

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD JANUARY 3, 2018**

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

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

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

**OTHERS PRESENT:** Roger Falk, County Commissioner

**CONSULTING STAFF PRESENT:** Jerry Bents, HEI Engineering

**DELEGATIONS PRESENT:** Matt Fischer, BWSR

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

**BOARD REORGANIZATION:**

Administrator Halstensgard made a call for nominations for Chairperson. Manager Wensloff nominated Manager Braaten for the office of Chairperson. There were no further nominations. A **motion** to cease nominations and cast a unanimous ballot for Manager Braaten for Chairman was made by Manager Carriere and seconded by Manager Wensloff and carried unanimously.

A call for nominations for Vice-Chairperson was made by Administrator Halstensgard. Manager Carriere nominated Manager Schmalz for the office of Vice-Chairperson. Manager Schmalz then nominated Manager Wensloff for the position. A **motion** to cease nominations and cast a unanimous ballot for Manager Wensloff for the office of Vice-Chairman was made by Manager Carrier and seconded by Chairman Braaten. The motion carried unanimously.

A call for nominations for Secretary was made by Administrator Halstensgard. Manager Carriere nominated Manager Schmalz for the office of Secretary. There were no further nominations. A **motion** to cease nominations and cast a unanimous ballot for Manager Schmalz was made by Chairman Braaten and seconded by Manager Carriere. The motion passed unanimously.

A call for nominations for Treasurer was made by Administrator Halstensgard. Manager Wensloff nominated Manager Diesen for the office of Treasurer. There were no further nominations. A **motion** to cease nominations and cast a unanimous ballot for Manager Diesen for Treasurer was made by Manager Wensloff and seconded by Manager Carriere. The motion passed unanimously.

The meeting was turned over to Chairman Braaten.

A **motion** was made by Manager Wensloff and seconded by Manager Carriere to name Citizens State Bank and Border State Bank as official depositories. Motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Diesen to name the Roseau Times-Region as the official newspaper. Motion carried unanimously.

A **motion** was made by Manager Carriere and seconded by Manager Diesen to name Attorney Michelle Moren as primary legal council on fee basis. Motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Diesen to continue to contract with engineering firms on an as needed basis with no primary engineering firm named. The motion carried unanimously.

A **motion** was made by Manager Schmalz and seconded by Manager Carriere to appoint Managers Wensloff and Diesen to the Beltrami Project Team. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Diesen to appoint Managers Schmalz and Braaten to the RRWMA Project Team. Motion carried unanimously.

A **motion** was made by Manager Diesen and seconded by Manager Carriere to appoint Managers Braaten and Carriere to the Roseau Lake Project Team. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Diesen to appoint Managers Carriere and Braaten to the Whitney Lake Project Team. Motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Carriere to appoint Manager Diesen as the representative to the FSA office. Motion carried unanimously.

A **motion** was made by Manager Diesen, seconded by Manager Braaten to appoint Manager Carriere and Manager Schmalz as delegates on the Roseau River International Watershed Board. Motion carried unanimously.

A **motion** to appoint Manager Braaten as the delegate to the RRWMB was made by Manager Carriere and seconded by Manager Wensloff. The motion carried unanimously.

A **motion** was made to appoint Manager Carriere as the alternate delegate to the RRWMB was made by Manager Wensloff and seconded by Manager Diesen. Motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Diesen to appoint Managers Carriere and Schmalz as representatives to the RRIW. The motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Diesen to appoint Managers Braaten and Carriere to the Personnel Committee. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Schmalz to appoint Managers Wensloff and Diesen to the Land Use Committee. Motion carried unanimously.

A **motion** was made by Manager Schmalz and seconded by Manager Wensloff to appoint Manager Diesen to the Governing Documents Committee. The motion carried unanimously.

The board changed the March meeting date to Thursday, March 1, 2018 due to a scheduling conflict

The Citizens Advisory Committee will meet on February 15, 2018 following the Roseau Lake Public Informational meeting.

### **CONSENT AGENDA:**

A **motion** to approve the Consent Agenda was made by Manager Wensloff, seconded by Manager Diesen, and carried unanimously. Adoption of the Consent Agenda included approving the December 2017 minutes, bills and receipts, and an extension to permit: #16-37 (Brent Haugen).

### **OFFICE REMODEL:**

After reviewing and discussing three proposals for the remodel project, a **motion** was made by Manager Wensloff and seconded by Manager Schmalz to accept the proposal from Brinkman Construction. The motion carried unanimously.

### **DELEGATE:**

Matt Fisher from BWSR led a Board/Staff relations presentation and discussion followed by discussion on RRWD Buffer Rule adoption and requirements.

### **WORK SESSION:**

Specialist McCormack made a presentation to the board with a break-down of the different agencies who are members of the 1998 Mediation agreement and why the RRWD works with them.

