

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD SEPTEMBER 2, 2020**

ORDER: Chairman Jason Braaten called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance and Manager Wensloff took the oath of office.

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

STAFF PRESENT: In person: Watershed Specialist McCormack. Via WebEx: Administrator Halstengard

OTHERS PRESENT: In person: Matt and Mitch Magnusson, landowners; Randy Prachar, MN DNR; Roger Falk, County Commissioner. Via WebEx: Chad Reese, Debby Stone, Hunter O'leary, Melanie Benit Rachel Williams, Terry Kveen and Tim Kveen.

CONSULTING STAFF: In person: Michelle Moren, Attorney; Nate Dalager, HDR Engineering; Jerry Bents, Houston Engineering. Via WebEx: Drew Kessler and Hannah Rollin, Houston Engineering.

DELEGATIONS PRESENT: There were no delegates for this meeting.

AGENDA: A **motion** was made by Manager Wensloff and seconded by Manager Carriere to approve the agenda with the addition of Permit application #20-21 (Dana Buffum / Nat Henderson). The motion carried unanimously.

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Carriere and seconded by Manager Schmalz. The motion carried unanimously. Adoption of the Consent Agenda included approving the August 5, 2020 minutes, the Treasurer's Report as amended, manager and employee expense vouchers, permit #20-14 (Perry Pastir) and permit # 20-18 (Gary Slater).

PERMITS:

Specialist McCormack reviewed permit application #20-15, RCHD. A **motion** was made by Manager Wensloff to approve permit #20-15. Manager Carriere seconded the motion which passed unanimously.

Specialist McCormack reviewed permit application #20-16, RCHD. A **motion** was made by Manager Diesen to approve permit #20-16. Manager Schmalz seconded the motion which passed unanimously.

Specialist McCormack reviewed permit application #20-17, RCHD. A **motion** was made by Manager Carriere to approve permit #20-17. Manager Schmalz seconded the motion which passed unanimously.

Specialist McCormack reviewed permit application #20-19, Kasey Solberg. A **motion** was made by Manager Diesen to approve permit #20-19. Manager Carriere seconded the motion which passed unanimously.

Specialist McCormack reviewed permit application #20-20, Kasey Solberg. A **motion** was made by Manager Carriere to approve permit #20-20 with the condition that no traps be installed without a hydraulic analysis provided by the applicant. Manager Diesen seconded the motion which passed unanimously.

Specialist McCormack reviewed permit application #20-21, Matt Anderson. A **motion** was made by Manager Wensloff to approve permit #20-15. Manager Schmalz seconded the motion which passed unanimously.

OLD BUSINESS: Attorney Moren updated the board on the status of the bond for the new ditch system being petitioned along CR 115. The bond received is sufficient and the board will need to appoint an engineer to develop a preliminary survey report. Manager Diesen made a **motion** to move forward with the next step, seconded by Manager Carriere. After further discussion Manager Diesen amended the motion to include the appointment of HDR Engineering to proceed with the preliminary survey report, Manager Carriere seconded the amended motion. The amended motion carried unanimously. Engineer Dalager will need to provide the engineer’s bond and sign the engineer’s oath.

There still being time before the scheduled Budget hearing, Drew Kessler with Houston Engineering gave a presentation on the Hay Creek Subwatershed report that is an extension of the BWSR Clean Water Funds Accelerated Implementation Grant. Several other studies, including the WRAPS TMDL report, identified Hay Creek as in need of work to address impairments. The report gives the RRWD Board information on what types of practices would be beneficial in addressing those impairments.

Budget Hearing:

At 8:30 a.m. Chairman Braaten stopped Mr. Kessler’s presentation and called for a motion to open the public hearing. Manager Carriere made a **motion** to open the budget hearing. The motion was seconded by Manager Diesen and passed unanimously. Administrator Halstensgard presented the proposed 2021 Administrative Budget as published. There were no changes from the 2020 budget. The RRWD did not receive any public comment regarding the budget. Manager Wensloff made a **motion** to close the public hearing, it was seconded by Manager Diesen, and carried unanimously.

