

REGULAR MEETING of the BOARD OF MANAGERS
Thursday December 11, 2025 – 12:00 p.m.
RRWD OFFICE 714 6th Street SW, ROSEAU MINNESOTA



Agenda

❖ **CALL TO ORDER:**

- Pledge of Allegiance
- Approve agenda: _____

❖ **CONSENT AGENDA:** _____

- November 6, 2025 regular board meeting minutes
- Treasurer's reports
- Permits:
- Review and approve manager and employee expense vouchers

❖ **PERMITS:** _____

❖ **DELEGATION:**

- _____

❖ **OLD BUSINESS:**

❖ **NEW BUSINESS:**

❖ **PROJECTS:**

- WD #3: legal survey: _____
- Hay Creek PT update: _____
 - Santl site update: _____
- Roseau Lake: construction update _____
 - Sprague Creek update: _____
 - Payment Application approval _____
 - Set bid opening date: _____

❖ **REPORTS:**

- RRWMB: _____
- Technician: _____
- Administrator: _____

❖ **OTHER ITEMS:** _____

❖ **NEXT MEETING DATE:** January 8, 2026 @ 12:00 p.m.

❖ **MOTION TO ADJOURN:** _____ Time: _____

❖ **DATES TO REMEMBER:**

- December 15, 2025: CD 8 & WD 3 landowner meetings
- January 13-15, 2026: RRBC Conference, Winnipeg
- January 20, 2026: RRWMB Legislative Open House, Moorhead
- March 3rd, 2026: MN Watershed's Legislative Event, St. Paul
- March 17 & 18, 2026: March Conference, Moorhead

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD NOVEMBER 6, 2025**

ORDER: Vice Chairman Johnson called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: James Johnson, Laverne Voll, and Jason Braaten

STAFF PRESENT: Administrator Halstensgard (via Teams), Technician Broten, and Assistant Wensloff

OTHERS PRESENT: Kurt Kveen; Rob Sip, RRWMB.

CONSULTING STAFF PRESENT: Erik Jones, Houston Engineering; Jaqueline Turnow and Michelle Moren, Attorneys; Nate Dalager and Torin McCormack, HDR Engineering; Tom Enright, DNR.

AGENDA: Vice-Chairman Johnson proposed reordering the agenda to accommodate Delegate Rob Sip, RRWMB, as he had to leave the meeting early. A **motion** was made by Manager Voll to approve the agenda as amended, seconded by Manager Braaten. Motion carried unanimously.

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Braaten. The motion was seconded by Manager Voll. The motion was carried unanimously. Adoption of the Consent Agenda included:

- Approval of October 2, 2025, regular meeting minutes
- Treasurer's Report with normal monthly bills from Moren Law Office (\$1,821.25), Elan Financial Services (\$1,953.85), City of Roseau utilities (\$262.37), and additional invoices from Halverson Sand & Gravel (\$13,500.00), and Multi Office Products (\$33.28)
- Permits: 2025-027(Tviet), 2025-028(Halstad), & 2025-029(Ripley)
- Review and Approve manager and employee expense vouchers as read by Manager Braaten.

PERMITS: Manager Braaten made a **motion** to approve permit 2025-030 (Amundson). Manager Voll seconded the motion. Motion carried unanimously.

DELEGATION: Rob Sip, RRWMB Executive Director, updated the board on their budget and finances, project funding, 2026 Legislative Platform, and upcoming events. Manager Voll asked about the RRWMB's potential participation in funding for the Santl Site. Mr. Sip responded that the RRWMB as a history of partnering with their member district on various projects and looks forward to hearing more about the project.

OLD BUSINESS: There was no old business at this meeting.

PROJECTS:

Hay Creek Project Team update: Administrator Halstensgard reported on the Project Team meeting. Technician Broten confirmed the TSA(Technical Service Area(s) applications are ready. Erik Jones presented on the Santl Site including hydrograph data, flooding, and funding options. He produced a few different map perspectives, spoke about rain fall, as well as different soil types on the site. A **motion** was made by Manager Braaten to direct Administrator Halstensgard and Erik Jones to apply for funding through the BWSR water storage program, seconded by Manager Voll. The motion carried unanimously.

