

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS
MEETING HELD AUGUST 6, 2026**

ORDER: Chairman Diesen called the meeting to order at 8:00 a.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

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

OTHERS PRESENT: Tom Enright, DNR; Matt Fischer, BWSR; Ericka Halstensgard, RCHD; Randy Prachar, landowner.

AGENDA: A **motion** to approve the agenda was made by Manager Voll. Manager Braaten seconded the motion. The motion carried unanimously.

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

- July 2, 2026 regular meeting minutes with edits
- Permit #26-09 (RCHD)
- Treasurer's Report including the addition of Citizens State Bank interest in the amount of \$162.86, Kittson County payment for \$4,669.83, Moren Law Office bill for \$2,056.25, and a bill from Beito Repair for beaver dam removal in the amount \$1,250.00
- Manager and employee expense vouchers as read by Manager Braaten

OLD BUSINESS:

Administrator Halstensgard talked about the RRWD governing documents, noting that they need review and updating. Administrator Halstensgard, Manager Braaten, Manager Johnson, and Attorney Moren have met to clarify them. There are two versions of our Mission Statement in circulation. Below is the combined updated version of the Mission Statement.

The Roseau River Watershed District is committed to protecting, improving, and managing water resources in a reasonable and orderly manner that promotes public health, general welfare, and environmental integrity. Through science-based regulation, capital projects, education, and cooperative partnerships, the District provides leaderships in water resource management while respecting established rights, due process of law, and the authority of other governing bodies, and ensuring the responsible and cost-effective use of public funds.

Manager Johnson made a **motion** to adopt the Mission Statement. Manager Braaten seconded the motion. The motion carried unanimously.

Attorney Moren made some edits with changes to the By-Laws and clarified some statutes. They were reviewed by the group. Manager Voll made a **motion** to accept the updated By-Laws. Manager Johnson seconded the motion. The motion carried unanimously.

The Policies will be reviewed at a later date.

NEW BUSINESS:

During the Insurance Waiver discussion, it was recommended by Attorney Moren that we Not Waive the monetary limits on municipal tort liability established by Minn. Stat. §466.04. Manager Voll made a **motion** to Not Waive the monetary limits on municipal tort liability established by Minn. Stat. §466.04 as set forth on our Insurance Waiver and authorize Administrator Halstensgard as the signatory. Manager Braaten seconded the motion. The motion carried unanimously.

There was a building maintenance and building addition discussion. Administrator Halstensgard noted the siding on the RRWD Office building needs to be replaced in the next few years. She also mentioned the possibility of adding an addition for storage. She contacted CRW Architecture & Design Group to get an estimate and cost of plans. Manager Johnson made a **motion** to accept the proposal from CRW Architecture & Design Group to design a plan set for a contractor to build the addition. Manager Voll seconded the motion. The motion carried unanimously.

Administrator Halstensgard presented the 2027 draft budget and discussed how she arrived at the proposed numbers. Manager Braaten pointed out edits to the version sent out in the packet. Administrator Halstensgard, along with Manager Braaten as the Treasurer, proposed increasing the Administrative Budget from \$300,000 to \$350,000 due to cost increases.

8:30 Hearing: CD8 final payment hearing: Manager Braaten made a **motion** to open the CD8 final payment hearing. Manager Johnson seconded the motion. Motion carried unanimously. Attorney Moren started the discussion ensuring the public hearing notice, including the affidavit of publication, be part of the record, together with the final Engineer's Report.. Engineer Dalager confirmed that the final report for the project has been provided, and it is recommended that the retainage be paid. Attorney Moren also confirmed that no member of the RRWD has received any verbal or written comments. Engineer Dalager recommended approval of the final payment amount of \$13,177.00 to Apex Drainage, LLC for retainage on the County Ditch 8 Repairs and Hazard Mitigation project. After the short discussion, Manager Voll made a **motion** to close the public hearing. Manager Braaten seconded it. The motion carried unanimously.

A **motion** to make the final payment was made by Manager Braaten, Manager Johnson seconded it. Motion carried unanimously.

The 2027 budget discussion continued. Manager Johnson made a **motion** to approve the 2027 proposed budget draft and schedule the 2027 Budget Hearing for September 3, 2026 at 8:30 a.m. Manager Braaten seconded the motion. Motion carried unanimously.

PROJECTS:

Hay Creek -

Santl Site – Administrator Halstensgard talked about the meeting with landowners and discussed funding options such as RIM funding, WBIF, and LSOHC. Matt Fischer added comments about federal and state funding options as well. The question was posed of whether or not to present the funding issue to the RRWMB under a Water Quality application.

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Gustafson Contract – Chairman Diesen is the current signatory for contracts. Chairman Diesen made a **motion** to add Administrator Halstensgard as a secondary signatory for when Chairman Diesen is unavailable. Manager Braaten seconded his motion. The motion carried unanimously.

BMP sites – There was discussion on six BMP sites in Sect. 1 of Falun Township. Technician Broten gave an update on those sites, noting some details of each. He suggested Houston could possibly create designs for two sites with a quick turnaround for construction yet this fall. The remaining sites would be sent to the TSA for design. Manager Braaten made a **motion** to hire Houston Engineering to design two priority sites. Manager Johnson seconded the motion. Motion carried unanimously. Technician Broten showed pictures of the BMP locations being discussed.

