

**REGULAR MEETING of the BOARD OF MANAGERS**  
**Thursday February 6, 2025 – 12:00 p.m.**  
**RRWD OFFICE 714 6<sup>th</sup> Street SW, ROSEAU MINNESOTA**



**Agenda**

❖ **CALL TO ORDER:**

- Pledge of Allegiance
- Approve agenda: \_\_\_\_\_

❖ **CONSENT AGENDA:** \_\_\_\_\_

- January 2, 2025 regular board meeting minutes
- January 13, 2025 special meeting minutes
- Treasurer's report
- Permits
- Review and approve manager and employee expense vouchers

❖ **OLD BUSINESS:**

- River Trail acquisition: \_\_\_\_\_
- Citizens Advisory Committee meeting: update \_\_\_\_\_
- Petition for Reestablishment of Records: \_\_\_\_\_

❖ **NEW BUSINESS:**

- 2024 audit engagement letter: \_\_\_\_\_
- HVAC upgrade: \_\_\_\_\_
- Property tax exemptions: \_\_\_\_\_

❖ **PROJECTS:**

- Rock Arch Payment Application: \_\_\_\_\_
- River Restoration: Michaelsohn land exchange \_\_\_\_\_
- Sprague Creek materials purchase: \_\_\_\_\_
- Roseau Lake Payment Applications: \_\_\_\_\_

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

❖ **REPORTS:**

- RRWMB: \_\_\_\_\_
- Specialist: \_\_\_\_\_
- Administrator: \_\_\_\_\_

❖ **OTHER ITEMS:** \_\_\_\_\_

❖ **NEXT MEETING DATE:** March 6, 2025 @ 8:00 a.m.

❖ **MOTION TO ADJOURN:** \_\_\_\_\_ Time: \_\_\_\_\_

❖ **DATES TO REMEMBER:**

- Feb. 11 – RRWMB meeting in Ada
- Feb. 17 – Office closed
- Feb. 18 & 20 – MN Watersheds Legislative Event in St. Paul
- Feb. 24 – Joint meeting with TRWD – Nordheim Café in Karlstad
- Feb. 26 – Hay Creek Open house and CAC meeting – City Center
- Feb. 27 – Big Swamp North and Juneberry Project Team meetings
- March 18 & 19 – RRWMB Joint Conference - Moorhead

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS MEETING HELD JANUARY 2, 2025**

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

**MANAGERS PRESENT:** Carter Diesen, Jim Johnson, Jason Braaten, LaVerne Voll, and Cody Schmalz

**STAFF PRESENT:** Administrator Halstensgard, Technician Broten, & Assistant Wensloff

**OTHERS PRESENT:** Daryl Wicklund

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

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

**BOARD REORGANIZATION:** A **motion** was made by Manager Voll to keep the appointments the same as last year, as was written in the agenda. It was seconded by Manager Schmalz. Motion carried unanimously. With this motion, the following appointments will stand for 2025.

<b><u>2025</u></b>	
Chairman	Manager Diesen
Vice-Chair	Manager Johnson
Secretary	Manager Voll
Treasurer	Manager Braaten
Official Depository	Bremer Bank, Citizens State Bank and Border State Bank
Official Newspaper	Roseau Times-Region
Legal Council	Moren Law Office
Engineering Firm	No primary engineering firm
FSA Representative	Manager Diesen
RRWMB representative	Manager Braaten, Delegate Manager Voll, Alternate
RRIW representative	Managers Voll & Schmalz
Personnel Committee	Managers Braaten & Voll

**2025 Regular Board Meetings -**

January 2 – 12 p.m.	July 3 – 8 a.m.
February 6 – 12 p.m.	August 7 -- 8 a.m.
March 6 – 8 a.m.	September 4 – 8 a.m.
April 3 - 8 a.m.	October 2 – 8 a.m.
May 1 – 8 a.m.	November 6 – 8 a.m.
June 5 -- 8 a.m.	December 4 -- 8 a.m.

## **CONSENT AGENDA:**

Item removed from consent agenda: The minutes of the December 12, 2024 meeting were removed from the consent agenda for further discussion regarding WD3. Administrator Halstensgard clarified the change to the WD3 outlet discussion in the December minutes and added the amendments. Manager Braaten made a **motion** to approve the minutes as amended. Manager Johnson seconded the motion. Motion carried unanimously.

## **REMAINING ITEMS IN CONSENT AGENDA:**

Administrator Halstensgard stated that the Treasurer's Report in the packet is updated with the additional deposits from the State for the Roseau Lake Project, in the amounts of \$499,576.10 and \$683,481.77. There were also two additional bills to add; they were from Moren Law Office for \$2,000 and another for Multi Office Products for \$128.13.

There were no permits to approve for the month of December.

Adoption of the Consent Agenda included December Treasurer's Report with changes, and manager and employee expense vouchers as read by Manager Braaten. A **motion** to approve the consent agenda was made by Manager Voll and seconded by Manager Johnson. The motion carried unanimously.

**OLD BUSINESS:** There was no Old Business for this meeting.

**NEW BUSINESS:** Administrator Halstensgard gave a presentation on the past 10-year accomplishments at the RRWD. She also noted that she would like feedback from the board on which efforts they would like to prioritize in the future. Administrator Halstensgard recommended focusing some effort on drainage record reestablishment on WD3, CD8, and SD51. After discussion with legal and engineering consultants, Manager Braaten made a **motion** to have Attorney Moren draft a resolution for reestablishment of record for WD3, CD8, and SD51. Manager Johnson seconded the motion. The motion carried unanimously.

The Board discussed scheduling the Citizen Advisory Committee (CAC) public information meeting. Administrator Halstensgard will schedule the meeting sometime in February.

**PROJECTS:** A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve advertising for bids for the Roseau Lake Project Phases 3 & 4 with the bid opening scheduled for 1:00 p.m. February 6, 2025. Motion carried unanimously.

Manager Voll made a **motion** to pay partial payment #7 to R & Q Trucking for 2.5% of the retainage, in the amount of \$20,780.48, for the Oakcrest Coulee project. Manager Schmalz seconded the motion. Motion carried unanimously.

There was discussion on the LSOHC funding for the River Restoration Project and slowing down the process to further address permitting, landowner issues, and other concerns. Manager Johnson made a **motion** to withdraw the extension requests. Manager Schmalz seconded the motion. The motion carried unanimously. Administrator Halstensgard will notify LSOHC staff before their meeting tomorrow.

## **REPORTS:**

**RRWMB:** Manager Braaten provided an update on the RRWMB, including the legislative open house to meet with legislators.

**WATERSHED TECHNICIAN:** Technician Braaten updated the board on Hay Creek/Norland Connection Channel mowing completion by Cass Simmons. He also discussed the debris clearing on SD51 and a couple of contractor options. Manager Voll made a **motion** to hire Matt Anderson as the lower per hour contractor. Manager Schmalz seconded his motion. The motion carried unanimously.

