



**TITLE:** DRAFT REGULAR MONTHLY BOARD MEETING MINUTES

**DATE:** JANUARY 12, 2022

### 1. ATTENDANCE:

Chairman Stuart Christian called the January 12, 2022 meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad, and JJ Hamre. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant.

### 2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Engelstad to approve the agenda, adding an action item to the agenda (Liberty-Reis Erosion Repairs along SH Ditch funding allocation), **Seconded** by Manager Hamre. **The Motion was carried.**

### 3. REORGANIZATION OF THE BOARD:

Annual reorganization of the Board was conducted. Chairman Christian turned the meeting over to Manager Hamre who asked for nominations for **Chairman of the Board**. Manager Andringa nominated Manager Christian for Chair. Nominations were called for three times by Manager Hamre. No further nominations were made. **Motion** to cease nominations and have the secretary cast a unanimous ballot for Stuart Christian for Chairman by Manager Engelstad **Seconded** by Manager Bartz, **Carried**. Manager Hamre returned the chair to Chairman Christian.

Chairman Christian asked for nominations for **Vice Chairman** of the Board. Manager Bartz nominated Manager Andringa for Vice Chairman. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Andringa for Vice Chairman by Manager Bartz, **Seconded** by Manager Hamre, **Carried**.

Chairman Christian asked for nominations for **Secretary of the Board**. Manager Engelstad nominated Manager Hamre for Secretary. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Manager Hamre for Secretary by Manager Bartz, **Seconded** by Manager Engelstad, **Carried**.

Chairman Christian asked for nominations for **Treasurer** of the Board. Manager Hamre nominated Manager Bartz for Treasurer. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Manager Bartz for Treasurer by Manager Engelstad **Seconded** by Manager Hamre, **Carried**.

Manager Andringa made a **Motion** for the following: That the Fertile Journal is designated as the official newspaper of the SHRWD. That the following financial institutions be designated as official depositories for SHRWD funds: Red River State Bank of Fertile and Bremer Bank, Detroit Lakes, MN. That the District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. That the attorney for the District is David Hauff, Firm of Anderson and Bottrell, PO Box 10247, Fargo, ND. That mileage for District business is reimbursable at a per mile rate coinciding with the

allowable IRS mileage rate. That manager per diem is set at \$40 per hour with a maximum daily total of \$125.00 as prescribed by State law. **Seconded** by Manager Engelstad, **Carried**.

A **Motion** was made by Manager Engelstad to authorize Stuart Christian, Clayton Bartz, and April Swenby as the current financial and representative signers and keeping Donna Bjerck a financial signer for the Red River State Bank account, **Seconded** by Manager Hamre, **Carried**.

A **Motion** was made by Manager Andringa to appoint April Swenby and Donna Bjerck as an authorized signer to the Business Rewards Credit card with FCCU giving Bjerck and Swenby the ability to use the assigned credit card on behalf of the district, **Seconded** by Manager Hamre, **Carried**. Credit card charges are always listed on the bills to be paid individually for the managers to review each month. Both meeting minutes and one signature are required for any future signature additions/removals to this credit card.

A **Motion** was made by Manager Engelstad authorizing the April Swenby and Clayton Bartz as authorized representatives regarding the Membership Savings account and credit card listing them on the entity authorization form, **Seconded** by Manager Andringa, **Carried**.

For informational purposes, Swenby reminded the managers of the following which are regulated by the credit card company:

4. One signature is required to withdraw funds from the Reward Savings account at First Community Credit Union.
5. One signature is also required to open/close any accounts with First Community Credit Union.
6. When new employees or new Treasurers represent the Sand Hill Watershed District, proper documentation will need to be reflected for the credit card.

A **Motion** was made by Manager Hamre authorizing the April Swenby and Donna Bjerck as authorized representatives regarding the Sam's Club Credit card listing both of them on the entity authorization form, **Seconded** by Manager Bartz, **Carried**.

A **Motion** was made by Manager Engelstad to set the regular board meeting for 2022 for the first Thursday of every month beginning February 2022, **Seconded** by Manager Hamre, **Carried**. Swenby will notify *The Fertile Journal* to reflect this change. Manager Andringa stated he would be absent for the March meeting. Swenby will check on the open meeting laws for him to attend remotely.

