

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD OCTOBER 2, 2019**

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

MANAGERS PRESENT: LeRoy Carriere, Carter Diesen, Cody Schmalz, Tony Wensloff, and Jason Braaten

STAFF PRESENT: Administrator Halstensgard and Specialist McCormack

OTHERS PRESENT: There were no other attendees.

CONSULTING STAFF: Michelle Moren, Attorney; Nate Dalager, HDR; Randy Prachar, MNDNR; Jerry Bentz, Houston Engineering

DELEGATIONS PRESENT: none

AGENDA: A **motion** was made by Manager Wensloff and seconded by Manager Carriere to approve the agenda. The motion carried unanimously.

CONSENT AGENDA:

A **motion** to approve the Consent Agenda was made by Manager Wensloff and seconded by Manager Diesen. The motion carried unanimously. Adoption of the Consent Agenda included approving the September 10, 2019 minutes, the Treasurer's Report as handed out, manager and employee expense vouchers, and permit #19-31 (Mark Haugen).

NEW BUSINESS:

Administrator Halstensgard provided information about a new RCPP funding announcement that the Roseau Lake project may be eligible for, at least in part. The application deadline is Dec. 3, 2019. The Board directed Administrator Halstensgard to move forward with the application.

There was discussion on a question posed to staff at a County Board meeting concerning the RRWD Rules for drain tile permitting and pumping. The RRWD Rules Section 4 addresses sub-surface drainage requirements. There was discussion that the trigger stage referenced in the Rules needs to be addressed and likely adjusted due to the influence of the East Diversion around the City of Roseau and the Roseau stream gauge.

PERMITS: #19-26 (MNDNR) Department of Forestry submitted an application to install a series of new culverts and crossings in the ROW of The Great Northern Transmission Line. A **motion** was made by Manager Wensloff to approve permit #19-26. Manager Diesen seconded the motion which passed unanimously.

DELEGATIONS: Landowners in Sect. 11, along with township officials and renters, met with the board to discuss an issue pertaining to private drainage. Randy Erickson, Mark Gonshorowski and Aaron Kvien each made statements to the board about their opposition to excavation work done by Brad Blawat. The landowners claim that the work done by Mr. Blawat made the water situation worse for the homestead where Mr. Gonshorowski lives, as well as the downstream drainage. Watershed Specialist McCormack

gave a presentation of his findings including, survey information, historic aerial photos, current drone video, and photos. Evidence was presented that there was a field drain existing and the action Mr. Blawat took was to clean that existing drain. Kathy Fillmore, Roseau NRCS office, commented on the interactions she had with Mr. Blawat prior to him doing any work. Scott Johnson, Roseau SWCD, also commented on the interactions they had with the landowners. There was some discussion on a Petition for Maintenance being submitted to the County for the County Ditch 69 system. Mr. Blawat stated that he had offered to work with the other landowners to do some additional cleaning and casting spoil material that could be used as a berm near the house. That offer was refused by the landowner and renter according to Mr. Blawat. No action was taken by the RRWD Board because the District does not require a permit to clean ditches.

PROJECT UPDATES:

Whitney Lake:

- Administrator Halstengard updated everyone on the open house held September 19th.
- There was discussion on the environmental assessment for the project. The RRWMB's Step 2 requirements are being delivered and they will likely vote on approving Step 2 at their November meeting.
- Chairman Braaten recused himself from the following discussion and Manager Wensloff chaired this portion of the meeting. An update was given on the CD 16 Improvement project. The Viewers met with landowners individually by appointment on September 18th. Watershed Specialist McCormack showed photos of the flooding currently taking place in this area. The meeting was turned back over to Chairman Braaten.

Roseau Lake:

- Engineer Dalager updated the board on the status of the project and noted that due to high water, the legal survey work will be delayed.

Beltrami Island State Forest:

- Engineer Bents discussed options for the RCPP contract with the board and everyone was in agreement that the best course of action may be to discontinue the contract. Administrator Halstengard will follow-up with NRCS.

OLD BUSINESS:

- The Board decided not to hire Noah & Associates to conduct a salary survey.
- Administrator Halstengard introduced a draft Water Management District Policy for the board's consideration to be added to the Overall Plan Amendment.