CD8 Construction update: Technician Broten reported the CD8 project is complete. Landowner Mike Baumgartner reached out to note the extra vehicle traffic on the Texas Crossing. He inquired about putting up gates or bollards to reduce that traffic and possibly limit traffic to ATVs. A **motion** was made by Manager Braaten to install posts or bollards with reflectors on the Texas crossing. Manager Voll seconded the motion. The motion carried unanimously.

Payment Application - Manager Voll made a **motion** to approve payment application #3 for \$52,464.87. Manager Braaten seconded the motion. The motion carried unanimously.

Roseau Lake: construction update: Torin McCormack gave an update on a small repair that may need to be addressed next spring on the inlet channel. He also noted landowner access plans during hunting season. Work on the Sprague Creek Mitigation site will begin before Thanksgiving. There are some beaver dams on Ditch 61 that will need to be removed. Administrator Halstensgard discussed funding availability for this portion of the project. Manager Braaten made a **motion** to approve Norther Harbor Construction moving forward with beaver dam removal with up to a \$4,500 maximum cost. Vice Chairman Johnson seconded the motion. Motion carried unanimously.

Tom Enright spoke about the additional RIM funding available as part of the Pine Creek Restoration Joint Powers Agreement (JPA). The additional \$300k of available funding requires approval of JPA Amendment #2, which was provided to the Board. After discussion, Manager Braaten made a **motion** to approve the amendment #2 to Swift contract [253130.] Vice Chairman Johnson seconded the motion. Motion carried unanimously.

Administrator Halstensgard discussed the process to receive the grant agreement for the Flood Hazard Mitigation (FHM) funding. The resolution before the board states the board commits to the 25% required match and is able to provide those funds. The match can be local or federal funds but cannot be other state funding sources. Manager Voll made a **motion** to approve Resolution No. 11-6-2025-01 for Roseau Lake Rehabilitation Project. Manager Braaten seconded the motion. Motion carried unanimously.

Engineer Dalager spoke about the funding available for phase 5 and phasing options for the board to consider moving forward. He also noted the amount of rain we've received, and the raised river levels may complicate winter construction. There was discussion about utilizing the 2025 FHM funding allocation to excavate the borrow areas and stockpiling the material for future construction. Manager Voll made a **motion** to advertise for bids for Phase 5 of the project with the bid opening set for the January 2026 Board meeting. Manager Braaten seconded the

motion. Motion carried unanimously. Nate Dalager will work with Administrator Halstensgard on the bidding process.

A **motion** was made by Manager Voll to approve payment application No. 03-05.1 for \$512,456.27, seconded by Manager Braaten. Motion carried unanimously.

Tom Enright, DNR, added that a notice was published in the Grand Forks Herald that the Roseau Lake road access was closed due to wet conditions.

WD3 Lateral 2: Administrator Halstensgard reported that Landowner Darrell Lins signed and returned the authorization to enter letter of consent. Nate Dalager gave an update as to where we are with the design and the different components. He stated that there are 5 moving parts to the WD3 discussion. They are as follows; 1) Reestablishment of record, 2) Redetermination of benefits, 3) Outlet extension and hearings, 4) Slough repair, 5) RCHD #10 Culvert replacement. A landowner meeting has been scheduled for December 15, 2025.

REPORTS:

RRWMB: Manager Braaten gave a brief report, following up on Mr. Sips earlier presentation.

Technician: Technician Broten provided a written report about the beaver maintenance at Palmville and Caribou. He noted the winter gate preparation he finished at Palmville and Norland and also provided a short power point with pictures in reference to his update.

Administrator: Administrator Halstensgard provided a written report and mentioned that Blaine Broten and Torin McCormack will be attending and presenting at the MN Watersheds Conference. She included MN Watersheds membership information. A **motion** was made by Manager Voll to pay the MN Watershed's annual dues. Manager Braaten seconded the motion. The motion carried unanimously.

New Business: Attorney Moren gave an update on the Paid Family Leave law and its impact on the RRWD. Manager Braaten made a **motion** to appoint Administrator Halstensgard as the Administrator of RRWD Paid Family Leave and for the employer to pay 100% of the required employee contribution, including board members. It was seconded by Manager Voll. The motion carried unanimously.

Closed meeting to discuss pending litigation: Manager Braaten made a **motion** to adopt the resolution to close the public meeting to discuss the pending litigation – Plaintiff – Lins et al. Manager Voll seconded the motion. The motion carried unanimously.