Technician Broten reported that approx. \$8,000 of RRWD data loggers needed to be replaced. The data loggers have reached their life expectancy and the District is still monitoring several project areas. Manager Johnson made a **motion** to authorize ordering the data loggers from Solinst with a budget of \$8000.00. Manager Braaten seconded the motion. Motion carried unanimously.

**ADMINISTRATOR:** Administrator Halstensgard deferred to her written report along with the following items:

- Red River Basin Commission (RRBC) Conference – Managers Voll, Johnson, and Diesen plan on attending. Manager Braaten was registered by the RRWMB and will also be attending.
- MN Watersheds Legislative Event – in St. Paul Feb. 18<sup>th</sup> through 20<sup>th</sup>.
- Equipment charge rates update – Manager Braaten made a **motion** to adopt the Resolution Defining District Equipment Charge Rate (see Attached). Manager Johnson seconded the motion. The motion carried unanimously.
- There was **motion** made by Manager Voll to pay the Pay Request #4 for the Rock Arch Rapids Project for \$17,183.87. Manager Schmalz seconded the motion. The motion passed unanimously.
- Intensive Watershed Monitoring meeting scheduled from 10:00 a.m. on Jan. 9<sup>th</sup> in our office.

**CLOSED MEETING: LITIGATION:** Manager Johnson made a **motion** to adopt the resolution to close the public meeting for litigation discussion. Manager Voll seconded the motion. The motion carried unanimously.

A **motion** was made by Manager Johnson, seconded by Manager Schmalz to open the public meeting. Motion carried. A **motion** was made by Manager Voll, seconded by Manager Schmalz, to schedule a special meeting for January 13<sup>th</sup> at 8:30 to discuss litigation. Motion carried unanimously.

**OTHER BUSINESS:**

The next regular meeting will be February 6, 2025, at 12:00 p.m. After a **motion** by Manager Braaten and seconded by Manager Johnson, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

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LaVerne Voll, Secretary

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Tracy Halstensgard, Administrator

January 2025 Bills & Receipts

Checkbook Balance as of December 27, 2024	\$314,048.49
<b>Receipts:</b>	
Citizens State Bank -- interest 12-16-24	\$ 106.03
Red River Watershed Management Board -- River Restoration WQ PR 1	\$ 51,847.69
Red River Watershed Management Board -- Roseau Lake PR 4	\$ 111,572.00
League of Minnesota Cities -- dividend	\$ 93.00
Roseau County -- PILT payment	\$ 1,205.18
State of Minnesota -- Malung Dam	\$ 40,000.00
State of Minnesota -- Market Value Credit (MVC)	\$ 12,056.29
State of Minnesota -- Roseau Lake FHM grant	\$ 499,576.10
State of Minnesota -- Roseau Lake LSOHC grant	\$ 683,481.77
<b>Total:</b>	<b>\$ 1,399,938.06</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,952.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,171.90
Tawni Wensloff -- wages	\$ 2,797.50
Jason Braaten -- Per Diem & mileage	\$ 130.84
Carter Diesen -- Per Diem & mileage	\$ 137.84
James Johnson -- Per Diem & mileage	\$ 115.44
Cody Schmalz -- Per Diem & mileage	\$ 181.94
LaVerne Voll -- Per Diem & mileage	\$ 652.79
Elan Financial Services -- credit card	\$ 1,414.34
City Of Roseau -- utilities	\$ 187.15
Marco -- copier maintenance contract	\$ 203.66
Patrick Moren Law Office -- Legal Fees	\$ 2,000.00
Roseau Times Region -- Meeting Notice	\$ 53.20
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Minnesota Energy Resources -- natural gas	\$ 224.55
Northern Resources Cooperative -- gas for vehicle	\$ 75.22
Minnesota Energy Resources -- natural gas (Feb bill)	\$ 139.51
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
League of Minnesota Cities -- Dues	\$ 2,358.00
Houston Engineering -- Invoice #74397, 74396 & 74395	\$ 38,648.39
Houston Engineering -- invoice #74400, 72954 & #74036	\$ 31,804.21
Spruce Valley Corporation -- Roseau Lake Pay Application 01-10	\$ 355,071.73
Spruce Valley Corporation -- Roseau Lake Pay Application 01-11	\$ 328,410.04
Spruce Valley Corporation -- Rock Arch Rapids pay application 4	\$ 17,183.87
Red River Watershed Management Board -- share of taxes	\$ 124,839.68
R & Q Trucking -- Oak Crest PR #7	\$ 20,781.47
HDR -- Inv #1200678738 & #1200678737	\$ 8,042.75
HDR -- Inv #1200678060 & #1200674783	\$ 35,309.18
BIL Manufacturing -- gates for Roseau Lake project	\$ 5,279.63
<b>Total:</b>	<b>\$985,340.58</b>

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS SPECIAL MEETING HELD JANUARY 13, 2025**

The purpose of this meeting was to review and consider acceptance of the settlement agreement signed by Plaintiffs on January 2 and January 3, 2025, in litigation matter: Kveen et al. v. Roseau River Watershed District, et al.; US District Court Case No.: 24-2494 (JRT-LIB)

**MANAGERS PRESENT:** James Johnson, Jason Braaten, Carter Diesen, and LaVerne Voll

**STAFF PRESENT:** Administrator Halstensgard, and Technician Broten

**CONSULTANTS PRESENT:** Attorney Michelle Moren

Chairman Diesen called the meeting to order at 8:30 a.m.

Attorney Moren stated that the agenda for the meeting was for the board to review and act upon the Settlement Agreement and Limited Release reached by the parties to the litigation as referenced above.

A **motion** was made by Manager Johnson, seconded by Manager Braaten to approve the agenda as stated. Motion carried unanimously.

Following review of the Settlement Agreement signed by Plaintiffs, and discussion of the Board, and upon the advice of counsel, the Board moved as follows:

A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve the Settlement Agreement as signed by Plaintiffs and authorize the Chair and Administrator as signatories. Motion carried unanimously.

Manager Voll made a **motion** to adjourn the meeting, seconded by Manager Johnson. The meeting adjourned at 8:34 a.m.

Respectfully submitted,

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LaVerne Voll, Secretary

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Tracy Halstensgard, Administrator



