

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD FEBRUARY 7, 2018**

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

MANAGERS PRESENT: LeRoy Carriere, Tony Wensloff, Carter Diesen (arrived at 12:15 pm.), Jason Braaten, and Cody Schmalz

STAFF PRESENT: Administrator Halstengard, Specialist McCormack, and Assistant Bergstrom

OTHERS PRESENT: Roger Falk, County Commissioner; Randy Prachar, MNDNR

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

DELEGATIONS PRESENT: Representative Dan Fabian, John Zavoral, Zavoral & Sons Construction

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

CONSENT AGENDA:

A **motion** to approve the Consent Agenda was made by Manager Carriere, seconded by Manager Wensloff, and carried unanimously. Adoption of the Consent Agenda included approving the January 2017 minutes along with the bills and receipts as presented.

DELEGATES:

Representative Dan Fabian presented the board with a legislative update. Included in the update was the budget bill for the Legislature. Representative Fabian discussed the potential of creating wetlands within retention areas to create wetland credits. Point sources of phosphates are an area of contention with Representative Fabian suggesting that funding be moved from point source projects to funding storage projects within flood water retention areas. Representative Fabian was presented with a handout containing projects the RRWD is currently working on. Specific attention was given to the Sprague Creek Fen Wetland Restoration Project for mitigating impacts created by the Roseau Lake Project. Representative Fabian indicated interest in the Wetland Restoration Project to offset expected impacts. These projects would require dollars from a bonding bill. Administrator Halstengard conveyed the RRWD's support of MAWD resolutions.

Manager Diesen joined the meeting at 12:15pm.

Administrator Halstengard remarked on the current levy and commented that the RRWD Board has passed a resolution stating its support for the MAWD resolutions.

Representative Fabian heard updates of the Roseau River Trail Project, the Roseau Lake Project, and the Whitney Lake Project. Administrator Halstengard indicated that State Water Trail Designation would require Legislative action. Representative Fabian also commented on the availability of funds through the MNDNR Conservation Partners Legacy Grant Program.

John Zavoral of RJ Zavoral and Sons asked the board to reduce the RRWD's retainage to a minimum amount. Engineer Dalager presented the Board with a brief recap of where the project is at, noting the

project is not certified complete. Manager Schmalz made a **motion** to pay RJ Zavoral and Sons 1.5% of the retainage, with the remaining to be paid by July 1, 2018. Manager Diesen seconded the motion which passed unanimously.

PROJECT UPDATES:

Administrator Halstengard confirmed there will be a public informational meeting held on March 13, 2018 at the Roseau City Center covering details of the Roseau and Whitney Lake Projects. The project team for Roseau Lake will need to continue to look at preferred alternatives. The landowners in the Whitney Lake area have been sharing ideas with the project team on ways to improve conveyance in the area. Engineer Dalager will be presenting the project teams and the Board on how the projects will complement each other within the upcoming months.

Administrator Halstengard commented that the CAC meeting will take place that same evening and there will also be a WRAPS update.

DNR Representative Randy Prachar expressed concerns with respect to the operation of the new Pool 3 structure and outlet channel within the RRWMA. Randy Prachar and Engineer Dalager commented that operation is dependent upon spring conditions and all involved parties have a stake in how the project operates. Engineer Dalager recommended that the Pool 3 sheet pile contract needs to be finished prior to actual operation, and that the Pool 3 outlet channel should not be operated in the early spring. After the channel is vegetated and all parties have been able to review the channel condition around the June 2018 timeframe, the Pool 3 outlet channel may be operated during the summer of 2018. Randy Prachar was in agreement with this general approach. It was also agreed by all parties that the operating plan will be reviewed and discussed prior to any operation.

NEW BUSINESS:

The Board was presented with an Engagement Letter from Brady Martz for the 2017 Audit. A **motion** was made by Manager Carriere and seconded by Manager Wensloff to sign the letter. The motion passed unanimously.

The Board was presented with a Data Policy and Retention Schedule to adopt for the district. Attorney Moren suggested further review to ensure the policy includes security measures for non-public data. Attorney Moren stated that the policy can be adopted as-is for the time being and the board may have to revisit adoption at the next meeting when the addition of security of non-public data is written. A **motion** to adopt the policies with the stipulation that security of non-public data be added at a later date was made by Manager Carriere and seconded by Manager Wensloff. The motion passed unanimously.

The RRWD received a grant from BWSR for a sediment removal project on SD51. Grant dollars will be used for stabilization structures. A **motion** by Manager Schmalz and seconded by Manager Diesen to approve the grant was passed unanimously.

A **motion** to appoint Administrator Halstengard as signatory for the grant was made by Manager Diesen and seconded by Manager Schmalz. The motion passed unanimously.

Specialist McCormack presented the bid process for sediment removal on SD 51. After submitted bids were reviewed, a **motion** was made by Manager Carriere and seconded by Manager Schmalz to hire R&Q Construction for sediment removal. The motion passed unanimously. Specialist McCormack presented the Board with two brushing opportunities for contractors. Northpine Services bid on woody debris removal in SD51. After a **motion** by Manager Wensloff and seconded by Manager Carriere, Northpine

Services was unanimously awarded the contract. The other contract was for brushing along the Duxby Levee. A **motion** was made by Manager Wensloff and seconded by Manager Diesen was made to hire Northwest Concrete & Construction for the brushing. The motion passed unanimously.

After discussion, Manager Carriere made a **motion** to terminate the lease with Pepsi pending rewording of the termination agreement. The motion was seconded by Manager Wensloff and passed unanimously.

