

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD January 7, 2015**

ORDER: Chairman LeRoy Carriere called the meeting to order at 3:00 p.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: Aaron Magnusson, LeRoy Carriere, Tony Wensloff, Cody Schmalz and Carter Diesen.

STAFF PRESENT: Administrator Halstengard and Technician 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 Schmalz to approve the agenda with changes. Motion carried unanimously.

ELECTION OF OFFICERS: Administrator Halstengard called for nominations for Chairman. Manager Wensloff nominated Manager Carriere for Chairman, seconded by Manager Magnusson. A **motion** to cease nominations and cast a unanimous ballot for Manager Carriere for Chairman was made by Manager Magnusson, seconded by Manager Wensloff. Motion carried unanimously.

Chairman Carriere called for nominations for Vice-Chairman. Manager Schmalz nominated Manager Wensloff for Vice – Chairman, seconded by Manager Diesen. A **motion** to cease nominations and cast a unanimous ballot for Manager Wensloff for Chairman was made by Manager Magnusson, seconded by Manager Diesen. Motion carried unanimously.

Chairman Carriere called for nominations for Secretary. Manager Wensloff nominated Manager Schmalz for Secretary, seconded by Manager Magnusson. The **motion** to cease nominations and cast a unanimous ballot for Manager Schmalz was made by Manager Wensloff, seconded by Manager Diesen. Motion carried unanimously.

Chairman Carriere called for nominations for Treasurer. Manager Schmalz nominated Manager Magnusson for Treasurer, seconded by Manager Wensloff. The **motion** to cease nomination and cast a unanimous ballot for Manager Magnusson was made by Manager Wensloff and seconded by Manager Diesen. Motion carried unanimously.

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

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

A **motion** was made by Manager Wensloff, seconded by Manager Magnusson 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 Magnusson, seconded by Manager Schmalz to appoint Managers Wensloff and Carriere to the Personnel Committee. Motion carried unanimously.

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

A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to appoint managers as delegates on the Project Teams as listed;

- Beltrami Island PT Managers Wensloff and Diesen
- RRWMA Project Managers Schmalz and Magnusson
- Lake Bottom Managers Magnusson and Carriere

Motion carried unanimously.

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

A **motion** to appoint Manager Carriere as the delegate to the RRWMB and was made by Manager Wensloff, seconded by Manager Schmalz. Motion carried unanimously. There was discussion on the alternate appointee. Manager Wensloff made a motion to name the board and staff as alternates to the RRWMB, seconded by Manager Magnusson. Motion carried unanimously.

The Board will continue to contract with engineering firms on an as needed basis.

There was discussion on the 2015 meetings.

MINUTES: A **motion** was made by Manager Magnusson and seconded by Manager Wensloff to approve the December 2, 2014 regular meeting minutes as handed out. Motion carried unanimously.

RECEIPTS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 23.64
Lake of the Woods County -- share of taxes	\$ 278.81
Kittson County -- share of taxes	\$ 3,254.87
Roseau County -- share of taxes	\$ 104,549.18
Marshall County -- share of taxes	\$ 276.86
NW Minn Foundation -- 3rd payment for CCI grant	\$ 6,250.00
Total	\$ 114,633.36

Bills -- Memo	Amount
City of Roseau -- utilities	\$ 256.29
CenturyLink -- phone bill	\$ 114.39
Sjoberg's Cable TV -- cable internet	\$ 47.13
Marco -- copier maintenance	\$ 44.89
Cardmember Services -- MAWD conference expenses	\$ 1,385.71
Minnesota Energy -- natural gas bill	\$ 257.50
Red River Watershed Mgt. Board -- share of taxes	\$ 18,807.56
Red River Watershed Mgt. Board -- stream gage cost share	\$ 10,385.50
HDR Engineering -- Project Engineering	\$ 17,237.39
Carter Diesen -- meetings, mileage and expenses	\$ 479.19
LeRoy Carriere -- meetings, mileage and expenses	\$ 789.04
Aaron Magnusson -- meetings, mileage and expenses	\$ 77.31
Cody Schmalz-- meetings, mileage and expenses	\$ 247.78
Tony Wensloff -- meetings, mileage and expenses	\$ 88.82
Torin McCormack -- wages	\$ 3,565.91
Tracy Halstensgard -- wages	\$ 3,571.91
Tracy Halstensgard -- mileage	\$ 137.43
Torin McCormack -- mileage	\$ 264.50
Brady Castle -- wages (CCI grant)	\$ 227.64
PERA -- employee and employer share	\$ 1,213.34
Internal Revenue Service -- 941 tax	\$ 2,654.87
SuperOne Foods -- food for meetings and supplies	\$ 204.91
Addison Supply -- Steam Johnny	\$ 7,797.35
Pemberton Sorlie law firm -- investigation	\$ 210.50
Reliable Office Supply -- office supplies	\$ 118.58
TOTAL	\$ 70,185.44

BILLS: A **motion** was made by Manager Diesen to pay the normal monthly bills, seconded by Manager Wensloff. Motion carried unanimous.

DELEGATIONS: There were no delegates for this meeting.

RRWMB:

- Briefing Paper #3
- River Watch Forum
- RRBC and RRRRA upcoming meetings

Roseau County EMS Director Curt Ireland demonstrated the AED device that the RRWD and the Food Shelf received through a grant from the US Dept. of Health and Human Services – Health Resources and Services and Administration (HRSA).

PROJECTS:

Ditch 8 – There was discussion on the process to move forward with the suggested work in the system. Attorney Moren discussed the petition process for various work. After extensive discussion on the various issues, the direction from the board was for the consultants and staff to review the option of the West Intercept project annexing the discussed Ditch 8 water.

ADMINISTRATIVE REPORT:

- RRWMA reimbursement request
- Governing Documents binders and Manager’s Handbook
- IRS mileage rate
- 2014 year end budget
- Stream gage cost share
- County Board meeting schedule
- AIS Summit

TECHNICAL REPORT:

- Norland mitigation issue
- Steam Johnny purchase
- 2012 BWSR CWF grant
- 2014 BWSR grant
- Duxby Signage
- RRWMA wetland mitigation
- Tabled Permit update
- Presentation to the board on District project and programs. The Board gave staff direction and priorities for the next year.
- SD #51 tour

OLD BUSINESS: Item on the agenda under Old Business was discussed earlier in the meeting.

NEW BUSINESS: Item on the agenda under New Business was discussed earlier in the meeting.

OTHER ITEMS:

A **motion** was made by Manager Wensloff to close the open meeting and adopt the resolution (see attached) to close the board meeting pursuant to Minn Stat.313D.05 subd. 3(a), seconded by Manager Schmalz. Motion carried unanimously. Administrator Halstensgard and Technician McCormack left the meeting. Only board members were present for staff evaluation and wage / benefit proposal.

Administrator Halstensgard and Technician McCormack rejoined the meeting. The Board discussed the proposal with employees. A **motion** was made by Manager Diesen to increase Administrator Halstensgard and Technician McCormack's annual salary to \$58,778.00 for the first 6 months of 2015 increased to \$61,716.00 in July with an increase in the insurance stipend by \$1,250 for the first 6 months and an additional \$1,250 for the second half of the year, seconded by Manager Magnusson. Motion carried unanimously.

A **motion** was made by Manager Schmalz, seconded by Manager Wensloff to approve the Managers' and staff expense vouchers. Motion carried unanimously

After a **motion** by Manager Magnusson and second by Manager Schmalz, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator