

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD February 4, 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 Halstensgard and Technician McCormack

**OTHERS PRESENT:** Refer to attendance sheet.

**CONSULTING STAFF PRESENT:** Randy Knott, HDR Engineering;

**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.

**MINUTES:** A **motion** was made by Manager Magnusson and seconded by Manager Diesen to approve the January 7<sup>th</sup>, 2015 regular meeting minutes as handed out. Motion carried unanimously.

**RECEIPTS:**

<b>Receipts -- Memo</b>	<b>Balance</b>
Interest -- Checking account	\$ 23.64
Roseau County SWCD -- weed management grant reimbursement	\$ 1,344.22
Marshall County -- share of taxes	\$ 688.55
Kittson County -- share of taxes	\$ 34.08
Beltrami County -- share of taxes	\$ 332.46
Roseau County -- share of taxes	\$ 15,882.02
State of Minnesota -- WMA project reimbursement	\$ 71,505.67
<b>Total</b>	<b>\$ 89,810.64</b>

<b>Bills</b>	<b>Amount</b>
Tracy Halstensgard -- wages	\$ 4,012.22
Torin McCormack -- wages	\$ 4,080.22
Tracy Halstensgard -- mileage & reimbursements	\$ 486.68
Torin McCormack -- mileage & reimbursements	\$ 236.73
LeRoy Carriere -- meetings & expense	\$ 92.35
Carter Diesen -- meetings & expense	\$ 295.45
Aaron Magnusson -- meetins & expense	\$ 108.45
Cody Schmalz -- meetings & expense	\$ 220.07
Tony Wensloff -- meetins & expense	\$ 393.16
PERA -- employer / employee contribution	\$ 1,371.48
Internal Revenue Service -- withholding	\$ 3,067.16
Sjobergs TV -- internet access	\$ 48.69
Marco -- copier maintenance	\$ 44.89
Roseau Times-Region -- notice	\$ 49.55
Minnesota Energy -- natural gas bill	\$ 206.93
CenturyLink -- phone service	\$ 109.75
City of Roseau -- utilities	\$ 623.26
Houston Engineering -- Beltrami PTServices 9-15-14 through 1-11-15	\$ 6,584.30
HDR engineering -- December invoices	\$ -
RRWMA - \$5,586.13; Lake Bottom - \$9,532.96;	\$ 15,119.09
reliable office supply -- ink	\$ 119.12
Subway -- meal for CAC meeting	\$ 74.81
Scott's True Value -- cleaning supplies	\$ 35.32
Cardmember Service --	\$ 77.53
Jon Schauer, DBA Consulting unliminted -- QuickBooks Consulting	\$ 2,307.77
Thomson Reuters - West -- law book	\$ 100.46
Roseau Bakery -- rolls	\$ 33.97
Pemberton, Sorlie, Rufer & Kershner law firm -- conferring w/ Cty atty.	\$ 303.00
North Pine Services -- cleaning SD 51	\$ 19,695.75
Postmaster -- stamps	\$ 98.00
SFM -- Workers' comp insurance	\$ 473.00
Subway -- meal for PT meeting	\$ 74.81
<b>Total</b>	<b>\$ 60,543.97</b>

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

**DELEGATIONS:** There were no delegates for this meeting.

## **PERMITS:**

After discussion on Permit #14-42 (Ardmore Haugen), a **motion** was made by Manager Magnusson, seconded by Manager Diesen to approve the permit. Motion carried unanimously.

The Board discussed Permit #15-01 (Mike Jorgenson). The permit was tabled. District staff will draft a letter to the applicant informing them of the District's ag diking rules.

## **PROJECTS:**

Lake Bottom: Administrator Halstensgard updated the Board on Concurrence Point 1 submittal. Various project scenarios will be presented to the PT at the meeting on Feb. 19<sup>th</sup>.

Ditch 8: The Board discussed different components of the work being discussed, the legal options available and which parties would be responsible for the cost of proposed work. Manager Magnusson will talk to Christianson concerning cost sharing. Administrator Halstensgard will work on a draft policy for after-the-fact and/or unpermitted activities.

## **RRWMB:**

- Brief Paper #3 discussion
- Reorganization of the Board

## **ADMINISTRATIVE REPORT:**

- A **motion** was made by Manager Magnusson to have Managers Schmalz and Carriere be the signatories for the RRIW checking account at Border State Bank, seconded by Manager Diesen. Motion carried unanimously.
- A **motion** was made by Manager Wensloff to have Managers Magnusson sign the Audit Statement of Understanding, seconded by Manager Schmalz. Motion carried unanimously.
- MAWD Legislative Days packet
- March Conference
- RRV administrator meeting
- Project Readiness form update
- CAC meeting scheduled for February 11<sup>th</sup>, 2015. The board added Miles Hogenson, Roseau County Trailblazers; Kari Millner, landowner; Amy Brateng, landowner, seed sales, to the list of members. Cary Hernandez, MPCA will be giving a presentation to the CAC on the WRAPS process.
- There was discussion on purchase of new board chairs.
- Networking of office computers.

## **TECHNICAL REPORT:**

- Norland gate vandalism issue
- State Ditch #51 debris removal update
- PTMApp Workshop participation – Technician McCormack was asked to participate in a workgroup as 1 of 2 representatives from the valley.
- Envirothon judging
- A **motion** was made by Manager Magnusson seconded by Manager Wensloff to file the easement at the courthouse for the Norland project as outlined in of the COE Permit. Motion carried unanimously.

- Projects and programs presented at the last meeting that the Board would like to pursue.

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

**NEW BUSINESS:** Workers' comp insurance packet was received.

**OTHER ITEMS:**

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

Floyd Haugen addressed the board about the side water inlet program. Mr. Haugen's concern with variance between yardage in the plans and actual yardage was addressed by Technician McCormack. Mr. Haugen stated that he had input costs for tractors and time. Administrator Halstengard stated that he would have needed to submit a bill for that effort and that was never done by Mr. Haugen.

After a **motion** by Manager Wenlsoff and second by Manager Diesen, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

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Cody Schmalz, Secretary

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Tracy Halstengard, Administrator