

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD SEPTEMBER 10, 2019**

**OATH OF OFFICE:** Manager Wensloff took his oath of office.

**ORDER:** Chairman Jason Braaten called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance and Manager Wensloff took the oath of office.

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

**STAFF PRESENT:** Administrator Halstensgard and Specialist McCormack

**OTHERS PRESENT:** There were no other attendees.

**CONSULTING STAFF:** Michelle Moren, Attorney; Nate Dalager, HDR; Randy Prachar, MNDNR

**DELEGATIONS PRESENT:** none

**AGENDA:** A **motion** was made by Manager Wensloff and seconded by Manager Carriere to approve the agenda. The motion carried unanimously.

**CONSENT AGENDA:**

A **motion** to approve the Consent Agenda was made by Manager Schmalz and seconded by Manager Wensloff. The motion carried unanimously. Adoption of the Consent Agenda included approving the August 7, 2019 minutes, the Treasurer's Report as handed out, manager and employee expense vouchers, and permit #19-27 (T. Brateng).

**NEW BUSINESS:**

The Board discussed certificate of deposits that are up for renewal. The discussion focused on interest rates and looking at banks outside of the district for investing. A **motion** was made by Manager Schmalz, seconded by Manager Carriere, to authorize Manager Diesen as the Treasurer to invest funds for the best rate available keeping in mind the objectives of the District. Motion carried unanimously.

Administrator Halstensgard discussed a proposal from Noah & Associates Inc. to complete a salary survey report and provide recommendations for wage adjustments for a three year term. After discussion, the board recommended asking the RRWMB if they are interested in cost sharing with districts that want to have a survey done for their district. Manager Braaten and Administrator Halstensgard will bring it to the RRWMB at their next meeting.

**PERMITS:** #19-26 (MNDNR) Department of Forestry submitted an application to install a series of new culverts and crossings in the ROW of The Great Northern Transmission Line. A **motion** was made by Manager Wensloff to approve permit #19-26. Manager Diesen seconded the motion which passed unanimously.

**Budget Hearing:**

At 8:30 am, Manager Diesen made a **motion** to open the budget hearing. The motion was seconded by Manager Carriere and passed unanimously. The RRWD did not receive any public comment regarding the budget. Manager Wensloff made a **motion** to close the public hearing, it was seconded by Manager Schmalz, and carried unanimously.

Manager Carriere made a **motion** to adopt the Administrative Budget for 2020. The motion was seconded by Manager Wensloff and passed unanimously.

**ADMINISTRATIVE BUDGET**

		2020
Salaries & Benefits	\$	145,000.00
Manager's per diem and expenses	\$	12,000.00
Dues & registrations	\$	5,000.00
Engineering	\$	4,000.00
Legal & other professional services	\$	20,000.00
Real estate taxes	\$	13,000.00
Utilities	\$	4,650.00
Insurance	\$	6,000.00
Telephone & internet	\$	2,850.00
Office supplies & misc	\$	12,725.00
Cap. Outlay & building maintenance	\$	8,000.00
Stream gaging	\$	11,375.00
RRWD projects / maintenance	\$	-
Programs & planning	\$	5,400.00
	\$	250,000.00

Administrator Halstensgard presented the attached resolution for the district to levy an ad valorem tax in the amount of .048 percent of the estimated market value (not to exceed \$250,000). A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to adopt the resolution as presented. The motion carried unanimously.

The board was presented with the attached ditch levy resolution. A **motion** was made by Manager Wensloff, seconded by Manager Carriere to adopt the resolution as presented. The motion carried unanimously.

The board was presented with attached Red River Water Management Board resolution. A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to adopt the resolution as presented. The motion carried unanimously.

## PROJECT UPDATES:

### Whitney Lake:

- Administrator Halstensgard reminded everyone of the open house scheduled from 4:30 - 6:30 on September 19th at the RRWD office. The open house will have information available on both the Whitney Lake project and the RRWD WRAPS.
- Chairman Braaten recused himself from the following discussion and Manager Wensloff chaired this portion of the meeting. An update was given on the CD 16 Improvement petition and the board was presented with a contract for the viewer's services. A **motion** was made by Manager Diesen and seconded by Manager Schmalz to accept and sign the viewer's contract. Motion carried with Manager Braaten abstaining. The meeting was turned back over to Chairman Braaten.

