

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF  
MANAGERS MEETING HELD AUGUST 4, 2021**

The meeting was held at the Roseau River Watershed District office located at 714 6<sup>th</sup> Street SW, Roseau, MN 56751 with participation also available online via WebEx.

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

**MANAGERS PRESENT:** In person: Jason Braaten, Tony Wensloff, LaVerne Voll and Carter Diesen.

**STAFF PRESENT:** In Person: Watershed Specialist McCormack and Administrator Halstensgard.

**OTHERS PRESENT:** In Person: Mitch and Matt Magnusson. Via WebEx: Chad Reese and Melanie Benit, Institute for Justice; Terry Kveen; Deb Walchuk, NRCS; Keith Weston, RRRRA; Rob Sip RRWMB.

**CONSULTING STAFF PRESENT:** In person, Jake Huwe, HDR Engineering; Michelle Moren, Moren Law office.

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

**CONSENT AGENDA:** A **motion** to approve the Consent Agenda was made by Manager Braaten and seconded by Manager Wensloff. The motion carried unanimously. Adoption of the Consent Agenda included approving the July 7, 2021 regular meeting minutes, the Treasurer's Report, Permit #21-11 and #21-08, and manager expense vouchers.

**PERMITS:**

After Specialist McCormack provided information on the permit application, Manager Braaten made a **motion** to approve permit #21-09 (Jan Farris), seconded by Manager Voll. Motion carried unanimously.

After Specialist McCormack provided information on the permit application, Manager Voll made a **motion** to approve permit #21-10 (Tony Brateng), seconded by Manager Braaten. Motion carried unanimously.

After Specialist McCormack provided information on the permit application, Manager Braaten made a **motion** to deny permit #21-12 (Tony Brateng), seconded by Manager Voll, because the proposed work is the responsibility of the drainage system. Motion carried unanimously. The Board agreed that the work proposed in permit #21-12 is necessary maintenance to the CD #8 system. A **motion** was made by Manager Voll to authorize the cleaning of the recommended portion of CD #8, Lateral 1, seconded by Manager Braaten. Motion carried unanimously.

**NEW BUSINESS:**

Administrator Halstensgard reviewed the draft budget and draft resolutions. No changes were recommended. Manager Wensloff made a motion to set Public Hearing for September 1, 2021 at 9:00 a.m. and publish notice, seconded by Manager Voll. Motion carried unanimously. Administrator Halstensgard will advertise the public hearing. Manager Voll asked about the

possibility of getting funding from the RRWMB for drainage projects. Manager Braaten, Administrator Halstensgard and Rob Sip, RRWMB Executive Director, talked about the RRWMB's funding procedures and policy.

**OLD BUSINESS:** No Old Business for this meeting.

**REPORTS:**

**ADMINISTRATOR:** Administrator Halstensgard discussing the following in addition to her written report:

- Oak Crest Coulee update – staff met with Alex Halstensgard, Golf Course Grounds Supervisor, Todd Peterson, Roseau city planner, and Houston Engineering to discuss clean water project possibilities.
- Public Notary renewal.
- 2020 Annual Report and Audit are complete and will be on the website.

**WATERSHED SPECIALIST:** Specialist McCormack provided the following update to the Board:

- Roseau Lake borrow pit meeting
- Lost River lease for survey received from the DNR
- LCCMR funding update
- Hay Creek / Norland haying update
- Tveit contract for farming
- Construction of the City Center Site for the River Trail is complete.
- Trap installation on Duxby culverts
- Wild Parsnip treatment on Cutoff 10

**RRWMB:** Executive Director Rob Sip gave the board updates on the activities of the RRWMB including a legislative update and discussion on RRWMB finances. Mr.Sip discussed the LiDAR update that is being undertaken. August 3<sup>rd</sup> was the RRWMB's 45 anniversary. There will be recognition planned for the March Conference. The August board meeting will be held at the Bois de Sioux District in Wheaton. The Board will be touring projects in that district.

Chairman Diesen asked if there were any comments on the Reports. There were no public comments.

**PROJECTS:**

**Whitney Lake:** -- The contract with NRCS for the RCPP effort expires in September and all the money has been spent. In order to get to a cost/benefit that the NRCS State Conservation Engineer would support the project would have to change significantly. Administrator Halstensgard recommended closing out the contract with NRCS and moving forward with the projects as they have been presented to landowners utilizing traditional funding sources. Keith Weston, Red River Retention Authority Director, addressed the Board explaining options to finish the planning effort. There was discussion on the information gained through this process and the costs of these planning efforts in the Red River Valley.

