

REGULAR MEETING of the BOARD OF MANAGERS
Thursday August 6, 2026 – 8:00 a.m.
RRWD OFFICE 714 6th Street SW, ROSEAU MINNESOTA



Agenda

❖ **CALL TO ORDER:**

- Pledge of Allegiance
- Approve agenda: _____

❖ **CONSENT AGENDA:** _____

- July 2, 2026 regular board meeting minutes
- Permit: 26-09 (RCHD)
- Treasurer's report
- Review and approve manager and employee expense vouchers

❖ **DELEGATION:** _____

❖ **OLD BUSINESS:** _____

- Governing Documents: _____
 - Mission Statement
 - By-Laws
 - Policies

❖ **NEW BUSINESS:** _____

- Insurance Waiver _____
- Building addition / maintenance discussion _____
- Schedule 2027 budget hearing _____

❖ **8:30 Hearing: CD #8 final payment hearing** _____

❖ **PROJECTS:**

- Hay Creek: _____
 - Santl Site
 - Gustafson contract
 - BMP site discussion
- Big Swamp North: _____
 - Badger Creek design discussion _____
- Roseau Lake: _____

❖ **REPORTS:**

- RRWMB: _____
- Technician: _____
- Administrator: _____

❖ **OTHER ITEMS:** _____

❖ **MOTION TO ADJOURN:** _____ Time: _____

❖ **NEXT MEETING DATE:** September 3, 2026 @ 8:00 a.m.

❖ **DATES TO REMEMBER:**

- August 25th & 26th – MN Watersheds Summer Tour – Detroit Lakes
- December 2nd – 4th – MN Watersheds Annual Conference – Nisswa
- January 19th – 21st, 2027 – RRBC conference – Grand Forks

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS
MEETING HELD JULY 2, 2026**

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

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

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

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

OTHERS PRESENT: Tom Enright, DNR; Brock Svoboda and Jamie Sikorski, landowners.

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

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

- June 4, 2026 regular meeting minutes
- June 10, 2026 special meeting minutes
- Permit #26-07 (Santl Farms)
- Treasurer's Report as handed out
- Manager and employee expense vouchers as read by Manager Braaten

PERMIT: #26-08 (John Johnson & Kevin Johnson) A **motion** to approve permit #26-08 was made by Manager Voll with conditions that elevation of the dike be set at one foot below the township road elevation and side water inlets (SWI) be added. It was seconded by Manager Braaten. Technician Broten will provide the elevation in the permit. The motion carried unanimously.

OLD BUSINESS:

Administrator Halstensgard noted the MN Watersheds Summer Tour being held in Detroit Lakes on August 25th & 26th this year. Managers Braaten and Johnson indicated they may attend. Rooms at the hotel have been reserved and Assistant Wensloff will register the attendees. Administrator Halstensgard stated the MN Watersheds annual meeting scheduled for August 31st and will be virtual again this year. Voting on the resolutions to make up the 2027 legislative platform will happen at this meeting. Manager Voll and Manager Johnson were named as delegates for MN Watersheds.

Manager Braaten made a **motion** to schedule the final hearing for County Ditch 8 (CD8) completion of work for next month's meeting on August 6, 2026 at 8:30 a.m. Seconded by Manager Voll. The motion carried unanimously.

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

PROJECTS:

Big Swamp North – Administrator Halstensgard gave an update on the recent Big Swamp North landowner meeting held at the City Center noting that it was well attended with a few new people. A lot of different components of the project were discussed with a lot of feedback as well. Tom Enright will be presenting the petition to abandon the laterals to the County Board at their July 14th meeting.

Roseau Lake- Manager Braaten gave some details on Spruce Valley's construction progress on Roseau Lake Phase 5. Tom Enright stated that he put up barricades to deter vehicles from traveling the inlet road due to its softness and that is not intended to be a public road. Administrator Halstensgard mentioned that landowner Eddie Castle stopped in and inquired about the project and inquired about the installation of the agreed upon gates. Tom Enright noted that he has ordered gates.

REPORTS:

RRWMB: Manager Braaten referred to his written report. He also talked about removing Whitney Lake from the RRWMB's funding obligations for the time being, and the Nelson Slough groundbreaking ceremony held near the city of Strandquist, in Marhsall County, that he recently attended along with Administrator Halstensgard.

Technician: Technician Broten referred to his written report and provided pictures of work progress at Roseau Lake.

Administrator: Administrator Halstensgard reported on the following:

- RRIW meeting/tour held on June 25th attended by Managers Braaten and Voll. The meeting was well attended with lots of good questions. There was drainage discussion, a presentation, and a tour of RRWD Roseau Lake Rehabilitation project.
- RRWD insurance is in the renewal process.
- Staff is preparing for the 2026 Fair booth.
- Santl site update and individual landowner purchase agreements. Manager Diesen and Manager Braaten are on the land use committee. Manager Voll has expressed interest as an alternate member. Manager Johnson made a **motion** to name Manager Voll as an alternate. Manager Schmalz seconded it. The motion carried unanimously.
- The JPB meeting is scheduled for July 9th at 8:00 a.m.
- Included in the packet is the H2OverViewers report on CD8.

Hearing: Roseau Lake Rehabilitation – Phase 1 & 2 - Manager Braaten made a **motion** to open the public hearing. Manager Johnson seconded the motion. Motion carried unanimously. Attorney Moren started the discussion ensuring the public hearing be part of the record. Nate Dalager presented the Notice of Acceptability of Work (NAW) and recommended that retainage be paid for Phase 1 of the Roseau Lake Rehabilitation Project in the amount of \$107,807.51. Manager Braaten made a **motion** to accept the NAW and pay the retainage. Manager Johnson seconded the motion. The motion carried unanimously. Mr. Dalager presented the NAW for Roseau Lake Rehabilitation Project - Sprague Creek, and recommended retainage be paid in the amount of \$11,925.10. Manager Voll made a **motion** to accept the NAW and pay the retainage. Manager Braaten seconded the motion. Motion carried unanimously.

Manager Voll made a **motion** to close the public hearing with Manager Braaten seconding it. The motion carried unanimously.

OTHER BUSINESS:

Manager Voll made a **motion** to adjourn. Manager Voll withdrew his motion to adjourn.

Manger Braaten made a **motion** to amend the agenda to include HDR Pay Estimate #03-09 for Roseau Lake Rehabilitation Phase 3. Manager Voll seconded his motion. The motion carried unanimously.

Manager Braaten made a **motion** to pay Estimate #03-09 for Roseau Lake Rehabilitation Phase 3.

Manager Johnson seconded the motion. Motion carried unanimously.

The next meeting will be held August 6, 2026 at 8:00 a.m. After a **motion** by Manager Voll and seconded by Manager Johnson, the meeting was adjourned at 9:27 a.m.

