

REGULAR MEETING of the BOARD OF MANAGERS  
**Thursday January 2, 2025 – 12:00 p.m.**  
RRWD OFFICE 714 6<sup>th</sup> Street SW, ROSEAU MINNESOTA



**Agenda**

❖ **CALL TO ORDER:**

- Pledge of Allegiance
- Approve agenda: \_\_\_\_\_

❖ **BOARD REORGANIZATION:** \_\_\_\_\_

❖ **CONSENT AGENDA:** \_\_\_\_\_

- December 12, 2024 regular board meeting minutes
- Treasurer's report
- Permits
- Review and approve manager and employee expense vouchers

❖ **OLD BUSINESS:**

❖ **NEW BUSINESS:** \_\_\_\_\_

- Annual district review: \_\_\_\_\_
- Citizens Advisory Committee meeting: \_\_\_\_\_

❖ **PROJECTS:**

- Roseau Lake: advertise for bids \_\_\_\_\_
- Oak Crest Coulee: partial payment #7 \_\_\_\_\_
- River Restoration: LSOHC funding discussion \_\_\_\_\_

❖ **REPORTS:**

- RRWMB: \_\_\_\_\_
- Specialist: \_\_\_\_\_
- Administrator: \_\_\_\_\_

❖ **OTHER ITEMS:** \_\_\_\_\_

❖ **CLOSED MEETING: LITIGATION**

❖ **NEXT MEETING DATE:** February 6, 2025 @ 12:00 p.m.

❖ **MOTION TO ADJOURN:** \_\_\_\_\_ Time: \_\_\_\_\_

❖ **DATES TO REMEMBER:**

- Jan. 7 – RRWMB meeting in Ada
- Jan. 14 – 16 -- RRBC Conference in Grand Forks
- Feb. 19 & 20 – MN Watersheds Legislative Event in St. Paul

## Reorganization of Board Officers

### ~Board Discussion

\_\_\_\_\_ acts as teller.

*Role of Chairperson: serve as chairperson for all meeting; sign and deliver any contracts, deed, correspondence or other instruments pertaining to the business of the District; be a signatory to the District's accounts; oversee development of meeting agendas; have full voting privileges at all times, vote on any issue, and not need to confine his/her voting to break ties in voting by the Managers.*

Call for nominations for **Chairperson**: (2024 Chairmanship held by Manager Diesen)

Manager \_\_\_\_\_ nominates Manager \_\_\_\_\_ for the office of Chairperson. Any further nominations \_\_\_\_\_

Motion to cease nominations and cast a unanimous ballot for Manager \_\_\_\_\_ for Chairperson. 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

The meeting is turned over to Chairman \_\_\_\_\_

*Role of the Vice-Chair: discharge the Chairperson's duties in the event of the absence or disability of the Chairman and be a signatory to certain instruments and accounts of the District.*

Call for nominations for **Vice-Chairperson**: (2024 Vice-Chairmanship held by Manager Johnson)

Manager \_\_\_\_\_ nominates Manager \_\_\_\_\_ for the office of Chairperson. Any further nominations \_\_\_\_\_

Motion to cease nominations and cast a unanimous ballot for Manager \_\_\_\_\_ for Vice-Chairman. 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

*Role of the Secretary: oversee the preparation and distribution of the minutes of all meetings of the District; mail minutes in advance of meeting; suspend oral reading of minutes at regular meeting; certify levies, records and proceedings of the District; maintain all approved and revised meeting minutes at the District office and oversee the preparation and proper notice of all meetings called by District Managers.*

Call for nominations for **Secretary**: (2024 Secretary held by Manager Voll)

Manager \_\_\_\_\_ nominates Manager \_\_\_\_\_ for the office of Chairperson. Any further nominations \_\_\_\_\_

Motion to cease nominations and cast a unanimous ballot for Manager \_\_\_\_\_ for Secretary. 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

*Role of the Treasurer: review the District's financial accounts and records; be a signatory to District's accounts and financial records; arrange for an annual audit of the District's financial records; provide the board with monthly reports of records to describe the financial condition of the District and ensure that receipts are provided for the receipt of all currencies.*

Call for nominations for **Treasurer**: (2024 Treasurer held by Manager Braaten)

Manager \_\_\_\_\_ nominates Manager \_\_\_\_\_ for the office of Chairperson. Any further nominations \_\_\_\_\_

Motion to cease nominations and cast a unanimous ballot for Manager \_\_\_\_\_ for Treasurer. 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

## Appointments

	<u>2024</u>	<u>2025</u>
Official Depository	Bremer Bank, Citizens State Bank and Border State Bank	_____
Official Newspaper	Roseau Times-Region	_____
Legal Council	Moren Law Office	_____
Engineering Firm	No primary engineering firm	_____
FSA Representative	Manager Diesen	_____
RRWMB representative	Manager Braaten, Delegate Manager Voll, Alternate	_____ _____
RRIW representative	Managers Voll & Schmalz Manager Braaten, alternate	_____ _____
Personnel	Managers Braaten & Voll	_____
Land Use / Building	Managers Diesen & Braaten	_____
Project Team Delegates	Lake Bottom – Braaten & Wensloff Whitney Lake – Wensloff & Braaten Juneberry – Schmalz & Braaten All managers are alternates	_____ _____ _____

## 2025 Meetings

### Regular meetings:

January 2 – 12 p.m.  
 February 6 – 12 p.m.  
 March 6 – 8 a.m.  
 April 3 - 8 a.m.  
 May 1 – 8 a.m.  
 June 12 -- 8 a.m.