Big Swamp North – Engineer Dalager presented and gave a recap on the three different elements of the project. They are the County Right of Way, Ditch Abandonment, and Badger Creek, noting that all three need to get permitted. There was discussion that followed. Tom Enright added helpful information and wanted to confirm proceeding with the permit process. The Board confirmed support for moving forward with Alternatives 4 & 5 on the project. A future update will be given in September, along with Engineer Dalager's proposal. The project steering committee will move forward with the permitting process.

Roseau Lake- Administrator Halstensgard announced that the contract was received for the LSOHC grant allocation, with the stipulation that money cannot be spent before January 2027. Manager Braaten made a **motion** to accept the contract and authorize Administrator Halstensgard as signatory. Manager Johnson seconded the motion. The motion carried unanimously. Technician Broten presented pictures on Roseau Lake Phases 3 & 4, and Torin McCormack gave a short report on the current progress. There was also mention of installation of gates at various access points, specifically impacting private land.

REPORTS:

RRWMB: Manager Braaten provided a written report and noted IWI Executive Director Chuck Fritz's retirement.

Technician: Technician Broten referred to his written report and noted the beaver dam removal by Beito Repair on the Michaelson's crossing. He confirmed that the mowing and haying has all been done on Hay creek, Duxby, and the West Interceptor. He noted that Pete Kvien mentioned putting markers on culverts for mowing. Ericka Halstensgard will check on reflectors at the RCHD. Technician Broten looked into cost and options of markers. He also talked to Dean Byfuglien about seeding the encroachment on the West Interceptor. He also talked about the wild parsnip on cutoff 10 on SD51, that he has been trying to treat and remove.

Administrator: Administrator Halstensgard provided a written report and included the following in her update:

- US Fish and Wildlife tile setback
- BWSR Buffer Rule revision
- H2Overviews update

OTHER BUSINESS:

Chairman Diesen talked to Mark Beito about beaver trapping in the river, and he will check it out. There was mention of the MN Watersheds Summer Tour in Detroit Lakes this year. Administrator Halstensgard told the board to let her know if anyone wanted to attend so they can get registered.

August 2026 Bills & Receipts

Checkbook Balance as of July 27, 2026	\$308,515.50
Receipts:	
Citizens State Bank -- interest 7-20-26	\$ 162.86
Red River Watershed Management Board -- Pay Request 13	\$ 319,440.18
Beltrami County -- share of taxes	\$ 1,541.28
WSB -- refund	\$ 184.00
Total:	\$ 321,328.32
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 6,165.20
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,917.16
Tawni Wensloff -- wages	\$ 3,204.56
Jason Braaten -- Per Diem & mileage	\$ 394.16
Carter Diesen -- Per Diem & mileage	\$ 277.28
Tracy Halstensgard -- mileage & reimbursement	\$ 322.19
James Johnson -- Per Diem & mileage	\$ 237.40
Cody Schmalz -- Per Diem & mileage	\$ 184.32
LaVerne Voll -- Per Diem & mileage	\$ 535.70
Tawni Wensloff -- reimbursement	\$ 78.95
Elan Financial Services -- credit card	\$ 2,834.37
City Of Roseau -- utilities (pd ACH)	\$ 232.90
Minnesota Energy Resources -- natural gas	\$ 10.89
Marco Technologies -- contract	\$ 95.55
Marco -- copier contract	\$ 189.08
Moren Law Office -- Legal Fees	\$ 2,056.25
Roseau Electric Co-op -- Int/phone (pd ACH)	\$ 96.83
Verizon Wireless -- Trimble	\$ 40.01
Northern Resources -- gas	\$ 497.96
Leon Miksetho -- Duxby mowing	\$ 825.00
Jon Schauer -- Audit adjustments	\$ 1,050.00
AB's Lawn Care -- mowing	\$ 492.58
BradyMartz - 2025 Audit	\$ 13,218.98
Northwoods Heating & Cooling -- AC repair	\$ 279.00
Houston Engineering -- Big Swamp North	\$ 13,879.00
Beito Repair -- SD 51 beaver dam removal	\$ 1,250.00
H2Overviewers -- CD 8 redetermination of benefits; inv #2264	\$ 2,994.75
Pete Kvien - Norland mowing	\$ 7,800.00
HDR Engineering -- Inv #1200840053, 1200840054 & 1200840052	\$ 15,637.20
Apex Drainage -- CD 8 final payment	\$ 13,177.00
Larson Helicopter -- spraying	\$ 839.45
HDR Engineering -- Inv #1200840473 & 1200840045	\$ 24,340.30
Total:	\$117,154.02

The next meeting will be held September 3, 2026 at 8:00 a.m. After a **motion** by Manager Voll and seconded by Manager Braaten, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Laverne Voll', written over a horizontal line.

Laverne Voll, Secretary

A handwritten signature in blue ink, appearing to read 'Tracy Halstensgard', written over a horizontal line.

Tracy Halstensgard, Administrator