

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD DECEMBER 14, 2023**

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

MANAGERS PRESENT: Jim Johnson, Carter Diesen, Jason Braaten, and LaVerne Voll

STAFF PRESENT: Administrator Halstensgard and Technician Broten.

OTHERS PRESENT: Matt Magnusson landowner; Tom Enright, MN DNR.

CONSULTING STAFF PRESENT: Randy Knott and Torin McCormack, HDR Engineering; Erik Jones, Houston Engineering; and Michelle Moren, Attorney.

AGENDA: A **motion** was made by Manager Voll, seconded by Manager Braaten to approve the agenda with the addition of Norland Road and vehicle upgrade under New Business; Whitney Lake funding extension under Project Updates; and payment applications under CD 8 Repair and WD 115. Motion carried unanimously.

CONSENT AGENDA: A **motion** to approve the consent agenda was made by Manager Voll and seconded by Manager Braaten. The motion carried unanimously. Adoption of the Consent Agenda included approving the November 1, 2023 regular meeting minutes; December Treasurer's Report as amended; Permit 23-35; and manager and employee expense vouchers as read by Manager Braaten.

PERMITS: There were no additional permits for this meeting.

DELEGATES: There were no delegates for this meeting.

OLD BUSINESS:

The board discussed the request to change regular meeting dates to the first Thursday of each month. A motion was made by Manager Braaten, seconded by Manager Johnson, to change the regular meeting dates to the first Thursday of each month and update the bylaws as needed. The January, February, and March meetings will be held at 12:00 p.m. and the remaining months will be at 8:00 a.m. Motion carried.

Administrator Halstensgard discussed the upcoming conferences and requested interested managers let her know so registration can be completed. Administrator Halstensgard will not be attending Legislative Days this year as she will be on vacation.

NEW BUSINESS:

After a brief discussion of the candidate interviews, Manager Voll brought forth the committee's recommendation with the following **motion**; move to offer the position to Tawni Wensloff as full time employment with a wage of \$20.00 per hour. The motion was seconded by Manager Braaten and carried unanimously.

Administrator Halstengard and Attorney Moren reviewed proposed changes to the Personnel Manual to reflect changes in Minnesota's Safe and Sick Leave legislation. A **motion** was made by Manager Braaten to accept the proposed changes and adopt the updated Personnel Manual, seconded by Manager Johnson. Motion carried.

Manager Voll informed the board of issues that developed at the Norland Road site. The site received damage after construction and required additional gravel and blading. Manager Voll made a **motion** to approve payment for the additional cost conditional on Administrator Halstengard reviewing the request and using state funding to cover those costs. The motion was seconded by Manager Braaten and carried unanimously.

The Board discussed trading in the work truck. Manager Voll will check with Roseau County Ford and Chairman Diesen will check with Lake Country Chevrolet. It was the consensus of the board to use a local dealership.

PROJECT UPDATE:

Whitney Lake: The State Flood Hazard Mitigation grant was set to expire at the end of the year so an extension was requested. A grant amendment with the new expiration date has been received and requires board action. A **motion** was made by Manager Braaten, seconded by Manager Voll to accept the amendment and authorize all required signatures. Motion carried.

CD 8 repair: The board reviewed the payment application for Tunheim Construction. A **motion** to approve payment application 1 was made by Manager Voll, seconded by Manager Johnson. Motion carried.

Administrator Halstengard discussed the remaining FEMA funding available to prevent future damages to the system. A complete survey and review has been done this summer to help inform the decisions on how best to proceed. The board scheduled a special meeting to meet with landowners to discuss the options moving forward. That meeting will be January 9th at 4:00 p.m. in the RRWD office. Notice will be sent to landowners in the CD 8 benefitted area.

River Restoration: A **motion** was made by Manager Braaten, seconded by Manager Voll, to accept the State grant in the amount of \$2,300,000.00 and authorize all necessary signatures. Motion carried.

Engineer Jones stated that we have received advisory letters back from the DNR and Board of Water and Soil Resources (BWSR) with minor comments. The US Army Corps of Engineers (COE) has also been sent the Engineer's Report to begin the permitting conversation. A landowner information meeting will be scheduled in early 2024.

WD 115: Manager Braaten attended the County Board meeting where they accepted a bond sale and gave an update to the board.

A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve payment to Gladen Construction for mitigation site construction. Motion carried.

Roseau Lake: Randy Knott provided the board with an update on the construction progress stating construction is pretty much completed for the season due to the rain in early November.

A **motion** was made by Manager Braaten, seconded by Manager Johnson, to approve payment application 01-05 to Spruce Valley Corp. Motion carried.

Administrator Halstensgard stated that in accordance with the board's resolution in 2021, \$51,960.69 will be transferred from the SD 51 fund to the Roseau Lake construction fund.

The board discussed the Joint Powers Agreement (JPA) for the Sprague Creek Mitigation Site. Mr. Enright stated the reason for the JPA is to allow the RRWD access to the property during and for the purpose of constructing the components necessary for implementation of the Mitigation Plan. A **motion** was made by Manager Braaten, seconded by Manager Johnson, to approve the JPA and authorize all necessary signatures. Motion carried.

REPORTS:

RRWMB: Manager Braaten referred to the written report for the update.

ADMINISTRATOR: Administrator Halstensgard deferred to her written report and expanded on the project funding handouts.

TECHNICIAN: Technician Broten had nothing additional to report.

