

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

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

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

STAFF PRESENT: Administrator Halstensgard and Specialist McCormack

OTHERS PRESENT: Roger Falk, County Commissioner

CONSULTING STAFF: Nate Dalager, HDR

DELEGATIONS PRESENT: There were no delegations present

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

CONSENT AGENDA:

A motion to approve the Consent Agenda with the review of vouchers pulled until later in the meeting was made by Manager Wensloff and seconded by Manager Carriere. The motion carried unanimously. Adoption of the Consent Agenda included approving the November 6, 2019 regular meeting minutes, and the Treasurer's Report.

NEW BUSINESS: Because the first Wednesday of January falls on a holiday, Manager Carriere made a motion to set the January meeting date for 12:00 pm on January 8th, 2020 seconded by Manager Schmalz. Motion carried unanimously.

PROJECT UPDATES:

Whitney Lake:

CD 16:

- CD 16 improvement is moving forward. The viewers met on November 27, 2019 and are making progress on the viewers' report. Specialist McCormack is doing some mapping and field assessments were made in areas of question. Mapping is on track to be completed by the end of January 2020. Administrator Halstensgard commented that public hearings could take place in March.
- Attorney Moren and Administrator Halstensgard met with the Roseau County Board to discuss bonding. Attorney Moren will work with John Kolb, the county's ditch attorney, to see what information is required for the bonding process.

Retention:

- The RRWMB approved Step II for Site C.
- Engineer Dalager, Manager Braaten, and Administrator Halstensgard met with NRCS staff about the cultural resource survey on Nov. 19th. In order to consider the plan complete, additional field survey needs to take place. Engineer Dalager prepared a proposal to complete the fieldwork. Nate and Jake are verifying the requirements and hope to have a cost estimate for the board meeting. There is a possibility to have funds transferred from Beltrami to the Whitney Lake Project because it is an RCPP project. Additional "boots on the ground" surveying would take

place in the summer of 2020. After discussion, the board directed Administrator Halstensgard to request the transfer of funds from the Beltrami RCPP fund to the Whitney Lake RCPP fund.

Roseau Lake:

- The RRWD received a letter from the Schnitker Law Office stating that they have requested the LSOHC not provide an extension on funding for the Roseau Lake Project. Landowners in the area have drafted and received signatures on a letter in support of the project. Manager Braaten stated that over 80 landowners have already indicated their support of the project by signing the letter,
- Specialist McCormack updated the Board on the progress of cost estimates for mitigation construction, land/easement, and technical services. proposal for the project.
- The automated gage at Ross exhibited a sharper decent than predicted. The gage at Caribou froze high this year due to the late flooding. Manager Schmalz expressed concerns regarding flooding issues in Caribou and the need to better understand how much water is coming through the East Diversion, West Intercept, Hay Creek and other tributaries within the district.
- There was discussion on the operating plan for the RRWMA Project and how it functioned during this fall's flood. The DNR is in the process of updating Their management plans for the 8 major WMAs in the state.
- Overflows into Two Rivers WD via the Big Swamp were discussed. Administrator Halstensgard will coordinate with Two Rivers Watershed District Administrator Dan Money and schedule a joint meeting between the two boards.
- Engineer Dalager will update the timeline graphic

Overall Plan:

- Administer Halstensgard met with Matt Fischer, BWSR, regarding the plan update. Various components of the amendment will be presented to the board in the next couple of months. Mr. Fischer was going to coordinate with BWSR staff to figure out a date for the draft amendment to be presented to BWSR's Northern Region Committee.

Manager Diesen arrived at the meeting at 1:00 p.m.

OLD BUSINESS: There was no old business discussed.

PERMITS: There were no permit applications for this meeting.

REPORTS:

Specialist:

- Norland is prepared for spring storage, water is currently flowing through the impoundment.
- Roseau River continues to fall at Ross gage.
- Hybrid trap installed on the West Intercept.
- A number of pipes in the Duxby area will need to be replaced.
- There is an opportunity for having the Conservation Corps continue work on the River. The Board would like to see more debris removal in the Malung and Wannaska area. Specialist McCormack will apply for Corps grants.

