

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD OCTOBER 4, 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, Cody Schmalz, and LaVerne Voll

STAFF PRESENT: Administrator Halstensgard and Technician Broten.

OTHERS PRESENT: Kasey Solberg, Darrell Lins, Corey Lins, landowners ; Randy Prachar, 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, Houston Engineering.

OATH OF OFFICE: The following managers took the Oath of Office; Jim Johnson, LaVerne Voll, and Carter Diesen.

AGENDA: A **motion** was made by Manager Johnson, seconded by Manager Braaten to approve the agenda, with the addition of Norland Road under Project updates and the removal of Solberg land under Roseau Lake. Motion carried unanimously.

CONSENT AGENDA. Permit #23-33 was removed from the Consent Agenda and moved to Permits as Manager Jim Johnson has a direct interest in the permit request. . A **motion** to approve the consent agenda as amended was made by Manager Voll and seconded by Manager Schmalz. The motion carried unanimously. Adoption of the Consent Agenda included approving the September 6, 2023 regular meeting minutes as presented; October Treasurer's Report as amended; and manager and employee expense vouchers as read by Manager Braaten.

PERMITS:

Manager Johnson recused himself from the discussion of this permit application. Technician Broten discussed permit #23-33 (TBA). A **motion** was made by Manager Braaten, seconded by Manager Voll to approve the permit. Motion carried with Manager Johnson abstaining.

Technician Broten discussed permit #23-30 (Darrell Lins). A **motion** was made by Manager Voll, seconded by Manager Schmalz to approve the permit with conditions. Motion carried. The conditions are as follows: the elevation will be set at 1033', the dike will tie into the first field crossing (furthest south), a trap on this field crossing is permitted upon approve of the County. The applicant should also discuss this activity with neighboring landowners.

Technician Broten discussed permit #23-32 (Rick Millner). A **motion** was made by Manager Voll, seconded by Manager Braaten to approve the permit. Motion carried.

DELEGATES: There were not delegates for this meeting.

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

NEW BUSINESS:

Administrator Halstensgard discussed hiring someone for a watershed assistant position. The recommendation by the board was to advertise for the position with a pay range of \$18.00 to \$23.00, part or full time with some flexibility to work remotely. A **motion** was made by Manager Braaten, seconded by Manager Voll, to advertise the position. Motion carried.

There was also discussion about updating the employee handbook to reflect ESST law changes effective January 1st, 2024.

PROJECT UPDATE:

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.

Hay Creek Section 319: Cary Hernandez, MPCA, gave the board an update on the Nine Key Elements Plan writing process which is a part of the PCA Section 319 grant. The draft plan is complete and has been submitted for review. The District will receive approximately \$292,000 for each 4 year increment. This funding will be used in conjunction with the Watershed Based Implementation Funding (WBIF) state funding, as well as local dollars.

River Restoration: Engineer Jones presented the Engineer's Report for the project. There was discussion on the impact to local water levels, subsurface drainage, and the interconnection to the SD 69 system. After discussion, a **motion** was made by Manager Voll, seconded by Manager Braaten, to accept the Engineer's Report. Motion carried. There was discussion on the responsibility for future maintenance. The Project Team will draft a maintenance plan soon.

Rock Arch: Technician Broten provided a construction update and showed pictures of the completed project. A **motion** was made by Manager Johnson, seconded by Manager Voll, to pay Contractor's Application #1 in the amount of \$219,716.97. Motion carried.

Whitney Lake: The Board reviewed the proposal for legal survey from Coulombe Consulting. A **motion** was made by Manager Schmalz, seconded by Manager Johnson, to accept the quote and have the survey work completed. Motion carried. The Board directed staff to notify landowners that the surveyor may be accessing their land.

Roseau Lake: The board was provided with an update on the construction progress and reviewed the HDR scope of work for construction management of Phase 1 and preparation of bid information for the next phase. A **motion** was made by Manager Braaten, seconded by Manager

Voll, to approve the scope of work and authorize Administrator Halstensgard to sign the document. Motion carried.

WD 115: The Board reviewed the construction pay estimate for Gladen Construction. A **motion** was made by Manager Voll, seconded by Manager Schmalz, to pay payment application 03-01 in the amount of \$79,111.17. Motion carried. A **motion** was made by Manager Voll, seconded by Manager Schmalz, to pay payment application 03-02 in the amount of \$27,223.52. Motion carried. A **motion** was made by Manager Braaten, seconded by Manager Diesen, to pay the invoice in the amount of \$22,889.92 from Lumen for moving the CenturyLink utility. Motion carried.

The board discussed the issue of landowner encroachment on the buffer. This is an issue not just on WD 115 but other ditches as well. Staff was directed to send letters to landowners addressing the issue.

