



**TITLE:** REGULAR MONTHLY BOARD  
MEETING MINUTES

**DATE:** JUNE 10, 2020

### 1. ATTENDANCE:

Chairman Stuart Christian called the June 10, 2020 meeting to order at 8:02 AM at the District Office. Due to the Coronavirus or COVID-19, an electronic meeting in accordance with Minnesota Statute, Section 13D.021 was held via ZOOM. Other managers attending via Zoom were Clayton Bartz, Dan Vesledahl, Craig Engelstad, and JJ Hamre. One staff member was present April Swenby – Administrator. Others in attendance via Zoom included Milt Yergens - Architect, and Zach Herrmann – Houston Engineering.

### 2. APPROVAL OF THE AGENDA:

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

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

### 3. MINUTES:

A **Motion** was made by Manager Engelstad to approve the minutes from the May 5, 2020, **Seconded** by Manager Bartz.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

### 4. FINANCIAL REPORT:

Swenby read the Treasurer's Report. A **Motion** was made by Manager Hamre to dispense the reading and approve the Treasurer's Report for May, **Seconded** by Manager Engelstad.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

The managers reviewed their expense reports and reported on activities for the month. Because the meeting was late this month, Swenby informed the managers that a couple of bills were mailed before the meeting to avoid late fees, with Chairman Christian's approval. The following bills were reviewed:

<b>Anderson, Bottrell, Sanden &amp; Thompson</b>	2,502.00
<b>April J. Swenby</b>	113.84
<b>Brady &amp; Martz</b>	5,000.00
<b>CI Sport</b>	242.28
<b>EcoLab</b>	53.57
<b>First Community Credit Union</b>	637.78
<b>Garden Valley Telephone Company</b>	288.31
<b>Houston Engineering</b>	53,634.50
<b>Jason Benbo</b>	495.00
<b>JC &amp; J Trucking, Inc.</b>	5,325.00
<b>Minkota Technologies</b>	22.00
<b>Northeast Regional Water Operations Team</b>	138.00
<b>Otter Tail Power Company</b>	296.49
<b>Western National Insurance</b>	802.00
<b>Wild Rice Electric</b>	802.94
<b>TOTAL</b>	<b><u>70,353.71</u></b>

Additional bills not included on the bills to be paid report include:

<b>The City of Fertile</b>	51.21
<b>JC&amp;J Trucking</b>	520.00
<b>Stuhaug Sanitation</b>	46.80
<b>TOTAL</b>	<b><u>618.01</u></b>

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$70,971.72 **Seconded** by Vesledahl.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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"/>

The Motion was carried.

## 5. ARCHITECT REPORT (9:30):

Milt Yergens provided plans and gave a detailed explanation of the plans and each area of the proposed building addition.

## 6. ENGINEER'S REPORT:

**Project # 20:** A landowner reported to Swenby a possible ditch breakout during high water flows on Project 20, stating that water from Project #20 (intended to flow west) is breaking out over top of the township road, resulting with gravel in field drainage in Section 11 of Reis Township. Swenby asked Houston Engineering to review the area with a survey. Houston Engineering completed a field survey of the ditch bottom, the side slope and the township road. The survey was compared to LiDAR data that was flown after the ditch was built. The review indicated that the spoil pile has been raised to be equal or higher than the adjacent township road. The solution would be to lower the spoil pile to 6" below the township road or raise the township road. Swenby will be in communication with the landowners and the township.

**Ditch # 80:** The in-place gravel for township roads was deemed insufficient. An additional 3" of gravel will be added and the district will receive a change order reflecting this. The contractors have completed ditch excavation. Spreading the spoil, side inlet installation, topsoil and seeding remain. Due to the rain, the seeding will not take place until next week. Herrmann provided a map highlighted the areas with work left to be completed.

**Kittleson Creek Outlet:** The contractor still has to complete excavation/backfill and compaction to the top of the box culvert with additional excavation is required depending the compaction encountered during excavation. Houston Engineering will aid to correct cross sections to match the plans (the roadway width and side slopes). Seeding took place last Monday and will be monitored. The contractor also has yet to install two rock riffles upstream of the box culvert, along with final grading, topsoil, and seeding. Additionally, to the West of the culverts installed there is a meander with a steeper slope and the question arose to decrease the slope. The current permit does not include that work.

**Sand Hill Lake Outlet:** The contractor will finish final grading on disturbed Ditch 83 side slopes when drier conditions allow. Drone footage was discussed and the value this footage will provide.