February 2025 Treasurer's Report

Checkbook Balance as of January 27, 2025	\$690,180.37
<b>Receipts:</b>	
Citizens State Bank -- interest	
Roseau County -- share of taxes	\$ 25,310.54
Kittson County -- share of taxes	\$ 29.54
RR JPB -- Quickbooks reimbursement	\$ 1,072.68
Marshall County -- share of taxes	\$ 572.92
RR JPB -- Oak Crest Coulee Inv 2024-03	\$ 150,159.27
<b>Total:</b>	<b>\$ 177,144.95</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,796.23
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,087.92
Tawni Wensloff -- wages	
Jason Braaten -- Per Diem & mileage	
Carter Diesen -- Per Diem & mileage	
James Johnson -- Per Diem & mileage	
Cody Schmalz -- Per Diem & mileage	
LaVerne Voll -- Per Diem & mileage	
Elan Financial Services -- credit card	\$ 2,488.56
City Of Roseau -- utilities	
Marco -- copier maintenance contract	\$ 177.66
Marco Technologies -- contract invoice	\$ 91.00
Patrick Moren Law Office -- Legal Fees	
Roseau Times Region -- Meeting Notice	
Roseau Electric Co-op -- Int/phone --	\$ 128.73
Minnesota Energy Resources -- natural gas	
Northern Resources Cooperative -- gas for vehicle	
Coast True Value -- supplies	\$ 47.83
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
Smith Partners -- Roseau River easement acquisition	\$ 1,425.70
Jon Schauer, Dba Consulting -- year-end financials & tax filing	\$ 3,478.87
Dot.com Connections -- website updating	\$ 140.00
North Pine Services -- snow removal	\$ 1,035.00
Simmons Contracting LLC -- Hay Creek connection channel work	\$ 18,690.00
Houston Engineering -- Oak Crest Coulee invoice #74400	
HDR -- WD 3, 12-01-24 Through 12-28-24 Inv #1200683884	\$ 480.00
HDR -- Roseau & Malung Dams, 12-01-24 Through 12-28-24 Inv # 1200683891	\$ 489.98
HDR -- SD 69 Big Swamp North, 12-01-24 Through 12-28-24 Inv #1200683882	\$ 1,043.80
HDR -- Roseau Lake 12-01-24 Through 12-28-24 Inv #1200683886	\$ 19,848.57
HDR -- Hay Creek PT 12-01-24 Through 12-28-24 Inv 1200683883	\$ 140.70
HDR -- Whitney Lake site A 12-01-24 Through 12-28-24 Inv #1200688983	\$ 11,440.00
<b>Total:</b>	<b>\$70,076.56</b>

**STATE OF MINNESOTA**  
*Before the*  
**ROSEAU RIVER WATERSHED DISTRICT**  
**SITTING AS THE DRAINAGE AUTHORITY FOR**  
**ROSEAU COUNTY DITCH #8**

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**In the Matter of:**

**the Reestablishment of Roseau County  
Ditch #8 Drainage System Records**

**FINDINGS, ORDER AND RESOLUTION  
INITIATING THE REESTABLISHMENT  
OF DRAINAGE SYSTEM RECORDS**

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The Roseau River Watershed District Board of Managers, sitting as the drainage authority for Roseau County Ditch #8 pursuant to Minn. Stat. § 103E.101, subd. 4a, based on the record and proceedings, Manager \_\_\_\_\_ moved, seconded by Manager \_\_\_\_\_ to adopt the following Findings and Order and Resolution:

**Findings:**

1. The Roseau River Watershed District is the drainage authority for Roseau County Ditch #8.
2. After thorough investigation of the drainage system record, the drainage authority finds that the records establishing the alignment, profile, and right-of-way of Roseau County Ditch #8 are incomplete.
3. The Board had previously discussed a brief history of the system and had been advised by technical staff and engineers that the records are incomplete.
4. Minn. Stat. § 103E.101, subd. 4a allows the drainage authority to initiate proceedings to reestablish records defining the alignment; cross-section; profile; hydraulic structure locations; materials; dimensions and elevations; or right-of-way of a drainage system as originally constructed or subsequently improved.

**Order and Resolution:**

Based on the foregoing Findings and the entire record of proceedings before the Board, acting as the drainage authority for Roseau County Ditch #8 hereby orders and resolves as follows:

- A. The Board shall follow the procedures of Minn. Stat. § 103E.101, subd. 4a to reestablish and correct the drainage system record for Roseau County Ditch #8 to reflect the functional alignment, dimension, grade, and right-of-way of the system.

- B. HDR Engineering Inc. is hereby appointed to serve as the engineer for the investigation and preparation of the engineer's report. The engineer, shall investigate and report findings defining the alignment; cross-section; profile; hydraulic structure locations, materials dimensions, elevations; and right-of-way of the drainage system.
  
- C. Once the engineer's report is filed, the secretary shall give notice of the hearing by mail to the commissioner of natural resources, the executive director of the Board of Water and Soil Resources, and all property owners benefited or damaged by the drainage system and shall give additional notice either in a newspaper of general circulation in the drainage system area or by publication on the drainage authority's website.

After discussion, the Board Chair called the question by roll call vote. The question was on the adoption of the foregoing findings, order, and resolution, and there were \_\_\_\_ yeas, \_\_\_\_ nays, \_\_\_\_ absent, and \_\_\_\_ abstentions as follows:

	Yea	Nay	Absent	Abstain
Diesen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmalz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Braaten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the motion passed and the Findings, Order, and Resolution adopted.

\_\_\_\_\_  
Carter Diesen, Chairman

Dated: \_\_\_\_\_

\* \* \* \* \*

I, Tracy Halstensgard, Roseau River Watershed District Administrator, with authority granted to me to sign, do hereby certify that I have compared the above motion; findings, order, and resolution with the original thereof as the same appears of record and on file with the Roseau River Watershed District and find the same to be a true and correct transcript thereof. The above order was filed with me, Roseau River Watershed District, Administrator on \_\_\_\_\_

IN TESTIMONY WHEREOF, I hereunto set my hand this  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Tracy Halstensgard

**STATE OF MINNESOTA**  
*Before the*  
**ROSEAU RIVER WATERSHED DISTRICT**  
**SITTING AS THE DRAINAGE AUTHORITY FOR**  
**STATE DITCH #51**

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**In the Matter of:**

**the Reestablishment of State Ditch #51  
Drainage System Records**

**FINDINGS, ORDER AND RESOLUTION  
INITIATING THE REESTABLISHMENT  
OF DRAINAGE SYSTEM RECORDS**

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The Roseau River Watershed District Board of Managers, sitting as the drainage authority for State Ditch #51 pursuant to Minn. Stat. § 103E.101, subd. 4a, based on the record and proceedings, Manager \_\_\_\_\_ moved, seconded by Manager \_\_\_\_\_ to adopt the following Findings and Order and Resolution:

**Findings:**

1. The Roseau River Watershed District is the drainage authority for State Ditch #51.
2. After thorough investigation of the drainage system record, the drainage authority finds that the records establishing the alignment, profile, and right-of-way of State Ditch #51 are incomplete.
3. The Board had previously discussed a brief history of the system and had been advised by technical staff and engineers that the records are incomplete.
4. Minn. Stat. § 103E.101, subd. 4a allows the drainage authority to initiate proceedings to reestablish records defining the alignment; cross-section; profile; hydraulic structure locations; materials; dimensions and elevations; or right-of-way of a drainage system as originally constructed or subsequently improved.

**Order and Resolution:**

Based on the foregoing Findings and the entire record of proceedings before the Board, acting as the drainage authority for State Ditch #51 hereby orders and resolves as follows:

- A. The Board shall follow the procedures of Minn. Stat. § 103E.101, subd. 4a to reestablish and correct the drainage system record for State Ditch #51 to reflect the functional alignment, dimension, grade, and right-of-way of the system.

