

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD SEPTEMBER 6, 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 Braaten, seconded by Manager Carriere to approve the agenda with the addition of permit # 17-35. 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 August 2, 2017 minutes, bills and receipts, and permits: #17-30 (William Erickson) and # 17-31 (Douglas Erickson).

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 21.10
State of Minnesota -- Norland Mitigation reimbursement	\$ 23,047.28
<b>Total</b>	<b>\$ 23,068.38</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- wages	\$ 4,360.58
Torin McCormack -- wages	\$ 4,640.58
Tracy Halstensgard -- mileage and reimbursement	\$ 308.02
Tracy Bergstrom -- wages	\$ 2,165.38
LeRoy Carriere -- per diem & expenses	\$ 138.53
Carter Diesen -- per diem & expenses	\$ 172.77
Jason Braaten -- per diem & expenses	\$ 243.10
Tony Wensloff -- per diem & expenses	\$ 78.36
PERA -- employer / employee contribution	\$ 1,882.08
Internal Revenue Service -- withholding	\$ 4,118.18
MN State withholding -- Payroll tax withheld	\$ 676.00
Sjobergs TV -- internet access	\$ 150.78
Marco -- copier maintenance & annual audit	\$ 78.96
Minnesota Energy -- natural gas bill	\$ 48.09
Ace Hardware -- Mekash site expense	\$ 93.44
City of Roseau -- utilities	\$ 248.93
HDR Engineering -- Whitney Lake invoice for 7-2 through 8-5	\$ 47,510.78
HDR Engineering -- RRWMA - \$3,395.50; SD 51 (Baumgartner site) - \$5,642.27	\$ 9,037.77
HDR Engineering -- Roseau Lake invoice for 7-2 through 8-5	\$ 20,143.91
SuperOne foods -- supplies	\$ 54.57
Cardmember Services -- out of town meeting expenses	\$ 79.04
Roseau Times Region -- notices & subscription	\$ 128.23
Moren Law Office -- legal fees	\$ 675.00
D&E Sports Shop -- ranger repair	\$ 427.27
R&Q Trucking -- SD 51 & Duxby Levee repairs	\$ 5,044.00
RJ Zavoral & Sons, Inc -- Pay estimate #11	\$ 60,635.72
Franz Reprographics -- poster for Roseau Lake	\$ 149.11
Beito Repair -- Mekash site restoration	\$ 48,339.05
Northern Resources Cooperative -- gas	\$ 48.00
Matt Millner -- BMP cost share	\$ 2,040.00
Brian Tveit -- BMP cost share	\$ 4,518.00
<b>Total</b>	<b>\$ 218,234.23</b>

A **motion** was made by Manager Diesen seconded by Manager Braaten to approve payment in the amount of \$2,040 to Matt Millner for side water inlet installation. This is a cost-share project with Roseau County SWCD to implement Best Management Practices (BMP's). Motion carried unanimously.

**DELEGATIONS:** Dan and John Zavoral met with the board to discuss the additional project costs due to the wet conditions. It was noted that overall project construction was very satisfactory. Manager Braaten noted that the board had extended the project deadline due to the wet conditions, thereby waiving the fees for not being completed on time. After discussion, a **motion** was made by Manager Braaten, seconded by Manager Carriere, to pay Pay Estimate #11 in the amount of \$60,635.72. Motion carried unanimously.

Administrator Halstensgard discussed the \$5,000 funding provided by the Red River Watershed Management Board for the Roseau River International Watershed (RRIW). It was the consensus of the board to deposit the funds in the current RRIW account.

At 8:30 a.m. **motion** was made by Manager Diesen to close the regular meeting and open the public hearing on the 2018 proposed budget and levies, seconded by Manager Carriere. Motion carried unanimously. Administrator Halstensgard spoke about the budget and levies. There were no comments from the public. A **motion** was made by Manager Carriere, seconded by Manager Braaten to close the public hearing and open the regular meeting. Motion carried unanimously.

Following discussion on the proposed budget, a **motion** was made by Manager Carriere seconded by Manager Braaten to approve the proposed 2018 budget. Motion carried unanimously.