2021 Administrative Budget

Salaries & Benefits	\$	145,000.00
Manager's per diem and expenses	\$	12,000.00
Dues & registrations	\$	5,000.00
Engineering	\$	4,000.00
Legal & other professional services	\$	20,000.00
Real estate taxes	\$	13,000.00
Rent & utilities	\$	4,650.00
Insurance	\$	6,000.00
Telephone & internet	\$	2,850.00
Office supplies & misc	\$	12,725.00
Cap. Outlay & building maintenance	\$	8,000.00
Stream gaging	\$	11,375.00
RRWD projects / maintenance	\$	-
Programs & planning	\$	5,400.00
	\$	<u>250,000.00</u>

Manager Wensloff made a **motion** to adopt the Administrative Budget for 2021. The motion was seconded by Manager Carriere and passed unanimously.

Mr. Kessler continued with his presentation. The next steps recommendations were to continue coordination with partners on in stream or stream adjacent projects as well as possible upstream storage. The second recommendation is to continue landowner outreach to encourage implementation of Best Management Practices (BMPs). And third, building this work into the 1 Watershed 1 Plan. Additional feasibility, on the ground survey, work will need to be completed.

Administrator Halstengard read aloud the attached resolution for the district to levy an ad valorem tax in the amount of .048 percent of the estimated market value (not to exceed \$250,000). A **motion** was made by Manager Carriere, seconded by Manager Wensloff to adopt the resolution as presented. The motion carried unanimously.

The board was presented with attached Red River Water Management Board (Construction) levy resolution which was read aloud by Administrator Halstengard. A **motion** was made by Manager Carriere, seconded by Manager Diesen to adopt the resolution as presented. The motion carried unanimously.

The board was presented with the attached ditch levy resolution. After discussion, it was the decision of the Board to keep the levies the same as 2020.

Watershed Ditch #3	10%
County Ditch #8	20%
County Ditch #16	25%
West Intercept (City of Roseau)	\$2,500 (set amount)
State Ditch #51	1% on redetermined benefits

A **motion** was made by Manager Wensloff, seconded by Manager Diesen to adopt the resolution as presented. The motion carried unanimously.

PROJECT UPDATES:

River Restoration:

- Engineer Jerry Bents gave an update on the survey work that is taking place. The goal is to have this year's work completed by Sept. 26th.

Roseau Lake:

- Administrator Halstengard and Randy Prachar updated the board on the internal DNR review of the EAW. There has been a delay in the process due to staffing changes.
- The board discussed the possibility of holding a Board work session to address landowner concerns. Manager Wensloff stated that he would like to work with landowners to come to an agreement on a path forward and that he could not support eminent domain. The area is flood prone and there is a need to address localized issues as well. Manager Diesen stated he was in favor of a work session with representatives from the board and landowner coalition. Manager Carriere stated there should be give and take on both sides. Manager Schmalz stated that he was frustrated after the landowner meeting. He would like to see other alternatives on public land and avoid public land. Manager Schmalz talked about his frustration with the DNR's management on the Roseau River WMA and stated that, at the moment, he was not in favor of the project. There was discussion on the desire of downstream landowners to have retention.
- Engineer Dalger talked about the various alternatives still available for the project.
- Specialist McCormack provided data on the last 20 years of inundation over elevation 1031.5' which impact agricultural production. He also provided the proposal from 2004 that showed the westward diversions and the Crop Productivity Index (CPI).
- There was discussion on the Board scheduling a work session to go through potential changes to the alternative to move forward with.

- Randy Prachar stated that there is still support for a project and gave background on the acquisition of the land in the Roseau Lake WMA.
- Landowners spoke about their concerns and opposition to the project.
- There was discussion on the best way to organize a board work session. The Board will set the agenda and the meeting will be open to the public. Notice will be sent to landowners in the project footprint.

Whitney Lake:

- Administrator Halstengard gave an update on the RCPP process and status of the request for additional funding.
- Engineer Dalager gave an update on the Flood Damage Reduction (FDR) process.

