



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: SEPTEMBER 1, 2022

1. ATTENDANCE:

Chairman Stuart Christian called the September 1, 2022, meeting to order at 8:00 AM at the District Office. Other managers attending were Clayton Bartz, Don Andringa, and Craig Engelstad. Managers absent included JJ Hamre. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant. Others in attendance included Zach Herrmann – Houston Engineering and Brett Arne – BWSR, and Jennifer Mocol-Johnson – BWSR (via conference calling).

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Bartz to approve the minutes from the August 4, 2022, as presented, **Seconded** by Manager Andringa. **The Motion was carried.**

4. FINANCIAL REPORT:

Due to the meeting being September 1, Swenby was unable to provide a complete treasurer's report with end of month transactions and reconciliation. A draft report was provided. Swenby will provide a final Treasurer's Report in October for the month of August, for final approval. A **Motion** was made by Manager Andringa to approve the draft Treasurer's Report, **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 (additions to the bills to be paid report included April Swenby, Donna Bjerk):

Anderson, Bottrell, Sanden & Thompson	1,050.00
Applied Engineering	348.54
April J. Swenby	376.25
Brady & Martz	8,595.00
David Sundheim	50.00
Donna A. Bjerk	28.75
EcoLab	53.57
Erickson's Smokehouse	449.93
First Community Credit Union	1,109.20
Garden Valley Telephone Company	3,220.63
Houston Engineering	25,162.99
Marco	549.36
Milt Yergens	4,180.00
Otter Tail Power Company	104.10
Sarah Wise	48.00
Wild Rice Electric	3,817.26

TOTAL

49,143.58

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$49,143.58, **Seconded** by Manager Andringa. **The Motion was carried.** Swenby reminded the board that there has been a board motion/second authorizing Swenby to pay regular bills throughout the month. Typically, all bills are held and approved at each regular monthly meeting, but because the meeting is on September 1 this month, there may need to be additional bills paid throughout the next week to ensure they are not late.

5. BUDGET HEARING:

A **Motion** was made by Manager Engelstad to recess the regular meeting at 8:30 AM and open the budget hearing, **Seconded** by Manager Andringa. **The Motion was carried.** The budget hearing was called to order at 8:30 AM by Chairman Christian. Chairman Christian opened the hearing for discussion. The budget for 2022 was presented as follows:

Income	
HOMESTEAD/AG CREDIT (HACA)	\$ 4,000.00
Total INTEREST INCOME	\$ 15,000.00
Total REIMBURSED EXPENSE	\$ 1,100.00
Total TAX LEVY INCOME	\$ 250,000.00
Total Income	\$ 270,100.00
Expense	
Total EMPLOYEE TRAVEL EXPENSES	\$ 8,000.00
CAPITAL IMPROVEMENTS	\$ 51,200.00
Total WEB-SITE	\$ 600.00
MISC	\$ 200.00
Total MEETING EXPENSE	\$ 2,100.00
Total BUILDING MAINTENCE/OCCUPANCY	\$ 13,000.00
Total COMPUTER EXPENSE	\$ 10,000.00
DUES-MEMBERSHIP	\$ 4,000.00
Total EDUCATION	\$ 4,000.00
FURNITURE-EQUIP	\$ 15,000.00
Total MANAGER EXPENSE	\$ 17,000.00
Total OFFICE OPERATIONS	\$ 18,000.00
Total PAYROLL EXPENSES	\$ 98,000.00
Total PAYROLL TAXES	\$ 8,000.00
PROF SERVICES	\$ 20,000.00
Total PUBLICITY	\$ 1,000.00
Total Expense	\$ 270,100.00

Three petitions (from Polk County) to fund basic water management, water quality and erosion, and water studies education and agency support in accordance with M.S.A. 103D.905, Subd. 3, were displayed and presented.

No one came forward with any comments or questions on the budget as advertised.

A **Motion** was made by Manager Bartz to adjourn the budget hearing at 8:35 AM and reconvene the regular meeting at 8:35 AM, **Seconded** by Manager Engelstad. **The Motion was carried.**

6. ADMINISTRATOR REPORT:

Union Lake Pumping: The annual meeting was held August 19, 2022. Swenby attended.

FEMA Funding: A meeting was held on Monday, August 15. Swenby was unable to attend, however, Bjerk attended and received the information to move forward.

Bear Park Beaver Trapping: Our trappers have scouted from the County line moving downstream to the "Miller Gravel Pit". There were no obstructions. A landowner scouted the stretch from the gravel pit to the structure and found no obstructions. The managers held a discussion regarding the draw down and turned to Herrmann for his expertise. Recent rainfall events in the area have caused the structure to be utilized for flood storage. Herrmann stated that the Sand Hill River upstream of Bear Park Dam is a relatively flat channel, and flooding of adjacent land may not be directly the result of the structure.

