



**TITLE:** DRAFT REGULAR MONTHLY BOARD MEETING MINUTES

**DATE:** MAY 3, 2021

**1. ATTENDANCE:**

Chairman Stuart Christian called the May 3, 2021 meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad, and JJ Hamre. One staff member was present April Swenby – Administrator. Others in attendance were Scott Abentroth and Les Palm – Hubbard Township, and Zach Herrmann – Houston Engineering.

**2. APPROVAL OF THE AGENDA:**

A **Motion** was made by Manager Engelstad to approve the agenda, **Seconded** by Manager Bartz. **The Motion was carried.**

**3. MINUTES:**

A **Motion** was made by Manager Hamre to approve the minutes from the April 6, 2021 as presented, **Seconded** by Manager Bartz. **The Motion was carried.**

**4. FINANCIAL REPORT:**

Swenby read the Treasurer’s Report. Swenby noted that an e-mailed version that was reconciled was e-mailed out yesterday. A **Motion** was made by Manager Hamre to approve the Treasurer’s Report for April as e-mailed and presented, **Seconded** by Manager Engelstad. **The Motion was carried.**

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

<b>3D Specialties Inc.</b>	414.70
<b>Anderson, Bottrell, Sanden &amp; Thompson</b>	495.00
<b>April J. Swenby</b>	84.34
<b>Dean Kronschnabel</b>	120.00
<b>EcoLab</b>	53.57
<b>First Community Credit Union</b>	35.06
<b>Garden Valley Telephone Company</b>	200.55
<b>Houston Engineering</b>	61,682.23
<b>JC &amp; J Trucking, Inc.</b>	1,467.50
<b>Office Supplies Plus</b>	9.18
<b>Otter Tail Power Company</b>	379.28
<b>Premier Signs</b>	1,255.00
<b>Sarah Wise</b>	48.00
<b>Wild Rice Electric</b>	130.88
<b>TOTAL</b>	<b><u>66,375.29</u></b>

A **Motion** was made by Manager Hamre to approve and pay the bills with a total of \$66,379.29 **Seconded** by Engelstad. **The Motion was carried.**

## 5. HUBBARD TOWNSHIP – PERMIT 2020-50

The district still has one permit from 2020 that is waiting for approval. It is for Hubbard Township, Section 13. The Township/landowners are still working with adjacent landowners to obtain a signature for raising the road to the desired height. Swenby informed the managers that a meeting was held with the Township and the landowners involved to resolve this issue. The landowner to the west will not agree to the signing the form that the district has asked and has explained that they have apprehension for signing because he questions the integrity of the road, not because he questions the drainage. The landowners have asked for compaction testing on the road and the township has decided they would not like to comply with that. As per the board decision at the time the permit violation was discovered, the township was told that to remove the violation, the elevation of the road would need to be lowered in multiple spots.

Scott Abentroth has requested an audience with the board and asked the board for permission to continue working on the project, namely the side slopes to ensure the integrity of the road. Last fall the district ordered the Township to cease all work until landowner negotiations were made. Because the landowner questions the integrity of the road, the Township would like an opportunity to ensure its stability before taking drastic and costly measures for compaction testing. If the landowner is still unsatisfied, the Township has agreed to put the tips back in the road to comply with the compliance letter that was sent out by the district. The township is considering providing certain guarantees to the landowner regarding washouts. Manager Engelstad suggested using a sheeps foot for compaction on the road. The Township will consider asking the contractor to do that if that would help the landowner in Section 14.

A **Motion** was made by Manager Andringa authorize the next 45 days for the Township to continue work to stabilize the side slopes, in an effort to increase the integrity of the road, **Seconded** by Hamre. **The Motion was carried.** Manager Engelstad recused himself from voting. The Township understand that if the landowner in Section 14 is not willing to sign the hydraulic statement of understanding regarding the hydrology of the water, the dips in the road will need to be implemented.

## 6. ENGINEER'S REPORT:

**Project #20:** The survey team coordinated with the landowners the removal and provided survey stakes. Swenby stated that she authorized Paul Engelstad to seed the area. A **Motion** was made by manager Bartz to have HEI shoot some exit survey profiles for our permanent record before it is seeded, **Seconded** by Manager Hamre. **The Motion was carried.**

**Project #27/Union Lake Pumping:** A field review was completed in October 2020 and three locations were noted. Herrmann presented an update on the three locations:

1. A survey was completed at a location which currently has a plug to prevent flows into Bungham Lake. A review is being developed.
2. A survey was completed a field crossing where approach channels appeared to be damaged/plugged (Rich Johnson's property). The landowner had indicated that plugins has resulted in flooding of adjacent property. A review of hydraulic adequacy was completed and Houston Engineering recommends replacing with a 36" CMP pipe set at a lower elevation. Swenby noted that the landowner will be entering a CRP contract and would like the project to move forward sooner rather than later. A **Motion** was made by Manager Engelstad to move forward with the pipe replacement as per HEI's recommendations with a 36" at a lower elevation, **Seconded** by Manager Andringa. **The Motion was carried.**

3. A survey was completed near the location of the sandbag levee on USFWS property. The sandbag levee's purpose was to prevent flows into Crooked Lake. The sandbags are deteriorating, and a more permanent structure was suggested. A plan development is underway and will be sent to USFWS for review.