Administrator Halstensgard presented information regarding strategic planning and how the current status of RRWD projects fits in.

Engineer Bents spoke regarding the Beltrami Island State Forest Project. The Board was presented with a brief history and the project's current status. The Board requested Engineer Bents provide a document explaining the history and status of the project.

Engineer Bents also spoke regarding the PTMAApp and One Watershed One Plan, respectively.

Administrator Halstensgard updated the Board on the beginning stages of the River Trail Project.


A **motion** was made by Manager Wensloff and seconded by Manager Diesen to appoint Chairman Braaten and Manager Carriere to the Strategic Planning Committee. The motion carried unanimously.

### **OTHER BUSINESS:**

- The Board discussed the need of a new computer for Specialist McCormack.
- Specialist McCormack identified river bank slumping near the 310 bridge.
- **RED BOARD:**
  - Manager Carriere commented on the reorganization and committee appointments of the Red Board.
  - There are parties interested in sponsoring portions of the March Conference.
  - DNR has a fill-in coordinator for the interim.
  - The Red Board is hiring an Executive Assistant.
  - Next Red Board meeting is in TRF
  - Administrator Halstensgard discussed Red Board and MAWD support with Lobbyists regarding upcoming resolutions.
  - The Executive Director is interested in meeting with LGUs in the area.

- A **motion** to approve Managers' and staff expense vouchers was made by Manager Wensloff and seconded by Manager Carriere. Motion carried unanimously.
- A **motion** to adjourn was made by Manager Wensloff and seconded by Manager Carriere. Motion carried unanimously.

Respectfully submitted,

  
Cody Schmalz, Secretary

  
Tracy Halstensgard, Administrator

RRWD Treasurer's Report

Bills and Receipts January 2018	
<b>Receipts:</b>	
Kittson County -- 2nd Half Taxes	\$2,509.75
Lake of the Wood County -- 2nd Half Taxes	\$249.53
Pepsi Beverage Company -- Rent received	\$850.00
Roseau County -- 2nd Half 2017 Riparian	\$6,180.50
Marshall County -- November Settlement SD 51 -- DNR Con-Con	\$364.69
Interest --	\$38.54
<b>Total:</b>	<b>\$10,193.01</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$4,569.98
Torin McCormack -- Salary and Insurance	\$4,917.52
Torin McCormack -- Mileage and Reimbursement	\$135.80
Tracy Bergstrom -- Wages and Insurance	\$2,157.42
Jason Braaten -- Per Diem and Expenses	\$261.79
LeRoy Carriere -- Per Diem and Expenses	\$69.26
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	\$4,274.42
Minnesota Department of Revenue -- Withholding	\$715.00
PERA -- Employer / Employee Contribution	\$1,869.21
Cardmember Services -- Arrowwood / PinPoint	\$2,427.70
City Of Roseau -- Utilities	\$276.11
Frank's TV -- Computer Speakers	\$26.71
Liberty Mutual Surety Bond Invoice -- Renewal	\$100.00
Marco -- Copier Maintenance	\$78.96
Minnesota Energy -- Natural Gas	\$155.67
MNDNR -- Ranger Registration	\$66.00
Multi Office Products -- office supplies	\$150.60
North Pine Services -- Snow Removal	\$201.25
Northern Resources Cooperative -- gas	\$29.24
Patrick Moren Law Office -- Attorney Fees	\$1,650.00
Roseau Times Region -- Ads	\$22.60
Scott's True Value -- Lightbulbs	\$7.98
Sjobergs TV -- Internet and Phone Service	\$151.07
Super One Foods	\$59.88
Thomson Reuters -- Subscription MN Statute	\$70.54
Byfuglien, Robert -- Roseau Lake Land Purchase -- Payment #1	\$19,176.67

RRWD Treasurer's Report

HDR -- RRWMA -- 10.01.17 to 11.25.17 As built	\$2,929.95
HDR -- Whitney Lake -- 10.29.17 to 11.25.17 -- Task Order #1	\$17,374.86
HDR -- Roseau Lake -- 08.06.17 to 10.28.17 Task #1 Final Engineers Report	\$104,188.11
HDR -- Roseau Lake -- 10.29.17 to 11.25.17 Task #1 Final Engineers Report	\$26,472.24
HDR -- General Services -- 10.29.17 to 11.25.17 General Services SD51 Spoil	\$6,890.97
HDR -- 10.29.17 to 11.25.17 -- Wetlands Task Order #1	\$709.72
HEI -- BISF -- Through 11.25.17	\$24,085.24
HEI -- Roseau Lake Water Quality -- Tech support data integration	\$210.75
Roseau County Recorder -- Byfuglien Land Purchase	\$46.00
R & Q Contracting -- Clean-up Mickelson Bridge	\$1,090.00
RRBC Conference -- Winnipeg	\$450.00
Total:	\$228,350.58