1W1P: Public meetings were held on August 22 (8:30 AM Fosston, 11 AM Fertile, and 3 PM Climax) Every landowner in our watershed received a post card to notify them of the public outreach meetings. We had excellent attendance. Moriya Rueffer (HEI consultant) stated that it was the best attended public meetings she had facilitated.

Watershed Tour: The district participated in a Watershed Tour with Fair Meadow Nursing home on August 29.

Vesledahl Wetland Mitigation: The managers were e-mailed a summary of a meeting Swenby had with MnDOT. In short, MnDOT will continue to own the land, and manage the permitting using their new process for drainage. They have agreed to work with the watershed should a transfer take place to another entity. They have removed selling the land to private landowners, as an option for now.

Swenby met with Dave Weirens, BWSR on August 23. He is proposing another landowner meeting to help inform landowners of MnDOT'S permitting process for clearing obstructions and to inform landowners of the work that was done out in that region and he asked the watershed to assist and coordinate. Swenby confirmed that she will assist where she can with a public meeting and is working out those details.

Partners Tour: Swenby attended the partners conference on August 23 and August 25 and the MAWA meetings associated with it.

SH Ditch – Road Repair: Swenby has solicited quotes from four contractors (Spruce Valley, Dean Johnson, JC&J Trucking, and Glen Visser). The board has given authority to staff to move forward with the project. JC&J Trucking was the lowest bidder at \$35,450 and he can start in a week or two. The township would like the project to move forward as soon as possible as the road continues to degrade.

Ditch 9: Joe Miller is planning on leveling the spoil in September. After that is completed, Swenby will contact Berhow Sodding to seed.

Building Project: The project went out for bid on August 15. The deadline is the end of September with a planned bid opening at the October meeting. The architect passed away yesterday. Swenby will contact the attorney and other architect firms and determine the next steps forward.

7. PRAP

Jennifer Mocol-Johnson – BWSR presented the final PRAP report to the board.

The managers commented on the PRAP report and Swenby will draft those comments into a letter.

The board discussed options for a training program and discussed ideas on how to implement a training plan for managers and staff. Arne added that BWSR is working on training modules that could be used as a commitment of the board at each meeting. The board commented that they are looking forward to the training modules and agreed that they might be a good fit for our district.

Arne commented on a job well done to the board and was pleased with the results of the PRAP. He did sixteen PRAP reports last year, and Sand Hill's is the best one he's seen.

8. ENGINEER'S REPORT

Project #27: There are two areas where a permanent solution is needed in place of sandbags. Herrmann is considering building a berm vs. sheet pile due to the costs of sheet pile. USFWS will take the lead on the permitting.

Herrmann will be working with MnDNR to make an earthen structure with rock overflow at the area near Rich Johnson. A **Motion** was made by Manager Bartz to authorize staff to move forward with implementing this proposed work by Rich Johnson's as described by Herrmann, **Seconded** by Manager Engelstad, **Carried**.

Moen Erosion Control: Herrmann would like to meet with the permitting partners to review the plan.

Liberty-Reis Erosion: A project team meeting is planned to review the proposed plans, in preparation for a grant application.

Mn 102 Boundary: Herrmann will provide the information to MnDOT and Polk County that highlights the impacts to their ROW for any proposed changes.

Polk County # 44 Culvert Inventory: HEI will perform the inventory and survey in relation to Project # 17's boundary.

Southern Boundary: Wild Rice has asked for a letter of intent. The board has authorized Herrmann to perform a high level hydrology of the area. The data and acquisition fund will be used for this area to develop engineering to evaluate the area.

9. ACTION ITEMS.

Budget Approval: A **Motion** was made by Manager Andringa to approve the administrative budget as presented during the budget hearing, **Seconded** by Manager Engelstad. **The Motion was carried.**

A **Motion** was made by Manager Andringa to approve the following resolution relating to the budget and levy for 2023, **Seconded** by Manager Bartz. A roll call vote was held and resulted in the following proceeding the resolution. **The Motion was carried**

BE IT RESOLVED by the Board of Managers of the Sand Hill River Watershed District:

WHEREAS, the Board of Managers of the Sand Hill River Watershed District have adopted budgets for 2023, said levies shall be for the year 2023 and shall be collectible with the taxes recovered in the year 2023; and said levies are all based on the 2023 taxable market values; and

WHEREAS, pursuant to Minnesota Statutes Annotated (M.S.A) Sections 103D.905, 103D.911, and 103D.915, the Board of Managers, Sand Hill River Watershed District is authorized to levy an ad valorem tax against all taxable property, in the District for various purposes; and

WHEREAS, pursuant to Minnesota statutes, published notice was given by the said Board of Managers, Sand Hill River Watershed District, for a hearing, which was held on September 1, 2022, whereby the 2023 budget of the Sand Hill River Watershed District was determined, and the said Board of Managers is legally authorized to tax the levies listed below.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Managers, Sand Hill River Watershed District:

- 1. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy an ad valorem tax of \$250,000 to be assessed at the appropriate mill rate on all taxable property within the district. The proceeds of said levy shall be used and credited to the District's General Fund to pay for the general administrative expenses and any expenses*

involved in the construction and maintenance of any projects of common benefit to the District.

2. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy an amount not to exceed 0.00798 percent of all taxable market value (\$105,266.92) to pay the costs attributable to the basic water management features of projects initiated by petition of a political subdivision within the Watershed District. In 2023, these funds will be used for a variety of water management related efforts such as records retention and housing, project construction/maintenance, beaver control and NRE benefits.
3. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy a second amount not to exceed 0.00798 percent of all taxable market value (\$105,266.92) to pay the costs attributable to the basic water management features of projects initiated by petition of a political subdivision within the Watershed District. In 2023, these funds will be used for water quality and erosion efforts.
4. In accordance with M.S.A. 103D.905, Subd. 3, the Sand Hill River Watershed District does hereby levy a third amount not to exceed 0.00798 percent of all taxable market value (\$105,266.92) to pay the costs attributable to the basic water management features of projects initiated by petition of a political subdivision within the Watershed District. In 2023, these funds will be used for data collection, watershed studies, education and agency support.
5. That the Auditors of the Counties of Polk, Norman and Mahnomen shall make said levies in accordance with the provisions of the Minnesota Watershed Act, Chapter 103D, as amended. This entire levy (\$105,266.92) can be levied as one assessment, prorated per taxable market value between the three counties, and our office can do the breakdown.

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

As per new MN Statute requirements, in November, an agenda item will be added for truth and taxation information, offering a second comment period.

MAWD: Emily Javens is no longer the Executive Director for MAWD, and they will be seeking a replacement. Jan Voit is the interim Executive Director. Additionally, a couple of MAWD board members will be stepping down. MAWD will experience a turnover. MAWD is asking for comments on their strategic plan and has extended the comment period. Swenby stated that a presentation was given on the value of the new strategic plan at the Partners Tour/conference in August and the details of the plan were highlighted in the presentation. Several WD Administrators and MAWD staff worked to develop a new strategic plan, based on input from every watershed in the state of MN. They are looking for letters of support for their strategic plan. The alternatives include that MAWD uses their current strategic plan or moving towards the new one. Swenby provided MAWD's current plan, the proposed one and a draft letter of support. A **Motion** was made by Manager Bartz to approve the draft letter of support, supporting the proposed MAWD strategic plan, **Seconded** by Manager Andringa. **The Motion was carried.**

Civil Engineering Technician Level 1 Certificate: At the partners tour, during a networking meal, Swenby learned about education as a Civil Engineering Technician through Minnesota LTAP. This certificate series is designed to help local agencies advance their current employees into hard-to-fill civil engineering technician positions. The level 1 certificate offers 6 courses. Swenby stated that she would be interested in obtaining this certificate to better help her serve the district, especially in the field. A **Motion** was made by Manager Bartz to authorize Swenby to take classes to work towards a Level 1 Certificate for Civil Engineering, **Seconded** by Manager Engelstad. **The Motion was carried.**

10. OTHER BUSINESS

The managers received information from the MAWA, Drainage Work Group, and the Union Lake/Sarah Improvement District.

11. PERMITS:

22-045: Walter Vandeneinde, Bejou Township Section 12 and 13, Pump water from existing pond into SH River. This permit was applied for in 2021 and the following conditions were placed on the approved permit. It is recommended to approve the permit, using the same conditions as in 2021.

- The Applicant will not be permitted to discharge water until such time that the suspended sediments caused by unnatural disturbance, dredging or otherwise, has settled. The SHRWD reserves the right to periodically inspect.
- The SHRWD reserves the right to direct the applicant to cease pumping at their discretion. This includes, but is not limited to, downstream flooding conditions and the presence of suspended sediments.

22-046: James Johnstad (Larry Olson), Reis Township, Section 21, Install culvert and field access. Herrmann recommends a 48" as the outlet is 48".

22-047: Garret Peterson, Hubbard Township, Section 10, Replace 2 existing culverts

22-048: Daniel Wilkens, Godfrey Township, Section 31, Remove existing culvert and place 133' SE.

22-049: Paul Engelstad, Liberty Township, Section 21, Clean ditch and make culvert longer.

A **Motion** was made by Manager Andringa to approve the permits as presented, **Seconded** by Manager Bartz. **The Motion was carried.** Manager Engelstad recused himself from voting.

12. ADJOURNMENT:

The next regular meeting will be held Thursday, October 6, 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 11:05 AM, **Seconded** by Manager Andringa. **The Motion was carried.**

Donna Bjerck, Administrative Assistant

JJ Hamre, Secretary