

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD AUGUST 7, 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: See attached list

CONSULTING STAFF PRESENT: Erik Jones, Houston Engineering; Michelle Moren, Attorney; Torin McCormack, HDR; Nate Dalager, HDR; Tom Enright, DNR

AGENDA: A **motion** was made by Manager Braaten to approve the agenda as amended, seconded by Manager Voll. Motion carried unanimously. Changes to the agenda included adding Permit application numbers 25-15, 25-16, and 25-17 to the consent agenda; adding permit application numbers 25-13, 25-14, 25-18, and 25-19 under Permits for discussion; and Byron Dahl and Rick Larsen as Delegates.

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

- Approval of June 26, 2025, regular meeting minutes
- Treasurer's Report: Administrator Halstensgard added the following to the report included in the packet - two deposits from the State, one from the LSOHC funds for the Roseau Lake Project for \$378,953.40 and the other from the Inflation Reduction Act for Juneberry Project Team for \$21,319.00. Additional bills for Elan Financial Services for \$1,714.58, Marco copier contract for \$193.66, Moren Law Office for \$3,407.50, Pete Kvien mowing for \$2,867.50, Houston Engineering for the Oak Crest Final Hearing payment of \$118.50, Tech Works for Google charges for \$345.60, Roseau-LOW Title and Abstract for \$300, and Mark Beito beaver trapping for \$525
- Permits 2025-15, 2025-16, 2025-17
- Review and Approve manager and employee expense vouchers as read by Manager Braaten

PERMITS: Manager Johnson recused himself for the Intercept permit discussion. After discussion, Manager Voll made a **motion** to approve pending application submittal. Manager Braaten seconded the motion. Motion carried with Manager Johnson abstaining. Manager Johnson returned to the meeting.

Permit 2025-13(Brateng) Manager Braaten made a **motion** to approve the permit for the side-water inlets. No permit is needed for the ditch cleaning. Manager Schmalz seconded the motion. Motion carried unanimously.

Permit 2025-14(Brateng) Manger Johnson made a **motion** to table permit until additional information is received. Manager Schmalz seconded the motion. Motion carried unanimously.

Permit 2025-18(Erickson) Manager Braaten made a **motion** to approve the permit. Manager Johnson seconded the motion. Motion carried unanimously.

Permit 2025-19(Brateng) Manager Voll made a **motion** to approve the permit. Manager Johnson seconded the permit. Motion carried unanimously.

DELEGATION: Byron Dahl, landowner, spoke about a parcel of land in Section 8 in Reine Township for potential impoundment site. Technician Broten will review drainage area, topography site map and parcels.

Rick Larson, landowner, spoke about Hwy 89 culverts. The RRWD will submit a recommendation request to MnDOT to lower pipes and grade the ditch.

OLD BUSINESS: There was no old business at this meeting.

NEW BUSINESS:

Property tax exemptions: Administrator Halstengard discussed the inquiry from the County Assessor's Office concerning the tax status of land the District owns. In the past, the board elected to exempt parcels once a project has been built. There was discussion about the property taxes being funded by other property tax funds (RRWD General Levy). Manager Voll made a **motion** to continue to pay the property tax, with Manager Schmalz seconding the motion. Motion carried unanimously.

2026 Budget discussion: Manager Braaten and Administrator Halstengard presented the proposed administrative budgets for 2026. Draft budgets for \$250,000 and \$300,000 were submitted to the Board for discussion. After discussion, Chairman Diesen made a **motion** to approve \$300K as the proposed administrative budget for 2026. Manager Voll seconded the motion. Motion carried unanimously.

Manager Braaten made a **motion** to set the public hearing date at the next RRWD monthly meeting, Thursday, September 4, 2025, at 8:30 a.m. Manager Voll seconded the motion. The motion carried unanimously. Ditch levy discussion followed and will be revisited at next month's meeting.

Land acquisition – Manager Johnson recused himself from the table. Administrator Halstengard reviewed DNR sale #168273. Manager Voll made a **motion** to make the land purchase for \$12,085.75 from the DNR and pursuant to a prior purchase agreement with Jim Johnson transfer the property to Johnson after obtained from the DNR. Manager Braaten seconded the motion. Motion carried with Manager Johnson abstaining. Manager Johnson returned to the meeting.

HR Consultant – Administrator Halstengard discussed the need for an HR consultant to keep up with the ever-changing personnel policies and presented the board with a contract from ASip Consulting. Manager Voll made a **motion** to hire an HR consultant with an adjustment to item #6 of the contract as recommended by Attorney Moren. Manager Johnson seconded the motion. Motion carried unanimously.

PROJECT UPDATES:

Roseau Lake: Because Gladen moved their crew off-site for a couple of weeks last month, there was not much update on construction. The Board reviewed Change Order #2 for the work done at the Mickelson site as a result of the Kveen litigation. Manager Braaten made a **motion** to approve the change order. Manager Johnson seconded the motion. Motion carried unanimously. Spruce Valley has provided a certificate of substantial completion which will be provided to the attorney as well as documentation from HDR Engineering.

