

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD MAY 3, 2017**

ORDER: Chairman Tony Wensloff called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance.

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

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

OTHERS PRESENT: Roger Falk, Commissioner.

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

DELEGATIONS PRESENT: Al Johnson, landowner

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

MINUTES: A **motion** was made by Manager Braaten and seconded by Manager Diesen to approve the April 5, 2017 regular meeting minutes. Motion carried unanimously. A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the April 13, 2017 special meeting minutes. Motion carried unanimously.

RECEIPTS and BILLS:

Receipts -- Memo	Balance
Interest -- Checking account	\$ 24.20
Total	\$ 24.20

Bills	Amount
Tracy Halstensgard -- Salary & insurance	\$ 4,360.58
Torin McCormack -- Salary & insurance	\$ 4,640.58
Torin McCormack -- mileage and reimbursement	\$ 657.75
Tracy Halstensgard -- mileage and reimbursement	\$ 138.04
Tracy Bergstrom -- wages	\$ 1,826.88
Tracy Bergstrom --mileage	\$ 66.90
Carter Diesen -- per diem & expenses	\$ 86.38
Jason Braaten -- per diem & expenses	\$ 312.36
Cody Schmalz -- per diem & expenses	\$ 119.61
LeRoy Carriere -- per diem & expenses	\$ 183.70
Tony Wensloff -- per diem & expenses	\$ 235.09
PERA -- employer / employee contribution	\$ 1,818.24
Internal Revenue Service -- withholding	\$ 4,055.49
MN State withholding -- Payroll tax withheld	\$ 658.00
Sjobergs TV -- internet access / phone service (switch over)	\$ 213.28
Marco -- copier maintenance	\$ 59.37
Minnesota Energy -- natural gas bill	\$ 117.44
ESRI -- ArcGIS maintenance	\$ 2,027.50
City of Roseau -- utilities	\$ 250.12
HDR engineering -- Roseau Lake	\$ 74,036.98
HDR engineering -- RRWMA	\$ 2,185.25
HDR engineering -- Whitney Lake	\$ 19,850.13
Conservation Corps -- Norland Mitigation	\$ 14,100.00
David Brinkman -- Stolp Inspection	\$ 350.00
USA Realty -- Earnest Money	\$ 1,000.00
Patric Moren Law Office-- Attorney fees	\$ 750.00
Cardmember Services --	\$ 1,725.86
Roso Cleaners - Rugs	\$ 18.81
Houston Engineering --BISF Plan(3604.08) Roseau Lake Water Quality(643.50)	\$ 4,247.58
Roseau Times Region -- Meeting Notices	\$ 28.26
North Pine Services -- Snow Removal	\$ 28.75
SuperOne Foods -- food for meetings and RL PT	\$ 190.28
April Swenby -- Website Hosting Fee and updates	\$ 390.00
Cincinnati Insurance -- general liability	\$ 1,873.00
Roseau Ace Hardware -- Norland	\$ 466.74
Franks TV -- Office supplies	\$ 26.70
Northern Resources Cooperative -- gas	\$ 191.98
Multi Office Products - office supplies	\$ 74.04
Scott's True Value - office supplies	\$ 33.98
Total	\$ 143,395.65

RECEIPTS and BILLS: A **motion** was made by Manager Carriere and seconded by Manager Diesen to pay the normal monthly bills as discussed.

PERMITS:

Specialist McCormack discussed permit application #17-02 (Mike Hagen). Mr. Hagen proposed the installation of a culvert to gain field access. A **motion** was made by Manager Braaten and seconded by Manager Carriere to approve the permit application. The motion carried unanimously.

Specialist McCormack discussed permit application #17-03 (Brian Tveit). Mr. Tveit proposed the installation of a culvert and crossing to land he rents. A **motion** was made by Manager Diesen and seconded by Manager Schmalz to approve the permit application. The motion carried unanimously. Mr. Tveit also requested an extension to permit #15-37. A **motion** was made by Manager Carriere and seconded by Manager Braaten to deny the request due to the length of time since the permit expired. The board determined that Mr. Tveit needs to reapply for the permit. The motion carried unanimously.

Specialist McCormack discussed permit application #17-04 (Mark Tveit). Mr. Tveit proposed the installation of a new crossing and to replace and relocate a crossing. He also proposed a new driveway crossing. A **motion** was made by Manager Schmalz and seconded by Manager Diesen to approve the permit application. The motion carried unanimously.

Specialist McCormack discussed permit application #17-05 (Tony Brateng). Mr. Brateng proposed to install a new crossing and culvert with trap, and to block overflow ditch. A **motion** was made by Manager Braaten and seconded by Manager Diesen to approve the permit application. The motion carried unanimously.

Specialist McCormack discussed permit application #17-06 (Mark Wierschke). Mr. Wierschke proposed to install a new field crossing and culvert. A **motion** was made by Manager Diesen and seconded by Manager Carriere. The motion carried unanimously.

Specialist McCormack discussed permit application #17-07 (Mark Olafson). Mr. Olafson proposed to install a trap on a culvert preventing water flow from CD11. A **motion** was made by Manager Braaten and seconded by Manager Diesen to table the permit until further information becomes available. The motion passed unanimously.

Specialist McCormack discussed permit application #17-08 (MNDNR). The MNDNR is proposing to replace multiple culverts in the BISF. A **motion** was made by Manager Carriere and seconded by Manager Diesen to approve the permit with conditions pending further evaluation of sites 11 and 12. The motion passed unanimously.

Specialist McCormack discussed permit application #17-09 (Rafal Rusek). Mr. Rusek proposed the installation of a culvert for a driveway on his property. A **motion** was made by Manager Diesen and seconded by Manager Carriere to approve the permit. The motion passed unanimously.

Specialist McCormack presented permit application #17-10 (Fourtown/Grygla Sportsman's Club). The Sportsman's club is proposing to connect trails in the BISF and is requesting to install a water crossing. A **motion** was made by Manager Carriere and seconded by Manager Schmalz to table the permit request until further review can take place. The motion passed unanimously.

DELEGATIONS: Al Johnson presented photos of his hunting land which had become inundated due to a frozen culvert which is responsible for draining approximately 500 acres of land. Mr. Johnson has major concerns regarding the road elevation and the lack of slope in the culvert. He is concerned that each spring the same problem will arise. Engineer Dalager presented facts regarding the snow pack and the freeze/thaw cycle. Engineer Dalager suggested the board consider the addition of another culvert or to reconfigure the existing culvert. Specialist McCormack suggested options to address the issue and will meet with Mr. Johnson, Supervisor Pracher, Manager Schmalz, and Engineer Knott to determine the course of action necessary to repair the problem.

PROJECTS:

Roseau River Wildlife Management Area (RRWMA):

Engineer Dalager reported that due to road restrictions, Zavoral hasn't had access to the area. Work continues with Supervisor Pracher on a punch list. Some road grading will take place before Zavoral's access to the area.

There was brief discussion concerning a tour once the project is complete later this summer.

Roseau Lake:

Administrator Halstensgard updated the board regarding past project team meeting which included mitigation information. Currently Administrator Halstensgard is working on project reimbursement from Lessard-Sams for current engineering and the required upcoming archaeology survey and delineation.

There was discussion regarding the State Bonding Bill for capital improvements. The board was asked what they would like to consider in the event that the bonding bill doesn't pass. Administrator Halstensgard posed the options of either being able to secure funds under a state grant agreement or to borrow money from the RRWMB which could have negative consequences involving cost sharing. The final option was to slow down or suspend the project. The board held a brief discussion regarding public outreach to provide accurate information to stakeholders.

An alternative mitigation site has been proposed in the Sprague Creek Fen. The site will be toured on May 11, 2017. Current concerns center around the plan which the Roseau County Highway Department (RCHD) has in place to do some brushing on JD 61. Supervisor Pracher

will be the point of contact with the county in order to encourage open communication. Chairman Wensloff also volunteered to contact the RCHD.

Whitney Lake Sub-watershed:

Specialist McCormack informed the board of a letter from landowner, Mark Wierschke, regarding fixing the Moose Township road. Minor rainfall has the potential to overtop the road from lateral 2 and flow into his field.

Mike Jorgenson is meeting with an engineer to address water that enters his property as a result of private ditching near where the Roseau River Watershed District meets the Two-Rivers Watershed District.

The feasibility report for the Whitney Lake Project has been submitted. The next project team meeting will be on May 18, 2017. Administrator Halstensgard is working on reimbursement from NRCS for the project.

Beltrami Island State Forest:

Administrator Halstensgard spoke with Engineer Bents regarding downstream modeling to identify effects that would result from a project in the forest. HEI has been working with HDR to make sure efforts are not being duplicated. She also noted that the Red River Retention Authority will host a meeting on purpose and need statements.

