



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: MAY 7, 2019

1. ATTENDANCE:

Chairman Stuart Christian called the May 7, 2019 meeting to order at 8:00 AM at the District Office. Other managers present were Clayton Bartz, JJ Hamre, Dan Vesledahl and Roger Hanson. One staff member was present April Swenby – Administrator. Others in attendance include Zach Herrmann – Houston Engineering and Carl Moland - Landowner.

2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Hanson to approve the agenda, adding the watershed boundary discussion to the agenda, **Seconded** by Manager Bartz, **Carried**.

3. MINUTES:

A **Motion** was made by Manager Bartz to approve the minutes from the April 2, 2019 meeting, changing a spelling error, **Seconded** by Manager Hanson, **Carried**.

4. TREASURER'S/FINANCIAL REPORT:

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

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

Anderson, Bottrell, Sanden & Thompson	825.00
April J. Swenby	148.74
City of Fertile	42.60
Fertile Hardware Hank	13.85
First Community Credit Union	891.19
Garden Valley Telephone Company	199.90
Houston Engineering	28,649.65
Otter Tail Power Company	419.25
Polk County Auditor - Treasurer	3,000.00
Polk County Taxpayer Service Center	55.00
Sarah Wise	66.00
Todd's Landscaping	30.00
Wild Rice Electric	130.88
TOTAL	<u><u>34,472.06</u></u>

Additional bills that were reviewed (they came in late after the report was printed) not listed on the bills to be paid report include:

Daniel Wilkens	59.74
Trond Technologies (Anders Valley Publishing)	82.80
Minkota Technologies	537.19
City of Fertile	42.60
Wayne Goeken	405.00
TOTAL	1,127.33

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

5. ENGINEER'S REPORT

Fish Passage: The remaining grant funds are anticipated to cover all the costs for the following three fish passage projects.

- **Sand Hill Riffle Expansion:** The work will begin in late summer/fall of 2019. The completion date is expected to be November 2019.
- **Kittleson Creek Outlet:** Final plans were provided to Polk County and provided to the managers. The funding sources have been finalized as the following:

Finalizing funding for construction costs from Polk Co and LSOHC Grant. State funds through Polk County will only be applied toward a portion of the box culvert. The following is an estimate of what the fund allocation is looking like being:

- a. Polk County: \$ 149,099.50
- b. LSHOC: \$ 38,927.50
- c. Total: \$ 188,027.00

The MnDNR waters permit was approved. Herman suggests meeting with the landowner or sending a letter before construction.

- **Sand Hill Lake Outlet:** The revised "Option 1" which will go around Ditch #83, and meander flows down the drop to reduce velocities was provided to the MN DNR and to the managers. It is anticipated for a construction of late fall/winter 2019.

Targeted Watershed Demonstration Program (BWSR Funding): Herman provided the finalized construction plans. The estimated construction costs are between \$160,000 - \$170,000. The district has continued to remove beaver along the Carlson Coulee. A permit application is expected to be applied for within the next week.

Upper Sand Hill Detention: No comments were received by the Project Team regarding the NRCS Review Point 2. Review Points 2 & 3 will be submitted simultaneously this week.

SHRWD Project No. 5 Redetermination of Benefits: Staking of the buffer was completed and seeding extents map has been completed.

Ditch # 80: Staking of the buffer was completed. Davidson plans to begin mid-June. A pre-construction conference will be planned before construction begins.

Ditch Inspections: The annual ditch inspections will take place in May. Letters were sent a couple of years ago stating that landowners are responsible for the cost of the replacement of the signs, should there be any damages. Manager Vesledahl suggested placing a larger post. A suggestion was to ask Dave Hauff how to handle assessing the parcel of land with the damaged sign. Herrmann will research what options the district has for larger signs.

Verdell Olson Detention: Houston Engineering is working the dam safety permit submittal for revisions to the outlet pipe.

SH Ditch Grass Corridor: Manager Hanson inquired about establishing a grass corridor and just letting the channel do what it wants to do. Herrmann will look into any funding options for this directive.

6. ADMINISTRATOR REPORT:

Calendar and March Work Plan: Swenby highlighted her calendar for May.

