



**TITLE:** REGULAR MONTHLY BOARD MEETING MINUTES

**DATE:** AUGUST 4, 2022

### 1. ATTENDANCE:

Chairman Stuart Christian called the August 4, 2022, meeting to order at 8:00 AM at the District Office. Other managers attending were Clayton Bartz and JJ Hamre. Managers absent included Don Andringa and Craig Engelstad. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant.

### 2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Hamre to approve the agenda adding action items (continued education), **Seconded** by Manager Bartz. **The Motion was carried.**

### 3. MINUTES:

A **Motion** was made by Manager Bartz to approve the minutes from the July 7, 2022, as presented, **Seconded** by Manager Hamre. **The Motion was carried.**

### 4. FINANCIAL REPORT:

A **Motion** was made by Manager Hamre to dispense the reading of the Treasurer’s Report and approve the Treasurer’s Report for July, **Seconded** by Manager Bartz. **The Motion was carried.**

Swenby noted that an investment was up for renewal the end of July. Interest rates were solicited, and the investment will be reinvested with Bremer Financial | Raymond James Financial Services, Inc. (Bremer Financial Corporation outsources its wealth management platform through Raymond James Financial) The interest rate is expected to be at about 3%.

The managers reviewed their expense reports and reported on activities for the month. The following bills were reviewed (additions to the bills to be paid report included Brandner Printing, City of Fertile, and Roger Hennen):

April J. Swenby	60.00
Bejou Township	225.00
Brandner Printing	446.72
City of Fertile	51.84
EcoLab	53.57
First Community Credit Union	852.64
Garden Valley Telephone Company	225.46
Otter Tail Power Company	166.55
Roger Hennen	3,200.00
Sarah Wise	48.00
Stuhaug Sanitation	31.28
Wild Rice Electric	<u>2,910.50</u>
<b>TOTAL</b>	<b><u>8,271.56</u></b>

A **Motion** was made by Manager Hamre to approve and pay the bills with a total of \$8,271.56, **Seconded** by Manager Bartz. **The Motion was carried.**

## 5. ADMINISTRATOR REPORT:

**Union Lake Pumping:** The LID has taken a break from pumping. Swenby attended the LID meeting on July 18 and gave an update on the pumping plans and process. Meeting materials were provided to the managers. There are some beaver issues on Rick Johnson's property, and he set some traps in June, but has since requested that our designated trapper take care of the issues and Benbo was contacted.

There has also been a landowner who has called with concerns that the interconnect is not functioning as designed. We did an evaluation of his concerns based on lake levels and the levels at each lake currently and formulated an opinion/response. Swenby provided that response and a graph of the lake levels to the managers. During our inspection we have noticed that the ditch between the two lakes would benefit from a cleaning and the LID has requested that the watershed consider a thorough cleaning. HEI would need to be involved to establish the heights to ensure that the project continues to function as designed. Swenby has also discussed with the LID, options for a maintenance plan for spraying to keep the ditch free from obstructions in the future.

The managers asked the status for sandbags structure and asked about the feasibility of installation this fall. Swenby will confer with Herrmann for a report next month.

**Bear Park Beaver Trapping:** The district trappers have scouted from the County line moving downstream to the "Miller Gravel Pit". There were no obstructions.

**1W1P:** The planning committee has started the 60-day review period with the agencies. Public outreach began at the PC Fair and public meetings are planned to be held on August 22 (8:30 AM Fosston, 11 AM Fertile, and 3 PM Climax). Every landowner in our watershed is receiving a post card to notify them of the public outreach meetings. Swenby noted that the committee is asking a board member to attend at least one.

**Clean Water Fund Grants:** There is an e-mail that came out stating BWSR was accepting applications for Clean Water Funds Grants. The City of Fertile has been asking the watershed district for assistance regarding an area near the nature center with large bluffs, risking the road to wash into the river. Additionally, Amy Motteberg's driveway is failing and is washing into the river as the river tries to create a new flood plain. A couple of years ago, Swenby toured both locations with the city and the MnDNR and the landowners. The watershed district, at the time, decided to provide assistance through the One Watershed One Plan. The erosion is extreme, and the parties are continuing to experience adverse effects. In light of our new strategic planning goals, Swenby met with EPSWCD, BWSR and MnDNR to see if the watershed district could support any grant efforts that would provide assistance to the city and the local landowner who is experiencing the same conflict. A cost estimate is needed and some minor technical engineering to determine TMDL's and sediment reduction. Swenby offered watershed district admin support and indicated that the watershed district would be a viable partner for the grant application. It appears that there is not an appetite from the EPSWCD for either project.

