



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: SEPTEMBER 5, 2024

1. ATTENDANCE:

Chairman Stuart Christian called the September 5, 2024, meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad and Shawn Brekke. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant. Others in attendance included Zach Herrmann - Houston Engineering and Dean Johnson - Contractor.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Bartz to approve two sets of minutes from the July 30, 2024 Education and Outreach Sessions and the minutes from the regular board of managers meeting on August 1, 2024. **Seconded** by Manager Engelstad. **The Motion was carried.**

4. FINANCIAL REPORT:

A **Motion** was made by Manager Engelstad to approve the July and August treasurer’s reports as presented, Seconded by Manger Andringa. **The Motion was carried.**

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

Anders Valley Publishing	13.13
April J. Swenby	105.86
City of Fertile	58.18
EcoLab	57.98
First Community Credit Union	799.24
Garden Valley Telephone Company	184.92
Houston Engineering	73,069.98
Lacey Berhow	125.00
Larson Helicopters	6,828.75
Otter Tail Power Company	205.16
The Thirteen Towns	125.72
Wild Rice Electric	114.20
Win-E-Mac ISD # 2609	200.78
TOTAL	<u>81,888.90</u>

Three additional bills were presented to the board of managers: The City of Fertile for \$58.60, Rinke Noonan for \$2,905, and US Post Office for \$72.00.

A **Motion** was made by Manager Englestad to approve and pay the bills to be paid with a total of \$84,924.50. **Seconded** by Manager Brekke. **The Motion was carried.**

3. BUDGET HEARING:

A **Motion** was made by Manager Brekke to recess the regular meeting at 8:30 AM and open the budget hearing, **Seconded** by Manager Engelstad. **The Motion was carried.** The budget hearing was called to order at 8:30 AM by Chairman Christian. Chairman Christian opened the hearing for discussion. The budget for 2025 was presented as follows:

Income	
HOMESTEAD/AG CREDIT (HACA)	3,400.00
INTEREST INCOME	35,000.00
MISC INCOME	200.00
TAX LEVY INCOME	<u>250,000.00</u>
Total Income	288,600.00
Expense	
EMPLOYEE TRAVEL EXPENSES	8,000.00
CAPITAL IMPROVEMENTS	46,800.00
WEB-SITE	3,000.00
MISC	200.00
MEETING EXPENSE	2,100.00
BUILDING MAINTENCE/OCCUPANCY	13,000.00
COMPUTER EXPENSE	10,000.00
DUES-MEMBERSHIP	3,500.00
EDUCATION	4,000.00
FURNITURE-EQUIP	15,000.00
MANAGER EXPENSE	20,000.00
OFFICE OPERATIONS	18,000.00
PAYROLL EXPENSES	116,000.00
PAYROLL TAXES	8,000.00
PROF SERVICES	20,000.00
PUBLICITY	<u>1,000.00</u>
Total Expense	288,600.00

Three petitions (from Polk County) to fund basic water management, water quality and erosion, and water studies education and agency support in accordance with M.S.A. 103D.905, Subd. 3, were displayed and presented.

There were no attendees with comments or questions on the budget as advertised.

A **Motion** was made by Manager Brekke to adjourn the budget hearing at 8:37 AM and reconvene the regular meeting at 8:36 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

5. ADMINISTRATOR REPORT:

Project #27; Swenby attended the USLID annual meeting on August 23 and she provided a copy of the report she presented to the attendees of the meeting. Swenby explained that during her presentation to the USLID landowners she reviewed the three options that were given to the district from the MNDNR at the August 9, 2024 meeting she and Herrmann attended. The options were as follows:

1. Operational Changes to avoid transfer of zebra mussels. DNR generally indicated that no pumping above water temps 48 degrees.

2. Treatment at the intake that would likely involve a screen and backwashing capabilities.
3. Treatment at the outlet of the pump. There may be several options, and the DNR letter suggested UV light. However, on the call DNR also indicated that this is more theoretical may not be comfortable with that route as a solution.

Swenby explained that with all three options, the burden to implement and prevent AIS transport downstream is on the Project Benefit parcels. She also informed the board that she highlighted the following obstacles to getting any construction done this fall that included:

1. Modify our DNR permit. Note – we are planning to work with DNR as we develop alternatives to ensure no surprises during permitting.
2. USACE permit.
3. Depending on costs, bidding may be required (projects >\$175,000).
4. Bidding process and getting a contractor under contract takes time.
5. Materials may need to be fabricated.

Herrmann is working tracking down historical data related to the pump curve, which is necessary to evaluate to ensure that the fix will not harm the existing mechanics.

