



**1. ATTENDANCE:**

Chairman Stuart Christian called the November 5, 2019 meeting to order at 8:03 AM at the District Office. Other managers present were Clayton Bartz, JJ Hamre, and Dan Vesledahl. Managers absent: Roger Hanson. One staff member was present April Swenby – Administrator. Others in attendance included Hunter and Randy Wright – Wright Construction and Zach Herrmann – Houston Engineering. Multiple contractors for the bid opening also attended.

**2. APPROVAL OF THE AGENDA:**

A **Motion** was made by Manager Hamre to approve the agenda, **Seconded** by Manager Bartz, **Carried**.

**3. MINUTES:**

A **Motion** was made by Manager Vesledahl to approve the minutes from the October 1, 2019 meeting as presented, **Seconded** by Manager Bartz, **Carried**.

**4. TREASURER'S/FINANCIAL REPORT:**

Swenby read the Treasurer's Report. A **Motion** was made by Manager Hamre to approve the Treasurer's Report for October, **Seconded** by Manager Vesledahl, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. The following bills were reviewed:

Aaron Swenby	320.00
Anderson, Bottrell, Sanden & Thompson	1,045.00
April J. Swenby	118.32
City of Fertile	54.60
EcoLab	53.57
Elliot J. & Michelle Solheim	1,200.00
Fertile Hardware Hank	9.98
First Community Credit Union	848.79
Garden Valley Telephone Company	209.18
Houston Engineering	35,753.21
Jason Benbo	435.00
Minkota Technologies	158.59
Minnesota Secretary of State - Notary	120.00
MN DNR	500.00
Office Supplies Plus	50.60
Otter Tail Power Company	161.71
Polk County Taxpayer Service Center	92.00
Stuhaug Sanitation	46.80

Wild Rice Electric	134.80
<b>TOTAL</b>	<b><u>41,312.15</u></b>

Additional Bills that were presented that were not listed on the bills to be paid report due to timing of when the report was created include:

Sarah Wise	55.00
Wild Rice Electric	136.82
City of Fertile	54.21

A **Motion** was made by Manager Bartz to approve and pay the bills, **Seconded** by Vesledahl, **Carried**.

## 5. TRUTH AND TAXATION

The budget for 2020 was presented and an opportunity for public comment was provided. Revisions were not made to the budget for 2020. No comments were made.

## 6. DITCH LEVIES

A **Motion** was made by Manager Vesledahl to approve the following resolution 2019-4 relating to the ditch levies for 2020, **Seconded** by Bartz, **Carried**.

*WHEREAS, section 103E.725 provides, all fees and costs incurred relating to a drainage system, including repairs, inspections, engineering, viewing, and publications, are costs of the drainage system and must be assessed against the property and entities benefited; and*

*WHEREAS, the Board, pursuant to procedures under the drainage code, Statutes Chapter 103E, has performed work and incurred costs on Sand Hill River Watershed District Ditches and Drainage Projects: **County Ditch # 9, County Ditch # 119, Ditch #80, Sand Hill Ditch, #03 Liberty-Onstad, #05 Ditch 17-2, #11 Beltrami Flood Control, #12 County Ditches 98 &148, #13 Reis-Scandia, #17 Polk County #41, #20 Ditch # 46, #24 Ditch 77 and 166 (Nielsville), and #27 Union Lake Pumping.***

*WHEREAS, Statutes section 103E.655 requires the costs for drainage project proceedings and construction to be paid from the drainage system account by drawing on the account. Statutes section 103E.645 requires the payment of fees and expenses; and*

*WHEREAS, the drainage system accounts Sand Hill River Watershed District Ditches and Drainage Projects: **County Ditch # 9, County Ditch # 119, Ditch #80, Sand Hill Ditch, #03 Liberty-Onstad, #05 Ditch 17-2, #11 Beltrami Flood Control, #12 County Ditches 98 &148, #13 Reis-Scandia, #17 Polk County #41, #20 Ditch # 46, #24 Ditch 77 and 166 (Nielsville), and #27 Union Lake Pumping.** do not contain sufficient funds to pay current costs; and*