Partnering Agencies: Swenby met with EPSWCD board of managers on April 11, 2019 and WPSWCD on April 18, 2019. She also met with Joan Lee for a breakfast meeting on April 25 in Erskine.

BWSR Training: Swenby had her first BWSR training on April 5, 2019. Steve Hofstad, Wetland Specialist and Brett Arne, District Conservationist attended. She also held a phone conference with Jeannette Austin, grants compliance specialist to determine the appropriate billable rate for the district when requesting reimbursements. The billable rate takes into account all of the district's actual Administrative expenses, which are then divided out among all of the employees (in this case there is only 1 employee). In the past, the district has never billed out staff admin time for requesting reimbursement for grants, RCPP, and project team. The managers were given a spreadsheet showing how the billable rate was calculated, using actual expenses.

MAWD Summer Tour: MAWD Summer Tour is schedule for June 26 – June 28. Manager Hanson will attend. Swenby will register and book lodging for Manager Hanson.

Finances: The end of the quarter reporting was all completed for payroll, project team, RCPP program, LSOHC Grant reporting. Form A has been mailed to all of the counties. The district asked the county to approve the attached petitions last year. Swenby asked for suggestions and revision and provided last year's petition breakdown and an explanation of how the request was developed. Swenby is on the agenda with the County Commissioners for May and will be discussing the approval of the petitions and would like to give them an idea of what the district will be seeking this year. The 2020 Taxable Market Value is estimated to increase to \$ 1,201,523,252, which is a small increase from last year and the statutory amount of .00798 percent will only be about \$300 higher than the previous year. A **Motion** was made by Manager Vesledahl to keep the petitions at the max capacity as we did last year, **Seconded** by Manager Bartz, **Carried.**

Banner/Public Relations: This winter the board of managers approved a figure of \$1,000 to allocate towards improving the PC Fair booth and public relations. A graphic was purchased and cost shared with the Becker County SWCD. Swenby implemented that graphic into a banner and asks for board input on the content. Additionally, Swenby plans to have a table top laminated boundary map and the 2018 Annual Reports ready for distribution at the Polk County Fair 2019. Other suggestions might include business cards. Last month the managers asked for a quote to purchase a 3-d model that is similar to the IWI's modeling table, but on a smaller, more manageable scale. The managers were provided an **EnviroScape® Watershed/NPS education model** web link as an example and is \$1,378. This model will display water impacts for residential, stormwater and storm drains, Forestry, transportation, recreation, agriculture, construction, and industrial (factory, treatment plant). If the district would like to pursue a model, staffing the Polk County Fair Booth is a necessity. Manager Vesledahl would like to table this, asking Swenby to find out the return policy.

QuickBooks Update: Quickbooks required a software update. Without the software update, Quickbooks would no longer update the tax tables for payroll. The cost was just over \$320.00.

Scanner: Two prices on a second scanner were obtained. One option scanned 120 pages per minute and hold 80 pages at one time is about \$1099.00 and this is identical to what we currently have. A less expensive scanner that can scan about 30 pages per minute and hold 50 pages costs about \$544.00. A **Motion** was made by Manager Hamre to purchase the less expensive scanner, **Seconded** by Manager Bartz, **Carried.** Manager Vesledahl recused himself for voting.

DRAFT Travel Policy: The district does not and has never had a travel policy. Swenby provided a draft using local watershed's, MAWD and BWSR for guidelines. The managers were asked to review this and provide comments next month.

Copier: Swenby installed FM Audit, which will replace the current Print Data Collection software we have in place the district copy counts. This will allow the managers to get a more accurate feel for printing/copying in the district and allow peak copy counts to be pinpointed.

Building project: The City of Fertile is open to selling the land by the golf course, but they wanted details of the building we are planning on building. They had concerns about the set backs and covering of the words "Fertile" that are put in flowers each year. Swenby will attend the next council meeting on May 13 to explain that the district is in the very early stages of building and that we do not have a design, and that we don't even know if it is feasible for us to build vs. renovate. A price of the land will help us discern if remodeling is cheaper vs. renovation. Swenby was told that they had recently sold three lots on bid behind the Nursing Home for \$20,000. If the price for the lot by the golf course is the same, and Swenby was told it would be similar the price which would be about \$6,600. The taxable market value is just under \$9,000.