Respectfully submitted,

Laverne Voll, Secretary

Tracy Halstensgard, Administrator

July 2026 Treasurer's report

Checkbook Balance as of June 23, 2026	\$898,278.65
Receipts:	
Citizens State Bank -- interest 6/15/26	\$ 81.23
State of Minnesota -- Roseau Lake FHM grant	\$ 184,990.72
Roseau County -- share of taxes	\$ 479,977.13
Marshall County -- share of taxes	\$ 356.34
Total:	\$ 665,405.42
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 6,165.19
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,917.14
Tawni Wensloff -- wages	\$ 3,178.35
Jason Braaten -- Per Diem & mileage	\$ 378.21
Carter Diesen -- Per Diem & mileage	\$ 138.63
Tracy Halstensgard -- mileage & reimbursement	\$ 94.25
James Johnson -- Per Diem & mileage	\$ 471.53
Cody Schmalz -- Per Diem & mileage	\$ 368.03
LaVerne Voll -- Per Diem & mileage	\$ 654.04
Elan Financial Services -- credit card	\$ 609.19
City Of Roseau -- utilities (pd ACH)	\$ 197.16
Minnesota Energy Resources -- natural gas	\$ 10.20
Marco Technologies -- contract	\$ 52.05
Marco -- copier contract	\$ 189.08
Moren Law Office -- Legal Fees	\$ 1,410.00
Roseau Electric Co-op -- Int/phone (pd ACH)	\$ 96.83
Verizon Wireless -- Trimble	\$ 40.01
Roseau Times-Region -- meeting notice	\$ 336.60
RRWMB -- Hay Creek & Big Swamp North facilitation cost share	\$ 3,102.38
Northern Harbor Construction -- Sprague Creek final payment	\$ 11,925.10
AB's Lawn Care -- mowing	\$ 285.08
Tech Works -- one year of Google Suite charges	\$ 736.71
Spruce Valley Corporation -- Roseau Lake Phase 1 final payment	\$ 107,807.51
Gladden Construction -- Payment Application 03-09	\$ 199,707.57
HDR Engineering -- Inv #1200825158, 1200824639 & 1200832434	\$ 33,874.73
H2Overviewers -- CD 8 redetermination of benefits; inv #2242	\$ 2,994.75
RRWMB -- Share of taxes	\$ 117,076.28
HDR Engineering -- Inv #1200832674, 1200832671 & 1200832672	\$ 34,438.56
HDR Engineering -- Inv #1200832673 CD 8 re-establishment	\$ 16,810.00
Total:	\$547,065.16



714 6th ST SW
Roseau, MN 56751
218-463-0313

Permit #2026-009 - Application Received

Date Submitted: July 28, 2026

Applicant Information:

First Name: Kody	Last Name: Prosser	
Phone Number: 218-463-2063	Email: kody.prosser@co.roseau.mn.us	
Address: 1921 Industrial Blvd	City, State: Roseau, MN	Zip Code: 56751

Project Type:

- Culvert Installation / Removal / Modification

Project Description:

Replace and lower 36" x 40' CMP at Station 02+66

Replace and lower 36" x 34' RCP at Station 05+98 will be replaced with CMP

Clean ditch from Sta 00+49 to Sta 14+10 to specified grade/elevations on plan sheet

Project Location:

1/4, Section 15, Spruce Township, Roseau County

Project Details:

Documents Uploaded:

- [CD 7 H&J 7-23-2026 plan sheet \(Click to Open\)](#)

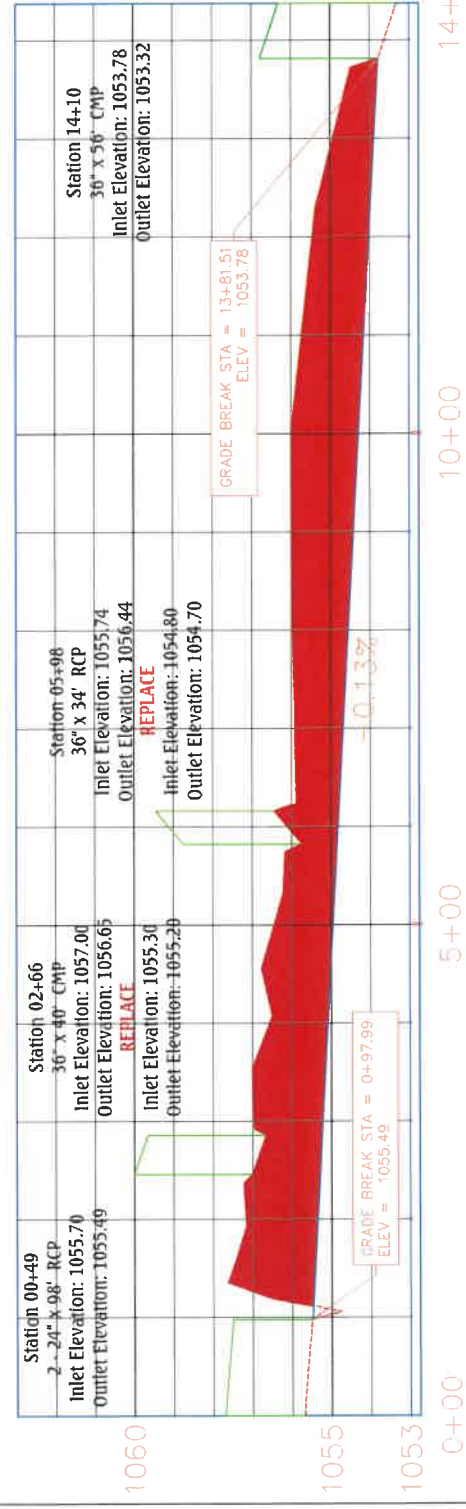
Landowner Acknowledgement:

1. Submitting this application in no way relieves the applicant or landowner from any responsibility or liability resulting from the construction, operation, or failure of the project.
2. The project may be field reviewed prior to the Board Meeting. The applicant grants permission to the RRWD and their representatives to review the work area within the permit application.
3. The application must be considered complete a minimum of 10 days prior to the Regular Board Meeting to be considered. RRWD staff will contact you within 15 days if additional information is required.
4. The requirements of the Permit Rules of the RRWD.
5. This permit does not relieve the applicant of any requirements of other permits which may be necessary from any other permitting agency.
6. I acknowledge by submitting this permit application is equivalent to my manual/handwritten signature.

☒ I AGREE - In checking this box, I acknowledge the above statements.



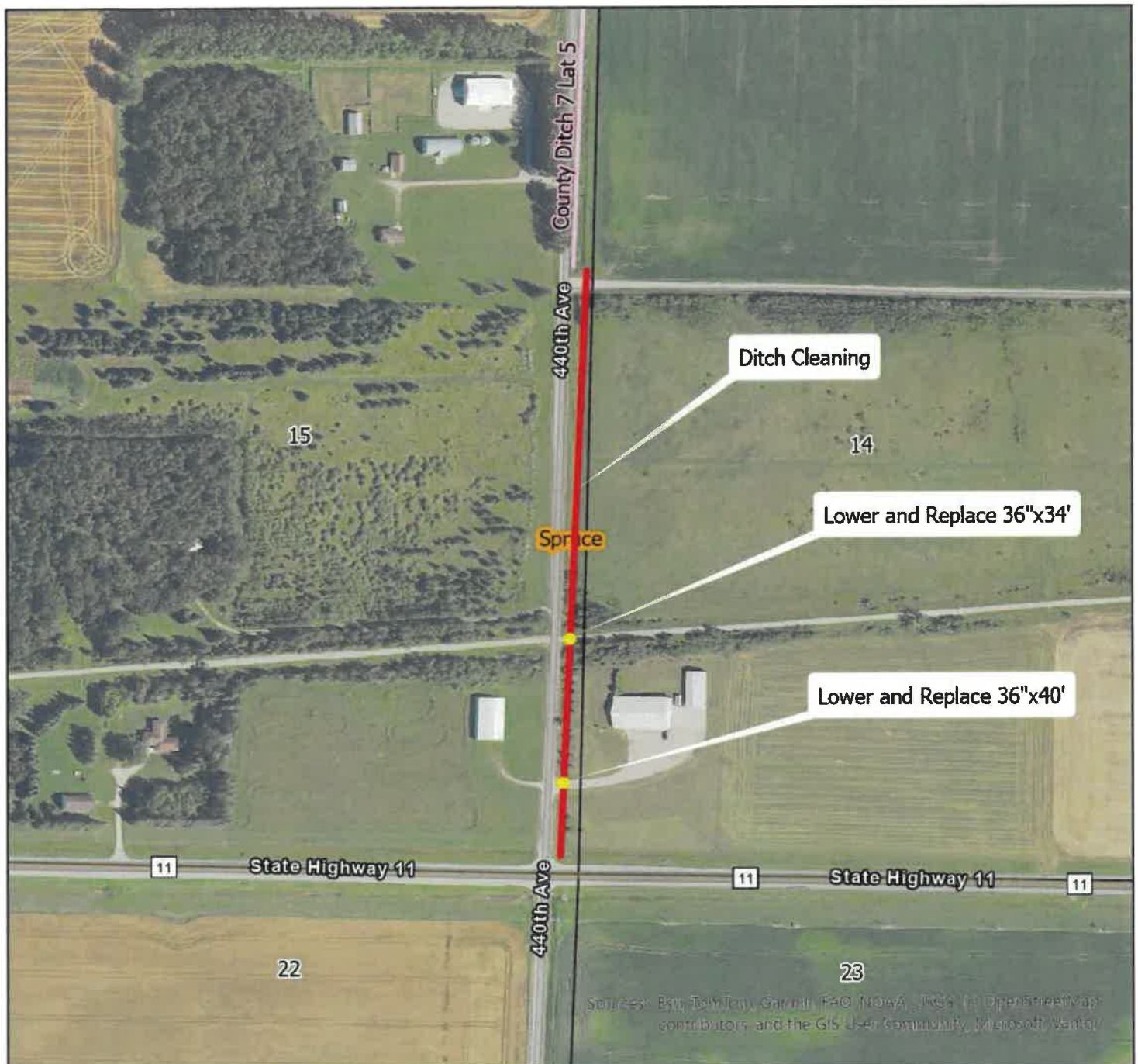
SPRUCESHIP
CD 7 DT SURVEY
7-23-2026
SHEET 1 OF 1