*WHEREAS, Statutes section 103E.655 provides that if money is not available in the drainage system account to pay current costs, the board may, by unanimous resolution, transfer funds from any other drainage system account under its jurisdiction or from the its general revenue fund to the drainage system account. If the board transfers money from another account or fund to a drainage system account, the money plus interest must be reimbursed from the proceeds of the drainage system that received the transfer. The interest must be computed for the time the money is actually needed at the same rate per year charged on drainage liens and assessments; and*

WHEREAS, Statutes section 103E.755 allows the Board to establish a repair fund, surplus, in the drainage system accounts in order to have funds available for future actions and costs on the drainage systems; and

WHEREAS, assessments to repay drainage system costs may be paid in annual installments not to exceed 20 years at a rate of interest not to exceed the rate determined by the state court administrator for judgments under section 549.09 (currently 4% maximum).

THEREFORE, the Board of Managers of the Sand Hill River Watershed District, Drainage Authority for Sand Hill River Watershed District Ditches and Drainage Projects: **County Ditch # 9, County Ditch # 119, Ditch #80, Sand Hill Ditch, #03 Liberty-Onstad, #05 Ditch 17-2, #11 Beltrami Flood Control, #12 County Ditches 98 &148, #13 Reis-Scandia, #17 Polk County #41, #20 Ditch # 46, #24 Ditch 77 and 166 (Nielsville), and #27 Union Lake Pumping** adopts the following drainage system assessments, and directs certification thereof to the Polk County and Norman Auditor for collection:

<b>Ditch #80</b>	\$	0.00
<b>County Ditch # 9</b>	\$	10,000.00
<b>County Ditch # 119</b>	\$	10,000.00
<b>Sand Hill Ditch</b>	\$	15,000.00
<b>#03 Liberty-Onstad</b>	\$	5,000.00
<b>#05 Ditch 17-2</b>	\$	8,000.00
<b>#11 Beltrami Flood Control</b>	\$	5,000.00
<b>#12 County Ditches 98 &amp;148</b>	\$	7,500.00
<b>#13 Reis-Scandia</b>	\$	5,000.00
<b>#17 Polk County #41</b>	\$	25,000.00
<b>#20 Ditch # 46</b>	\$	7,500.00
<b>#24 Ditch 77 and 166 (Nielsville)</b>	\$	10,000.00
<b>#27 Union Lake Pumping</b>	\$	15,000.00

This resolution shall serve as the Board's assessment order as required by Minnesota statutes chapter 103E; and

FURTHER, the Board of Managers of the Sand Hill River Watershed District authorizes inter-funds loans from (account of the WD) to the drainage system accounts for Sand Hill River Watershed District ditches and drainage projects **County Ditch # 9, County Ditch # 119, Ditch #80, Sand Hill Ditch, #03 Liberty-Onstad, #05 Ditch 17-2, #11 Beltrami Flood Control, #12 County Ditches 98 &148, #13 Reis-Scandia, #17 Polk County #41, #20 Ditch # 46, #24 Ditch 77 and 166 (Nielsville), and #27 Union Lake Pumping** to cover deficiencies in the accounts in fiscal year 2020.

## 7. ENGINEER'S REPORT

**City of Neilsville Ring Dike:** Herrmann and Swenby met with Brekke to review his concerns related to the proposed Nielsville Ring Dike. A map with a review of Bill Brekke's Concerns was provided and a summary is as follows:

1. **Move levee closer to the ditch channel (NW Portion of Levee)**
  - a. Herrmann stated that the geotechnical evaluation will be reviewed, and the levee will be moved as close to the ditch as possible. Currently, we are placing the levee according to

the cross section which was highlighted on the map. The levee is placed such that it is planned to be using the south ditch bank for material to build the levee. Brekke's comment was to use material from the north bank as well in order to get the levee closer to the ditch.

2. **Ensure adequate ditch/culvert capacity (SW of Project)**

- a. Herrmann confirmed that this was previously completed, however if the district is selected for funding, he will review this reach and ensure that depths and culvert sizes are adequate for Brekke's field. Herrmann confirmed that there is more than enough depth at the outlet and didn't think this should be an issue. Brekke also asked that the district ensure that culverts are in place over the ditch to accommodate his irrigation. Herrmann confirmed that those are included in the current plan already.

3. **Make sure field crossings are wide enough**

- a. Herrmann stated that currently, all field crossings are sized to a 32' top width. He confirmed that the plans can extend those out to 40' if needed, once the district is selected for funding. At the time of the Engineer's Report landowners were agreeable to 32', however, Herrmann agreed that things can change and changes can be accommodated. Herrmann verified that they can easily be widened if needed.

4. **Levee east of Highway 75 seems high**

- a. Herrmann responded to this concern by clarifying that the height of these levees were to allow Nielsville to get certifiable protection through FEMA's National Flood Insurance Program (NFIP). This has standard freeboard requirements for levee construction. In the case of Nielsville, this is the 100-year flood plus 4 feet. Additional height was also added to accommodate expected settlement and topsoil depth. Brekke's comment was that after a couple feet of depth, water would break out and go away from town. When you subtract off the required freeboard, settlement, and topsoil depths, Herrmann agreed with his analysis; however, in order to deliver a Flood Control project consistent with other towns in the Valley, the freeboard is required. This won't change the town's local share at all, as it's capped.

Before Swenby meets with the City of Nielsville and the County to ask for a letter of support to bring to the legislature, Brekke will be met with again, the district will provide a response in a letter format and confirm his support for the project.

**Sand Hill Fish Passage & Grade Stabilization:** The construction work has been delayed due to high flow conditions. Spruce Valley has requested an extension due to high flows and DNR restrictions for time in the channel and their request was provided to the managers. A **Motion** was made by Manager Bartz to extend the completion deadline to December 3, 2019, **Seconded** by Manager Hamre, **Carried**.

**Kittleson Creek Outlet:** Houston Engineering is coordinating with Liberty Township regarding the timeline for the existing removal and salvage.

This project is funded by Polk County bridge funds. Due to high flows, a change order was approved by Polk County and MnDOT to extend the completion date to November 30, 2019. A copy of the change order was provided to the managers. The district has been in coordination with the Township about road closure due to the box culvert location. The township would like the culverts off the roads to utilize the roads during harvest. During the installation it is expected that the road will be closed for about a week.

**CWF Grant Opportunities:**

- **Polk County # 44:** Upon site tours held last spring it was determined that the issues west of Polk County #44 are not eligible for LSOHC grant money as it is not public land. If a conservation easement was granted, it may be eligible. Because utilizing LSOHC money was determined not as feasible, it was recommended that the district apply for a Clean Water Fund Grant. There would be district cost sharing expenses associated with this project should the

district be awarded a grant. Preliminary Design work will need to be completed to fill out the application, at the district's expense (est. \$5,000). A **Motion** was made by Manager Vesledahl to allocate up to \$5,000 towards preliminary design needed for a grant application, **Seconded** by Manager Bartz, **Carried**.

- **Brady Kroenig**: In 2018, Brady Kroenig approached the district for assistance regarding a failed NRCS dam site. It is washing and poses the risk of a few thousand yards of clay ending up in the Sandhill River. If the Dam were to wash out, likely it won't be only taking it's clay/soil with it, it will wash out the entire hillside to the north of the Dam. Stephanie Klamm has also reviewed the site and recommends working closing with the MnDNR and the EPSWCD. This is a good candidate for a Clean Water Fund Grant. There would be district cost sharing expenses associated with this project should the district be awarded a grant. Preliminary Design work will need to be completed to fill out the application, at the district's expense (est. \$5,000). A **Motion** was made by Manager Vesledahl to allocate up to \$5,000 towards preliminary design needed for grant application, **Seconded** by Manager Bartz **Carried**. More information regarding this project is provided in the Administrator report.

