



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: AUGUST 4, 2020

1. ATTENDANCE:

Chairman Stuart Christian called the August 4, 2020 meeting to order at 8:00 AM at the District Office. Other managers attending were Clayton Bartz, Dan Vesledahl, Craig Engelstad, and JJ Hamre. One staff member was present April Swenby – Administrator. Others in attendance were Zach Herrmann – Houston Engineering.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Vesledahl to approve the minutes from the July 7, 2020, **Seconded** by Manager Engelstad. **The Motion was carried.**

4. FINANCIAL REPORT:

Swenby read the July Treasurer’s Report. A **Motion** was made by Manager Vesledahl to approve the Treasurer’s Report for July, **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:

Anderson, Bottrell, Sanden & Thompson	357.50
April J. Swenby	76.48
EcoLab	53.57
First Community Credit Union	68.66
Garden Valley Telephone Company	164.45
Houston Engineering	51,828.19
Minkota Technologies	103.99
Olson & Sons	240.00
Otter Tail Power Company	153.78
Opdahl’s Donuts	10.00
Sarah Wise	48.00
Solien & Larson Engineering Inc.	640.00
Wild Rice Electric	2,586.52
TOTAL	<u>56,331.14</u>

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$56,331.14 **Seconded** by Bartz. **The Motion was carried.**

5. ENGINEER'S REPORT:

Project # 17: There is erosion in Section 27 of Vineland Township. The contractor has recommended sheet pile. Cost estimates for Quarry Rock, Rip Rap, and Sheet pile were provided. While acknowledging the value of sheet pile, Herrmann recommends moving forward with Rip Rap, as in this particular area there is not a slope instability issue. The managers agreed with Herrmann's analysis and all agreed to move forward with the rip rap solution.

The contractor will be fixing the Bryan Boll washout site this week.

Project 27: Herrmann is working the attorney on legalities for determining easement requirements through roads.

Ditch 80: Davidson has requested a letter of substantial completion. There are a few punch list items and Houston Engineering is working with the contractor.

Sand Hill Riffles: The contractor has stated they will begin soon, as early as this week.

Kittleson Creek Outlet: The sink hole issue was repaired by the contractor in July 2020. Houston Engineering is working through project close out with Polk County and the contractor. There is some differential settlement in a few areas. The county is proposing an agreement with the contractor that allows a warranty contract through 2021 to address any differential settlement.

Sand Hill Lake Outlet: The work has been completed. Change order #2 was presented. Seeding and mulching of disturbed CRP areas north of the Sand Hill Lake Dam are included in the order. These are approved by the MnDNR for LSOHC grant expenses.

A **Motion** was made by Manager Hamre to approve change order # 2, **Seconded** by Engelstad. **The Motion was carried.**

Pay request # 2 was presented and is inclusive of Changer Order 2. The request pays all completed work, less 5% retainage. A **Motion** was made by Manager Vesledahl to approve and distribute funds for Pay Request # 2 for \$10,811.00, **Seconded** by Bartz. **The Motion was carried.**

Beaver/SH Ditch: Manager Engelstad reported a beaver dam in the old SH Channel north of the Sand Hill Ditch. Herrmann will check to determine if this is in the Sand Hill River jurisdiction.

Poissant Brige Removal: The timeline may be difficult as the funding for the Kittleson Box culverts is still being finalized. The leftover money will determine if the Poissant Bridge project is cost feasible.

RCP Planning: Herrmann attended the Project Team meeting and the subcommittee meeting. The subcommittee has instructed Herrmann to narrow the focus to Beltrami Flood Control as an alternative to explore. The managers discussed the benefits to those in Beltrami for flood control in comparison to flood storage. There was manager consensus to move forward supporting the subcommittee's recommendation, focusing additionally on flood control for Beltrami.

Boundary Change: Herrmann reported that he attended a landowner meeting with staff and Manager Engelstad to discuss concerns and observations in the area of flooding. A map of the area and the proposal of concerned areas was presented to the managers.

CWF Grant Opportunities: As discussed last month, the One Watershed One Plan will encumber the areas that were directed to apply for CWF grants for the PC # 44 and the Brady Kroenig site. Grants will not be applied for this session. The Geomorphic Assessment grant was not available this cycle due to COVID.

6. ADMINISTRATOR REPORT:

Local Meetings: This month updated the managers on several zoom meetings she attended including NRCS Watershed Operational Funding meeting, FDRWG meeting, RRWMB meeting, LID meeting, RCPP committee meeting and the district Project Team meeting.

Quarterly Reporting: All of the districts quarterly reporting and quarterly grant reimbursements and project team reimbursements were requested and or filed. Additionally, a request for reimbursement on the Poissant Bridge were made.

FDRWG membership: Swenby attended the FDRWG meeting. The members decided that a formal request for membership should be made by the watershed districts who are not RRWMB members. Swenby also attended the RRWMB where membership of non RRWMB members was discussed and noted that the RRWMB managers did not find it favorable stating that membership of non RRWMB members is “Agency folks trying to stick a wedge in the RRWMB’s position of power.” Swenby has spoken with the Buffalo Red River Watershed District, who has confirmed they are still interested in having a seat at the table. She has also spoken to several agency member who sit at the table to discuss the intentions of the district and the conversations that have taken place at a RRWMB level.

Union Lake/Sarah Improvement District: Quote for the pipe were scheduled to be opened today, but none were received. Swenby met with Jody Bachand a couple of times before the LID meeting and then again with Bryan Boll and Bachand to discuss alternatives for an easement. She attended the LID meeting on July 20th in Erskine. There are a couple alternatives that were favorable, including the open ditch system east rather than in the center of the property where it is located now and not implementing a closed pipe system. The LID was in favor of comparing the cost between the two scenarios. A **Motion** was made by Manager Bartz instructing Swenby to investigate moving forward with moving the ditch east to accommodate the landowner and obtain an easement, **Seconded** by Manager Engelstad. **The Motion was carried.**

Liberty/Onstad: MnDOT cleaned the Liberty-Onstad Ditch July 20, 2020. Swenby inspected in July 28.

Blue/Green Algae Report: A landowner on Lake Sarah has contacted the district about a possible blue/green algae public health warning. Swenby contacted the MN Duty Officer and the MnDNR. The county has also been notified. Because we do not have testing capabilities in our office, the RLWD offered to test, and the test has been confirmed positive. Swenby notified the LID of the results.

Bear Park: While researching options for flow studies at the structure, Swenby was referred by the International Water Institute to a contact at the MnDNR. Colton Vanzee, indicated interested in placing a Pressure Transducer and a rain gage at that location, along with another rain gage up stream. The closest measurement they have is Fertile, and didn’t seem opposed to adding more upstream. He did say that the cost of the equipment can be between \$7,000-\$8,000. Much of the data collected is automatic, however, the MnDNR would then monitor and record the data. Equipment such as this would measure flows and depths and monitor the rainfall. There wasn’t much discussion about the possible cost share options, as he had many supervisors to present to. He will get back to Swenby, but indicated it will take time to climb up the chain of command.

At the last meeting the managers asked for a flood easement map. Swenby has provided Houston Engineering with the information that they need to create the maps.

I authorized Houston Engineering to survey the Bear Park water elevations on 7/17/2020. The water elevation on the east side of the road is about 0.65' below the notch in the concrete structure. There also is minimal change in elevation between the water on the east and west sides of the road. Herrmann is still investigating options for a fix for the repair on the structure.

Herrmann and Swenby met with the attorney regarding the structure, the flood easements and the obligations of the district for the project, which is not a 103D project. He is drafting up a written formal recommendation for the board. When that is received Swenby will forward that onto via e-mail.

Project # 20: The township has been asked by the district, on behalf of the landowners, for a requested road raise. The township met, and Swenby has reached out to them to hear a decision, but they have not gotten back to the district.

Office Assistant: The interviews were postponed due to COVID.

Project Team: A Project Team meeting was held on July 28 at 10:30 AM. Meeting minutes were provided to the managers along with the presentation that was given to the Project Team.

The sub committee met at 4 PM on July 28. Cost estimates developed were presented to the committee and due to the estimates the committee has decided to move forward with plans that include flood protection in addition to storage.

LID: Rich Johnson called with concerns about the "earthen dam" along his property that is designed to prevent flows going into Bungham Lake during pumping. He stated that it is in need of repair and will call when crops are off. Additionally, there is an exposed culvert just down stream of this location that needs attention. Swenby recommended that these items should be placed on our fall to do list, so that when/if pumping starts up again in the spring, everything is set to go. Manager Vesledahl encourage that this be completed sooner rather than later. Chairman Christian and Swenby will tour this site. Swenby will be in communication with US Fish and Wildlife.

Spokely Wash Plant: The ditch has been cleaned and planks removed. Swenby inspected the area on July 28, 2020.

Onstad Boundary Revision: Swenby, Herrmann, Manager Engelstad and three landowners along 102 met to discuss options and to provide feedback to Herrmann about the water flowage along 102 to help define a plan for a boundary revision. Swenby and Herrmann inspected the area July 28.

Ditch Inspection Progress: Swenby reviewed with the managers the upcoming ditch maintenance planned for the district.

1. Texas Crossing: The attorney is providing guidance for the road and the district obligations. The solution for plugging may involve a "repair" not maintenance. Legal council was needed. Swenby is awaiting for the attorney's written response.
2. Swenby met with the contractor (A & S Construction) on July 30 to address the following:
 - a. An area near a culvert that had obvious erosion. (this was discussed in Herrmann's report and rip rap was decided)
 - b. The area knows as the "Bryan Boll Erosion": The contractor plans to begin this week.
 - c. Ditch 9 - Polk CSAH 14 Overtopping: The contractor plans to begin this week to complete these tasks:
 - Missing flap gate on one of the lines of 36" RCP into Project 17.
 - Sediment plugging on one of the lines of 138" by 88" RCPA on Ditch 9 through CSAH 14
 - Debris buildup at box culverts 1 mile west of CSAH 14 on Ditch 9.

3. Project Cleaning: Ditches 9 and 17 needed cleaning. This should be addressed at Levy time to determine the amount of cleaning and what type of phased out cleaning plan the district would like to implement.
4. Project # 17: Between Section 28 and 29 the township reported a consistent road wash out. A while back Dan Wilkens told them to add rock, which they claim worked for a while. The township would like some more permanent solutions. In June, Swenby asked Houston Engineering to laser this area and develop some solutions.
5. Liberty Onstad: There is culvert erosion in one location as discussed last month. Houston Engineering has developed some guidance for this and Swenby will be reaching out to the landowner/contractor for a price quote.

Permitting Clarification: Swenby asked for clarification for the permits and the level of review that the district provides. In May, Swenby reviewed the cost per technical review of each permit, and Swenby asked for board guidance and approval. At that time, the boards direction was to continue to move forward with the processes that have been in since 2019, authorizing Houston Engineering to continue permit review, providing a hydraulic analysis when necessary at the direction of the Administrator to assist in impact of adjacent landowners or ditch systems. The motion included assistance only for landowners. Townships, state and county agencies who have access to technical expertise should utilize and submit their own analysis for review by the District's technical consultants. The County has expressed opposition and has asked for technical assistance on a permit/culvert entering their legal ditch system. Swenby will check into procedures for situations such as legal ditch systems that are not under watershed authority. The managers discussed the watershed obligations of the permitting process and the pros and cons for providing technical analysis for permitting sizing.

Liberty Sale Property: Swenby has confirmed that there are no known wells on the property. The managers discussed the legal survey. Swenby was instructed to contact Widseth, Smith and Nolting about current survey's that are available.

Sediment Basins: The consensus was to leave the policy as is.

Proposed Budget: The board reviewed the proposed Admin budget and three petitions. Manager Bartz and Swenby worked on the proposed budget together. A **Motion** was made by Manager Vesledahl to schedule a budget hearing using the proposed budget for 8:30 AM, September 1, 2020, **Seconded** by Hamre. **The Motion was carried.**

Preparedness Plan Amendment: The district attorney has reviewed the district preparedness plan and the proposed amendment. A **Motion** was made by Manager Vesledahl to approve the revised Preparedness Plan, **Seconded** by Engelstad. **The Motion was carried.** To comply the managers agreed to buy an additional table to comply with social distancing.

7. OTHER BUSINESS

Partnering agency reports such as the Flood Damage Reduction Work Group and Union Lake/Sarah Improvement District were given to the managers. Additionally a risk report from MCIT was given to the managers.

8. PERMITS:

The following permits were presented to the board. The permits in bold were reviewed by Houston Engineering.

- **2020-25: Alex Preusser – Section 28 – Godfrey Twp. – Install a culvert**
 - Approved pending pipe size is not changing from what is originally there.
- 2020-26: Craig Engelstad – Section 27 – Onstad Twp. – Clean existing ditch
- 2020-27: Craig Engelstad – Section 34 – Onstad Twp. – Clean existing ditch/install erosion control structure
- 2020-28: Craig Engelstad – Section 3 – Liberty Twp. – Construct new ditch
- 2020-29: Craig Engelstad – Section 29 – Liberty Twp. – Clean existing ditch
- **2020-30: Hubbard Township – Section 13 – Hubbard Twp – Install culvert**
 - Insert Conditions listed below. Recommended 36” pipe size.
- 2020-31: Wayne Diekrager – Section 14 – Russia Twp. – Clean existing ditch
- 2020-32: Wayne Diekrager – Section 6 – Russia Twp. – Clean existing ditch
- 2020-33: CMGB Land – Section 13 – Hubbard Twp. – Clean existing ditch
- 2020-34: David Johnstad – Section 13 – Hubbard Twp. – Clean existing ditch
- 2020-35: City of Fertile – Section 29 - Garfield Twp. – Shoreland Repair
- 2020-36: Garfield Township – Section 8 – Garfield Twp. – Culvert Installation
- 2020-37: Kevin Ackerman – Section 33 – Hubbard Twp. – Clean Ditch – Replace existing pipe (Not in our watershed district)
- **2020-38: Craig Engelstad – Section 2 – Liberty Twp. – Clean existing Ditch, Construct New ditch, and install culvert**
 - Approval pending consultant sizing of culvert

A **Motion** was made by Manager Bartz to approve the above listed permits and deny permit 2020-37, with noted recommendations/provisions, **Seconded** by Manager Hamre. **The Motion was carried.** Manager Engelstad recused himself from discussion and voting.

The following conditions listed for permit # 2020-30 were suggested and managers were in consensus to make the suggestions policy for all culvert permits that drain into our legal ditch systems.

- i. The applicant is responsible for adequate erosion control measures at the outlet of the 36” side inlet. This should include the installation of riprap or other protection measures as appropriate. It will remain the responsibility of the applicant to maintain this protection as long as the 36” side inlet is in place.
- ii. The applicant is responsible to ensure that all disturbed areas in ditch R/W's will be restored and reseeded to preexisting conditions.
- iii. The applicant is responsible to relocate the 36” side inlet pipe within ditch R/W if requested by the SHRWD board of managers.
- iv. The application will notify the SHRWD within 15-days of completion of the work.

9. **ADJOURNMENT:**

The next regular meeting will be held Tuesday, September 1, 2020 at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Vesledahl to adjourn the meeting at 11:30 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

April Swenby, Administrator

JJ Hamre, Secretary