

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD SEPTEMBER 3, 2022**

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

MANAGERS PRESENT: Cody Schmalz, Jason Braaten, LaVerne Voll, and Carter Diesen.

STAFF PRESENT: Administrator Halstensgard, and Watershed Specialist McCormack.

OTHERS PRESENT: Roger Falk, Roseau County Commissioner; Landowner Mitch Magnusson; Rob Wagner and Mike Baumgartner, Viewers.

CONSULTING STAFF PRESENT: Nate Dalager and Dillon Nelson, HDR Engineering; and Michelle Moren, Attorney.

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

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Braaten and seconded by Manager Schmalz. The motion carried unanimously. Adoption of the Consent Agenda included approving the August 3, 2022 regular meeting minutes, the Treasurer's Report, Permits #22-14, #22-15 and #22-16, and manager and employee expense vouchers.

PERMITS: There were no additional permits for this meeting.

PROJECT UPDATES:

Roseau Lake: The Board discussed the review of the Construction Joint Powers Agreement (JPA) and the Sprague Creek JPA. Attorney Moren stated that, as expected, the State would not change the termination language. Manager Braaten made a **motion** to approve the Construction JPA, seconded by Manager Voll. Motion carried unanimously.

Attorney Moren discussed the proposed surveyor's contract. A **motion** was made by Manager Braaten, seconded by Manager Voll to approve the contract. motion carried unanimously.

Engineer Dalager presented the project plans to Chairman Diesen stating this is a major milestone in project development. There is still work to be completed, but the majority of the engineering work is completed.

Manager Voll asked about the location and purpose of the Sprague Creek Mitigation project. Specialist McCormack provided a brief background of this portion of the project. Manager Braaten made a **motion** to approve the Sprague Creek Mitigation JPA, seconded by Manager Voll. Motion carried unanimously.

SD 51 Cutoff 1: Staff and HDR Engineering will be finalizing fall survey and developing plans over the winter. Administrator will be meeting with the Jadis Township Board about the side inlet under the Township road.

CD 16 Improvement: Manager Braaten recused himself from the CD 16 Improvement discussion and removed himself from the board table. Mr. Braaten, as the petitioner, discussed the petitioner's expenses stating the bonding company had refunded them \$800.00 so the invoice

could be reduced by that amount. Manager Schmalz made a **motion**, seconded by Manager Diesen to reimburse the petitioner's expenses in the amount of \$6,119.00. Motion carried.

Attorney Moren discussed the discharge of the bond and recommended a motion stating such. A **motion** was made by Manager Voll, seconded by Manager Schmalz to discharge the Petitioner's Bond. Motion carried.

Signed pay requests from RJ Zavoral & Sons were not received in time for approval at the meeting.

Manager Braaten rejoined the Board.

NEW BUSINESS: Administrator Halstengard discussed the MAWD Strategic Plan and the MAWD Region 1 Resolutions. Administrator Halstengard asked for the Board's direction in support of, or request for changes, to the documents. The Board had no objections to the documents. Manager Braaten updated the board on the changes in leadership of MAWD. Administrator Halstengard mentioned that delegates are needed for the Annual Meeting in December.

BUDGET HEARING: At 8:30 Chairman Diesen called for a motion to open the Budget Hearing. A **motion** was made by Manager Voll seconded by Manager Schmalz to open the public hearing. Motion carried. Administrator Halstengard stated no written comments received in the office. There being no further comments, Chairman Diesen called for a motion to close the hearing. A **motion** was made by Manager Voll seconded by Manager Schmalz to close the public hearing. Motion carried.

Manager Braaten made a **motion** to adopt the general administration fund levy resolution (see attached), seconded by Manager Voll. Motion carried unanimously.

A **motion** was made by Manager Voll, seconded by Manager Schmalz to adopt the 2023 Budget as presented. Motion carried unanimously.

2023 Administrative Budget:

Salaries & Benefits	\$	147,000.00
Manager's per diem and expenses	\$	14,000.00
Dues & registrations	\$	5,000.00
Engineering	\$	7,600.00
Legal & other professional services	\$	20,000.00
Real estate taxes	\$	9,000.00
Rent & utilities	\$	4,650.00
Insurance	\$	6,000.00
Telephone & internet	\$	2,750.00
Office supplies & misc	\$	20,000.00
Cap. Outlay & building maintenance	\$	8,000.00
RRWD projects / maintenance	\$	4,000.00
Programs & planning	\$	2,000.00
	\$	<u>250,000.00</u>

Administrator Halstengard discussed the Red River Watershed Management Board (RRWMB) levy stating the levy remained at .0003627% again this year. Manager Schmalz made a **motion** to adopt the RRWMB levy resolution (see attached), seconded by Manager Braaten. Motion carried unanimously.