**Carlson Coulee**: BWSR has allowed timber cleanup to be an eligible grant expense. The preliminary costs for the timber removal were estimated high. It is recommended to solicit quotes for the timber removal. A map of the area was provided to the managers.

Wright Construction is currenting stockpiling rock north of 405<sup>th</sup> Street. Installation of riffles will occur once ground is firmed up enough for equipment access. Wright Construction was inquiring about timelines as he stated his contract was received last week and a November 31 timeline is limited. It was confirmed that seeding and mulching can be completed next spring. He is hopeful, depending on freeze up, he will complete a lot of work. If not, he is optimistic that it will be completed by June 2020.

Wright Construction was looking towards a partial pay request for rock. He can submit a partial pay request in December 2019 for rock installed but the district doesn't pay for rock delivered without installation. Wright Construction is looking optimistically to be completed in whole by December 2019.

Wright Construction asked if the weirs will create difficulty for clearing/grubbing. Herrmann didn't anticipate that to be an issue for the clearing/grubbing work.

Ted Ruud from Houston Engineering informed Wright Construction that not all these locations are exact due to trees and debris. They have asked for staking for exact locations. Houston Engineering will stake locations and an inspector will be on site. They would also like access locations finalized. Wright Construction has asked for these discussions to take place, so they are not stalled due to crops in place. Wright Construction has also asked for large sets of plans and a list of field contacts.

A landowner recently requested that a Texas crossing be added on the down stream end, which would add more rock and result in a change order due to rock quantities. The board managers did not oppose the request, pending stability is not affected.

Wright Construction is planning to start Thursday.

**RCPP Program**: Project Team Meeting was postponed. A date is yet to be determined and will likely meet after the committee meets.

**Ditch # 80**: Davidson Construction has failed to complete the project by the deadline of November 1, 2019. The district attorney has been asked to review recourse of action against the Contractor.

Davidson plans to start this week (11/4) and still indicate a completion this fall. The contract states that the penalty is \$1,000 per day that the project is not complete after November 1, 2019. Landowners have mentioned having the work extents maintained to prevent snow drifting over the winter and request that the temporary R/W be mowed, and pipes be moved as needed. should the project not be completed this fall.

## 8. SAND HILL LAKE DAM BID OPENING (9 AM)

Bids were opened at 9:00 AM. All bids were received before 9:00 AM.

Bid bonds, addendums acknowledged, and Responsible Contractor Certifications were all verified upon opening. Northland Excavating did not acknowledge the addendum. The engineer's estimate was \$175,000.

<b>Northland Excavating</b>	<b>Unable to Read</b>
<b>Spruce Valley Corporation</b>	<b>\$185,235.00</b>
<b>Gladen Construction, Inc.</b>	<b>\$195,371.00</b>
<b>Hagan Construction &amp; Trucking, Inc.</b>	<b>\$194,525.00</b>
<b>Landwehr Construction, Inc.</b>	<b>\$168,897.50</b>

A **Motion** was made by Manager Bartz to conditionally award the bid to the lowest qualified bidder pending engineer review of documents, **Seconded** by Manager Vesledahl, **Carried**.

Construction is planned for this winter. There are constraints from the MnDNR beginning in March.

## 9. ADMINISTRATOR REPORT:

**Administrator Calendar:** Swenby highlighted her calendar for November.

**Project # 11:** A meeting was held with the landowner in Section 15 and Duane Steinbrink (WPSWCD) regarding Project # 11 and the project's intent. Section 15 is reportedly not draining. Many suggestions were made regarding county culverts, beaver dams and ditch plugs. Likely the old river channel needs cleaning and a MnDNR permit is required. Old records indicate that the MnDNR recognized the need for maintenance on the old river channel. A request for old survey data has been made to aid with a MnDNR permit. Houston Engineering is verifying the integrity and functionality of Project #11 to ensure that it is functioning as designed. Swenby met with Duane Steinbrink and Stephanie Klamm, by the request of Steinbrink to be a part of the process for obtaining a permit from the MnDNR to clean the abandoned river channel or to discuss removing this area from the MnDNR's public waters inventory. Stephanie Klamm indicated that removing it from the public waters inventory is a possibility. Swenby will be working closely with Klamm to provide the records needed on Project # 11 and Project # 13. She suggested writing a joint letter with the SWCD with a formal request for reclassification.

