

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD APRIL 3, 2019**

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

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

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

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

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

**DELEGATIONS PRESENT:** None

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

**CONSENT AGENDA:**

A **motion** to approve the Consent Agenda was made by Manager Wensloff and seconded by Manager Carriere. The motion carried unanimously. Adoption of the Consent Agenda included approving the March 6, 2019 minutes, the Treasurer's Report with the addition of crop loss payment to E. Magnusson in the amount of \$138.24, and manager and employee expense vouchers.

**PROJECTS:**

Whitney Lake: Administrator Halstensgard reported to the board that the Red River Retention Authority (RRRA) has declined additional funding for finishing the plan at this time. At RRRA request, a letter was submitted to roll funding from the Beltrami Project to the Whitney Lake Project to finish planning. The Beltrami Project agreement has unused funds which would benefit the Whitney Lake Project. A letter of requisition was submitted to NRCS. To date, NRCS is having internal discussion as to whether it is allowed. The RRWD will continue to work with NRCS to continue the RCPP process. The RRWD Board directed staff to pursue a funding advance from the Red River Watershed Management Board to finish the Whitney Lake engineering study as required by their Step funding process.

Chairman Braaten recused himself and turned the meeting over to Vice-Chair Wensloff at 8:23 am and removed himself from the board table.

Attorney Moren noted that portions of the petition originally submitted were deficient and required clarification on exact location and design specifications. Attorney Moren received initial clarifications via email on February 6, which is attached to the petition. She then sent back a request for additional clarification on what, specifically was to be improved. Proof of bond was also submitted to Attorney Moren on March 21, 2019. Additional clarifications were submitted to her on March 29, 2019. Attorney Moren advised the Roseau River Watershed District Board that they do have jurisdiction over the proposed improvement and the process can carry forward. HDR can be officially appointed as of April 3, 2019.

Manager Wensloff asked some clarification questions of Nate Dalager regarding bond required of an engineer. Engineer Dalager presented options of providing a bond in the amount of \$5000. Attorney Moren stated that MN Statute requires a bond, but does not state how the bond is to be provided.

A roll call vote was taken for the following motion: Manager Diesen made a **motion** to adopt the preliminary findings and order along with the bond. Manager Carriere seconded the motion. The following roll call vote was submitted:

Manager Wensloff:	YEA
Manager Diesen:	YEA
Manager Carriere:	YEA
Manager Braaten:	ABSTAIN
Manager Schmalz:	ABSENT

Engineer Dalager submitted the bond for HDR and will provide proof of insurance.

Administrator Halstengard updated the board regarding contacts made for potential viewers. There will be a meeting in early April with those interested.

Chairman Braaten resumed chairmanship at 8:34 a.m.

River Trail: A grant was submitted on behalf of the City of Roseau for the City Center Site Project. The City Council approved the application and cost share on the contingency that site be inspected by an engineer and there was a review of the soil samples from the location by May 15, 2019.

Administrator Halstengard presented at the Wannaska Community Center. Many Wannaska community members are in favor of the River Trail Project. The Conservation Corps will be cleaning debris during the summer of 2019.

Commissioner Falk asked the board if they have received any additional information regarding the CR139 culvert. The board had not. Engineer Ketring reached out to the RRWD requesting a timeline of events on the culvert. Attorney Moren indicated that information will also be shared with the ACOE attorneys. The CR139 issue is on the ACOEs radar, and they will get to reviewing the information ASAP. There was discussion on the Whitney Lake Project's impact to the area in question. Roseau County continues to plan ditch cleaning on SD69.

#### **NEW BUSINESS:**

The RRWD received property tax statements for 2019. The total tax liability is \$12,775.65. First half taxes due on May 15, 2019 are \$6,602.64. Second half taxes due on October 15, 2019 are \$6,173.01. Manager Wensloff made a **motion** to pay the first half taxes. Manager Carrier seconded the motion, which passed unanimously.

Administrator Halstengard informed the board that following construction of the RRWDs new office space, the Roseau County Assessor indicated that the RRWD could file an application for property tax exemption. It would take effect for the 2020 assessment. At the board's direction, Administrator Halstengard will submit the application request to the county.