### Roseau Lake:

- Engineer Dalager updated the board on the status of the project and noted that legal survey work needs to be done before legal descriptions can be drafted. This work is an important step before any land purchase can be completed. Engineer Dalager suggested Pribula Engineering for the survey work. The board had no issues with moving forward with this work.

### Beltrami Island State Forest:

- After board discussion, Manager Wensloff made a **motion** not to move forward with the Houston Engineering proposal to model various conditions in CD 23. Manager Carriere seconded the motion which passed unanimously.

## OLD BUSINESS:

- CD 8 CWF Grant: Manager Wensloff recused himself from the board for this discussion. The Halverson Sand & Gravel invoices for four side water inlets in accordance with the contract with Wensloff Farms were presented to the board for payment. A **motion** was made by Manager Carriere, seconded by Manager Schmalz and carried with Manager Wensloff abstaining.

## REPORTS:

### Administrator:

- Specialist McCormack, Administrator Halstensgard, and HEI Engineer, Erik Jones testified before the LSOHC on September 4<sup>th</sup>. The RRWD will wait to see if funding is awarded for the project.
- Watershed Assistant Bergstrom has taken a teaching job in TRF. The recommendation is to change employment status to part-time.

### Red board:

- As submitted

### Specialist:

- Aerial spraying has been completed.
- Baumgartner trap was replaced
- Mickelson Bridge was cleaned

- Sediment removal and stabilization has been delayed due to weather
- The wild parsnip on Cutoff 10 has been treated
- Quotes for seed on the Haycree parcel have been obtained. Spraying for thistle on the Norland Dykes is being coordinated.
- Coordination for the removal of monitoring equipment on the WMA is taking place.

A **motion** to adjourn was made at 10:30 a.m. by Manager Wensloff and seconded by Manager Schmalz Motion carried unanimously.

Respectfully submitted,

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Cody Schmalz, Secretary



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Tracy Halstengard, Administrator

## RRWD

September 2019 Bills and Receipts

9.9.19

RRWD Checkbook Balance as of August 31, 2019	\$274,219.06
RRIW Checkbook Balance as of August 31, 2019	\$4,401.84
<b>Receipts:</b>	
Citizens State Bank Interest --	\$88.40
<b>Total:</b>	<b>\$88.40</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$4,740.85
Tracy Halstensgard -- Mileage	\$32.48
Torin McCormack -- Salary and Insurance	\$5,170.85
Torin McCormack -- Mileage / Personal Equipment	\$26.10
Tracy Bergstrom -- Wages and Insurance	\$2,740.06
Jason Braaten -- Per Diem and Expenses	\$233.31
LeRoy Carriere -- Per Diem and Expenses	\$138.52
Carter Diesen -- Per Diem and Expenses	\$87.82
Cody Schmalz -- Per Diem and Expenses	\$124.37
Tony Wensloff -- Per Diem and Expenses	\$144.32
Internal Revenue Service -- Withholding	\$4,307.61
Minnesota Department of Revenue -- Withholding	\$848.00
PERA -- Employer / Employee Contribution	\$1,991.60
ACE -- materials for concrete access pad	\$647.84
At Your Service Lawn Care --	\$160.31
Cardmember Services -- Freefind, out of town meetings, office rugs, misc.	\$762.05
City Of Roseau --	\$288.44
Marco -- Copier Maintenance --	\$94.48
Minnesota Energy -- Natural Gas	\$13.93
Northern Resources Cooperative --	\$235.14
Patrick Moren Law Office -- Legal Fees --	\$3,018.75
Sjoberg Cable -- Int/phone --	\$177.86
Roseau Times Region -- hearing ads	\$688.50
Super One Foods --	\$41.84
Verizon Wireless -- Trimble	\$40.01
HDR -- Inv #'s 1200209836, 1200213041 & 1200209835	\$30,978.97
HDR -- Inv #'s 1200212237, 1200209832 & 1200209843	\$27,413.45
Houston Engineering -- BISF Watershed Plan -- Through 08.24.19	\$31,352.00
Wensloff Farms -- Side water inlets, CWF grant	\$10,089.00
Larson Helicopter -- spraying services	\$10,402.00
R & Q -- Mickelson cleanout & parking lot	\$23,689.50
Kittson County Enterprise -- hearing notice	\$78.08
Forum Communications -- hearing notice	\$376.50
League of MN Cities -- dues	\$1,954.00
<b>Total:</b>	<b>\$163,088.54</b>

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the Sept. 10<sup>th</sup>, 2019 meeting of the Roseau River Watershed District Board of Managers:

Upon motion by Manager Wensloff, seconded by Manager Carriere, the following resolution was passed with 5 in favor and 0 opposed.

BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

That the Roseau River Watershed District does hereby levy the below stated amounts to each ditch system as listed for the year 2019 and shall be collectible with the taxes recovered in the year 2020.

**10% levy be made on Ditch System WD-3**

**20% levy be made on Ditch System 8.**

**25% levy be made on Ditch System 16.**

**\$ 2,500.00 levy be made on West Interceptor**

A one percent assessment on redetermined benefits be made on State Ditch 51.

Approximate figures are:	Roseau County	\$88,177.69
	Kittson County	\$ 1,155.02
	Marshall County	\$ 641.92
	Beltrami County	\$ 899.65
	Lake of the Woods County	\$ 648.60

Dated this 10<sup>th</sup> day of Sept., 2019.

ROSEAU RIVER WATERSHED DISTRICT

By Jason Braaten, it's Chairman  
Jason Braaten

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the Sept 10<sup>th</sup>, 2019 meeting of the Roseau River Watershed District Board of Managers:

Upon motion by Manager Wensloff seconded by Manager Sahmatz the following resolution passed with 5 in favor and 0 opposed.

“BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

Pursuant to M.S.A. § 103D.905 Subd. 3, the Roseau River Watershed District does hereby levy an ad valorem tax of .00048 percent of the total market value of real estate and personal property (not to exceed \$250,000) of all taxable property within the district in the counties of Roseau, Kittson, Marshall, Beltrami, and Lake of the Woods, as set forth in the above mentioned Chapter. Such funds are to be used for general administration expenses and for the construction and maintenance of projects of common benefit to the District.”

Dated this 10 day of September, 2019.

ROSEAU RIVER WATERSHED DISTRICT

By Jason Braaten, it's Chairman  
Jason Braaten

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the Sept 10, 2019 meeting of the Roseau River Watershed District Board of Managers, on motion by Manager Wensloff, seconded by Manager Schmalz, the following resolution passed with 5 in favor and 0 opposed.

“BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

WHEREAS, the Roseau River Watershed District is a member of the Red River Watershed Management Board and pursuant to a resolution duly adopted, the Board of Managers executed a Joint Powers Agreement, and

WHEREAS, the resolution adopted by the Red River Watershed Management Board under the date of July 16, 2019, said Management Board, pursuant to the provision of Chapter 162, Section 1, 1976 Session Laws, and in accordance with the provisions of the Joint Powers Agreement, did direct this Watershed District to levy an ad valorem tax in the amount of .0003627 percent of the estimated market value. This levy to be made on all taxable property within their district in accordance with the provisions of Minnesota 1976 Sessions Law, Chapter 162, Section 1; as amended by laws of 1982, Chapter 474, Section 1; Laws 1983, Chapter 338; and laws of 1989 First Special Session, Chapter 1, Article 5, Section 45 and

WHEREAS: the Board of Managers of the Roseau River Watershed District are desirous of cooperation and fulfilling this obligation,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE ROSEAU RIVER WATERSHED DISTRICT:

That the Roseau River Watershed District does hereby levy and ad valorem tax in the amount of .0003627 cent of the estimated market value of all taxable property within this district and within the counties set forth in Chapter 162, 1976 Session Laws.

That said levy shall be for the year 2019 and shall be collectible with the taxes recovered in the year 2020.

That the County Auditor of the County of Roseau, Kittson, Marshall, Beltrami, and Lake of the Woods shall make said levy in accordance with the provisions of the Minnesota Watershed Act, Chapter 112, chapter 162 (1976) the Joint Powers Agreement and Legislative direction.

That all proceeds of said levy shall be forwarded by the County Auditor of the County of Roseau, Kittson, Marshall, Beltrami, and Lake of the Woods to the Treasurer of the Roseau River Watershed District.

That the Treasurer of the Roseau River Watershed District shall retain one half of the proceeds of said levy, and the proceeds from the remaining on half shall be transmitted to Robert L Sip, Executive Director, Red River Watershed Management Board, 11 5<sup>th</sup> Avenue East, Suite B, Ada, MN 56510 and shall be credited to the general fund of the Red River Watershed Management Board.”

Dated this 10 day of Sept. 2019.

ROSEAU RIVER WATERSHED DISTRICT

By Jason Braaten it's Chairman  
Jason Braaten