CD #16 Improvement:

- Mitch Magnusson asked about the location of proposed Side Water Inlets (SWIs). It was explained to Mr. Magnusson that those locations have not been specifically designed at this point, however they are typically located at points where existing field drains enter the system. Landowners will be consulted as plans are developed. Mr. Magnusson then asked about the current funds in the ditch system. There was information provided by the Board and Staff as to the work completed in the system.
- Matt Magnusson asked how Retention Site C and the CD #16 improvement would be competing interests (storage vs drainage). Engineer Dalager explained how the two projects are a combination of FDR strategies that work together.

REPORTS:

Administrator Halstengard referred to her written update. Engineer Bents provided an update on the City of Roseau / Oak Crest Golf Course discussion on making sure the storm water management interest of the partners are addressed. Houston Engineering is the consultant for the City of Roseau on the proposed development project.

Specialist:

- WSB contract for the work in the Lost River State Forest Peatland Restoration / Arpin Project. A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to approve the contract. Motion carried unanimously.
- Request to purchase a peat sampler. A **motion** was made by Manager Carriere, seconded by Manager Diesen to purchase the peat borer kit. Motion carried unanimously.
- Updates on construction projects.

Red board: Chairman Braaten referenced the written update and spoke about the funding situation and the amount funding those dollars are able to leverage.

NEW BUSINESS: Landowners again brought the possibility of trapping the culvert on the south side of the Roseau River (SD #51) along CR #3, property that was originally part of the Duxby Levee. Staff and Engineer Dalager informed the board of the history of the culvert and trap discussing that has happened in the past. Staff and consultants will do some additional homework and report back to the board.

OTHER ITEMS: Matt Magnusson raised concerns about culverts that require maintenance/ replacement adjacent to SD #51 near Stoe's Bridge. Specialist McCormack stated that he could find no record of those culverts in association with SD #51. Mr. Magnusson stated that since the Board is considering work on a culvert adjacent to SD #51 that is part of the Duxby Levee that the culverts near Stoe's should be replaced at the expense of SD #51 as well.

A **motion** to adjourn was made at 10:40 a.m. by Manager Wensloff and seconded by Manager Carriere
Motion carried unanimously.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator

RRWD September 2020 Bills & Receipts

RRWD Checkbook Balance as of Sept 1, 2020	\$322,364.31
Receipts:	
Citizens State Bank -- checking account interest 8-17-20	\$ 22.18
Kittson County -- buffer funding	\$ 2,197.00
RRWMB -- Project Team reimbursement (Whitney Lake FDR)	\$ 2,807.00
Roseau County -- share of taxes	\$ 25,047.36
Total:	\$ 30,073.54
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,929.06
Torin McCormack -- Salary and Insurance	\$5,314.06
Jason Braaten -- Per Diem and Expenses	\$210.00
LeRoy Carriere -- Per Diem and Expenses	\$184.70
Carter Diesen -- Per Diem and Expenses	\$221.50
Cody Schmalz -- Per Diem and Expenses	\$293.95
Tony Wensloff -- Per Diem and Expenses	\$184.70
Internal Revenue Service -- Withholding	\$3,870.69
Minnesota Department of Revenue -- Withholding	\$659.00
PERA -- Employer / Employee Contribution	\$1,637.18
Cardmember Services -- Freefind, office expenses	\$978.54
City Of Roseau -- utilities	\$241.19
Marco -- Copier Maintenance --	\$94.48
Minnesota Energy -- Natural Gas	\$12.89
League of Minnesota Cities -- insurance premium	\$4,491.00
Roseau Times-Region -- notices	\$627.30
Patrick Moren Law Office -- Legal Fees --	\$2,843.75
Sjoberg Cable -- Int/phone --	\$180.04
At Your Service -- lawn care	\$561.09
SuperOne Foods -- supplies	\$28.42
Verizon Wireless -- Trimble	\$40.01
Halverson Sand & Gravel -- side water inlets in CD #8	\$7,755.00
HDR -- Invoices 1200285413, 1200285419 & 1200285420	\$7,879.00
HDR -- Invoices 1200285417	\$4,370.79
The Quick Print -- Roseau Lake newsletters	\$150.00
Terracon -- soil boring, Roseau Lake	\$1,880.00
DMV -- Argo tabs	\$72.50
DMV -- replacement ranger tabs	\$6.00
Holthusen Construction -- Palmville gravel	\$2,879.55
Total:	\$52,596.39