## 7. MINUTES:

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

A **Motion** was made by Manager Hamre to approve the minutes from the December 13, 2021 special meeting as presented, **Seconded** by Manager Andringa. **The Motion was carried.**

## 8. FINANCIAL REPORT:

When reviewing the balances for the year end, Swenby informed the managers that she made journal entries to zero out the following accounts: Web-site DB and Mapping (\$5,230), Beaver Bounty Program (\$2,730), Technical Engineering and Legal (\$31,351.45), Agency Support (\$5,000) and Monitoring (\$6,060). These are projects/categories that are managed on an annual basis and it is helpful for the reports to reflect the accumulative total for each calendar year, verses the accumulative total from it's origination. An additional entry was made to zero out the PL 566 (RCPP planning)

(\$85,300.13). That project is complete and there is no longer a need to accumulatively track. There were no manager disagreements to the journal entries. Manager Engelstad would like a profit and loss report for our expenses for the past five years.

A **Motion** was made by Manager Andringa to dispense the reading of the Treasurer’s Report and approve the Treasurer’s Report for December, **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:

<b>Anderson, Bottrell, Sanden &amp; Thompson</b>	467.50
<b>City of Fertile</b>	103.13
<b>Diligent</b>	1,957.00
<b>East Polk Soil and Water District</b>	8,184.97
<b>EcoLab</b>	53.57
<b>First Community Credit Union</b>	388.23
<b>Garden Township</b>	715.00
<b>Garden Valley Telephone Company</b>	449.79
<b>Garfield Township</b>	390.00
<b>Houston Engineering</b>	4,727.85
<b>JC &amp; J Trucking, Inc.</b>	750.00
<b>Office Supplies Plus</b>	77.41
<b>Otter Tail Power Company</b>	948.11
<b>Sarah Wise</b>	48.00
<b>Stuhaug Sanitation</b>	46.80
<b>Todd's Landscaping</b>	365.00
<b>Wild Rice Electric</b>	130.88
<b>TOTAL</b>	<b><u>19,803.24</u></b>

It was noted that there were two bills not listed on the bills to be paid report that were paid with a December 31, 2021 date and were as follows: Houston Engineering for \$885.00 (Project Team Expenses) and the Red River Watershed Management Board for \$191.69 (Delinquent Tax Levy in 2021). These checks were issued with a December date for bookkeeping purposes and were held until today's meeting for approval.

One additional bill was presented that was not listed on the bills to be paid report for Greg Gaut for the final billing for the historical assessment of the district building for \$6,000.

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$26,879.93 **Seconded** by Manager Hamre. **The Motion was carried.**

## 9. ADMINISTRATOR REPORT:

**MN Campaign Finance Agency:** Swenby reminded the managers to log into the MN Campaign Finance Agency site and review their statements of economic interest. This is an annual requirement.

**Sand Hill Ditch Easements/Redetermination:** As a reminder Swenby gave a status update on the easements/redetermination. The district is waiting on HEI to see if any of the documents from the Corp of Engineers will provide clarity for the easements. Herrmann and Swenby are working the Hauff for a process to re-establish the records of the ditch. The managers discussed the current assessed area and what a proposed assessed area might look like.

**Vesledahl Wetland Banking:** State and non-state easements were given to the manager via e-mail December 21 and were provided again to the managers during the meeting. Swenby reported that JT Anderson has reached out to Swenby, proposing an agreement between the district, BWSR and MnDOT. The agreement would allow for MnDOT to continue to own the land, and the district would manage/facilitate the drainage. Swenby stated that she asked Anderson how this would be different than the flowage easement the district and the landowners were seeking. Anderson responded by stating that the agreement would expire in five years, whereas an easement is perpetual. Swenby reported that she told Anderson she believed that the board would be open to reviewing such an agreement, and proposed using the district permitting process to manage the drainage and found his proposal to be exactly what the district was looking for, just different language using the word “agreement” instead of “easement”. Swenby will speak with the Legislators today about this proposal, adding caution that the district should not forfeit any legislative action in case an agreement would fall through and stall progress further another year before the next legislative session.

Anderson stated that he will still meet the February 1 deadline for providing information to the district and the landowners about the current process for landowners in the area to clean that system. He hated to give a timeline for a draft agreement but tentatively thought that one could be drafted within the next six months.

**Project and Practices Grant: Outlet Stabilization:** The application C22-9063 - Project 17 Outlet Stabilization for Sand Hill River WD that the district submitted in August 2021 was approved for funding. As a refresher, in September of 2021, Swenby had suggested using the petitioned levy funds under the clean water category to pay for the expenses associated with the grant, and if awarded, project expenses. The work being proposed was deemed a public benefit, and there are only two outlets in the Sand Hill River Watershed District. The drainage system will still function as designed without the proposed work in the grant, thus making the proposed work not necessary for drainage. At that meeting the board made a motion/second to pay for the costs associated with this grant and the cost share expenses for project implementation using the fund “Water Quality and Erosion” (Petition 1), not the ditch fund.

**Strategic Planning Session:** A meeting is scheduled for January 18 at 3:30 with a supper to follow.

**MADI:** Swenby informed the managers that there is a MN Association of Drainage Inspectors meeting on March 10, 2022, in Willmar, MN. She asked the managers to let her know if anyone would like to attend.