- B. HDR Engineering Inc. is hereby appointed to serve as the engineer for the investigation and preparation of the engineer's report. The engineer, shall investigate and report findings defining the alignment; cross-section; profile; hydraulic structure locations, materials dimensions, elevations; and right-of-way of the drainage system.
- C. Once the engineer's report is filed, the secretary shall give notice of the hearing by mail to the commissioner of natural resources, the executive director of the Board of Water and Soil Resources, and all property owners benefited or damaged by the drainage system and shall give additional notice either in a newspaper of general circulation in the drainage system area or by publication on the drainage authority's website.

After discussion, the Board Chair called the question by roll call vote. The question was on the adoption of the foregoing findings, order, and resolution, and there were \_\_\_\_ yeas, \_\_\_\_ nays, \_\_\_\_ absent, and \_\_\_\_ abstentions as follows:

	Yea	Nay	Absent	Abstain
Diesen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmalz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Braaten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the motion passed and the Findings, Order, and Resolution adopted.

\_\_\_\_\_  
Carter Diesen, Chairman

Dated: \_\_\_\_\_

\* \* \* \* \*

I, Tracy Halstensgard, Roseau River Watershed District Administrator, with authority granted to me to sign, do hereby certify that I have compared the above motion; findings, order, and resolution with the original thereof as the same appears of record and on file with the Roseau River Watershed District and find the same to be a true and correct transcript thereof. The above order was filed with me, Roseau River Watershed District, Administrator on \_\_\_\_\_

IN TESTIMONY WHEREOF, I hereunto set my hand this  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Tracy Halstensgard

**STATE OF MINNESOTA**  
*Before the*  
**ROSEAU RIVER WATERSHED DISTRICT**  
**SITTING AS THE DRAINAGE AUTHORITY FOR**  
**ROSEAU RIVER WATERSHED DISTRICT DITCH #3 (WD #3)**

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**In the Matter of:**

**the Reestablishment of Roseau River  
Watershed District Ditch #3 Drainage  
System Records**

**FINDINGS, ORDER AND RESOLUTION  
INITIATING THE REESTABLISHMENT  
OF DRAINAGE SYSTEM RECORDS**

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The Roseau River Watershed District Board of Managers, sitting as the drainage authority for Roseau River Watershed District Ditch #3 (WD #3) pursuant to Minn. Stat. § 103E.101, subd. 4a, based on the record and proceedings, Manager \_\_\_\_\_ moved, seconded by Manager \_\_\_\_\_ to adopt the following Findings and Order and Resolution:

**Findings:**

1. The Roseau River Watershed District is the drainage authority for WD #3.
2. After thorough investigation of the drainage system record, the drainage authority finds that the records establishing the alignment, profile, and right-of-way of WD #3 are incomplete.
3. The Board had previously discussed a brief history of the system and had been advised by technical staff and engineers that the records are incomplete.
4. Minn. Stat. § 103E.101, subd. 4a allows the drainage authority to initiate proceedings to reestablish records defining the alignment; cross-section; profile; hydraulic structure locations; materials; dimensions and elevations; or right-of-way of a drainage system as originally constructed or subsequently improved.

**Order and Resolution:**

Based on the foregoing Findings and the entire record of proceedings before the Board, acting as the drainage authority for WD #3 hereby orders and resolves as follows:

- A. The Board shall follow the procedures of Minn. Stat. § 103E.101, subd. 4a to reestablish and correct the drainage system record for WD #3 to reflect the functional alignment, dimension, grade, and right-of-way of the system.



- B. HDR Engineering Inc. is hereby appointed to serve as the engineer for the investigation and preparation of the engineer's report. The engineer, shall investigate and report findings defining the alignment; cross-section; profile; hydraulic structure locations, materials dimensions, elevations; and right-of-way of the drainage system.
  
- C. Once the engineer's report is filed, the secretary shall give notice of the hearing by mail to the commissioner of natural resources, the executive director of the Board of Water and Soil Resources, and all property owners benefited or damaged by the drainage system and shall give additional notice either in a newspaper of general circulation in the drainage system area or by publication on the drainage authority's website.

After discussion, the Board Chair called the question by roll call vote. The question was on the adoption of the foregoing findings, order, and resolution, and there were \_\_\_\_ yeas, \_\_\_\_ nays, \_\_\_\_ absent, and \_\_\_\_ abstentions as follows:

	Yea	Nay	Absent	Abstain
Diesen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmalz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Braaten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the motion passed and the Findings, Order, and Resolution adopted.

\_\_\_\_\_  
Carter Diesen, Chairman

Dated: \_\_\_\_\_

\* \* \* \* \*

I, Tracy Halstensgard, Roseau River Watershed District Administrator, with authority granted to me to sign, do hereby certify that I have compared the above motion; findings, order, and resolution with the original thereof as the same appears of record and on file with the Roseau River Watershed District and find the same to be a true and correct transcript thereof. The above order was filed with me, Roseau River Watershed District, Administrator on \_\_\_\_\_

IN TESTIMONY WHEREOF, I hereunto set my hand this  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Tracy Halstensgard

January 20, 2025

Roseau River Watershed District  
714 6<sup>th</sup> St SW  
Roseau, MN 56751

To the Board and Management of Two Rivers Watershed District

This letter is to confirm and specify the terms of Brady, Martz, & Associates, P.C., Brady Martz, LLC and their respective affiliates (collectively “BMA”) engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom services are provided to confirm the following arrangements.

We are pleased to confirm our understanding of the services we are to provide Roseau River Watershed District (District) for the year ended December 31, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended December 31, 2024.

We have also been engaged to report on supplementary information other than required supplementary information that accompanies the Roseau River Watershed District’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor’s report on the financial statements:

- 1) Budgetary Comparison Schedule
- 2) Schedule of Fund Balances by Project

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

- 1) Management, Discussion and Analysis
- 2) Officials Directory

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our audit will be conducted in accordance GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. No. 6.65, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (1) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Other Services**

We will perform the following nonaudit services:

- Proposition of journal entries necessary to present the financial statements in accordance with the cash basis of accounting.
- Assist with the drafting of the District's financial statements and disclosures in accordance with the cash basis of accounting.
- Assist with the preparation of the District's Financial Reporting Form.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to Roseau River Watershed District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brady, Martz & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brady Martz personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Brian Opsahl is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately April 14, 2025, and to issue our reports no later than June 30, 2025.

Our fee for the District audit is \$11,000 for the year ended December 31, 2024 (see also paragraph below). Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Brady Martz remains dedicated to timely, quality delivery of service that meet your evolving needs. We will include a separately stated technology and data security fee calculated as five percent of the fee for our services. This fee enables Brady Martz to provide the ongoing technology infrastructure and data security required to maintain the level of service and support you expect.

The fee estimate is not based upon the organization receiving Federal Awards subject to Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and*

*Audit Requirements for Federal Awards.* If the organization spends \$750,000 or more in federal funds in the year ended December 31, 2024, additional procedures will be required to audit the major federal program(s). An additional fee of \$5,000 will be charged per major federal program required to be tested.

**Reporting**

We will issue a written report upon completion of our audit of the Roseau River Watershed District's financial statements. Our report will be addressed to the governing board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Roseau River Watershed District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

If circumstances occur related to the condition of your records, the availability of sufficient and appropriate audit evidence, the ability of your personnel to provide the requested records and audit support in a timely manner, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement. If your engagement is terminated, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Brady, Martz & Associates, P.C.

