

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD AUGUST 2, 2023**

**ORDER:** Chairman Diesen called the meeting to order at 8:00 A.M. and led the Pledge of Allegiance.

**MANAGERS PRESENT:** Tony Wensloff, Carter Diesen, Jason Braaten, Cody Schmalz, and LaVerne Voll

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

**OTHERS PRESENT:** Matt Magnusson, landowner; Tom Enright, MN DNR; Levi Novacek, Roseau County Commissioner, and Ericka Halstensgard, Roseau County Engineer.

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

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

**CONSENT AGENDA:** Administrator Halstensgard announced the additions to the Treasurer's Report. A **motion** to approve the consent agenda was made by Manager Braaten and seconded by Manager Voll. The motion carried unanimously. Adoption of the Consent Agenda included approving the June 28, 2023 regular meeting minutes as presented; July 11, 2023 special meeting minutes; Permits 23-12, 23-19, 23-20, 23-21, & 23-23; June Treasurer's Report as amended; and manager and employee expense vouchers as read by Manager Braaten.

**PERMITS:**

Technician Broten discussed permit #23-22 (Douglas Erickson). A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to approve the permit. Motion carried.

Technician Broten discussed permit #23-24 (Darrell Lins). A **motion** was made by Manager Wensloff, seconded by Manager Braaten to table the permit and request additional information from the applicant. Motion carried with Manager Voll opposed.

**REPORTS:**

**RRWMB:** Manager Braaten stated the levy was left the same as last year. Manager Braaten referred to the written report for other items.

**ADMINISTRATOR:** Administrator Halstensgard stated most of what she's been working on was for the ongoing projects to be updated later in the meeting. The 2022 Annual Report is completed and submitted to BWSR and MN DNR as required.

**TECHNICIAN:** Technician Broten has been doing ditch inspections and updated the mowing of Duxby Levy.

**NEW BUSINESS:**

Administrator Halstengard presented a draft budget. No adjustments were made by the Board. A **motion** was made by Manager Braaten, seconded by Manager Wensloff to schedule the Budget Hearing for September 6<sup>th</sup>, 2023 at 8:30 a.m. Motion carried. Administrator Halstengard discussed an issue with the 2023 RRWMB levy. It has been left out of the collection by the County. We are working on a resolution to this issue with the likely scenario being collection in 2024.

**8:30 Oak Crest Coulee bid opening:** At 8:30 Chairman Diesen opened bids for the project. They were as follows:

Engineer Estimate	\$631,270.00
Davidson Construction	\$863,684.00
Spruce Valley	\$1,082,413.00

There was discussion on the reasons bids are well over engineer's estimate. After discussion, Manager Wensloff made a **motion** to reject all bids, seconded by Manager Voll. Motion carried. Administrator Halstengard will meet with project partners to decide on a course of action. Manager Voll commented that advertising for bids should be happening earlier in the construction season to appeal to the greatest number of contractors.

**OLD BUSINESS:** There was no old business on the agenda for this meeting.

**PROJECT UPDATE:**

**Juneberry:** The Board discussed entering into an agreement with Two Rivers WD, Roseau County, and Kittson County stating that Roseau County would be the fiscal agent and the expenditures would be approved by the project team and submitted by the Roseau County Highway Dept. A **motion** was made by Manager Wensloff, seconded by Manager Braaten to approve entering into the agreement, based on review and concurrence by staff and legal council of any edits. Motion carried. Engineer Dalager and Engineer Jones will be collaborating on creating a plan to move projects forward. The next project team is scheduled for September 14<sup>th</sup>.

**CD 8 repair:** Manager Wensloff recused himself from the following discussion. The Board discussed creating a plan to submit to the Minnesota Homeland Security and Emergency Management, Minnesota Department of Public Safety to reduce the impacts from future events. Administrator Halstengard also informed the board of a landowner complaint to the township about the mile of 370<sup>th</sup> Street north of CR 2. Staff will review the various plans to determine various reaches that are questionable if they are part of the ditch system or not and work with HDR Engineering on a mitigation plan to submit to the state.

**9:00 Delegate WebEx:** At 9:00 a.m. Chad Reese from the Institute for Justice joined the meeting via WebEx and gave his presentation on behalf of the Roseau County Landowner Coalition concerning the Roseau Lake Project. Mr. Reese stated various concerns that have

previously been brought to the Board. Engineer Dalager will provide the model for Alternative 1 and staff will address their concerns in writing.

