

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD DECEMBER 11, 2025**

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

MANAGERS PRESENT: Carter Diesen, James Johnson, Laverne Voll, Cody Schmalz, and Jason Braaten

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

OTHERS PRESENT:

CONSULTING STAFF PRESENT: Erik Jones, Houston Engineering; Jaqueline Turnow and Michelle Moren, Attorneys; Torin McCormack, HDR Engineering; Tom Enright, DNR; Matt Fisher, BWSR

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

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Voll. The motion was seconded by Manager Schmalz. The motion was carried unanimously. Adoption of the Consent Agenda included:

- Approval of November 6, 2025, regular meeting minutes
- Treasurer's Report with normal monthly bills from Moren Law Office (\$1,7652.50) and HDR Engineering, Inc. (\$10,871.25), including additional bills from Marco (\$1,265.00), DMV (\$608.50), Natural Resources (\$17.22) and RRWMB (\$1,988.00). There were two additional receipts from Kittson County (\$3,778.97) and LOW County (\$594.87).
- Review and approve manager and employee expense vouchers as read by Manager Braaten.

PERMITS: There were no permits at this meeting.

DELEGATION: There were no delegates at this meeting.

OLD BUSINESS: Paid Family Leave Policy: Attorney Moren provided the board with the new Paid Family Leave policy to review. The RRWD Paid Family Leave Policy will now include the board's vote to pay the .66% employee contribution. Manager Braaten made **motion** to adopt the Paid Family Leave policy. Manager Voll seconded the motion. The motion carried unanimously.

NEW BUSINESS: Manager Voll noted a phone call he received from a Roseau County Commissioner, regarding terms of a real estate purchase. The commissioner stated they received complaints from a constituent, not the seller. Attorney Moren explained the District was within the law to negotiate the terms of purchase and had provided the pertinent statute to the County Attorney.

PROJECTS:

- Santl site update: Engineer Jones started the discussion with the possibility of using RIM funding on the Santl site. He stated that the landowners in the area are in favor with moving forward with the next steps. Administrator Halstensgard clarified the RIM funding application process. After the land purchase is complete, the RRWD will own the land and perform regular maintenance. The landowners were given a non-binding copy of the application. Engineer Jones also explained some of the design elements being considered.
- WD3 legal survey: Administrator Halstensgard stated that in order to move forward with the Records of Re-establishment, we need to get a legal survey done. Erik Jones referenced the map of known and unknown corners included in the packet with the Proposal for Legal Survey Services. He gave a quick description of what is needed and included in the contract. Manager Johnson made a **motion** to approve the Houston Engineering contract for legal survey. Manager Braaten seconded the motion. The motion carried unanimously.
- Hay Creek PT update: Administrator Halstensgard gave a Project Team update. She talked to Roseau County Engineer, Ericka Halstensgard, about the priority side water inlets that were contracted out this fall. One of two proposed SWIs was completed. She also noted the County's plan to bid the CD9 repair with the bid opening scheduled in January. Technician Broten sent in TSA applications for the Wahlstrom and Gustafson sites.

Roseau Lake: construction update:

Sprague Creek update: Technician Broten noted Gladen Construction's progress. Torin McCormack gave an in-depth update with pictures. They are operating on schedule and are projected to be done before Christmas.

Administrator Halstensgard added an update to Roseau Lake funding. She talked about the LSOHC bill and a readjustment to funding total. Because of an additional approximately \$20 million added to the LSOHC budget, the RRWD has been awarded an additional \$461,000 for a total of \$3,505,000. This may still be adjusted after the February Budget Forecast.

Administrator Halstensgard noted the positive feedback she received about presentation Technician Broten and Mr. McCormack's gave at the MN Watersheds Conference in Nisswa last week.

Payment Application approval: Manager Voll made a **motion** to approve the payment application 01-15 to Spruce Valley for \$264,802.91. Manager Braaten seconded the motion. The motion carried unanimously.

Set bid opening date: Manager Voll made a **motion** to set the bid opening for January 8, 2026 @ 1:00 p.m. Manager Johnson seconded the motion. The motion carried unanimously. There will be a pre-bid meeting scheduled before the bid opening.

REPORTS:

Administrator: Administrator Halstensgard noting the RRIW checking account balance. Manager Voll made a **motion** to add \$2,500 to the RRIW bank account. Manager Braaten will ask the RRWMB to match. Manager Johnson seconded the motion. The motion carried unanimously. Manager Voll left the meeting.

RRWMB: Manager Braaten gave a short update.

Technician: Technician Broten provided a written report about the Hay Creek BMPs, the post installation on the Texas Crossing on CD8, and the Sprague Peatland Restoration (Roseau Lake Mitigation.) He also mentioned landowner, Sean Barret expressing concern over a drainage issue on his land along WD115.

After a **motion** by Manager Braaten, seconded by Manager Schmalz, the meeting was adjourned at 1:07 p.m. The next meeting will be held on January 8, 2026, at 12:00 p.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

December 2025 Treasurer's report

Checkbook Balance as of December 3, 2025	\$446,872.17
Receipts:	
Citizens State Bank -- interest 11-17-25	\$ 196.48
State of Minnesota -- Whitney Lake reimbursement	\$ 56,566.70
Red River Watershed Management Board -- Roseau Lake reimbursement	\$ 1,053,369.07
Marshall County -- Share of taxes	\$ 1,296.94
Marshall County -- Share of taxes, SD 51	\$ 171.40
Kittson County -- Share of taxes	\$ 3,778.97
LOW County -- Share of taxes	\$ 594.87
Beltrami County -- Share of taxes	\$ 273.50
Total:	\$ 1,116,247.93
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,781.53
Tawni Wensloff -- wages	\$ 2,927.05
Jason Braaten -- Per Diem & mileage	\$ 246.28
Carter Diesen -- Per Diem & mileage	\$ 275.68
James Johnson -- Per Diem & mileage	\$ 775.70
Cody Schmalz -- Per Diem & mileage	\$ 181.94
LaVerne Voll -- Per Diem & mileage	\$ 396.71
Tawni Wensloff -- reimbursement	\$ 176.70
Elan Financial Services -- credit card	\$ 1,592.58
City Of Roseau -- utilities	\$ 311.52
Marco Technologies -- contract	\$ 91.00
Marco --	\$ 264.08
Patrick Moren Law Office -- Legal Fees	\$ 1,762.50
Roseau Electric Co-op -- Int/phone --	\$ 128.86
Verizon Wireless -- Trimble	\$ 40.01
Spruce Valley Corporation -- payment #15	\$ 264,802.91
Halverson Sand and Gravel -- Hay Creek culvert repair	\$ 1,647.80
Northern Resources -- gas	\$ 17.22
Marco -- email retrieval for litigation	\$ 1,265.00
DMV -- license for truck and trailer	\$ 608.50
Houston Engineering -- River Restoration & Santl Side	\$ 8,173.00
RRWMB -- PT Facilitation	\$ 2,144.00
HDR Engineering -- Inv #1200771714, 1200771717 & 1200771719	\$ 9,650.50
HDR Engineering -- Inv #1200771715, 1200771716 & 1200771718	\$ 4,299.00
HDR Engineering -- Inv #1200771713, 1200771720 & 1200770826	\$ 60,790.75
Total:	\$372,307.71