

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD FEBRUARY 1, 2017**

ORDER: Chairman Tony Wensloff called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

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

STAFF PRESENT: Administrator Halstengard and Technician McCormack

OTHERS PRESENT: Refer to attendance sheet.

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

DELEGATIONS PRESENT: Russell Walker, Roseau County Commissioner

AGENDA: A **motion** was made by Manager Diesen, seconded by Manager Carriere to approve the agenda with changes. Motion carried unanimously.

MINUTES: A **motion** was made by Manager Carriere and seconded by Manager Braaten to approve the January 4, 2017 regular meeting minutes with changes. Motion carried unanimously.

RECEIPTS

Receipts -- Memo	Balance
Interest -- Checking account	\$ 44.28
Lake of the Woods County -- Share of taxes	\$ 356.67
State of Minnesota -- RRWMA reimbursement	\$ 158,234.18
State of Minnesota -- Market Value Credit	\$ 6,361.38
Total	\$ 164,996.51

BILLS

Bills	Amount
Tracy Halstensgard -- Salary & insurance	\$ 4,360.58
Tracy Halstensgard -- mileage and reimbursement	\$ 367.22
Torin McCormack -- Salary & insurance	\$ 4,640.58
Torin McCormack -- mileage and reimbursement	\$ 175.00
LeRoy Carriere -- per diem & expenses	\$ 280.14
Carter Diesen -- per diem & expenses	\$ 172.77
Jason Braaten -- per diem & expenses	\$ 573.15
Cody Schmalz -- per diem & expenses	\$ 309.45
Tony Wensloff -- per diem & expenses	\$ 313.45
PERA -- employer / employee contribution	\$ 1,520.32
Internal Revenue Service -- withholding	\$ 3,819.14
MN State withholding -- Payroll tax withheld	\$ 665.00
Sjobergs TV -- internet access	\$ 52.17
Marco -- copier maintenance	\$ 59.37
Minnesota Energy -- natural gas bill	\$ 221.77
CenturyLink -- phone service	\$ 164.39
City of Roseau -- utilities	\$ 310.36
Cardmember Services --	\$ 243.14
Mitch Magnusson	\$ 6,500.00
Northland Trading Post	\$ 103.56
Subway- meal PT meeting	\$ 39.01
Doug Hedlund- turkey CAC mtg	\$ 50.00
Alive Outdoor Services	\$ 62.08
Roseau Times Region -- notices & subscription	\$ 231.65
Moren Law Office -- legal fees	\$ 712.50
Thomson Reuters - West -- updated pocket parts	\$ 65.19
SuperOne Foods -- food for meetings/ invoice	\$ 439.78
TRF Times & Northern Watch -- job advertisement	\$ 284.92
Roso Cleaners -- rug rental Oct - Dec	\$ 94.05
Northern Resources Cooperative -- gas	\$ 80.04
Thomson Reuters - West -- updated pocket parts	\$ 65.19
Jon Schauer -- QuickBooks consulting	\$ 2,024.03
Total	\$ 29,000.00

RECEIPTS and BILLS: A **motion** was made by Manager Braaten to pay the normal monthly bills as discussed with additions and corrections, seconded by Manager Diesen. Motion carried unanimously.

PERMITS: Specialist McCormack discussed permit #16-41(Matt Magnusson). A **motion** was made by Manager Braaten, seconded by Manager Carriere to approve the permit. Motion carried unanimously.

DELEGATIONS: Russell Walker, Roseau County Commissioner, reported minimal discussion on the status of the building and communication between concerned parties.

PROJECTS:

Roseau River Wildlife Management Area (RRWMA):

Administrator Halstengard updated the board stating that excavation of the channel and placing of the spoil has begun. Sluice gates have been installed and grouted in place on both structures but are not complete. Due to weather conditions, work was postponed. Engineer Dalager presented pictures of progress and reiterated information presented by Administrator Halstengard, along with contractor RJ Zavoral and Sons acceptance of the board's decision for payment reduction on their bid. Specialist McCormack commented that according to Randy Prachar, DNR, pool drawdown levels are on target and will continue to be monitored.

Beltrami:

Engineer Bentz presented an update on the project and feasibility of NRCS funding based upon cost/benefit of storing water upstream of Hayes Lake, headwaters of the watershed. The information presented was based upon the restoration of original dam sites and the potential reduction of peak flows downstream along Hansen Creek and the Roseau River. Analysis of the flood damage reduction downstream of Hayes Lake illustrated that damages would likely be minimal. Engineer Bentz stated that the suggestion of the Project Team was to expand the project area to include additional public and private land which drain into the north branch of the Roseau River. After discussion from the board regarding the need to store water on public land and the need to site potential projects which provide adequate flood damage reduction, a **motion** was made by Manager Braaten and seconded by Manager Diesen to expand the area of the study. Motion carried unanimously.

Roseau Lake:

Specialist McCormack will be attending a meeting with Randy Prachar in Bemidji on February 2nd to work on concepts for wetland permitting issues and are working off of a hydrological analysis. They will be working on a mitigation proposal and will present to permitting agencies in order to streamline the process. Randy Prachar will work with archaeologists for the ARP. Administrator Halstengard commented that the Alternatives and EAW/ permit committees will meet on February 8th. She also noted that an attorney for Norman Kveen is seeking information regarding the project. Engineer Dalager commented that information for Step II will be presented to the RRWMB; however, no action will be taken until the March meeting.