EMPLOYEE EVALUATIONS: Manager Voll made a motion to adopt the resolution to close the public meeting for the purpose of employee evaluations, seconded by Manager Johnson. Motion carried.

A **motion** was made by Manager Braaten, seconded by Manager Johnson, to close the closed meeting and reopen the public meeting.

A **motion** was made by Manager Voll, seconded by Manager Johnson, to adjust Technician Broten's salary as follows: 2024 salary will be \$46,125.00; 2025 increase will be 3%; and 2026 increase will be 3.5%. No adjustment were made to the insurance stipend or cell phone reimbursement. Motion carried.

A **motion** was made by Manager Braaten, seconded by Manager Diesen, to adjust Administrator Halstensgard's salary as follows: 2024 increase will be 2.5%; 2025 increase will be 3%; and 2026 increase will be 3.5%. No adjustment were made to the insurance stipend or cell phone reimbursement. Motion carried. A **motion** was made by Manager Braaten, seconded by Manager Johnson to allow Administrator Halstensgard to sell back 25 days of sick leave. Motion carried.

After a **motion** by Manager Braaten and seconded by Manager Johnson, the meeting was adjourned at 10:18 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a) states that:

“A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must also be open at the request of the individual who is the subject of the meeting.”

WHEREAS, the Roseau River Watershed District will be conducting employee performance evaluations on December 14, 2023, during the regular monthly meeting of the board of managers at the Roseau River Watershed District Board office located at 714 Sixth Street Southwest, Roseau, MN; and

BE IT RESOLVED by the Roseau River Watershed District Board as follows:

1. The Roseau River Watershed District Board hereby closes this meeting pursuant to Minn. Stat. § 13D.05, subd. 3(a) to conduct performance evaluations for employees Tracy Halstensgard and Blaine Broten
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the performances of the respective employees;
3. The individual(s) who is (are) the subject of this meeting shall have the option to attend this closed meeting. Said individual(s) also has (have) the right to open this meeting to the public.

Dated this 14th day of December, 2023.


Chairman


Secretary

December 2023 Bills & Receipts

Checkbook Balance as of December 4, 2023	\$612,169.18
Receipts:	
Citizens State Bank -- interest 10-16-23	\$ 209.36
RRWMB - Roseau Lake reimbursement #3	\$ 214,519.91
State of MN -- Roseau Lake Reimbursement - FHM grant PR #20	\$ 292,252.40
Roseau County -- Share of taxes	\$ 12.51
State of MN -- Rock Arch Rapids reimbursement #1	\$ 205,575.27
Roseau County -- Share of taxes	\$ 66,874.90
Roseau River JPB - cost share Norland Road	\$ 68,473.74
Roseau River JPB - reimbursement (quickbooks purchase)	\$ 696.86
Beltrami County -- share of taxes	\$ 98.80
Kittson County -- share of taxes	\$ 2,428.67
Marshall County -- share of taxes	\$ 1,217.61
Roseau County -- Share of taxes	\$ 74,997.95
Lake of the Woods County -- share of taxes	\$ 232.02
RRWMB - Water Quality Base funding	\$ 100,000.00
State of MN -- Roseau Lake reimbursement - LSOHC PR 1	\$ 413,061.90
Total:	\$ 1,440,651.90
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.31
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,846.90
Jason Braaten - per diem and mileage	\$ 750.27
Carter Diesen - per diem and mileage	\$ 136.40
Tracy Halstensgard -- mileage	\$ 495.19
James Johnson - per diem and mileage	\$ 118.06
LaVerne Voll - per diem and mileage	\$ 423.60
Tracy Halstensgard - sick leave by-back	\$ 6,229.82
Internal Revenue Service -- withholding	\$ 3,301.84
PERA - payment	\$ 1,560.52
Minnesota Revenue -- withholding	\$ 547.00
Internal Revenue Service -- withholding	\$ 2,490.93
PERA - payment	\$ 1,233.96
Minnesota Revenue -- withholding	\$ 405.00
Elan Financial Services -- credit card	\$ 1,132.07
City Of Roseau -- utilities	\$ 198.49
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 1,800.00
Roseau Times Region -- Meeting Notice	\$ 152.55
Roseau Electric Co-op -- Int/phone --	\$ 128.74
Northern Resources Cooperative -- gas for vehicle	\$ 399.17
Verizon Wireless -- Trimble	\$ 40.01
Minnesota Energy Resources -- natural gas bill	\$ 57.55
Sjoberg Cable TV -- email service	\$ 6.00
Marco Technologies -- service	\$ 43.75
Gail Ose - framing	\$ 395.87

SuperOne - rolls for meeting	\$	29.28
Northpine services -- snow removal	\$	126.00
Mark Beito - Palmville beaver trapping	\$	525.00
Gladen Construction - WD 115 Mitigation construction	\$	9,000.00
Houston Engineering -- Inv #66221 & #68237	\$	27,667.25
Tunheim Construction -- CD 8 repair PR #2	\$	36,580.96
Tunheim Construction -- Norland Road PR #2	\$	168,473.74
Spruce Valley Corp. -- Roseau Lake payment #01-03	\$	427,025.00
Spruce Valley Corp. -- Roseau Lake payment #01-04	\$	440,629.00
Spruce Valley Corp. -- Roseau Lake payment #01-05	\$	350,694.40
HDR -- Inv #1200571550 & #1200571553	\$	35,007.89
HDR -- Inv #1200573452, #1200571559 & #1200573453	\$	8,817.89
Minnesota Watersheds -- conference registration	\$	653.50
Total:		\$1,535,933.71