**Poissant Bridge Removal:** The preliminary concept has been developed and is currently being reviewed with MnDNR staff for applicability to amend the Lessard-Sams Outdoor Heritage Grant. Herrmann gave a review of the project, highlighted the details in the concept design.

**Carlson Coulee Grade Stabilization – Targeted Watershed Program Funding:** Wright Construction has completed the final items. A final pay request for \$6,689.38 was submitted. A **Motion** was made by Manager Vesledahl to approve and pay the pay request for \$6,689.38 **Seconded** by Manager Bartz.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**Project Team:** Staff will be scheduling a project team meeting date for July. Herrmann suggests having another committee meeting before the project team meets again.

**Kurass Lake High Water:** A field survey was completed and provided to the managers. Much of the outlet channel is above the Ordinary High Water elevation. The MnDNR has confirmed that if work is above the OHW, then a MnDNR permit is not needed. Herrmann noted that the district will still need to coordinate with the WCA and or USACE. Communication will be made with the Township to share the findings.

**Polk CSAH 14 Overtopping:** Swenby asked Houston Engineering to review an area reported by the Polk County Highway Department. The area of Project # 17 and PC Ditch 9 has recently overtopped CSAH # 14. The PC Highway Department noted that it appeared high flows break out of Project # 17 and are unable to make their way to PC Ditch 9.

An inventory of culvert sizes/elevations was completed to determine if the system is operating as designed. The following concerns were noted:

- 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.

Herrmann recommends fixing deficiencies to ensure that the projects are operating as designed. If issues persist, Herrmann recommends adding an additional 36" CMP inlet cover to Ditch 9.

A **Motion** was made by Manager Vesledahl to move forward with the recommendation, **Seconded** by Manager Hamre.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**State Hwy 102/PC # 44 – Boundary Review:** Swenby asked Herrmann to complete a survey and analysis for removing three lines of 36" RCP through the old railroad bed in the Polk Co. 44 road ditch. Under existing conditions, the majority of flow stays in the south road ditch of MN 102. A portion of flows can divert into the SHRWS via the three lines of 36" RCP. If the three lines of 36" RCP are removed, all flows would remain in the south road ditch of MN highway 102. Herrmann suggested that before the culverts are removed, MnDOT must clean the offtake ditch further north and commit to maintaining.

Swenby noted that permits to plug those culverts have been applied for, and approved, but never implemented.

Manager Engelstad expressed concern with the inadequacy of the outlet for the off take ditch. He didn't feel that cleaning the offtake ditch would be enough of a relief and asked if he could communicate with the landowner. The managers agreed to communicate with the landowner North of 102 but suggested that Swenby be included with the communications with the landowner. Swenby would like to coordinate with the Red Lake Watershed District to analyze the options in the area. Manager Vesledahl inquired about gated culverts in the railroad grade as an option, in lieu of plugging them.

## 7. ADMINISTRATOR REPORT:

**Union Lake/Sarah Improvement District:** Swenby provided images from the divers, the divers report, the verifications needed to perform the pumping, the Administrator's report of findings, permission from the MnDNR and the district signed permit approving the pumping of Union Lake.

Chairman Christian and Swenby toured all of the culverts down stream of the Union Lake Pump to ensure that there were not any obstructions. Two sites were cleaned on May 10, 2020. The district signed off on the pump on May 11, 2020 and pumping began at 6 PM on May 11, 2020.

The pumping processes was stopped on May 29 to address some high water issues downstream. Swenby, Chairman Christian, and Paradis toured the area on May 26, 2020 before pumping resumed. To help move the water through, Tim Olson did some additional cleaning just south of Jack Doyle's property, bordering Steve Ness's Property, but was only able to go to the property boundaries due to the amount of water. The water has built up and softened the road so Swenby had a of couple loads of gravel hauled to repair any softening. There is quite a bit of judgment that is associated with when to start and stop the pump. The landowners on Union Lake are not in favor of stopping the pumping and have called to express dissatisfaction when the pump is stopped due to down stream issues. Swenby recommends that when the water goes down this fall, the area near Jack Doyle's be thoroughly reviewed and cleaned to ensure that it can handle the influx of water when the need to pump again arises.

Additionally there is a new beaver dam down stream on County Rd. 10. The trappers have been authorized to trap and have removed two beaver. Swenby will have the dam removed when the beaver are eliminated.

**Beltrami Diversion – Beaver:** There was a report of beaver activity near the sub station at the Beltrami Diversion. Beaver Trappers pulled out two beaver.

**Sand Hill Lake Dam:** Swenby met with the contractors and Houston Engineering on May 7 for the final inspection of the project. Photos were provided to the managers. Payment has been received for the final pay request for reimbursement for the SH Lake Dam.

Herrmann and Swenby met with Rachel Klein via zoom on May 15 to wrap up the finances of the grant, for submittal for grant reimbursement.

**Liberty/Onstad:** MnDOT is working with their maintenance crew to remove any additional sediment that still remains in the Liberty Onstad Ditch from the culvert washout on 102. MnDOT did remove 75' of sediment, and didn't continue more than 75' of the ditch channel. Swenby has been in contact with MnDOT multiple times and will continue doing so to get the rest of the sediment cleaned out. Swenby was not of the opinion that they will clean culvert to culvert and is aiming towards half. The district will have to pay for the remaining uncleaned area.

**Ditch #80:** Weekly progress reports were provided to the managers.

**Union Lake Erosion Control:** Swenby will ask the LID if they are interested in some sort of partnership for this project. Herrmann has developed maps for me to present at the next LID meeting to see if there are opportunities of interest.

**Broad Leaf Spraying:** A letter asking landowners to report any maintenance issue or broad leaf issues was mailed in April. There have been no reports for broad leaf issues.

**District Audit:** The district audit took place in May. Swenby has been working with the auditors in the month of May.

**Bear Park Beaver Trapping:** The trappers inspected the area from the county line to the “Miller gravel pit”. There were NO beaver activity reported. The trappers noted one dam (same dam that was reported by a landowner on April 29, 2020) but noted that there was no activity at the hut and the dam had a 6’ break across. This broken dam had a fair amount of water passing and was not significantly holding back water. To blow this dam would be a tough go as there is water over the sides of it. They also noted that all of the under water dams noted last year were gone, and it is assumed that the high water has naturally removed the remnants. The water is substantially lower this year than last year and has good flow at the time of inspection by the trappers.

The trappers will continue on from Miller’s pit to the Krogstad bridge, and submit their findings. I have called both landowners who have expressed concern in this area and gave them an update of the trapper report.

A landowner called in June 9, 2020 to report flooding on the SW quarter of Section 8, and reported about 2” of rain. He noted that his concern was that 2” of rain should not have caused immediate flooding and was concerned that the project was not functioning as designed.

Swenby called another landowner who reported 2” of rain on June 7 and ½” on June 8/9. He did concur that there was a large amount of water on his hay field after this past rain. He confirmed that the beaver dam in section 7 cannot be got to by backhoe and must be blown. Verbal communication with the trappers indicated that this dam was under water and would be unable to be blown until the water continued to go down.

Swenby toured the area June 9 and reported that the sink holes at the structure require an engineer with a plan to fix the sink holes. Photos were taken at the structure with no plugging noted. Swenby toured the area near Section 8, which was requested by the above listed landowner on June 9. Swenby informed the managers that this area is very low, and has a large drainage area. The township road on the high end contained erosion, indicating that there was a large amount of water flowing down hill in a short amount of time. The river has broken out of the channel. Swenby has asked Herrmann to look at LiDAR to determine the amount of drainage going to the spot in question by a local landowner. Swenby and Herrmann are also investigating ways to measure the river height in the area. To note the river levels, the gage at Climax on June 7 was 4.5 and on June 9 it was 5.2.

When the trappers have completed their analysis of the area will provide photos and GPS pins of all areas in question.

Swenby will tour the area with the technician from Houston Engineering when Project # 5 is inspected. A letter will be drafted to landowner questioning if the structure is functioning as designed after LiDAR analysis is made and another inspection is made in a week or two.

**Landowner Ditch Plug/Project # 24:** The contractor or the landowner was unable to install the plug last season. Swenby has sent a letter to the landowner in April 2020 asking if they would like the district to contract the work at their expense. There was no response but was able to connect with the landowner on 5/15/2020 via phone. He stated he would have the plug in by the first week of June. During the annual ditch inspections, Swenby also texted a photo to the landowner, noting that it wasn’t completed. Swenby and the technician measured the plug and it is 18” high with no vegetation, and had significant ruts. The soil appeared to be more of a clay time vs. black dirt.

**Spokely Wash Plant:** As agreed in June of 2019, Swenby sent a courtesy letter to Spokely’s asking



them to clean the sediment, and to let the district know before they remove the planks. The letter was provided to the managers. Upon inspection, some of the planks were removed. Sediment appeared to be on the correct side of the planks. A trickle of water was flowing to the other side. There is some sediment noted on the other side of the culvert, but it was mainly dry.

**Ditch Mowing:** Our mowing operator is planning to begin mowing in mid-July. Last fall we adopted a policy, along with an application and a landowner letter, which Swenby provided as a reminder. For this year, the managers agreed to just move forward with mowing the ditch bottoms and will be done so in the late fall.

**Office Assistant:** The position for the Office Assistant will run for three weeks beginning June 10. The deadline is June 26 for applications. The plan is to review the applications at the July board meeting and set a date/committee for interviews in July.

**FDRWG:** Swenby attended the FDRWG meeting on May 26, 2020 via Zoom. The FDRWG has adopted new guiding principles and processes. Official membership will be decided later in 2020 and it will be decided by the present work group members.

**Ditch Inspections:** On May 28, 2020, Travis Nelson from Houston Engineering and Swenby began the annual ditch inspection process. Swenby provided the checklist that was completed in addition to driving and inspecting all of the district's legal drains (still have to do Project 5). A software system was used this year again. Swenby noted that it was a great asset to compare last year's findings with this year's findings. The software will create a report and will be presented in July for formal approval. A few things worth noting for immediate attention or discussion:

1. Texas Crossing: Plugged solid box culverts and due to plugging, road is in poor condition. Who's financial obligation?
2. Bryan Boll Sloughing: Have HE working on a plan. Need a survey to ensure pipe hasn't settled
3. Side inlets: This was approved last year to move forward with. Would like a plan sheet to align with ditch design for contractor to follow.
4. Ditch 9: Poor condition. Needs cleaning severely starting at downstream end. Phased out cleaning plan? Need a budget
5. Project #17: Can use cleaning. Phased out cleaning plan? Need annual budget
6. 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. I have asked Houston Engineering to laser this area and develop some solutions.

**Lessard Sams Outdoor Heritage Council:** Swenby has a meeting with the MnDNR June 9 to move forward with a grant extension for the habitat dollars. Action is required by June 19.

**Polk County Fair:** The PC Fair was cancelled and our payment for the booth rental was refunded.

**MSA Statute (M.S.A.) 103D.905, Subd. 3:** Swenby will be meeting with the Polk County Commissioners on June 16 to present the annual report for 2019 and present the proposed petitions. Are there any changes to the proposed petitions? Last year the amount for each category of our petitions was \$95,881.56. The new capacity is \$99,610.36 for 2021. Attached is also our district Form B, which shows what each county would pay with the RRWMB and compares it to the petition process that we now use.

A **Motion** was made by Manager Vesledahl to approve the proposed petitions as presented at the full capacity of \$99,610.36 for 2021, **Seconded** by Manager Bartz.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**Union Lake Pumping:** In efforts to obtain the easement where the pipe begins at Lake Sarah, the district was working with a potential buyer of the property. The potential buyer agreed to offer an easement if the district was willing to close the ditch. Because these conversations are growing nearer, Swenby discussed this with the LID at the meeting she attended. They were concerned with the cost to close the ditch system (est. \$50,000-\$60,000). Swenby provided the plans that were drafted a while back for manager review. The costs on this type of project can be highly variable. This is due to varied mobilization, locally available and/or on-hand material, and unknown borrow source to fill the ditch. Swenby suggests that the board obtain quotes from 3 local contractors to complete the work to have a more accurate cost for closing the ditch system.

Swenby talked with the current landowner and the potential landowner. The current landowner is okay with whatever is decided between the potential landowner and the district. Because the cost is so substantial, Swenby explained to the potential buyer that the LID may not be in favor of footing the bill for the entire project. He was open to negotiations and will likely meet during one of the upcoming LID meetings.

A **Motion** was made by Manager Bartz to solicit quotes from three contractors using the plan set that Houston Engineering developed, **Seconded** by Manager Vesledahl.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

Due to the pumping there is some acreage that was too wet to farm (Isaac Ness's rents the property). It is being proposed that the project pay damages for the acreage that was unable to be tilled. The landowner estimates about three acres lost.

A **Motion** was made by Manager Hamre to offer a payment of \$150 per acre for lost acreage due to the pumping of Union Lake this spring, **Seconded** by Manager Bartz.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**The Motion was carried. Manager Engelstad abstained.**

The managers were provided an easement for the ROW for where the pump sits for under County Road 42. A **Motion** was made by Manager Engelstad to approve the attached easement and submit to Polk County, **Seconded** by Manager Vesledahl.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**Sediment Basin – WPSWCD Proposal:** Manager Engelstad recused himself from this discussion. This month, the board decided to keep our current sediment basin policy of the district paying up to 25%, matching the landowner for cost sharing for two sediment basins in Liberty Township. The motion included encouraging the SWCD to apply for a clean water fund grant. During a conference call with BWSR and the SWCD we learned there is a very slim chance that this would be a competitive grant. BWSR didn't encourage the SWCD to not apply, but noted that that it wouldn't be a priority one chosen, especially with COVID. Because there isn't an appetite for a grant, this topic was brought to the board for reconsideration.

The total cost of these two projects is \$71,650. The SWCD is willing to contribute \$17,913 (plus the SWCD already has a fair amount of expenses already with the plans that have been drafted not included in this amount.). That leaves the construction balance remaining of \$53,737. In looking for precedence that the board has done before Swenby found this excerpt from the September 2008 minutes:

***Erosion Control Projects:*** Lee gave the board a list of proposed projects that he is working on. The projects include eight sediment basins, seven shore land restoration projects and seven rain gardens. The SWCD does not have the funding available to complete all the proposed projects at the district's agreed 25% cost share. Lee asked the managers if the district would be interested in cost sharing up to 75% on the sediment basins. The managers also discussed looking at each case on a project by project basis. After much discussion a **Motion** was made by Manager Hanson to provide a 50% cost share to the Sediment Basins and the Shore land Restorations. The amount is not to exceed \$50,000 for the year 2008. The motion was **Seconded** by Manager Sonstlie, **Carried**.

Swenby noted that this may set a precedence for an increased cost share. The district currently has earmarked \$64,617 to the WPSWCD for sediment basin projects that Nicole Bernd confirmed that there isn't a whole lot of opportunity to spend.

A **Motion** was made by Manager Vesledahl to table this discussion until next month, **Seconded** by Manager Bartz.

A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The Motion was carried.** Manager Engelstad recused himself from discussion and voting.

**Copier:** As a refresher, last month two proposals were brought before the board for a copier upgrade. By upgrading now, the district will have a cost savings at a fixed rate. The District's current copier cost on the Konica Minolta is \$322.43/month. The most affordable proposal was presented by Marco. The new proposed plan is **\$257.49/month**. The buyout is included in this price. The new plan includes all our toner, maintenance and new machine and all copies (the district does not pay for overages), therefore this option doesn't have meter readings. It is an unlimited print plan that's fixed for the 5 years. The district still has the option to upgrade or down grade as our needs change. Manager Vesledahl suggested obtaining one more proposal from Liberty Copiers out of Fargo, ND.

Liberty Copiers provided a proposal and Swenby provided that to the managers. Their most affordable plan was \$179.80, however, the buyout to Marco is not included in this price. This does not include overages, but includes up to 12,000 copies per year. Overages are .0061 for black and white and .0383 for color. The overages are invoice quarterly. Additionally, the district has a buyout with Marco of \$4,242.57 or a return of \$3,848.79. Liberty would pay at the very least \$3,848.79 back to Marco (returning our existing copier), and that price would be added onto our monthly bill, making the actual monthly bill for the copier **\$243.97**.

To compare apples for apples, Swenby asked Marco to give the district a quote for a plan that was not unlimited. The price (including the buyout) is **\$211.95** per month. It includes 12,000 color and 12,000 black and white copies per year. Overages for color are .049 per copy and black and white are .008 per copy for any copies over 12,000.

A **Motion** was made by Manager Engelstad to renew the contract with Marco for \$211.95 per month, **Seconded** by Manager Hamre. A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**LOMA:** Houston Engineering has developed a map and submitted it to the MN DNR. The MnDNR is not offering their services like Swenby had hoped, and they are stating that the landowner will need to use the information that Herrmann has provided to them to complete a MT-EZ form. Herrmann has about \$600-700 in developing the maps thus far and estimates at least \$500 +/- in costs to move forward on behalf of the landowner by completing the forms and submittal.

In the past the district has submitted a complete LOMA for landowners. If FEMA rejects the forms and requires a full LOMA, a hydraulic analysis would be required and is more costly. That cost could range between \$3,000-\$4,000.

A **Motion** was made by Manager Vesledahl to authorizing Herrmann to submit the MT-EZ form if the landowner requests it and if FEMA rejects the form, the managers authorize a complete LOMA.,

**Seconded** by Manager Engelstad. A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**COVID:** Swenby has reached out to MCIT and the district attorney to find out information for opening back up the office. MCIT's risk management representatives' recommendations are to follow CDC and MDH advice, as well as the executive orders. To open the office, they recommend a plan for safety which includes additional sanitizing. They did note that the district's situation where control for who is in the office at any one time is fortunate as it helps the district maintain an as safe as possible a work environment. Swenby provided examples of preparedness plans and based off of those she presented a draft preparedness plan for the district.

District meetings are open to the public unless you close them due to one of the permitted reasons. If the meetings are using a virtual platform, they recommend the public having access to the platform. In April, the district adopted a resolution compliant with MN Statutes, Section 13D.021 for holding digital meetings.

While the Governor allows for businesses to open back up, his orders state, if you can work from home, you must. Swenby is authorized to work from home a couple of days of week during the summer months, and felt that is in compliance with the Governor's orders. Due to the busy construction season it isn't feasible to work from home exclusively for our district.

Swenby presented a draft preparedness plan for opening back up the office. A **Motion** was made by Manager Bartz to approve and adopt the presented preparedness plan, **Seconded** by Manager Hamre. A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

**Permitting Review:** Upon review of the cost per technical review of each permit, Swenby asked for board guidance and approval. Swenby asked the board for formal instruction regarding the level of technical review they would like to see for each permit. Swenby also asked the managers to engage in a discussion focusing on the responsibility to culvert size every culvert in the district at taxpayers expense. Engineering Assistance on behalf of the WD is something that is unique to our district. If a culvert was to be upsized in other districts, typically the applicant has to provide technical information required for board review/approval. The managers discussed the pros and cons of technical review for our permits.

A **Motion** was made by Manager Engelstad to continue to move forward with the processes that have been in place this past year, 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, **Seconded** by Manager Bartz. 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. A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

## 8. OTHER BUSINESS

Partnering agency reports such as the Flood Damage Reduction Work Group, Union Lake/Sarah Improvement District and local workgroups were given to the managers.

## 9. PERMITS:

A hydraulic report was completed for permit 2019-011 by FEMA. This was a permit that was approved in 2019. Herrmann provided the report for the manager review.

Herrmann provided hydraulic reports for permits that were approved last month.

Five new permits, and one tabled from May 2020 were presented to the board for approval. Houston Engineering has reviewed the permits and confirms that runoff does not back up on neighboring landowners or do not have adverse affects on neighboring landowners. The permit review is as follows:

2020-11: Hubbard Township – Section 14 – Hubbard Township, Install culvert  
This permit was tabled from last month and other alternatives were evaluated. Herrmann recommends approval pending downstream landowners permission or suggest a reapplication to add capacity to the south directly into the Sand Hill Ditch.

2020-12: Hubbard Township – Section 33 – Hubbard Township, Clean existing ditch and install culvert. This permit is not within our watershed district and denial is recommended.

2020-13: Short Elliott Hendrickson (City of Fertile) – Garfield Township Section 17, Runway Ditching. Herrmann provided technical data showing that peak flow rates will be reduced from the site for the 2-year, 10-year, and 100-year events. Swenby noted that the landowner needs to sign this permit.

2020-14: Rachel Miller (MnDOT) – Winger Township – Section 2, Construct new ditch/culvert/bridge installation. Herrmann provided technical data showing that peak flow rates will be reduced from the site for the 2-year, 10-year, and 100-year events.

2020-15: Bruce Jallo – Liberty Township – Section 4, Install culvert/crossing. Herrmann noted that the drainage area is approximately 69 acres. The township has approved this permit pending SHRWD approval and sizing requirements. Houston Engineering recommends a pipe size not to exceed 24" diameter (approximately 2 inch/day drainage capacity).

2020-16: Scott Tollefson – Scandia Township – Section 16, Clean/improve Ditch. Install new culvert

A **Motion** was made by Manager Engelstad to approve the above listed permits, with noted recommendations and denial of permit # 2020-12, **Seconded** by Manager Vesledahl. A roll call was held and resulted in the following:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

#### 10. ADJOURNMENT:

The next regular meeting will be held Tuesday, July 7, 2020 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, **Seconded** by Manager Vesledahl.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vesledahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamre	<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.**

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April Swenby, Administrator

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JJ Hamre, Secretary