Administrator Halstensgard reviewed fund balance information for the each of the ditch systems. The board was presented with the attached ditch levy resolution. After discussion, the board set the levies as follows.

Watershed Ditch #3	20%
County Ditch #8	20%
County Ditch #16	15%
West Intercept (City of Roseau)	\$2,500 (set amount)
State Ditch #51	1% on redetermined benefits

A **motion** was made by Manager Schmalz, seconded by Manager Voll to adopt the 2023 Ditch Levy as presented.

PROJECT UPDATES (continued):

Culvert replacements: Contractors are still waiting for materials to install the new culverts at the Lins crossing and Section 27 on the Duxby Levee.

Juneberry Flood Resilience: Manager Braaten updated the board on a meeting that was held August 30th at the Roseau County Courthouse. Attendees included representatives from Roseau County, Roseau River Watershed District, and Two Rivers Watershed District. There was discussion on identified issues and possible ways to address them.

WD#4: Engineer Nelson gave a presentation on the Detailed Survey Report.

Viewer Rob Wagner presented the Viewers' (Appraisers' Report) to the board. At the conclusion of the presentation, Manager Schmalz asked if this new ditch will include flooding issues downstream. Engineers Nelson and Dalager stated that it would not impact peak flows downstream during high water events. Manager Voll asked how the assessments to the roads get paid. Mr. Wagner stated he wasn't aware of how the roads were funded. It was stated that was a question for the county auditor. After discussion, a **motion** was made by Manager Braaten, seconded by Manager Voll to accept the Detailed Survey Report. Motion carried. A **motion** was made by Manager Voll, seconded by Manager Schmalz to accept the Appraisers' (Viewers') Report. Motion carried. A **motion** was made by Manager Voll, seconded by Manager Braaten to set the final hearing for the project at 6:00 p.m. on October 25th, 2022 to be held at the Roseau City Center located at 121 Center Street East, Roseau. Motion carried.

NEW BUSINESS (continued):

Watershed Specialist McCormack and Engineer Dalager discussed the issue of bank sloughing north of the CR 28 bridge on the west side of the river (Andol property). This type of issue has been showing up all over the Red River Valley. There was discussion on the responsibility to SD #51, which is to maintain capacity. At this time, the sloughing is not restricting flow. Engineer Dalager suggested getting soil boring information in order to really understand the cause of the issue. There was also discussion about impacts to the road and bridge. Manager Voll made a **motion** to have Engineer Dalager review the site and gather pertinent available information, seconded by Manager Braaten. Motion carried.

OLD BUSINESS:

Administrator Halstensgard updated the board on the river trail planning being done in partnership with the City of Roseau. There was discussion on the acquisition of the property needed for the site at the Dieter Town Hall. A **motion** was made by Manager Braaten, seconded by Manager Schmalz, to have the surveyor draft the legal description. Motion carried.

The Board decided not to sell the land adjacent to the West Intercept project.

REPORTS:

RRWMB: Manager Braaten referred the board to the written update.

WATERSHED SPECIALIST: Specialist McCormack discussed a request from Greg and Jason Braaten to purchase a trap through TrueNorth Steel that would be reimbursed by the landowners. Manager Braaten recused himself from the Board. Specialist McCormack stated that this has been standard practice for the District since we are a vendor for TrueNorth. A **motion** was made by Manager Voll, seconded by Manager Schmalz to authorize there purchase of the trap to be reimbursed by the landowner. Motion carried.

ADMINISTRATOR: Administrator Halstensgard discussed the upcoming renewal of a certificate of deposit. The board was in consensus with allowing the certificate to renew for the current terms.

Manager Schmalz asked Specialist McCormack about adjusting the staff gage on Cutoff 10. Specialist McCormack informed the board that he had shot in the gage to the correct elevation

The next meeting will be October 5, 2022 at 8:00 a.m. After a **motion** by Manager Voll and seconded by Manager Braaten, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

September 2022 Bills & Receipts

Checkbook Balance as of Sept 2, 2022	\$726,864.79
Receipts:	
State of Minnesota -- Lost River / Arpin Project reimbursement	\$ 51,418.27
State of Minnesota -- Roseau Lake Project reimbursement #17	\$ 156,540.08
Kittons County -- SD 51 Riparian Aid	\$ 2,197.00
Castle Camp - Land acquisition	\$ 27,500.00
Citizens State Bank -- interest 8-15-22	\$ 83.49
Total:	\$ 237,738.84
Bills:	
Tracy Halstengard -- Salary and Insurance	\$ 5,627.59
Torin McCormack -- Salary and Insurance	\$ 5,695.59
Tracy Bergstrom - wages	\$ 270.87
Jason Braaten -- per diem & mileage	\$ 387.56
Carter Diesen -- per diem & mileage	\$ 270.88
Tracy Halstengard -- mileage	\$ 283.13
Torin McCormack -- reimbursement	\$ 12.50
Cody Schmaltz -- per diem & mileage	\$ 399.63
LaVerne Voll -- per diem & mileage	\$ 420.06
Internal Revenue Service -- Withholding	\$ 3,721.31
Minnesota Department of Revenue -- Withholding	\$ 682.00
PERA -- Employer / Employee Contribution	\$ 1,791.93
Cardmember Services -- web service fees, meeting expenses, supplies	\$ 1,454.50
City Of Roseau -- utilities	\$ 238.46
Marco -- Copier agreement & service	\$ 166.15
Patrick Moren Law Office -- Legal Fees	\$ 2,700.00
Roseau Times Region -- Meeting Notices	\$ 459.00
Roseau Electric Co-op -- Int/phone --	\$ 156.99
Northern Resources Cooperative -- gas for vehicle	\$ 234.66
Verizon Wireless -- Trimble	\$ 40.01
Department of Natural Resources -- Aprin project access lease	\$ 500.00
Jim Carlson - Duxby Levee mowing	\$ 630.00
Minnesota Energy Resources -- natural gas utility	\$ 11.49
Houston Engineering -- Inv #60967 & #61056	\$ 44,370.25
Braaten Farms Inc. -- CD 16 Improvement, Petitioner's expenses	\$ 6,119.00
Darin L Heller, Trustee of DLH 2009 Trust -- Roseau Lake acquisition earnest money	\$ 1,455.78
League of Minnesota Cities - membership dues	\$ 2,119.00
HDR -- Inv #1200452014, #1200453166 & #1200452030	\$ 23,850.37
HDR -- Inv #1200452027 & #1200452020	\$ 66,141.77
Total:	\$ 170,210.48

ROSEAU RIVER WATERSHED DISTRICT
ROSEAU, MINNESOTA 56751

Resolution passed at the September 7, 2022 meeting of the Roseau River Watershed District Board of Managers:


Upon motion by Manager Braaten seconded by Manager Voll the following resolution passed with 4 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 7th day of September, 2022.

ROSEAU RIVER WATERSHED DISTRICT

By , it's Chairman
Carter Diesen

ROSEAU RIVER WATERSHED DISTRICT
ROSEAU, MINNESOTA 56751

Resolution passed at the September 7, 2022 meeting of the Roseau River Watershed District Board of Managers, upon motion by Manager Schmalz, seconded by Manager Braaten, the following resolution passed with 4 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 percent 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 2022 and shall be collectible with the taxes recovered in the year 2023.


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 5th Avenue East, Suite B, Ada, MN 56510 and shall be credited to the general fund of the Red River Watershed Management Board.”

Dated this 7th day of September, 2022.

ROSEAU RIVER WATERSHED DISTRICT

By  it's Chairman
Carter Diesen

ROSEAU RIVER WATERSHED DISTRICT
ROSEAU, MINNESOTA 56751

Resolution passed at the September 7, 2022 meeting of the Roseau River Watershed District Board of Managers:

Upon motion by Manager Schmalz, seconded by Manager Voll, the following resolution was passed with 4 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 2022 and shall be collectible with the taxes recovered in the year 2023.

20 % levied be made on Ditch System WD-3

20 % levied be made on Ditch System 8.

15 % levied be made on Ditch System 16.

\$ 2,500.00 levied 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 7th day of September, 2022.

ROSEAU RIVER WATERSHED DISTRICT

By , it's Chairman
Carter Diesen