

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

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

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

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

**OTHERS PRESENT:** Marlin Lindland, Landowner; Joe Laurin, Landowner, and Roger Falk, Roseau County Commissioner

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

**DELEGATIONS PRESENT:** none present

Chairman Braaten was appointed to the Roseau River Watershed District Board of Managers on September 1, 2018 by the Roseau County Board of Commissioners. Chairman Braaten took his oath of office for a term lasting three years.

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

**CONSENT AGENDA:**

A **motion** to approve the Consent Agenda was made by Manager Carriere and seconded by Manager Wensloff. The motion carried unanimously. Adoption of the Consent Agenda included approving the October 3, 2018 minutes, the Treasurer's Report with the RJ Zavoral line item pulled out, the addition of a bill from Brinkman Construction for \$261.66, manager and employee expense vouchers, and permits #18-22 (K. Kvien), #18-25 (I. Erickson), #18-28 (L. Fugleberg)

**PROJECT UPDATES:**

Roseau Lake:

- Engineer Dalager indicated that CP#3 is being submitted to the ACOE for review. The Alignment Committee will meet on November 15, 2018 to work on finalizing the alignment details for alternative 2A. The DNR is nearly finished with the draft environmental assessment worksheet. There will be a public meeting in January 2019, at which time the Final Engineers' Report will be available. Permitting, funding, and construction will follow. Chairman Braaten asked whether or not Engineer Dalager had been contacted by landowners wanting to further discuss the project. Engineer Dalager stated that he had not and indicated the invitation for landowners to contact him is open.
- Administrator Halstensgard commented that the RRWMB would like to get funding priorities in order for the next legislative session. The RRWD will be able to provide closer estimates for ongoing projects in the watershed district.

#### Whitney Lake:

- Engineer Dalager commented that there will be a Whitney Lake Project Team meeting on November 15, 2018. The next step in the process is to submit the draft environmental assessment to NRCS. There will be a public meeting for this project in the near future. NRCS has a strict guideline of a 1:1 cost-benefit ratio for federal funding. Traditional funding sources do not adhere to 1:1 guidelines.

#### River Restoration Project:

- Erik Jones, an engineer from Houston, presented the board with the beginning steps of the process to restore non-channelized portions of the Roseau River adjacent to the WMA. Houston Engineering has experience in spearheading projects of this type by providing modeling and construction plans. Houston works with the DNR in project development. Mr. Jones also discussed sources of funding and suggested that the board begin pursuing funding for the restoration project and what the process may look like. Manager Wensloff made a **motion** to work with Engineer Jones and Houston Engineering to begin the process of developing a river restoration project plan. The motion was seconded by Manager Carriere and passed unanimously. There was some discussion on integrating modeling efforts done by HDR and Houston Engineering. The Engineer Dalager and Jerry Bents of Houston will be working on this effort.

#### **OLD BUSINESS:**

##### County Rd 139 / WD3 / Duxby :

- Attorney Moren has held conversations with county staff and her office has spoken to Mr. Kolb, of Rinke Noonan, an attorney advising the Roseau County Board in the 139 culvert issue. Mr. Kolb is drafting memorandum regarding the situation. Attorney Moren indicated there is an option of dispute resolution through BWSR in Minnesota Statute. Administrator Halstensgard suggested that interested parties would benefit from resolving this issue sooner rather than later as it has been without resolution for over a year. Managers Wensloff and Braaten commented they would rather mediate an agreement than to see it wind up in court. Engineer Dalager commented that the Whitney Lake Project can address the WD3 issue. Meeting attendees Marlin Lindland and Joe Laurin expressed their opinions on the WD3 situation. Roseau County Commissioner, Roger Falk commented that the last report from Houston indicated that SD69 needs to be cleaned. Attorney Moren indicated the importance of the county sharing information from their attorney. The board consensus is to wait until Mr. Kolb submits his memorandum to the county before taking action. Board Chairman Braaten indicated that Louis Smith of Smith Partners has also been contacted and would be available to look into the WD3 issue if necessary.
- The board reiterated that the ACOE will be included with decision making in the affected area. Mr. Lindland suggested that newly elected Roseau County Commissioners be part of the decision making as well.
- Joe Laurin is requesting reimbursement for a hydrology report that he cost shared in 2014. Attorney Moren reviewed the issue and a transcript of the minutes from the September 4, 2013 RRWD board meeting. There was discussion regarding setting precedence and reversing a decision made by a previous RRWD board. The board requested the audio for the September 4, 2013 meeting be reviewed.
- Specialist McCormack reviewed the Duxby maintenance progress indicating that R & Q had completed the culvert replacements through the levee and the slope repair. The outlet channel was completed with the exception of the rock, due to road conditions. The rock will be placed after a solid frost.

- R & Q hauled gravel to the driveway portion of the Duxby levee. The board held discussion regarding the road. Administrator Halstensgard indicated there is a draft agreement and a meeting will need to take place with the landowner. Managers Braaten and Wensloff will be the board representation to the committee.
- The board and interested parties listened to a portion of the September 4, 2013 board meeting from approximately 9:40 am until 10:00 am. After listening to the recording, Manager Carriere made a **motion** to deny a reimbursement request by Mr. Laurin for his cost-share portion of a 2014 hydraulic study. Manager Wensloff seconded the motion, which passed unanimously.

#### NEW BUSINESS:

- Administrator Halstensgard requested that the board approve a request for time extensions of the BWSR 2016 Clean Water Fund Grants. Extensions are needed in order to complete the public outreach component of the PTMApp grant and there are approximately six side-water inlets yet to install on the CD 8 Sediment Reduction grant. Manager Carriere made a **motion** to authorize an extension requests for the BWSR grants. The motion was seconded by Manager Wensloff and passed unanimously.
- The board will hold its December 2018-March 2019 meetings at noon. Employee evaluations will take place prior to the December meeting.
- In November of 2017, RJ Zavoral had warranty work to complete on the WMA Pool 3 Structure. The RRWD board chose to withhold 2% until the work was complete. The amount was overlooked in the final payment process, and RJ Zavoral is requesting the 2% be paid. A **motion** by Manager Carriere to pay RJ Zavoral pay estimate #14 in the amount of \$10,960.00. The motion was seconded by Manager Wensloff and passed unanimously.

#### REPORTS:

##### Red Board:

- Manager Braaten indicated that there was discussion regarding the strategic plan, and the desire of the Red Board to reach out to watershed districts that have left the RRWMB. The October RRWMB meeting was hosted by the RRWD at which time they approved the step one submittal for the Whitney Lake Project.
- Legislative planning continues.

##### Administrator:

- MAWD- Manager Carriere, Administrator Halstensgard, and Specialist McCormack have confirmed their attendance. Managers Carriere and Schmalz will be the RRWD Delegates and Manager Diesen will be the alternate. Administrator Halstensgard read the MAWD delegate appointment resolution to the board. Manager Wensloff made a **motion** to approve the resolution as read. Manager Carriere seconded the motion, which passed unanimously. The board had no additional input on the MAWD resolutions being submitted for legislative consideration.
- There was a River Trail Stakeholder meeting. Efforts have been made to begin the process of earning a state trail designation. The group identified work near the Malung Hall and debris removal between Malung and Roseau as a starting point.

##### Specialist:

- A landowner contacted the office regarding the condition of the access road from the SW outlet of Norland to CR28. Conditioning and graveling will need to take place next construction season.

**OTHER ITEMS:**

- The board discussed debris removal on the river and the changes in funding from the NWMF.
- Next meeting: December 5, 2018 - 12:00 pm
- A **motion** to adjourn was made at 10:35 am by Manager Wensloff and seconded by Manager Carriere. The motion carried unanimously.

Respectfully submitted,

  
Cody Schmalz, Secretary

  
Tracy Halstensgard, Administrator

RRWD  
November 2018 Bills and Receipts

Approved

RRWD Checkbook Balance as of October 31, 2018	\$370,879.00
RRIW Checkbook Balance as of October 31, 2018	\$4,786.74
<b>Receipts:</b>	
BISF Reimbursement from 9/18	\$24,633.47
RRWMB -- Reallocation of surplus mediation funds FY18 - PT	\$2,795.57
State of Minnesota -- Market Value Credit	\$9,401.58
CSU Producer Resources --	\$3,429.18
Roseau County -- Share of Taxes	\$161,172.45
Interest --	\$55.42
<b>Total:</b>	<b>\$176,854.20</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$4,648.98
Tracy Halstensgard -- Mileage	\$142.25
Torin McCormack -- Salary and Insurance	\$5,069.98
Tracy Bergstrom -- Wages and Insurance	\$2,918.15
Tracy Bergstrom -- Mileage	\$258.47
Jason Braaten -- Per Diem and Expenses	\$162.50
LeRoy Carriere -- Per Diem and Expenses	\$205.79
Tony Wensloff -- Per Diem and Expenses	\$74.71
Internal Revenue Service -- Withholding (PD OCTOBER)	\$4,124.16
Minnesota Department of Revenue -- Withholding (PD OCTOBER)	\$755.00
PERA -- Employer / Employee Contribution (PD OCTOBER)	\$1,895.68
Ace Hardware -- office/field October/November	\$216.85
Cardmember Services -- Office Furniture, reference material	\$1,361.68
City Of Roseau -- Utilities: October/November	\$435.32
Coast True Value -- office supplies	\$21.41
Dot.com Connection -- August/September web maintenance	\$150.00
Fleet Supply -- Office Supplies	\$42.74
Marco -- Copier Maintenance	\$83.46
Minnesota Energy -- Natural Gas: October (\$39.02)	\$39.02
Multi Office Products -- Paper	\$43.77
Northern Resources Cooperative -- gas- Sept/Oct	\$224.74
North Pine Services - Inv #1475 snow removal	\$65.00
Patrick Moren Law Office -- Legal Fees	\$1,793.75
Roseau Times Region -- Subscription	\$35.00
Scott's True Value -- September 25, 2018 statement	\$9.98
Sjoberg Cable -- Int/phone --	\$175.19
Super One Foods -- September/ October	\$76.71
ABS Auto Sales -- Van Rental RRWMB Whitney Tour	\$70.23

Brinkman Construction -- fan/fascia repair	\$261.66
HDR -- GS: Duxby culvert replacements, survey and plan Beito, WD 3 Laurin	\$8,187.00
HDR -- Whitney Lake -- 09.02.18 to 09.29.18 -- Task Order #1	\$43,955.96
HDR -- Roseau Lake --09.02.18 to 09.29.18 -- Task Order #1 Final Engineer	\$19,979.20
HDR -- Roseau Lake -- Wetland Delineation Fieldwork -- 07.01.18 to 09.29.18	\$1,981.98
HEI -- Beltrami Island State Forest Watershed Plan -- Affected Environment	\$2,760.10
HEI -- Roseau Lake Water Quality -- through October 13, 2018	\$258.00
Kittson County Highway Department - PD	\$616.34
Mark Beito -- Beaver Trapping SD51	\$550.00
MAWD Conference Dues	\$1,080.00
Northwest Concrete -- Brushing Ditch 8	\$2,420.00
RJ Zavoral -- Pay Estimate #14	\$10,960.00
Roseau County -- 2nd Half Taxes	\$6,316.16
R & Q -- Mickelson Bridge	\$2,062.50
R & Q -- Invoices: Gravel (\$2516.17) Duxby Culvert (\$9638) Dux. Slope (\$10656)	\$22,807.70
RRWMB -- 1st Half Share of Taxes 2018	\$89,511.42
<b>Total:</b>	<b>\$238,808.54</b>