

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JANUARY 2, 2025**

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

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

STAFF PRESENT: Administrator Halstensgard, Technician Broten, & Assistant Wensloff

OTHERS PRESENT: Daryl Wicklund

CONSULTING STAFF PRESENT: Erik Jones, HEI: Michelle Moren, Attorney; and Nate Dalager, HDR

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

BOARD REORGANIZATION: A motion was made by Manager Voll to keep the appointments the same as last year, as was written in the agenda. It was seconded by Manager Schmalz. Motion carried unanimously. With this motion, the following appointments will stand for 2025.

2025

Chairman	Manager Diesen
Vice-Chair	Manager Johnson
Secretary	Manager Voll
Treasurer	Manager Braaten
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
Personnel Committee	Managers Braaten & Voll

2025 Regular Board Meetings -

January 2 – 12 p.m.	July 3 – 8 a.m.
February 6 – 12 p.m.	August 7 -- 8 a.m.
March 6 – 8 a.m.	September 4 – 8 a.m.
April 3 - 8 a.m.	October 2 – 8 a.m.
May 1 – 8 a.m.	November 6 – 8 a.m.
June 5 -- 8 a.m.	December 4 -- 8 a.m.

CONSENT AGENDA:

Item removed from consent agenda: The minutes of the December 12, 2024 meeting were removed from the consent agenda for further discussion regarding WD3. Administrator Halstensgard clarified the change to the WD3 outlet discussion in the December minutes and added the amendments. Manager Braaten made a **motion** to approve the minutes as amended. Manager Johnson seconded the motion. Motion carried unanimously.

REMAINING ITEMS IN CONSENT AGENDA:

Administrator Halstensgard stated that the Treasurer's Report in the packet is updated with the additional deposits from the State for the Roseau Lake Project, in the amounts of \$499,576.10 and \$683,481.77. There were also two additional bills to add; they were from Moren Law Office for \$2,000 and another for Multi Office Products for \$128.13.

There were no permits to approve for the month of December.

Adoption of the Consent Agenda included December Treasurer's Report with changes, and manager and employee expense vouchers as read by Manager Braaten. A **motion** to approve the consent agenda was made by Manager Voll and seconded by Manager Johnson. The motion carried unanimously.

OLD BUSINESS: There was no Old Business for this meeting.

NEW BUSINESS: Administrator Halstensgard gave a presentation on the past 10-year accomplishments at the RRWD. She also noted that she would like feedback from the board on which efforts they would like to prioritize in the future. Administrator Halstensgard recommended focusing some effort on drainage record reestablishment on WD3, CD8, and SD51. After discussion with legal and engineering consultants, Manager Braaten made a **motion** to have Attorney Moren draft a resolution for reestablishment of record for WD3, CD8, and SD51. Manager Johnson seconded the motion. The motion carried unanimously.

The Board discussed scheduling the Citizen Advisory Committee (CAC) public information meeting. Administrator Halstensgard will schedule the meeting sometime in February.

PROJECTS: A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve advertising for bids for the Roseau Lake Project Phases 3 & 4 with the bid opening scheduled for 1:00 p.m. February 6, 2025. Motion carried unanimously.

Manager Voll made a **motion** to pay partial payment #7 to R & Q Trucking for 2.5% of the retainage, in the amount of \$20,780.48, for the Oakcrest Coulee project. Manager Schmalz seconded the motion. Motion carried unanimously.

There was discussion on the LSOHC funding for the River Restoration Project and slowing down the process to further address permitting, landowner issues, and other concerns. Manager Johnson made a **motion** to withdraw the extension requests. Manager Schmalz seconded the motion. The motion carried unanimously. Administrator Halstensgard will notify LSOHC staff before their meeting tomorrow.

REPORTS:

RRWMB: Manager Braaten provided an update on the RRWMB, including the legislative open house to meet with legislators.

WATERSHED TECHNICIAN: Technician Braaten updated the board on Hay Creek/Norland Connection Channel mowing completion by Cass Simmons. He also discussed the debris clearing on SD51 and a couple of contractor options. Manager Voll made a **motion** to hire Matt Anderson as the lower per hour contractor. Manager Schmalz seconded his motion. The motion carried unanimously.

Technician Broten reported that approx. \$8,000 of RRWD data loggers needed to be replaced. The data loggers have reached their life expectancy and the District is still monitoring several project areas. Manager Johnson made a **motion** to authorize ordering the data loggers from Solinst with a budget of \$8000.00. Manager Braaten seconded the motion. Motion carried unanimously.