Whitney Lake Sub-watershed:

Administrator Halstengard reported that a well-attended third landowner meeting was held. An open house will be held on March 16th in conjunction with the first Project Team meeting. The board selected a team consisting of various stakeholders including agencies, landowners, and non-voting members. Engineer Dalager did a brief presentation on what was covered during the landowner meetings. Landowners were asked for their input as well. Engineer Dalager presented the four ways in which the water will be dealt with. His team developed models on drainage, protection, diversion, and retention. There was discussion about coordinating with county and

state officials concerning road improvements in the project area. Funding sources were briefly touched upon for the project. Discussion about consultation with an attorney with expertise in the area of watershed and ditch law took place. A **motion** was made by Manager Carriere, seconded by Manager Braaten to allow for consultation through Smith Partners regarding laws for the Whitney Lake Project. Motion carried unanimously.

PTMApp:

Administrator Halstengard began by presenting an overview to the board. The project will include the Roseau River International Watershed, and funding has been approved through the Clean Water Fund Grant and the LCCMR for the portion upstream of Roseau Lake. The board received an estimate for the PTMApp project prepared by Houston Engineering, Inc. (HEI) and the International Water Institute (IWA) which included four tasks in order to complete the project on the US side. The purpose of the project is to gather data in order to develop best management practices for the four areas of the entire Roseau River Watershed. Funding from State Ditch 51 will be used to cover the RRWD portion. A **motion** was made by Manager Braaten and seconded by Manager Schmalz to authorize HEI and IWI to do the work in area three. Motion carried unanimously.

Administer Halstengard continued by saying that Drew from HEI will provide a technical manual for making the inputs seamless being that the US and Canada operate with different measurement units. There is a cost associated with the manual which would fall under the BSWR grant. A **motion** by Member Braaten and seconded by Manager Schmalz to authorize an amendment to HCI's estimate to include a technical manual was approved. Motion carried unanimously.

RRWMB:

- Reorganization meeting elected officers- same officers
- IRS Rate for mileage
- Wants input regarding needs of RRWD by the next Red Board meeting
- Red Board also looking to gain services from boards they partially fund
- Lobbyist was hired
- Directives to follow treasurer's manual and increasing communication between board members
- Annual report due in June
- February 21, 2017 meeting for flood damage reduction work group in TRF
- Make sure applications for new projects are turned in prior to start
- Per Diem set at \$75

ADMINISTRATIVE REPORT:

Administrator Halstengard reported on the PCA water standard reporting process which indicates the stressors on water quality. They are looking at drainage ditches and considering stricter water quality standards. Henry will be compiling comments and submitting suggestions to categorizations and language changes suggested by administrators in the valley. RRWD is not far enough along in the process to have reported on water quality conditions.

Citizens' Advisory Meeting names were given to the board. Russell Walker's name was added to the list of attendees for the February 15th meeting. Discussion was held on which topics to cover.

After adjusting entries, the Administrative budget was \$139,031.63 under, and a discussion of how to allocate those funds will be forthcoming. Discussion was held regarding the building/office fund which has approximately \$70,000 in it.

March Conference: Managers Carriere, Diesen, and Wensloff

MAWD Legislative update was provided

Computer bids were presented to purchase a desktop for administrative use, and some discussion was held. A **motion** was made by Manager Diesen and seconded by Manager Carriere to purchase a Dell laptop. Motion passed unanimously.

Envirothon: In the past, the RRWD has donated, and Manager McCormack has participated in judging. A **motion** was made by Manager Braaten and seconded by Manager Diesen to donate \$100. The motion passed unanimously.

TECHNICAL REPORT:

Manager McCormack attended a meeting in TRF regarding the possible use of drones in watershed areas. The NCTC is looking at applying for an LCCMR grant to incorporate watershed science. The school was looking at suggestions for partnerships and ideas for application.

The goal is to develop industry for drone usage, with the likelihood of increasing enrollment and educational programs.

OLD BUSINESS: There were no items of Old Business at this meeting.

NEW BUSINESS:

Haying / Mowing contracts

- After much discussion, the board decided to run ads for two separate mowing bids (3 year contract); Norland and West Interceptor and to table Hay Creek for a later date. Possible policy for Hay Creek Corridor regarding weed control
Designation on land has changed in this area. Needs to be planted with perennials and maintained
- Discussion of debris removal at Mickelson Bridge. The board decided to make local contacts for quotes before advertising.

Employee recommendations

- Administrator Halstengard presented a recommendation from the interview committee to hire Tracy Bergstrom for part-time employment as stated in the job description. A

motion by Manager Braaten and seconded by Manager Carriere to hire Ms. Bergstrom as per recommendations. The motion was passed unanimously.

Office building showing

- The board held some discussion on relocating the office. USA Realty has a property that is a possibility. Assessed value is \$111,000 with no liens.

OTHER ITEMS:

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

After a **motion** by Manager Diesen and second by Manager Schmalz, the meeting was adjourned at 3:35 pm.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator