

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD FEBRUARY 6, 2025**

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

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

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

OTHERS PRESENT: Tom Enright, DNR; Randy Prachar;

CONSULTING STAFF PRESENT: Erik Jones; HEI, Nate Dalager; HDR, Michelle Moren; Attorney

AGENDA: A **motion** was made by Manager Voll to approve the agenda with changes. It was seconded by Manager Johnson. Motion carried unanimously.

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

- Approval of the January 2, 2025 regular meeting minutes.
- Approval of the January 13, 2025 special meeting minutes.
- Treasurer report updates - interest income of \$140.23, and additional bills for RRWMB \$12,096.00; North Pine Services for \$660.60; Moren Law Office bill \$2,752.50; Houston Engineering for River Restoration \$4,971.00, Big Swamp North \$10,396.75, and Hay Creek Sub-watershed \$28,782.25.
- Manager and employee expense vouchers as read by Manager Braaten.

PERMITS: There were no permits for this meeting.

DELEGATE: There were no delegates for this meeting.

OLD BUSINESS:

Administrator Halstensgard revisited the River Trail land acquisition stating that a motion is needed to move forward with the David S. Lee land acquisition as outlined in the purchase agreement. A **motion** was made by Manager Voll to move forward with the land acquisition and signing the purchase agreement, seconded by Manager Braaten. Motion carried unanimously.

Administrator Halstensgard discussed the agenda items for the CAC meeting scheduled for February 26, 2025. She will be presenting on the RRWD Summer Tour to hopefully draw some interest for that event. She asked for any additional input as postcards will be mailed out shortly.

Attorney Moren spoke about the Petition for Reestablishment of three ditch systems. Manager Braaten made a **motion** to adopt the resolution to appoint HDR to reestablish drainage system records for CD8. Manager Johnson seconded the motion. The vote was taken by roll call. Voting in favor of the motion: Chairperson Diesen, Manager Voll, Manager Braaten, Manager Schmalz, and Manager Johnson. Motion carried unanimously. Manager Johnson made a **motion** to adopt the resolution to appoint HDR to reestablish drainage system records for WD3. Manager Braaten seconded the motion. The vote was taken by roll call. Voting in favor of the motion: Chairperson Diesen, Manager Voll, Manager Braaten, Manager Schmalz, and Manager Johnson. Motion carried unanimously. Manager Voll made a **motion** to adopt the resolution to appoint HDR to reestablish drainage system records for SD51. Manager Braaten seconded the motion. The vote was taken by roll call. Voting in favor of the motion: Chairperson Diesen, Manager Voll, Manager Braaten, Manager Schmalz, and Manager Johnson. Motion carried unanimously.

NEW BUSINESS:

Brady Martz & Associates, P.C. submitted an engagement letter for the 2024 audit. A **motion** was made by Manager Johnson to approve the Brady Martz 2024 audit engagement letter with revision of the name from Two Rivers Watershed District to Roseau River Watershed District on page one. The motion was seconded by Manager Schmalz. Motion carried unanimously.

Administrator Halstensgard gave an update on our HVAC system. Paul Baumgartner, with NorthWoods Heating and Cooling, came to our office and audited the current system which was determined not to code. He recommended upgrading the furnace, reconfiguring ductwork and adding a heater to the shop area. Manager Voll made a **motion** to upgrade the HVAC system as recommended in the quote. Manager Johnson seconded the motion. Motion carried unanimously.

Administrator Halstensgard asked the board if there was any interest in reviewing parcels the District currently pays property taxes on and looked at changing to tax exempt status. After some discussion, no action was taken at this time.

PROJECT UPDATES:

Big Swamp North: HDR Engineering submitted a scope of work for the Badger Creek component of the Big Swamp North project area. Manager Braaten made a **motion** to approve the scope of work. Chairman Diesen seconded the motion. Motion carried unanimously. Badger Creek would serve as the outlet to Whitney Lake Site A.

Project Updates paused for Bid Opening at 1:00p.m. *Continued after Bid Opening.

1:00 P.M. ROSEAU LAKE: BID OPENING -

There was a total of four bids received, complete with bid bonds, submitted for the Roseau Lake Rehabilitation Project Phases 3 & 4. They were from Gladen Construction, Zavoral Construction, Spruce Valley Corporation, and Davidson Construction. A bid tabulation will be completed. Bids were received for the base and the alternate.

Manager Voll made a **motion** to table the bids for further review by HDR Engineering. The review will be done within a 60-day time period. Manager Schmalz seconded the motion. The motion carried unanimously.

PROJECT UPDATES: *Continued

River Restoration: After some discussion on the Michaelson land exchange, Manager Braaten made a **motion** to approve the agreement as drafted. Manager Johnson seconded the motion. Manager Voll and Manager Schmalz were opposed. The motion carried with 3 managers in favor and two opposed. There was also extensive discussion about the US Army Corps of Engineer's (COE) permit delay due to the proximity of this project to the Duxby Levee. There was discussion on how to proceed to acquire the needed permits in a timely manner.

Sprague Creek: Manager Johnson made **motion** to approve the purchasing and delivery of materials quoted by R&Q Trucking (gravel) and CMI (sheetpile). Manager Braaten seconded the motion. Motion carried unanimously.

Roseau Lake: There were two payment applications from Spruce Valley Corporation before the board for approval, payment application #01-12 for \$222,313.65 and payment application #01-13 for \$47,500.00. Manager Voll made a **motion** to pay both payment applications. Manager Schmalz seconded the motion. Motion carried unanimously.

REPORTS:

RRWMB: Manager Braaten gave updates on the RRWMB.

Technician: Technician Broten gave an update on the WD #3 Lateral 1 outlet extension discussion with landowners. There was also discussion on sloughing and potential culvert and trap failure on County Road 10.

A survey of the Weiland property along the SD51 was completed where the landowner has reported sloughing along the riverbank.

Administrator: Administrator Halstensgard provided a written report and reviewed the following items:

- Red River Basin Commission (RRBC) Conference – Update
- MN Watersheds Legislative Event – Feb 19th-20th
- 26th Annual Joint Conference – March 18th & 19th
- Brochure – A **motion** was made by Manager Voll to approve Houston Engineering to create an informational district brochure with a budget of \$2,000. The motion was seconded by Manager Johnson. Motion carried unanimously.
- HVAC proposal – Discussion took place during the meeting
- Whitney Lake – Soil borings and quotes

OTHER BUSINESS:

Manager Johnson stated that Rick Solberg had contacted him about property Kasey Solberg owns in the Whitney Lake Site A project area. The land is currently on the market with an asking price of \$3,800 per acre. There was no board action taken on this item.

After a **motion** by Manager Braaten, seconded by Manager Schmalz, the meeting was adjourned at 2:23p.m. The next meeting will be held March 6th, 2025, at 8:00 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

February 2025 Bills & Receipts

Checkbook Balance as of January 27, 2025	\$690,180.37
Receipts:	
Citizens State Bank -- interest	\$ 25,310.54
Roseau County -- share of taxes	\$ 29.54
Kittson County -- share of taxes	\$ 1,072.68
RR JPB -- Quickbooks reimbursement	\$ 572.92
Marshall County -- share of taxes	\$ 150,159.27
RR JPB -- Oak Crest Coulee Inv 2024-03	\$ 600.77
Beltrami County -- share of taxes	\$
Total	\$ 177,745.73
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,172.91
Tawni Wensloff -- wages	\$ 2,683.01
Tracy Halstensgard -- Mileage and expenses	\$ 783.32
Jason Braaten -- Per Diem & mileage	\$ 261.67
Carter Diesen -- Per Diem & mileage	\$ 413.51
James Johnson -- Per Diem & mileage	\$ 926.42
Cody Schmalz -- Per Diem & mileage	\$ 181.93
LaVerne Voll -- Per Diem & mileage	\$ 1,110.46
Elan Financial Services -- credit card	\$ 2,488.56
City Of Roseau -- utilities	\$ 206.42
Marco -- copier maintenance contract	\$ 177.66
Marco Technologies -- contract invoice - 3 months	\$ 273.00
Patrick Moren Law Office -- Legal Fees	\$ 2,752.50
Roseau Times Region -- Bid notice	\$ 734.40
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Minnesota Energy Resources -- natural gas	\$ 230.11
Northern Resources Cooperative -- gas for vehicle	\$ 26.02
Coast True Value -- supplies	\$ 147.85
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
Smith Partners -- Roseau River easement acquisition	\$ 2,458.00
Jon Schauer, Dba Consulting -- year-end financials & tax filing	\$ 3,478.87
Dot.com Connections -- website updating	\$ 140.00
North Pine Services -- snow removal	\$ 1,695.60
Simmons Contracting LLC -- Hay Creek connection channel work	\$ 18,690.00
Red River Watershed Management Board -- share of taxes	\$ 7,578.03
Red River Watershed Management Board -- share of stream gage	\$ 12,096.00
Spruce Valley Corporation -- Pay Applications 01-12 and 01-13	\$ 270,813.65
CMI -- Roseau Lake sheetpile (Sprague Creek)	\$ 36,039.35
Northwoods Heating -- new HVAC system	\$ 16,550.00
Houston Engineering -- invoice #74782, 74873, & 74874	\$ 44,150.00
HDR -- Inv #1200683884, 1200668448, & 1200683882	\$ 3,623.80
HDR -- Inv #1200683886, 1200683883 & 1200688983	\$ 31,429.27
Marco -- copier maintenance contract	\$ 177.66
Nelson's Café -- Hay Creek Sub-watershed / CAC catering	\$ 597.97
Total	\$472,217.70

RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(b) states that “meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege;” and

WHEREAS, one or more landowners (or their designees) have threatened litigation regarding the Roseau River Restoration project; and

WHEREAS, the RRWD seeks to meet with its attorney, to discuss the potential litigation; and

WHEREAS, it would be detrimental to the interests of the Board of Managers of the RRWD to hold a public discussion with its attorney regarding the strengths and weaknesses of its legal position(s), strategy, and potential settlement position where an opposing party or opposing attorney could listen to or be made aware of the RRWD’s positions; and

WHEREAS, there is an absolute need for the RRWD Board of Managers to obtain confidential legal advice regarding the threatened litigation and potential settlement in order to maintain the attorney-client privilege.

BE IT RESOLVED by the Board of Managers of the Roseau River Watershed District as follows:

1. The Roseau River Watershed District Board of Managers hereby closes this meeting based upon the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b);
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the legal strategy in responding to threatened litigation against the RRWD.

Dated this 6th day of March, 2025.



Chairman



Secretary