After discussion, the Board determined the next RRWD Board meeting will be on Thursday, March 1, 2018 at 12 pm. The Board directed RRWD staff to issue an RFP for Phase II of the building remodel.

Following an update by Specialist McCormack and discussion regarding technology upgrades, a **motion** to purchase a new lap top with BWSR cost share and necessary software to run PTMapp and required programs was made by Manager Wensloff and seconded by Manager Carriere. The motion passed unanimously.

Administrator Halstengard talked about the Buffer Ordinance and required public hearing for the ordinance. More attention will be given to the ordinance in the coming months. Also presented was the option of tax exemption on newly purchased land within the Roseau Lake Project's footprint. This will also require action by the Board in the coming months.

OTHER BUSINESS:

- CAC membership discussion and potential members
- Administrative Assistant Bergstrom will be attending a BWSR technical training on hydrology and hydraulics.
- Chairman Braaten and Administrator Halstengard will attend Legislative Days.
- Specialist McCormack continues to try to contact The Nature Conservancy regarding a proposed ditch block in Caribou.
- A **motion** to amend the agenda to include vouchers was made by Manager Wensloff and seconded by Manager Carriere. Motion carried unanimously.
- Administrator Halstengard asked for additional participants for March Conference.
- **RED BOARD**
 - Manager Braaten commented that the Red Board will be sending a letter looking to prioritize projects within the basin.
- Manager Braaten met with the Colonel with the USACE in charge of our district. There are cost share funds available through the USACE for bank stabilization projects
- A **motion** to approve Managers' and staff expense vouchers was made by Manager Wensloff and seconded by Manager Schmalz. Motion carried unanimously.
- A **motion** to adjourn was made by Manager Wensloff and seconded by Manager Diesen. Motion carried unanimously.

Respectfully submitted,


Cody Schmalz, Secretary


Tracy Halstengard, Administrator

RRWD BILLS AND RECEIPTS

Receipts:	
Beltrami County -- Tax Settlement	\$390.57
BWSR -- Grant C16-1439	\$59,080.00
DNR -- LSOCH Funding -- Roseau Lake	\$156,330.24
Kittson County -- Tax Settlement	\$126.04
Lake of the Woods County -- December Tax / SD51 Tax	\$37.78
Marshall County -- Tax Settlement	\$37.21
Marshall County -- Delinquent Tax Settlement	\$7.47
Northwest Minnesota Foundation -- River Trail Planning Grant	\$5,000.00
Pepsi Beverage Company -- Rent received	\$850.00
Roseau County -- 2nd half buffer	\$6,108.50
Roseau County -- Tax Settlement	\$16,595.67
State of MN -- Fair Mkt Value Pmt.	\$7,841.85
Interest --	\$37.82
Total:	\$252,443.15
Bills:	
Tracy Halstengard -- Salary and Insurance	\$4,569.98
Tracy Halstengard -- Mileage and Reimbursement	\$290.49
Torin McCormack -- Salary and Insurance	\$4,917.52
Torin McCormack -- Mileage and Reimbursement	\$342.55
Tracy Bergstrom -- Wages and Insurance	\$2,585.19
Jason Braaten -- Per Diem and Expenses	\$382.29
LeRoy Carriere -- Per Diem and Expenses	\$138.53
Carter Diesen -- Per Diem and Expenses	\$86.70
Cody Schmalz -- Per Diem and Expenses	\$121.04
Tony Wensloff -- Per Diem and Expenses	\$73.62
Internal Revenue Service -- Withholding	\$4,122.79
Minnesota Department of Revenue -- Withholding	\$745.00
PERA -- Employer / Employee Contribution	\$1,951.12
Alive Outdoors -- Chainsaw air filter	\$21.85
Cardmember Services -- VariDesk, Office 365, Geek Squad	\$1,009.79
City Of Roseau -- Utilities	\$324.36
Dot Com Connection -- Web Updates / Email	\$292.50
Jon Schauer -- Dba Consulting -- Quickbooks	\$2,136.53
Marco -- Copier Maintenance	\$73.88
Minnesota Energy -- Natural Gas	\$189.47
North Pine Services -- Snow Removal	\$133.40
Northern Resources Cooperative -- gas	\$118.39
Postmaster -- Stamps	\$100.00
Roseau Cleaners -- Rug Rental: October - December	\$56.43
Roseau Times Region -- Ads	\$50.85
SFM -- Insurance -- MN Special Comp -- Work Comp	\$845.00
Sjobergs TV -- Internet and Phone Service	\$155.35
Super One Foods	\$109.72

RRWD BILLS AND RECEIPTS

Brinkman Construction -- 1st payment of \$27,987 office remodel	\$19,422.00
Department of Natural Resources -- Water Permit SD51 Sediment Removal	\$1,000.00
HDR -- Roseau Lake -- 08.06.17 to 12.30.17 Task #2.2a Cultural Resources Fieldwork	\$36,910.89
HDR -- Roseau Lake -- 6.19.17 to 11.25.17 Task #2.1a Wetland Delineation Fieldwork	\$54,099.80
HDR -- Roseau Lake -- 8.6.2017 to 10.28.2017 Task #1 Final Engineers	\$28,064.66
HDR -- RRWMA -- 11.26.17 to 12.30.17 As built / Pool 3 Structure	\$5,778.97
HDR -- Whitney Lake -- 11.26.17 to 12.30.17 -- Task Order #1	\$30,133.24
RJ Zavoral and Sons -- Pay Estimate #12 -- less .5% retainage	\$38,203.98
RRWMB -- Share of Taxes	\$2,309.57
Total:	\$241,867.45