

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD SEPTEMBER 4, 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: Tom Enright, DNR

CONSULTING STAFF PRESENT: Erik Jones, Houston Engineering; Michelle Moren, Attorney; Jaqueline Turnow, Attorney; Torin McCormack, HDR; Nate Dalager, HDR.

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

CONSENT AGENDA: A **motion** to approve the Consent Agenda with edits was made by Manager Schmalz. The motion was seconded by Manager Johnson. The motion was carried unanimously. Adoption of the Consent Agenda included:

- Approval of August 7, 2025, regular meeting minutes (as amended).
- Treasurer's Report with additional bills for Moren Law Office \$1,997.50, Zack Johnson beaver bounty \$300, Mark Beito beaver bounty \$225, Jon Schauer with Dba Consulting audit for \$1,400.00.
- Permits 2025-20(Dunham), 2025-21(Dunham), & 2025-22(Dunham).
- Review and Approve manager and employee expense vouchers as read by Manager Braaten.

PERMITS:

Permit 2025-14(Brateng) – Technician Broten gave an update on this permit that was tabled at last month's meeting pending more information. More information was acquired. Manager Voll made a **motion** to approve the permit. Manager Braaten seconded the motion. Motion carried unanimously.

DELEGATION: There were no delegates for this meeting.

OLD BUSINESS:

HDR Contracts – Administrator Halstensgard gave a short update on the HDR General and Technical services contract that had been provided at the last meeting. Manager Voll made a **motion** to approve the contract. Manager Johnson seconded the motion. Motion carried unanimously. A draft contract for the Spruce 35 project work was also presented to the board. Torin McCormack discussed the items included in the contract. Attorney Moren mentioned that

the insurance terms would need to be updated as an old template was included. A **motion** to approve the contract with the corrected insurance information was made by Manager Braaten, seconded by Chairman Diesen. Motion carried unanimously.

MnDOT Hwy 89 project – Administrator Halstensgard reported on the potential project. Staff will continue to coordinate with MN DOT on the culvert and drainage issues.

There was a discussion on beaver trapping in SD 51 led by Manager Schmalz. Tom Enright, DNR discussed trapping beaver on the WMA and in the river and mentioned the trappers they contract with.

8:30 BUDGET HEARING: At 8:30a.m., Manager Braaten made a **motion** to open the public hearing, seconded by Manager Schmalz. Motion carried unanimously. Administrative assistant Wensloff noted that the hearing notice had been properly published as required by law, and Administrator Halstensgard stated that no comments on the 2026 budget were received by the office. There were no comments from those in attendance. Manager Johnson made a **motion** to close the budget hearing. Manager Braaten seconded the motion. Motion carried unanimously. A **motion** was made by Manager Braaten and seconded by Manager Johnson to adopt the 2026 budget as presented. Motion carried unanimously.

2026 DRAFT ADMINISTRATIVE BUDGET

	2026 proposed
Salaries & Benefits	\$ 151,000.00
Manager's per diem & expenses	\$ 20,000.00
Dues & registrations	\$ 5,000.00
Engineering	\$ 15,000.00
Legal & other professional services	\$ 20,000.00
Real estate taxes	\$ 8,000.00
Rent & utilities	\$ 3,000.00
Insurance	\$ 6,000.00
Telephone & Internet	\$ 3,000.00
Office supplies & miscellaneous	\$ 10,000.00
Cap. Outlay & building maintenance	\$ 27,000.00
Stream gaging	\$ 12,000.00
RRWD projects / maintenance	\$ 20,000.00
Programs & planning	\$ -
	\$ 300,000.00

A **motion** was made by Manager Braaten, seconded by Manager Johnson, to adopt the 2026 General Administration Levy resolution. Motion carried unanimously.

The Board reviewed ditch fund balance information for each of the ditch systems and discussed future maintenance needs for each system. After discussion, the board set the levies as follows,

WD #3	50%
CD #8	20%
CD #16	0.50%
WD #115	0.50%
West Interceptor	\$2,500 (set amount)

A one percent assessment on redetermined benefits be made on State Ditch #51.

Approximate figures are:

Roseau County	\$88,177.69
Kittson County	\$ 1,155.02
Marshall County	\$ 641.92
Beltrami County	\$ 899.65
Lake of the Woods County	\$ 648.60

A **motion** was made by Manager Voll, seconded by Manager Braaten, to adopt the 2026 Ditch Levy resolution to set the ditch levies. Motion carried unanimously.

A **motion** was made by Manager Braaten to pass the RRWMB resolution. It was seconded by Manager Johnson. Motion carried unanimously.

NEW BUSINESS: There was no new business at the meeting; however, Manager Schmalz stated he had been approached by a landowner and asked about clearing trees near highway 10. Technician Broten said he didn't think it would be a problem. No board action taken.

PROJECTS:

Hay Creek Project Team update: Administrator Halstensgard, Torin McCormack, and Engineer Dalager gave updates on Hay Creek, including landowner outreach, cattle crossing and ditch 9 repair. Manager Voll reported visiting with some landowners about selling land for a potential impoundment site. Engineer Jones discussed potential practices to be installed within the ditch ROW.

CD8 Construction update: Administrator Halstensgard gave an update. Manager Braaten made a **motion** to pay the APEX payment application #1 for \$102,194.95. Manager Schmalz seconded the motion. Motion carried unanimously. Torin McCormack gave more information. Manager Voll made a **motion** to move forward with additional cleaning east of the repair. Staff will work with local contractors. Manager Braaten seconded the motion. The motion carried unanimously.

Roseau Lake: Torin MacCormack gave an update on a beaver issue that had been impacting phase 1 construction. He also noted that construction is slow due to the rainy weather. The weather impact has also led to road issues. After discussion, Manager Voll made a motion to approve payment application #3. Manager Johnson seconded the motion. Motion carried unanimously.

Attorney Moren provided an update on the Kveen litigation and stated that the lawsuit had been dismissed with prejudice.

Juneberry: Erik Jones discussed the EAW. Tom Enright reported on SD69 discussions with Roseau County. Both parties have agreed to sign Letters of Intent outlining each entity's roles and responsibilities for the Juneberry Project.

9:00 a.m. - BID OPENING – Sprague Creek Mitigation: - engineer estimate of \$412,542.00

The following bids were received – each bidder provided the required bond bid:

Davidson Construction, Inc. in the amount of \$521,279.00

Northern Harbor in the amount of \$234,902.00

Gladden Construction, Inc. in the amount of \$642,997.25

Spruce Valley Corporation in the amount of \$507,008.00

Manager Johnson made a **motion** for provisional acceptance pending review. Manager Schmalz seconded the motion. Motion carried unanimously.

REPORTS:

RRWMB: Manager Braaten provided a written report.

Technician: Technician Broten reported on WD3 culvert replacement, Palmville road maintenance, Hwy 89 drainage, MWPCP training, and Palmville beaver dams.

Administrator: Administrator Halstensgard stated that the River Trail has been accepted as a trail on the GMRPTC, except the Dieter town hall site. She proceeded with additional GMRPTC funding information for next year.


She also gave a short report on the potential HR contract, stating that we weren't able to increase liability insurance. Thus, we are unable to enter into the contract.

Marco reached out to the RRWD office with two different offers to upgrade the copier. Manager Voll made a **motion** to update the office Marco copier with a new model. Manager Johnson seconded the motion. Motion carried unanimously.

OTHER BUSINESS:

After a **motion** by Manager Voll, seconded by Manager Schmalz, the meeting was adjourned at 9:55 a.m. The next meeting will be held on October 2, 2025, at 8:00 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator