

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JUNE 5, 2019**

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

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

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

OTHERS PRESENT: Roger Falk, Roseau County Commissioner, Mitchell Johnson, Landowner; Minnesota State Representative Dan Fabian (8:20 am)

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

DELEGATIONS PRESENT: Mitchell Johnson, Landowner

AGENDA: A **motion** was made by Wensloff and seconded by Manager Carriere to approve the agenda with the addition of Mitchell Johnson as a delegate. The motion carried unanimously.

CONSENT AGENDA:

A **motion** to approve the Consent Agenda was made by Manager Carriere and seconded by Manager Wensloff. The motion carried unanimously. Adoption of the Consent Agenda included approving the May 1, 2019 minutes, permits #19-09 (Blawat Farms), #19-10 (RCHD), #19-11 & #19-12 (D. Carlson); #19-13 (S. Lee); #19-14 (R. Billberg); #19-15 (A. Lundbohm); the Treasurer's Report, and manager and employee expense vouchers.

PROJECTS:

Whitney Lake:

RETENTION: Administrator Halstensgard presented the board with an update regarding the path forward with the Whitney Lake Project. Currently, a dual track is being pursued, the RCPP (federal) process and the typical (state) process. NRCS has agreed to transfer funds from the Beltrami Project to the Whitney Project to finalize the plan for the Whitney. If the plan is then approved, the RRWD can pursue design funding through the federal government. NRCS is making agency changes in the way they require cost/benefit analysis. NRCS is implementing strategies for project developers to explain benefits rather than adhere to a strict 1:1 cost/benefit ratio. In order to continue moving forward in the meantime, the RRWD received a \$135,000 advance from the RRWMB to continue project planning. HDR has submitted a proposal for a Preliminary Engineer's Report. The purpose of the Preliminary Engineer's Report is to position the project for legislative funding at the state level and to get retention sites A and C ready for plan and specifications development. Manager Carriere made a **motion** to approve signing the HDR proposal for Task Order #1 (Preliminary Engineer's Report) as presented and to authorize Chairman Braaten to sign the agreement. Manager Wensloff seconded the motion, which passed unanimously. Engineer Dalager mentioned the RCPP process requires public input and an open house will be scheduled late this summer.

DRAINAGE: Manager Braaten turned the meeting over to Manager Wensloff at 8:15am for the Whitney Lake drainage discussion. Administrator Halstensgard updated the board on the status of viewers. Both she and Specialist McCormack will attend a viewer's meeting in TRF to discuss securing viewers for the Ditch 16 improvement petition. Manager Wensloff turned the meeting back over to Chairman Braaten at 8:19 am.

DELEGATIONS:

Landowner, Mitchell Johnson addressed the board regarding work that has been completed by the Ditch Authority in CD11. Mr. Johnson provided photos taken of the ditch system where cleaning had taken place last fall and the sedimentation that has occurred this spring. The purpose of the photos was to bring awareness to the practice of using erosion control measures to prevent issues in the future. There was board discussion of the development of a task force with representation of local agencies and land owners to promote the use of best management practices in the future.

Representative Fabian asked for information from the board regarding the LCCMR proposal. Specialist McCormack indicated the LCCMR proposal, Peatland Restoration in the Lost River State Forest, is an effort to collect field data for comprehensive study of the area between Marvin Lake and State Hwy 310. The purpose of collecting data is to provide a “road map” for potential future project applications.

Administrator Halstengard informed Representative Fabian that the RRWD has also applied for an LSOHC Grant for the Roseau River Restoration Project. Specialist McCormack informed Representative Fabian that this project would restore hydrology to the old river channel allowing flows to access the natural floodplain in the Big Swamp area. Representative Fabian commented that restoration types of projects have been looked upon favorably in recent past.

NEW BUSINESS:

The board addressed an error that was made in the April 3, 2019 minutes. Three bills from HDR listed as paid for the amount of \$56,804.03 and were not. Two different bills were paid to HDR in the amount of \$45,675.22. In a **motion** made by Manager Wensloff and seconded by Manager Carriere, the bills and receipts portion of the April 2019 minutes will be amended to reflect this change. The motion passed unanimously.

The Roseau River Watershed District has entered into a Cooperative Purchasing Agreement with the State of Minnesota to access cellular service for newly acquired survey equipment. A Joint Powers Agreement (JPA) with the State of Minnesota for the Cooperative Purchasing Agreement must be signed by the RRWD in order to have access to available contracts and services. Manager Wensloff made a **motion** to sign the JPA. Manager Diesen seconded the motion, which passed unanimously.

OLD BUSINESS:

The board was presented with four quotes for parking lot construction. Manager Wensloff made a **motion** to hire R&Q Construction for the quoted price of \$21,247.00. Manager Schmalz seconded the motion, which passed unanimously.

PERMITS:

Richard Magnusson submitted permit application #19-08 for the installation of drain tile. After discussion, the board determined more information was needed and tabled their decision until the July 3, 2019 meeting. Specialist McCormack will reach out to Mr. Magnusson.

REPORTS:

Administrator Halstengard discussed the RRWMA Ribbon Cutting on June 25th, and the party at the park on the 26th. Chairman Braaten and Administrator Halstengard will be attending the MAWD Summer Tour beginning on the 26th. The board indicated the Annual Report can be sent out after informal review, and that they would like a representative from Brady Martz review the audit at a future board meeting. Administrator Halstengard reported that she and Commissioner Falk attended a Joint

Powers meeting in Fargo to speak about the River Trail and River Restoration Projects. There has been concern about rutting near Mickelson Bridge. Staff will indicate to contractors that the area will need to be dressed following debris removal.

Specialist McCormack reported that Norland is drained down and Great Northern continues to work on the east side of the impoundment. The southern portion of the West Intercept has been inspected. Settling was indicated on one culvert. The settling appears to be minor, however, there will be follow-up. Monitoring equipment has been installed in the RRWMA. The channel appears to be greening up well. SD51 has some debris on the bridges. Baseline data collection is taking place in the big swamp area for the restoration project. EAW staff went on tour of the Roseau Lake area.

Per Diems will increase to a maximum of \$125.00. Chairman Braaten commented that the RRWMB currently has approximately \$18M. The concern is that state funding may fall off if the board does not spend money that is taken in. Administrator Halstensgard added comment on how the RRWMB funds projects. Current practice has been to make sure committed funds are on hand instead of budgeting on a yearly basis. Braaten noted that the NRCS Chief is advocating for change in the RCPP process and is looking at using the Whitney Lake Project as an example for changing the current use of the cost/benefit requirement.

OTHER BUSINESS:

The next RRWD Board meeting will take place on July 3, 2019 at 8:00 am.

Manager Wensloff made a **motion** to adjourn at 9:50 a.m. The motion was seconded by Manager Carriere, and passed unanimously.

Respectfully submitted,

Cody Schmalz, Secretary

Tracy Halstensgard, Administrator

RRWD
June 2019 Bills and Receipts

06.05.19

RRWD Checkbook Balance as of May 31, 2019	\$206,711.90
RRIW Checkbook Balance as of May 31, 2019	\$4,656.94
Receipts:	
City of Warroad -- 2019 SD51 Outlet Fee	\$1,800.00
Lake of the Woods County -- Share of Taxes	\$689.99
Marshall County -- Share of Taxes	\$1,797.33
RRWMB -- Close out of RRWMA	\$79,866.19
RRWMB -- Whitney Lake Loan Advance -- Preliminary Engineering	\$135,000.00
Citizens State Bank Interest --	\$24.07
Total:	\$219,177.58
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,740.84
Torin McCormack -- Salary and Insurance	\$5,170.84
Torin McCormack -- Mileage / Personal Equipment	\$575.00
Tracy Bergstrom -- Wages and Insurance	\$3,136.54
Tracy Bergstrom -- Mileage	\$35.96
Jason Braaten -- Per Diem and Expenses	\$82.03
LeRoy Carriere -- Per Diem and Expenses	\$69.27
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	\$4,433.25
Minnesota Department of Revenue -- Withholding	\$869.00
PERA -- Employer / Employee Contribution (PD in May)	\$2,049.86
ACE -- garage/office supplies	\$64.05
At Your Service Lawn Care -- Inv.#213 5.18 and 5.28	\$160.31
Cardmember Services -- Freefind, River Watch, SIM card	\$705.06
City Of Roseau --	\$281.90
Marco -- Copier Maintenance	\$83.46
Minnesota Energy -- Natural Gas	\$80.61
Northern Resources Cooperative --	\$230.45
Patrick Moren Law Office -- Legal Fees (\$295 Court filing fee)(\$1006.25 month)	\$1,301.25
Roseau Cleaners and Laundromat	\$75.24
Sjoberg Cable -- Int/phone --	\$177.86
Super One Foods --	\$66.67
Verizon Wireless -- Trimble	\$41.36
Brady Martz -- 2018 Audit	\$5,000.00
Citizens State Bank -- Safe Deposit Box rental	\$24.00
Forestry Suppliers -- Field Notebooks	\$52.99
Frontier Precision -- Survey Equipment	\$32,822.24

Frontier Precision -- Topo Shoe	\$43.52
Halverson Sand & Gravel -- Ditch 8 culvert debris	\$507.50
HDR -- 03.31.19 to 04.27.19 -- WL TO#1	\$2,036.17
HDR -- 03.03.19 to 03.30.19 -- Gen. Serv. --Lee SWI	\$887.67
HDR -- 03.03.19 to 03.30.19 -- WL TO#1	\$5,921.44
Kofstad Signs -- SD51 Timeline	\$90.84
Roseau County Transfer Station -- disposal fee	\$28.87
Total:	\$72,133.29