Administrator:

- The offer of \$24,725 on the Zak property has been accepted.
- Pribula Engineering has been out doing field survey.
- BWSR funding for side inlets is promising.

- Staff met with Roseau County on Nov. 26th and presented information on the Hay Creek subwatershed and listened to the County's comments. A landowner meeting will be scheduled in February. Manager Wensloff suggested scheduling the Citizens Advisory Committee meeting following the landowner meeting.
- There was discussion regarding Roseau County ditches.
- There was discussion on conference call equipment. Manager Wensloff made a **motion** to upgrade conferencing equipment. Manager Schmalz seconded the motion which passed unanimously.

Manager Diesen read the vouchers. Manager Wensloff made a **motion** to approve the December 2019 vouchers. Manager Carriere seconded the motion which passed unanimously.

Engineer Dalager presented information regarding the Roseau Lake alignment and its impact on Kveen land. The Board held a discussion regarding the alignment.

Employee review: Staff presented a wage increase of 3%. The Board discussed cost of living and the location of the watershed. Specialist McCormack discussed how billing hours to projects impacts the RRWD's Administrative budget. Manager Wensloff made a **motion** to approve a 3% salary increase for Administrator Halstensgard and Specialist McCormack. Manager Diesen seconded the motion, which passed unanimously.

A **motion** to adjourn was made at 2:45 pm by Manager Wensloff and seconded by Manager Schmalz. Motion carried unanimously.

Respectfully submitted,

Cody Schmalz, Secretary



Tracy Halstensgard, Administrator

RRWD December 2019 Bills and Receipts

RRWD Checkbook Balance as of December 30, 2019	\$713,763.99
RRIW Checkbook Balance as of November 30, 2019	\$4,401.84
Receipts:	
Beltrami County - Share of Taxes	\$371.55
Lake of the Woods County - Share of Taxes	\$376.64
League of MN Cities - Dividend	\$13.00
Marshall County - Share of Taxes	\$1,799.78
Citizens State Bank -- interest	\$137.69
Roseau County - Share of Taxes	\$111,373.61
Total:	\$114,072.27
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,817.84
Tracy Halstensgard -- Mileage	\$99.18
Torin McCormack -- Salary and Insurance	\$5,191.84
Torin McCormack -- Mileage / Personal Equipment	\$355.54
Tracy Bergstrom -- Wages	\$111.18
Jason Braaten -- Per Diem and Expenses	\$246.07
LeRoy Carriere -- Per Diem and Expenses	\$207.79
Carter Diesen -- Per Diem and Expenses	\$75.64
Cody Schmalz -- Per Diem and Expenses	\$124.36
Tony Wensloff -- Per Diem and Expenses	\$138.53
Internal Revenue Service -- Withholding	\$3,758.15
Minnesota Department of Revenue -- Withholding	\$642.00
PERA -- Employer / Employee Contribution	\$1,607.64
Cardmember Services -- Freefind, stamps, truck repair, computer accessories	\$662.71
City Of Roseau -- utilities	\$286.80
Marco -- Copier Maintenance --	\$94.48
Minnesota Energy -- Natural Gas	\$125.29
Multi Office -- office supplies	\$30.27
North Pine Services -- Snow Removal	\$172.90
Northern Resources Cooperative --	\$56.33
Sjoberg Cable -- Int/phone --	\$177.86
Roseau Times Region -- meeting notices	\$38.25
Super One Foods --	\$22.33
Verizon Wireless -- Trimble	\$40.01
Estate of Barbra M. Zak - Land purchase earnest money	\$1,000.00
Halverson Sand and Gravel -- West Intercept Gate Replacement	\$370.00
HDR -- Inv # 1200225786, 1200225782 & 1200227834	\$24,668.48
HDR -- Inv # 1200225726 & 1200225785	\$33,158.97
Robert Byfuglien - RL Land Purchase - final payment	\$19,176.67
RRWMB -- Share of Taxes	\$47,689.39
Universal Screen Print - RRWD Poster	\$42.75
Total:	\$145,189.25