

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD FEBRUARY 1, 2023**

ORDER: Chairman Carter Diesen called the meeting to order at 1:00 P.M. and led the Pledge of Allegiance.

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

STAFF PRESENT: Administrator Halstensgard.

OTHERS PRESENT: Daryl Wicklund, Roseau County Commissioners; Tom Enright and Randy Prachar, MN DNR; Landowners, Phil & Roberta Johnson, Mitch Magnusson, Matt Magnusson, Richard Magnusson, Delray Johnson, Don Johnson, Darwin Johnson.

CONSULTING STAFF PRESENT: Nate Dalager, Torin McCormack, and Jake Huwe, HDR Engineering; Erik Jones, HEI; and Michelle Moren, Attorney.

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

CONSENT AGENDA: Administrator Halstensgard stated that the Treasurer's Report in the printed packet is updated and there was an additional bill to Moren Law Office for \$3,400.00. A **motion** to approve the consent agenda was made by Manager Voll and seconded by Manager Schmalz. The motion carried unanimously. Adoption of the Consent Agenda included approving the January 4, 2023 regular meeting minutes with edits, January Treasurer's Report, Permit 23-01, and manager and employee expense vouchers as read by Manager Braaten.

OLD BUSINESS:

The board reviewed the District Technician job description and authorized Administrator Halstensgard to advertise the position.

There was further discussion on upgrading equipment that was brought up at the January meeting. The board felt the ranger was in the most need of upgrading at this time. Manager Voll will obtain quotes and report back to the Board at the March meeting.

Chairman Diesen asked Phil and Roberta Johnson if they had anything they wanted to address the board about. Manager Voll stated he had spoken with the Johnsons and they had concerns about the plan for WD 115 crossing their yard. They were wondering how the ditch would impact their trees, buildings and possibly well. It was suggested they reach out to the engineer and express their concerns. Administrator Halstensgard will follow-up with Engineer Nelson.

Administrator Halstensgard discussed the Juneberry Flood Resiliency steering committee's request to participate in the Flood Damage Reduction Work Group's (FDRWG) Project Team process, accessing those funds to further the project. A **motion** was made by Manager Wensloff, seconded by Manager Braaten to form a Project Team for the Juneberry

project. This work will be in coordination with Roseau County, Two Rivers Watershed District, and Kittson County. Motion carried.

NEW BUSINESS: There were no items on the agenda for new business.

PROJECT UPDATE:

Whitney Lake Sites A & C: Engineer Huwe began his presentation on the current status and recommended next steps for Sites A & C. Issues discussed included improving the outlet of Site A as part of the project and impacts/benefits to the Johnson's family land for Site C. Engineer Huwe's presentation was interrupted by a scheduled public hearing at 1:30 p.m.

At 1:30 Chairman Diesen called for a motion to open the public hearing on final acceptance of the Ditch #16 contract. Manager Braaten recused himself from the Board. Manager Voll made a **motion** to open the public hearing, seconded by Manager Wensloff. Attorney Moren advised the Board that a public hearing was required by Minnesota Statutes §103E.555 following completion of the contract. Tracy Halstengard stated that statutorily required notices were made by both publication and mailed service. A copy of the affidavits of service and publication were made part of the record. Jake Huwe, HDR Engineering had previously made a written report to the Board (drainage authority) showing the contract price, the amount paid, unpaid balance (if any) and the work that was completed. A copy of the Engineer's Report was made part of the record. The Engineer testified at the public hearing that the contractor, Zavoral Construction had completed all work and all payments had been made. A call was made for input from those present. No other testimony was presented. Tracy Halstengard confirmed that no written comments had been received regarding the public hearing. A **motion** to close the public hearing was made by Manager Wensloff, seconded by Manager Voll. Motion carried. A **motion** to adopt findings was made by Manager Voll, seconded by Manager Schmalz. The findings shall reflect that the contract be accepted and final payment shall be made, if not already. Motion carried.

Engineer Huwe then continued with the Whitney Lake presentation. A project team meeting was set for March 16, 2023 at 9:00 a.m. Landowner meetings on each site will also be scheduled.

Roseau Lake Rehabilitation:

A **motion** was made by Manager Braaten, seconded by Manager Wensloff to approve the resolution in support of the sale of land acquired by the Watershed District with Minnesota state general obligation bonds. This was for the property to be sold to Burt Bassett. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Voll to approve the lease agreement with the State for the monitoring of the Sprague Creek Mitigation site and to make Administrator Halstengard the designated signatory. Motion carried.

Administrator Halstengard read the following for the record. "We are very concerned about flooding of our farmland. This concerns the families that are affected plus the Magnusson and Kveen land. We are again requesting a dike that is higher than what the DNR's dike is proposed. A dike of the same height or higher than the DNRs would protect us from flooding. The dike should be on both sides of the river and on both sides of the cutoff channel.

We have been told that we have never given an opinion on the height of the dikes. We have sent a letter before about this same subject and we did request higher dikes. Please read this at the meeting. Terry Kveen and family”

SD 51 Cutoff 1:

Engineer Dalager presented plan sheets to the board and answered questions concerning culvert locations, spillway, and dike heights. After discussion on funding, a **motion** was made by Manager Voll, seconded by Manager Wensloff to move forward with the project. Motion carried with Manager Braaten opposed. Richard Magnusson thanked the board for acting on his request and stated that the design as presented is pretty much exactly what he had asked for in order to move forward with the land exchange for the Roseau Lake Project.