July 3 – 8 a.m.  
 August 7 -- 8 a.m.  
 September 4 – 8 a.m.  
 October 2 – 8 a.m.  
 November 6 – 8 a.m.  
 December 4 -- 8 a.m.

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD  
OF MANAGERS MEETING HELD DECEMBER 12, 2024**

**ORDER:** Chairman Diesen called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

**MANAGERS PRESENT:** Carter Diesen, James Johnson, Jason Braaten, Cody Schmalz  
Laverne Voll not present.

**STAFF PRESENT:** Administrator Halstensgard, Technician Broten, and Assistant Wensloff

**OTHERS PRESENT:** Tom Enright; DNR, Evangalin Von Boeckman; DNR

**CONSULTING STAFF PRESENT:** Michelle Moren, Attorney; Erik Jones, HEI;  
Nate Dalager, HDR; Tony Nordby, HEI; Torin McCormack, HDR.

**CLOSED MEETING TO DISCUSS LITIGATION:** Manager Braaten made a **motion** to adopt a resolution to close the meeting to discuss litigation. Manager Johnson seconded it. Motion carried unanimously. Manager Schmalz made a **motion** to reopen the public meeting with Manager Johnson seconding that motion. Motion carried unanimously.

**AGENDA:** A **motion** was made by Manager Braaten to approve the agenda. Motion seconded by Manager Johnson. Motion carried unanimously.

**CONSENT AGENDA:** Administrator Halstensgard stated that the Treasurer's Report in the printed packet is updated with additional deposits of Kittson Co. share of taxes \$3,178.74, Roseau Co. share of taxes \$129,678.02, and a bill to Smith Partners for \$430.40. Adoption of the Consent Agenda included approval of the November 7, 2024, regular meeting minutes with changes as presented, permit #24-31, 24-32, & 24-34, a change to Moren Law Office bill \$3,200.00, November Bills & Receipts, and manager and employee expense vouchers as read by Manager Braaten. A **motion** to approve the Consent Agenda as revised, was made by Manager Johnson and seconded by Manager Braaten. The motion was carried unanimously.

**PERMITS**

Manager Schmalz recused himself from the room. Manager Braaten made a **motion** to approve the permit #24-33(Schmalz.) Manager Johnson seconded the motion. Motion carried unanimously.

Manager Schmalz rejoined the board table.

**DELEGATE:** There were no delegates for this meeting.

**NEW BUSINESS:** Manger Johnson noted that Mark Weirske reached out to him about a culvert on WD3. It was mentioned that the topic would be revisited next year.

**OLD BUSINESS:** There was no old business to report.

**PROJECT UPDATES:**

Hay Creek: Administrator Halstensgard stated that there was a Project Team meeting held and summarized what they worked on, including a statement of goals, funding, and outreach strategies. HEI Engineer Erik Jones gave a report on plan development and Project Team process. Manager Braaten made a **motion** to approve Houston Engineering to start working on the proposal for the scope of work and changes recommended by Attorney Moren. Manager Johnson seconded the motion. Motion carried unanimously.

PCA 319 grant agreement for \$291,835.00 needed authorization. Manager Schmalz made a **motion** to approve, with Manager Johnson seconding the motion. Motion carried unanimously.

Oak Crest Coulee: Engineer Tony Nordby gave an update on the completed project. He noted that the board received a partial payment estimate for approximately \$3,600.00. The 5% retainage is still being held. Manager Braaten made a **motion** to pay partial payment estimate #6 in the amount of \$3663.44. Manager Johnson seconded it. Motion carried unanimously. Manager Braaten also made a **motion** to pay the R&Q bill for utility boring in the amount of \$4,094.10. That motion was seconded by Manager Johnson. Motion carried unanimously. There was discussion on reducing the retainage to 2.5%. Engineer Nordby will bring a partial payment estimate for half the retainage to the January meeting.

River Restoration: Administrator Halstensgard led a discussion on the River Restoration and the LSOHC funding that is left. The construction bidding process was discussed by Administrator Halstensgard. In the past the board has used the standard low bid process for projects requiring a bidding. Best Value Bidding is a process that evaluates contractors on a specific set of criteria and specifications. This method would require a panel or committee to review and rank the bids based on the criteria set forth in the bid documents. Administrator Halstensgard will do some more research on the process and the Board will be revisited at the January meeting.

Juneberry & Big Swamp North (SD 69): Engineer Jones gave an update on repair work and EAW process. He also task so went over four tasks pertaining to that process. Manager Johnson made a **motion** to approve the EAW scope of work with edits. Manager Braaten seconded the motion. Motion carried unanimously. \*

WD 3 Lat 2: Engineer Dalager gave a brief update on the outlet extension plan to include the sloughing. He also mentioned the reestablishment of the ditch record and redetermination of benefits in the future. Manager Johnson made a **motion** to move forward with the board as the petitioner. Manager Schmalz seconded the motion. Motion carried unanimously. Manager Braaten made a **motion** to proceed with slough repair. Manager Schmalz seconded the motion. Motion carried unanimously.

The board revisited the River Restoration topic. Engineer Jones noted that he attended the Two Rivers meeting to talk about the River Restoration. He stated that he reexplained the restoration project with no new questions asked.

