

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD MAY 6, 2020**

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

MANAGERS PRESENT: in office, Jason Braaten; on the phone/ webex, LeRoy Carriere, Tony Wensloff, Cody Schmalz, and Carter Diesen.

STAFF PRESENT: in office, Administrator Halstensgard and Watershed Specialist McCormack

OTHERS PRESENT: on the phone, Roseau County Commissioner Roger Falk and Engineer Jerry Bents, Houston Engineering

CONSULTING STAFF PRESENT: on the phone, Nate Dalager and Jake Huwe, HDR Engineering; in office, Michelle Moren, Attorney

DELEGATIONS PRESENT: There were no delegates for the meeting.

AGENDA: A **motion** was made by Manager Wensloff, seconded by Manager Carriere to approve the agenda with the addition of Mitch Magnusson permit extension request under Old Business and Petition for New Ditch System under New Business. Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Carriere and seconded by Manager Wensloff. Adoption of the Consent Agenda included approving the April 1, 2020 regular meeting minutes, April 22nd, 2020 Special Meeting minutes, the updated Treasurer's Report, and manager and employee expense vouchers, Permit #20-04 (Tony Brateng), Permit #20-05 (Scott Hetteen). Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.

NEW BUSINESS:

- The Board acknowledged receipt of a petition for a new ditch system along County Road 115. Attorney Moren will review the validity of the permit and request any needed clarification. Administrator Halstensgard will contact the petitioner regarding the bond. Action on the petition will be on the agenda for the June 2020 meeting.
- A **motion** was made by Manager Schmalz, seconded by Manager Wensloff to pay the full 2020 property taxes in the amount of \$6,206.08. Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.
- Specialist McCormack discussed the tiling permit application submitted by Richard Magnusson. A **motion** was made by Manager Wensloff, seconded by Manager Carriere to approve Permit #20-03 (Richard Magnusson). Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.

OLD BUSINESS:

- The Board discussed the purchase of the parcel described as E1/2 SW1/4, SE1/4; SECTION 35 TOWNSHIP 163 RANGE 39. The landowner had requested that the District pay the closing costs. After discussion, Manager Schmalz made a motion for the District to pay for the deed and title opinion as it has for other land purchase, seconded by Manager Carriere. Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.
- Administrator Halstensgard discussed the strategy to utilize the base funding for clean water projects provided by the RRWMB. The managers had no additional potential projects and were

in agreement with the proposal laid out by staff. Work on the projects and programs will begin immediately.

- Specialist McCormack discussed the request by Mitch Magnusson for extensions on two permits that had expired. A **motion** was made by Manager Carriere, seconded by Manager Wensloff to approve the extension of Permit #14-32. Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried. A **motion** was made by Manager Diesen, seconded by Manager Schmalz to approve the extension of Permit #16-39. Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.

OTHER ITEMS:

- Administrator Halstengard had submitted a written report updating the board on the activities for the month.
- Specialist McCormack discussed a culvert replacement needed in the Hay Creek Set-back Levee project. A **motion** was made by Manager Wensloff seconded by Manager Carriere to approve Halverson Sand & Gravel quote to complete the repair. Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.
- Specialist McCormack informed the board that The Nature Conservancy has an Argo for sale and provided details on the unit. Manager Wensloff asked what a new unit costs, to which Specialist McCormack provided approximations. Manager Schmalz asked about repair and maintenance. Specialist McCormack stated that they are very simple and easy to maintain by design to facilitate in-field repair. Parts can be ordered online. Specialist McCormack discussed hourly charge amounts that will be billed to projects. A **motion** was made by Manager Wensloff to authorize Specialist McCormack to negotiate a lower price with a cap of \$5,500, seconded by Manager Carriere. Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried.
- Specialist McCormack updated the board on various conditions throughout the district.

A **motion** by Manager Wensloff and second by Manager Carriere, to adjourn the meeting at 8:25 a.m. Chairman Braaten proceeded with a roll-call vote as follows: Wensloff, yes; Diesen, yes; Schmalz, yes; Carriere, yes; Braaten, yes. Motion carried and the meeting was adjourned.

Respectfully submitted,

Cody Schmalz, Secretary



Tracy Halstengard, Administrator

RRWD May 2020 Bills & Receipts

RRWD Checkbook Balance as of May 1, 2020	\$484,559.27
Receipts:	
Citizens State Bank -- checking account interest	\$ 50.48
NRCS -- Whitney Lake RCPP reimbursement	\$ 22,593.48
RRWMB -- Project Team funding	\$ 15,000.00
Total:	\$ 37,643.96
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,929.05
Torin McCormack -- Salary and Insurance	\$5,314.05
Torin McCormack -- Mileage / Personal Equipment	\$293.25
Tracy Bergstrom -- Wages	\$277.94
Jason Braaten -- Per Diem and Expenses	\$184.70
LeRoy Carriere -- Per Diem and Expenses	\$184.70
Carter Diesen -- Per Diem and Expenses	\$184.70
Cody Schmalz -- Per Diem and Expenses	\$184.70
Tony Wensloff -- Per Diem and Expenses	\$184.70
Internal Revenue Service -- Withholding (2 deposits of \$153.00 & \$3,767.23)	\$3,920.23
Minnesota Department of Revenue -- Withholding	\$659.00
PERA -- Employer / Employee Contribution	\$1,682.50
Cardmember Services -- Freefind, conference expenses	\$490.92
City Of Roseau -- utilities	\$185.38
Marco -- Copier Maintenance --	\$94.48
Minnesota Energy -- Natural Gas	\$74.74
Multi Office -- office supplies	\$17.05
Roseau Times-Region -- notices	\$68.85
Patrick Moren Law Office -- Legal Fees --	\$2,362.50
Sjoberg Cable -- Int/phone --	\$180.04
Quality Printing -- supplies	\$123.76
Ace Hardware -- supplies	\$5.62
Verizon Wireless -- Trimble	\$40.01
Lake Country Chevrolet -- vehicle service	\$54.19
HDR -- Invoices 1200251906, 1200257239, 1200259182 & 1200253888	\$43,952.89
HDR -- Invoices 1200259186, 1200259183 & 1200259179	\$39,384.97
Houston -- Hay Creek Subwatershed & Beltrami final	\$14,282.63
Mark Beito -- Beaver bounty	\$525.00
Jerry Bennett -- CD 16 Viewing	\$725.00
Robert Wagner -- CD 16 Viewing	\$4,331.64
The Nature Conservancy -- Argo purchase	\$5,000.00
Nelson Construction -- office shingling	\$10,190.00
Roseau County - Property taxes	\$6,206.08
Brady Martz -- 2019 Audit	\$5,000.00
Total:	\$151,295.27