

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD FEBRUARY 6, 2019**

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

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

STAFF PRESENT: Administrator Halstensgard, Specialist McCormack, and Assistant Bergstrom

OTHERS PRESENT: Greg Braaten, Landowner; Roger Falk, Roseau County Commissioner; and Matt Fischer, BWSR

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

DELEGATIONS PRESENT: Greg Braaten, Landowner

AGENDA: A **motion** was made by Manager Wensloff and seconded by Manager Schmalz to approve the agenda with the addition of Delegate Braaten. 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 January 2, 2019 minutes, the Treasurer's Report, and manager and employee expense vouchers.

PROJECTS:

Roseau Lake:

Engineer Dalager presented the board with a Power Point which will be shared at the open house event for the Roseau and Whitney Lake areas. Engineer Dalager discussed how the project will function. Administrator Halstensgard mentioned there are landowner meetings continuing to take place. There was discussion regarding landowner meetings and the operation plan for the project. The operation plan will be an active management plan, taking into consideration the current conditions and forecasted weather. Administrator Halstensgard commented that the Roseau Lake and Whitney Lake Open House event will take place on February 13, 2019. Specialist McCormack indicated that the Sprague Creek Mitigation proposal has been submitted to the DNR for comment.

Whitney Lake:

Vice Chairman Wensloff took over the meeting at 12:40pm. Landowner Greg Braaten brought forth a petition for improvement on a drainage system. The RRWD Board acknowledges receipt of the petition. Attorney Moren will review the petition and will report back at the March 6, 2019 board meeting.

The RRWD is pursuing viewers for the Whitney Lake Project.

Administrator Halstensgard commented that as of December 31, 2018 the RCCP dollars have been spent as well as the matching funds. The RRWD is pursuing MN State Flood Hazard Mitigation bonding funds

as well as additional Federal dollars through reallocated RCPP program funds. If this project gets under contract with the state, there will be funding available by June or July 2019. In the meantime, the options are to slow the project down, or to find alternative funding sources. The project will be brought to the Flood Damage Reduction Work Group on February 28 and the Red River Retention Authority in March. Engineer Dalager stated that the RCPP process is nearly complete.

Chairman Braaten resumed chairmanship of the meeting at 12:50 pm.

NEW BUSINESS:

River Trail Grants:

The board was updated on potential grant opportunities. One of the federal grant opportunities requires a resolution to be passed. Manager Wensloff made a **motion** to pass a resolution (attached to minutes) for Roseau River Trail funding. The motion was seconded by Manager Carriere and passed unanimously. The resolution is attached. There will be state grant opportunities coming up this spring. Administrator Halstensgard has met with Malung Township and the Wannaska Community Center. Both areas are interested in the river trail project.

Shop lighting: RRWD Staff requested shop lighting be retrofitted with LED components as opposed to fluorescent. Manager Diesen made a **motion** to retrofit the shop lighting. Manager Wensloff seconded the motion which passed unanimously.

Envirothon: Specialist McCormack was asked to judge the Envirothon.

Audit: The board was presented an audit engagement letter provided by Brady-Martz for the 2018 audit. Manager Wensloff made a **motion** to sign the audit engagement letter. Manager Carriere seconded the motion which passed unanimously.

Transfer of funds: The RRWD received money from the Red River Watershed Management Board that was deposited into WMA project account instead of the Roseau Lake Project account. This correction was previously discussed but no motion to make the transfer was ever made by the Board. Manager Carriere made a **motion** to make a transfer to correct the account balances as of December 31, 2018. The motion was seconded by Manager Diesen and passed unanimously.

OLD BUSINESS:

Manager Wensloff was contacted by a local landowner regarding the removal of a trap that has been of concern to the landowner. Attorney Moren will review the documentation surrounding the trap installation.

PERMITS:

The Roseau County Highway Department (RCHD) submitted a permit application (#19-01) to remove and replace culverts along County Ditch 7. A **motion** to approve permit #19-01 was made by Manager Wensloff and seconded by Manager Diesen. The motion passed unanimously.

Spruce Valley (Louie Cater) submitted an application for a permit to pump the Sehlstrom pit and discharge water into County Ditch 11. After discussion, the board is requesting additional information

from the DNR and the Ditch Authority. Manager Wensloff made a **motion** to table the permit application until further information is obtained. Manager Carriere seconded the motion which passed unanimously.

REPORTS:

Administrator Halstengard and Matt Fischer presented the board with a questionnaire for the managers to fill out in preparation for a joint meeting with the SWCD to be held in March. The questionnaire will help identify priorities for both boards.

Staff attended the RRBC conference in January. One of the discussion items was improving interest in conference attendance. The board was asked what type of presentations they would like to see during future conferences.

A Drainage Conference is on March 19, 2019 and March Conference is March 20-21, 2019. The Red Board meeting will be on March 20, 2019. An administrators meeting is scheduled for February 26, 2019.

Specialist McCormack has not heard from J. Kolb regarding CR 139. Transmission crews are wrapping up work in the Norland Impoundment. There are locations containing small drains (cuts) adjacent to the larger ditches within the impoundment needing remediation. The SW outlet to the connection channel will require some gravel touch up. The board was asked to act on a previous Halverson quote to repair the access road. Manager Wensloff made a **motion** to act on the quote. Manager Schmalz seconded the motion which passed unanimously.

Specialist McCormack reached out to the ACOE regarding prescribed grazing in the Hay Creek Corridor. The RRWD is waiting on a response for grazing as well as the Duxby gravel issue. Field data in the arpin area is being compiled. Contractors submitted estimates for clearing woody debris from SD51. Manager Wensloff made a **motion** to hire Anderson Construction with a cap of \$20,000. The motion was seconded by Manager Diesen and passed unanimously.

The next RRWD Board meeting will take place on March 6, 2019 at 12:00 pm.

Administrator Halstengard and Chairman Braaten will be attending Legislative Days on February 20-21, 2019.

Manager Wensloff made a **motion** to adjourn at 1:50 p.m. The motion was seconded by Manager Schmalz, and passed unanimously.

Respectfully submitted,



Cody Schmalz, Secretary



Tracy Halstengard, Administrator

ROSEAU RIVER WATERSHED DISTRICT RESOLUTION FOR WATER TRAIL FUNDING

WHEREAS, the Roseau River Watershed District supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to install Roseau River access points and amenities as described in the Roseau River Water Trail Masterplan dated August 2018

WHEREAS, the Roseau River Watershed District recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds

NOW, THEREFORE, BE IT RESOLVED, if the Roseau River Watershed District is awarded a grant by the Minnesota Department of Natural Resources, the Roseau River Watershed District agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The Roseau River Watershed District will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the Board of Managers of the Roseau River Watershed District names the fiscal agent for the Roseau River Watershed District for this project as:

Tracy Halstengard, Administrator
Roseau River Watershed District
714 6th Street Southwest
Roseau, MN 56751

BE IT FURTHER RESOLVED, the Roseau River Watershed District hereby assures the Roseau River Water Trail will be maintained for a period of no less than 20 years as required by the Federal Recreational Trail Grant Program.

PASSED AND ADOPTED BY THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS THIS 6TH DAY OF FEBRUARY, 2019.



ATTEST: Cody Schmalz, Board Secretary


Jason Braaten, Board Chairman

RRWD
February Bills and Receipts

RRWD Checkbook Balance as of January 31, 2019	\$226,842.12
RRIW Checkbook Balance as of January 31, 2019	\$4,786.74
Receipts:	
NRCS -- BISF	\$482.77
NRCS -- Whitney Lake RCPP Payment	\$53,926.91
Beltrami County -- Settlement	\$192.30
Kittson County -- Settlement	\$31.73
Marshall County -- Settlement	\$418.75
Roseau County -- Settlement	\$17,405.08
Interest --	\$49.11
Total:	\$72,506.65
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,740.84
Tracy Halstensgard -- Mileage	\$173.42
Torin McCormack -- Salary and Insurance	\$5,170.84
Torin McCormack -- Mileage / Personal Equipment	\$475.00
Tracy Bergstrom -- Wages and Insurance	\$3,188.55
Tracy Bergstrom -- Mileage	\$164.72
Jason Braaten -- Per Diem and Expenses	\$423.33
LeRoy Carriere -- Per Diem and Expenses	\$138.52
Carter Diesen -- Per Diem and Expenses	\$87.82
Cody Schmalz -- Per Diem and Expenses	\$124.36
Tony Wensloff -- Per Diem and Expenses	\$75.06
Internal Revenue Service -- Withholding	\$4,443.82
Minnesota Department of Revenue -- Withholding	\$820.00
PERA -- Employer / Employee Contribution	\$2,068.64
PERA -- Late fee (PD)	\$10.00
Cardmember Services -- Freefind, Canad Inn, signposts, computer	\$1,142.40
City Of Roseau -- Utilities	\$224.58
Minnesota Energy -- Natural Gas	\$190.55
Northern Resources Cooperative -- gas	\$70.40
North Pine Services -- Inv. 1574, 1614, 1712, 1729	\$357.50
Patrick Moren Law Office -- Legal Fees	\$1,487.50
Postmaster -- Stamps	\$110.00
Roseau Times Region -- Notice	\$15.30
Sjoberg Cable -- Int/phone --	\$177.86
Super One Foods --	\$118.39
WILD 102 -- Open House Advertising	\$229.50
HDR -- 04.29.18 to 05.26.18 -- Roseau Lake: Cultural Survey 2017	\$1,698.84

HDR -- 07.01.18 to 11.24.18 -- WRAPS	\$9,014.57
HDR -- 11.25.18 to 12.29.18 -- WRAPS	\$4,759.06
HDR -- 11.25.18 to 12.29.18 -- Whitney Lake Task Order #1 Final Engineers Rept	\$44,653.95
HDR -- 11.25.18 to 12.29.18 -- General Services : Duxby survey/profile	\$879.45
HDR -- 11.25.18 to 12.29.18 -- Roseau Lake Task Order #1 Final Engineers Rept	\$21,017.08
HDR -- 10.28.18 to 11.24.18 -- Wetland Delineation Fieldwork	\$473.56
Houston Engineering -- BISF Plan	\$27,529.61
Houston Engineering -- Roseau Lake Water Quality	\$16,551.99
Jon Schauer -- End of Year Quickbooks Audit	\$2,026.18
MAWD Dues -- 2019	\$1,676.00
Roseau County Recorder -- Norland Covenants (PD)	\$46.00
RRWMB -- Final Share Tax Levy	\$27,756.93
Total:	\$184,312.12