Administrator Halstensgard discussed the Scope of Work agreements with HDR Engineering, Inc. Now that the Board has a fully executed funding agreement with the State, the District has funding to continue working on the design and final engineering for the two retention sites. A Project Team meeting will be scheduled to restart the planning effort. A **motion** was made by Manager Braaten to enter into both contracts with HDR and authorize

Chairman Diesen to sign them, seconded by Manger Wensloff. After some additional discussion the motion carried unanimously.

Chairman Diesen asked if there were any comments on the Projects. There were no comments from the attendees.

A **motion** was made by Manager Voll, seconded by Manager Wensloff, to adopt the resolution to close the meeting to discuss land acquisition. Motion carried unanimously.

A **motion** was made to open the regular meeting by Manager Wensloff, seconded by Manager Voll. Motion carried unanimously and the regular meeting was opened to the public.

**Other Items:** Manager Voll received a text message from Mitch Magnusson requesting information on engineering expenses. It was stated that a request should be made to the office and we would follow our data practices policy.


Manager Voll discussed the need for managers to go over the ditch system fund balances and the needed repair. A Special meeting was scheduled for August 23, 2021 at 7:00 a.m.

The next meeting will be September 1, 2021 at 8:00 a.m. at the RRWD office. After a **motion** by Manager Braaten and second by Manager Voll, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

---

Cody Schmalz, Secretary

  
Tracy Halstensgard, Administrator

RRWD August 2021 Bills and Receipts

RRWD Checkbook Balance as of July 27, 2021	\$137,232.51
<b>Receipts:</b>	
Beltami County -- share of taxes	\$ 668.80
Marshall County -- share of taxes	\$ 0.80
Kittson County -- share of taxes	\$ 4,149.06
Citizens State Bank -- interest 6-21-21	\$ 4.67
<b>Total:</b>	<b>\$ 4,823.33</b>
<b>Bills:</b>	
Tracy Halstensgard -- Salary and Insurance	\$5,039.64
Torin McCormack -- Salary and Insurance	\$5,486.64
Tracy Bergstrom -- wages	\$1,115.33
Tracy Bergstrom -- reimbursement	\$25.61
Jason Braaten - per diem and mileage	\$104.67
Carter Diesen -- per diem and mileage	\$220.54
LaVerne Voll -- per diem and mileage	\$225.02
Tony Wensloff -- per diem and mileage	\$92.35
Internal Revenue Service -- Withholding	\$4,144.92
Minnesota Department of Revenue -- Withholding	\$660.00
PERA -- Employer / Employee Contribution	\$1,877.28
Cardmember Services -- web service fees, meeting & fair expenses, supplies	\$857.47
City Of Roseau -- utilities	\$244.53
Marco -- Copier agreement	\$162.66
Minnesota Energy -- Natural Gas	\$10.87
Patrick Moren Law Office -- Legal Fees	\$3,762.50
Roseau Times Region -- Meeting Notices	\$122.40
Roseau Electric Co-op -- Int/phone --	\$158.60
SuperOne - supplies	\$33.83
Northern Resources Cooperative -- gas for work truck	\$87.77
Verizon Wireless -- Trimble	\$40.01
<b>Halverson Sand and Gravel -- City Center Site</b>	
	\$48,500.00
At Your Service Lawn Care - mowing	\$434.98
Roseau County Highway Dept -- WD#3 culverts	\$1,742.50
Universal Screenprint -- river trail poster for fair booth	\$42.75
HDR -- Inv #s 1200359892, 1200359891 & 1200359889	\$11,041.23
HDR -- invoice 1200358841	\$44,617.92
<b>Total:</b>	<b>\$130,852.02</b>

## RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(c) (3) states that:

“A public body may close a meeting:

To develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, Section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body’s internal procedures, and the purchase price or sale price is public data.”

WHEREAS, the Roseau River Watershed District will be developing or considering offers or counteroffers for the purchase of the following described real property:

Site C - Lands under consideration include portions of Section 11, Ross Township (T162N, R41W), Roseau County (see attached map).

Roseau Lake - Lands under consideration include portions of Sections 7-8, 12-14, 23-24 and 26, Dieter Township (T163N, R41W), Roseau County and Sections 20-22 and 28-29, Unorganized Township (T163N, R40W), Roseau County (see attached map).