The RRWD will have a booth at the Roseau County Fair this summer. Staff will submit the \$150.00 fee and paperwork.

### **OLD BUSINESS:**

Parking Lot: The board held discussion regarding the construction of a parking lot and exterior landscaping along the east side of the building. The building committee and RRWD staff will meet to discuss parking lot options and get information ready to send to contractors.

### **PERMITS:**

Permit application #19-2, tabled at both the February 6 and March 6, 2019 board meetings, was discussed. The RRWD has not yet received additional information from the DNR. Manager Wensloff made a **motion** to deny the permit application based upon insufficient information at this time. Manager Diesen seconded the motion which passed unanimously.

Kyle Comstock submitted permit application #19-04 to install a new 30” culvert and crossing to access his property from CSAH 9. A **motion** was made by Manager Wensloff and seconded by Manager Diesen to approve the permit. The motion passed unanimously.

Mitch Magnusson submitted permit application #19-05 as a resubmittal of permits numbered #11-13, #14-32, and #16-35. Manager made a **motion** to approve permits #14-32 and #16-35 and to table #11-13 pending further information. The board directed Specialist McCormack to gather additional information on permit #11-13. The motion passed unanimously.

### **REPORTS:**

Administrator Halstensgard directed the board’s attention to the PTMApp / Beltrami information on her report. Houston Engineering presented a proposal using PTMApp to plan and inform BMP installation in the Beltrami area. The proposal includes two workshops to be presented by Houston and a draft project implementation plan. Administrator Halstensgard indicated there is potential to match the RCPP and BWSR funds for this proposal. Manager Diesen made a **motion** to accept the proposal from Houston Engineering. Manager Carriere seconded the motion which passed unanimously.

The RRWD will be hosting a Roseau River International Watershed (RRIW) meeting on April 23, 2019.

The River Restoration Project is tied for 3rd on the DNR’s 2019 Stream Restoration Priority list. A proposal is being drafted to apply for general funding.

Specialist McCormack reported that Norland gates were welded to remedy some damage from snow and ice. The west gate has cracks from being struck with debris. Gaskets may need to be replaced. Gates from non-critical locations may be able to be swapped with gates that have been repaired. There is an option to revise the operating plan to reflect keeping the gates open in during the winter order to decrease maintenance issues. The board reiterated that haying and mowing needs to be monitored so the weeds are contained. Specialist McCormack will revisit the spraying plan.

Specialist McCormack indicated that proposed grazing in the Hay Creek Corridor requires substantial paperwork because the site is located in a conservation area.

Inspection of Palmville structures indicated that no damage was done during the winter. The structures are ready to be operated if necessary.

Tom Johnson of Intercept Industries is putting together numbers for a rubberized trap option for the West Intercept. He will be providing a cost estimate and design considerations to the board for review.

Upgrade to survey equipment: Specialist McCormack presented a quote for new, upgraded survey equipment. The equipment used by the RRWD is dated. The cost of the equipment can be recovered by doing ditch inspections and surveys instead of hiring an engineering crew. Survey time can be charged back to projects instead of having consulting staff drive to Roseau. Data can be gathered and sent to engineering staff. Training is included for staff. Manager Diesen made a **motion** to purchase survey equipment. Manager Carriere seconded the motion which passed unanimously.

HDR inquired about hiring Specialist McCormack to take drone footage of other watershed districts' projects. The board authorized Specialist McCormack to perform the work for HDR.

Specialist McCormack is beginning to explore funding sources for the Arpin/Lost River Forest project. The LCCMR Grant and the Accelerated Implementation Grant are good fits for this type of project. Doing some field work in preparation for future grant applications would help inform decisions on what type of work can be done in the area, providing a "roadmap" of management options.

Laverne Voll appeared before the Roseau County Commissioners at their last meeting regarding County Ditch 18. Administrator Halstensgard has spoken with Mr. Voll and provided information regarding landowner rights and the jurisdictional authorities responsibilities on legal drainage systems. Administrator Halstensgard will continue to participate in discussion concerning the Ditch 18 system. The Norland Impoundment outlets into the system and the District is a landowner paying taxes into the system.

The RRWMB approved final payment of \$79,000 for the RRWMA project.