26-09 (Spruce 15,14) RCHD submitted a permit application to replace and lower two 36" culverts along 440th Ave. Culverts will remain 36", ditch cleaning will take place and culverts will be lowered to grade.

Comments

Culverts will remain the same size and are adequate for drainage area.



26-09 RCHD



0 0.03 0.05 0.1 Miles

Map By: BGB

August 2026 Treasurer's report

Checkbook Balance as of July 27, 2026	\$308,515.50
Receipts:	
Citizens State Bank -- interest	
Red River Watershed Management Board -- Pay Request 13	\$ 319,440.18
Beltrami County -- share of taxes	\$ 1,541.28
WSB -- refund	\$ 184.00
Total:	\$ 321,165.46
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 6,165.19
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,917.16
Tawni Wensloff -- wages	
Jason Braaten -- Per Diem & mileage	
Carter Diesen -- Per Diem & mileage	
Tracy Halstensgard -- mileage & reimbursement	
James Johnson -- Per Diem & mileage	
Cody Schmalz -- Per Diem & mileage	
LaVerne Voll -- Per Diem & mileage	
Elan Financial Services -- credit card	\$ 2,834.37
City Of Roseau -- utilities (pd ACH)	
Minnesota Energy Resources -- natural gas	
Marco Technologies -- contract	\$ 95.55
Marco -- copier contract	\$ 189.08
Moren Law Office -- Legal Fees	
Roseau Electric Co-op -- Int/phone (pd ACH)	\$ 96.83
Verizon Wireless -- Trimble	\$ 40.01
Roseau Times-Region -- meeting notice	\$ 30.60
Northern Resources -- gas	
Leon Miksetho -- Duxby mowing	\$ 825.00
Jon Schauer -- Audit adjustments	\$ 1,050.00
AB's Lawn Care -- mowing	\$ 492.58
BradyMartz - 2025 Audit	\$ 13,218.98
Houston Engineering -- Big Swamp North	\$ 13,879.00
H2Overviewers -- CD 8 redetermination of benefits; inv #2242	\$ 2,994.75
Pete Kvien - Norland mowing	\$ 7,800.00
HDR Engineering -- Inv #1200840053 Juneberry / Big Swamp North	\$ 4,975.00
HDR Engineering -- Inv #1200840054 WD3 Re-establishment	\$ 1,625.00
HDR Engineering -- Inv #1200840052 Technical Assistance	\$ 9,037.20
HDR Engineering -- Inv #1200840473 CD 8 re-establishment	\$ 10,787.50
HDR Engineering -- Inv #1200840045 Roseau Lake	\$ 13,552.80
Total:	\$93,606.60

Annual report version:

It is the intention of the Board of Managers to manage the waters and related resources within the Roseau River Watershed District in a reasonable and orderly manner which will improve the general welfare and public health of the residents of the District.

The Board of Managers accepts the responsibilities with which they are charged as a governing body by Minnesota Statutes. Said Board of Managers, in the conduct of the duties and responsibilities conferred upon them, do not intend to usurp the authority or responsibilities of other agencies or governing bodies, however, said Board of Managers will not avoid their responsibilities and obligations.

It is the stated intent of the Managers herein that no person shall be deprived or divested of any previously established beneficial use or right, by any rules of the District, without due process of law. All rules of this district shall be construed according to this intention.

Plan version:

The Roseau River Watershed District (RRWD) is committed to a leadership role in protecting, improving, and managing the surface waters and affiliated groundwater resources within the District, including their relationships to the ecosystems of which are an integral part, through regulation, capital projects, education, cooperative endeavors, and other programs based on sound science, innovative thinking, an informed and engaged constituency and cost-effective use of public funds.

Updated version:

Mission Statement

The Roseau River Watershed District is committed to protecting, improving, and managing ~~surface~~ water ~~and groundwater~~ resources in a reasonable and orderly manner that promotes public health, general welfare, and environmental integrity. Through science-based regulation, capital projects, education, and cooperative partnerships, the District provides leadership in water resource management while respecting established rights, due process of law, and the authority of other governing bodies, and ensuring the responsible and cost-effective use of public funds.

BY-LAWS OF THE ROSEAU RIVER WATERSHED DISTRICT

(By- Laws adopted by Roseau River Watershed District under Chapter 103D.315:Subd. 11
“Administration By-Laws: “The managers shall adopt By-Laws for the administration of
business and affairs of the Watershed District.”)

ARTICLE I.

NAME

Section 1. Name: Roseau River Watershed District

Section 2. Abbreviations: Throughout these By-Laws whenever it is desirable to abbreviate
the name of the Roseau River Watershed District, the initials “RRWD” shall be used.

ARTICLE II

PURPOSE

Pursuant to MN Statute 103D.201, Watershed Districts; General Purpose is as follows: *“To
conserve the natural resources of the state by land use planning, flood control and other
conservation projects by using sound scientific principles for the protection of the public health
and welfare and provident use of the natural resources.”*

ARTICLE III

RRWD OFFICE AND WATERSHED DISTRICT’S BOUNDARIES

Section 1. District Office: RRWD office is located at 714 6th St SW, Roseau MN 56751.

Section 2. Boundaries of RRWD: The Roseau River Basin encompasses an area of about
2,057 square miles. This drainage system is located in Northwestern Minnesota and South
Central Manitoba, Canada, and is part of the Red River Basin and the Hudson Bay drainage
system. The outlet of the Roseau River is into the Red River of the North, approximately 9 miles
north of the International Border. Of the lands drained by the Roseau River watershed, 52% are
in the United States and 48% in the Province of Manitoba Canada.

The United States portion of the RRWD is approximately 1,047 square miles or 670,080 acres.
Approximately, 589,670 acres (88%) of the watershed’s land is located in Roseau County with

the remaining 80,410 acres located in the counties of Kittson, Lake of the Woods, Beltrami and Marshall. The overall length of the basin is about 110 miles and the maximum width is 30 miles.