The Board heard the request to move forward with the Advertisement for Bids for the Sprague Creek Mitigation portion of the project. Manager Braaten made a **motion** to advertise for bids and set the bid opening for September 4, 2025, at 9 a.m. Manager Johnson seconded the motion. Motion carried unanimously.

Juneberry: Engineer Jones gave a report and advised starting the process to submit the EAW for publication. Chairman Diesen made a **motion** to start the process. Manager Johnson seconded the motion. Motion carried unanimously.

Hay Creek Sub-Watershed: After a brief Discussion, Manager Johnson made a **motion** to have HEI complete the culvert inventory. Manager Braaten seconded the motion. Motion carried unanimously. A Project Team meeting is scheduled for August 25, 2025, at 10:00 a.m.

Manager Braaten reported on issues he's become aware of in what has been thought to be County Ditch 17. Apparently, there is some confusion as to where or if there is a legal ditch system in the area along County Road #3. At this time there is nothing for the Watershed to act upon as it's a County issue. Manager Braaten left the meeting to attend a funeral.

WD 3 Lat 2: Engineer Dalager gave an update on this project and the extenuating circumstances due to pending litigation. Manager Johnson made a **motion** to table the work on WD3 Lateral 2. Manager Voll seconded the motion. Motion carried unanimously.

Manager Braaten left the meeting at 10:08 a.m.

REPORTS:

RRWMB: Manager Braaten was absent for an update on the RRWMB. A written report was provided.

Technician: Authorization was given to do minor repair on the Palmville road.

Administrator: Administrator Halstensgard provided a written report for review.

Closed meeting to discuss pending litigation: Manager Voll made a **motion** to adopt the resolution to close the public meeting to discuss pending litigation – Plaintiff – Lins et al. Manager Johnson seconded the motion. The motion carried unanimously.

Following the closed session, the meeting was re-opened and adjourned.

OTHER BUSINESS:

After a **motion** by Chairman Diesen, seconded by Manager Voll, the meeting was adjourned at 10:25 a.m. The next meeting will be held on September 4, 2025, at 8:00 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

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, Darrell Lins, *et al* have commenced litigation regarding the Roseau Lake project and the Roseau River Restoration project;, claiming *inter alia* unlawful deprivation of property; and

WHEREAS, the RRWD seeks to meet with its attorney, to discuss the pending litigation and potential settlement proposals; 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 pending 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 the pending litigation (Roseau Lake and Roseau River Restoration matters) against the RRWD and potential settlement position.

Dated this 7th day of August, 2025.


Chairman


Secretary

August 2025 Bills & Receipts

Checkbook Balance as of July 29, 2025	\$1,295,335.40
Receipts:	
Citizens State Bank -- interest 7-21-25	\$ 241.51
State of Minnesota -- Hay Creek Section 319 grant reimbursement	\$ 69,897.83
State of Minnesota -- RIM reimbursement - Roseau Lake	\$ 487,635.00
Total:	\$ 557,774.34
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,454.59
Tawni Wensloff -- wages	\$ 3,137.27
Tracy Halstensgard -- Mileage and expenses	\$ 214.66
Jason Braaten -- Per Diem & mileage	\$ 623.39
Carter Diesen -- Per Diem & mileage	\$ 551.35
James Johnson -- Per Diem & mileage	\$ 374.66
Cody Schmalz -- Per Diem & mileage	\$ 349.87
LaVerne Voll -- Per Diem & mileage	\$ 667.49
Elan Financial Services -- credit card	\$ 1,714.58
City Of Roseau -- utilities	\$ 207.11
Minnesota Energy Resources -- natural gas	\$ 10.93
Northern Resources -- gas	\$ 208.21
Marco Technologies -- contract	\$ 91.00
Marco -- copier contract	\$ 193.66
Patrick Moren Law Office -- Legal Fees	\$ 3,407.50
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Verizon Wireless -- Trimble	\$ 40.01
AB's Lawncare -- mowing	\$ 368.68
Leon Mitsatko -- mowing Duxby Levee	\$ 520.00
Pete Kveen -- Norland mowing	\$ 5,365.00
Terracon -- Site A soil borings	\$ 7,280.00
League of Minnesota Cities -- insurance	\$ 5,622.00
TrueNorth Steel -- WD 3 culvert	\$ 9,433.50
Techworks -- Google account storage	\$ 345.60
Roseau-Lake of the Woods Title & Abstract - title search	\$ 300.00
Mark Beito -- beaver bounty	\$ 525.00
Roseau County Recorder	\$ 46.00
BWSR -- training registration	\$ 600.00
Techworks -- Google account storage	\$ 403.20
MN DNR -- land acquisition	\$ 12,085.75
Houston Engineering -- invoice # 77438, 77484, 76851, 76852, 76853 & 76854	\$ 27,908.71
Houston Engineering -- Invoice #77120 & #77188	\$ 2,458.25
HDR Engineering -- Inv #1200735373	\$ 9,005.10
HDR Engineering -- Inv #1200735374, 1200735375 & 1200735372	\$ 9,185.00
HDR Engineering -- Inv #1200735377 & 1200735389	\$ 44,305.75
Total:	\$157,087.56

