

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JUNE 7, 2023**

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

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

STAFF PRESENT: Administrator Halstensgard and Technician Broten.

OTHERS PRESENT: Landowners, Matt Magnusson, Brent Haugen; Randy Prachar, MN DNR.

CONSULTING STAFF PRESENT: Torin McCormack, Nate Dalager, & Dillon Nelson, HDR Engineering; Michelle Moren, Attorney; Erik Jones, 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 Voll and seconded by Manager Schmalz. The motion carried unanimously. Adoption of the Consent Agenda included approving the May 3, 2023 regular meeting minutes as presented; June Treasurer's Report as amended; Permit 23-09, 23-10, & 23-11; and manager and employee expense vouchers as read by Manager Braaten.

PERMITS:

Technician Broten discussed permit #23-07 (Blawat Farms) as a renewal of permit #21-24. A **motion** was made by Manager Braaten, seconded by Manager Voll to approve the permit. Motion carried.

Technician Broten discussed permit #23-05 (Brian Link) amendment. A **motion** was made by Manager Braaten, seconded by Manager Schmalz to approve the permit with culvert size being amendment from a 30" culvert to an 18". Motion carried.

NEW BUSINESS:

Administrator Halstensgard discussed the cooperative agreement for implementation of the Roseau River Clean Water Funding. There was discussion on whether or not the City of Roseau would need to be included. A **motion** was made by Manager Wensloff, seconded by Manager Braaten, to approve the agreement as accepted by the other entities and authorize Chairman Diesen to sign. Motion carried.

Technician Broten spoke about a failing culvert that landowner John Johnson had complained about. The board was provided with the cost of the new culvert and the amount remaining in the WD 3 fund.

At 8:15 Chairman Diesen looked at the bid packages provided and there were no bids for the CD 8 Repair. The board discussed option with consultants. A **motion** was made by Manager

Wensloff, seconded by Manager Braaten, to readvertise as required by statute with a bid opening scheduled for July 11, 2023 at 8:30 a.m. Motion carried.

The board continued discussions on the culvert replacement in WD 3. A **motion** was made by Manager Voll, seconded by Manager Wensloff, to hire a local contractor to replace the failing culvert. Motion carried.

OLD BUSINESS:

Manager Braaten recused himself from the CD #16 discussion. Administrator Halstensgard stated an update from Engineer Huwe on the spring damage repair was included in the packet and asked if the Board had any questions. Chairman Diesen asked if it was warranty work and Engineer Dalager stated that it was and acknowledged how quickly and without issue the contractor (RJ Zavoral & Sons) addressed the repairs. The Board briefly discussed the issue brought to the last meeting by Buddy Erickson concerning trapping centerline culverts (east – west) near his house. Mr. Erickson will be asked to submit a permit application for the traps, but Engineer Huwe sees no negative impact to the CD #16 system. These culverts are not part of the ditch improvement project, and have been under the road for decades. The board also discussed weed management for the newly seeded construction areas. Manager Wensloff spoke about the request by Charlie Peckman to clean to the south, beyond the legal ditch, along State Highway 89. Mr. Peckman will have to get a permit from MN DOT to do work in their ROW, but the District has no issue with the cleaning. Mr. Magnusson asked about cleaning ditched that outlet into the drainage system, stating that the riprap placed at those confluences is higher than the graded needed for the side ditches to drain. The question was raised that if a landowner or township removes or in any way adjusts the erosion control in a legal system, and there is a failure in the future, is that individual or township then liable for repair? There was some discussion with board members, Mr. Magnusson, and Engineer Dalager. Any work completed in the ditch ROW needs to be approved by the District. The board also discussed weed management in the newly seeded construction area.

At 8:30 Chairman Diesen opened bids for the Rock Arch project (see attached bid sheet). Manager Voll made a **motion** to accept the apparent low bid from Spruce Valley Construction, seconded by Manager Schmalz. Staff, Attorney Moren, and Engineer Dalager will verify the compliance of the bid documents prior to award. Motion carried.

There was additional discussion on the downy brome (cheatgrass) in CD #16.

PROJECT UPDATE:

Lost River Phase 1: After a brief discussion on the site visit Manager Voll and Torin McCormack took after the last meeting, Manager Voll made a **motion** to advertise for bids for construction of Phase 1, seconded by Manager Braaten. The bid opening will be July 11, 2023 at 8:00 a.m.

Oak Crest Coulee: A **motion** to advertise for bids for Phase 2 was made by Manager Diesen seconded by Manager Voll. Motion carried. The bid opening to be scheduled for June 11th, 2023 at 8:10 am.

The board revisited the CD 8 Repair advertising for bids. Manager Wensloff made a motion to schedule the bid opening for 8:20 am on July 11, 2023, seconded by Manager Braaten. Motion carried.

SD 51 Cutoff 1: Administrator Halstengard discussed an email from the low quote contractor for the initial three sites. After the Board reviewed the quotes at the April meeting, Administrator Halstengard had followed up with the contractors to verify the pricing in their quotes. Both had stated that they were confident in their numbers. At the May meeting the board authorized Beito Repair to do the work. Yesterday, Aaron Beito called Administrator Halstengard and followed up with an email stating the cost of the culverts was under-estimated by \$10,000 and asked if the quote could be adjusted or if he could step down from the project. The board discussed the options to move forward with the project. The recommendation from Attorney Moren and Engineer Dalager was to package the 5 sites and go through the formal bid process.