River Restoration:

Engineer Jones updated the Board on the Environmental Assessment Worksheet (EAW) public review and comments. Administrator Halstensgard stated that there were two edits to the Findings and Order. Manager Schmalz commented on the vagueness on the website on how to provide comments. Chairman Diesen called for a **motion** to approve the Findings and Order as amended. Motion made by Manager Braaten, seconded by Manager Wensloff. Motion carried.

Administrator Halstensgard provided the board with a copy of the draft Joint Powers Agreement.

REPORTS:

RRWMB: Manager Braaten stated he attended the Red River Basin Commission Conference in Winnipeg and commended Engineer Jones on his presentation on the River Restoration. The Board changed the way projects are valued (STAR value) to adjust for inflation. Manager Braaten gave a brief review of the legislative priorities and stated that the joint conference will be held Feb. 21 and 22 in Moorhead.

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

- 1WIP timeline – the Public Hearing will be held March 1st.
- WD 115 progress
- CD 8 FEMA repair – waiting to hear if our request for mitigation is approved.
- RRIW membership – A **motion** was made to invite members to participate by Manager Braaten, seconded by Manager Schmalz. Motion carried.
- Voting delegate for the Minnesota Association of Watershed Districts (MAWD) special meeting scheduled during the Legislative Event. A **motion** was made by Manager Voll, seconded by Manager Schmalz to appoint Manager Braaten as the delegate for the MAWD special meeting. Motion carried.
- A **motion** was made by Manager Voll, seconded by Manager Wensloff to request an increase in the credit card to \$4,000. Motion carried.
- A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to approve the payment to the RRWMB for stream gage cost-share. Motion carried.

- A **motion** was made by Manager Braaten, seconded by Manager Voll to participate in the International Water Institute's implementation pilot program BWSR grant application. Motion carried.
- Funding of additional planning efforts.
- City of Roseau's storm water improvement project.

Specialist: A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to approve the Peatland Restoration In The Lost River State Forest - Amendment No. 2. Motion carried.

OTHER BUSINESS:

Attorney Moren asked if there were any questions on the payout of accumulated sick and vacation time for Torin McCormack, which had been approved in the consent agenda. The next meeting will be March 1, 2023 at 1:00 p.m. After a **motion** by Manager Braaten and seconded by Manager Voll, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

February 2023 Bills & Receipts

Checkbook Balance as of Jan. 25, 2023	\$735,736.46
Receipts:	
Roseau County - CD 16 reimbursement	\$ 1,486,938.04
Rosesau County SWCD -- 1W1P reimbursment	\$ 4,317.84
State of Minnesota - Rock Arch reimbursment	\$ 5,265.00
Marshall County - tax levy	\$ 358.39
Beltrami County - tax levy	\$ 260.52
Citizens State Bank -- interest	\$ 52.92
Total:	\$ 1,497,192.71
Bills:	
Transfer to CDs	\$1,000,000.00
Tracy Halstengard -- Salary and Insurance	\$ 6,056.31
Torin McCormack -- Salary and Insurance	\$ 6,409.36
Torin McCormack -- Vacation & sick leave payout	\$ 32,295.00
Jason Braaten - per diem & mileage	\$ 129.84
Carter Diesen - per diem & mileage	\$ 272.79
Tracy Halstengard -- mileage & reimbursement	\$ 356.64
Cody Schmalz - per diem & mileage	\$ 177.66
LaVerne Voll - per diem & mileage	\$ 139.01
Tony Wensloff - per diem & mileage	\$ 115.43
Internal Revenue Service - Federal payroll withholding	\$ 4,020.00
Internal Revenue Service - Federal payout withholding	\$ 7,101.29
PERA - employee retirement	\$ 1,998.72
Minnesota Revenue - state payroll withholding	\$ 726.00
Minnesota Revenue - state payroll withholding	\$ 774.00
Cardmember Services -- web service fees, computer, supplies, conferences, postage	\$ 1,319.44
City Of Roseau -- utilities	\$ 218.77
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 3,400.00
Roseau Electric Co-op -- Int/phone --	\$ 156.78
Northern Resources Cooperative -- gas for vehicle	\$ 133.02
Multi Office Products - supplies	\$ 162.85
Techworks - internet firewall & security	\$ 400.00
Sjoberg's Cable TV - email service	\$ 6.00
Verizon Wireless -- Trimble	\$ 40.01
Red River Watershed Management Board -- share of taxes	\$ 11,859.00
Dot.Com Connection - website maintenance July - Dec 2022	\$ 210.00
Jamie Westman - truck detailing	\$ 100.00
Minnesota Energy Resources -- natural gas utility	\$ 292.71
North Pine Services -- Dec. snow removal	\$ 1,303.50
Houston Engineering -- Inv #63418 Oak Crest Coulee & Inv #63374 River Restoration	\$ 33,117.75
DBA Consulting Unlimited -- year end quickbooks consulting	\$ 2,387.72
HDR -- Inv #1200489970, #1200489976 & #1200489964	\$ 10,761.30
HDR -- Inv #1200489967, #120049971 & #1200489972	\$ 21,832.57
Total:	\$1,148,443.27