

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD DECEMBER 5, 2018**

**ORDER:** Chairman Jason Braaten called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Administrator Halstensgard, Specialist McCormack, and Assistant Bergstrom

**OTHERS PRESENT:** Joe Laurin, Landowner, and Randy Prachar, MNDNR

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

**DELEGATIONS PRESENT:** Joe Laurin, Landowner

**AGENDA:** A **motion** was made by Manager Wensloff and seconded by Manager Diesen to approve the agenda with additions. The motion carried unanimously.

**CONSENT AGENDA:**

A **motion** to approve the Consent Agenda was made by Manager Wensloff and seconded by Manager Diesen. The motion carried unanimously. Adoption of the Consent Agenda included approving the November 7, 2018 minutes, the Treasurer's Report with the addition of a bill from BWSR for the academy in the amount of \$135, and manager and employee expense vouchers.

**DELEGATE:**

Mr. Laurin presented the board with a hand out containing three items of concern with the WD3 system. The board discussed the concerns presented. Mr. Laurin presented additional information relating to his cost share of the 2014 Houston Engineering Hydrologist report on the WD3/SD69 area. Specialist McCormack presented information relating to Mr. Laurin's concerns relating to ditch spoil and its capacity since the addition of sidewater outlets. Mr. Laurin stated he had recently expressed interest in being a Project Team member and was told the Project Team was set and he could not be a member. It was stated that the meetings were open to the public and he was welcome to attend. Administrator Halstensgard spoke about how the Whitney Lake Project Team was formed and how landowner representation was chosen. The District held a series of three landowner meetings of which Mr. Laurin was notified by US mail. At those meetings landowners were encouraged to describe the issues in the area, offer possible solutions and chose the landowners they wanted to represent them on the Project Team. Attorney Moren invited Mr. Laurin to bring forth any legal authority he may have concerning the reimbursement he requested.

**NEW BUSINESS:**

- The next RRWD meeting is scheduled for January 2, 2018 at 12 o'clock pm. The board determined the will not change the date or time of that meeting.
- Administrator Halstensgard informed the board of our cost share with the RRWMB for USGS stream gages in the RRWD. As of the December meeting, the RRWD has not received a bill for those services. The invoice for the cost share is typically presented at the end of the calendar year.

## PERMITS:

M. Wierschke submitted permit #18-29. Manager Wensloff made a **motion** to table the permit until more information was gathered. Manager Diesen seconded the motion, which passed unanimously.

## REPORTS:

### Specialist:

- Duxby: In total, 12 loads of Class 5 were delivered to the driveway portion of the levee. The driveway was graded and crowned. HDR did an As-built on the graveled portion of the driveway. The elevations were to ACOE specifications. The ticket for the gravel specifications was obtained from R&Q to assure quality. In order to reach a use agreement regarding the driveway per the ACOE suggestion, the watershed district must be provided documentation on who has the authority to sign the agreement. The Duxby outlet ditches are complete.
- The Norland gates are open for the winter.
- A grant was applied for to fund a portion of the Conservation Corps crew. The crew would be tasked with cleaning woody debris from Roseau to Malung along the river.
- Specialist McCormack and DNR Representative, Randy Prachar held an inter-agency conference call regarding the Roseau Lake wetland mitigation site.
- Staff gages will be installed near the Pool 3 outlet to aid monitoring of river levels. The gages will be located at the Caribou bridge, the box culvert at cutoff 10 and within the outlet channel.

### Administrator:

- MAWD Conference: 9 resolutions were brought forward and passed. Per Diem increase and maximum general levy increase were among the resolutions passed along with the support of more input to the WMA operation plan writing effort.
- The Roseau River Watershed District was awarded MN DNR watershed district of the year. We were nominated by MNDNR Hydrologist, Stephanie Klamm.

### MNDNR Supervisor Prachar:

- Drawdown agreement for Roseau River Wildlife Management Area pools 2 and 3 has been implemented. Pool 2 is currently at 1.1' and Pool 3 is at .9'. Another stop log will not be removed to expedite the drawdown, Pool 3 will reach its 1.0' at the current rate of discharge. Pool 1 west is down .7' feet from full. The 8300 acre foot drawdown target has been attained.
- Supervisor Prachar has been in contact with Engineer Dalager regarding spring operation of the Pool 3 outlet. Bank stabilization repair work has been completed. The sheet pile has helped stabilize the poor soil condition.
- An organizational Skype meeting will be held among DNR staff to discuss how to proceed with the Roseau River Restoration Project (oxbow restoration).

### Red Board:

- On December 18, area legislators will be attending their regularly scheduled meeting. The Red Board is reaching out to county commissioners as well.
- Legislative Days will be in February. Lisa Frenette will again be lobbying for local basin interests.

## PROJECT UPDATES:

### Roseau Lake:

- Roseau Lake Grant Agreement amendment for state funding. A **motion** was made by Manager Diesen to authorize Chairman Braaten to sign the Roseau Lake Grant Agreement amendment. The motion was seconded by Manager Wensloff and passed unanimously.
- Landowner outreach: The Roseau River Watershed District along with Supervisor Prachar and Engineer Dalager will set up meetings with landowners directly affected by the footprint of the Roseau Lake Project.
- An open house will be scheduled in February for both the Roseau and Whitney Lake Projects.
- HEI Engineer, Erik Jones contacted the watershed office to set up a steering committee to discuss the scope of the Roseau River Restoration Project. The committee will include representation from HEI, MNDNR, and the RRWD. The project will require an application for an Outdoor Heritage Fund grant.
- 

### WRAPS:

- PCA has completed their work and now is sent to HDR to finish up reporting. The report will be finished within the next two months. The TMDL report has been completed.