Roseau Lake: Administrator Halstensgard led the Roseau Lake discussion with two Payment Applications to Spruce Valley. Manager Braaten made a **motion** to pay the first payout #01-10 of \$355,071.73. Manager Johnson seconded the motion. Motion carried unanimously. Manager Braaten made a **motion** to pay the second payout #01-11 of \$328,410.04 Manager Johnson seconded the motion. Motion carried unanimously.

In the bidding discussion for the next phase of construction, Manger Braaten gave a report on RRRWMB funding. Manager Johnson made a **motion** to allow HDR to prepare the East Inlet Channel and East Inlet Structure bid for advertisement. Manager Braaten seconded that motion. Motion carried unanimously.

## **REPORTS:**

RRWMB: Manager Braaten gave updates on the RRWMB, including funding and the legislative meeting.

Technician: Technician Broten noted that landowner Troy Weiland reached out and expressed concern for sloughing of the riverbank on his property. There was discussion following.

Administrator: Administrator Halstensgard reviewed the following items:

- Red River Basin Commission Conference – Jan 14-16; requested to be notified of any managers wishing to attend so they can be registered.
- MN Watersheds Legislative Event – Feb 19
- MN Watersheds Annual Conference – WD of the Year award
- Hay Creek Sub-watershed Project Team – Water Quality Program application; the board was supportive of submitting an application
- Mark Beito beaver bounty – Manager Braaten abstained. Chairman Diesen made a **motion** to pay Mark Beito for beaver trapping outside of normal scope of area. Manager Schmalz seconded the motion. Motion carried unanimously.
- Office closed dates – Dec 24 & 25, 2024 and Jan 1, 2025
- BWSR Manger training – Training date preference

## **OTHER BUSINESS:**

After a **motion** by Manager Braaten, seconded by Manager Schmalz, the meeting was adjourned at 2:50 p.m. The next meeting will be held January 2, 2025, at 12:00 p.m.

Respectfully submitted,

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Laverne Voll, Secretary

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Tracy Halstensgard, Administrator


December 2024 Bills & Receipts

Checkbook Balance as of December 23, 2024	\$106,636.39
<b>Receipts:</b>	
Citizens State Bank -- interest 11-18-24	\$ 88.94
Roseau County -- Share of taxes	\$ 250,392.00
State of MN -- DNR RIM Funding -- Roseau Lake project	\$ 132,392.00
Lake of the Woods County -- share of taxes	\$ 284.96
Marshall County -- share of taxes	\$ 122.98
Beltrami County -- share of taxes	\$ 73.72
Marshall County -- share of taxes	\$ 1,117.64
Kittson County -- Share of taxes	\$ 3,178.74
Roseau County -- Share of taxes	\$ 129,678.02
Transfer of Certificate of Deposit	\$ 510,374.66
Roseau SWCD -- Oak Crest Funding	\$ 21,050.00
<b>Total:</b>	<b>\$ 1,048,753.66</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,796.23
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,087.92
Tawni Wensloff -- wages	\$ 2,598.19
Jason Braaten -- Per Diem & mileage	\$ 487.23
Carter Diesen -- Per Diem & mileage	\$ 549.16
James Johnson -- Per Diem & mileage	\$ 905.28
Cody Schmalz -- Per Diem & mileage	\$ 179.08
Tracy Halstensgard - reimbursement & mileage	\$ 712.38
Elan Financial Services -- credit card	\$ 809.56
City Of Roseau -- utilities	\$ 175.64
Marco -- copier maintenance contract	\$ 173.63
Marco Technologies -- contract invoice	\$ 91.00
Patrick Moren Law Office -- Legal Fees	\$ 3,200.00
Roseau Times Region -- Meeting Notice	\$ 30.60
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Minnesota Energy Resources -- natural gas	\$ 83.78
Northern Resources Cooperative -- gas for vehicle	\$ 51.12
Coast True Value -- supplies	\$ 24.73
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
Smith Partners -- Roseau River easement acquisition	\$ 430.40
Roseau - Lake of the Woods Title & Abstract -- Baumann purchase	\$ 161,034.45
WSB -- Lost River Peatland Restoration Report	\$ 3,208.50
Mark Beito -- beaver trapping in Palmville structures	\$ 675.00
Houston Engineering -- River map invoice #73870	\$ 440.50
Houston Engineering -- Oak Crest Coulee invoice #72954 & #74036	\$ 30,311.81
HDR -- Inv #1200668441, 1200668442, & 1200668448	\$ 15,053.23
HDR -- Inv #1200668444, 1200668443, & 1200668456	\$ 47,017.97
<b>Total:</b>	<b>\$277,300.25</b>