Project Team: The SH River Ecosystem Restoration Project Team met September 4, 2024. Swenby deferred the managers to Herrmann's report to continue discussion regarding the project teams direction.

MN 102 Boundary: The BWSR Northern Region Committee will be discussing this item at their September 4 meeting in Detroit Lakes. The public notice for the meeting was given to the managers. In September, Swenby will work on the reimbursement request for the RLWD portion of the costs for the boundary investigations. Swenby will also learn more about the next steps after she is briefed on the outcome of the Northern Region Committee meeting.

1W1P: 1W1P Steering Committee met to talk about procedures for reimbursement and to talk about upcoming training for software reporting.

Mn Watersheds Annual Conference: The MN Watershed's annual conference is December 4 - 6. The location has moved from Alexandria to Grandview Lodge in Nisswa, MN. Managers were asked to attend and to let Swenby know if they would like to be registered.

RRBC Conference: The 42nd Annual Red River Basin Commission Land and Water International Summit Conference will take place January 14-16, 2025, at the Alerus Center in Grand Forks. Managers were asked to attend and to let Swenby know if they would like to be registered.

Progress on Ditch Inspections/Maintenance: Swenby provided the following updates on ditch maintenance progress:

Project 17: Waiting on finalized specs from HEI.

Moen (Outlet of Project #17): This has been advertised for bids and the bid opening is scheduled for September 19, 2024. A **Motion** was made by Manager Andringa delegating staff to award the bids to the lowest qualified bidder on September 19, 2024, pending engineer verification of required documents and compliance to the specifications, **Secinded** by Manager Brekke. **The Motion was Carried.**

Scandia Section 25: Waiting on finalized specs from HEI. This will be paid for by state disaster declaration funds.

Liberty Erosion/Twp Road: There has been no progress. HEI is waiting for soil sampling results before plans and specs are drafted. This will be paid for by state disaster declaration funds.

Sand Hill Ditch: There was a new culvert damage noted by a landowner. Swenby has asked two local contractors to submit a quote on the repair in Section 23 of Reise Twp. along the SH ditch. Contractors

were given performance specs to perform their quote. One contractor submitted a quote, Dean Johnson for \$8,500. Swenby will work with Johnson and the landowner to move forward with the repair.

Mahnomen County Commissioner meeting: Swenby attended the Mahnomen County Commissioner meeting and presented the district's annual report and audit report.

Beaver Issues: There are beaver reports on Project 5. Swenby has contacted the trappers to remove them and is working with the landowner for the removal of the dam.

6. ENGINEER'S REPORT

Project #17: Plans and specifications are being prepared.

Project #27: Herrmann is working with pump suppliers to locate the pump capacity data. The hydraulic capacity will determine the type of alternative that can be carried forward.

Moen Erosion (Project 17 outlet): Permits have been applied for and HEI prepared the bid package.

SH River Ecosystem Project Team: Herrmann presented to the project team alternatives for the SH River Ecosystem Restoration project, one alternative included a two-stage channel, which proved to be costly to encumber the full 20 miles of the system. There was great discussion from the landowners who offered a combination of a two-stage channel, with storage options for the west end. In summary, Herrmann highlighted the following direction from the project team:

1. Complete existing and prior conditions modeling
 - a. Current conditions (with riffles and fish passage)
 - b. Current conditions (no riffles and concrete drop structures)
 - c. Design conditions (1956 as-builts)
2. Two stage channel revisions
 - a. Focus on areas with worst erosion (approximately east of Highway 9)
 - b. Investigate options of varying floodplain widths to reduce excavation.
3. Flood storage revisions
 - a. Identify potential holding cells adjacent to the two-stage channel.
 - b. Consider required embankment material relative to two-stage channel excavation.
4. Snow plugging consideration (Scandia/Hubbard Township)
 - a. Estimate snow plugging potential of current channel.
 - b. Channel modifications to reduce snow plugging.
5. Develop cost estimates for design features.

The project team is planning to meet in October.

Section 24, Scandia Township: HEI is preparing final plans and specification for a bid package.

Sand Hill Ditch bank failure/Liberty Township: Borings are being used to develop an alternative to fix the bank failure.

7. BID OPENING

Project 12: Bidding documents that were dispersed to four contractors were provided to the managers. The following quotes were received:

JC&J Trucking: \$ 52,846.00

Dean Johnson: \$ 35,700.00

A Motion was made by Manager Brekke to grant to the lowest bidder, Dean Johnson, with bid of \$35,700.00. **Seconded** by Manager Bartz. **The Motion was carried.**

Project 13: Bidding documents that were dispersed to four contractors were provided to the managers.

JC&J Trucking: \$ 16,653.00
Dean Johnson: \$ 9,500.00

A **Motion** was made by Manager Brekke to take lowest bidder, Dean Johnson, \$9,500.00. **Seconded** by Manager Engelstad. **The Motion was carried.**

8. ACTION ITEMS.

Budget Approval: A **Motion** was made by Manager Andringa to approve the administrative budget as resented during the budget hearing, **Seconded** by Manager Brekke. **The Motion was carried.**

A **Motion** was made by Manager Andringa to approve the following resolution relating to the budget and levy for 2025, **Seconded** by Manager Brekke.

BE IT RESOLVED by the Board of Managers of the Sand Hill River Watershed District:

WHEREAS, the Board of Managers of the Sand Hill River Watershed District have adopted budgets for 2025, said levies shall be for the year 2025 and shall be collectible with the taxes recovered in the year 2025; and said levies are all based on the 2024 taxable market values; and

WHEREAS, pursuant to Minnesota Statutes Annotated (M.S.A) Sections 103D.905, 103D.911, and 103D.915, the Board of Managers, Sand Hill River Watershed District is authorized to levy an ad valorem tax against all taxable property, in the District for various purposes; and

WHEREAS, pursuant to Minnesota statutes, published notice was given by the said Board of Managers, Sand Hill River Watershed District, for a hearing, which was held on September 5, 2024, whereby the 2025 budget of the Sand Hill River Watershed District was determined, and the said Board of Managers is legally authorized to tax the levies listed below.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Managers, Sand Hill River Watershed District:

- 1. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy an ad valorem tax of \$250,000 to be assessed at the appropriate mill rate on all taxable property within the district. The proceeds of said levy shall be used and credited to the District's General Fund to pay for the general administrative expenses and any expenses involved in the construction and maintenance of any projects of common benefit to the District.*
- 2. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy an amount not to exceed 0.00798 percent of all taxable market value (\$135,866.75) to pay the costs attributable to the basic water management features of projects initiated by petition of a political subdivision within the Watershed District. In 2025, these funds will be used for a variety of water management related efforts such as records retention and housing, technical assistance, project teams, project construction/maintenance, beaver control and NRE benefits.*
- 3. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy a second amount not to exceed 0.00798 percent of all taxable market value (\$135,866.75) to pay the costs attributable to the basic water management features of projects initiated by petition of a political subdivision within the Watershed District. In 2025, these funds will be used for water quality and erosion efforts.*
- 4. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy a third amount not to exceed 0.00798 percent of all taxable market value (\$100,000) to pay the costs attributable to the basic water management features of projects*

initiated by petition of a political subdivision within the Watershed District. In 2025, these funds will be used for data collection, watershed studies, education and agency support.

5. That the Auditors of the Counties of Polk, Norman and Mahnomen shall make said levies in accordance with the provisions of the Minnesota Watershed Act, Chapter 103D, as amended. This entire levy (\$135,866.75, 135,866.75 and \$100,000) can be levied as one assessment, prorated per taxable market value between the three counties, and our office can do the breakdown.

A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engelstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Hazard Mitigation Plan Polk County: A **Motion** was made by Manager Andringa to approve the following resolution relating to the Hazard Mitigation Plan for Polk County, **Seconded** by Manager Bartz.

WHEREAS, the Sand Hill River Watershed District has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and
WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Polk County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Polk County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, Polk County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Polk County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Polk County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the Sand Hill River Watershed District supports the hazard mitigation planning effort and wishes to adopt the Polk County All-Hazard Mitigation Plan.

A roll call vote was held and resulted in the following proceeding the resolution.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engelstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Partnering Agency Committee: The RRWMB would like to meet with the managers to educate them on the benefits of the RRWMB. Swenby suggested that the board appoint a partnering agency committee. This committee would evaluate the pros and cons of our partnerships and our potential partnerships and the funding costs associated with each partnership. Manager Englestad and Manager Andringa volunteered to be learn more about the RRWMB and meet with Sip and other RRWMB managers. Manager Brekke was apprehensive about reuniting with the RRWMB, questioning if the cost was worth the benefit. The board at this time did not feel a formal committee was necessary.

6. OTHER BUSINESS

The managers received information from the Drainage Work Group and MN Watershed's.

7. PERMITS:

A permit extension on permit 23-044 was presented to the board of managers. A **Motion** was made by Manager Andringa to approve the permit extension for permit 23-044, **Seconded** by Manager Englestad. **The Motion was carried.**

8. ADJOURNMENT:

The next regular meeting will be held October 3, 2024, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:55 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

Shawn Brekke, Secretary