### Whitney Lake:

- Economic analysis for the Whitney Lake Project is underway. Federal funding requires a cost/benefit ratio of 1 when assessing a project. The federal RCCP process will continue and the project team will be working to get the Whitney Lake Project under contract to secure state funding during the upcoming legislative session.
- An updated step one proposal to the RRWMB will add retention area C to the previously submitted proposal containing retention area A. The project team is exploring the idea of seeking federal and state dollars to fund the retention areas and asking landowners to petition the drain authority to fund drainage systems

Engineer Dalager joined the meeting at 1:40 pm. and discussed the following talking points:

- Concurrence point 3 (ACOE) along with review point 5 (RCCP) will be submitted.
- Engineer Dalager presented a slide with the Whitney Lake preferred alternative. He reiterated that retention, improved conveyance, and protection must be incorporated in order for the project to function.
- In order to formulate the cost-benefit ratio, NRCS economists use \$100 per acre for assessing benefit.
- There was discussion on the Whitney Lake project area.
- Engineer Dalager and Supervisor Prachar have been in contact regarding Roseau Lake alignments and the EAW.
- There was discussion regarding the foot print and easement options for the Roseau Lake Project.

**OTHER ITEMS:**

Employee reviews:

- Chairman Braaten conducted employee reviews. After discussion, Manager Diesen made a **motion** to increase Watershed Assistant Bergstrom's wage to \$18.50/hour and increase her insurance stipend to \$440/month. Manager Wensloff seconded the motion which passed unanimously. After discussion, Manager Diesen made a motion to increase Administrator Halstengard's and District Specialist McCormack's salary by 2.5% . Manager Wensloff seconded the motion which passed unanimously.
- Next meeting: January 2, 2019 - 12:00 pm
- A **motion** to adjourn was made at 2:55 pm by Manager Wensloff and seconded by Manager Diesen. The motion carried unanimously.

Respectfully submitted,

  
Cody Schmalz, Secretary

  
Tracy Halstengard, Administrator

RRWD  
December 2018 Bills and Receipts

RRWD Checkbook Balance as of November 30, 2018	\$259,815.23
RRIW Checkbook Balance as of November 30, 2018	\$4,786.74
<b>Receipts:</b>	
Varidesk product returned -	\$400.78
Roseau County - 2nd half taxes	\$106,102.12
2nd half taxes - LOW, Marshall, Beltrami	\$3,080.67
Interest -- December	\$57.88
<b>Total:</b>	<b>\$109,641.45</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$4,648.98
Tracy Halstensgard -- Mileage	\$271.06
Torin McCormack -- Salary and Insurance	\$5,069.98
Torin McCormack -- Mileage / Personal Equipment	\$16.35
Tracy Bergstrom -- Wages and Insurance	\$2,610.28
Jason Braaten -- Per Diem and Expenses	\$162.51
Carter Diesen -- Per Diem and Expenses	\$86.71
Tony Wensloff -- Per Diem and Expenses	\$74.71
Internal Revenue Service -- Withholding (PD November)	\$4,250.47
Minnesota Department of Revenue -- Withholding (PD November)	\$791.00
PERA -- Employer / Employee Contribution (PD in November)	\$2,006.56
Ace Hardware -- Mailbox, Door repair	\$118.88
Cardmember Services -- BWSR meals, Freefind, carwash, postage	\$95.72
City Of Roseau -- November	\$207.65
Coast True Value -- office supplies -- PD	\$21.41
Marco -- Copier Maintenance	\$83.46
Minnesota Energy -- Natural Gas	\$113.15
Multi Office Products -- Calendars	\$64.85
Northern Resources Cooperative -- gas- PD	\$115.64
North Pine Services -- Inv. 1529 -- PD	\$65.00
Patrick Moren Law Office -- Legal Fees	\$1,356.25
Roseau Times Region -- Ads/ Buffer Ordinance	\$445.90
Roso Cleaners and Laundromat -- Rug	\$56.43
Sjoberg Cable -- Int/phone --	\$175.19
Super One Foods --	\$50.48
2018 BWSR Academy Registration	\$135.00
Byfuglien Land Purchase -- December 2018 payment	\$19,176.67
Halvorson Sand and Gravel -- Duxby Outlet Ditch	\$15,502.50
HDR -- GS: 09.30.18 to 10.27.18 - Duxby Levee and Slope repair	\$5,577.72
HDR -- GS: 10.28.18 to 11.24.18 - Duxby	\$3,048.13

HDR -- Whitney Lake -- 09.30.18 to 10.27.18 - Task Order #1	\$17,611.92
HDR -- Whitney Lake -- 10.28.18 to 11.24.18 - Task Order #1	\$29,542.06
HDR -- Roseau Lake --09.30.18 to 10.27.18 -- Task Order #1 Final Engineer	\$29,466.68
HDR -- Roseau Lake -- 10.28.18 to 11.24.18 -- Task Order #1 Final Engineer	\$29,303.99
HDR -- Roseau Lake -- 09.30.18 to 10.27.18 -- Wetland Delineation Fieldwork	\$794.36
MAWD Conference Dues -- PD	\$1,080.00
R & Q -- Invoice #10232 Gravel for WMA	\$6,120.00
RRWMB -- 2nd half taxes	\$46,855.23
Total:	\$227,172.88