The RRWD is bordered on the east by the Warroad River Watershed, on the southeast by the Rapid River Watershed, on the south by the Red Lake River Watershed and the Middle-Snake-Tamarac River Watershed, and on the southwest and west by the Two Rivers Watershed. The International Border defines the northern boundary of the District.

ARTICLE IV

BOARD OF MANAGERS

SECTION 1. Distribution of Managers and Appointment Thereof: Pursuant to MN Statute 103D.301, Distribution of Managers Position, Subdivision 1: More than one affected county.

“If more than one county is affected by a watershed district, the board must provide that managers are distributed by residence among the counties affected by the watershed district.”

Pursuant to MN Statute 103D.311, Subd. 2 “...the county board of commissioners of a county affected by the watershed district...” appoints the manager.

SECTION 2. Composition of RRWD Board of Managers: RRWD is composed of five managers appointed by two of the five counties in the watershed district; Roseau County, four (4) managers; Kittson County, one (1) manager. There is no one appointed from Beltrami, Lake of the Woods or Marshall Counties.

SECTION 3. Terms of office: Appointments made by the respective counties; Board of Commissioners to the RRWD Board of Managers are for three-year terms. Terms of office begin in November of the year they are appointed unless a county delays in the appointment of a manager.

SECTION 4. Bonding: Before assuming the duties of the Board, each Board member, at District expense, will obtain and file a bond in accordance with Minnesota Statutes 103D.315, subdivision 2. The board, at District expense, will provide for insurance for its member to provide liability protection on such terms and in such amounts as the Board decides.

SECTION 5. Vacancies: Any manager who is unable to fulfill their three-year term of office on the RRWD Board of Managers shall notify their respective county commissioner of the fact they will be leaving their position as manager on the RRWD so the county they represent can appoint another manager as soon as possible to complete the departing manager’s term in office.

SECTION 6. Compensation: MN Statute 103D.315 Subd. 8: *“The compensation of managers for meetings and for performance of other necessary duties may not exceed \$125 a day. Managers are entitled to reimbursement for traveling and other necessary expenses incurred in*

the performance of official duties..” Any and all expenditures beyond regular and special meeting attendance require prior approval either by the full board or the office.

SECTION 7. Submission of Managers Expenses: A claim form shall be filled out by each manager and submitted to the RRWD office to be processed and approved in the same manner as other claims.

SECTION 8. Duties of Managers in Statute: Chapter 103D.315 “Managers” defines additional duties of the watershed district’s managers.

- (a) Board shall delegate to the administrator authority to make expenditures with board knowledge that are consistent with the approved budget and expenditures that are not a part of the approved budget as set by the board at the annual organizational meeting.
- (b) Board shall designate the official District depository and official newspapers annually at the first regular meeting in January.

ARTICLE V.

OFFICERS

SECTION 1. Election of Officers: The following officers shall be elected each calendar year on or before the first regularly scheduled meeting in January: Chairman, Vice-chair, Secretary and Treasurer. Terms are for one-year unless re-elected.

SECTION 2. Officer Vacancies: MS 103D.315 Subd. 3: *“The managers must fill vacancies occurring in the officers’ positions.”*

SECTION 3. Temporary Appointments of Officers: The board may appoint a Board member as officer pro tem if an officer is absent or disabled and action by the officer is required.

SECTION 4. Duties of Officers:

- (a) Chairman: The Chair shall preside at all meetings of the Board of Managers. The Chair shall serve under the supervision and direction of the Board and shall see that all order and resolutions of the Board are carried into effect. The Chairman shall execute all contracts or instruments requiring an officer’s signature, unless otherwise directed by the Board, and shall have the general powers and duties usually vested in the office of President of the Board and shall have such other powers and perform such other duties as the Board may from time to time prescribe.
- (b) Vice-Chair: In the absence of the Chairman at a regularly held RRWD meeting, the vice-Chair shall preside at the meeting. The Vice-Chair shall exercise and perform the authorities and duties of the Chairman in the event of the latter’s absence, death, disqualification, or incapacity until the RRWD Board of Managers elect a new

Chairman. The vice-chair shall exercise and perform such other authorities and duties as may be prescribed or limited from time to time by the Board of Managers.

- (c) Secretary: The Secretary shall cause to be recorded all votes and the minutes of all proceedings of the Board of Managers and of the members in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may from time to time be prescribed by the Board or by the Chairman.
- (d) Treasurer: The Treasurer shall have the care and custody of the funds and securities and shall disburse the funds of the RRWD as may be ordered from time to time by the Board. The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to RRWD, and shall deposit all monies, securities and other valuable effects of the RRWD in the name and to the credit of the RRWD in such depositories as may be designated from time to time by the Board. Except to the extent that some other person or persons may be specifically authorized by the Board to do so, the Treasurer shall make, execute, and endorse all checks and other commercial paper on behalf of the RRWD when requested by the Board and shall perform such other duties as may be prescribed by the Board.

SECTION 5. Authorized Signatories by Managers: All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the RRWD shall be signed by the board Chair, Treasurer and /or Administrator. Checks may be endorsed through electronic signature.

SECTION 6. Removal from Office: Any officer may be removed at any time, with or without cause, upon the affirmative vote of two-thirds (2/3rd's) of the authorized votes of the Board of Managers.

Commented [TH1]: Review new statute.

ARTICLE VI

MEETINGS OF THE RRWD BOARD OF MANAGERS

Any and all meetings of the RRWD board of managers are subject to rules set forth in Minnesota Open Meeting Law (revised 2012).

Commented [TH2]: Updated??

SECTION 1. Regular Set Meetings: The managers shall have regular meetings on the first Thursday of each month and if such day shall fall on a holiday, an alternative date shall be set and noticed one week prior to the changed meeting date.

SECTION 2. Special Meetings: Special meetings to conduct the business of the RRWD may be scheduled by consent of a quorum, shall be legally noticed and held at any other time that the managers may deem necessary.

SECTION 3. Public Hearings: Public hearings shall be conducted as required by law or any other charter provision requiring a public hearing.

SECTION 4. Meeting Called by Manager: 103D.315 Subd. 10, states: *“A meeting may be called at any time at the request of any manager. When a manager requests a meeting, the secretary of the watershed district must mail a notice of the meeting to each member at least (8) days before the meeting.”* The district’s office administrator shall notify the managers as soon as possible of the time and place of the pending meeting.

SECTION 5. Emergency Meetings: In the event that an emergency meeting is required, all effort will be made to notify the news media and public as outlined in Minnesota’s Open Meeting Law.

SECTION 6. Quorum and Adjourned Meeting: At all meetings of the managers, a majority of the managers appointed shall constitute a quorum to do business but a small number may adjourn from time to time.

SECTION 7. Chair of Meetings: The Chairman shall preside as chairperson at all meetings of the managers. In the absence of the Chairman, the Vice-Chair shall preside. In the absence of both, the Secretary shall serve as temporary Chairman. The Chairman and temporary Chairman shall have the same privileges.

SECTION 8. Meeting Format:

- (a) At the hour appointed for a meeting of the RRWD, upon reaching a quorum, the managers shall be called to order by the Chairperson or in his/her absence, by the acting Chairperson. The managers shall proceed to do business following a set agenda.
- (b) The Chairperson shall preserve order. The Chairperson may make motion, second motions or speak on any question, provided, however, that in order to do any of these things, upon demand of a majority of managers, shall vacate the chair and designate a temporary Chairperson. The Chairperson or acting Chairperson shall be entitled to vote like other members/ managers.
- (c) Every manager, prior to his/her speaking, shall address the Chairperson and shall not proceed until he/she has been recognized by the Chair.
- (d) If a manager has a personal interest in a matter that comes before the RRWD Board of Manager, the manager shall not vote on said issue and remove themselves from the Board.
- (e) No person other than a manager shall address the Board except with the consent of the Chair or by a vote of the majority of the managers present.
- (f) The Chair has the authority to set a time limit that a manager or a person addressing the board may speak.