SD 51 Cutoff 1: Construction has been completed. The board reviewed the payment application from Tunheim Construction. A **motion** was made by Manager Voll, seconded by Manager Johnson, to pay the payment application in the amount of \$235,858.82. Motion carried.

Norland Road: Construction is underway, and a change order was submitted to the board. During construction an additional 2' of material was required to be excavated to reach stable base material. There was discussion on where the additional funding would come from. A **motion** was made by Manager Braaten, seconded by Manager Voll, to approve the requested change order for the additional excavation in the amount of \$14,158.32. Motion carried.

REPORTS:

RRWMB: Manager Braaten referred to the written report for other items.

ADMINISTRATOR: Administrator Halstensgard asked if any managers are interested in attending the Minnesota Watersheds conference November 28 – December 1 at the Arrowwood in Alexandria. Administrator Halstensgard will be presenting at the Drainage Workshop as well as at conference session.

Roseau Lake funding opportunities were through RIM are being pursued.

TECHNICIAN: Technician Broten provided the following update:


- Pool 3 outlet channel and road brush/cattail inspection
- Spruce 35 mitigation site seed purchase. A **motion** was made by Manager Voll, seconded by Manager Braaten, to pay the invoice in the amount of \$4,285.88. Motion carried.
- WD 3 culvert replacement has been completed. A **motion** was made by Manager Braaten, seconded by Manager Voll, to pay Halverson Sand & Gravel for work completed. Motion carried.

OTHER BUSINESS:

Attorney Moren mentioned that she may be requesting the board change the meeting date as she may have future conflicts with the first Wednesday of the month.

The next meeting will be November 1, 2023 at 8:00 a.m. 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

October 2023 Bills & Receipts

Checkbook Balance as of September 24, 2023	\$856,745.00
Receipts:	
Citizens State Bank -- interest 8-21-23	\$ 167.59
State of Minnesota -- Roseau Lake reimbursement #19	\$ 355,834.67
Marshall County -- SD 51 con con money	\$ 82.46
Citizens State Bank -- interest 8-4-23	\$ 70.60
Total:	\$ 356,155.32
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,640.30
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 2,846.90
Jason Braaten -- Per Diem & mileage	\$ 375.13
Carter Diesen -- Per Diem & mileage	\$ 367.27
Tracy Halstensgard -- mileage	\$ 505.01
James Johnson -- Per Diem & mileage	\$ 118.06
Cody Schmalz -- Per Diem & mileage	\$ 177.67
LaVerne Voll -- Per Diem & mileage	\$ 541.43
Internal Revenue Service -- withholding	\$ 3,531.33
PERA - contributions	\$ 1,560.52
MN Revenue - withholding	\$ 547.00
Cardmember Services -- web service fees, meeting expenses, supplies, conference attendance	\$ 1,278.02
City Of Roseau -- utilities	\$ 215.59
Marco -- Copier agreement & service	\$ 169.80
Patrick Moren Law Office -- Legal Fees	\$ 1,800.00
Roseau Times Region -- Meeting Notice	\$ 46.01
Roseau Electric Co-op -- Int/phone --	\$ 126.74
Northern Resources Cooperative -- gas for vehicle	\$ 126.75
Verizon Wireless -- Trimble	\$ 40.01
League of Minnesota Cities -- dues	\$ 2,221.00
Sjoberg Cable TV -- email service	\$ 6.00
BWSR -- academy registration	\$ 225.00
Quick Print - plan sets	\$ 54.51
Nick Robertson -- CD 16 mowing/weed control	\$ 1,100.00
AB's Lawncare -- mowing	\$ 335.01
Larson Helicopter, LLC -- fall spraying	\$ 2,445.70
Coulombe Consulting -- Roseau Lake legal survey	\$ 1,425.00
Houston Engineering -- Inv #66872 & #67363	\$ 46,203.35
Spruce Valley Corp. -- payment application 1 - Rock Arch Rapids	\$ 219,716.87
Veteran Testing & Inspection LLC -- WD 115 soil density testing	\$ 3,645.00
MNL -- Wetland Mitigation site seed mix	\$ 4,285.88
WSB -- Lost River Invoice #26	\$ 3,266.00
HDR -- Inv #1200553118 & 1200553121	\$ 53,599.89
HDR -- Inv #1200551678, #1200551681 & #1200553126	\$ 17,610.46
Tunheim Construction -- SD 51 Cutoff 1	\$ 235,858.82
Lumen -- Centurylink utility, WD 115	\$ 22,889.90
Gladen Construction -- WD 115	\$ 27,223.52
Gladen Construction -- WD 115	\$ 79,112.17
Richard Magnusson -- earnest money	\$ 1,490.00
Burt Bassett, Mike & Stacy Staszak	\$ 478.10
Total:	\$743,205.72