

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD MAY 3, 2023**

**ORDER:** Chairman Diesen called the meeting to order at 8:00 A.M. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Administrator Halstensgard and Technician Broten.

**OTHERS PRESENT:** Landowners, Matt Magnusson, Norm Kveen, Mitch Magnusson, Brent Haugen, Buddy Erickson, Brad Blawat, and Brady Christianson; Ericka Halstensgard & Daryle Dahl, Roseau County Highway Dept; Randy Prachar, MN DNR.

**CONSULTING STAFF PRESENT:** Torin McCormack, Nate Dalager, & Jake Huwe, HDR Engineering; Michelle Moren, Attorney; Erik Jones & Tony Nordby, Houston Engineering.

**AGENDA:** A **motion** was made by Manager Voll, seconded by Manager Schmalz to approve the agenda with the addition of WD 3 washout under New Business. Motion carried unanimously.

**CONSENT AGENDA:** Administrator Halstensgard announced the additions to the Treasurer's Report. A **motion** to approve the consent agenda was made by Manager Schmalz and seconded by Manager Voll. The motion carried unanimously. Adoption of the Consent Agenda included approving the April 6, 2023 regular meeting minutes, April 26, 2023 special meeting minutes; May Treasurer's Report as amended; Permit 23-06; and manager and employee expense vouchers as read by Manager Braaten.

**PERMITS:**

Technician Broten discussed permit #23-04 (Josh Grahn). A **motion** was made by Manager Braaten, seconded by Manager Voll to approve the permit with the conditions that the tile outlet be ripped and the recommendation that the outlet pipe be metal. Motion carried.

Technician Broten discussed permit #23-05 (Brian Link). A **motion** was made by Manager Braaten, seconded by Manager Schmalz to approve the permit with culvert size being a 30". Motion carried.

**NEW BUSINESS:**

Administrator Halstensgard and Attorney Moren briefly discussed the board passing a motion to authorize standing payment of normal bills. The discussion was deferred to a later meeting.

The board discussed Moose Townships request to cost share on replacing a culvert that was washed out this spring in Lat. 2 of WD 3. A **motion** was made by Manager Voll, seconded by Manager Schmalz to cost share the repair with Roseau County after the township attempts a disaster claim through FEMA.

**OLD BUSINESS:**

The board discussed the compliance issue for permit #15-11. Administrator Halstensgard informed the board that after speaking with the landowner, Brent Haugen, the recommendation was for all parties to meet on site to clarify the location and current elevations of the control points. Attorney Moren asked if the board wanted to stay the execution of the compliance order or rescind the order. A **motion** was made by Manager Braaten, seconded by Manager Schmalz to stay the compliance order until a site visit can be done and additional information gathered. Motion carried. The landowners, Engineer Dalager, County representatives, and Watershed District staff will meet on site immediately following the board meeting.

#### **DELEGATES:**

Manager Braaten recused himself from the following discussion. Buddy Erickson addressed the board concerning trapping culverts north of his house and abandoning/blocking culverts south of his house that were found during construction of CD 16 Improvement. Mr. Erickson will work with Engineer Huwe on recommendations and bring them to the June meeting. Manager Braaten rejoined the board.

Matt Magnusson discussed the spring damages to CD 16. It was stated that RJ Zavoral & Sons will be contacted to do the work. There was also a discussion that this should still be under warranty. Mr. Magnusson also asked about the sizing of the culverts for the SD 51 Cutoff 1 Side Water Inlets. Engineer Dalager stated that the culverts were sized according to the drainage area and were not sized to restrict flow. Mr. Magnusson spoke about the existing spoil bank adjacent to Site 3, stating the landowners didn't want that to be removed or lowered in any way during construction. Mr. Magnusson submitted an ag dike permit application planning to complete ditch cleaning with spoil placement for an ag dike south (upstream) of Site 3. Mitch Magnusson spoke about the landowners intent to channelize and dike the ditches so the water could not flow west. There was discussion on the portion of the embankment on the DNR land. Randy Prachar was asked about the landowners request and stated that their position, consistent with other requests, is that the work stay within the road ROW. They are not in favor of alterations being made to the existing spoil bank. Mitch Magnusson stated that the plans for Site 3 include work outside of the existing ROW. Engineer Dalager stated that culvert is being rotated to improve safety conditions of the road and will remain within the ROW.

#### **PROJECT UPDATE:**

Malung Dam: The District requested proposals for the initial engineering design work required for the grant application. HDR and Houston submitted proposals. A **motion** was made by Manager Diesen, seconded by Manager Braaten to contract with HDR to do the work. Motion carried.

Brent Haugen asked the board about installing traps on culverts under CR 139 (Lat 3 WD 3). The culverts are scheduled to be replaced by the County. A **motion** was made by Manager Voll, seconded by Manager Schmalz to install internal traps on the three culverts being replaced. Motion carried. Staff will work with the County to coordinate the installation.

SD 51 Cutoff 1: Administrator Halstensgard has clarified the quote amounts with the contractors. A **motion** was made by Manager Voll to contract with Beito to complete the work. Mr. Beito will coordinate with staff and landowners prior to construction. The motion was seconded by Manager Schmalz and carried.