HEI provided elevations for the cleanout near Jack Doyle's property. A **Motion** was made by manager Engelstad to have HEI shoot some exit survey profiles for our permanent record, **Seconded** by Manager Hamre. **The Motion was carried.**

**Poissant Bridge:** A pay request is being requested in the action items. During construction, a bank failure on the south side of the channel just downstream of the rock arch rapid was noted. HEI recommends that additional riprap be brought in to extend the ramp approximately 40ft downstream to protect the bank in this location from further erosion. Herrmann provided a few photos of the bank failure, and a plan view of the area showing what the proposed extension would look like.

The extension adds approximately 1,210 sq.ft. of riprap area to the ramp. The typical section of the additional riprap will be identical to what was proposed in the original plan set, but will only be placed on the south bank of the river. The riprap will extend partially into the channel to protect the toe of the bank. The quantity of additional riprap proposed is as follows:

- MNDOT Class II Riprap: 66 CY
- MNDOT Class IV Riprap: 125 CY

The grant does allow for extra work, if completed by the deadline and Swenby has confirmed MnDNR approval and grant approval. A proposed change order was presented for \$18,600. A **Motion** was made by Manager Andringa to approve and proceed forward with Change Order number 1 for \$18,600, **Seconded** by Manager Engelstad. **The Motion was carried.**

**RCPP Planning:** Herrmann continues to move forward with a concept design for Beltrami Flood Control. Additional, storage review sites are being evaluated along Kittleson Creek. HEI continues to work on close-out documents.

**MN Highway 102 Boundary:** Herrmann presented a detailed hydraulic analysis of the area in question. The area includes four cross culverts through the old railroad embankment southwest of MN Highway 102 in Sections 16, 21, 22, 26, and 27 of Onstad Township. Flow can split between Red Lake Watershed District (RLWD) and the Sand Hill Watershed District (SHRWD) in this region. The area contributing to this region is approximately 27.5 square miles. Further south and east, SHRWD Project 3 can overflow into the north road ditch of MN Highway 102, and flow northwest into the RLWD. The Project 3 area that overflows into RLWD is approximately 10.9 square miles of the SHRWD. The goal of the analysis is to assess potential impacts associated with removing the four cross culverts through the old railroad embankment.

The detailed review included field survey to inventory culverts and gather ditch grades within the area. This information was used to generate a hydraulic model that allows for detailed analysis of flow splits at each of the four cross culvert locations. The information was discussed at each of the cross-culvert locations. In general, the modeling showed that flows can pass back and forth between the SHRWD and the RLWD and is regulated based on the culvert hydraulics. The majority of flood flows from the upstream watershed and the Project 3 overflow stay north of MN Highway 102. When the four cross culverts are removed, minor changes to flow rates were noted.

Additional discussions are needed with the RLWD and the Polk County Highway Department on the overall proposal. The presentation will be presented to the Red Lake Watershed District.

## 7. ADMINISTRATOR REPORT:

**April Activities:** Swenby reported that the month of April was busy with end of quarter reporting for the State of Minnesota and all of our grant programs. Additionally, she attended multiple meetings working on the MAWD handbook.

**One Watershed One Plan:** Several meetings have taken place this month and we are well on our way for submitting a competitive grant application. Swenby is optimistic that it will be ready for submittal by the end of May.

E-mails were sent to the managers regarding HS 1586. This bill appropriates money for a feasibility study for merging soil and water conservation districts and watershed districts. The language states that a merger is only required for those with a 1W1P. Swenby has confirmed with MAWD the intent of the bill, and MAWD has assured us that they are on top of it. Additionally, Swenby has learned through other Administrators who have completed their plans that BWSR requires additional and extensive reporting watershed activities for those district's who have completed their plans, and many districts are expressing frustration with the new regulations that were not disclosed to them at the start of the plan. Swenby noted that there is a meeting this morning with BWSR regarding items of concern and she will receive the notes from the meeting.

If the district does not want to move forward with the grant application, the options are to move forward with updating our Overall Plan which is set to expire in one year. The cost is substantial and the consequence of this includes having to apply for competitive grants for CWF.

