

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

ORDER: Chairman Diesen called the meeting to order at 8:00 a.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: Levi Novacek, County Commissioner; Aaron Gladen, Gladen Representative

CONSULTING STAFF PRESENT: Erik Jones (via Teams), Houston Engineering; Nate Dalager, HDR; Jake Huwe, HDR; Michelle Moren, Attorney; Jacqueline Mosher, Attorney

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

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

- Approval of the February 6, 2025, regular meeting minutes as amended
- February Treasurer's Report included additional receipts for \$113.13 interest income, and additional bills for city utilities for \$194.94, Moren Law Office for \$2,761.25, North Pine Services for \$270.00, and Nelson's Café for \$597.97
- Manager and employee expense vouchers as read by Manager Braaten
- Approval of permit #2025-01(Duane Frislie) and permit #2025-002(Todd Peterson, City of Roseau)

The Board and others present introduced themselves to Moren Law Office's new attorney, Jacqueline Mosher.

OLD BUSINESS: There will be a Hay Creek Project Team meeting scheduled in April. Administrator Halstensgard reviewed the Hay Creek Open House, reporting that it was a good turnout with good questions asked. It was beneficial to have different agencies represented, such as the county and DNR. It seemed well received overall. There was also discussion on the Citizens Advisory Committee meeting.

Administrator Halstensgard discussed the proposed River Trail sites included in the GMRPTC grant application. Ownership of the RRWD land near Trangsrud Landing and Dieter Town Hall, needs to be transferred to the County before a funding application can be completed. Manager Voll made the **motion** to adopt the resolution, pending the addition of legal descriptions, with Manager Johnson seconding it. Motion carried unanimously.

NEW BUSINESS: There was no new business for this meeting.

PROJECT UPDATES:

Big Swamp North: After discussion and a brief review of HDR's Badger Creek / Whitney Lake Site A scope of work, Manager Braaten made a **motion** to approve the scope of work, and authorizing Administrator Halstensgard as signatory. Manager Voll seconded the motion. Motion carried unanimously.

Roseau Lake: After reviewing the bids and currently committed funding, it was the recommendation of Administrator Halstensgard and Engineer Dalager to not award the base bid. Engineer Dalager explained that during the review of the bid sheet for the alternate project, a math error was found in the bids from all four contractors. Because of this fact, Attorney Moren recommended rejecting all bids citing references in law. After discussion with input from the representative from Gladen Construction. Manager Voll made a **motion** to reject all bids and rebid the project. Manager Johnson seconded the motion. Motion carried unanimously. Opening of bids is scheduled for 9:00 a.m. on April 3rd, 2025.

Manager Braaten made a **motion** to approve the HDR Construction Services contract of \$298,460.00, with Administrator Halstensgard given authority to sign. Manager Johnson seconded the motion. Motion carried unanimously.

Whitney Lake: Jake Huwe with HDR spoke about the proposals for soil boring at Whitney Lake Site A. A "consent to access" notice will be mailed to landowners informing them of soil boring plans and locations. Manager Braaten made a **motion** to approve the low quote from Terracon, seconded by Manager Johnson. Motion carried unanimously.

REPORTS:

RRWMB: Manager Braaten gave updates on the RRWMB.

Technician: Technician Broten gave the 2024 MNDNR Dam Safety Inspection Report along with photos. He also presented a printed list of RRWD Maintenance Contractors for 2025.

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

- MN Watersheds special meeting – March 21st in St. Cloud
- 26th Annual Joint Conference for RRWMB – March 18th & 19th
- River Trail sites – GMRPTC funding & transfer of land ownership
- 2024 Audit – Brady Martz will be onsite April 16th
- HVAC installation – installation was complete, and the installing technicians recommended additional insulation be installed in the attic of the entire building. The Board directed Administrator Halstensgard to obtain quotes for the work.
- Miscellaneous – RRJPB funding approval & work plan
- Because of scheduling conflicts and the 4th of July Holiday, the Board scheduled a combined June/July meeting for June 26th

Closed session: Manager Voll made a **motion** to adopt the resolution to close the regular meeting to discuss potential litigation. Manager Johnson seconded the motion. Motion carried unanimously.


Manager Braaten made a **motion** to close the closed meeting. Manager Schmalz seconded the motion. Motion carried unanimously. The Board directed Attorney Moren to send a letter to the opposing counsel.

OTHER BUSINESS:

The Board briefly discussed debris removal in SD 51 upstream of Ross.

After a **motion** by Manager Voll, seconded by Manager Braaten, the meeting was adjourned at 10:40 a.m. The next meeting will be held April 3rd, 2025, at 8:00 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

March 2025 Bills & Receipts

Checkbook Balance as of February 28, 2025	\$546,067.37
Receipts:	
Citizens State Bank -- interest 2-17-25	\$ 113.13
State of Minnesota -- FHM grant; Roseau Lake	\$ 298,528.15
State of Minnesota -- FHM grant; Whitney Lake	\$ 55,297.68
Marshall County -- share of taxes	\$ 90.32
Total:	\$ 354,029.28
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,172.89
Tawni Wensloff -- wages	\$ 2,704.55
Tracy Halstensgard -- Mileage and expenses	\$ 216.00
Jason Braaten -- Per Diem & mileage	\$ 523.35
Carter Diesen -- Per Diem & mileage	\$ 413.51
James Johnson -- Per Diem & mileage	\$ 695.43
Cody Schmalz -- Per Diem & mileage	\$ 363.88
LaVerne Voll -- Per Diem & mileage	\$ 426.11
Elan Financial Services -- credit card	\$ 2,772.94
City Of Roseau -- utilities	\$ 194.94
Patrick Moren Law Office -- Legal Fees	\$ 2,761.25
Roseau Times Region -- notice & open house ad	\$ 316.20
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Northern Resources Cooperative -- gas for vehicle	\$ 41.35
Coast True Value -- supplies	\$ 54.86
Verizon Wireless -- Trimble	\$ 40.01
North Pine Services -- snow removal	\$ 270.00
Smith Partners -- Roseau River easement acquisition	\$ 279.00
Jon Schauer, DbA Consulting -- year-end financials & tax filing	\$ 1,881.25
Minnesota Viewers Association -- 2025 membership dues	\$ 125.00
R & Q Trucking -- Rip Rap for Sprague Creek (Roseau Lake mitigation)	\$ 600.00
Houston Engineering -- invoice #75230 Oak Crest Coulee	\$ 474.00
HDR -- Inv #1200692764, 1200692765 & 1200683891	\$ 5,933.73
HDR -- Inv #1200692767, 1200692829 & 1200692763	\$ 46,559.14
Nelson's Café -- CAC meal	\$ 597.97
Total:	\$77,501.10



REGULAR BOARD MEETING

Sign-in sheet

April 3, 2025 – 8:00 a.m.

RRWD 714 6th St SW Roseau, MN 56751

NAME

EMAIL

PHONE

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