On July 7, 2021, during the regular board meeting commencing at 8:00 a.m., at the Roseau River Watershed District Board office located at 714 6<sup>th</sup> Street SW, Roseau, Minnesota, 56751; and

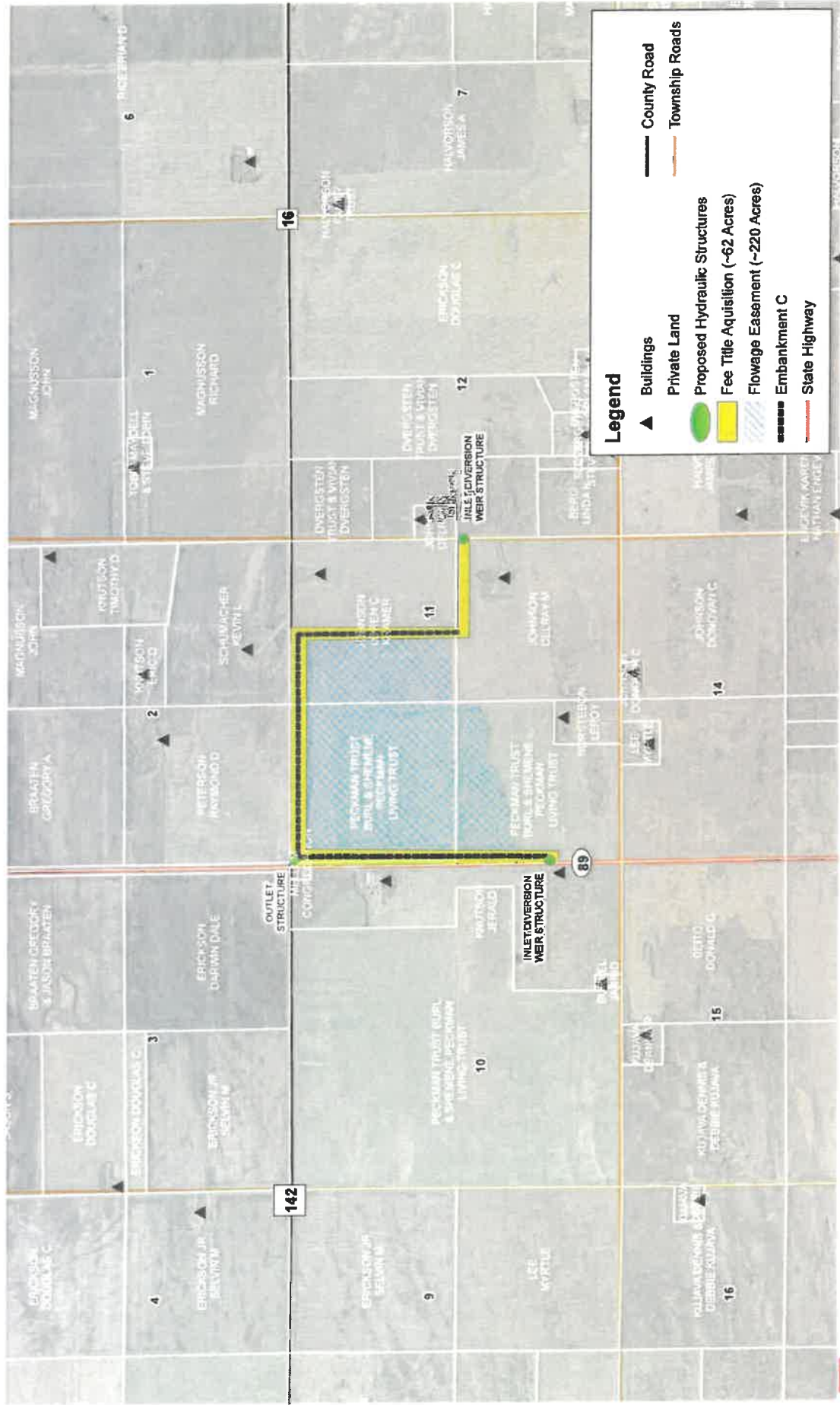
BE IT RESOLVED by the Roseau River Watershed District Board as follows:

1. The Roseau River Watershed District Board hereby closes this meeting pursuant to Minn. Stat. § 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for purchase of the above described real property;
2. That any agreement reached based upon an offer considered at this meeting shall be contingent upon approval of the Roseau River Watershed District Board at an open meeting and the actual purchase or sale must be approved at an open meeting after the notice period required by statute or the Roseau River Watershed District Board's internal procedures and the purchase price or sale price as public data.

Dated this 4<sup>th</sup> day of August, 2021.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary  
Vice-Chair



NPI: V:\PROJECTS\BIRCHLAKE\BIRCHLAKE\_FACILITY\RETENTION\AK\_FLOWAGE\_EASEMENT\_C\AK\_FLOWAGE\_EASEMENT\_C\_DATE\_NAILED

