

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD NOVEMBER 1, 2023**

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

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

STAFF PRESENT: Administrator Halstensgard and Technician Broten.

OTHERS PRESENT: Matt Magnusson and Kurt Kveen, landowners;

CONSULTING STAFF PRESENT: Randy Knott, HDR Engineering; Michelle Moren, Attorney.

AGENDA: A **motion** was made by Manager Voll, seconded by Manager Braaten to approve the agenda with the addition of Norland Road under project updates. Motion carried unanimously.

CONSENT AGENDA: A **motion** to approve the consent agenda was made by Manager Braaten and seconded by Manager Johnson. The motion carried unanimously. Adoption of the Consent Agenda included approving the October 4, 2023 regular meeting minutes as handed out; November Treasurer's Report as amended; Permit 23-24; and manager and employee expense vouchers as read by Manager Braaten.

PERMITS: There were no additional permit for this meeting.

DELEGATES: Matt Magnusson met with the board to express his concerns over work done in SD 51 Cutoff 1 as part of the Roseau Lake project. Attorney Moren stated that due to threatened litigation, the board would not be responding to Mr. Magnusson at the meeting today but would take his concerns under advisement.

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

NEW BUSINESS:

Administrator Halstensgard discussed the upcoming Minnesota Watersheds (formerly MAWD) annual conference. Manager Johnson stated he would attend. A **motion** was made by Manager Voll, seconded by Manager Braaten, to appoint Manager Johnson as the voting delegate to the MN Watersheds annual meeting. Motion carried. The board reviewed the upcoming conference dates and discussed the potential of a meeting with Two River WD. Administrator Halstensgard will contact Administrator Money to discuss a joint meeting.

PROJECT UPDATE:

Rock Arch: A **motion** was made by Manager Voll, seconded by Manager Braaten, to pay Contractor's Application #2 in the amount of \$11,467.93. Motion carried.

Lost River: Luke Lunde, WSB, attended virtually and gave an update on the report that has been in process for the past three years. The final report will be submitted to the board by the end of the year.

WD 115: Administrator Halstensgard reviewed the email from John Kolb discussing an interim payment to reimburse the District for a portion of the expenses the District has incurred. A **motion** was made by Manager Braaten, to request an interim payment, seconded by Manager Johnson. Motion carried.

Mr. Magnusson asked about the permit Douglas Erickson submitted for additional side water inlets (SWI), specifically if it was common for landowners to do that type of work and who was paying for it. Administrator Halstensgard explained that the landowner was paying for the additional SWIs and that there is a history of landowners incorporating SWIs into their field drainage management.

Roseau Lake: Randy Knott provided the board with an update on the construction progress stating Spruce Valley was able to move a lot of dirt this fall as construction conditions were favorable. A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve the four payment applications from Spruce Valley Corp. There was a brief discussion about the reason the payment applications were divided and the reimbursement process with our various funding partners. Motion carried.

Norland Road: There was discussion on the construction. A **motion** was made by Manager Braaten, seconded by Manager Voll, to approve the payment application contingent on review by Administrator Halstensgard as the pay requests were received immediately prior to the meeting. Motion carried.

REPORTS:

RRWMB: Manager Braaten referred to the written report for the update.

ADMINISTRATOR: Administrator Halstensgard deferred to her written report.

TECHNICIAN: Technician Broten provided the following update:

- Spruce 35 mitigation site construction was completed.
- Tunheim Construction has begun repair on Ditch 8.

OTHER BUSINESS:

Managers Braaten and Voll updated the Board on the RRIW meeting that was held October 24th.

A **motion** was made by Manager Voll, seconded by Manager Johnson to move the December meeting to December 14th at 8:00 a.m. motion carried. A **motion** was made by Manager Braaten, seconded by Manager Voll to authorize Administrator Halstensgard to pay the normal monthly bills. motion carried.

After a **motion** by Manager Braaten and seconded by Manager Diesen, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

November 2023 bills & receipts

Checkbook Balance as of October 24, 2023	\$544,073.83
Receipts:	
Citizens State Bank -- interest 9-18-23-23	\$ 249.39
RRWMB - Roseau Lake reimbursement #2	\$ 144,739.45
State of MN -- Market Value Credit	\$ 4,066.95
Total:	\$ 149,055.79
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.31
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,846.89
Internal Revenue Service -- withholding	\$ 3,493.08
PERA - contributions	\$ 1,560.52
MN Revenue - withholding	\$ 547.00
Jason Braaten -- Per Diem & mileage	\$ 129.85
Carter Diesen -- Per Diem & mileage	\$ 272.82
Tracy Halstensgard -- mileage	\$ 241.04
James Johnson -- Per Diem & mileage	\$ 238.73
LaVerne Voll -- Per Diem & mileage	\$ 668.18
City Of Roseau -- utilities	\$ 209.88
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 3,100.00
Roseau Times-Region - notices	\$ 214.70
Elan Financial Services - credit card	\$ 808.78
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
Spruce Valley Corp -- Rock Arch PA #2	\$ 11,467.93
Spruce Valley Corp -- Roseau Lake PA #1	\$ 239,302.15
Spruce Valley Corp -- Roseau Lake PA #2	\$ 413,061.90
AB's Lawncare -- mowing	\$ 105.23
Techworks - internet & google workspace charges	\$ 606.60
Dot.com connection - website maintenance	\$ 30.00
Tunheim Construction -- Norland PA #1	\$ 330,390.55
Wiktel - moving fiber line WD115	\$ 16,639.33
Halverson Sand & Gravel -- WD 3 culvert replacement	\$ 3,640.20
WSB -- Lost River Invoice #27	\$ 5,512.00
HDR -- Inv #1200560092 & 1200560095	\$ 44,732.03
HDR -- Inv #1200560105, #1200563011 & #1200560100	\$ 30,293.68
Total:	\$1,115,969.19