A beaver dam is located at the start of Project # 11. When Swenby made a site inspection, she noticed it is full of cattails. She called Wilkens who confirmed that the area in question was never cleaned two years ago like the rest of the ditch. After talking with Houston regarding their evaluation of the project and recognizing that spring runoff will be substantial, it was decided to have the cattails removed along with the beaver dam to ensure that the project will function to the best of its operational ability. JC&J Trucking plans to clean that stretch (about 100') along with the beaver dam. Photos of the dam and vegetation were provided.

**Water Leakage/Building Repairs:** Swenby asked K & S Construction about the window well and the water leakage in the basement. When the new roof was put on, the plan was to order a cover for the window well, but they were unable to retrieve the right size.

Water was coming in the basement and wasn't noticed. As a result, it was also leaking onto the heat register. Swenby had a cover for the window well made to stop the water from coming in. Photos were provided. Unfortunately, the water damaged the heat register in the basement, which was directly below the window. The heat register was replaced by No Boundaries Contracting.

**MAWD:** Two Delegates and one Alternates should be chosen if available. Manager Hanson is the only Manager registered, however due to health reasons he may not be able to attend. Proposed resolutions were given to the managers. Managers were asked to review the resolutions and provide feedback if something was presented that the Sand Hill should be represented supporting or not supporting. The MAWD bylaws dictate that delegates must be board members, not district staff. If the board has strong feelings about a legislative agenda or any other topic and board members are unable to attend MAWD, the district can send a letter to the MAWD board of Directors and/or the legislative committee. Swenby was questioning if she could attend the whole time due to time restraints with our upcoming meeting in December and a holiday break. Swenby suggested it would be helpful if a board manager could attend MAWD.

**Red River Watershed Management Board Drainage Conference:** On January 27, 2020 the 2nd Annual Drainage Conference is scheduled to be held at the Courtyard by Marriott Moorhead, MN.

**Quarterly Reporting:** The quarterly reporting was completed for payroll (Federal and State), the Project Team, the RCPP Program, and LSOHC.

**LID Meeting:** Swenby attended the LID meeting on October 21, 2019. The written report that was distributed to the LID was provided to the managers.

### **Union Lake Easements:**

- Pump Site Ownership: The LID has asked the district to investigate/verify that proper easements are in place at the pump site. It appears that no easement was granted when this project was developed through the LID and County, however now that the SHRWD has inherited the project, it is questioned if there should be some type of land rights conveyed to the SHRWD from the County. The district attorney has been asked to advise if some type of easement should be acquired by the SHRWD for the pumping station and pipes that are on/through the County Road R/W.
- Anderson Trust: The Anderson Trust Easement has been recorded.
- Lake Sarah Outlet: Due to landowner health issue, progress has been stalled on a purchase agreement. All permits have been approved by the MnDNR and the Corp of Engineers for closing the open ditch.

**Beaver Trapping:** The trappers were asked to scout the area under our jurisdiction and reported no beaver dams in the Bear Park area. They noted two areas within our jurisdiction that indicated beaver activity and set traps accordingly, but they are not anticipating a lot of beaver. It was noted that the trappers report is positive news as 40 beaver were trapped in this area this spring. The trappers noted high water in the area.

Beaver have been trapped in Section 30 on the SH Ditch and traps were pulled out. The high water has washed away the dam on the SH Ditch. There is a dam noted downs stream on the SH Ditch between Section 22 and 27. The trappers will trap this area as well. The dam is not holding back water but is slowing water down. Swenby has not lined up the removal of the dam, as the dam may help with the riffle expansion flows and likely high flows will wash the dam away next spring.

