

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JANUARY 4, 2024**

ORDER: Secretary Voll called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: Jim Johnson, Jason Braaten, LaVerne Voll, and Cody Schmalz

STAFF PRESENT: Administrator Halstensgard, and Watershed Technician Broten.

OTHERS PRESENT: Ericka Halstensgard, Roseau County Engineer, Matt Fischer, BWSR

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

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

BOARD REORGANIZATION:

Administrator Halstensgard, acting as Teller, read aloud the Role of Chairperson and called for nominations for Chairman. Manager Braaten nominated Manager Diesen for Chairman. There being no further nominations, Manager Voll made a **motion** to cease nominations and cast a unanimous ballot for Manager Diesen for Chairman, seconded by Manager Braaten. Motion carried unanimously.

After reading the Role of Vice-Chair, Administrator Halstensgard called for nominations for Vice-Chairman. Manager Braaten nominated Manager Johnson for Vice – Chairman. There being no further nominations, Manager Voll made a **motion** to cease nominations and cast a unanimous ballot for Manager Johnson for Vice-Chairman, seconded by Manager Braaten. Motion carried unanimously.

A **motion** was made by Manager Voll to keep the remaining appointments the same as last year with the exception of the Land Use/Building Committee and Project Team Delegate appointments, seconded by Manager Schmalz. Motion carried. With this motion the following appointments will stand for 2024.

<u>2024</u>	
Secretary	Manager Voll
Treasurer	Manager Braaten
Official Depository	Bremer Bank, Citizens State Bank and Border State Bank
Official Newspaper	Roseau Times-Region
Legal Council	Moren Law Office
Engineering Firm	No primary engineering firm
FSA Representative	Manager Diesen
RRWMB representative	Manager Braaten, Delegate Manager Voll, Alternate

RRIW representative
Personnel

Managers Voll & Schmalz
Managers Braaten & Voll

A **motion** was made by Manager Voll, seconded by Manager Schmalz to appoint managers Diesen and Braaten to the Land Use / Building Committee. Motion carried.

A **motion** was made by Manager Voll, seconded by Manager Braaten to appoint all managers to the project teams. Motion carried.

2024 Meetings

Regular meetings:

January 4 – 12 p.m.

February 1 – 12 p.m.

February 29 – 12 p.m.

April 4 - 8 a.m.

May 2 – 8 a.m.

June 6 -- 8 a.m.

July 11 – 8 a.m.

August 1 -- 8 a.m.

September 5 – 8 a.m.

October 3 – 8 a.m.

November 7 – 8 a.m.

December 5 -- 8 a.m.

CONSENT AGENDA: Administrator Halstengard stated that the Treasurer’s Report in the printed packet is updated. 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 December 14, 2023 regular meeting minutes, January Treasurer’s Report, and manager and employee expense vouchers as read by Manager Braaten.

OLD BUSINESS: There was no Old Business for this meeting.

NEW BUSINESS:

Matt Fischer, Board of Water and Soil Resources (BWSR), gave the board a presentation titled "Local Governing Board – Essential Responsibilities and Exceptional Attributes". There was discussion on the board’s leadership, the board / staff relationship, and the health of various partnerships. Mr. Fischer led a discussion on the various funding sources available to the District.

Administrator Halstengard reviewed the Whitney Lake Subwatershed project with the board and requested direction on land acquisition and funding paths. It was the Board’s directive to continue pursuing acquisitions from willing landowners when funding is available and to pursue all funding possibilities. The next project discussed was the Hay Creek Subwatershed. Administrator Halstengard discussed the existing grants and funding options. The Board discussed organizing a project team for this project area. Administrator Halstengard will bring a list of potential project team members to the February meeting. The third project discussed was the Malung Dam removal. The funding is available through the existing CPL grant for the Roseau dam site.

The Board reviewed the Bylaws update. A **motion** was made by Manager Schmalz to approve the changes to the Bylaws, seconded by Manager Braaten. Motion carried.

The Board discussed scheduling the Citizen Advisory Committee (CAC) meeting in conjunction with a River Restoration Project public information meeting. Administrator Halstensgard will schedule the meeting sometime in February.

PROJECTS: After a brief update on the status of the project, a **motion** was made by Manager Braaten, seconded by Manager Schmalz, to approve advertising for bids for the Oak Crest Coulee Project with the bid opening scheduled for 12:30 p.m. February 1, 2024. Motion carried.

REPORTS:

RRWMB: Manager Braaten provided an update on the availability of LiDAR and the funding request to the legislature. December 16th the RRWMB is hosting a legislative open-house to meet with legislators in the Red River Valley.

WATERSHED SPECIALIST: Along with his written report Technician Braaten updated the board on the progress of the online permit application and discussed a call he received from Matt Magnusson concerning the letter he provided the board in November.

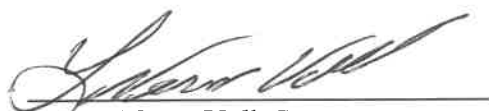
ADMINISTRATOR: Administrator Halstensgard deferred to her written report along with the following items:

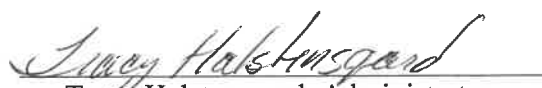
- Request to purchase new laptop – A **motion** was made by Manager Voll, seconded by Manager Braaten to approve up to \$3,500 for the purchase of a new laptop. Motion carried.
- Discussion on IT services. Administrator Halstensgard will reach out to Rob Sip to see who the RRWMB uses and if some sort of cooperative arrangement could be made.
- A **motion** was made by Manager Johnson, seconded by Manager Voll, to increase Assistant Bergstrom’s wage to \$22.00.
- A **motion** was made by Manager Braaten, seconded by Manager Voll, to approve the purchase of a 2023 work truck from Lake Country Chevrolet. Cost after trade is \$31,800.34. Motion carried.
- A **motion** was made by Manager Braaten, seconded by Manager Schmalz, to schedule a special board meeting for the purpose of meeting with the Two Rivers Watershed District Board. Motion carried.

OTHER BUSINESS:

The next meeting will be February 1, 2024 at 12:00 p.m. After a **motion** by Manager Braaten and seconded by Manager Schmalz, the meeting was adjourned at 2:21 p.m.

Respectfully submitted,


LaVerne Voll, Secretary


Tracy Halstensgard, Administrator

January 2024 Bills & Receipts

Checkbook Balance as of December 24, 2023	\$1,800,676.15
Receipts:	
Citizens State Bank -- interest 11-20-23	\$ 126.33
Rouseau County -- WD 115 reimbursement	\$ 1,300,000.00
State of Minnesota -- Roseau Lake reimbursement (LSOHC #3)	\$ 440,629.00
State of Minnesota -- Market Value Credit	\$ 4,066.93
Rouseau County -- PILT	\$ 361.90
Marshall County -- SD 51 levy	\$ 245.04
League of Minnesota Cities -- dividend	\$ 80.00
Total:	\$ 1,745,509.20
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,788.23
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,083.92
Jason Braaten -- per diem & mileage	\$ 360.72
Tracy Halstensgard -- mileage	\$ 171.61
James Johnson -- per diem & mileage	\$ 349.26
Cody Schmalz -- per diem & mileage	\$ 355.33
LaVerne Voll -- per diem & mileage	\$ 682.65
Internal Reveune Service - Withholding	\$ 3,664.01
MN Revenue -- Withholding	\$ 581.00
PERA - employer & employee contribution	\$ 1,634.23
Elan Financial Services -- credit card	\$ 812.06
City Of Roseau -- utilities	\$ 203.59
Marco -- Copier agreement & service	\$ 173.63
Patrick Moren Law Office -- Legal Fees	\$ 750.00
Roseau Times Region -- Meeting Notice	\$ 61.20
Roseau Electric Co-op -- Int/phone --	\$ 126.74
Northern Resources Cooperative -- gas for vehicle	\$ 60.00
Verizon Wireless -- Trimble	\$ 40.01
Minnesota Energy Resources -- natural gas bill	\$ 211.96
Sjoberg Cable TV -- email service	\$ 6.00
Lake Country Chevrolet - vehicle purchase	\$ 31,800.34
Roseau Computers - surface laptop with accessories	\$ 3,221.24
MN Watersheds -- conference registration	\$ 653.50
Universal Screen Print -- project map	\$ 96.64
North Pine Services -- snow removal	\$ 126.00
Roseau Lake of the Woods Title & Abstract Co. -- abstracting	\$ 1,581.00
Houston Engineering -- Inv #68693 River Restoration	\$ 5,582.50
Dot.Com Connection -- website maintenance	\$ 60.00
HDR -- Inv #1200577732, #1200577733 & #1200577735	\$ 12,370.59
HDR -- Inv #1200577739 & #1200577729	\$ 8,996.28
HDR -- Inv #1200581282 & #1200581283	\$ 12,947.50
Total:	\$96,551.74