**Building Project:** Swenby applied for a LSOHC Grant that would aid the district without cost share to hire a consultant to perform a historical assessment of our property that would determine eligibility for being placed on the National Register. To qualify for Capital grants the property must be listed as eligible.

**District Audit:** The audit was scheduled for May 17, but was moved up and began April 29. Preliminary work has been completed and presented to Brady Martz. Swenby will be working with Brady Martz this week and next to complete the audit.

**Beaver Trapping:** One beaver dam has been discovered on the VERY upper end. Swenby suggested waiting until the whole stretch is inspected before removing the dam on the upper end. The trappers are trapping that area right now.

**Money Market:** We received two quotes for a 6-month CD. One for .93% and one for .30%. The board decided to wait it out until our next tax levy arrives.

**RRWMB:** Swenby attended the Red River Watershed Management Board meeting and meeting materials were provided to the managers.

**Union Lake Pumping Project:** Swenby attended the LID board meeting on April 19 in Erskine and gave an update on the sandbag structure, crossing issues at Johnson's, cleaning at Doyle's, the easement and the beaver issues. Swenby is working the Sheriff's office for the annual pump inspection.

As a courtesy, Swenby called a landowner that she knew of who had concerns regarding the extension of the pipe where the district is seeking an easement to give her an update. The landowner stated that if the pipe does not work, the district can expect litigation.

Swenby has been working on negotiations with the easement. Swenby started at \$8,000 and the landowner felt that was low for the value of the property. A price of \$12,000 was set as a max offer last month. A **Motion** was made by Manager Andringa to increase the max offer to \$13,000 if needed, **Seconded**, by Manager Engelstad. **The Motion was carried.**

**Ditch 80:** Swenby has hired Dale Berhow to button up seeding after the ROW stakes were installed.

**Rock Riffles Signage:** The signs have been ordered and were installed on April 26. Images were provided. Swenby has communicated with Mark Johnson at Lessard-Sams Outdoor Heritage Council to inform the Council that this has been completed and she has sent him images. Signs were installed at the following locations:

Beltrami: Installed parallel to Hwy 9

Sign 2: Installed parallel to the gravel road

Sign 1: Installed diagonal to the crossroads so it is visible at the intersection

**Redistribution of Managers:** Swenby attended the Mahanomen County Commissioner meeting. The process for manager appointments was thoroughly explained. The commissioners were asked be apart of the Advisory Committee. Swenby will also attend annually a county commissioner meeting to present our annual report.

**Watershed Tour:** Swenby is planning a watershed tour for July, as per the board's request.

**Vesledahl Wetland Banking Site:** BWSR would like to see the district accept the transfer of the land. Swenby has reached out to our legislatures for an update multiple times and have not received a call back. BWSR would like an audience before the board to discuss a possible land transfer.

**MDM Grants:** Swenby is planning for a June discussion at a board level about applying for MDM grants for the outlet of Project # 17.

## 8. ACTION ITEMS.

**Pay Request # 1/Poissant Bridge:** A **Motion** was made by Manager Bartz to approve & submit payment to Spruce Valley Corporation for \$194,268.35, **Seconded** by Manager Andringa. **The Motion was carried.**

**Project # 27/Union Lake Pumping:** The LID has requested permission to use the pump as a source for the fire department to fill up their trucks for fire suppression activities. There is a fitting on the pump already that the fire trucks hook onto. The MnDNR has verified in writing that the pump can be used for this activity after the annual diving inspection. Swenby has received in writing the terms for operation which indicate that the fire department is not allowed to use until after the inspection has been performed in the spring of each year. Swenby encouraged a Motion/Second to approve the use of the pump in this manner. A **Motion** was made by Manager Andringa to the use of the pump as a dry hydrant for emergency fire use pending an annual inspection of the pump/screen, **Seconded** by Manager Engelstad. **The Motion was carried.** Manager Christian suggested that the fire department be trained on the system and this suggestion was added to the motion.

## 9. RULES AND REGULATIONS

The managers will take some more time to review the draft rules and regulations.

## 10. OTHER BUSINESS

No other business was brought before the board.

## 11. PERMITS:

Several permits were brought before the board.

A **Motion** was made by Manager Hamre to approve the following permits, **Seconded** by Manager Bartz. **The Motion was carried.**

Permit 21-010: Heier Township – Section 15-10, Replace existing Culvert

Permit:21 011: Heier Township – Section 22-15, Replace existing Culvert

Permit 21-012: Estate of Sharon Casselman – Reis Twp, Section 30, Clean existing ditch.

## 12. ADJOURNMENT:

The next regular meeting will be held Tuesday, June 1, 2021 at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Bartz to adjourn the meeting at 11:47 AM, **Seconded** by Manager Engelstad. **The Motion was carried.**

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April Swenby, Administrator

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JJ Hamre, Secretary