**Fish Passage:** The drone flight video is complete. The managers were told they can view it on a link: <https://youtu.be/XZgDqLhB6z4>. When time allows this will be placed on the district website and put on the district You Tube channel. Swenby also plans on forwarding it to our LSOHC Rep and all of our partners who made this project possible.

**1W1P:** The steering committee has been gathering signatures from all of the partners.

**MN Historical Building Grant:** A review of the draft we submitted was completed. The district has met the milestone requirements of the grants thus far. It appears that the bank building may be eligible for listing in the National Register. Our deadline isn't until April.

**Christmas Party:** The Christmas Party was set for January 18 at Erickson's Smokehouse following the board retreat.

**Manager Training:** February 4 and February 11 there is BWSR Manager Training. Swenby asked the managers to let her know which training they will be attending so that she can register.

## 10. ENGINEER'S REPORT.

**Project # 17:** Houston Engineering is currently reviewing the of underway of Polk County Ditch 9 overflow (west of railroad and MN Highway 9). Herrmann was hoping to bring some information forward to the board in February.

**Ditch 9 and 119:** A legal survey is underway to finalize the ROW needs. Herrmann would like to have information to the board in February to move forward with a hearing schedule.

**Project # 24:** Joe Miller was the contractor hired to clean ran into weather issues and was unable to complete the clean at the outlet.

**Project Team/Kittleson Creek Storage:** During the November 18, 2021, project team meeting (information that was given to the project team was given to the managers), the Kittleson Creek Storage areas was introduced. The focus was on reducing flooding and erosion issues on the lower Kittleson Creek. Staff provided an opportunity for the Project Team to comment on other funding opportunities within the Kittleson Creek watershed. There may be some potential for supplemental funding through the NRCS Watershed Operations funding. The first step is to complete a Preliminary Investigation Feasibility Report (PIFR). This process establishes if there is likelihood of a project that would meet the Watershed Operations requirements. This process would align with the Project Team process. There is potential for 60% federal funding to complete the PIFR. NRCS is investigating options and will report back when they know if this is a viable option.

**Project Team/SH Ditch Bank Stabilization:** During the November 18, 2021, project team meeting (information that was given to the project team was given to the managers), the SH Ditch Bank Stabilization was introduced to the project team members. The project team found favor with opportunity to pursue a multipurpose project that would bring opportunity for significant outside funding. The project team's next step is to define what a comprehensive fix would look like. A larger project would take time. A temporary fix may be required for the township road issues in the short term.

**MN Highway 102 Area Boundary:** Houston Engineering is preparing recommendations for a drainage plan for the SHRWD. It is best to be prepared before any public hearings. The plans received from the county indicate that a 24" CMP was in place through the township road prior to the re-orientation of Polk County 44 (south). Plans were provided to the managers. The managers were asked to think about this and be prepared to make a decision in February. Swenby and Herrmann will converse with the Red Lake Watershed District to set a hearing date. Swenby suggested the watershed's communicate with MnDOT and Polk County about the potential plans before a public hearing for feedback on proposed plans.

**Project # 17 Outlet Stabilization (Project and Practices):** The grant was awarded to the district. Herrmann will be developing a plan after a survey that happens this summer.

**Polk County #44 Culvert Inventory:** Herrmann plans to have a crew work on this during the summer months.

## 11. ACTION ITEMS.

Swenby informed the managers that there have been some expenses relating to the Liberty-Reis Erosion Repairs along SH Ditch. She asked for guidance for charging those expenses. Two options were given: charge the ditch system or use the water quality and erosion fund that the district petitions for. Swenby felt it was justifiable to use the water quality and erosion fund as this

is a project that is now under the direction of the project team and the Sand Hill ditch is a rare system which has an outdated assessed area and the whole district either uses the system or benefits from the proposed fixes in the area, in addition to the public safety hazard that not fixing it proposes.

A **Motion** was made by Manager Engelstad to use the Water Quality and Erosion fund to pay for the investigations and funding/grant applications needed to move the project forward, **Seconded** by Manager Hamre, **Carried**.

Swenby noted that there were only a couple of transactions that this would affect and she would make the change in the system dating back through 2021.

## 12. OTHER BUSINESS

The managers received information from the Minnesota Association of Drainage Inspectors, the FDRWG, MAWD, and the Drainage Work Group.

## 13. PERMITS:

No Permits were brought before the board.

## 14. ADJOURNMENT:

The next regular meeting will be held Thursday, February 3, 2022, 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 10:04 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

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Donna Bjerk, Administrative Assistant

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JJ Hamre, Secretary