

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JUNE 28, 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, Matt Fischer, BWSR; Dan Fabian, Mayor, City of Roseau.

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 Braaten, seconded by Manager Wensloff 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 Wensloff and seconded by Manager Voll. The motion carried unanimously. Adoption of the Consent Agenda included approving the June 7, 2023 regular meeting minutes as presented; June Treasurer's Report as amended; and manager and employee expense vouchers as read by Manager Braaten.

PERMITS:

Technician Broten discussed permit #23-10 (Jody Nelson) amendment. A **motion** was made by Manager Voll, seconded by Manager Braaten to approve the permit with culvert size being amendment from a 30" culvert to an 24". Motion carried.

NEW BUSINESS:

Manager Voll stated that the personnel committee had performed Technician Broten's three month review. Manager Voll made a **motion** to increase his salary from \$41,600 to \$42,099.20 (1.2%) annually, seconded by Manager Braaten. Motion carried.

Administrator Halstensgard discussed the permitting process that has been ongoing for the WD 115 project and the recommendation by the permitting agencies that the District move forward with a wetland bank to avoid delays in permitting for future projects. The board reviewed the draft prospectus put together by Torin McCormack when he was the Watershed Specialist for the District, and the current options being presented. After some discussion about the reason for purchasing the land and the current use, Manager Voll made a **motion** to move forward with utilizing 100 acres to create a wetland bank in Section 35 of Spruce Township, seconded by Manager Wensloff. Motion carried. There was discussion about the ability of the District to sell credits to recoup costs associated with creating the bank.

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

PROJECT UPDATE:

WD 115: Douglas Erickson has requested that the Board release his bond. Attorney Moren stated that because the project has been established and the contract has been awarded, the Board is authorized to do so. Manager Braaten made a **motion** to release Douglas Erickson bond for the project, seconded by Manager Voll. Motion carried. Torin McCormack gave an update on the project stating the utilities either have been moved or are in the process of relocating. The invoice from Roseau Electric Cooperative (REC) was presented to the board. A **motion** was made by Manager Voll, seconded by Manager Diesen to approve payment of the REC invoice. Motion carried. Invoices have not been received from Lumen (CenturyLink) or Wiktel. Gladen has completed clearing and grubbing, materials are being staged on site, and mobilization is ongoing. Mr. McCormack discussed the option of hiring a contractor to do the work on the wetland mitigation site. Administrator Halstensgard updated the board on the funding request to Roseau County.

Oak Crest Coulee: After discussion on the bid results from the last meeting, the board considered the recommendations from legal counsel and the project engineer to reject all bids for Phase 1 of the project. There was discussion on combining the two phases into 1 bid package. Administrator Halstensgard discussed the additional RRWMB funding. A **motion** was made by Manager Voll, seconded by Manager Schmalz to reject all bids for Phase 1. Motion carried. A **motion** was made by Manager Voll, seconded by Manager Schmalz to advertise for bids for Phases 1 & 2 with the bid opening scheduled for the August 2nd meeting at 8:30 a.m. Motion carried. The Board directed Administrator Halstensgard to send letters to the contractors who had provided bids on Phase 1 and advise them that all bids had been rejected.

Roseau Lake: Administrator Halstensgard updated the Board on the State Flood Hazard Mitigation bond funding. The project will receive \$1.575 million from the 2023 state bond funds. An update on the COE 404 permit was provided. For RRWMB funding, the Step 3 funding application will be reviewed by the board at their July 18th meeting. There was discussion on the DNR lease agreement for the Sprague Creek Mitigation site. A **motion** was made by Manager Braaten, seconded by Manager Wensloff, to authorize approving and signing a lease agreement with the state (MN DNR) contingent upon review of staff and legal counsel. Motion carried.

River Restoration: The land use committee will meet with the Michaelsohn's concerning land they own within the project. Tom Enright will provide a presentation on the Joint Powers Agreement at the August meeting. Engineer Jones updated the board on the on-going work that needs to be completed. A **motion** was made Manager Braaten, seconded by Manager Voll, to approve the Houston Engineering scope of work for the next phase of planning. There was extensive discussion about the purpose of the project and the costs. Motion carried with Manager Schmalz opposed.