## January 2025 Treasurer's Report

Checkbook Balance as of December 2, 2024	\$212,909.76
<b>Receipts:</b>	
Citizens State Bank -- interest 11-18-24	\$ 88.94
Red River Watershed Management Board -- River Restoration WQ PR 1	\$ 51,847.69
Red River Watershed Management Board -- Roseau Lake PR 4	\$ 111,572.00
League of Minnesota Cities -- dividend	\$ 93.00
State of Minnesota -- Malung Dam	\$ 40,000.00
State of Minnesota -- Market Value Credit (MVC)	\$ 12,056.29
<b>Total:</b>	<b>\$ 215,657.92</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,796.23
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,087.92
Tawni Wensloff -- wages	\$ 2,518.76
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	\$ 175.64
Marco -- copier maintenance contract	\$ 203.66
Marco Technologies -- contract invoice	\$ 91.00
Patrick Moren Law Office -- Legal Fees	
Roseau Times Region -- Meeting Notice	
Roseau Electric Co-op -- Int/phone --	\$ 128.73
Minnesota Energy Resources -- natural gas	\$ 224.55
Northern Resources Cooperative -- gas for vehicle	
Coast True Value -- supplies	
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
Smith Partners -- Roseau River easement acquisition	
Houston Engineering -- River map invoice #73870	\$ 440.50
Houston Engineering -- Oak Crest Coulee invoice #72954 & #74036	\$ 30,311.81
HDR -- SD 69 Big Swamp North, 10-3-9-24 through 10-30-24 Inv #1200678738	\$ 6,695.25
HDR -- Roseau Lake 10-3-9-24 through 10-30-24 Inv #1200678060	\$ 22,869.18
HDR -- Hay Creek PT 10-3-9-24 through 10-30-24 Inv 1200678737	\$ 1,347.50
HDR -- Whitney Lake site A 10-3-9-24 through 10-30-24 Inv #1200674783	\$ 12,440.00
<b>Total:</b>	<b>\$86,376.74</b>



<h1>PARTIAL PAYMENT ESTIMATE</h1>				Client Project No.		HEI Project No. 5468-0010	
				PAYMENT NUMBER: 7			
Project: Oak Crest Area Coulee Improvement Project Location: Roseau County, MN				PERIOD OF ESTIMATE: FROM 11/27/2024 TO 12/30/2024			
<b>CONTRACT CHANGE ORDER SUMMARY</b>				<b>ESTIMATE</b>			
<b>Change Order</b>		<b>AMOUNT</b>					
NO.	DATE	ADDITIONS	DEDUCTIONS				
1	09/05/24	\$2,500.00		1. Original Contract \$ 823,685.00			
				2. Change Orders \$ 2,500.00			
				3. Revised Contract (1+2) \$ 826,185.00			
				4. Work Completed* \$ 833,104.00			
				5. Stored Materials* \$ -			
				6. Adjustments* \$ (1,884.96)			
				7. Subtotal (4+5+6) \$ 831,219.04			
<b>TOTALS</b>		\$ 2,500.00	\$ -	8. Retainage 2.50% \$ 20,780.48			
<b>NET CHANGE</b>		\$ 2,500.00		9. Previous Payments \$ 789,658.09			
				10. Amount Due (7-8-9) \$ 20,780.47			
				*Detailed Breakdown Attached if Non-Zero Value			
<b>CONTRACT TIME</b> Completion Date Contract							
Original (days)		N/A	On Schedule?		Yes		
Revised		N/A			Starting Date: 7/22/2024		
Remaining		N/A			Final Completion: 10/31/2024		
<b>CONTRACTOR'S CERTIFICATION:</b>							
The undersigned Contractor certifies, to the best of his/her knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.							
Contractor:		R & Q Trucking, Inc					
By:							
Date:							
<b>ENGINEER'S RECOMMENDATION:</b>							
I have reviewed the progress of the work, and to the best of my knowledge, information and belief, in accordance with the terms of the Contract, the Contractor is entitled to a partial payment in the amount requested.							
							
Engineer:		By: Tony A. Nordby					
Date:		12/30/2024					
<b>OWNER'S APPROVAL:</b>							
Owner:		Roseau River Watershed District					
By:							
Date:							
				<b>REMIT PAYMENT TO:</b> R & Q Trucking, Inc 302 3rd St SW Roseau, MN 56751			



Client Project No.  
HEI Project No. 5468-0010  
Project: Oak Crest Area Coulee Improvement Project  
Location: Roseau County, MN  
Contractor: R & Q Trucking, Inc

