



TITLE: DRAFT REGULAR MONTHLY BOARD MEETING MINUTES

DATE: OCTOBER 5, 2021

1. ATTENDANCE:

Pursuant to Minn. Stat. § 13D.021, Chairman Stuart Christian attended the meeting via zoom and arrived late due to connectivity issues. Secretary JJ Hamre called the October 5, 2021, meeting to order at 8:12 AM at the District Office. Other managers attending were JJ Hamre, Clayton Bartz and Craig Engelstad. Two managers were absent: Don Andringa. Two staff members were present April Swenby – Administrator and Donna Bjerk – Office Assistant. Others in attendance were Cassie Ahmed - NRCS and Zach Herrmann – Houston Engineering.

2. PROTEM SESSION:

A **Motion** was made by Manager Engelstad to appoint JJ Hamre as acting Chairman, until Chairman Christian could attend, **Seconded** by Manager Bartz. **The Motion was carried.**

3. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Bartz to approve the agenda and dispense the reading of the Administrator’s report (Managers will read the report on their own), **Seconded** by Manager Engelstad. **The Motion was carried.**

4. MINUTES:

A **Motion** was made by Manager Engelstad to approve the minutes as presented from the September 7, 2021, **Seconded** by Manager Bartz. **The Motion was carried.**

5. FINANCIAL REPORT:

Swenby read the Treasurer’s Report. A **Motion** was made by Manager Engelstad to approve the Treasurer’s Report for September, **Seconded** by Manager Bartz. **The Motion was carried.**

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

Anders Valley Publishing	94.26
Anderson, Bottrell, Sanden & Thompson	3,327.50
April J. Swenby	174.72
Berhow Sodding	1,900.00
EcoLab	53.57
First Community Credit Union	569.64
Garden Valley Telephone Company	225.84
Greg Gaut	2,000.00
Houston Engineering	34,985.70
Larson Helicopters	2,801.25
Otter Tail Power Company	180.22

Sarah Wise	48.00
United States Geological Survey	<u>6,060.00</u>
TOTAL	<u>52,420.70</u>

Swenby noted that on the bills to be paid report, there was a billing listed for Office Supplies Plus for \$178.58 and she asked the managers to disregard that and remove it from the list as a bill to be paid. Additional bills not listed on the bills to be paid included:

The City of Fertile	51.88
Wild Rice Electric	<u>130.88</u>
TOTAL	<u>182.76</u>

A **Motion** was made by Manager Engelstad to approve the above listed bills for \$52,603.46, **Seconded** by Bartz. **The Motion was Carried.**

6. ADMINISTRATOR REPORT:

The reading of the Administrator Report was dispensed and Manager's will read on their own and call with questions. Items that require discussion will be moved to the November Administrator Report.

7. ENGINEER'S REPORT:

City of Beltrami: Herrmann and Swenby met with the City of Beltrami. Swenby and Herrmann informed our managers that the City of Beltrami is not interested in moving forward at this time. They will contact us if they are interested.

Project #17 – 290th Regrade: HEI is meeting with the contractor on site this week to discuss utilities, scope and schedule. Herrmann is reviewing the Polk County Ditch 9 overflow as requested by Swenby.

Project # 24: HEI is currently working with MnDNR for approval for cleaning in the protected waterway.

Project Team: A project team meeting is scheduled for November to identify opportunities for fixes for the erosion on the SH Ditch. The project team will also review storage options at the Kittleson Creek Storage area.

MN 102 Area Boundary Revisions: Herrmann and Swenby met with the RLWD board on September 23, 2021. Manager Engelstad requested a site tour of the area to review a few things in Herrmann's Technical Memorandum.

8. OTHER BUSINESS

Information from partnering agencies was distributed to the board.

AELC: The Nature Center has asked that the district place the erosion at the Nature Center on our radar. Swenby informed the board that she let Wayne Goeken, the new Director know that she and the MnDNR toured the site a couple of years ago when she first received the role of Administrator. The district at the time had agreed to investigate applying for a CWF grant but the district is now pursuing a 1W1P and Swenby assured Goeken that she would do what she could to ensure that the SWCD places this location a priority for solutions. Because this is a clean water issue, not a drainage issue, it is a great fit for an SWCD project using the 1W1P dollars. Goeken did confirm

that he spoke with the EPSWD about the areas of erosion in the river channel.

Strategic Planning Session: Swenby reminded the board that she is still interested in having a small internal strategic planning session regarding goals and priorities pertaining projects related to flood retention, drainage, and clean water. She said she would like direction for the priorities of the managers, and she starts the One Watershed One Plan. She stated that in the past it is her understanding that the watershed has always prioritized drainage and flood retention and it has never been clear when the district should be involved in projects regarding a sole purpose of clean water.

NRCS: Cassie Ahmed from NRCS introduced herself. She is an engineer with NRCS to let the watershed district know that funding is available with PL566. Funding is available for preliminary engineering through construction.

9. ACTION ITEMS

JJ Hamre passed the meeting chairman role back to Chairman Christian, and he took over meeting at this point.