A landowner reported a beaver dam located at the start of Project #11 in Section 23 of Reis Township. The location was verified, and the dam is located on the project. Beaver trappers were notified to begin trapping.

**Ditch Maintenance:** Swenby has contacted JC&J Trucking to clean Project # 12, repair the scour hole on Project #12, and repair the field sluffing on Project # 17. Miller planned to begin in October, but the ground was too wet. He will inspect the area the first week in November to see if he can get out there to repair, and at the very least repair the field sloughing yet this fall.

**Building Project Discussions:** Houston Engineering has taken care of spot elevations and has provided them to the architect. Attached is a document highlighting the architect's response to the survey. Due to the survey results, slight changes were made to the plan since his last presentation. The results of the survey simplified the project allowing for just a minimal interior ramp (up) at north entrance and looks level at south service entrance. Due to a smaller ramp, a main level equipment room was made feasible. A full second mechanical room is needed but an upper "loft" space above a main floor equipment room with access via steeper ships ladder will be proposed. This space is under the main roof with not quite full 8' ceilings sufficient for ducts that supply existing and communal spaces in the addition. Swenby is planning on meeting with the architect next week to review the details. The architect is planning to present in December.

**Project # 5 Seeding:** The establishment of the seeding on Project 5 was verified on October 1. There is one parcel of land that indicated infringements where the buffer was tilled. It has been verified with the seeder that the stretch in question was seeded this spring, as he recalls mostly weeds. The landowner has been notified of the 16.5' buffer requirement. The landowner questioned the establishment of the vegetation but was planning to re-seed. Upon conversations with Bret Arne and the SWCD (who deal with buffers often), it was recommended to wait until next spring to see if the buffer revegetates. Between the existing seed, and if the landowner reseeds, this is the best option. This will be placed on our inspection report for verification in 2020.

**Pre-Construction meetings:** The Sand Hill River Grade Stabilization Ph 2 preconstruction meeting was held October 2 at 1 PM. Preconstruction meeting minutes were provided to the managers.

**Targeted Watershed Demonstration Grant:** Swenby met with Bret Arne and Rachel Klein on October 3 to determine if the Brady Kroenig site that was visited last year is a feasible location for the excess grant dollars.

This grant was for \$780,000 and the deadline to expend the funds is 6/30/20. Of that \$780,000 \$337,500 is reserved for Sediment Basins and \$240,000 is set aside for the Carlson Coulee project. The remaining \$200,000 could be used for the Brady Kroenig site, IF all sediment basin grant agreement line items were met. The grant called for 60 sediment basins. To date, Klein is able to track 31 installed basins with a few more on the books ready for expense reimbursement or construction completion. For the remaining funds to be used for the Brady Kroenig site, about 20 more sediment basins would have to be built by 6/30/20.

Arne suggested that the district consider applying for a separate clean water fund grant to assist for funding the Kroenig site. He suggests that the district could work on the grant preparation this winter and apply in June 2020 when grant applications are open. Arne suggested that this project would rate high because pollutant reductions can be tied to the district's clean water efforts (i.e. riffles, sed. Basins, etc.)

The managers were given estimates for current and proposed costs for the Coulee project. Klein indicated at the meeting that she also had expenses for the Coulee project and would gather the data.

BWSR staff has indicated that the deadline of 6/30/2020 is not flexible, but we have asked for an extension on the deadline with the basis that the past two wet seasons have not been a supportive environment to allow for landowners to install their sediment basins.

**FDRWG:** A meeting was held in October with Andrew Graham at the district office to provide him

with education about the Sand Hill River watershed projects and activities, including any needs or issues involving MnDNR and the FDRWG. Graham is the new “Dan Thul” – the Red River Basin Coordinator.