PAY ESTIMATE

Page 1 of 1

PAY ESTIMATE #:	7
SUBMITTED:	1/2/2025
BEGIN DATE:	11/27/2024
END DATE:	12/30/2024

ITEM NO.	DESCRIPTION	UNIT	CONTRACT			CURRENT PAY ESTIMATE		PREVIOUS PAY ESTIMATES		PAY ESTIMATES TO DATE						
			QUANTITY	PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT					
Original Contract Items																
2021.501	MOBILIZATION	LUMP SUM	1	\$	55,000.00	\$	55,000.00		\$	-	1.	\$	55,000.00	1.	\$	55,000.00
2101.502	CLEARING AND GRUBBING	LUMP SUM	1	\$	25,000.00	\$	25,000.00		\$	-	1.	\$	25,000.00	1.	\$	25,000.00
2104.502	REMOVE BRIDGE	EACH	2	\$	5,000.00	\$	10,000.00		\$	-	2.	\$	10,000.00	2.	\$	10,000.00
2104.502	REMOVE CULVERT	EACH	1	\$	1,800.00	\$	1,800.00		\$	-	1.	\$	1,800.00	1.	\$	1,800.00
2104.602	SALVAGE AND INSTALL SHEET PILE WEIR	LUMP SUM	1	\$	15,000.00	\$	15,000.00		\$	-	1.	\$	15,000.00	1.	\$	15,000.00
2106.507	EXCAVATION - CHANNEL AND POND (P)	CU. YD.	9208	\$	20.00	\$	184,160.00		\$	-	9,208.	\$	184,160.00	9,208.	\$	184,160.00
2106.507	COMMON EMBANKMENT (CV) (P)	CU. YD.	302	\$	22.00	\$	6,644.00		\$	-	302.	\$	6,644.00	302.	\$	6,644.00
2118.507	AGGREGATE SURFACING (CV) CLASS 5	CU. YD.	17	\$	75.00	\$	1,275.00		\$	-	35.	\$	2,625.00	35.	\$	2,625.00
2451.507	COARSE FILTER AGGREGATE (CV) (P)	CU. YD.	645	\$	60.00	\$	38,700.00		\$	-	645.	\$	38,700.00	645.	\$	38,700.00
2451.507	MEDIUM FILTER AGGREGATE (CV) (P)	CU. YD.	446	\$	55.00	\$	24,530.00		\$	-	446.	\$	24,530.00	446.	\$	24,530.00
2451.507	FINE FILTER AGGREGATE (CV) (P)	CU. YD.	471	\$	48.00	\$	22,608.00		\$	-	471.	\$	22,608.00	471.	\$	22,608.00
2451.601	FINE SAND IRON FILTER AGGREGATE (CV) (P)	CU. YD.	446	\$	260.00	\$	115,960.00		\$	-	446.	\$	115,960.00	446.	\$	115,960.00
2123.510	DOZER	HOOR	30	\$	175.00	\$	5,250.00		\$	-	53.5	\$	9,362.50	53.5	\$	9,362.50
2501.503	54" CS PIPE CULVERT	LIN. FT.	108	\$	160.00	\$	17,280.00		\$	-	108.	\$	17,280.00	108.	\$	17,280.00
2501.503	48" CS PIPE CULVERT	LIN. FT.	240	\$	140.00	\$	33,600.00		\$	-	240.	\$	33,600.00	240.	\$	33,600.00
2501.601	OUTLET DRAWDOWN STRUCTURE	LUMP SUM	1	\$	25,000.00	\$	25,000.00		\$	-	1.	\$	25,000.00	1.	\$	25,000.00
2502.502	6" PRECAST CONCRETE HEADWALL	EACH	1	\$	300.00	\$	300.00		\$	-	1.	\$	300.00	1.	\$	300.00
2502.503	4" PERF PE PIPE DRAIN	LIN. FT.	494	\$	8.00	\$	3,952.00		\$	-	500.	\$	4,000.00	500.	\$	4,000.00
2502.503	6" PERF PE PIPE DRAIN	LIN. FT.	3782	\$	18.00	\$	68,076.00		\$	-	3,799.	\$	68,382.00	3,799.	\$	68,382.00
2502.503	6" PVC PIPE DRAIN	LIN. FT.	627	\$	125.00	\$	78,375.00		\$	-	567.	\$	70,875.00	567.	\$	70,875.00
2511.507	RANDOM RIPRAP, CLASS III	CU. YD.	100	\$	125.00	\$	12,500.00		\$	-	181.15	\$	22,643.75	181.15	\$	22,643.75
2573.502	SEDIMENT CONTROL LOG TYPE ROCK	LIN. FT.	10	\$	75.00	\$	750.00		\$	-	10.	\$	750.00	10.	\$	750.00
2573.502	CULVERT END CONTROLS	EACH	4	\$	200.00	\$	800.00		\$	-	1.	\$	200.00	1.	\$	200.00
2573.607	ROCK DITCH CHECK	CU. YD.	15	\$	200.00	\$	3,000.00		\$	-		\$	-		\$	-
2575.501	TURF ESTABLISHMENT	LUMP SUM	1	\$	25,000.00	\$	25,000.00		\$	-	1.	\$	25,000.00	1.	\$	25,000.00
2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ. YD.	13100	\$	3.75	\$	49,125.00		\$	-	13,649.	\$	51,183.75	13,649.	\$	51,183.75
Extra / Change Order Items																
2452.618	STEEL SHEET PILING	LUMP SUM	1.	\$	2,500.00	\$	2,500.00		\$	-	1.	\$	2,500.00	1.	\$	2,500.00
Totals																
Original Contract Amount						\$	823,685.00									
Extra / Change Order Amount						\$	2,500.00									
Work Completed									\$	-		\$	833,104.00		\$	833,104.00



PAY ESTIMATE

Client Project No.  
HEI Project No. 5468-0010  
Project: Oak Crest Area Coulee Improvement Project  
Location: Roseau County, MN  
Contractor: R & Q Trucking, Inc