Post Closed Meeting, Manager Braaten made a **motion** to reopen the public meeting. Manager Voll seconded the motion. Motion carried unanimously.

After a **motion** by Manager Voll, seconded by Manager Braaten, the meeting was adjourned at 11:07 a.m. The next meeting will be held on December 11, 2025, at 12:00 p.m.

Respectfully submitted,

Laverne Voll, Secretary

Tracy Halstensgard, Administrator

November Bills & Receipts

Checkbook Balance as of October 27, 2025	\$519,970.86
Receipts:	
Citizens State Bank -- interest 10-20-25	\$ 265.65
State of Minnesota -- LSOHC Roseau Lake reimbursement	\$ 827,868.90
Lake of the Woods SWCD -- reimbursement for Blaine & drone time	\$ 500.62
State of Minnesota --	\$ 9,438.86
Roseau County -- Volstead land	\$ 2.95
Total:	\$ 838,076.98
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,781.53
Tawni Wensloff -- wages	\$ 2,927.05
Jason Braaten -- Per Diem & mileage	\$ 246.27
James Johnson -- Per Diem & mileage	\$ 237.17
LaVerne Voll -- Per Diem & mileage	\$ 272.88
Elan Financial Services -- credit card	\$ 1,953.85
City Of Roseau -- utilities	\$ 262.37
Roseau Times-Region -- notices	\$ 30.60
Minnesota Energy Resources -- natural gas	\$ 31.76
Marco Technologies -- contract	\$ 91.00
Marco -- copier contract	\$ 185.66
Patrick Moren Law Office -- Legal Fees	\$ 1,821.25
Roseau Electric Co-op -- Int/phone --	\$ 126.86
Verizon Wireless -- Trimble	\$ 40.01
Mark Beito -- beaver trapping	\$ 225.00
James Sovde -- beaver trapping	\$ 825.00
Blooming Valley Services -- SD 51 beaver dam removal	\$ 6,400.00
Universal Screenprint Inc -- poster	\$ 85.50
League of MN Cities Insurance Trust -- deductible	\$ 1,000.00
Doc's Hardware -- supplies	\$ 82.14
Multi Office Products -- supplies	\$ 33.28
AB's Lawncare -- mowing & fall spraying	\$ 881.94
Northern Resources -- gas	\$ 98.86
Minnesota Watersheds -- 2026 dues	\$ 3,002.00
Houston Engineering -- invoice # 79080, 79081, 79082, & 79079	\$ 42,577.15
Simmons Contracting -- CD 8 cleaning	\$ 4,200.00
Halverson Sand & Gravel --	\$ 13,500.00
Apex Drainage -- CD 8 FEMA work	\$ 52,464.87
HDR Engineering -- Inv #1200761600, 1200761599, & 1200761595	\$ 28,434.83
HDR Engineering -- Inv #1200761601, 1200761609, & 1200761603	\$ 12,448.10
HDR Engineering -- Inv #1200761609, 1200761604, & 1200766932	\$ 27,950.82
Gladen Construction -- Pay request 03-04.3	\$ 554,951.57
Gladen Construction -- Pay request 03-05.1	\$ 512,456.27
Total:	\$1,279,582.48