- (g) All committees shall be appointed by the Chair unless expressly ordered by the Board. It shall be the duty of committees to act promptly and faithfully in all matters referred to them and to make reports at a future set time/date established by the board.
- (h) Minutes of all meetings of the RRWD Board of Manager shall be recorded, reviewed by the Board, adopted and kept at the District offices. They shall be signed by the Secretary and shall constitute an official record of the procedure.
- (i) Any member may request that the yeas and nays be recorded on any motion voted on by the Board and such request will be granted by the Chairperson

Commented [TH3]: Do we want to add something about them being online

SECTION 9. Conflicts of Interest: When a question is put by the Chair, every member present shall vote, unless for special reasons the Board member elects to abstain. If a member has a personal interest in the matter, he or she shall state that such an interest exists and shall neither deliberate nor vote on the matter. "Personal interest" means a material financial interest of the member, a family member or a close associate. The member's action will be noted in the minutes. The "yeas" and "nays" shall be called on the request of the Chair or by any member, in which case the names of the members voting will be recorded in the minutes.

Commented [TH4]: Policy?

ARTICLE VII

PARLIMENTARY AUTHORITY

SECTION 1. Parliamentary Authority: Robert's Rules of Order Newly Revised (Eleventh Edition) shall govern RRWD's meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and /or any special rules of order RRWD may adopt.

SECTION 2. Suspension: Robert's Rules of Order may temporarily be suspended by consent of the majority of the managers.

ARTICLE VIII

RRWD ADVISORY COMMITTEE

SECTION 1. Advisory committee required: Pursuant to 103D.331 Subd. 1. *"The managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district."*

SECTION 2. Members of Advisory Committee: 103D.331 Subd. 2 Members:

- (a) *"The advisory committee consists of at least five members. If practicable, the advisory committee members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a*

sporting organization, and a member of a farm organization. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties, and serve at the pleasure of the managers.”

- (b) *“In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the manager.”*
- (c) State statutes direct citizen advisory committees to elect a chair and a recorder and to establish a meeting schedule.
- (d) According to the Watershed District Act, Section 103D.331 Subd. 1a of Minnesota State Statutes, citizen advisory committees are required, among other things, to :
 - Consider issues pertinent to the functions and purposes of the watershed district;
 - Review and comment on reports, minutes, activities, and proposed projects of the managers;
 - Report to the managers the general content of advisory committee meetings and resulting recommendations.

In addition to these required roles, citizen advisory committees have also assisted board of managers with:

- Identification of water resource issues;
- Establishing program goals;
- Communications between the watershed district and community;
- Carrying out watershed information and education activities;
- Collecting of information and data;
- Generating new ideas and approaches;
- Carrying out delegated board of manager responsibilities.

Commented [TH5]: Ask about SWCD board members

ARTICLE IX

ANNUAL REPORT

SECTION 1. Annual Report: MS 103D.351: *“(a)The managers must prepare a yearly report of the financial conditions of the watershed district, the status of all projects, the business transacted by the Watershed district, other matters affecting the interests of the watershed district, and a discussion of the managers plans for the succeeding year.”*

SECTION 2. Copies Distributed: MS 103D.351: *“(b) Copies of the report must be transmitted to the Board of Water and Soil Resources, the commissioner, and the director within a reasonable time.”*

Commented [TH6]: Verify if this has changed

ARTICLE X

ANNUAL AUDIT

Annual Audit: MS 103D.355, Subd 1. Requirement: *“The managers must have an annual audit completed of the books and accounts of the watershed district. The annual audit may be made by a private certified public accountant or by the state auditor.*

ARTICLE XI

WATERSHED MANAGEMENT PLAN

Watershed Management Plan. MS 103D.401, Subd. 1. Contents:

Commented [TH7]: Check statute for changes due to 1W1P

- (a) *“The managers must adopt a watershed management plan for any and all of the purposes for which a watershed district may be established. The watershed management plan must give a narrative description of existing water and water-related problems within the watershed district, possible solutions to the problems, and the general objectives of the watershed district. The watershed management plan must also conform closely with watershed management plan guidelines as adopted and amended from time to time by the Board of Water and Soil Resources.”*
- (b) *“The watershed management plan may include a separate section on proposed projects.*

ARTICLE XII

AMENDMENT TO BY-LAWS

SECTION 1. RRWD By-Laws may be amended, repealed, or adopted by a majority of the RRWD Board of Managers upon thirty (30) days written notice of the proposed change in its entirety during a meeting of the RRWD Board of Managers unless said notice is waived by all of the managers. Notice of such alteration or amendment is to be contained in the notice of such meeting. The alteration/s or amendment/d must pass by a majority vote of the RRWD Board of Managers.

SECTION 2. Interpretation of the By-Laws and any amendment or additions thereto shall rest with the RRWD Board of Managers.

SECTION 3. Temporary suspension of By-Laws: These rules may be temporarily suspended by consent of a majority of the managers.

ARTICLE XIII

REVIEW OF BY-LAWS

These By-Laws shall be reviewed at least every five (5) years and revised if needed. These by-laws govern internal RRWD matters and do not create rights in any third parties.

_____, 2026

Motion was made by Manager _____, seconded by Manager _____,
to approve the draft to become the official By-Laws of the Roseau River Watershed District.
Motion carried _____.



**League of Minnesota Cities Insurance Trust
Liability Coverage Waiver Form**

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Use the submit button below, otherwise, print and email to psstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

Select one of the options below.

- ☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#)
- ☐ The member **WAIVES** monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT

LMCIT Member Name: Roseau River Watershed District

Date of member's governing body meeting: August 6, 2026

Name and title of person completing this form: Tracy Halstensgard

Signature of person completing this form: _____

SUBMIT

July 23, 2026

Tracy Halstengard
Administrator
Roseau Watershed District
714 6th St SW,
Roseau, MN 56751



**RE: Proposal for Architectural Design Services
Roseau Watershed District
Roseau, Minnesota**

Tracy,

On behalf of **CRW architecture + design group**, I would like to thank you for the opportunity to provide this professional design services proposal for the proposed addition of the building at 714 6th St SW, Roseau, Minnesota to provide additional storage space for field equipment. Based on the information provided and by email and phone conversations, we are providing this proposal for design services, which is summarized as follows:

PROJECT UNDERSTANDING

As we understand it, the project will consist of an addition to the west side of the existing structure adjacent to the garage / workshop portion of the building. This will accommodate the long equipment trailer and instruments needing sheltered storage. It is assumed that there will be little or no changes to other portions of the building. Further study in design will confirm structural requirements, with the goal of using current walls for support of the structure.

Proposed structure is a 20' x 30' wood frame addition. Side wall appears to be 12' tall and proposed addition would include a single slope to the west. To accommodate a low slope roof for maximum interior clearance we would suggest a metal roof. It is also assumed that the foundation would be shallow footing with continuous perimeter insulation.

Architectural site location drawing is included with this proposal for permit application. Existing site and parking are assumed to be adequate for the proposed use. Structural drawings for footing and framing are included in the services proposed, Civil engineering would be contracted at an hourly rate if required.