ADMINISTRATOR: Administrator Halstensgard deferred to her written report along with the following items:

- Red River Basin Commission (RRBC) Conference – Managers Voll, Johnson, and Diesen plan on attending. Manager Braaten was registered by the RRWMB and will also be attending.
- MN Watersheds Legislative Event – in St. Paul Feb. 18th through 20th.
- Equipment charge rates update – Manager Braaten made a **motion** to adopt the Resolution Defining District Equipment Charge Rate (see Attached). Manager Johnson seconded the motion. The motion carried unanimously.
- There was **motion** made by Manager Voll to pay the Pay Request #4 for the Rock Arch Rapids Project for \$17,183.87. Manager Schmalz seconded the motion. The motion passed unanimously.
- Intensive Watershed Monitoring meeting scheduled from 10:00 a.m. on Jan. 9th in our office.

CLOSED MEETING: LITIGATION: Manager Johnson made a **motion** to adopt the resolution to close the public meeting for litigation discussion. Manager Voll seconded the motion. The motion carried unanimously.

A **motion** was made by Manager Johnson, seconded by Manager Schmalz to open the public meeting. Motion carried. A **motion** was made by Manager Voll, seconded by Manager Schmalz, to schedule a special meeting for January 13th at 8:30 to discuss litigation. Motion carried unanimously.

OTHER BUSINESS:

The next regular meeting will be February 6, 2025, at 12:00 p.m. After a **motion** by Manager Braaten and seconded by Manager Johnson, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

January 2025 Bills & Receipts

Checkbook Balance as of December 27, 2024	\$314,048.49
Receipts:	
Citizens State Bank -- interest 12-16-24	\$ 106.03
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
Roseau County -- PILT payment	\$ 1,205.18
State of Minnesota -- Malung Dam	\$ 40,000.00
State of Minnesota -- Market Value Credit (MVC)	\$ 12,056.29
State of Minnesota -- Roseau Lake FHM grant	\$ 499,576.10
State of Minnesota -- Roseau Lake LSOHC grant	\$ 683,481.77
Total:	\$ 1,399,938.06
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,952.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,171.90
Tawni Wensloff -- wages	\$ 2,797.50
Jason Braaten -- Per Diem & mileage	\$ 130.84
Carter Diesen -- Per Diem & mileage	\$ 137.84
James Johnson -- Per Diem & mileage	\$ 115.44
Cody Schmalz -- Per Diem & mileage	\$ 181.94
LaVerne Voll -- Per Diem & mileage	\$ 652.79
Elan Financial Services -- credit card	\$ 1,414.34
City Of Roseau -- utilities	\$ 187.15
Marco -- copier maintenance contract	\$ 203.66
Patrick Moren Law Office -- Legal Fees	\$ 2,000.00
Roseau Times Region -- Meeting Notice	\$ 53.20
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Minnesota Energy Resources -- natural gas	\$ 224.55
Northern Resources Cooperative -- gas for vehicle	\$ 75.22
Minnesota Energy Resources -- natural gas (Feb bill)	\$ 139.51
Verizon Wireless -- Trimble	\$ 40.01
Sjoberg Cable TV -- email service	\$ 6.00
League of Minnesota Cities -- Dues	\$ 2,358.00
Houston Engineering -- Invoice #74397, 74396 & 74395	\$ 38,648.39
Houston Engineering -- invoice #74400, 72954 & #74036	\$ 31,804.21
Spruce Valley Corporation -- Roseau Lake Pay Application 01-10	\$ 355,071.73
Spruce Valley Corporation -- Roseau Lake Pay Application 01-11	\$ 328,410.04
Spruce Valley Corporation -- Rock Arch Rapids pay application 4	\$ 17,183.87
Red River Watershed Management Board -- share of taxes	\$ 124,839.68
R & Q Trucking -- Oak Crest PR #7	\$ 20,781.47
HDR -- Inv #1200678738 & #1200678737	\$ 8,042.75
HDR -- Inv #1200678060 & #1200674783	\$ 35,309.18
BIL Manufacturing -- gates for Roseau Lake project	\$ 5,279.63
Total:	\$985,340.58

The following resolution was adopted by the board of manager at the January 2, 2025 meeting on a motion made by Manager BRAATEN, seconded by Manager JOHNSON. The motion carried with 5 managers in favor and 0 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:

- 2020 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, 2026:

- 2020 Polaris Ranger UTV -- \$50/hour
- Trimble Survey Equipment -- \$50/hour
- 2009 Argo UTV -- \$75/hour
- DJI Mavic Pro Drone -- \$50/hour; and

ROSEAU RIVER WATERSHED DISTRICT



Carter Diesen, Chair

ATTEST:



LaVerne Voll, Secretary

Dated: JANUARY 2, 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 2nd day of January 2025.


Chairman


Secretary