PAY ESTIMATE #:	7
SUBMITTED:	1/2/2025
BEGIN DATE:	11/27/2024
END DATE:	12/30/2024

STORED MATERIAL SUMMARY

INVOICE NO.	INVOICE DATE	BID ITEM NO.	SUPPLIER	MATERIAL DESCRIPTION	STORED JOB TO DATE				INCORPORATED IN WORK				MATERIALS REMAINING IN STORAGE (\$)
					QUANTITY	UNIT PRICE	Tax	AMOUNT (\$)	DATE (MO/YR)	QUANTITY	UNIT PRICE	AMOUNT (\$)	
484914	6/14/2024	2501.503	Ferguson Waterworks	54" CMP with bands	28.	\$ 81.40	\$ 478.82	\$ 2,758.02	Sep-24	28.	\$ 98.50	\$ 2,758.02	\$ -
484914	6/14/2024	2501.503	Ferguson Waterworks	48" CMP with bands	64.	\$ 73.21		\$ 4,685.44	Aug-24	64.	\$ 73.21	\$ 4,685.44	\$ -
484914-1	6/19/2024	2501.503	Ferguson Waterworks	54" CMP with bands & bevels	80.	\$ 101.40	\$ 1,683.14	\$ 9,795.14	Sep-24	80.	\$ 122.44	\$ 9,795.14	\$ -
484914-1	6/19/2024	2501.503	Ferguson Waterworks	48" CMP with bands and bevels	176.	\$ 90.25	\$ 0.96	\$ 15,884.96	Aug-24	176.	\$ 90.26	\$ 15,884.96	\$ -
484914-1	6/19/2024	2501.601	Ferguson Waterworks	12" CMP with end section (Drawndown Struct)	20.	\$ 24.25		\$ 485.00	Jul-24	20.	\$ 24.25	\$ 485.00	\$ -
484916	06/24/24	2502.503	Ferguson Waterworks	4" Perf PE Pipe Drain and connections	500.	\$ 1.11	\$ 6.74	\$ 561.74	Oct-24	500.	\$ 1.12	\$ 561.74	\$ -
484916	06/24/24	2502.503	Ferguson Waterworks	6" Perf PE Pipe Drain and connections	3,900.	\$ 2.44	\$ 692.86	\$ 10,208.86	Oct-24	3,900.	\$ 2.62	\$ 10,208.86	\$ -
484916	06/24/24	2502.503	Ferguson Waterworks	6" PVC Pipe Drain and connections	640.	\$ 8.93		\$ 5,715.20	Oct-24	640.	\$ 8.93	\$ 5,715.20	\$ -
484915	06/27/24	2501.601	Ferguson Waterworks	Outlet Drawndown Structure items	1.	\$ 12,304.90	\$ 1,238.88	\$ 13,543.78	Jul-24	1.	\$ 13,543.78	\$ 13,543.78	\$ -
2407523	07/24/24	2451.601	Connely-GPM, Inc.	15 Bulk Bags (44980 lbs) Iron Aggregate CC-	1.	\$ 26,362.50		\$ 26,362.50	Oct-24	1.	\$ 26,362.50	\$ 26,362.50	\$ -
TOTALS:								\$ 90,000.64				\$ 90,000.64	\$ -

Client Project No.  
HEI Project No. 5468-0010  
Project: *Oak Crest Area Coulee Improvement Project*  
Location: *Roseau County, MN*  
Contractor: *R & Q Trucking, Inc*

PAY ESTIMATE #:	7
SUBMITTED:	1/2/2025
BEGIN DATE:	11/27/2024
END DATE:	12/30/2024

## CONTRACT ADJUSTMENT SUMMARY

NUMBER	TYPE OF ADJUSTMENT	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT (\$)
1	penalty	132 sq. ft. asphalt patch damaged from construction equipment along bike trail of NW Filter east of 2nd Ave SW. Repair performed by Agassiz Asphalt.	132	\$ 14.28	\$ (1,884.96)
				<b>TOTAL:</b>	\$ (1,884.96)



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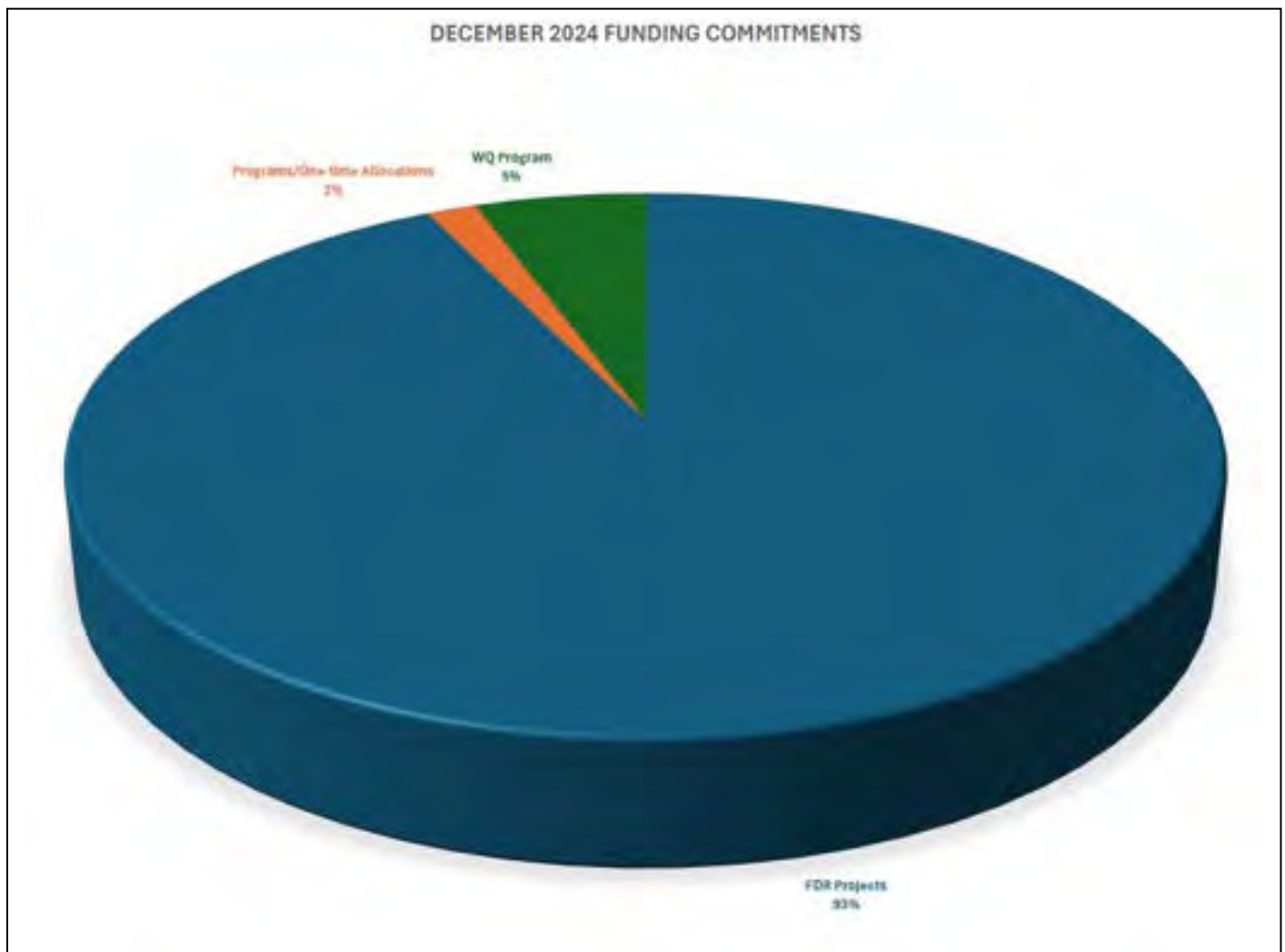
## Meeting Highlights – December 17, 2024