**Administrative Budget:**

1.	Salaries and benefits	\$140,000.00
2.	Manager’s per diem and expenses	\$ 12,000.00
3.	Dues & conference registrations	\$ 3,000.00
4.	Engineering	\$ 5,000.00
5.	Legal & professional services	\$ 15,000.00
6.	Real estate taxes	\$ 11,500.00
7.	Rent and Utilities	\$ 6,000.00
8.	Insurance	\$ 11,500.00
9.	Telephone and internet	\$ 2,000.00
10.	Office supplies, postage & printing	\$ 9,000.00
11.	Capital Outlay / building maintenance	\$ 13,000.00
12.	Stream gaging	\$ 12,000.00
13.	RRWD projects / maintenance	\$ 10,000.00
	Total	\$250,000.00

Administrator Halstensgard read for the record the Administrative levy resolution. A **motion** was made by Manager Carriere, seconded by Manager Diesen to levy an ad valor em tax of .00048 (not et exceed \$250,000.00) pursuant to M.S.A. Section 112.61 Subdivision 3, of real estate and personal property in the RRWD for the general fund expenses and for the construction and maintenance of projects of common benefit to the RRWD. Motion carried unanimously.

Administrator Halstensgard read for the record the RRWMB / Construction levy resolution. A **motion** was made by Manager Carriere and seconded by Manager Braaten to levy an ad valor em tax in accordance with the provisions of Chapter 162, 1976 Session Laws and the provisions of the Joint Powers Agreement with the RRWMB. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Diesen that the Roseau River Watershed District does hereby levy the below stated amounts to each ditch system as listed for the year 2017 and shall be collectible with the taxes recovered in the year 2018 as follows:

Ditch	Assessed benefit	Max Levy	% Levy Amount	2018 levy amount
WD 3	\$ 80,581.52	\$ 100,000.00	10%	\$ 8,058.15
Ditch 8	\$ 30,806.00	\$ 100,000.00	20%	\$ 6,161.20
Ditch 16	\$ 16,671.00	\$ 100,000.00	20%	\$ 3,334.20
SD 51	\$ 8,516,896.05	\$ 1,703,379.21	1%	\$ 85,168.96
WI	\$ ---	\$ 7,500.00	fixed	\$ 2,500.00

Motion carried unanimously.

### **NEW BUSINESS:**

Administrator Halstensgard updated the board on the status of the meeting with Roseau County Commissioners to discuss transfer of County jurisdictional ditches to the Watershed District. Commissioner Walker stated that he would like to see the County Board attend a Watershed board meeting to discuss the issue. A **motion** was made by Manager Braaten, seconded by Manager Diesen to schedule a special meeting for September 12, 2017 at 11:00 at the Courthouse. Motion carried unanimously.

Administrator Halstensgard informed the board of a data request from the Rinke-Noonan law firm.

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

### **PROJECTS:**

**RRWMA:** The board discussed the quotes for the installation of the vinyl sheet pile. Specialist McCormack suggested having Engineer Knott on site during the installation which was authorized by the board. A **motion** was made by Manager Carriere, seconded by Manager Diesen, to award the job to R & Q Trucking as the low quote. Motion carried unanimously.

**Roseau Lake Project:** Specialist McCormack updated the Board on the wetland mitigation effort pertaining to the fen restoration. The wetland team completed the field work for the delineation. Cultural resource crews completed a portion (mostly public land) and will return later this year, after harvest, to finish. The soil borings were completed except for 1 site in a bean field. There was an issue with the boring crew driving on a field with crop on it. This did cause concern with the Magnusson and Kveen families. HDR, district staff and Randy P addressed the issue in the field as well as at the Project Team meeting later that week. Some of the Magnussons have put some additional conditions on future access and the Kveen family is denying access at this point. We are continuing outreach and improving our tracking of the efforts being made to contact landowners. Moving forward, Administrator Halstensgard will be the single point of contact for any access needs of the project. Manager Braaten and Administrator Halstensgard met with landowner Lesa Schmechel to discuss her concerns pertaining to her CRP contracts. Project Team members are working on the draft CP3 – Preferred alternative.

**Whitney Lake:** The Purpose and Need (NRCS Review Point 2 & COE Concurrence Point 1) has been submitted to both agencies. We have a PT meeting scheduled for Sept. 21. The NRCS contact for all RCPP projects will be changing again which could potentially cause delays.