**RESPONSE:**

This letter correctly sets forth the understanding of Roseau River Watershed District.

Management's signature: \_\_\_\_\_

Title: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_







# NORTHWOODS, INC.

*HEATING COOLING INSULATION*

1/23/25

## Roseau River Watershed HVAC Update Proposal

Dec 2024 Analysis of heating system -

Electric Boiler Floor Heat System – The floor heat tubes in the floor were pressure tested and found to be leaking somewhere under the floor. No water present on the surface of the floor but system does not hold fluid. This outcome was not surprising as all of the control wiring had been disconnected from the zone valves and to our knowledge this system has not been used since long before RRWD occupied the building. This system would not be feasible to repair.

Gas Furnace Forced Air – This system services the office and garage area. In our observations the ducting in the garage was added after the fact, most likely when the floor heat failed. This is a concern with MN Mechanical Code. The code reads that occupied space (office) cannot share air with an active garage which any vehicle with a fuel combustion motor is parked. This is a concern.

The provided quotes rectify this issue by providing a typical hanging garage Natural Gas heater to heat the garage area. The quotes also provide a new gas furnace to heat the office area. With this gas furnace quote we also propose rectifying the ducting to separate the office from garage in sharing air. Currently, more than half the cold air return is coming from the garage. The concern is any vehicle that is started in the garage releases carbon monoxide which is sucked into the furnace thru the cold air return and distributed to the office area and back in the garage.

The added benefit of separating these 2 areas would be the garage could be kept at a lower temp than the office area. This would improve overall efficiency of the building.

Also added to the gas furnace quote for the office area is an optional plenum heater. This would qualify as a dual fuel system of the off peak rate. The off peak power to the existing electric boiler could be used for the electric plenum heater. The existing AC had been replaced in the past couple years and could be re used with a new furnace.

Northwoods Heating and Cooling, Inc.  
 39639 280th St  
 Roseau, MN 56751 US  
 2184631752  
 northwoodshc@gmail.com

# Estimate



**NORTHWOODS, INC.**  
 HEATING COOLING INSULATION

ADDRESS
Roseau River Watershed District 714 6th St SW Roseau, MN 56751

ESTIMATE #	DATE
1568	01/23/2025

**P.O. NUMBER**  
 Office Furnace

DESCRIPTION	QTY	AMOUNT
Bryant 917 Gas Furnace - 80K BTU - 97% AFUE Complete Install with existing central air unit Thermostat Install	1	6,210.00
Ducting Materials and Labor * Demo Existing Ducting servicing the garage area and cap off ducting hole. * Remove zone dampers serving the garage and office * Provide adequate return ducting to office area * Tie existing office ducting into new furnace install	1	2,840.00
Optional Electric Plenum Heater ADD \$ 3610 * 20KW plenum heater (off - Peak) * Plenum heater would use existing electrical service currently hooked to the electric boiler. * This would provide 2 sources of heat for the office space REBATE FROM THE CITY OF ROSEAU \$ 1,800 APPROX ( rebate must be verified by property owner from the city of Roseau)		

**TOTAL** **\$9,050.00**

Accepted By

Accepted Date

Northwoods Heating and Cooling, Inc.  
39639 280th St  
Roseau, MN 56751 US  
2184631752  
northwoodshc@gmail.com

# Estimate



**NORTHWOODS, INC.**  
*HEATING COOLING INSULATION*

ADDRESS
Roseau River Watershed District 714 6th St SW Roseau, MN 56751

ESTIMATE #	DATE
1567	01/23/2025

**P.O. NUMBER**  
Garage Heat

DESCRIPTION	QTY	AMOUNT
Reznor UDX Unit Heater - 125K BTU - Hung in the SW corner of the garage blowing towards the NE corner. Complete install - Labor - Materials  ** This unit would run on its own independent thermostat allowing the temp in the garage to be maintained at a lower temp than the office.	1	3,890.00
<b>TOTAL</b>		<b>\$3,890.00</b>

Accepted By

Accepted Date



# Sprague Creek Materials Cost Estimates

Date: Wednesday, January 15, 2025

Project: Sprague Creek Wetland Mitigation

To: Roseau River Watershed District

From: HDR

Subject: Vendor Costs for materials, winter 2025 construction

**Below are the received cost estimates and/or quotes for materials requiring staging during winter 2025.**

Two Contractors responded with suitable class 3 rip/rap for winter delivery, two vendors for vinyl sheet pile responded with quotes for comparable materials and associated freight.

**Contractor Cost estimates for delivering 10 cubic yards of Class 3 quarried riprap, delivered to RRWMA headquarters.**

Contractor/Vendor	Cost
Halverson Sand & Gravel	\$1,500.00 (pre-tax)
R&Q Trucking	\$600.00 (pre-tax)

**Vendor Cost estimates for 650, 18"x8' vinyl sheet pile, delivered to RRWMA headquarters.**

Contractor/Vendor	Cost
CMI	\$35,871.33
Tidewall	\$42,160.00




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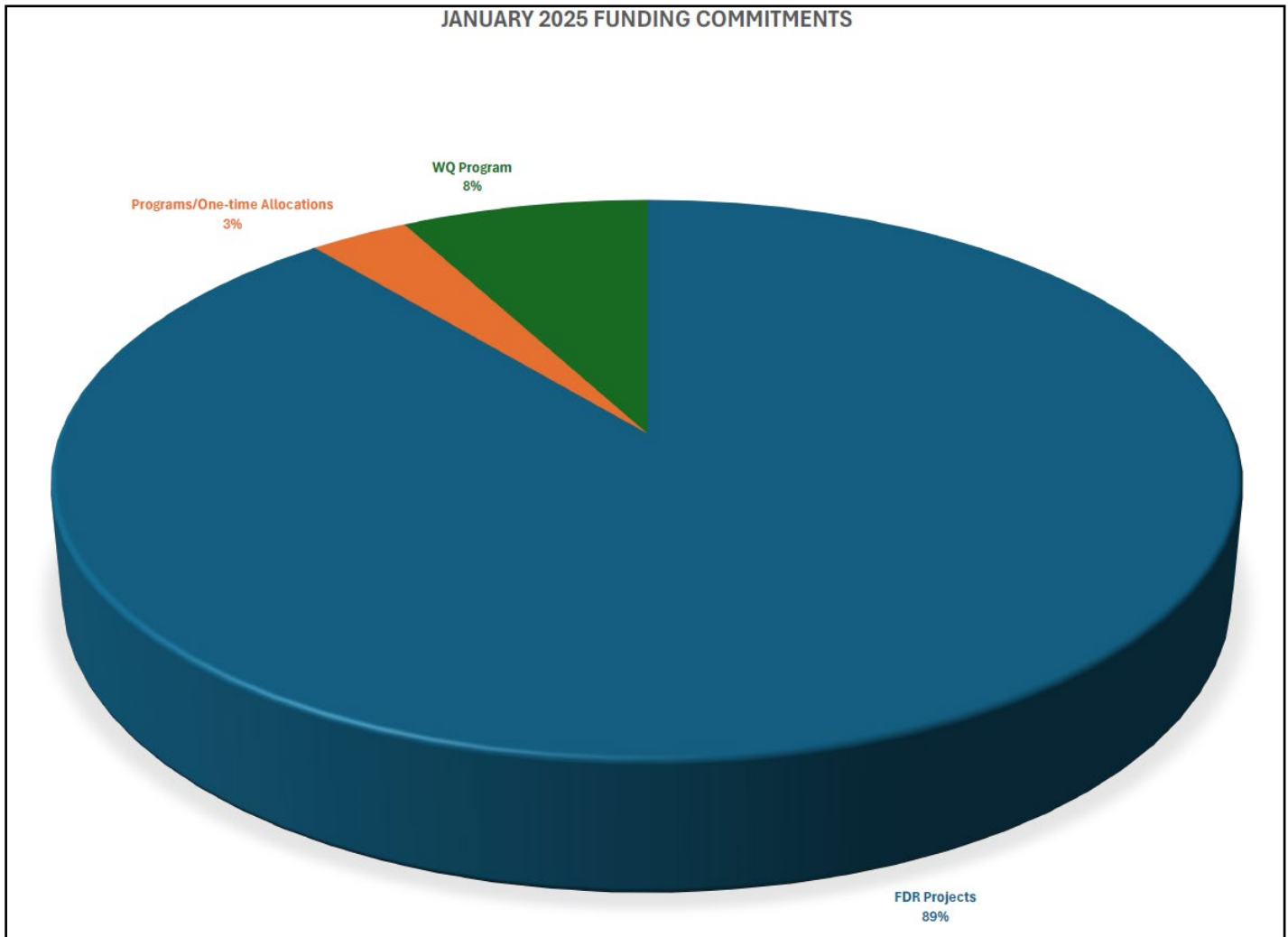
## Meeting Highlights – January 7, 2025

