

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JANUARY 8, 2020**

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

MANAGERS PRESENT: Jason Braaten, LeRoy Carriere, Tony Wensloff, Carter Diesen, and Cody Schmaltz.

STAFF PRESENT: Administrator Halstensgard and Watershed Specialist McCormack

OTHERS PRESENT: Refer to attendance sheet.

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

DELEGATIONS PRESENT: There were no delegates for the meeting.

AGENDA: A **motion** was made by Manager Wensloff, seconded by Manager Carriere to approve the agenda with the addition of David Drown, Jadis Township under Delegations. Motion carried unanimously.

ELECTION OF OFFICERS: Administrator Halstensgard read aloud the Role of Chairperson and called for nominations for Chairman. Manager Carriere nominated Manager Braaten for Chairman. There being no further nominations, Manager Carriere made a **motion** to cease nominations and cast a unanimous ballot for Manager Braaten for Chairman, seconded by Manager Wensloff. Motion carried unanimously. The meeting was turned back over to Chairman Braaten.

After reading the Role of Vice-Chair, Chairman Braaten called for nominations for Vice-Chairman. Manager Carriere nominated Manager Wensloff for Vice – Chairman. There being no further nominations, Manager Carriere made a **motion** to cease nominations and cast a unanimous ballot for Manager Wensloff for Vice-Chairman, seconded by Manager Diesen. Motion carried unanimously.

After reading the Role of Secretary, Chairman Braaten called for nominations for Secretary. Manager Wensloff nominated Manager Schmalz for Secretary, There being no further nominations, Manager Carriere made a **motion** to cease nominations and cast a unanimous ballot for Manager Schmalz for Secretary, seconded by Manager Wensloff. Motion carried unanimously.

After reading the Role of Treasurer, Chairman Braaten called for nominations for Treasurer. Manager Carriere nominated Manager Diesen for Treasurer. There being no further nomination, Manager Wensloff made a **motion** to cease nomination and cast a unanimous ballot for Manager Diesen and seconded by Manager Schmalz. Motion carried unanimously.

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

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

A **motion** was made by Manager Carriere, seconded by Manager Wensloff to name Attorney Michelle Moren as primary Legal council on fee basis and contract with other firms on fee basis as deemed necessary by the board. Motion carried unanimously.

A **motion** was made by Manager Carriere, seconded by Manager Diesen continue to contract with engineering firms on an as needed basis. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to appoint Managers Braaten and Carriere to the Roseau Lake Project Team and all managers as alternates. Motion carried unanimously.

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

All Project Team meetings will be posted as special meetings, allowing all managers to attend.

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

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

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

A **motion** was made by Manager Wensloff, seconded by Manager Schmalz 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.

The following meeting schedule for 2020 was adopted by a **motion** by Manager Wensloff, seconded by Manager Diesen. The motion carried unanimously.

2020 Meetings

Regular meetings:

January 8 – 12 p.m.
February 5 – 12 p.m.
March 4 – 12 p.m.
April 1 - 8 a.m.
May 6 – 8 a.m.
June 3 -- 8 a.m.

July 1 – 8 a.m.
August 5 -- 8 a.m.
September 2 – 8 a.m.
October 7 – 8 a.m.
November 4 – 8 a.m.
December 2 – 12 p.m.

Out of town meetings:

January 14-16	Red River Basin Commission Conference – Fargo
January 27	Second Annual Drainage Conference -- Moorhead
March 10 & 11	FDRWG & RRWMB March Conference -- Moorhead
March 18 & 19	MAWD Legislative Days – St. Paul
December	MAWD Conference

Manager Per Diem

A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to increase the Manager's per diem to \$100 with an hourly rate of \$33.33 (max. 3 hours per day). 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 December 3, 2019 regular meeting minutes, the Treasurer's Report, manager and employee expense vouchers and the stream gage cost share. Manager Schmalz requested explanation on why the Caribou gage has a \$0 cost share. Administrator Halstensgard will follow up with RRWMB staff.

DELEGATIONS: Jadis Township representatives David Drown and Matt Magnusson along with Mitch Magnusson met with the board to discuss the current state of the Mickelson Bridge (located between sections 30 & 31 of Jadis Unorganized). The bridge was damaged during the fall 2019 flood event causing the County Highway Department to close it to travel. Matt Magnusson asked who (which governmental entity) is responsible for the bridge. It was stated that there is nothing in the documents that the District has indicating that the District has been involved in any construction, repair or modifications of the bridge indicating the District has no responsibility in this matter. Mr. Drown asked about options available as part of the Roseau Lake project. Engineer Dalager spoke about options under the current project alternative. Engineer Dalager also pointed out that the District has also recently expended time and funds defending the project in St. Paul against attempts to defund or stall funding by the individuals now looking for a bridge repair. After some additional discussion, the board directed Administrator Halstensgard to schedule a meeting of the various stakeholders.

PERMITS: There were no permit applications for this meeting.

PROJECTS:

Roseau Lake – Specialist McCormack spoke about the EAW draft and stated he has been working with Randy Prachar on wetland mitigation. Administrator Halstengard discussed mailing out a project newsletter to provide the community with an update. The board was in favor of publishing the mailer.