December 2025 Treasurer's report

Checkbook Balance as of December 3, 2025	\$446,872.17
Receipts:	
Citizens State Bank -- interest 11-17-25	\$ 196.48
State of Minnesota -- Whitney Lake reimbursement	\$ 56,566.70
Red River Watershed Management Board -- Roseau Lake reimbursement	\$ 1,053,369.07
Marshall County -- Share of taxes	\$ 1,296.94
Marshall County -- Share of taxes, SD 51	\$ 171.40
Beltrami County -- Share of taxes	\$ 273.50
Total:	\$ 1,111,874.09
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,781.53
Tawni Wensloff -- wages	\$ 2,927.05
Jason Braaten -- Per Diem & mileage	
Carter Diesen -- Per Diem & mileage	
James Johnson -- Per Diem & mileage	
Cody Schmalz -- Per Diem & mileage	
LaVerne Voll -- Per Diem & mileage	
Elan Financial Services -- credit card	
City Of Roseau -- utilities	
Roseau Times-Region -- notices	\$ 30.60
Minnesota Energy Resources -- natural gas	
Marco Technologies -- contract	\$ 91.00
Marco -- copier contract	\$ 264.08
Patrick Moren Law Office -- Legal Fees	
Roseau Electric Co-op -- Int/phone --	\$ 126.86
Verizon Wireless -- Trimble	\$ 40.01
Multi Office Products -- supplies	
Halverson Sand and Gravel -- Hay Creek culvert repair	\$ 1,647.80
Northern Resources -- gas	
Houston Engineering -- River Restoration	\$ 1,362.75
Houston Engineering -- Hay Creek Subwatershed	\$ 6,819.25
RRWMB -- PT Facilitation Invoices # 86 & 85	\$ 156.00
HDR Engineering -- Inv #1200771714 Juneberry / Big Swamp North	\$ 4,775.00
HDR Engineering -- Inv #1200771715 WD 3 outlet	\$ 269.00
HDR Engineering -- Inv #1200771716 WD3 Re-establishment	\$ 2,970.00
HDR Engineering -- Inv #1200771719 Technical Assistance	\$ 2,380.00
HDR Engineering -- Inv #1200771717 CD 8 re-establishment	\$ 2,495.50
HDR Engineering -- Inv #1200771718 CD 8 FEMA	\$ 1,060.00
HDR Engineering -- Inv #1200771713 Hay Creek PT	\$ 382.50
HDR Engineering -- Inv #1200771720 Roseau Lake	\$ 39,525.00
HDR Engineering -- Inv #1200770826 Big Swamp North - Badger Creek	\$ 20,883.35
Total:	\$97,944.17



Contractor's Application and Certificate for Payment Summary

Application for Payment
Change Order Summary

Retainage
Reduced to 2.5%

Payment of:

264,802.91 is recommended.

HDR Engineering, Inc.

By: Matthew P. Salant

Date: 10/29/2025

Roseau River Watershed District

By: _____ Date: _____

Contractor: Spruce Valley Corporation

10-29-2025

Date:



Contractor's Application and Certificate for Payment Summary

To (Owner): Roseau River Watershed District	From (Contractor): Spruce Valley Corporation	Via (Engineer): Nate Dalager
Owner's Project No.:	Contractor's Project No.:	Engineer's Project No.: 10051748
For (Contract): Roseau Lake Rehab, Phase One	Application No.: 01-15	Application Period: 07/08/2025 - 10/15/2025

Summary of Previous Payments

Application No.	Application Period	Payment Amount
01-01	9/18/2023-9/25/2023	\$ 239,302.15
01-02	9/26/23-10/06/23	\$ 413,061.90
01-03	10/07/23-10/13/23	\$ 427,025.00
01-04	10/14/23 - 10/20-23	\$ 440,629.00
01-05	10/21/23 - 10/30/23	\$ 350,694.40
01-06	11/1/23 - 2/28/24	\$ 191,387.00
01-07	5/1/24 - 5/25/24	\$ 79,344.00
01-08	5/25/24 - 9/27/24	\$ 132,392.00

Application No.	Application Period	Payment Amount
01-09	9/27/24 - 10/31/24	\$ 666,101.47
01-10	11/1/24 - 11/22/24	\$ 355,071.73
01-11	11/22/24 - 11/30/24	\$ 328,410.04
01-12	12/01/24 - 12/31/24	\$ 223,313.65
01-13	01/01/25- 01/21/25	\$ 47,500.00
01-14	01/22/25 - 07/07/25	\$ 45,457.50



Contractor's Application and Certificate for Payment

For (contract):		Contractor:		Spruce Valley Corporation	
Application No.:		Application Period:		07/09/2025 - 10/15/2025	
A		B		C	
Item		Contract Unit Price		Work Completed	
Item No.	Description	Unit	Scheduled Value	From Prev. Applications	This Period



Contractor's Application and Certificate for Payment

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December 2025

Board Meeting

Hay Creek BMPs – Gustafson and Wahlstrom BMP sites have been sent off to TSA for design.

Baumgartner Texas Crossing – Steel posts with reflectors will be installed by the County Hwy Dept. – Not yet completed.

Sean Barret Land Issue – Sean has land along WD115 and has contacted the watershed district about water stacking up along the woods on his property (Photos taken).

Sprague Peatland Restoration (Roseau Lake Mitigation) – Ryan Bruns has mobilized a couple of excavators to the site. The plan is to start on the removal of the beaver dams to drain out some water before starting on vinyl sheet pile diverters and spoil bank ditch infilling.