SCOPE OF SERVICES

Based on the above description of the work, **CRW architecture + design group** will provide the following professional design services:

PRE-SCHEMATIC DESIGN –

\$ 600

- Develop CAD plans and format for re-use (These will be in a simple line format and focused on the project area) Will integrate client information.

draft

DESIGN DEVELOPMENT - CONSTRUCTION DOCUMENTS**\$1,400**

- Field verify Existing conditions for plan fit and revise CAD plans for owner review
 - Finalize Schematic Design Concept and verify program areas
 - Review building code, provide code compliance summary
 - Present plans for owner review and comment
 - Make requested changes
 - Draw CAD plans, including elevations and sections based on site verifications
 - Present plans for owner review and comment
 - Meetings scheduled as necessary as the design progresses to review and finalize design
- Respond to any corrections the code official may determine necessary.
- *Please note that the builder will be responsible for submitting the plans for permitting as well as for any fees associated with the submittal.

Deliverables:

- Title Sheet w/ Code Compliance analysis
- Demolition Plan (limited demolition at building tie in)
- Floor Plan
- Structural Foundation and Framing Plan
- Exterior Elevations
- Sections and wall construction details
- Electrical-Lighting& Power (background for design/build)

CONSTRUCTION SUPPORT**-****\$1,000**

- Answer or advise design decisions during construction.
- Answer questions you or the contractor may have and resolve issues that can arise during construction and provide supplemental documents (drawings, illustrations, instructions) as necessary.

FEES**ARCHITECTURAL****\$ 3,000****STRUCTURAL ENGINEERING****\$ 1,000****Total Fees****\$ 4,000****ADDITIONAL SERVICES**

Authorized additional services beyond the scope above can be provided. Prior to starting the additional work, we will provide an estimate of time and cost for your approval. We will not begin these services without your written consent. These could include, but are not limited to:

- Signage Coordination
- Staging of Common spaces and marketing suites

draft

PROPOSAL CONDITIONS

Any out-of-pocket expenses such as express mail, printing, or special photography will be invoiced at cost plus 10% as reimbursable expenses and are not covered under the fees proposed above.

Mileage will not be billed as a reimbursable expense unless out-of-town travel is required.

Work is billed on a monthly basis, with the balance payable within 30 days.

Mechanical and Electrical design services are proposed to be completed on a design-build basis by the selected contractor.

ACCEPTANCE

Please review the attached Terms and Conditions. If you wish to accept, please sign below as your authorization to proceed, send one copy to us, and retain the other for your records.

Thank you for the opportunity to provide you with this proposal. If you have any questions, please do not hesitate to contact me.

We understand that you would like this project to move forward immediately, and we have staff available to accommodate this. We propose a 2 week turnaround based on acceptance of this proposal. This is based on the ability to communicate via email and online meetings, as well as efficient decision making by all parties.

Sincerely,

CRW architecture + design group



Teresa McCormack, AIA

Partner, Architect

AUTHORIZATION

I have reviewed the proposal and agree with its terms. I hereby authorize CRW architecture + design group to proceed with the work described.

Authorized Signature
Attachment: Terms and Conditions

Date

draft

CRW ARCHITECTURE + DESIGN GROUP

2026 COMPENSATION SCHEDULE



HOURLY LABOR RATES

Principal	\$180/hour
Partner	\$160/hour
Project Architect/Project Designer	\$140/hour
Architect/Senior Designer	\$120/hour
Interior Designer	\$110/hour
Designer	\$110/hour
Senior Technician	\$110/hour
Technician	\$ 90/hour
Project Illustrator/Administration	\$ 70/hour

REIMBURSABLE EXPENSES

Mailings, Plots, Prints, Copies	Cost + 10%
Mileage: Personal Vehicle	\$ 0.72 mile
Outside Services, Project Fees, or Permits	Invoiced Cost + 10%
Additional Expenses	Cost + 10%

**CRW ARCHITECTURE + DESIGN GROUP (CRW)
TERMS AND CONDITIONS**

ARTICLE 1 - PAYMENTS TO CRW

1.01 Other Provisions Concerning Payments

A. *Preparation of Invoices.* Invoices will be prepared monthly in accordance with CRW ARCHITECTURE + DESIGN GROUP'S standard invoicing practices and will be submitted to OWNER by CRW, unless otherwise agreed. The amount billed in each invoice will be calculated as set forth in Proposal.

B. *Payment of Invoices.* Invoices are due and payable upon receipt. If OWNER fails to make any payment due CRW for services and expenses within 30 days after receipt of their invoice therefore, the amounts due CRW will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, whichever is more.) OWNER shall pay all costs of collection, including attorney's fees. In addition, CRW may after giving seven days written notice to OWNER, suspend services under this Agreement until CRW has been paid in full all amounts due for services, expenses, and other related charges. Design professionals shall not have any liability whatsoever to the client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Payments will be credited first to interest and then to principal.

C. *Lien Rights.* (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

D. *Disputed Invoices.* If the Client objects to any portion of an invoice, the Client shall so notify the Design Professional in writing within 30 calendar days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated shall be paid by the client on all disputed invoiced amounts resolved in the Design Professional's favor and unpaid for more than 30 calendar days after date of submission.

E. *Payments Upon Termination.* In the event of any termination under Paragraph 2.04, CRW will be entitled to invoice OWNER and will be paid in accordance with Proposal for all services performed or furnished and all Reimbursable Expenses incurred through the effective date of termination.

ARTICLE 2 -GENERAL CONSIDERATIONS

2.01 Standards of Performance

A. The standard of care for all professional services and related services performed or furnished by CRW ARCHITECTURE + DESIGN GROUP under this Agreement will be the care and skill ordinarily used by members of their profession practicing under similar circumstances at the same time and in the same locality. CRW makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with their services.

B. CRW shall perform or furnish professional services and related services in phases of the Project to which this

Agreement applies. CRW shall serve as OWNER's prime professional for the Project. CRW may employ such Subconsultants as they deems necessary to assist in the performance or furnishing of the services. CRW shall not be required to employ any Subconsultant unacceptable to them.

C. CRW and OWNER will endeavor to comply with applicable Laws or Regulations. This Agreement is based on these requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to OWNER's responsibilities or to CRW's scope of services, times of performance, or compensation.

D. OWNER shall be responsible for, and CRW may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by OWNER to CRW pursuant to this Agreement. CRW may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

E. OWNER shall make decisions and carry out its other responsibilities in a timely manner and shall bare all costs incident thereto so as not to delay the services of CRW.

2.02 Use of Documents

A. All Documents are instruments of service in respect to this Project, and CRW ARCHITECTURE + DESIGN GROUP shall retain an ownership and property interest therein (including the right of reuse at the discretion of CRW) whether or not the Project is completed.

B. Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by CRW. Files in electronic media format of text, data, graphics, or of other types that are furnished by CRW to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

C. OWNER may make, and retain, and reuse copies of Documents for information and reference in connection with use on the Project by OWNER with written permission from CRW. Such Documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by CRW, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to CRW or to its Subconsultants. OWNER shall indemnify and hold harmless CRW and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom.

D. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

2.03 Insurance

A. CRW ARCHITECTURE + DESIGN GROUP shall procure and maintain Professional Liability, General Liability, Workers Compensation, and Automotive Liability which are applicable to the Project.

B. OWNER shall procure and maintain General Liability or Property Insurance policies which are applicable to the Project.

2.04 Termination. The obligation to provide further services under this Agreement may be terminated:

A. *For cause*, by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

B. *For convenience*, by OWNER effective upon the receipt of notice by CRW.

2.05 Indemnification. OWNER and OWNER'S officers, directors, partners, and employees hereby agree to hold harmless, defend, and indemnify CRW ARCHITECTURE + DESIGN GROUP and its members, employees, representatives, successors, officers, managers, governors, and/or agents from any and all claims, suits, or causes of action which may arise out of, result from, occur during, or are in any way connected with this Agreement, or accruing with respect to the services provided from and after the date hereof, including claims arising from CRW's or any other party's negligence.