DELEGATE:

Matt Fischer, BWSR, informed the board there are two manager training sessions scheduled to be held in Detroit Lakes and Warren if there are any Managers interested in attending.

Mr. Fischer also reviewed the BWSR legislative summary from the 2023 session. There was discussion on funding options for local projects. Mr. Fischer noted the increase in the general fund levy from \$250,000.00 to \$500,000.00 for districts that need additional operation funding. There was also extensive discussion on the issues before the Drainage Work Group this session and how best to make the District's stance known.

REPORTS:

RRWMB: Manager Braaten stated a new lobbyist has been contracted with. The Newfolden Project is moving forward and the City of Roseau received funding for the stormwater project needed to move forward with the Hwy 89 project.

ADMINISTRATOR: Administrator Halstensgard added to her written update the following items:

- Request to accept the insurance waiver. A **motion** was made by Manager Wensloff, seconded by Manager Voll, to approve the insurance waiver and authorize Chairman Diesen to sign. Motion carried.
- A **motion** was made by Manager Wensloff, seconded by Manager Braaten, to authorize closing the two certificates of deposit maturing on July 24th and depositing that money into the checking account. Motion carried.

TECHNICIAN: Technician Broten updated the board on the culverts and traps requested by Brent Haugen in the WD 3 system.

OTHER BUSINESS:

Manager Voll brought up ongoing issues with the County Ditch 18 system for a brief discussion.

A special meeting will be held on July 11, 2023 at 8:00 a.m. to conduct bid openings.

The next regular meeting will be August 2, 2023 at 8:00 a.m. After a **motion** by Manager Voll and seconded by Manager Wensloff, the meeting was adjourned at 10:17 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

July 2023 Treasurer's Report

Checkbook Balance as of June 23, 2023	\$208,537.27
Receipts:	
Marshall County -- SD 51 Levy	\$ 238.20
Citizens State Bank -- interest 6-19-23	\$ 82.02
Total:	\$ 320.22
Bills:	
Tracy Halstengard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.30
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,818.19
Tracy Bergstrom -- wages & expenses	\$ 1,265.85
Jason Braaten -- per diem & expenses	\$ 259.69
Carter Diesen -- per diem & expenses	\$ 136.40
Tracy Halstengard -- mileage	\$ 683.83
Cody Schmalz -- per diem & expenses	\$ 177.67
Tony Wensloff -- per diem & expenses	\$ 125.92
LaVerne Voll -- per diem & expenses	\$ 418.36
Internal Revenue Service - quarterly reconciliation	\$ 172.13
Internal Revenue Service - withholding	\$ 3,731.69
PERA -- contribution	\$ 1,774.49
MN Revenue -- withholding	\$ 579.00
Cardmember Services -- web service fees, meeting expenses, supplies,	\$ 1,072.07
City Of Roseau -- utilities	\$ 266.93
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 3,650.00
Roseau Electric Co-op -- Int/phone --	\$ 126.74
Northern Resources Cooperative -- gas for vehicle	\$ 132.79
Verizon Wireless -- Trimble	\$ 40.01
Aaron Butler Services -- Lawncare -- May mowing and spring clean-up	\$ 415.54
Sjoberg Cable TV -- email service	\$ 6.00
Minnesota Energy Resources -- natural gas utility	\$ 120.33
Houston Engineering -- Inv#65411, 65410, & 65704	\$ 50,157.95
Roseau Electric Co-op -- WD 115 moving of utilities	\$ 20,000.00
SuperOne -- supplies	\$ 30.29
The Woods -- fair both	\$ 64.25
MACATFO - registration	\$ 100.00
BIL Manufacturing -- internal traps (Brent Haugen)	\$ 933.02
Postmaster - stamps & postage	\$ 70.92
HDR -- Inv #1200531731 & #1200531730	\$ 12,557.90
HDR -- Inv #1200531723 & #1200531726	\$ 28,465.16
Total:	\$136,163.22