

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD APRIL 3, 2025**

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

MANAGERS PRESENT: Carter Diesen, Laverne Voll, Jason Braaten, James Johnson, and Cody Schmalz

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

OTHERS PRESENT: Ericka Halstensgard, Roseau County Highway Department (RCHD)Engineer; Randy Prachar

CONSULTING STAFF PRESENT: Erik Jones (via Teams), Houston Engineering; Nate Dalager, HDR; Torin McCormack, HDR; Michelle Moren, Attorney; Jacqueline Mosher, Attorney

AGENDA: A **motion** was made by Manager Braaten to approve the agenda with the addition of employee wage discussion under Other Items, seconded by Manager Voll. Motion carried unanimously.

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Voll and seconded by Manager Johnson. The motion was carried unanimously.

Adoption of the Consent Agenda included:

- Approval of the March 6, 2025, regular meeting minutes as amended
- March Treasurer's Report included additional bills for Moren Law Office for \$2,585.00, and ESRI Services for \$2,388.72
- Approval of permit #2025-003(RCHD), permit #2025-004(RCHD), and permit #2025-005(MnDOT)
- Manager and employee expense vouchers as read by Manager Braaten

OLD BUSINESS: Records Establishment Update – Administrator Halstensgard led the update with Roseau County releasing the WD 3 & CD 8 records to the Roseau River Watershed District. Staff and HDR will now need to proceed with attaining the State records on SD51. Engineer Dalager clarified information on ditch records. Manager Voll made a **motion** to move forward working with Attorney Moren, Engineer Dalager, and Surveyor George Columbe on that process. Manager Johnson seconded the motion. Motion carried unanimously.

Culvert Survey Update –Engineer Dalager and Engineer Jones led the update with funding discussion. The Hay Creek Sub-watershed will be the priority area for this year's field collection.

NEW BUSINESS: There was no new business for this meeting.

PROJECT UPDATES:

Whitney Lake - Administrator Halstensgard stated that our Flood Hazard Mitigation grant runs out at the end of this year, including the grant extensions. She presented three different options for moving forward on the Whitney Lake project. 1. Do nothing; 2. Continue flood hazard mitigation only and do soil boring and legal surveys, and then wait to determine if additional funding is available; 3. Start the process over and determine if LSOHC funding is available. Any option will need to be reviewed and approved by the project team. The board will continue discussion at the May meeting.

Big Swamp North (Badger Creek) - Engineer Jones and Torin McCormack led the discussion about the Project Team plans and actions being taken, including funding, work completed, permitting, and the next design steps.

Roseau Lake - Administrator Halstensgard talked about funding challenges for all the Flood Hazard Mitigation projects in the state. Administrator Halstensgard testified before the House Capital Investment Committee in St. Paul with a delegation from the Red River Valley that included Rob Sip, RRWMB, and Chad Engel, Moore Engineering. Representative Burkel sponsored the legislation for funding projects in the Red River Valley. A proposal for LSOHC funding will be submitted for consideration for FY 2027 funding. The DNR will also be requesting RIM money for the next phase of Roseau Lake construction.

REPORTS:

RRWMB: Manager Braaten gave updates on the RRWMB.

Technician: Technician Broten gave an update on insulation quotes for our RRWD building. He also gave updates about brushing on Sprague Creek and the drone footage he took on Pine Creek. He also mentioned the Watershed Specialist Training that he will be taking to attain wetland delineation certification this fall.

Administrator: Administrator Halstensgard provided a written report and reviewed the following items:

- Summer Tour 25 – Manager Johnson made the **motion** to approve a \$2,000 spending budget for use on the MN Watershed Summer Tour. Manager Schmalz seconded the motion. Motion carried unanimously.
- River Restoration – MN DNR public waters permit was received. We are still waiting for the COE 404 permit.
- 2025 Property taxes – Manager Voll made a **motion** to pay RRWD property taxes in full, in the amount of \$11,473.84. Manager Johnson seconded the motion. Motion carried unanimously.
- 2024 Audit – Brady Martz will be onsite April 16th

9:00 a.m. Phases 3 & 4 Bid Opening – There were three bids received, complete with bid bonds, submitted for the Roseau Lake Rehabilitation Project Phases 3 & 4. They were from Gladen Construction, Zavoral Construction, and Spruce Valley Corporation. A bid tabulation

will be completed. Bids were received for the base and the alternate. Gladen was the apparent low bidder for both the base bid (\$7,699,778.60) and the alternate bid (\$4,798,455.05), which deletes the structure from the base bid.

Manager Johnson made a **motion** to accept Gladen's Alternative Bid of \$4,798,455.05 with the understanding that the Board was in the process of seeking additional funding for the base bid and that if the additional funding was procured in a timely fashion, the Board would accept Gladen's base bid. Manager Voll seconded the motion. Motion carried unanimously.

OTHER BUSINESS: Manager Voll made a **motion** for a wage increase for two RRWD employees. Technician Broten will get an increase in salary to \$49,884.87 and \$6,000 insurance stipend annually. Administrative Assistant Wensloff will get a two dollar an hour increase from \$20.60 to \$22.60. Manager Braaten seconded the motion. Motion carried unanimously.

After a **motion** by Manager Voll, seconded by Manager Schmalz, the meeting was adjourned at 9:40 a.m. The next meeting will be held May 1, 2025, at 8:00 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

March 2025 Bills & Receipts

Checkbook Balance as of February 28, 2025	\$546,067.37
Receipts:	
Citizens State Bank -- interest 2-17-25	\$ 113.13
State of Minnesota -- FHM grant; Roseau Lake	\$ 298,528.15
State of Minnesota -- FHM grant; Whitney Lake	\$ 55,297.68
Marshall County -- share of taxes	\$ 90.32
Total	\$ 354,029.28
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,172.89
Tawni Wensloff -- wages	\$ 2,704.55
Tracy Halstensgard -- Mileage and expenses	\$ 216.00
Jason Braaten -- Per Diem & mileage	\$ 523.35
Carter Diesen -- Per Diem & mileage	\$ 413.51
James Johnson -- Per Diem & mileage	\$ 695.43
Cody Schmalz -- Per Diem & mileage	\$ 363.88
LaVerne Voll -- Per Diem & mileage	\$ 426.11
Elan Financial Services -- credit card	\$ 2,772.94
City Of Roseau -- utilities	\$ 194.94
Patrick Moren Law Office -- Legal Fees	\$ 2,761.25
Roseau Times Region -- notice & open house ad	\$ 316.20
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Northern Resources Cooperative -- gas for vehicle	\$ 41.35
Coast True Value -- supplies	\$ 54.86
Verizon Wireless -- Trimble	\$ 40.01
North Pine Services -- snow removal	\$ 270.00
Smith Partners -- Roseau River easement acquisition	\$ 279.00
Jon Schauer, DbA Consulting -- year-end financials & tax filing	\$ 1,881.25
Minnesota Viewers Association -- 2025 membership dues	\$ 125.00
R & Q Trucking -- Rip Rap for Sprague Creek (Roseau Lake mitigation)	\$ 600.00
Houston Engineering -- invoice #75230 Oak Crest Coulee	\$ 474.00
HDR -- Inv #1200692764, 1200692765 & 1200683891	\$ 5,933.73
HDR -- Inv #1200692767, 1200692829 & 1200692763	\$ 46,559.14
Nelson's Café -- CAC meal	\$ 597.97
Total	\$77,501.10