2.06 Hazardous Environmental Condition

A. OWNER represents to CRW ARCHITECTURE + DESIGN GROUP, that to the best of its knowledge, a Hazardous Environmental Condition does not exist.

B. OWNER has disclosed to the best of its knowledge to CRW the existence of all Asbestos, PCB's Petroleum, Hazardous Waste, or Radioactive Material located at or near the Project Site, including type, quantity, and location.

C. It is acknowledged by both parties that CRW's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Design Professional or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the Design Professional's services, the Design Professional may, at his or her option and without liability for consequential or any other damages, suspend performance of services on the project until the Client retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos or hazardous toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

D. The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, defend, to indemnify and hold harmless the Design Professional, his or her officers, partners, employees, agents and consultants from and against any and all claims, suits, demands, liabilities, losses, or costs, including reasonable attorneys' fees and defense costs, resulting or accruing to any and all persons, firms, and any other legal entity, caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous toxic substances, products or materials that exist on, about or adjacent to the jobsite, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action.

2.07 Choice of Law and Venue. This Agreement shall be construed in accordance with the laws of the State of Minnesota. Any disputes arising out of this Agreement shall be venued in Minnesota State District Court, County of Olmsted.

2.08 Cumulative Remedies. In the event of a breach or threatened breach by OWNER of any of the provisions of this Agreement, OWNER hereby consents and agrees that CRW ARCHITECTURE + DESIGN GROUP shall be entitled to seek, in addition to other available remedies, a temporary or permanent injunction or other equitable relief against such breach or threatened breach from any court of competent jurisdiction, without the necessity of showing any actual damages or that money damages would not afford an adequate remedy, and without the necessity of posting any bond or other security. The aforementioned equitable relief shall be in addition to, not in lieu of, legal remedies, monetary damages or other available forms of relief.

2.09 Attorney's Fees. If any action at law or in equity is brought in connection with this Agreement, CRW ARCHITECTURE + DESIGN GROUP shall be entitled to recover its reasonable attorney's fees, costs, and disbursements from OWNER.

2.10 Severability. If any portion of this Agreement is ruled by any court to be unenforceable, the other provisions shall, nevertheless, remain enforceable to the same extent as if the offending provision had not been included.

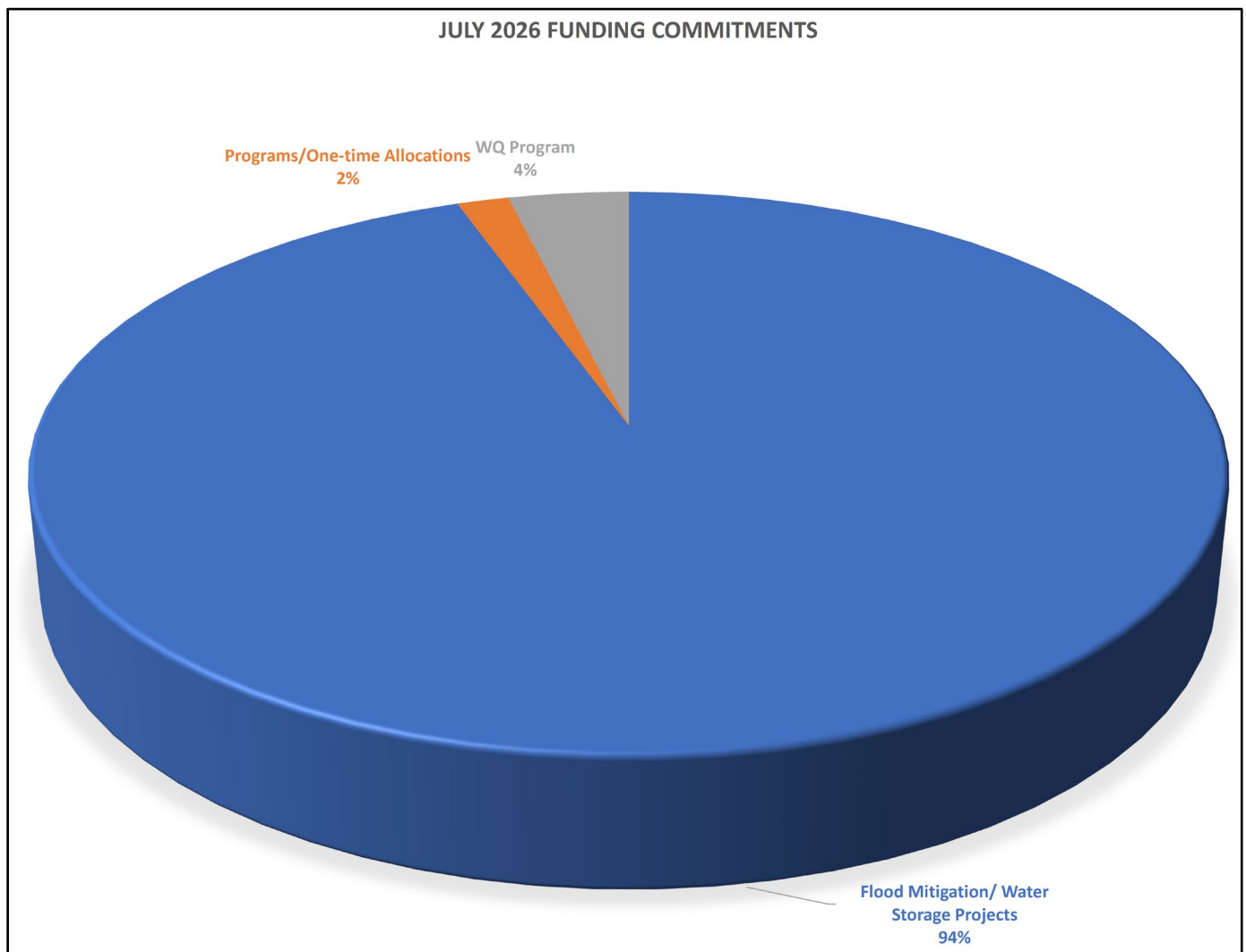


Meeting Highlights – July 21, 2026

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:	\$ 17,826,678.81
• Water Quality Program – Base Funding:	\$ 429,586.81
• Water Quality Program – Competitive Funding:	\$ 291,495.57
• Annually Funded Programs/One-time Allocations:	\$ 309,801.96
<u>TOTAL Remaining Funding Commitments:</u>	<u>\$ 18,857,563.15</u>

Below is an illustration of current RRWMB funding commitments as of July 21, 2026. Annual operating expenses are not included in funding commitments.