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1. **Funding Commitments:** Information was presented regarding current funding commitments of the Red River Watershed Management Board (RRWMB) for flood mitigation/water storage projects and water quality projects that are in various phases along with annually funded programs and one-time allocations. Current commitments include the following:

• Flood Mitigation – Water Storage:	\$ 17,903,887.46
• Water Quality Program – Base Funding:	\$ 750,422.73
• Water Quality Program – Competitive Funding:	\$ 334,287.57
• Annually Funded Programs/One-time Allocations:	\$ 314,133.96
<b>TOTAL Remaining Funding Commitments:</b>	<b>\$ 19,302,731.72</b>

Below is an illustration of current RRWMB funding commitments as of December 2024. Annual operating expenses are not included in funding commitments.



2. **General Business:** The general business of the RRWMB was conducted including approval of the November 19, 2024 meeting minutes, November 2024 Treasurers Report, current bills, and Manager Vouchers.
3. **2025 RRWMB Legislative Priorities:** The RRWMB Managers approved the following funding priorities as recommended by the RRWMB Legislative Committee:
- Bonding \$48,585,771
  - River Watch Program \$ 340,000
  - Mediation Agreement \$ 700,000
  - Total: \$49,625,771**
4. **Legislative Open House:** Upon adjournment of the RRWMB regular meeting at 10:15 a.m., a break was taken and the Legislative Open House was convened at 10:45 a.m. Legislators in attendance included Senator Mark Johnson, Senator Jordan Rasmusson, Senator Steve Green, Representative John Burkel, and Representative Jim Joy. Key discussion topics included bonding and permitting efficiency and streamlining.



**Foreground:** Representative John Burkel (middle) visiting with Dan Money (right), Administrator for the Two Rivers Watershed District and Molly Jansen (left), RRWMB Government Relations, Park Street Public. **Background:** Representative Jim Joy (left) visiting with Senator Jordan Rasmusson (right).





**Foreground:** Senator Mark Johnson (left), Representative Jim Joy (middle), and Senator Steve Green (right) conversing with RRWMB Managers, membership, partners and stakeholders. **Background:** RRWMB Manager LeRoy Ose (Red Lake Watershed District), RRWMB Manager Jason Braaten (Roseau River Watershed District), and Nikki Swenson (RRWMB Executive Assistant).



**Foreground:** Representative Jim Joy (right) and Molly Jansen (left), RRWMB Government Relations, Park Street Public. **Background:** Senator Steve Green (left) and RRWMB Manager Jason Braaten (right).



Senator Mark Johnson discussing the upcoming 2025 Minnesota legislative session.

**Legislative Open House Packet:** More information about RRWMB 2025 legislative priorities and background information can be found here: [RRWMB Legislative Open House Materials](#)

**Radio Interviews:** R&J News Reporter Prestin Douville was in attendance and interviewed all five legislators. More information and links to the interviews can be found here: [Red River Watershed Management Board Meeting Interviews – R & J Broadcasting Inc.](#)

[Republican Senators discuss 2025 Legislative priorities – R & J Broadcasting Inc.](#)

5. **Next Meeting:** The RRWMB will hold its next meeting on Tuesday, **January 7, 2025** at 10:00 a.m. in Ada, MN at the RRWMB office. Note that this is a change from the normal meeting date.



Senator Steve Green in the foreground sharing perspectives about the upcoming 2025 Minnesota legislative session. **Background:** Senator Jordan Rasmusson (left) and Tara Jensen, Administrator of the Wild Rice Watershed District (right).



Senator Jordon Rasmusson sharing comments about the upcoming 2025 Minnesota legislative session.

**THANK YOU!** The RRWMB thanks Senator Mark Johnson, Senator Jordan Rasmusson, Senator Steve Green, Representative John Burkel, and Representative Jim Joy for attending our legislative open house. We appreciate their efforts and the hard work of all Red River Basin legislators to represent our needs in Northwest Minnesota.



2025 January Board Meeting  
Technician Update

Hay Creek/Norland Connection Channel Mowing



Cass Simmons progress with clearing cattails and brush. Photos taken from 330<sup>th</sup> St. Left photo facing north, right photo is facing south.

Cass got to the job later than expected, but was able to complete work from the south near HWY 11 going north to CD18.

## ADMINISTRATOR'S UPDATE

January 2, 2025

**Red River Basin Commission (RRBC) Conference:** The 2025 Basin Commission conference will be held in Grand Forks at the Alerus Center, January 14-16. Let me know if you plan on attending so I can get you registered.

**Mn Watersheds Legislative Event:** will be February 19<sup>th</sup> in St. Paul. Let me know if you plan on attending so I can get you registered.

**Roseau Lake:** Nate will have the bid package ready for the board to approve advertising at the meeting. A motion will need to be made to schedule the bid opening either for the Feb. meeting date or if the board would like, it could be a special meeting as well.

**Equipment charge rates:** I've included a draft resolution on the District's equipment charge rates. This has not been updated since 2021 and I thought the board may want to revisit it.

**Intensive Watershed Monitoring:** The Minnesota Pollution Control Agency (MPCA) conducts intensive watershed monitoring (IWM) in each of the state's major watersheds on a repeating 10-year cycle. The Roseau River Watershed (RRW) began its first cycle (Cycle 1) of IWM in 2015. The MPCA is beginning its planning efforts for the second cycle (Cycle 2) of IWM in the RRW, scheduled to begin in spring of 2026. As part of this planning effort, the MPCA will hold a Surface Water Monitoring Request (SWMR) meeting to solicit input from local stakeholders and natural resource managers regarding the MPCA's proposed Cycle 2 monitoring sites. In addition to seeking input on those proposed sites, the MPCA will provide information on how local partners can submit monitoring project requests to support/investigate their planned implementation activities.

The RRW SWMR meeting is scheduled for January 9, 2025, from 10:00 am till 12:00 pm at the Roseau River Watershed District Office. The meeting will also be available virtually.

Topics to be covered at the meeting include:

- MPCA's Watershed Approach background
- Cycle 1 impairments update
- Project Charter
- Watershed Pollutant Load Monitoring Network
- Intensive Watershed Monitoring (IWM) approach (Cycle 1 and Cycle 2)
- SWMR Process
- SWMR Request Form
- Surface Water Assessment Grant (SWAG) opportunities
- IWM Process Timeline

### **Misc:**

- Jon Schauer will be here Jan. 7 to do our year end financial adjustments and tax statements.
- The CWMP Joint Powers Board will be meeting Jan 9<sup>th</sup> at 8 a.m. to adopt the 2025 workplan.

The following resolution was adopted by the board of manager at the January 2, 2025 meeting on a motion made by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. The motion carried with \_\_\_\_\_ managers in favor and \_\_\_\_\_ opposed. Absent

### RESOLUTION DEFINING DISTRICT EQUIPMENT CHARGE RATES

**Whereas;** the Roseau River Watershed District board of managers has purchased various pieces of equipment for the purpose of advancing the development and implementation of projects in keeping with the District's mission; and

**Whereas;** said equipment includes the following:

- 2009 Polaris Ranger UTV
- Trimble Survey Equipment
- 2009 Argo UTV
- DJI Mavic Pro Drone; and

**Whereas;** no formal charge rate documentation could be found in the District's records; and

**Whereas;** there has been no increase to the charge rates since the equipment was purchased; now

**Therefore, be it resolved that;** the Roseau River Watershed District board of managers finds the charge rate for said equipment to be as follows for expenses incurred through December 31, \_\_\_\_\_:

- 2009 Polaris Ranger UTV -- \$25/hour
- Trimble Survey Equipment -- \$30/hour
- 2009 Argo UTV -- \$25/hour
- DJI Mavic Pro Drone -- \$30/hour; and

**Be it further resolved that;** due to increased costs associated with owning said equipment, the Roseau River Watershed District board of managers finds the charge rate to be as follows for expenses incurred after July 1, 2022:

- 2009 Polaris Ranger UTV -- \$ 50 /hour
- Trimble Survey Equipment -- \$ 50 /hour
- 2009 Argo UTV -- \$ 75 /hour
- DJI Mavic Pro Drone -- \$ 50 /hour;

ROSEAU RIVER WATERSHED DISTRICT

\_\_\_\_\_  
Carter Diesen, Chair

ATTEST:

\_\_\_\_\_  
LaVerne Voll, Secretary

Dated: \_\_\_\_\_, 2025

## **RESOLUTION CLOSING BOARD MEETING**

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(b) states that “meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege;” and

WHEREAS, Terry Kveen, as Trustee of the Terry G. and Carol L. Kveen Revocable Trust, and Norman Kveen, as Trustee of the Kveen Joint Revocable Trust) have commenced litigation regarding construction matters on the Roseau Lake project; and

WHEREAS, the RRWD seeks to meet with its attorney, to discuss the pending litigation and potential settlement proposals; and

WHEREAS, it would be detrimental to the interests of the Board of Managers of the RRWD to hold a public discussion with its attorney regarding the strengths and weaknesses of its legal position(s), strategy, and potential settlement position where an opposing party or opposing attorney could listen to or be made aware of the RRWD’s positions; and

WHEREAS, there is an absolute need for the RRWD Board of Managers to obtain confidential legal advice regarding the pending litigation and potential settlement in order to maintain the attorney-client privilege.

BE IT RESOLVED by the Board of Managers of the Roseau River Watershed District as follows:

1. The Roseau River Watershed District Board of Managers hereby closes this meeting based upon the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b);
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the legal strategy in responding to the pending litigation (Roseau Lake construction matters) against the RRWD and potential settlement position.

Dated this 2<sup>nd</sup> day of January 2025.

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Chairman

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Secretary