Job Evaluation: Swenby would like a 6 month job performance evaluation in July.

Car Show: The City has asked permission again to use our parking lot. A **Motion** was made by Manager Vesledahl granting permission to the City of Fertile to use the parking lot during the car show, **Seconded** by Manager Hamre, **Carried.**

Ditch Blockage: This spring, Project # 24 contained ice/snow blockage resulting in overland flooding. Landowners called to ask for permission to break up the ice/snow. This year, Swenby granted them permission to break up the blockage, but it would not be at the ditch expense. It was explained that blockage resulting in cattails or sediment is considered maintenance and issues like that are a ditch expense, however, spring flooding due to ice jams is not maintenance in the past and in this case, the ditch is meant to provide an opportunity for drainage. In researching the district has not been in the practice of removing ice/snow from ditches and Swenby asked the board for clarification regarding this. The managers agreed that the ditch systems are designed for the opportunity for drainage, and spring issues with ice/snow are not a ditch maintenance issue.

MnDOT Construction in District 4: Under the terms outlined in the Memorandum of Understanding (MOU) between the Watershed Districts and the MN Department of Transportation District 4, an annual meeting was held April 18th in Detroit Lakes. This meeting was an opportunity to see what projects MnDOT District 4 has for this upcoming construction season as well as proposed projects up to 4 years out. Due to other conflicting meetings, I was unable to attend but received a written copy of MnDOT's plans for areas in our watershed district. According to their map there was not plans to make adjustments within our boundary. Maps were provided in the "Other Agency Report" section of the meeting.

Spring Thaw Water Tour: Swenby asked Wilkens to give her a tour of the district while the spring run off was happening and the river was reaching its crest. The tour was April 9 and photos were viewed. Videos were also viewed from the district's You Tube Channel.

Spokely Wash Plant: Swenby invited Lonnie Spokely to a board meeting and he plans on attending in June to discuss the operations of the wash plant. Swenby provided the operating plan for the settling pond. After conversations with Houston Engineering, it was determined that the structure is not designed to be leaking as shown in the video that was just shown on the district's You Tube channel.

Kittleson Creek: The DNR has issued a Public Waters Work permit to Polk County Highway, Houston Engineering, Inc in Polk County. For informational purposes the permit was provided to the managers.

Rules and Regulations: A landowner called for clarification on the districts sub surface tile drainage rules in Section 6 which states that all subsurface tile drainage systems must include controls sufficient to prevent flows by holding the water table to within one foot of the ground surface over at least 80 percent of the tiled area. The landowner felt this was unattainable, due to the slope in many fields, and multiple controls would need to be in place to meet the requirement. As it stands, Swenby told him that the board will revisit this line item to provide more clarification for its intent. The managers agreed that this language is restrictive, depending on the fall of the land. However, if there is enough flow, it will blow the controls out if it is only at the outlet. The managers decided review tiling on a case by case basis, and in the mean time the district will consult with attorney for advice to see if we can provide clarification in the minutes or if a full amending of the rules are required.

Project #5: In April, Swenby met with East Polk SWCD and learned there is not buffer money available for seeding.

ROW payments have been cut and distributed to those who have provided a tax id number. There are two landowners who have not sent in a tax ID, however their checks are under \$600. Additionally, the form asking them to sign verifying they were the rightful landowners was not sent in. Swenby suggested that because the amount was minimal, and end of the year tax forms are not required for that amount, that the check be dispersed. The managers agreed and asked that checks be mailed.

Letters were sent to all landowners regarding construction staking.

Houston Engineering did ROW staking on Project # 5 on April 26. Swenby will contact Berhow seeding with the seeding maps for Project # 5 and give him instructions for seeding.

A landowner has reported high water and suspect beaver as the reason. Houston Engineering confirmed that a dam was located in the channel of Project # 5. Swenby met with the beaver trappers to begin trapping. Swenby asks for direction for the removal of the dam in the attached photos. The managers agreed taking backhoe out is the best option when the beaver are trapped.

Beaver Trapping: Swenby has contacted the game warden by phone and e-mail to issue permits for the Carlson Coulee, Bear Park and Project # 5 as trapping will continue beyond May 15. Swenby met with the beaver trappers on April 29, 2019 for a progress report and received another report May 5, 2019.

Carlson Coulee: Jason Benbo has made contact with the landowners and will began trapping in April/May. There has been a lot of beaver trapped and there are still many to go.

SH Ditch Beaver Trapping: A local landowner expressed interest in beaver trapping on the Sand Hill Ditch. Jason Benbo has been the trapper designated for this area. Jason Benbo is the designated trapper for the district. Due to seasonal permitting requirements, the managers agreed that should Benbo be unable to handle the districts needs, we can then

call the local landowner who expressed interest.

Bear Park: The water is too high to see any beaver activity. Urgency was imposed on the trapping. It is suspected that beaver dams are the reason for the high water. Swenby asked Goeken to scout the area to GPS exact dam locations. On May 5 he scouted and located beaver activity and Swenby will relay that message to the trappers. The scouting report was made available.

Beaver Activity Location Procedure: This month, along Project # 5, there was beaver obstructions reported. The report did not indicate a location, but it was noted that water was backing up. Coincidentally, Houston Engineering was staking along Project 5, and Swenby asked them to inspect as they were already out there with their 4-wheelers. In the future, Swenby would like direction on how to handle such reports. It is important to verify that it is in the ditch system and if obstructions cannot be viewed from the road, a drone may be the best way. Jason Benbo has agreed to do scouting and will charge \$30 per hour for his time. In the Bear Park area Wayne Goeken charges \$35 an area for scouting and provides a complete report of the area for obstructions. Swenby would like to utilize Goeken for the spring scout as his report provides a complete evaluation of the area for our records. The managers agreed the scouting prices were fair.

Nielsville Ring Dike: The City of Nielsville discussed at their last council meeting if they'd like the district to continue to pursue flood protection. A decision wasn't made, but they will continue their discussions at their next meeting on Monday May 6, 2019. Swenby will follow up in the month of May.

Bear Park: The township reported some washouts, very minimal but the MnDNR reported structure issues last year that the district will need to be attentive to. Swenby and Herrmann will inspect this area during ditch inspections. The township questioned what was the district responsibility vs. what the township responsibility is for the lost gravel.

Gerald Paulson, a local landowner, called April 9 to inform the district that the emergency spillway on the structure was being used.

Ditch Mowing: Dave Hauff suggested utilizing a permitting process which incorporates the release type of form similar to the RLWD for mowing in our legal ditch system's right of way. The only situation in which we may run into a bit of an issue is if the right of way is actually along a state highway.

In that regard, the statute in question is Minnesota Statute §160.232. Hauff stated that this section does contain restrictions regarding mowing in trunk highway right of way. In recent years, the Department of Transportation started to implement a plan whereby it was requiring folks to apply for a permit to do such mowing. This created a stir and various lawmakers got the legislature to institute a ban on requiring such permits. At first, the ban was just for one year. Every year since 2017, that moratorium has been extended. Currently, there is a bill in the legislature which prohibits the DOT from requiring permits until April 30, 2020.

This moratorium only affects right of way along state trunk highways. Accordingly, Hauff's advice is that the district should be OK with right of way that does not run along those roads, but he also suspects that some landowners will confuse the situation.

To avoid confusion Swenby suggests making the communication clear, giving landowners references to exact ditch locations in all of our correspondence. That also being said, there are no state highways along our legal ditch systems, but there are county ditches and landowners may confuse the district ditches with county ditches. Attached is a proposed application, policy/provision sheet, and a letter for information to the landowners. The managers agreed that bales should be

removed within 1 week of cutting. A **Motion** was made by Manager Hanson to adopt the proposed policy, **Seconded** by Manager Bartz, **Carried**.

The district will need to solicit ditch mowers. The RLWD solicits equipment rental rates for contractors and hand picks them from all over their watershed district to mow ditches and they use their hourly rate and they do not solicit RFP's. The WRWD puts in a small ad in the paper, and mows once a year. A **Motion** was made by Manager Hanson to begin advertising for mowing for coordinating with the ditch inspections, **Seconded** by Manager Vesledahl, **Carried**.

Union Lake Pumping Easements:

- **Anderson Trust:** Greg Holmvik who is the contact person for the Anderson Trust suggested that the district "make and offer" for the purchase of the permanent easement. Holmvik was optimistic that it wouldn't be a problem to renew the existing easement. If the district purchases 100' of ROW for a maintenance easement it is approximately 2.9 acres. If they purchase only a 30' wide easement, it is .9 acres. If the district purchases a 50' easement, it is about 1.5 acres. A **Motion** was made by Manager Vesledahl offer \$2,500 per acre asking for a 50' ROW easement, **Seconded** by Manager Hamre, **Carried**.
- **Bryan Boll:** Swenby met with Steve Hofstad – Wetland Specialist from BWSR. He will be overseeing the project area. She will also be meeting with EPSWCD tomorrow morning, and at that time will engage in this discussion. At Hofstad's first look, he did not see large indicators of wetlands in that area, but when it comes across his desk, he will review it closer. He anticipated it coming across his desk the last week in April. Before we move forward with this one, we will have to wait for WCA approval.
- **Steve Ness:** The attorney is drafting up the proper documents.
- **Jack Doyle:** Lonnie Paradis (LID Chairman) and Swenby met with Jack last night at his home. He expressed a lot of frustration with the initial process of the existing temporary easement, and felt there was a lack of communication regarding his property. The easement resulted in work for him – cleaning the area, obstruction removal, etc. Swenby explained that with the watershed as the caretaker that isn't the case right now moving forward. He was receptive to another temporary easement, but at this time was not open to a permanent easement as he wanted to build a trust of working together to see how it goes. He would like to start with a 5 year easement. He has reviewed the language of the easement and support that. He would like to continue to think about the cost he will charge for a 5 year temporary easement.

Ditch # 80: PFM Financial Advisors will sell the bonds on May 7th at which time, the final interest rate and total payment schedule will be determined. The total for debt service payments is \$1,141,955. Our representative will be presenting the results at the County board meeting the morning of May 7.

ROW payments have been cut and distributed to those who have provided a tax id number.

Letters were sent to all landowners regarding construction staking and Houston Engineering has staked the ROW.

Vesledahl Wetland Mitigation: Swenby, Herrmann and Vesledahl met to discuss the proposed resolution report presented by BWSR. It was decided that the best way to move forward was to ask Weirens for locations and extents of wetland/upland buffers that are being used for credits so we can use that data with the site to better understand what would be within bounds of maintenance of the community ditches and establishing a 103E ditch system. Swenby developed notes from the discussion which highlight items the O&M should contain, questions for the attorney, and comments on the BWSR Resolutions Report.

Swenby spoke with Mark Morvig regarding his issues and the unresolved issues were submitted to Dave Weirens for review to be added to the resolutions report.

Swenby toured the area on March 25, 2019 with Manager Vesledahl.

Dave Weirens has asked that the board partake in discussion as to whether or not the board would like to serve as the local agent to complete the work listed on the resolutions report. The managers agreed to let BWSR be the local agent for the resolutions report.

At the end of the discussion the managers agreed to pursue the option of asking BWSR to be the agent the land is transferred to, and request that proper easements be put into place on the community ditches which allow landowners the opportunity for maintenance. Swenby will call Mark Johnson to explore legislative support for this scenario.

Permit Database: Swenby obtained a more defined cost estimate for our online permits entry system. The proposed option would allow for users to enter in a permit application into our database, locate the permit on our map and submit them to the office all in one step. The cost estimate is a one time fee of \$2,176 or approximately 17 hours. A **Motion** was made by Manager Vesledahl to proceed forward with online permit entry for \$2,176, **Seconded** by Manager Hamre, **Carried.**

Corp Drop Structures: Swenby followed up with Joe Schroeder in April to get a status on the exit contracts. He stated they are still not ready yet and are on the desk of the “higher ups”.

Project # 24: A landowner in Section 23 of Hubbard Township has applied for a tile permit, asking to drain into Project # 24. Upon inspection, it was discovered that the parcel he’d like to drain, is not assessed into Project #24.

The district will utilize MN Statute 103E.401 which was provided to the managers.

Looking ahead, during ditch inspections last year it was noted that corn stalks were inundating portions of the legal ditch system of Project # 24. A letter to the landowner responsible for the obstructions is attached for approval and comments. A **Motion** was made by Manager Vesledahl to send the letter to the landowner warning that corn stalks must be removed to avoid ditch plugging, **Seconded** by Manager Bartz, **Carried.**

Spring Flooding – Ditch Maintenance: There have been three reports for flooding on our legal ditch systems. Polk County has asked for initial disaster assessment forms.

- **Project # 17:** In Hammond Township Section 19 and Section 20 along Project # 17, there are two areas of flood damage. Pictures are provided. The Township Chairman would like the district to revisit this area. He didn’t know if some rip rap or a pipe would be helpful to avoid this from happening in the future. The Township chairman feels there needs to be something more in place to stabilize this area for spring flooding. He is seeking a permanent solution to this issue. He stated that a contractor is in the area and can work on it Wednesday after Herrmann’s approval.

Robbin Brekken has also reported an issue in Section 29 where project 17 comes up from the South, and meets the easterly portion. He reports that at that corner where the two meet, on the west site there is a “weep hole” that catches snow. When it does this, the spring run off causes overland flooding and the ditch isn’t able to do its job. He is questioning why he is paying for protection, when this hole causes him to have so much overland flooding every year. He’d like the district to review solutions for this area.

Herrmann and Swenby will tour this after today’s meeting. Herrmann and Swenby will tour the area this afternoon to determine jurisdiction.

- **Project # 20:** There is a washout out on Liberty Township between Section 8 and 17, which would be project # 20. Photos were provided. Chairman Christian and Swenby looked at in on May 2, 2019.
- **Sand Hill Ditch:** On the Sand Hill Ditch, just downstream of where the first drop structure was removed, the box culverts have a significant washout, nearly to the shoulder of the road. The township officer thinks they've never had this problem before because the drop structures held some of the water back, and now that they aren't there, this is a resulting problem. Chairman Christian and Swenby looked at in on May 2, 2019. Swenby has contacted the Corp of Engineers to verify for the Township that the culvert size was a part of their design when the dam was removed; the Corp confirmed that Hydraulics and Hydrology of the Corp did review this and confirmed that the culverts were deemed sufficient to handle the flows. The Corp offered to provide technical assistance to any work that they need to do to fix the road, including evaluating the problem and recommendations for repair. The Corp does assume any responsibility for the damage and Unfortunately, since this was originally a channel project, the only financial assistance they will help with is for debris in the channel or additional sediment that would be blocking the channel from performing like it did before the flood event.

Additionally, the side slopes at the culverts suffered significant erosion. Swenby has contacted WPSWCD and BWSR to determine if the leftover CWF balance can provide funds to fix this with more rock.

All of this information was forwarded to our engineer and the township. Swenby and Herrmann have a tour scheduled for this afternoon.

The following statute was provided to aid in decision making for the managers:

Minnesota Statute Regarding Bridges and Culverts: Subd. 4. Bridges and culverts. (103E.701 REPAIRS)

(a) Highway bridges and culverts constructed on a drainage system established on or after March 25, 1947, must be maintained by the road authority charged with the duty of maintenance under section 103E.525.

It appears that many of the above issues are not a financial obligation of the district.

Rock Riffles & Fish Passage: CWF and OHF funded projects on the Sand Hill River were selected for assessment this year in the Legacy Fund Restoration Evaluation Program. This process is an opportunity to discuss the project and contribute to continuous improvement of restoration practice in Minnesota by highlighting best practices, challenges and lessons learned from the field. A tour is schedule for 11 AM on June 4 after our regular monthly meeting.

Polk County Fair: The Polk County Fair is looking for a contribution towards sponsoring the Reptile Amphibian Zoo. A **Motion** was made by Manager Vesledahl to contribute \$500 towards the Polk County Fair sponsoring the Reptile Amphibian Zoo, promoting the Sand Hill River Watershed District, **Seconded** by Manager Bartz, **Carried.**

7. OTHER BUSINESS:

Watershed Boundary – Onstad Township: Carl Moland attended the meeting starting at 9 to discuss the Watershed Boundary – Onstad Township. On April 22, Dan Wilkens asked Swenby to tour the area North of Fertile in Section 22 of Onstad Township. A landowner had called him, because he had water in his basement, stating that hadn't happened in the past. At the boundary line between the RLWD and the SHRWD Wilkens stated that there is supposed to be a plug in the culvert to ensure that the water runs north into the RLWD. Upon inspection it was determined that a plug is not present, but there is a culvert. Additionally, the plug on the South side of Highway 102

should be raised.

Swenby met with MnDOT to review the area and upon review of the MnDOT original plans, there is supposed to be a ditch block before the Sand Hill River Watershed District boundary. MnDOT is concerned that if a block is put in as it was originally intended, it may cause a safety hazard for the road. It was confirmed that MnDOT put a culvert in this location in 2009 and it was not in the original plans. She met with Loren Sanderson on April 30, 2019. She also verbally asked MnDOT to raise the plug on the South side of 102 and would add that in the letter of request.

MnDOT also stated that the culvert in question is 18" and it is likely that the 18" is not what caused the water to back up in the Southwesterly landowners home. He stated it is more likely, that North at the offtake ditch there is a massive culvert that was likely jammed with ice, which cause much of the water to dam up and head south west, vs. North as designed.

Moland expressed his frustration with the offtake field ditch across his property. He remembers that about 15 years ago, MnDOT cleaned the field ditch.

A proposed letter of request was made available as a suggestion to mail to MnDOT. Swenby and Herrmann will work together to make the managers suggestions regarding the boundary, the offtake ditch, and the ditch plugs.

Other Agency Reports: Legislative updates, MAWD Summer Tour, International Water Institute newsletter, and MnDOT Construction plans for the summer 2019 were made available for review.

8. MANAGER AND PUBLIC COMMENT:

Ditch 55: Manager Bartz presented pictures of water coming from Ditch 55. There is some tiling issues on Polk County Ditch # 55 and landowners in that area will be coordinating with the county to determine a solution.

9. PERMITS:

Eight permits were presented to the board. A **Motion** was made by Manager Hanson to approve the following permits, **Seconded** by Manager Bartz, **Carried.** Herrmann will size the culverts for Dean Johnson and Liberty Township. He will also set the elevation for Liberty Township.

2019-02: CMGB Farms, Hubbard Township – Section 11 – Install Tile
2019-03: CMGB Farms, Hubbard Township – Section 27 – Install Tile
2019-05: CMGB Farms, Hubbard Township – Section 28 – Install Tile
2019-06: CMGB Farms, Hubbard Township – Section 13 – Install Tile
2019-07: Garden Township, Garden Township – Section 19 – Replace Culvert
2019-08: Dean Johnson, Garfield Township – Section 33 – Clean Ditch – Install Culvert/Pipe
2019-09: Liberty Township, Liberty Township – Section 8 – Replace Culvert

Garden Township officers submitted pictures of a significant road washout for Permit Number 2019-07 and asked if the district provides financial assistance. Swenby informed them that the district provides assistance and culvert sizing, but not assistance for implementation. They have asked for district assistance in sizing the culvert. Because the area is a protected waterway, the MnDNR requires a permit, but have authorized the Township to move forward to get the road functioning again, if the district provides support on proper sizing. The district has provided proper culvert sizing, and the culvert was placed April 29, 2019. A public waters permit was applied for.

A **Motion** was made by Manager Hanson to deny the following permits, **Seconded** by Manager Bartz, **Carried.** The area proposed for tiling is not assessed into Project # 24.

2019-04: CMGB Farms, Hubbard Township – Section 23 – Install Tile

10. ADJOURNMENT:

The next regular meeting will be held Tuesday, June 4, 2019 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 12:09 PM, **Seconded** by Manager Hamre, **Carried.**

April Swenby, Administrator

JJ Hamre, Secretary