Swenby attended the FDRWG meeting on October 16, 2019 in Thief River Falls and made a verbal request for the Sand Hill to take a more active role, asking for representation without the RRWMB. There was a disagreement regarding the Sand Hill and the Buffalo Red regarding their eligibility for involvement and representation. This will be on the agenda an upcoming meeting. Manager Vesldahl suggested contacting an attorney asking for an opinion regarding the level of involvement and input the district has.

**City of Beltrami Ring Dike:** Swenby and Herrmann will meet with the City of Beltrami in November regarding possible flood protection for the City of Beltrami.

**Spokely Wash Plant:** A letter was sent to Spokely’s as per our June 2019 meeting minutes as a courtesy reminder to insert the planks and contact the office when action is taken so that we can inspect. Swenby provided the letter to the mangers. As of today’s meeting date, a response was not received.

**Onstad Boundary:** Swenby followed up with MnDOT for a timeline of the offtake ditch cleaning and the plug installation. MnDOT stated other priorities and likely would not get to it this year. The district can apply for a permit and install the plug. The managers suggested talking to Molands.

**Vesledahl Wetland Mitigation:** A tour with Senator Mark Johnson and various landowners was held in September. As of today’s meeting date, Johnson has not provided a response or direction. While the district and the landowners are waiting for any possible solutions, Swenby called MnDOT (Rod Gunderson) to explore the possibility of placing easements for ditch cleaning in the watershed’s name so that the landowners will at the very least have an opportunity for drainage (Swenby was told that MnDOT cannot grant easements to private landowners, but they can to LGU’s). MnDOT held a meeting with their attorney, the Division Manager of Office and Land Management, other lead MnDOT decision makers, and our local representative to discuss the options of easements that provide the opportunity for drainage and the district’s request was denied. Swenby has requested another meeting where she can be present, and possibly Mark Johnson and has asked for legislative assistance for obtaining drainage easements to provide an opportunity for drainage for landowners.

**Insurance Costs:** Last year the district insurance requirements were costly. Swenby felt it was time to have an in-depth look into the district insurance needs and costs. She met with Kappes-Leiran Agency to review possible costs for the district insurances. She also contacted MCIT which requires a detailed review of the district needs, current budgets and expenses. Swenby noted that the process to get a quote is substantial, but during the Governance 101 Training, a presentation was given by MCIT employees (who are also attorney’s) and the cost savings is usually substantial with more benefits than what insurance companies can provide. MCIT is a joint powers entity made up of Minnesota counties and associated public entities that pool resources to provide property, casualty and workers’ compensation coverage to members. Additionally, members of MCIT are offered risk management and loss control advice, training, and an online resource library related to risk management.

**Ditch #80:** The attorney has been contacted to review the contracts for recourse. If the project isn’t completed this fall, a landowner has requested that we have the ditch mowed for snow and ask the contractor to move the pipes and culverts to a place where the wind won’t cause snow build up on the banks. Landowners are worried about high water in the spring and want to make sure every effort is made to allow for the best drainage possible. The bond has been released and the document was provided to the managers. Paul Engelstad has been contacted for a request for expense submittals to the district.

**Project # 17:** Additional ROW has been noted by the managers to purchase. Houston Engineering

has been asked to move forward with the process of acquiring ROW.

**Bylaws:** MN Statute requires that watershed district have bylaws. A draft was provided noting that BWSR has reviewed the draft bylaws. A **Motion** was made by Manager Bartz to table this discussion until December, **Seconded** by Manager Hamre, **Carried**. This was tabled until next month for additional time to review.

**OnXHunt Subscription:** A subscription to OnXHunt for the district is \$29.99 per year and gives immediate access to landowner names. This is helpful during buffer and ditch inspections. With the user name and password, all managers would have access to this. A **Motion** was made by Manager Vesledahl to purchase a subscription **Seconded** by Manager Hamre, **Carried**.

**Landowner Ditch Plug/Project # 24:** Letters requesting the repair of a ditch plug North of Nielsville along Hwy 75 and images of the damaged plug were provided to the managers. The deadline given to the landowner was October 25 for the installation. The landowner called October 24 and stated due to wet conditions he would not have the plug repaired. He was told that it was a board request to have it in place this fall so that it was present for spring runoff and stated he would try.