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**1. Funding Commitments:** Information was presented regarding current funding commitments of the Red River Watershed Management Board (RRWMB) for flood mitigation/water storage projects and water quality projects that are in various phases along with annually funded programs and one-time allocations. Current commitments include the following:

• <b>Flood Mitigation – Water Storage:</b>	<b>\$ 17,525,573.08</b>
• <b>Water Quality Program – Base Funding:</b>	<b>\$ 750,422.73</b>
• <b>Water Quality Program – Competitive Funding:</b>	<b>\$ 749,106.88</b>
• <b>Annually Funded Programs/One-time Allocations:</b>	<b>\$ 624,883.96</b>
<b><u>TOTAL Remaining Funding Commitments:</u></b>	<b><u>\$ 19,701,834.34</u></b>

Below is an illustration of current RRWMB funding commitments as of January 2025. Annual operating expenses are not included in funding commitments.



## 2. Elections and Annual Reorganization:

- A. Officer Elections:** The following Managers were re-elected for these officer positions: John Finney (President), Greg Holmvik (Vice-President), Jason Braaten (Treasurer), and LeRoy Ose (Secretary).
- B. Resolutions:** Annual resolutions were approved for the regular meeting date, time, and location; per diem and mileage rate; deposits and investments of funds; retaining legal counsel; conducting the annual audit, and authorization of the Technical Advisory Committee (TAC).
- C. Committees:** Internal and external committees were reviewed and RRWMB President John Finney appointed Bill Petersen of the Middle-Snake-Tamarac Rivers Watershed District to the RRWMB Budget and Finance Committee.
- D. Annual Operations Plan (AOP):** Minor changes were approved to the AOP for 2025.
- E. Auto Pay Vendors:** The annual list of auto pay vendors was approved for 2025.
- F. Annual Update of Cost-per-STAR:** For 2025, the Managers approved the Cost-per-STAR at \$46.58 per STAR.

## 3. Financial Reporting, Fiscal Matters, and Funding Requests:

- A. 2024 End-of-Year (EOY) Financial Information:** The RRWMB 2024 Operating and Program Budget and Project Spending Plan was approved at \$13,649,150.00, with actual expenditures being \$9,265,724.67. Detailed 2024 EOY financial information can be found here: [2024 EOY Factsheet](#).
- B. Red River Basin Commission (RRBC) Annual Funding:** The RRWMB Managers approved annual funding of \$85,000.00 to the RRBC.
- C. City of Newfalden Funding Agreement Amendment:** Additional funding of \$1.7 million was approved in November 2024 for the City of Newfalden Flood Project. The RRWMB Managers approved an amendment to the original funding agreement for the additional funds of \$1.7 million.
- D. Nelson Slough/JD 19 Improvement Project Step 3 Submittal:** The Step 3 Submittal was accepted and was referred to the TAC for technical review.
- E. Red River Basin (RRB) Coordinator Transitional Funding:** A contract between the RRWMB and Minnesota Department of Natural Resources (DNR) for \$13,000.00 was approved. At the July 16, 2024 RRWMB meeting, the Managers heard that Andrew Graham, current RRB Coordinator, would be retiring between March 2025 and June 2025. At that time, DNR requested \$13,000.00 from the RRWMB for this effort. The DNR recently began the hiring process and hiring of the new RRB Coordinator will occur in March 2025. This will allow the new hire to job-shadow Andrew Graham for three or four months.
- F. RRB Feasibility Study:** The RRWMB Managers approved \$69,610.00 in additional in-kind support for this effort and the development of a letter of support to the RRBC.
- G. United States Geological Survey (USGS) Streamflow Monitoring Contract:** A contract of \$120,924.00 was approved for the USGS to continue streamflow monitoring in 2025.
- H. Red River Retention Authority (RRRA) Funding Request:** Funding of \$5,000.00 was approved to assist the RRRA with education and training efforts of its membership, based on information collected at the RRRA Summit in July 2024.

## 4. General Program and Initiative Updates, Information, and Requests:

- A. Memorandum of Understanding (MOU) – Red River Basin Habitat Program (RRBHP):** An MOU was approved between the RRWMB and Minnesota Board of Water and Soil Resources (BWSR) for the RRBHP. The MOU purpose is to establish cooperation between the RRWMB and BWSR with the goal of restoring and maintaining natural habitat corridors along streams and rivers within the RRB of the North to improve channel stability, wildlife habitat, and water quality, and to reduce risks of flood damage to agricultural lands.

**B. RRWMB Water Quality Program – 2025 Base Funding:** The 2025 Water Quality Program budget for Base Funding is \$690,000, with the Managers approving an allocation of \$98,7571 per watershed district upon application to the RRWMB.

**C. Rural Flood Inundation Mapping:** On December 31, 2024 Minnesota Homeland Security and Emergency Management (HSEM) notified the RRWMB that funds for the pass-through grant from FEMA for rural flood inundation mapping have been disbursed to HSEM as of December 20, 2024. The state grant agreement will possibly be ready for approval at the February 2025 RRWMB meeting. The Managers heard that Procurement Policies and Contractor Oversight Procedures will need to be developed in order to meet federal requirements. Existing Conflict of Interest Policy will need to be adjusted and contract language will need to be updated to include certain provisions that must be included in services contracts that are not currently part of the RRWMB's standard language used in services contracts.

