

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD SEPTEMBER 6, 2023**

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

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

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

**OTHERS PRESENT:** Randy Prachar, MN DNR; Carter Novacek, landowner.

**CONSULTING STAFF PRESENT:** Torin McCormack, Nate Dalager, and Dillon Nelson, HDR Engineering; Michelle Moren, Attorney; Erik Jones, Houston Engineering.

**AGENDA:** A **motion** was made by Manager Wensloff, seconded by Manager Voll to approve the agenda with the additions of permits 23-28 & 23-29, Lost River and permit database under Old Business, and Roseau Lake lease agreement under Projects. 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 Wensloff and seconded by Manager Voll. The motion carried unanimously. Adoption of the Consent Agenda included approving the August 2, 2023 regular meeting minutes; August 10, 2023 special meeting minutes; Permits 23-25 & 23-27; September Treasurer's Report as amended; and manager and employee expense vouchers as read by Manager Braaten.

**PERMITS:**

Administrator Halstensgard discussed a meeting with the landowners for permit #23-24 (Darrell Lins), stating they have decided to go in a different direction and will be submitting a different application. A **motion** was made by Manager Wensloff, seconded by Manager Voll to deny the permit based on the change in scope of work to be completed. Motion carried.

Technician Broten discussed permit #23-28 (Bradley and Cynthia Bracht) review. There was discussion on coordination with the County. A **motion** was made by Manager Wensloff, seconded by Manager Voll to approve the permit. Motion carried.

Technician Broten discussed permit #23-29 (Jason Guy) review. Technician Broten said an 18" culvert would work. A **motion** was made by Manager Voll, seconded by Manager Wensloff to approve the permit. Motion carried.

**OLD BUSINESS:**

Manager Voll spoke about the work being done on the Lost River Road and asked Torin McCormack about the culverts being installed as part of our Lost River project area. Mr. McCormack explained details on what will be installed.

Engineer Erik Jones gave an update presentation to the board on the online permit database. A **motion** was made by Manager Voll, seconded by Manager Wensloff, to approve adding the location map to the permit webpage. Motion carried.

**8:30 BUDGET HEARING:** A **motion** was made by Manager Voll, seconded by Manager Wensloff, to open the public hearing. Motion carried. Administrator Halstensgard stated that the hearing notice had been properly published and no comments on the 2024 budget were received in the office. There were no comments from those in attendance. A **motion** was made by Manager Wensloff, seconded by Manager Voll, to close the public hearing. Motion carried.

A **motion** was made by Manager Voll, seconded by Manager Wensloff to adopt the 2024 Budget as presented. Motion carried unanimously.

**2024 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>

**NEW BUSINESS:** Administrator Halstensgard discussed Form B which shows the apportionment of the RRWMB and General Administration Levies. The state legislature changed the General Administration levy limit and that change is shown on Form B.

A **motion** was made by Manager Voll, seconded by Manager Schmalz to adopt the 2024 General Administrative Levy resolution (attached). Motion carried.

Administrator Halstensgard 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 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	30%
County Ditch #8	20%
County Ditch #16	0%
Watershed Ditch #115	0%
West Intercept (City of Roseau)	\$2,500 (set amount)
State Ditch #51	1% on redetermined benefits

A **motion** was made by Manager Braaten, seconded by Manager Schmalz to adopt the 2024 Ditch Levy as presented.

**REPORTS:**

**RRWMB:** Manager Braaten stated the Roseau Lake Step 3 was approved. The new LiDAR will be available for use soon. Manager Braaten referred to the written report for other items.

**ADMINISTRATOR:** Administrator Halstensgard discussed the following items:

- Certificate of Deposit – a CD in the amount of \$221,429.95 is up for renewal 9-20-23. A **motion** was made by Manager Braaten, seconded by Manager Voll, to transfer the funds to the checking account. Motion carried.
- Office graphics – board authorized Administrator Halstensgard to work with HDR on updated district graphics for the office.
- Lost River Forest project – Luke Lunde will present the report at the October board meeting.

**TECHNICIAN:** Technician Broten informed the board of an issue in the Norland Impoundment with the equalizing culvert east of the West Outlet on the north side of the ditch. Technician Broten will work with a local contractor on repair.

Manager Schmalz asked about brush control on the west end of the Pool 3 Outlet Project. Staff and Randy Prachar will look into addressing any issues.

**9:00 BID OPENING – Roseau Lake Phase 1:**

	Phase 1	Phase 1 - Alt. 1
<b>Engineer's estimate</b>	<b>\$3,430,979.36</b>	<b>\$2,258,677.75</b>
<b>Name</b>	<b>Bid Amount</b>	
<b>Gladen Construction, Inc.</b>	\$ 4,446,316.72	\$ 3,012,454.00
<b>RJ Zavoral and Sons, Inc.</b>	\$ 5,133,015.60	\$ 3,255,928.75
<b>Spruce Valley Corporation</b>	\$ 4,104,137.00	\$ 2,549,797.00

There was discussion on the difference in the two alternatives and options for the board moving forward. After discussion, Manager Wensloff made a **motion** to accept Spruce Valley Corporation as the low bid, seconded by Manager Braaten. Motion carried. A **motion** was made by Manager Braaten, seconded by Manager Wensloff, to award the contract for Phase 1 to the apparent low bidder, Spruce Valley Corporation. Motion carried.

**PROJECT UPDATE:**

**SD 51 Cutoff 1:** Mr. McCormack updated the board on the mobilization and materials delivery. Construction will be starting with the eastern most structure.