WD 115: The Board reviewed the construction pay estimate for Gladen Construction. Administrator Halstengard explained that Engineer Nelson will be revising the pay estimate to break it down so accounting for the CWF grant is more clearly defined. A **motion** was made by Manager Wensloff, seconded by Manager Voll, to pay the initial estimate in two parts for the amount requested. Motion carried. Administrator Halstengard updated the board on the funding process and meetings with the County, bond counsel, and legal counsel. Attorney Chuck Holtman drafted a letter for the board to consider sending to the County. The letter indicates the boards understanding as to the funding timeline and the interest rate to be applied.

Roseau Lake: Administrator Halstengard stated the application for Lessard-Sams Outdoor Heritage Council funds has moved through the process and Randy Prachar and Administrator Halstengard will be testifying before the Council the end of August. Engineer Dalager explained the work would be done under the proposed Phase 1. Manager Braaten made a **motion** to advertise for bids for Phase 1, with the bid opening scheduled for September 6<sup>th</sup> at 9:00 a.m., seconded by Manager Diesen. There was discussion on providing the Institute for Justice the information requested. Motion carried unanimously.

SD 51 Cutoff 1: The board discussed awarding the contract to the apparent low bid. A **motion** was made by Manager Wensloff to accept the apparent low bid from Tunheim Construction and award the contract. Motion carried.

River Restoration: Engineer Jones updated the board on the meeting with the Michaelsohn family. Tom Enright gave a brief review of the Joint Powers Agreement (JPA). After discussion, a **motion** was made by Manager Voll, seconded by Manager Braaten, to approve the JPA. Motion carried. There was discussion on the responsibility for future maintenance. The Project Team will draft a maintenance plan soon.

**OTHER BUSINESS:**

The next meeting will be September 6, 2023 at 8:00 a.m. After a **motion** by Manager Wensloff and seconded by Manager Voll, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

  
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LaVerne Voll, Secretary

  
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Tracy Halstengard, Administrator

August 2023 Treasurer's Report

Checkbook Balance as of July 17, 2023	\$329,533.24
<b>Receipts:</b>	
Roseau County -- share of taxes	\$ 207,730.92
Kittson County -- share of taxes	\$ 3,460.90
Beltrami County -- share of taxes	\$ 1,294.55
Red River Watershed Management Board -- FY20 water quality funding	\$ 3,263.88
Roseau SWCD -- 1W1P reimbursement	\$ 2,052.68
Citizens State Bank -- interest 7-17-23	\$ 40.67
<b>Total:</b>	<b>\$ 217,843.60</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.31
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,846.89
Tracy Bergstrom -- Wages	\$ 1,343.28
Jason Braaten -- per diem & mileage	\$ 389.61
Carter Diesen -- per diem & mileage	\$ 409.28
Tracy Halstensgard -- reimbursement & mileage	\$ 440.83
Cody Schmalz -- per diem & mileage	\$ 177.76
LaVerne Voll -- per diem & mileage	\$ 701.85
Tony Wensloff -- per diem & mileage	\$ 346.31
Internal Revenue Service -- withholding	\$ 3,904.76
PERA - contributions	\$ 1,795.72
MN Revenue - withholding	\$ 579.00
Cardmember Services -- web service fees, meeting expenses, supplies, tour attendance	\$ 1,673.58
City Of Roseau -- utilities	\$ 216.46
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 3,500.00
Roseau Times Region -- Meeting Notice & ads for bids	\$ 2,968.20
Roseau Electric Co-op -- Int/phone --	\$ 128.74
Northern Resources Cooperative -- gas for vehicle	\$ 229.70
Verizon Wireless -- Trimble	\$ 40.01
Brady Martz -- 2022 Audit	\$ 9,000.00
Sjoberg Cable TV -- email service	\$ 6.00
League of MN Cities Insurance Trust -- premium	\$ 6,152.00
AB's Lawncare -- mowing	\$ 356.49
Multi Office Products -- supplies	\$ 217.85
Pete Kvien - mowing Hay Creek & Norland	\$ 6,798.75
Houston Engineering -- Inv #66336 & Inv # 65881	\$ 22,968.73
Gladen Construction -- PR #	\$ 323,088.32
Gladen Construction -- PR #	\$ 8,041.28
WSB -- Lost River Invoice #24 & #25	\$ 8,633.75
Pens.com - fair supplies	\$ 148.17
TrueNorth Steel - 54" arch pipe WD3 Lat1	\$ 6,871.49
R&Q Trucking, Inc - Mickelson bridge debris removal	\$ 2,360.00
MN Watersheds - membership dues	\$ 2,360.00
Roseau County Highway Dept - Palmville mowing	\$ 125.00
Michael Baumgartner - viewing	\$ 717.20
HDR -- Inv #1200539688	\$ 24,329.45
HDR -- Inv #1200540297, #1200538756 & #1200538755	\$ 21,661.97