**Personnel Committee:** In the past our Personnel Committee has been Vice-Chair and Chair. Last December during employee evaluations, the board asked that for upcoming years this committee meet to review benefits, etc. The managers agreed to keep the personnel committee the same (Vice-Chair and Chair) moving forward.

**Watershed Tour:** The district is participating in a watershed tour with Fair Meadow Nursing Home residents on August 29.

**Vesledahl Wetland Mitigation:** The district attorney's response and recommendation was provided to the managers via e-mail. The board asked Swenby to forward the attorney's response to the agencies and ask them to revisit the proposal. A **Motion** was made by Manager Bartz to forward his response, denying the proposal of the contract as presented, **Seconded** by Manager Hamre. **The Motion was carried.**

**MAWD Strategic Plan:** The managers were given the MAWD Strategic Plan via e-mail. Swenby asked that the managers submit any comments to her regarding the MAWD strategic plan by August 15 so that she may compile them.

**Ditch Maintenance:** Larson Helicopters will inspect our systems again this year and touch up areas that need touching up. Swenby asked him to only consider cattails and to be mindful of other vegetation. He assured her that the equipment was working properly and that only the ditch bottoms will be sprayed for cattails and be done as needed.

**SH Ditch Liberty Erosion:** The permits are secured and a USACE Section 408 permit isn't required. We will begin starting the process and would like to begin this fall. Swenby has been in contact with the Township for preferred start times, and the Township supports the district moving forward as soon as possible and did not think that road closures are a significant factor this year. Spruce Valley, Joe Miller, Mark Stortroen or Visser from Ada.

## 6. ENGINEER'S REPORT

Herrmann was unavailable at this time, and a complete engineer's report was not presented. Swenby covered the highlights in her report.

## 7. ACTION ITEMS.

**Budget Hearing:** Swenby met with the Polk County Commissioner's who approved the three petitions discussed last month using MSA Statute 103.905. A budget was presented. A **Motion** was made by Manager Hamre approve the preliminary budget for advertisement, included the three petitions from the county for MSA statute 103.905, **Seconded** by Manager Bartz. **The Motion was carried.**

**Audit Report:** A draft audit report was presented. A **Motion** was made by Manager Bartz approve the audit report as presented, pending final minor journal entries provided by the auditor, **Seconded** by Manager Hamre. **The Motion was carried.**

**New Computer's:** The new computers were installed. The Adobe software that the district had was outdated and was unable to be reinstalled on new machines. Adobe runs all of their software in the cloud now on subscriptions, and old CD's cannot be reinstalled. This is an annual subscription fee and will be recurring, but it is a necessary software for our district web-site and day to day operations.

With new software comes new education, and Swenby would like to take a couple refresher courses this winter on the new software to learn better how to navigate and operate more efficiently. A **Motion** was made by Manager Hamre to authorize Swenby to take a couple refresher courses at NDSCS on the Adobe Suite and Teams, **Seconded** by Manager Bartz. **The Motion was carried.**

A **Motion** was made by Manager Bartz to sell the old computers to staff at \$150 for both computers, **Seconded** by Manager Hamre. **The Motion was carried.**

## 8. OTHER BUSINESS

The managers received information from the MAWA and the Union Lake/Sarah Improvement District.

## 9. PERMITS:

Permit 22—043: Mike Fiebelkorn – Section 25 of Scandia Twp. Clean existing ditch and install two crossings

Permit 22-044: Andrew Johnstad – Section 25 of Scandia Twp. Clean existing ditch and install two crossings

The engineering team did review the permits noting that if the culverts are for only new crossings just off of township roads to cross the ditch and not the township road, there was no opposition. He did not review culvert sizes as that was not a request of the applicant. Herrmann suggested that the application work the township as the crossings are in the Township ROW. Swenby has verified landownership and noted the file. General provisions will be placed on the application which highlights the district's definition of cleaning.

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

#### 10. ADJOURNMENT:

The next regular meeting will be held Thursday, September 1, 2022, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Hamre to adjourn the meeting at 8:49 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

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Donna Bjerck, Administrative Assistant

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JJ Hamre, Secretary