PERMITS:

Specialist McCormack discussed permit #19-28 (RCHD). A **motion** was made by Manager Wensloff, seconded by Manager Carriere to approve the permit as submitted. Motion carried unanimously.

Specialist McCormack discussed permit #19-29 (Kreg Horvorka / Mark Olafson). A **motion** was made by Manager Wensloff, seconded by Manager Schmalz to approve the permit as submitted. Motion carried unanimously.

Specialist McCormack discussed permit #19-30 (Mark Haugen). A **motion** was made by Manager Carriere, seconded by Manager Diesen to approve the permit as submitted. Motion carried unanimously.

REPORTS:

Administrator:

- The draft WRAPS report has been completed along with a TMDL report for Hay Creek. The board discussed utilizing remaining funds in the BWSR Clean Water Fund grant to develop materials for landowner meetings in the Hay Creek subwatershed. BWSR Board Conservationist Matt Fischer is aware of the proposal from Houston Engineering and doesn't see a problem with using those funds for this purpose. The board recommends moving forward with the additional work that can be completed by the grant expiration date.
- At previous meetings, creating a comprehensive model has been discussed. Administrator Halstensgard reached out to HDR and Houston Engineering for a proposal. Engineer Dalager presented the proposal to the Board (see attached). A **motion** was made by Manager Carriere, seconded by Manager Schmalz to authorize the work outlined in the proposal for phase 1, with a report to the board in two months. Motion carried unanimously.
- The River Restoration proposal has been included in the Chairman's recommendation for \$3.2M. If approved by the LSOHC Council, it will be included in the bill that will be sent for legislative authorization during the 2020 session.

Red board:

- As submitted

Specialist:

- VonEnde – Beito dispute
- Landowner comments
- Duxby vegetation

A **motion** to adjourn was made at 11:40 a.m. by Manager Wensloff and seconded by Manager Schmalz Motion carried unanimously.

Respectfully submitted,

Cody Schmalz, Secretary



Tracy Halstensgard, Administrator

Attachment A:

From: Dalager, Nate <Nate.Dalager@hdrinc.com>

Sent: Tuesday, October 1, 2019 11:18 AM

To: Roseau River Watershed (rrwd@mncable.net) <rrwd@mncable.net>

Subject: RRWD Comprehensive H&H Model

Tracy –

We have developed a draft scope for your consideration. A full evaluation could be as much as \$60,000, but I do think that it could be completed in phases, with Phase I costing \$25k along with an update to the Board. If the RRWD were to choose to move forward with the final phase and report/memorandum, that would be at their option. Please let me know how you would like to proceed.

Draft Scope

HDR will update the HEC-HMS hydrologic model from the Roseau River Watershed District Expanded Distributed Detention Strategy (HDR 2013) to assess the impacts of constructed and proposed retention projects on the 10-year and 100-year 10-day Roseau River peak flow and flood timing at Ross and Caribou. HDR will compile the hydrographs, project retention volume rating curve, outlet rating curves, change in peak flow, and timing for the following retention projects:

- *Norland*
- *Roseau Bypass East Diversion*
- *West Intercept Ditch*
- *Palmville*
- *Roseau Lake*
- *Whitney Site A*
- *Whitney Site C*
- *RRWMA Pool 3 Outlet*
- *Roseau River Restoration*
- *Hay Creek*

The HEC-HMS will be updated to a new pre-project condition with Atlas 14 data, refined subbasins corresponding to each project site to provide a location to enter the project impacts, updated time of concentration, and updated curve numbers creating the base condition HEC-HMS model. The pre-project hydrograph or project retention and outlet rating curves will be entered into the HEC-HMS model at each of the project outlet locations. The post-project hydrograph or project retention and outlet rating curves will be entered into the HEC-HMS model to determine the impact of each individual project as compared to the base condition at Ross and Caribou. Creating a post-project HEC-HMS model for each project will provide the ability to validate the results with the previous individual project study and check the sensitivity of hydrologic impacts for each project. After the post-project run is completed for each individual project then the post-project hydrographs or project retention and outlet rating curves will be entered into an overall post-project model to assess the collective impacts of the projects.