SD 51 Cut-Off 10:

The board held a discussion for Cut-off 10. Manager Schmalz reviewed the landowner list. Ideas include updating pipes and traps and sloping of the ditch. The board discussed taking a wait-and-see approach until the RRWMA is operating. Specialist McCormack suggested that the board seek baseline data through a ditch survey to return the area to its originally intended purpose prior to hosting a landowner meeting. The board would like Specialist McCormack to conduct a general survey of the area and report as to whether or not a more in-depth survey needs to take place.

RRWMB:

- The Red Board is hiring an Executive Director to guide development for the next 5 years.
- The Red Board participated in a drone tour of the proposed Black River Project area.
- Manager Braaten reported that he spoke to Lobbyist Frenette who met with Representative Fabian and Governor Dayton to discuss bonding money. Manager Braaten has also reached out to other government officials noting the necessity of bonding money in order to move projects forward.
- Step II submittal for the Roseau Lake Project has been accepted.

ADMINISTRATIVE REPORT:

- Attended FDRWG meeting. The group is struggling to find a direction as it relates to its original purpose.
- PTMApp: Work continues on the Technical Memorandum. According to the board's decision to add the downstream area from Roseau Lake to the Canadian Border at the February meeting, the professional service agreement is ready to be signed. A **motion** to authorize the signing of the agreement with the IWI was made by Manager Braaten and seconded by Manager Carriere. The motion carried unanimously.
- Updated MAWD information was presented to the board. This information will be considered at the MAWD summer meeting. Two managers need to attend the summer meeting as RRWD Delegates.
- Discussion on the possibility of an open house later in the year highlighting projects.
- WRAPS: The Professional Judgment Group met in our office on 4-20-17 to discuss the findings and recommendations from the last 2 years of monitoring. Derek Richter, Environmental Specialist with the MPCA, will be sending us the recommendations and maps.
 - Roseau River / SD51 will be delisted for low Dissolved Oxygen & Total Suspended Solids (TSS)
 - Hay Creek will be listed for TSS, macroinvertebrates & fish (also issue with bacteria)
 - Severson Creek will be listed for macroinvertebrates
 - Pine Creek will be listed for fish
 - Hanson Creek was also flagged as one to watchOnce the review is complete, these recommendations will be submitted for approval.

SPECIALIST REPORT:

Norland:

- The Conservation Corp Crew harvested approximately 24,000 live stakes over the course of 5 days.
- Approximately 5,000 have been planted thus far. Progress was slowed by frost and wintery weather.
- A landowner has concerns regarding moving water from their land to enter JD 61. A centerline culvert could be added with the approval from the county. The culvert would be at the expense of the watershed. The addition of a culvert coupled with restoration of field ditch outlets could provide the desired relief as an alternative to cleaning the ditch.
- Engineer Dalager commented that CD18 is in need of repair due to lack of grade. It does not outlet as it was intended.
- Survey information needs to be written up and presented to the USACE to establish easements for the wetland mitigation sites.

Roseau Lake:

- Specialist McCormack will get the abstract for section 33 of the West Intercept Restoration site to see if there are restrictions on the property for the Roseau Lake Project.

OLD BUSINESS:

The counter offer on the Stolp property was accepted. Attorney Moren reviewed the zoning restrictions with Todd Peterson. The board was briefed on the situation with the renters, and the current lease agreement. Attorney Moren will review the lease agreement. There was a brief discussion regarding the RRWD's current location and costs which could be incurred if the Watershed's office remained in the county building.

A **motion** was made by Manager Diesen and seconded by Manager Schmalz to authorize Manager Wensloff to sign the purchase agreement on the Stolp property with contingencies. Motion carried unanimously. A **motion** was made by Manager Carriere and seconded by Manager Schmalz to hire Mr. Brinkman to conduct the inspection of the Stolp building.

The RRWD received the MN Power/Great Northern Transmission Line Easement. A **motion** was made by Manager Carriere and seconded by Manager Braaten to sign the agreement for the line easement. The motion carried unanimously.

NEW BUSINESS:

Manager Wensloff addressed the board regarding the audit. An engagement letter from Brady Mertz was sent to the RRWD to begin the audit. A **motion** authorizing signing of the engagement letter was made by Manager Carriere and seconded by Manager Braaten. The motion passed unanimously.

OTHER ITEMS:

Managers Wensloff and Braaten met to review the mowing and haying bids. The board discussed having one person mow all three locations. Manager Wensloff will contact people to mow. The board also discussed the rising costs of maintenance on project locations.

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

After a **motion** by Manager Braaten and second by Manager Diesen, the meeting was adjourned at 10:55 am.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator