 9/2/17	\$ 20,974.96
WMA -\$10,784.43; Duxby - \$749; SD51 - \$9,441.53	
R & Q Trucking, Inc -- installation of sheetpile	\$ 38,000.00
	<b>\$ 119,432.04</b>

**DELEGATIONS:** There were no delegates for the meeting.

**NEW BUSINESS:**

Specialist McCormack informed the board that Jack Swanson requested to revisit the purchase of the triangle piece adjacent to land owned by the Swanson family on the West Intercept project.

**OLD BUSINESS:** No Old Business at this meeting.

## **PROJECTS:**

**RRWMA:** Engineer Dalager informed the board that the installation of the sheet pile was complete and went well. Minor touch-up will be needed in the spring. Specialist McCormack discussed the monitoring and mitigation for the project.

**Roseau Lake Project:** Specialist McCormack discussed the mitigation work that has been ongoing. Administrator Halstensgard spoke about the upcoming PT meeting and a conference call discussing the Recreational Plan. There was extensive discussion on how the project will be moving forward and project timeline.

**Whitney Lake:** Manager Braaten updated the board on the Project Team meeting. There was discussion on the timeline and funding for the components of the project. There was discussion on scheduling a meeting with landowners on WD 3 & CD 16. It was the consensus to hold off scheduling a meeting until after harvest and hunting season.

**Beltrami:** The project team concurred with the Board's recommendation to submit the revised Purpose and Need and advance the modeling to the upper reaches of the ditches.

## **PERMITS:**

Specialist McCormack discussed permit #17-39 (RCHD). A **motion** was made by Manager Carriere, seconded by Manager Diesen to rescind the petition to the Roseau County Board based on the letter for Attorney Kolb and the intent to install an 18" CMP. Motion carried unanimously. A **motion** was made by Manager Carriere, seconded by Manager Braaten to approve permit #17-39 as submitted. Motion carried unanimously.

Manager Schmalz arrived at 9:04 am.

Specialist McCormack discussed permit #17-40 (RCHD). There was discussion on issues with other ditch cleaning in the area due to soil types. A **motion** was made by Manager Carriere, seconded by Manager Schmalz to approve the permit with the condition of implementation of erosion control measures as directed by Watershed staff. Motion carried with Manager Diesen opposed.

Specialist McCormack discussed permit #17-41 (William Erickson). A **motion** was made by Manager Carriere, seconded by Manager Diesen to approve the permit as submitted. Motion carried with Chairman Wensloff abstaining.

Specialist McCormack discussed permit #17-42 (Richard Magnusson). A **motion** was made by Manager Braaten, seconded by Manager Schmalz to approve the permit as submitted. Motion carried unanimously.

## **REPORTS:**

**RRWMB:** Manager Carriere discussed the following items:

- Changes to the statutes recommended by MAWD & RRWMB
- Executive Director applicants

- Letter to RRWMB from a landowner on the Roseau Lake project
- Office location
- Klondike and Black River projects will be submitting Step II at the next meeting

**Administrator:** Administrator Halstensgard updated the board on the following items:

- Meeting with County on transfer of ditch systems
- Contractors for building remodel. Will be setting up a meeting with them and the building committee.
- Northwest Minnesota Foundation grant application. The preliminary application for the Roseau River Water trail plan was accepted. The full application must be submitted within 90 days.
- MAWD conference attendance.
- MAWA meeting – discussed legislative bills for administrative levy and managers per diem amount
- Beltrami Island LUP Citizens input panel meeting Oct. 5<sup>th</sup> at Norris Camp
- A **motion** was made by Manager Diesen, seconded by Manager Braaten to purchase a gas card for Sentence to Serve in the amount of \$100. Motion carried unanimously.
- The board discussed outdated funds. A **motion** was made by Manager Carriere, seconded by Manager Braaten to balance out inactive funds as listed from the Schedule of Fund Balances by Project in the audit report (Malung Dam Maintenance; CR 112; Hay Creek Norland; West Interceptor; Palmville)

**Specialist:** Specialist McCormack updated the board on the following items:

- Norland site visit with County Commissioner Swanson
- Duxby Levee update
- Buffer initiative update
- SD 51 sediment removal sites

**OTHER BUSINESS:**

A **motion** was made to authorize personnel committee to advertise in the event it is necessary for watershed assistant position. Motion carried unanimously.

Manager Diesen read the vouchers aloud and a **motion** was made by Manager Carriere, seconded by Manager Schmalz to approve the Managers’ and staff expense vouchers. Motion carried unanimously.

The November meeting was changed to October 30<sup>th</sup> at 8:00 a.m.

There being no further action items on the agenda, a **motion** was made by Manager Braaten and second by Manager Schmalz, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstensgard, Administrator