Deliverable - A six page memo presenting the results will be provided with the following figures:

- *Watershed location figure with retention projects and HEC-HMS subbasins (one 11x17 sheet)*
- *Plan view with hydrographs identifying the volume, peak flow, and peak flow timing change at each retention project (one 11x17 sheet).*
- *10-year 10-day hydrographs with callouts for volume, peak flow, and peak flow timing change at Ross and Caribou for each project (eight 8.5x11 sheets - three hydrographs per sheet, 12 sites, resulting in four sheets per reporting location)*
- *10-year 10-day hydrographs with callouts for volume, peak flow, and peak flow timing change at Ross and Caribou for pre-project (base condition) vs post-project (all retention projects) (two 11x17 sheets - one at Ross and one at Caribou)*
- *100-year 10-day hydrographs with callouts for volume, peak flow, and peak flow timing change at Ross and Caribou for pre-project (base condition) vs post-project (all retention projects) (two 11x17 sheets - one at Ross and one at Caribou)*

Assumptions:

- *Projects completed in Manitoba Canada will not be included in the modeling.*
- *The post-project hydrographs or operations will not be adjusted to optimize project impacts.*

Nate Dalager, PE, CFM
Associate Vice President

HDR

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RRWD
October 2019 Bills & Receipts

RRWD Checkbook Balance as of Sept. 27, 2019	\$667,716.18
RRIW Checkbook Balance as of August 31, 2019	\$4,401.84
Receipts:	
Kittson County -- share of taxes	\$ 4,613.55
State of Minnesota -- Roseau Lake reimbursement #6	\$ 26,561.67
From Border State Bank Certificate	\$ 510,252.02
Citizens State Bank Interest --	\$ 57.57
Total:	\$541,484.81
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$4,757.85
Tracy Halstensgard -- Mileage	\$201.84
Torin McCormack -- Salary and Insurance	\$5,191.85
Torin McCormack -- Mileage / Personal Equipment	\$351.02
Tracy Bergstrom -- Wages and Insurance	\$142.95
Jason Braaten -- Per Diem and Expenses	\$164.04
LeRoy Carriere -- Per Diem and Expenses	\$207.79
Carter Diesen -- Per Diem and Expenses	\$87.82
Cody Schmalz -- Per Diem and Expenses	\$124.36
Tony Wensloff -- Per Diem and Expenses	\$69.26
Internal Revenue Service -- Withholding	\$3,740.86
Minnesota Department of Revenue -- Withholding	\$702.00
PERA -- Employer / Employee Contribution	\$1,612.80
At Your Service Lawn Care --	\$160.31
Cardmember Services -- Freefind, out of town meetings, computer repair	\$605.70
City Of Roseau --	\$325.70
Marco -- Copier Maintenance --	\$94.48
Minnesota Energy -- Natural Gas	\$7.58
Northern Resources Cooperative --	\$293.34
Patrick Moren Law Office -- Legal Fees --	\$1,137.50
Sjoberg Cable -- Int/phone --	\$177.86
Roseau Times Region -- legal notices	\$76.50
Super One Foods --	\$82.72
Alive Outdoor Servces -- chainsaw parts	\$24.53
Verizon Wireless -- Trimble	\$40.01
HDR -- 8.4.19 to 08.31.19 -- RL TO#1 -- Final Engineers Report	
	\$5,072.97
HDR -- 8.4.19 to 08.31.19 -- WL FDR -- Impoundment Sites	
	\$2,360.50
HDR -- 8.4.19 to 08.31.19 -- WL TO #1	
	\$13,536.50
HDR -- 8.4.19 to 08.31.19 -- Ditch 16 Improvement	
	\$3,211.50
HDR -- 8.4.19 to 08.31.19 -- WD3 Slope Stab -- SD51 Grad Stab	
	\$5,031.40
Kittson County -- SD 51 debris removal	\$285.00

Universal Screen Print -- open house posters	\$64.13
Brady Martz -- 2018 Audit final payment	\$2,500.00
Warren Sheaf -- hearing notice	\$163.62
Northern Light Region -- hearing notice	\$85.89
Claire Kjersten -- mowing Duxby Levee	\$450.00
Roso Cleaners & Laundromat -- final rug rental	\$18.81
Roseau County -- 2nd half taxes	\$6,173.01
Messenger -- hearing notice	\$351.00
Total:	\$59,685.00