WD 115: Engineer Dillon Nelson updated the board on the status of construction. A **motion** was made by Manager Voll, seconded by Manager Wensloff, to pay Gladen Construction payment application number 02-01 in the amount of \$584,066.42. Motion carried. A **motion** was made by Manager Braaten, seconded by Manager Schmalz, to pay Gladen Construction payment application number 02-02 in the amount of \$167,845.58. Motion carried. We are still waiting for invoices from two utility companies. The church parking long, which was used as a staging area, will be graveled once construction is complete.

River Restoration: Engineer Jones updated the board on the Project Team meeting held August 17<sup>th</sup>. There was discussion on the Michealson's access. Tom Enright is drafting a maintenance plan.

Roseau Lake: A **motion** was made by Manager Wensloff, seconded by Manager Braaten, to approve the lease agreement with the state for construction of the Sprague Creek Mitigation project, authorize Administrator Halstengard to sign the agreement, and pay the fee of \$15,075.00. motion carried.

**OTHER BUSINESS:**

The next meeting will be October 4, 2023 at 8:00 a.m. After a **motion** by Manager Voll and seconded by Manager Wensloff, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstengard, Administrator

September 2023 Treasurer's Report

Checkbook Balance as of August 24, 2023	\$1,272,071.27
<b>Receipts:</b>	
State of Minnesota -- Malung Dam reimbursement	\$ 3,465.00
State of Minnesota -- River Restoration reimbursement	\$ 112,518.75
Citizens State Bank -- CD transfer	\$ 507,633.01
Citizens State Bank -- CD transfer	\$ 508,726.03
Red River Watershed Management Board -- Roseau Lake PR #1	\$ 433,713.38
Kittson County -- SD 51 riparian aid	\$ 1,098.50
<b>Total:</b>	<b>\$ 1,567,154.67</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.30
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,837.69
Jason Braaten -- per diem & mileage	\$ 259.69
Carter Diesen -- per diem & mileage	\$ 272.80
Tracy Halstensgard -- mileage	\$ 587.91
Cody Schmalz -- per diem & mileage	\$ 177.66
LaVerne Voll -- per diem & mileage	\$ 409.85
Tony Wensloff -- per diem & mileage	\$ 230.88
Internal Revenue Service -- withholding	\$ 2,851.00
Internal Revenue Service -- withholding	\$ 3,493.09
PERA - contributions	\$ 1,560.46
MN Revenue - withholding	\$ 547.00
Cardmember Services -- web service fees, meeting expenses, supplies, conference attendance	\$ 898.51
City Of Roseau -- utilities	\$ 231.61
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 2,350.00
Roseau Times Region -- Meeting Notice & ads for bids	\$ 910.35
Roseau Times Region -- Meeting Notice & ads for bids	\$ 1,254.60
Roseau Electric Co-op -- Int/phone --	\$ 126.74
Northern Resources Cooperative -- gas for vehicle	\$ 277.53
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
Roseau LOW Title & Abstract Co. -- title commitment for DNR land exchange	\$ 685.00
AB's Lawncare -- mowing	\$ 755.93
Red River Watershed Management Board -- share of taxes	\$ 2,918.94
Veteran Testing and Inspecting, LLC -- WD 115 density testing	\$ 2,613.00
LSSP Corporation -- Pinpoint subscription	\$ 275.00
Roseau County Recorder - G.O. Bond declaration	\$ 46.00
James & Janet Johnson - easement purchase	\$ 32,693.87
HDR -- Inv #1200545088, #1200546353 & #1200546096	\$ 46,069.74
HDR -- Inv #1200548071, #1200548070 & #1200548070	\$ 3,283.34
Smith Partners - legal fees	\$ 1,631.79
MN DNR Lands and Minerals -- lease fee	\$ 15,075.00
<b>Total:</b>	<b>\$131,181.09</b>

**ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751**

Resolution passed at the September 6, 2023 meeting of the Roseau River Watershed District Board of Managers, upon motion by Manager Dierstoff seconded by Manager Voll the following resolution passed with five in favor and none 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 18, 2023, 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 2023 and shall be collectible with the taxes recovered in the year 2024.

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

Dated this 6<sup>th</sup> day of September, 2023.

ROSEAU RIVER WATERSHED DISTRICT

By  it's Chairman  
Carter Diesen

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the September 6, 2023 meeting of the Roseau River Watershed District Board of Managers:

Upon motion by Manager Braaten, seconded by Manager Schmalz, the following resolution was passed with five in favor and none 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 2023 and shall be collectible with the taxes recovered in the year 2024.

**30%** levy be made on Ditch System WD-3

**20%** levy be made on Ditch System 8.

**no** levy be made on Ditch System WD 115.

**no** levy be made on Ditch System 16.


**\$ 2,500.00** levy 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 6<sup>th</sup> day of September, 2023.

ROSEAU RIVER WATERSHED DISTRICT

By  it's Chairman  
Carter Diesen

ROSEAU RIVER WATERSHED DISTRICT  
ROSEAU, MINNESOTA 56751

Resolution passed at the September 6, 2023 meeting of the Roseau River Watershed District Board of Managers:

Upon motion by Manager Voll, seconded by Manager Schmalz the following resolution passed with 5 in favor and 0 opposed.

WHEREAS: Pursuant to M.S.A. § 103D.905 Subd. 3, the Roseau River Watershed District has the authority to levy an ad valorem tax of 0.096 percent of the total market value of real estate and personal property (not to exceed \$500,000) 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.

AND WHEREAS: Such funds are to be used for general administration expenses and for the construction and maintenance of projects of common benefit to the District.

NOW, THEREFORE, BE IT RESOLVED: The Roseau River Watershed District Board of Managers wishes to levy fifty percent (50%) of maximum allowable amount totaling \$250,000 collectable in tax year 2024.

Dated this 6th day of September, 2023.

ROSEAU RIVER WATERSHED DISTRICT

By  , it's Chairman  
Carter Diesen