

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD FEBRUARY 1, 2024**

**ORDER:** Chairman Carter Diesen called the meeting to order at 12:00 P.M. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Administrator Halstensgard, Technician Broten, and Assistant Wensloff.

**OTHERS PRESENT:** Tom Enright, MN DNR;

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

**AGENDA:** A **motion** was made by Manager Braaten, seconded by Manager Cody 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 were additional bills to Moren Law Office for \$1,800.00 and SuperOne for \$81.18. 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, 2024 regular meeting minutes, January Treasurer's Report, Permit 24-01, January 9, 2024 Special Meeting minutes, and manager and employee expense vouchers as read by Manager Braaten.

**OLD BUSINESS:**

Administrator Halstensgard reported to the board that the Citizens Advisory Committee (CAC) meeting has been scheduled for February 22, 2024 starting at 5:00 p.m. The meeting will be at the Roseau City Center and follow the River Restoration project open house event. There was discussion about including the CD 8 information in the CAC meeting agenda.

Administrator Halstensgard reviewed the Greater Minnesota Regional Parks and Trails process that the City is currently pursuing with the RRWD and County as partners. The Board discussed the draft Memorandum of Understanding (MOU) with Attorney Moren discussing the City's questions about future maintenance. A **motion** was made by Manager Braaten, seconded by Manager Johnson to enter into the agreement conditional on defining the maintenance responsibilities. Motion carried.

**NEW BUSINESS:**

The board discussed the investment of funds. Manager Voll made a **motion** to invest \$1 million in a six-month CD at Citizens State Bank, seconded by Manager Johnson. Motion carried.

Administrator Halstensgard talked about the IT issues occurring in the office, the most pressing of which is our email set up. Three firms were contacted, two of which sent replies.

Administrator Halstensgard was waiting for Marco Technologies to reply. After discussion, Manager Voll made a motion to move forward with hiring an IT consultant, seconded by Manager Johnson. Administrator Halstensgard will work with Managers Johnson and Diesen and Attorney Moren to choose a consulting firm and get work started as soon as possible. Motion carried.

At 12:30 Chairman Diesen began the bid opening for the Oak Crest Area Improvement Project. The bids received were as follows:

R & Q Trucking	\$823,685.00
Spruce Valley Corp.	\$907,856.00

A **motion** was made by Manager Braaten, seconded by Manager Schmalz, to accept R & Q Trucking as the apparent low bidder. Motion carried.

**PROJECT UPDATE:**

CD 8: Engineer Dalager gave a brief update on the progress of the modeling work and the various alternatives that can be presented to the landowners. No additional comments have been received from the landowners.

River Restoration: Engineer Jones stated that permit applications are being worked on as well as the maintenance and access plans.

WD 115: Manager Voll made a **motion** to schedule the Final Hearing for February 29, 2024 at 12:30 p.m., seconded by Manager Braaten. Motion carried.

Roseau Lake Rehabilitation: Administrator Halstensgard spoke about the need for the legislature to pass bonding legislation this year, and that the legislation include money for Flood Hazard Mitigation (FHM). In order to keep the project construction moving forward, we are requesting \$3.5 million this year. The project is also in the LSOHC package for approximately \$3 million. Managers are encouraged to reach out to legislators to encourage them to support the legislation funding the FHM program.

Norland Impoundment turnaround: There was discussion on creating a spot for vehicles / buses to turn around at the southwest control structure. A **motion** was made by Manager Voll, seconded by Manager Braaten, to move forward with getting quotes for the improvement. Motion carried. Staff will obtain quotes and bring them to the February 29<sup>th</sup> meeting.

**REPORTS:**

RRWMB: Manager Braaten stated he attended the Red River Basin Commission Conference in Fargo and provided an update. Manager Braaten also discussed the RRWMB's legislative efforts for the 2024 session. All the RRWMB members will be receiving an external hard drive with the LiDAR information. The information is available to the public as well.

TECHNICIAN: Technician Broten reviewed plow options for the Ranger as well as the quotes from contractors for snow removal. There was also discussion on purchasing a riding mower and staff mowing instead of hiring that out to an independent contractor.

ADMINISTRATOR: Administrator Halstensgard deferred to her written report. A response letter to Matt Magnusson was presented to the Board. A **motion** was made by Manager Braaten seconded by Manager Diesen to approve sending the letter to Mr. Magnusson. Motion carried.

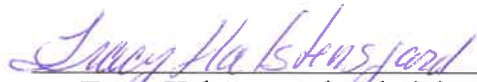
**OTHER BUSINESS:**

The next meeting will be February 29, 2023 at 12:00 p.m. After a **motion** by Manager Braaten and seconded by Manager Voll, the meeting was adjourned at 1:10 p.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

February 2024 Bills & Receipts

Checkbook Balance as of January 23, 2024	\$1,694,968.49
<b>Receipts:</b>	
Citizens State Bank -- interest 12-18-23	\$ 89.45
Burt Bassett - earnest money	\$ 500.00
Marshall County -- share of taxes	\$ 444.97
Lake of the Woods County -- share of taxes	\$ 223.66
State of Minnesota -- BWSR grant (WD 115 CWF) final payment	\$ 16,001.00
Roseau County -- share of taxes	\$ 13,265.31
Kittson County -- share of taxes	\$ 31.72
Beltrami County -- share of taxes	\$ 549.14
<b>Total:</b>	<b>\$ 31,105.25</b>
<b>Bills:</b>	
Tracy Halstengard -- Salary, Ins stipend & cell reimbursement	\$ 5,796.24
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,087.90
Tawni Wensloff -- Wages	\$ 1,587.56
Tracy Bergstrom -- Wages	\$ 696.59
Jason Braaten -- Per diem & Mileage	\$ 260.36
Carter Diesen -- Per diem & Mileage	\$ 273.75
James Johnson -- Per diem & Mileage	\$ 237.58
Cody Schmalz -- Per diem & Mileage	\$ 179.09
LaVerne Voll -- Per diem & Mileage	\$ 279.11
Elan Financial Services -- credit card	\$ 1,362.32
City Of Roseau -- utilities	\$ 212.41
Marco -- Copier agreement & service	\$ 199.63
Patrick Moren Law Office -- Legal Fees	\$ 2,000.00
Roseau Times Region -- Meeting Notice & Ad for Bids	\$ 948.60
Roseau Electric Co-op -- Int/phone --	\$ 126.74
Miner's Inc. (SuperOne) -- supplies for meetings and office	\$ 81.18
Verizon Wireless -- Trimble	\$ 40.01
Minnesota Energy Resources -- natural gas bill	\$ 124.48
Sjoberg Cable TV -- email service	\$ 6.00
Roseau County Recorder -- recording easement acquisition (Johnson)	\$ 96.00
Red River Watershed Management Board (RRWMB) -- share of taxes	\$ 1,966.64
Universal Screenprint -- CD 8 map	\$ 80.16
Jon Schauer -- year end bookkeeping support	\$ 2,393.52
Houston Engineering -- Inv # 69219 & 69219	\$ 7,927.50
Tunheim Construction -- Norland Road PR #2 (change orders)	\$ 28,359.70
MN Viewers Association -- 2024 membership fee	\$ 125.00
HDR -- Inv #1200585054, #1200585055 & #1200585056	\$ 3,520.00
HDR -- Inv #1200585064 & #1200585073	\$ 11,627.50
HDR -- INV #1200585071, #1200585074 & #1200585059	\$ 6,013.73
<b>Total:</b>	<b>\$79,609.30</b>