Martin Johnson, landowner within the project area, address the board with questions about the project. Administrator Halstensgard discussed the history of the area and the reason for the development of the proposed project. Engineer Dalager discussed the current status of the project. A project team meeting has been scheduled for September 21<sup>st</sup> at 9 a.m.

**Beltrami:** Engineer Jerry Bents gave a presentation to the board on the current status of the project and the struggle to develop a Purpose and Need Statement. The revised Purpose and Need statement would address flood damage reduction for a 10 year- 24 hour event. A project team meeting has been scheduled for September 21<sup>st</sup> at 11 a.m. to discuss the revised Purpose and Need.

### **PERMITS:**

Manager Diesen abstained from the discussion. Specialist McCormack discussed permit #17-32 (Orlin Diesen). A **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the permit as submitted. Motion carried unanimously.

Specialist McCormack discussed permit #17-33 (Roland Besserud). A **motion** was made by Manager Braaten, seconded by Manager Diesen to approve the permit as submitted. Motion carried unanimously.

Chairman Wensloff abstained from the discussion. Specialist McCormack discussed permit #17-34 (Tony Wensloff for Stafford Township). Vice-Chair Braaten called for the vote. A **motion** was made by Manager Diesen, seconded by Manager Carriere to approve the permit as submitted. Motion carried with Chairman Wensloff abstaining.

Specialist McCormack discussed permit #17-35 (Tony Brateng). A **motion** was made by Manager Diesen, seconded by Manager Carriere to approve the permit as submitted. Motion carried with Chairman Wensloff abstaining.

Vice-Chair Braaten turned the meeting back to Chairman Wensloff

### **REPORTS:**

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

- Levy adoption
- Executive directory position
- RRWMB office space

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

- HDR Engineering WRAPS authorization
- Office remodeling – in the process of contacting contractors and direction of the scope of the remodeling
- Roseau River Trail progress & City park Kayak launch.
- 25% by 2025 meeting in Crookston
- Allocation of Buffer funding – it was the consensus of the board to exclude SD 51 due to the maximum allowable fund capacity and allocate the funds by mile of ditch between the other 3 systems.

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

- Mekash bank stabilization
- Duxby Levy gravel application, culvert replacement, rut repair and COE inspection
- The Nature Conservancy (TNC) proposal update
- Grafstrom - Norland discussion

**OTHER BUSINESS:**

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

The November meeting date was moved to October 31<sup>st</sup> at 8:00 a.m. to accommodate staff attendance of BWSR Academy.

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

Respectfully submitted,

---

Cody Schmalz, Secretary

---

Tracy Halstensgard, Administrator

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the September 6, 2017 meeting of the Roseau River Watershed District Board of Managers:

Upon motion by Manager Carriere, seconded by Manager Diesen, the following resolution was passed with 4 in favor and 0 opposed.

BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

That the Roseau River Watershed District does hereby levy the below stated amounts to each ditch system as listed for the year 2017 and shall be collectible with the taxes recovered in the year 2018.

**10% levy be made on Ditch System WD-3**

**20% levy be made on Ditch System 8.**

**20% levy be made on Ditch System 16.**

**\$ 2,500.00 levy be made on West Interceptor**

A one percent assessment on redetermined benefits be made on State Ditch 51.

Approximate figures are:	Roseau County	\$88,177.69
	Kittson County	\$ 1,155.02
	Marshall County	\$ 641.92
	Beltrami County	\$ 899.65
	Lake of the Woods County	\$ 648.60

Dated this 6<sup>th</sup> day of September, 2017.

ROSEAU RIVER WATERSHED DISTRICT

By  \_\_\_\_\_, it's Chairman

Tony Wensloff

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the September 6, 2017 meeting of the Roseau River Watershed District Board of Managers,

Upon motion by Manager Carriere, seconded by Manager Braaten, the following resolution passed with 4 in favor and 0 opposed.

“BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

WHEREAS, the Roseau River Watershed District is a member of the Red River Watershed Management Board and pursuant to a resolution duly adopted, the Board of Managers executed a Joint Powers Agreement, and

WHEREAS, the resolution adopted by the Red River Watershed Management Board under the date of July 18, 2017, said Management Board, pursuant to the provision of Chapter 162, Section 1, 1976 Session Laws, and in accordance with the provisions of the Joint Powers Agreement, did direct this Watershed District to levy an ad valorem tax in the amount of .0004836 percent of the estimated market value. This levy to be made on all taxable property within their district in accordance with the provisions of Minnesota 1976 Sessions Law, Chapter 162, Section 1; as amended by laws of 1982, Chapter 474, Section 1; Laws 1983, Chapter 338; and laws of 1989 First Special Session, Chapter 1, Article 5, Section 45 and

WHEREAS: the Board of Managers of the Roseau River Watershed District are desirous of cooperation and fulfilling this obligation,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

That the Roseau River Watershed District does hereby levy and ad valorem tax in the amount of .0004836 percent of the estimated market value of all taxable property within this district and within the counties set forth in Chapter 162, 1976 Session Laws.

That said levy shall be for the year 2017 and shall be collectible with the taxes recovered in the year 2018.


That the County Auditor of the County of Roseau, Kittson, Marshall, Beltrami, and Lake of the Woods shall make said levy in accordance with the provisions of the Minnesota Watershed Act, Chapter 112, chapter 162 (1976) the Joint Powers Agreement and Legislative direction.

That all proceeds of said levy shall be forwarded by the County Auditor of the County of Roseau, Kittson, Marshall, Beltrami, and Lake of the Woods to the Treasurer of the Roseau River Watershed District.

That the Treasurer of the Roseau River Watershed District shall retain one half of the proceeds of said levy, and the proceeds from the remaining on half shall be transmitted to Naomi Erickson, Administrator, Red River Watershed Management Board, PO box 763 Detroit Lakes, MN 56502-0763 and shall be credited to the general fund of the Red River Watershed Management Board.”

Dated this 6<sup>th</sup> day of September, 2017.

ROSEAU RIVER WATERSHED DISTRICT

By  it's Chairman  
Tony Wensloff



ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the September 6, 2017 meeting of the Roseau River Watershed District Board of Managers:

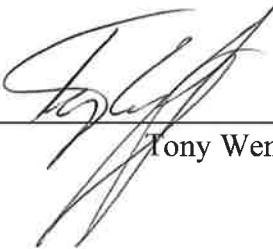
Upon motion by Manager Carriere seconded by Manager Diesen the following resolution passed with 4 in favor and 0 opposed.

“BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

Pursuant to M.S.A. § 103D.905 Subd. 3, the Roseau River Watershed District does hereby levy an ad valorem tax of .00048 percent of the total market value of real estate and personal property (not to exceed \$250,000) of all taxable property within the district in the counties of Roseau, Kittson, Marshall, Beltrami, and Lake of the Woods, as set forth in the above mentioned Chapter. Such funds are to be used for general administration expenses and for the construction and maintenance of projects of common benefit to the District.”

Dated this 6th day of September, 2017.

ROSEAU RIVER WATERSHED DISTRICT

By  \_\_\_\_\_, it's Chairman  
Tony Wensloff

## **2018 DRAFT BUDGET**

### **Administrative Budget:**

1.	Salaries and benefits	\$140,000.00
2.	Manager's per diem and expenses	\$ 12,000.00
3.	Dues & conference registrations	\$ 3,000.00
4.	Engineering	\$ 5,000.00
5.	Legal & professional services	\$ 15,000.00
6.	Real estate taxes	\$ 11,500.00
7.	Rent and Utilities	\$ 6,000.00
8.	Insurance	\$ 11,500.00
9.	Telephone and internet	\$ 2,000.00
10.	Office supplies, postage & printing	\$ 9,000.00
11.	Capital Outlay/ building maintenance	\$ 13,000.00
12.	Stream gaging	\$ 12,000.00
13.	RRWD projects / maintenance	\$ 10,000.00

Total \$250,000.00

### **2017 Budget**

\$140,000.00
\$ 10,000.00
\$ 2,500.00
\$ 5,000.00
\$ 15,000.00
\$ 10,000.00
\$ 6,000.00
\$ 10,000.00
\$ 2,250.00
\$ 6,000.00
\$ 10,000.00
\$ 12,000.00
<u>\$ 21,250.00</u>

### **Construction Budget:**

1.	Red River Watershed Management Board	\$ 166,185.18
2.	RRWD Construction Fund	<u>\$ 166,185.17</u>
	Total	\$ 332,370.35