A **motion** was made by Manager Carriere, seconded by Manager Diesen to authorize the Chairman and Secretary to sign the required documents and to authorize final payment for the purchase of the Zak property. Motion carried unanimously. Matt Magnusson asked who was purchasing the property and was informed that the RRWD purchased the property because the landowner wished to sell in a timely manner and the State process would have required additional time. Randy Prachar spoke about the process that is required for DNR to purchase property.

Whitney Lake – Deb Walchuck, NRCS and Keith Weston, RRRRA met with the board to update on RCPP planning. They encouraged the Board to continue working on the RCPP plan which is due by September 30, 2020. The plan for the cultural resources survey will need to be completed by the September 30, 2020 deadline. Administrator Halstengard will be presenting the project to the Red Board for funding to cover expenses. Watershed staff will be working with Rob Sip, Executive Director of the RRWMB.

Ditch 16 Update - RRWD staff continues to work with the viewers. Specialist McCormack is providing the maps required for viewers. There will be a public hearing in the spring of 2020.

NEW BUSINESS:

A **motion** was made by Manager Wensloff, seconded by Manager Carriere to approve the Wikstrom Telephone easement with defined easement description. Motion carried unanimously.

After discussion, the board authorized the land use committee to move forward with obtaining quotes to have the building re-shingled.

OLD BUSINESS:

Administrator Halstengard update the board on the Overall Plan Amendment progress. The draft amendment will be completed and sent to BWSR for review by early March with a hearing scheduled in May.

RRWMB:

- Strategic plan update
- December meeting with legislators

WATERSHED SPECIALIST REPORT:

- Stream gaging plan and equipment
- Email received from Carter Novacek
- The District's post project comprehensive model. Engineer Dalager stated he would present results at the February meeting.

ADMINISTRATIVE REPORT:

- Request to the City of Roseau for support of the Roseau Lake project. Administrator Halstensgard attended the City Council meeting on January 6th. The City Council passed a resolution in support of the project.
- The LSOHC allocated an additional \$335,000 to the River Restoration project.
- Discussion on attendance at upcoming conferences
- A **motion** was made by Manager Carriere, seconded by Manager Wensloff to authorize Administrator Halstensgard to purchase a new Surface laptop with a budget of up to \$1700.00. Motion carried unanimously.
- The 2020 IRS mileage rate will be \$0.575 per mile.

After a **motion** by Manager Wensloff and second by Manager Schmalz, the meeting was adjourned at 2:18 p.m.

Respectfully submitted,

Cody Schmalz, Secretary



Tracy Halstensgard, Administrator

RRWD January 2020 Bills and Receipts

RRWD Checkbook Balance as of January 8th, 2020	\$703,151.33
RRIW Checkbook Balance	\$4,401.84
Receipts:	
Kittson County -- Share of taxes	\$ 3,159.24
State of Minnesota -- Roseau Lake Reimbursement	\$ 69,562.25
State of Minnesota -- Market Value Credit	\$ 9,632.56
Marshall County -- share of taxes	\$ 215.87
Citizens State Bank -- interest	\$126.78
Total:	\$82,696.70
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,929.04
Tracy Halstensgard -- Mileage	\$1,257.96
Torin McCormack -- Salary and Insurance	\$5,314.04
Torin McCormack -- Mileage / Personal Equipment	\$26.10
Tracy Bergstrom -- Wages	\$87.35
Jason Braaten -- Per Diem and Expenses	\$289.81
LeRoy Carriere -- Per Diem and Expenses	\$632.90
Carter Diesen -- Per Diem and Expenses	\$110.75
Cody Schmalz -- Per Diem and Expenses	\$146.98
Tony Wensloff -- Per Diem and Expenses	\$92.35
Internal Revenue Service -- Withholding	\$3,894.26
Minnesota Department of Revenue -- Withholding	\$663.00
PERA -- Employer / Employee Contribution	\$1,651.42
Cardmember Services -- Freefind, conference expenses, LSOHC meeting exp.	\$2,153.57
City Of Roseau -- utilities	\$273.86
Marco -- Copier Maintenance --	\$94.48
Minnesota Energy -- Natural Gas	\$89.10
Moren Law Office -- legal services	\$2,100.00
Multi Office -- office supplies	\$84.47
North Pine Services -- Snow Removal	\$332.50
Northern Resources Cooperative --	\$38.55
Sjoberg Cable -- Int/phone --	\$177.86
Roseau Times Region -- subscription	\$35.00
Super One Foods --	\$21.19
Verizon Wireless -- Trimble	\$40.01
Receipts:	
Estate of Barbra M. Zak - Land purchase	\$23,725.00
Roseau County Recorder -- recording of land purchase	\$92.00
HDR -- Roseau Lake Inv # 1200236188, 1200232316 & 1200232314	\$19,370.38
HDR -- Whitney Lake FDR & Comp model -- Inv # 1200236183 & 1200235783	\$20,136.93
HDR -- Whitney Lake RCPP -- 1200236186	\$1,443.48
Red River Basin Commission -- registration	\$500.00
Red River Watershed Management Board -- stream gage cost share	\$11,373.50
Best Buy -- Microsoft Surface Book 2	\$1,482.92
RRWMB -- Share of Taxes	\$27,510.28
Total:	\$130,171.04