At 9:00 a.m. Chairman Diesen opened the bids for the WD 115 project (see attached bid sheet). Engineer Nelson commented on the bid amounts and the COE permit. There was a brief discussion on the Supreme Court ruling impacting permitting. Manager Wensloff made a **motion** to accept Gladen Construction as the apparent low bidder, seconded by Manager Braaten. Motion carried.

SD 51 Cutoff 1 (cont.): The board discussed the timing of the bid openings. A **motion** was made by Manager Wensloff, to schedule the bid opening for 8:30 am on July 11th, seconded by Manager Voll. Motion carried. Engineer Dalager asked about construction deadlines being extended into 2024. The consensus of the board was a 2024 deadline for CD 8 repair and SD 51 Cutoff 1 is acceptable.

Roseau Lake: Engineer Dalager spoke about the proposed construction phasing. Phase 1 would include the cutoff 1 weir and Pinecreek Reclamation – North. Randy Prachar spoke about the funding deadlines for the LSOHC grant. A **motion** was made by Manager Braaten, seconded by Manager Diesen to advertise for bids for Phase 1 with a bid opening at 8:40 a.m. on July 11, 2023. Motion carried.

River Restoration: The land use committee will meet with the Michaelsohn's concerning land they own within the project.

At 9:30 a.m. Chairman Diesen opened the bids for the Oak Crest Coulee project (see attached bid sheet). The bids were well over engineer's estimate, therefore, the board tabled accepting any bids on a motion by Manager Wensloff, seconded by Manager Schmalz. Motion carried. Staff and consultants will review the bids.

REPORTS:

RRWMB: Manager Braaten spoke about the upcoming and recent retirements of Blake Carlson, an engineer with Widseth, Jim Cornea with MPCA, Keith Weston with RRRRA, and Myron Jesme, the Red Lake WD administrator.

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

- Permit 15-11 site meeting memo – Mr. Haugen was in the audience and Administrator Halstensgard apologized for the inconvenience to Mr. Haugen caused by the misunderstanding in control point elevations.
- 2022 Audit – A **motion** was made by Manager Wensloff, seconded by Manager Voll to accept the 2022 audit and authorize Chairman Diesen to sign the management representation letter. Motion carried.
- June 28th meeting – with CAC meeting and tour to follow.
- Solar farm proposal
- A **motion** was made by Manager Voll, seconded by Manager Braaten to authorize purchase of a new laptop and QuickBooks software. Motion carried.
- A **motion** was made by Manager Diesen, seconded by Manager Wensloff to authorize purchase of a kayak and safety equipment. Motion carried.

TECHNICIAN: No other items than were in the written report.

OTHER BUSINESS:

The next meeting will be June 28, 2023 at 8:00 a.m. at the Roseau City Center. After a **motion** by Manager Voll and seconded by Manager Wensloff, the meeting was adjourned at 9:50 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

June 2023 Bills & Receipts

Checkbook Balance as of May 30, 2023		\$347,347.82
Receipts:		
City of Warroad -- SD 51 outlet fee	\$	1,800.00
Marshall County -- share of tax levy	\$	1,851.19
Lake of the Woods County -- share of levy	\$	582.64
Citizens State Bank -- interest 5-15-23	\$	94.65
	Total:	\$ 4,328.48
Bills:		
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$	5,640.30
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$	2,818.19
Jason Braaten -- per diem & expenses	\$	259.70
Carter Diesen -- per diem & expenses	\$	136.40
Tracy Halstensgard -- mileage	\$	176.20
Cody Schmalz -- per diem & expenses	\$	355.33
Tony Wensloff -- per diem & expenses	\$	380.37
LaVerne Voll -- per diem & expenses	\$	115.43
Cardmember Services -- web service fees, meeting expenses, supplies,	\$	482.65
City Of Roseau -- utilities	\$	210.94
Marco -- Copier agreement & service	\$	169.80
Patrick Moren Law Office -- Legal Fees	\$	4,450.00
Roseau Times Region -- Meeting Notice & ads for bids	\$	3,121.20
Roseau Electric Co-op -- Int/phone --	\$	96.74
Northern Resources Cooperative -- gas for vehicle	\$	241.84
Verizon Wireless -- Trimble	\$	40.01
Sjoberg Cable TV -- email service	\$	6.00
Minnesota Energy Resources -- natural gas utility	\$	118.30
North Pine Services -- snow removal	\$	118.50
Mark Beito - Palmville beaver trapping	\$	375.00
Universal Screenprint -- presentation poster	\$	45.00
Multi Office Products -- paper	\$	113.66
Houston Engineering -- Inv #64788 Oak Crest Coulee	\$	24,366.25
WSB -- Lost River Invoice #22 & 23	\$	19,289.50
Roseau Computers -- laptop	\$	1,154.26
HDR -- Inv #1200524324, #1200524319 & #1200523845	\$	15,437.50
HDR -- Inv #1200523847, #1200523844 & #1200523846	\$	55,878.24
	Total:	\$135,597.31