The RRWMB does not need to complete a new Request for Proposals and that the original solicitation process from April 2023 meets FEMA standards. The current contracting team of the International Water Institute and Houston Engineering Incorporated can be used for the new contract with HSEM, subject to Board approval of an updated contract for the rural inundation mapping services.

**Next Meeting:** The RRWMB will hold its next meeting on Tuesday, **February 11, 2025** at 10:00 a.m. in Ada, MN at the RRWMB office. Note that this is a change from the normal meeting date.



## **2025 February Board Meeting**

### **Technician Update**

#### **WD3 Lat2 Outlet Landowner Meeting:**

- Landowner preference was outlet extension.
  - o Landowner liked the idea of extending the outlet past the existing outlet to help outlet the water with the flow of the river.
- Landowner wants wood for burning.
  - o Darrell Lins would like the wood from his land for his wood stove.

#### **Other discussions:**

- Cr-10 culverts and traps need replacing
  - o Landowners worries about potential culvert failure soon preventing road access.
- Ditch bank sloughing
  - o Sloughing along outlet isn't terrible now, but landowners fear if it isn't fixed soon, it will get progressively worse in the future.

#### **SD51 Bank slough**

Did a small general survey this past month at Troy Weiland's property along SD51. There is a portion on a curve of the river that is failing causing sediment to be dumped into the river during times of high flow (spring flooding). The high water impact will continue to damage the banks and cause sediment loading into the river unless repairs are made.

## ADMINISTRATOR'S UPDATE

February 6, 2025

**Red River Basin Commission (RRBC) Conference:** LaVerne, Jason, Jim, and I attended the conference. It was probably one of the better conferences for balanced presentation. There was a good mix of technical presentations and project updates. Nate, Erik, and I gave a presentation on the restoration work we've done on the Roseau River.

**Mn Watersheds Legislative Event:** will be February 18<sup>th</sup> – 20<sup>th</sup> in St. Paul. I've included the draft agenda with this report. I have Jason, Jim, and myself registered.

**26<sup>th</sup> Annual Joint Conference:** is scheduled for March 18<sup>th</sup> & 19<sup>th</sup> in Moorhead (Marriot). I've included the agenda in the packet. Let me know if you plan on attending so I can get you registered.

**River Trail acquisition:** The board has previously spoken about purchasing .42 acres from David Lee adjacent to the Dieter Town Hall for a boat access. I couldn't find a board motion authorizing this purchase, so I'd request the board to finalize this at the meeting. The title work and purchase agreement are complete so once we have a motion for the record we can move to closing. Once we've acquired the land, we'll have to turn it over to the County since the Watershed is not eligible for the funding discussed below.

I will be meeting with Todd Peterson on Feb 21<sup>st</sup> to begin creating a plan for funding request to move forward with the river trail and parks work we've been collaborating on for the past couple of years as part of the Greater Minnesota Regional Parks and Trails Commission process. This has provided us and the City the opportunity to apply for grants that come from the Legacy Parks and Trails Fund (Legacy Amendment).

**CAC meeting:** We've scheduled the CAC meeting for Feb. 26<sup>th</sup> at the City Center. We plan on having a Hay Creek Sub-Watershed Open House in the afternoon. The CAC topics are still up for discussion. I'd like the boards feedback at the meeting. Here is the proposed schedule:

**3:00 p.m. – 5:00 p.m.                      Open House – Hay Creek Sub-Watershed**

**5:00 p.m.                                      Dinner**

**5:00 p.m. – 7:00 p.m.                      CAC meeting**

- Juneberry Project update
- Legal Drainage System Information – Reestablishment of Record & Redetermination of Benefits
- Roseau Lake Project update
- Roseau River Watershed Summer Tour

**2024 Audit:** included in the packet is the engagement letter from Brady-Martz. They've increased their costs to \$11,000. We paid them \$9,800 for the 2023 audit and \$9,000 for 2022. They are one of very few firms that still do municipal audits. The Board will need to act on the engagement letter at the meeting.

**HVAC proposal:** As you know we're trying to complete a facilities maintenance project every year. Last year was the window replacement and, since we had some issues with the heating system, I thought that would be good to tackle next. Included in the packet is an explanation and estimate from Northwoods. The board can discuss further at the meeting.

**Whitney Lake:** We're looking at getting soil borings done this year. Jake is working on getting quotes for the March meeting.

**Misc:**

- I attended the BWSR meeting virtually on the 22<sup>nd</sup>
- I gave a presentation on the benefits of using the Project Team process in the Hay Creek sub-watershed to a BWSR led discussion series called Implementers Discussion.
- We've received a request to donate to Envirothon again this year. I've included that in that packet. In the past the board has donated. In recent years Torin helped out at the event in lieu of donation.
- I will be attending the Highway Dept. meeting Feb 25<sup>th</sup> to discuss ditch abandonment with the commissioners.
- We have scheduled a joint meeting with Two River WD for Feb. 24<sup>th</sup> in Karstad at the Norheim café. An agenda will be sent out closer to the date, but we're anticipating starting about 10:00 a.m. and having lunch there.
- RRWD, RCHD, and SWCD staff received training on the MS4Front software to track projects for reporting purposes.
- I have a vacation planned from May 26<sup>th</sup> through June 8<sup>th</sup>. I'd like the board to consider changing the date of the June meeting.
- RRWD Brochure – We would like to have a general district brochure created. I'd work with Houston to develop something similar to the CWMP handout. The cost would be under \$2,000. I'd like to the board authorize this with a budget of up to \$2,000.

**DRAFT SCHEDULE AS OF JANUARY 17, 2025**

**FEBRUARY 18 – 20, 2025**

**RRWMB LEGISLATIVE MEETINGS AND  
MINNESOTA WATERSHEDS LEGISLATIVE CONFERENCE**

**Tuesday, February 18, 2025:** All meetings to be held at BWSR St. Paul Office at 520 Lafayette Road North, St Paul, MN 55155 from 10:00 a.m. to 5:00 p.m. Parking map attached.

<b>Time</b>	<b>Agency</b>	<b>Speaker</b>	<b>Topic</b>
<b>9:00 a.m. or 9:30 a.m.</b>	<b>INVITED</b>  Minnesota Management and Budget	Marianne Conboy, Capital Budget Coordinator and Erik Anderson, Director of Legislative and Intergovernmental Affairs	<b>State Budget Update</b>
<b>10:00 a.m.</b>	MN Homeland Security and Emergency Management	Kristy Dellwo, State Hazard Mitigation Officer	Flood Inundation Mapping, Funding Programs, and Partnering
<b>11:00 a.m.</b>	<b>Break</b>		
<b>11:30 a.m.</b>	MN Board of Water and Soil Resources	John Jaschke, Executive Director and Rita Weaver, Chief Engineer	Water Storage Program, CREP, and Red River Basin Habitat Program
<b>12:30 p.m.</b>	<b>Lunch on Site on Your Own</b>		
<b>1:30 p.m.</b>	MN Department of Natural Resources	Commissioner Sarah Strommen and Assistant Commissioner Bob Meier	Flood Hazard Mitigation Grant Assistance Program: Streamlining and Advisory Committee
<b>2:30 p.m.</b>	MN Board of Water and Soil Resources	Tom Gile, Resource Conservation Section Manager	Drainage Work Group Update
<b>3:15 p.m.</b>	<b>Break</b>		
<b>3:30 p.m.</b>	Park Street Public	Joe Birkholz	Governor's Budget: Insights Into the Process
<b>4:00 p.m.</b>	Park Street Public	Ian Marsh and Molly Jansen	Legislative Updates
<b>5:00 p.m.</b>	RRWMB	Rob Sip	Wrap-up/Announcements Dinner on your own.