Whitney Lake: Administrator Halstensgard discussed the public meeting held April 26. There was discussion on moving forward with the two retention sites. The Board directed Administrator Halstensgard to keep reaching out to landowners and Roseau County.

River Restoration: Erik Jones gave a presentation on the project and replied to questions from the Board. There was extensive discussion on the project as well as potential changes to the SD 69 system. The Engineer's Report will be completed and presented to the board at the July meeting. Manager Schmalz expressed his concerns with moving forward without additional public outreach and consideration.

Juneberry: The next meeting of the Project Team is May 11<sup>th</sup>. The steering committee has drafted the Purpose and Need statement and is putting together a facilitation recommendation.

Lost River Phase 1: After a brief discussion on the history of the project and the proposed work, Manager Braaten made a motion to move forward with advertising for bids. Manager Voll raised concerns with the project. After extensive discussion, Manager Braaten withdrew his motion. Manager Voll will meet with Torin McCormack and further review the project.

Oak Crest Coulee: Engineer Nordby discussed the pre-bid meeting of the stakeholders and the changes made to the design. A **motion** to advertise for bids for Phase 1 with the bid opening to be scheduled for June 7<sup>th</sup>, 2023 was made by Manager Voll seconded by Manager Braaten. motion carried. A **motion** was made by Manager Braaten, seconded by Manager Schmalz to approve the agreement with the City of Roseau as drafted and authorized Chairman Diesen and Secretary Voll to sign. Motion carried. Administrator Halstensgard discussed the phase and scope of engineering for Phase 2. A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve the Phase 2 scope of work with Houston Engineering. Motion carried.

Rock Arch: A **motion** to advertise for bids with the bid opening to be scheduled for June 7<sup>th</sup>, 2023 was made by Manager Braaten seconded by Manager Voll. motion carried.

WD 115: The bid authorized last month will also be advertised to be opened on June 7<sup>th</sup>.

## **REPORTS:**

RRWMB: Manager Braaten spoke about the City of Roseau's storm sewer project.

ADMINISTRATOR: Administrator Halstensgard updated the Board on the following items:

- CD 8 damage repair: A **motion** to advertise for bids for with the bid opening to be scheduled for June 7<sup>th</sup>, 2023 was made by Manager Voll seconded by Manager Schmalz. motion carried.
- A **motion** was made by Manager Braaten, seconded by Manager Schmalz, to change the July meeting date to June 28<sup>th</sup> at 8:00 a.m.

TECHNICIAN: No other items than were in the written report.

**OTHER BUSINESS:** Matt Magnusson asked about debris removal at the Mickelson Bridge. Staff will follow up.

The next meeting will be June 7, 2023 at 8:00 a.m. After a **motion** by Manager Voll and seconded by Manager Braaten, the meeting was adjourned at 10:37 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

May 2023 Treasurer's Report

Checkbook Balance as of April 25, 2023	\$477,962.44
<b>Receipts:</b>	
State of Minnesota -- Emergency Management Funds, CD 8	\$ 355,168.43
Citizens State Bank -- interest 4-17-23	\$ 92.93
<b>Total:</b>	<b>\$ 355,261.36</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.30
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,837.69
Tracy Bergstrom -- wages & expenses	\$ 226.13
Jason Braaten -- per diem & expenses	\$ 259.69
Carter Diesen -- per diem & expenses	\$ 681.98
Tracy Halstensgard -- mileage	\$ 31.26
Cody Schmalz -- per diem & expenses	\$ 357.23
LaVerne Voll -- per diem & expenses	\$ 542.88
Cardmember Services -- web service fees, meeting expenses, supplies,	\$ 1,020.87
City Of Roseau -- utilities	\$ 223.64
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 2,900.00
Roseau Times Region -- Meeting Notices	\$ 91.80
Roseau Electric Co-op -- Int/phone --	\$ 156.74
Northern Resources Cooperative -- gas for vehicle	\$ 353.14
Verizon Wireless -- Trimble	\$ 40.01
dot com connection -- website maintenance quarterly fee	\$ 300.00
Sjoberg Cable TV -- email service	\$ 6.00
Minnesota Energy Resources -- natural gas utility	\$ 118.30
North Pine Services -- snow removal	\$ 829.50
ESRI -- ARCGis software subscription	\$ 2,049.80
Roseau County -- property tax (purchased property)	\$ 820.00
Roseau County Ag Society -- fair booth fee	\$ 150.00
Quality printing -- envelopes	\$ 268.44
Monica Burkel -- cleaning service	\$ 97.50
Rhonda Fevold -- cleaning service	\$ 97.50
Houston Engineering -- Inv #64805 River Restoration	\$ 30,603.73
WSB -- Lost River Invoice #21	\$ 3,794.00
Roger Beiswenger -- WD 115 Viewing	\$ 400.00
Robert Wagner -- WD 115 Viewing	\$ 2,949.03
HDR -- Inv #1200513567, #1200516135 & #1200514684	\$ 31,441.04
HDR --Inv #1200514687, #1200514686 & #1200514583	\$ 37,400.65
<b>Total:</b>	<b>\$126,858.65</b>