MN 102 Boundary: Herrmann and Swenby met with the Red Lake Watershed District Board. The RLWD attorney has suggested that the Sand Hill River Watershed District verify that the northern most culvert is plugged for adequate drainage, and then, both watersheds can begin the process for a boundary change. Loren Sanderson of the RLWD has verified that the culver for is at least 2/3 plugged and does not provide drainage and water is currently heading North. As a reminder Swenby provided the technical memo drafted by HEI for manager review.

A **Motion** was made by Manager Engelstad to proceed forward verifying that northern most culvert by Brian Solies is an obstacle for drainage and move forward with the statutory requirements of the boundary change, **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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Manager Engelstad would like this discussion added to the agenda at a later date when the full board is present to review Herrmann's report to ensure that the boundary is secure along Hwy 102.

Designated Beaver Trapper: The current designated beaver trapper is Jason Benbo. They would like to expand and designate Nate Rasch as a designated beaver trapper as well.

A **Motion** was made by Manager Engelstad adding Nathan Rasch as an additional designated beaver trapper, **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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

The Motion was carried.

Watershed Management Plan Extension: The Watershed is supposed to submit a petition to the BWSR Board Conservationist communicating their request for an extension to their water plan. The petition to extend the water plan may be in the form of a letter or memo to the BWSR Board Conservationist. The petition should contain: background on the water plan, the purpose(s) for the extension petition, and a copy of the signed resolution attached to the extension petition. A **Motion** was made by Manager Hamre to approve the following resolution requesting an extension, **Seconded** by Manager Engelstad.

***WHEREAS,** Minnesota Statutes 103D.401 requires Watershed Districts to develop and implement a Watershed Management Plan; and,*

***WHEREAS,** the Sand Hill River Watershed District has a BWSR approved Water Management Plan commencing on January 9, 2012 and effective until January 1, 2022; and,*

***WHEREAS,** the Sand Hill River Watershed District has been involved in the planning efforts of the One Watershed, One Plan to comply with Minnesota Statutes 1038.81 O; and,*

***WHEREAS,** the Sand Hill River Watershed District intends to continue with the efforts to create a comprehensive Watershed Management Plan.*

***NOW, THEREFORE, BE IT RESOLVED,** the Sand Hill River Watershed District requests the Minnesota BWSR grant an extension of the effective date of the current Watershed District Water Management Plan until January 1, 2024, in order to transition to a Comprehensive Watershed Management Plan consistent with Minnesota Statute 1038.801.*

***BE IT FURTHER RESOLVED** that the Sand Hill River Watershed District will continue to utilize its Water Management Plan until the completion of a Comprehensive Watershed Management Plan on or before January 1, 2024.*

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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Petition to Outlet into Project # 24: A **Motion** was made by Manager Engelstad acknowledging the receipt of a petition by CMGB Land (Garrett Chisholm) requesting to outlet to Project # 24 and to hold a hearing on November 3 at 10:30 AM on the presented petition pursuant to Minn. Stat. 103E.401 subd. 3., **Seconded** by Manager Bartz. **The motion was carried.**

A roll call was held and resulted in the following:

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

Swenby asked the managers will consider charging Chisholm the average interest rate that the district received looking over the past ten years and asked the district to be open to a 10-15 year pay off but suggest aligning with what the landowners were originally termed for the project. Manager Englestad would like to know how many years the original landowners were given to pay for the project and what the interest rate they were charged.

Permit 202-050 Extension: In July, the board granted the township an extension on the work needed for Permit 2020-050. The work included stabilizing the side slopes in an effort to increase the integrity of the road. The extension deadline given to David Johnstad in August was the end of September. He has not had time to complete the road and the sloping needed and nearby farmers were using the road and his work would have been an obstacle for them. He is asking for another extension, until the end of October.

A **Motion** was made by Manager Hamre to another extension until Wednesday, November 3, **Seconded** by 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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

10. PERMITS:

Three permits were presented to the board for approval.

21-036: Polk County Highway Department, Onstad Township Section 22, Install Culvert (After the fact permit) Herrmann recommends tabling this permit until further investigation can be made.

21-037: Judy Erickson, Knute Township Section 32, Install tile (requires landowner consent)

21-038: Kevin Lein, Hubbard Township, Section 2, Install tile (Approved Tiling provisions will be required)

A **Motion** was made by Manager Engelstad to table permit 21-036 until more information is gathered, **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"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

A **Motion** was made by Manager Bartz to approved permits 21-037 and 21-038 with the noted conditions, **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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

11. ADJOURNMENT:

A **Motion** was made by Manager Engelstad to move the next regular meeting to Wednesday, November 3, 2021, due to election day, **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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 next regular meeting will be held Wednesday, November 3, 2021, at 8 AM As there was no further business to come before the board, a **Motion** was made by Manager Engelstad to adjourn the meeting at 9:36 AM, **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"/>
Andringa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Donna Bjerk, Office Assistant

JJ Hamre, Secretary