2. **2025 RRWMB Financial Audit:** Brady Martz and Associates presented the 2025 financial audit, which was accepted by the RRWMB Managers. If you would like a copy of the approved audit, please contact RRWMB staff.
3. **Audit Contract for 2027, 2028, and 2029:** The RRWMB Managers approved developing a contract with Brady Martz and Associates for the 2027, 2028, and 2029 financial audits. The price will be \$12,500.00 per audit plus a \$500.00 cyber security fee. A contract will be brought forth to the August 2026 RRWMB meeting.
4. **CD Maturity:** A 6-month CD of \$4,136,263.42 plus interest of \$73,217.55 was renewed at 4.05 percent.
5. **RRWMB Budget and Finance Committee Recommendations:**
 - A. **2027 RRWMB Budget:** Was approved at \$12,442,115. More detailed information about the RRWMB's 2027 budget can be found within the factsheet at the following weblink: [Insert PDF here.](#)
 - B. **2027 Levy:** The RRWMB Managers approved the levy at 75 percent as recommended by the Committee.
 - C. **Development of Capital Improvement Plan (CIP):** It was determined that RRWMB legal counsel, the RRWMB Treasurer, and Executive Director should collaborate on a plan to develop a CIP including costs and timelines. Information will be brought forth to the August 2026 RRWMB meeting.
 - D. **Inflation Impacts Upon Flood Mitigation Projects:** The development of inflation case studies of existing flood mitigation projects was approved in consultation with the RRWMB Technical Advisory Committee and member watershed district administrators.
6. **Fiscal Year 2027 Mediation Agreement Contract Amendment:** An amendment was approved to the contract between the RRWMB and Minnesota Department of Natural Resources for implementation of the 1998 Mediation Agreement. Specifically, the budget of \$264,000.00 and associated workplan were approved in June 2026 by the Flood Damage Reduction Work Group (FDRWG) and will be incorporated into the existing contract. The RRWMB is the fiscal agent for the FDRWG.
7. **Regional Conservation Partnership Program (RCPP):** The RRWMB Managers authorized staff to work with Houston Engineering Incorporated to hold discussions with the Minnesota Board of Water and Soil Resources and to potentially apply for RCPP funds to augment the Red River Basin Riparian Habitat Program.
8. **Recognition of Chuck Fritz:** The RRWMB Managers recognized Chuck Fritz as he retires from many years at the International Water Institute (IWI). Thanks again Chuck for all of your collaboration and partnership between the IWI and RRWMB over the years. A photograph is included on the next page.
9. **Next Regular RRWMB Meeting:** The RRWMB will hold its next meeting on Tuesday, August 18, 2026 at the RRWMB office in Ada, MN.

RRWMB President John Finney (left) presenting Chuck Fritz a plaque recognizing his years of service at the IWI and his contributions to the Red River Basin.



August 2026
Board Meeting
Technician update

Michaelson Beaver Dam – Dam was opened to let water drain and removed from the low water crossing by Aaron Beito. (Photos taken)

Hay Creek/Norland – Haying and mowing has been done along the hay creek corridor and Norland impoundment. (Photos)

Duxby - Mowing of the levee is completed.

West Interceptor – Haying is currently ongoing. (Photos)

Culvert Marking – Norland and Duxby have culverts that can be easily hit and damaged by mowers, at the mowers request we have been asked to install markers for the culverts to be seen in the vegetation.

Byfuglien Lot – The Byfuglien Lot portion that is encroaching on RRWD property has not been restored and seeded.

SD51 Cutoff 10 Parsnip – Wild parsnip along cutoff 10 continues to be an issue. 2,4-D will be used instead of roundup this fall and next spring to continue to try knock the invasive seed back. Hand removal of plant stock and seed top was done this July and will continue into summer 2027. (Photos)

Hay Creek SWIs – There have been several sites located in Falun section 1 that are good candidates for best management practices along Hay Creek. Two sites have been selected along with the Gustafson site to be done this fall. Houston engineering could do a quick turnaround to get some plans together for fall installation. The other sites can be sent to TSA for design and can be constructed in 2027. (Needs board decision)

ADMINISTRATOR'S UPDATE

August 6, 2026

Hay Creek Update: Jason, LaVerne, Erik, and I met with the landowners to discuss purchase terms. We'll provide an update at the meeting. At that meeting I asked about any potential BMP sites. Landowners identified 7 sites in Sect. 1 of Falun Twp. Blaine will provide an update at the meeting.

Insurance Waiver: Our insurance is due for renewal and the board needs to approve the Liability Coverage Waiver Form. I've included a copy in the packet. In the past the board has elected not to waive the liability limits.

Storage addition: The potential to add additional storage space has been talked about the last few years. To add on to the building, we'd need construction plans. I reached out to CRW Architects for an estimate on the costs to get us plans if the board decides to build the addition at some point. Their draft proposal is included in the packet. I also reached out to Keith Markstrom for his input. We can discuss more at the meeting.

2027 Budget: Below is the draft 2027 budget for discussion at the meeting. The board will need to set the budget hearing for the September meeting.

DRAFT ADMINISTRATIVE BUDGET

	2026 approved	2027 proposed
Salaries & Benefits	\$ 151,000.00	\$ 182,000.00
Manager's perdiem and expenses	\$ 20,000.00	\$ 25,000.00
Dues & registrations	\$ 5,000.00	\$ 8,000.00
Engineering	\$ 15,000.00	\$ 20,000.00
Legal & other professional services	\$ 20,000.00	\$ 28,300.00
Real estate taxes	\$ 8,000.00	\$ 13,200.00
Rent & utilities	\$ 3,000.00	\$ 5,200.00
Insurance	\$ 6,000.00	\$ 10,000.00
Telephone & internet	\$ 3,000.00	\$ 1,800.00
Office supplies & misc	\$ 10,000.00	\$ 25,000.00
Cap. Outlay & building maintenance	\$ 27,000.00	\$ 5,000.00
Stream gaging	\$ 12,000.00	\$ 12,500.00
RRWD projects / maintenance	\$ 20,000.00	\$ 14,000.00
Notices & printing	\$ -	\$ -
Total	\$ 300,000.00	\$ 350,000.00

Misc:

- I will be attending a 1W1P meeting in TRF on August 5th. I'll provide an update at the meeting.



July 2026 Update

Roseau River Watershed District : CD 08

Status: Gathering Phase - Completed

Status: Execution Phase

Note: The Execution Phase is the largest and most time-consuming phase of the viewing process and may take several months to complete. Items that have been stricken through have been completed so far.

During the Execution Phase:

- ~~Create Watershed Maps.~~
- ~~GIS Data is reviewed, scrubbed and formatted for use.~~
- ~~Field viewing is scheduled and later executed. This step ensures accuracy between GIS data and the real world. This step is commonly referred to as "ground truthing".~~
- ~~Values from the assessor's office or State are analyzed to determine which sales are of quality for use within our evaluation. From this step we yield the values to all the different benefit classifications based on the economic impact the drainage system has on each acre.~~
- ~~Point source discharge facilities such as lagoons or processing plants are identified and permits from the MPCA are acquired and used to calculate benefit amounts.~~
- ~~City Superintendents are contacted and brought into the loop of the project to ensure accuracy of stormwater management that may impact benefits.~~
- ~~Specialty systems are identified and if necessary further studies are ordered to calculate impacts of geographical anomalies such as lakes or lands far from the drainage system, but within the watershed boundary.~~
- ~~Land classification types are run through vigorous routine and rigor per the process.~~
- Condition the preliminary land class map. This step closely examines what the engineering team provides to more of a reflection of what is happening in the real world on the ground.
- ~~Create residential, woodlot, wetland, industrial, and urban residential boundaries.~~
 - ~~This process qualifies acres into distinct benefit classifications.~~

- Review Sub Watershed Adjustment Factors. This step allows the viewers to place a grade on the sub watersheds of a system to ensure each acre is receiving the same hydrological benefits.
- ~~Identify State owned properties and investigate per MN Statute 103E.025 to assure benefits are legally and defensibly considered.~~
- ~~Bordering systems are checked against the project to ensure no “double dipping” of drainage benefits exist.~~
- ~~Contributing systems are identified and ran through the contributing system calculation process to determine if any benefits exist and if so at what percentage.~~

Additional Comments: We had an on-boarding meeting with the DA Staff and discussed the upcoming steps in the process and when we will need their aid in our review. In the coming weeks, we will be creating the Preliminary Land class map, Sub-Watershed Adjustment Map and prepping all information for the first Draft Viewers Report Run.

Thank you for the opportunity to work with you and your organization!

Please reach out to Kody Fossum at 320-444-9806 or kody@h2overviewers.com or Scott Henderson at 612-306-8242 or scott@h2overviewers.com if you have any questions.