**OTHER BUSINESS:**

Duffy Law sent a letter to the RRWD on behalf of Joseph Laurin requesting a meeting with the board. Administrator Halstensgard will inform Duffy Law of when RRWD Board Meetings take place and will forward information regarding the Houston Hydrologist Report to Mr. Duffy.

The board indicated they will use At Your Service Lawn Care for yard maintenance on the office property.

Specialist McCormack indicated that he will be doing a presentation on water management strategies at the Roseau County Highway Department meeting on April 9, 2019.

The next RRWD Board meeting will take place on May 1, 2019 at 8:00 am.

Manager Wensloff made a **motion** to adjourn at 10:10 a.m. The motion was seconded by Manager Diesen, and passed unanimously.

Respectfully submitted,

  
Cody Schmalz, Secretary

  
Tracy Halstensgard, Administrator

## RRWD

April 2019 Bills and Receipts

04.03.19

RRWD Checkbook Balance as of March 31, 2019	\$211,738.59
RRIW Checkbook Balance as of March 31, 2019	\$4,786.74
<b>Receipts:</b>	
NRCS -- RCPP final payment Whitney Lake	\$82,712.45
MNDNR -- Roseau Lake Project reimbursement	\$78,157.87
RRWMB -- Project Team Reimbursement	\$15,000.00
Citizens State Bank Interest --	\$22.72
<b>Total:</b>	<b>\$175,893.04</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$4,740.84
Tracy Halstensgard -- Mileage	\$30.16
Torin McCormack -- Salary and Insurance	\$5,170.84
Torin McCormack -- Mileage / Personal Equipment	\$150.00
Tracy Bergstrom -- Wages and Insurance	\$3,027.50
Tracy Bergstrom -- Mileage	\$289.80
Jason Braaten -- Per Diem and Expenses	\$302.57
LeRoy Carriere -- Per Diem and Expenses	\$563.79
Carter Diesen -- Per Diem and Expenses	\$175.64
Tony Wensloff -- Per Diem and Expenses	\$150.12
Internal Revenue Service -- Withholding (PD March)	\$4,343.35
Minnesota Department of Revenue -- Withholding (PD March)	\$862.00
PERA -- Employer / Employee Contribution (PD March)	\$2,031.10
Cardmember Services -- Freefind, Leg. Days hotel -- printer--meals	\$981.67
City Of Roseau --	\$200.43
Lakeside Fire and Safety -- Extinguisher Inspection	\$57.50
Marco -- Copier Maintenance	\$83.46
Minnesota Energy -- Natural Gas	\$182.09
Multi Office Products -- copy paper	\$64.11
Northern Resources Cooperative -- gas	\$113.47
North Pine Services -- Inv. 1940, 1989, 2036, 2077, 2108, 2182, 2211, 2301	\$574.60
Patrick Moren Law Office -- Legal Fees	\$2,887.50
Roseau Times Region -- Open House, Meeting Notices	\$409.80
Sjoberg Cable -- Int/phone --	\$177.86
Super One Foods --	\$134.95
Anderson Construction -- SD51 Tree Removal	\$18,480.00
Blair Comstock -- Norland welding (gate repair)	\$360.00
Dot.com Connection -- Website Updates -- Annual Hosting Package (\$150)	\$397.50
Erik Magnusson -- Roseau Lake -- crop loss	\$138.24
ESRI -- ArcGIS desktop -- software license	\$2,027.50

Halverson Sand and Gravel -- Norland snowplowing	\$422.40
HDR -- 02.03.19 to 03.02.19 -- Whitney Lake Task Order #1 Final Engineer Report	\$10,703.25
HDR -- 02.03.19 to 03.02.19 -- Roseau Lake Task Order #1 Final Engineer Report	\$44,976.18
HDR -- 12.30.18 to 03.02.19 -- Gen.Services: Permit rev. (Duxby/WD3 and Lee SWI)	\$1,124.60
Intuit -- Payroll service	\$716.06
Lake Country Chevrolet -- Oil change -- pickup	\$51.80
Minnesota Viewers Association -- Membership Dues	\$200.00
Roseau County Ag Society -- Fair Booth Rental	\$150.00
State of Minnesota -- DVS Renewal -- Truck Tabs	\$315.00
Total:	\$107,767.68