Swenby contacted A & S, who confirmed they have access to white clay and they noted the cost is minimal and would be under \$1,000 to hire. A **Motion** was made by Manager Vesledahl to offer the landowner an extension to November 9, thereafter, A & S should be contacted to install the plug at the landowner's expense, **Seconded** by Manager Bartz, **Carried**.

**SHAC Meeting:** An advisory committee meeting is scheduled for November 25, 2019. The terms of JJ Hamre and Roger Hanson are set to expire January 2020. At the 2018 SHAC meeting some committee members asked for more frequent SHAC meetings. Swenby informed them she would ask the board for their direction regarding breakfast/meals, staff time to organize and take minutes at more frequent Advisory Committee meetings. At the meeting last fall, they were informed that SHAC meetings are at the call of the SHAC chair and staff time and breakfast/meals have been provided when the district managers request a meeting. A **Motion** was made by Manager Veledahl to allocate staff time and meal reimbursement for the annual meeting and one other meeting at their discretion as needed, **Seconded** by Manager Bartz, **Carried**.

Additionally, some members have also asked for more detailed financial statements. The managers agreed that giving the Advisory Committee members an audit report provides a YTD comparison of the district financials.

Statute 103D.331 states that the managers must annually appoint an advisory committee. The current Advisory Committee list is located on our web-site. A **Motion** was made by Manager Bartz to approve the existing committee list, **Seconded** by Manager Vesledahl, **Carried**.

**LSOHC (Poissant Bridge):** A conference call was held October 31, 2019. The process for amending the grant in include the area of the Poissant Bridge was outlined. A conceptual design, rough cost estimate and time frame is required for the amendment. It is estimated that a conceptual design could cost up to \$5,000. The MnDNR has funds available to aid with the conceptual design, up to \$5,000. It could take up to 2 months (due to holidays and associated vacations) to get the contract in place (we need to sign a joint powers agreement like we did with SH Lake Dam) before expenses would be eligible for reimbursement. While the contract is getting put in place, the Watershed District is being asked to cover costs for some survey work before the snow flies so that some preliminary plans could be put together during the winter. It is possible that the district could use their designated leverage of \$28,000 towards the conceptual design (the district committed to \$28,000 for cost sharing in conjunction with the LSOHC grant), but that would require a grant amendment and a meeting with LSOHC. A **Motion** was made by Manager Hamre to approve the survey work to move towards the amendment, **Seconded** by Manager Bartz, **Carried**.

## 10. OTHER BUSINESS

Partnering agency reports were provided to the managers.

Manager Vesledahl will not be able to attend the December meeting. Herrmann will additionally be sending a substitute.

#### 11. PERMITS:

One permit is presented to the board. Houston Engineering has reviewed the permits. A **Motion** was made by Manager Vesledahl to approve the following permit, **Seconded** by Manager Bartz, **Carried**.

2019-30: Mike Skaug – Section 1 Reis Township – Install/Replace Culvert.

- Houston Engineering recommends a 36” diameter CMP culvert. This is based on a drainage area of 335 acres

An amendment is required for Permit 2019-23. The initial permit that was applied did not hold the signature of the landowner. The initial permit was for tiling in Section 16 and 17 in Bejou Township, however, the applicant only owns the land in Section 17. A new permit was mailed with notification of the amendment stating that work is not approved in Section 16 until a new permit is applied for with the proper signatures. A **Motion** was made by Manager Bartz to approve the following the amendment for Permit #2019-23, revising the approval for only Section 17 of Bejou Township, **Seconded** by Manager Vesledahl, **Carried**.

#### 12. ADJOURNMENT:

The next regular meeting will be held Tuesday, December 3, 2019 at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Hamre to adjourn the meeting at 11:14 AM, **Seconded** by Manager Bartz, **Carried**.

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April Swenby, Administrator

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JJ Hamre, Secretary