**Note:** The Governor's Water and Agricultural Policy Staff have been invited (Brandon Kasprick and Anna Johnson) to engage with RRWMB membership on February 18, 2025.

**Wednesday, February 19, 2025:** Capitol Ridge Hotel, St. Paul, MN

- MN Association of Watershed Administrators Meeting
- MN Watersheds Meetings and Events

**Thursday, February 20, 2025:**

- Please schedule individual meetings with your legislators as time permits. The RRWMB does not have a group meeting scheduled at this time with legislators.
- **Possible meeting with USACE at the Capitol Ridge Hotel. Time TBD.**

# AGENDA

## 26TH ANNUAL JOINT CONFERENCE

- |              |  |              |   |
|--------------|--|--------------|---|
| <b>12.30</b> | REGISTRATION/ CHECK-IN   | <b>03.00</b> | NOT SCARY: DRAINAGE LAW - A CONSERVATION TOOL?<br><i>-B. Uhler</i>  |
| <b>01.00</b> | WELCOME & ANNOUNCEMENTS<br><i>-D. Money</i>  | <b>03.20</b> | WETLAND CONSERVATION ACT: POTENTIAL IMPACT OF STATUTE CHANGES IN THE RED RIVER BASIN<br><i>-M. Aanenson</i> |
| <b>01.05</b> | MN DRAINAGE CASE LAW UPDATES<br><i>-J. Kolb</i>  | <b>03.50</b> | WETLAND CONSERVATION ACT Q&A WITH BWSR<br><i>-S. Hofstad</i>  |
| <b>01.30</b> | RED LAKE WD: COUNTY DITCH 39 UPDATE<br><i>-L. Smith</i>  | <b>04.00</b> | DNR UPDATE: PROCESS TO REVISE THE PUBLIC WATERS INVENTORY MAP<br><i>-DNR Lead Staff</i>                     |
| <b>01.45</b> | DETERMINATION/ REDETERMINATION OF BENEFITS: WHAT'S NEW?<br><i>-J. Kolb</i>   | <b>04.15</b> | PANEL DISCUSSION: STUMP THE EXPERTS<br><i>-Facilitated by L. Smith</i>                                      |
| <b>02.10</b> | COORDINATION BETWEEN COUNTIES AND WATERSHED DISTRICTS ON DRAINAGE ISSUES<br><i>-T. Halstensgard, A. Swenby, E. Jones</i> | <b>04.45</b> | ANNOUNCEMENTS/ CLOSE DAY 1<br><i>-R. Sip</i>  |
| <b>02.30</b> | APPLICATION OF CULVERT SIZING TECHNICAL GUIDANCE IN THE RED RIVER BASIN<br><i>-C. Engels</i>                             | <b>05.00</b> | SOCIAL HOUR   |
| <b>02.45</b> | <hr/> <b>BREAK</b> <hr/>   | <b>06.00</b> | EVENING NETWORKING<br>-on your own  |



Day 1



# AGENDA

## 26TH ANNUAL JOINT CONFERENCE

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**07.30** BREAKFAST

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**08.30** ANNOUNCEMENTS  
*-B. Bergey*

**08.35** PROGRESS OF THE  
FDRWG FIVE-YEAR  
MONITORING PLAN  
*-J. Madejczyk, P. Oswald*

**08.55** RURAL INUNDATION  
MAPPING INITIATIVE  
*-E. Jones, C. Fritz*

**09.10** FLOOD IMPACTS ON  
HIGHWAYS: THE  
NORTHERN RED RIVER  
STUDY  
*-Study Team*

**09.30** WATER BENEATH OUR  
FEET: AQUIFERS OF THE  
RED RIVER BASIN  
*-E. Considine*

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**10.00** BREAK

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**10.20** CURRENT EVENTS AT  
THE RRWMB  
*-R. Sip*

**10.35** GET TO KNOW THE  
RRWMB

**11.20** BASIN HISTORY: THE  
STOCKWOOD FILL  
*-M. Peihle*

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**12.00** LUNCH

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**12.45** FAMILY FEUD - WATER &  
NATURAL RESOURCES  
EDITION  
*-Facilitated by M. Rufer*

**01.15** KINGS IN THE  
NORTH-RESTORING  
STURGEON IN THE RED  
RIVER BASIN  
*-N. Kludt*

**01.40** FLOOD PROJECTS IN  
PROGRESS IN THE  
WATERSHEDS  
*-D. Nelson, C. Engels, J. Bents*

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**02.20** BREAK

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**02.40** ADMINISTRATORS ROUND  
TABLE-WHAT'S HAPPENING  
IN YOUR DISTRICT?

**03.10** RAPIDAN DAM-WHAT  
HAPPENED AND WHAT  
COMES NEXT?  
*-J. Boyle*

**03.30** CLOSING REMARKS  
*-R. Sip*

January 23, 2025

The Roseau SWCD needs your help to raise financial support for the 2025 Envirothon. These funds will help to finance trophies, prizes, lunch and advancement to the state competition for our area youth. **We are asking for a \$40-\$100 donation to help sponsor this event; however, we are grateful to accept any amount.** This event is an excellent opportunity for your business to demonstrate commitment to our area youth, environment and education. Names of sponsors will be listed on the Sponsor Poster, the Envirothon webpage under the Programs tab on the Roseau SWCD website, and will be included on any printed information.



The Area 1 Envirothon will be held at Lake Bronson State Park this year. The top three winning teams will advance to the State Envirothon, which will be held May 19 at the Wolf Ridge Environmental Learning Center by Finland, MN. The National Envirothon will be held in Calgary, Alberta, Canada in late July.

The Envirothon is a great outdoor experience for learning about natural resources. Emphasizing



teamwork for success, four to five students in a team will answer 25 questions from each of the five stations, which include Soils, Wildlife, Forestry, Aquatics and the Current Events Station, and will give an oral presentation on the current events scenario. The 2025 theme is ***“Roots and Resiliency: Fostering Forest Stewardship in a Canopy of Change”***.

If you would like to donate, make the check payable to: **Area 1 Envirothon**, and send it to our office at 502 7<sup>th</sup> Street SW, Ste 5, Roseau, MN 56751. Please call our office at (218) 463-1903, if you have any questions.

Thank you,

Jarine Lovold  
Roseau County SWCD