



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: AUGUST 1, 2024

1. ATTENDANCE:

Chairman Stuart Christian called the August 1, 2024, meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad and Shawn Brekke. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant. Others in attendance included Zach Herrmann - Houston Engineering and Brett Arne – Board of Soil and Water Resources.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Bartz to approve the minutes from the July 2, 2024. **Seconded** by Manager Andringa. **The Motion was carried.**

4. FINANCIAL REPORT:

A draft Treasurer’s report for July was presented. The report did not include payroll and has not been reconciled due to the timing of today’s meeting. The final report will be presented for approval in September.

A **Motion** was made by Manager Engelstad table the approval of the treasurer’s report until a final report can be presented in September, **Seconded** by Manger Brekke. **The Motion was carried.**

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

Anderson, Bottrell, Sanden & Thompson	130.00
April J. Swenby	445.66
Brady & Martz	2,150.45
Brandner Printing	1,112.95
Christianson Custom Service	198.64
City of Fertile	55.58
First Community Credit Union	2,281.26
Garden Valley Telephone Company	182.02
Houston Engineering	29,060.25
Otter Tail Power Company	143.53
Polk County Taxpayer Service Center	46.00
Red River Watershed Mgmt Board	688.50
Wild Rice Electric	117.91
TOTAL	<u>36,612.75</u>

An additional bill for Ecolab for \$57.98 was added.

A **Motion** was made by Manager Englestad to approve and pay the bills to be paid with a total of \$36,670.73 **Seconded** by Manager Brekke. **The Motion was carried.**

5. LEGISLATIVE UPDATE:

Brett Arne presented a legislative update to the board of managers.

6. ADMINISTRATOR REPORT:

Project #27: Zebra mussels have been identified on Union Lake. Swenby is planning on scheduling meeting with MnDNR in early August to determine requirements and determine solutions. She stated she is aware that this is an urgent matter and a solution is desired this fall to ensure pumping operations can resume without delay next spring if needed.

Program of the year: Swenby has nominated the district for program of the year for the Discover Kids programming that the district partnered with the AELC last year. Nominations were due September 6.

Project Team: Funding support for the next FY (July 1, 2024 – June 30, 2025) will be similar to the last. Each project team is allocated a minimum of \$10,000 with the required 50/50 match. At the end of the FY, amounts are reallocated and project teams may receive more. A project team meeting is tentatively scheduled for September 5, pending facilitator availability.

MPCA Local Climate Action Grant: The district received notice that we were the recipient of the Local Climate Action Grant in the amount of \$50,000. Grant activities would be in conjunction with the Project Team effort to ensure eligibility for climate resiliency implementation grant funds in the future.

1W1P: Final pay request was submitted for the 1W1P planning. Swenby submitted a request for reimbursement in the amount of for the full amount. She received permission from BWSR to submit for the district's share of SH River Ecosystem Restoration expenses that were not covered by the Project Team. This was a time-consuming process. Swenby provided to the managers a final profit and loss for the 1W1P planning funds. The district will be reimbursed using 1W1P Implementation funds for the following: Sand Hill River Watershed Administrator time/OWL Hardware: \$4,284.32, Engineering for areas along SH River Ecosystem (soil borings) and Scandia 25 slope failure: \$53,934.77, Herrmann's attendance at Advisory Committee Meetings: \$9,453.24, and an estimated \$11,000 in the district's local share for Project Team expenses related to the SH River Ecosystem Restoration.

Progress on Ditch Inspections/Maintenance: Swenby provided the follow status report on the following maintenance needs:

Project 17, 13, and 12: Herrmann is hoping that quotes/bids will be ready in August

Moen (Outlet of Project #17): Landowners are reviewing plans and it will be ready for bid this month and hopefully construction this fall

Scandia Section 25: Plans were sent to landowner along with descriptive questions answered. Managers were given a letter that was sent to the landowner. Hoping to bid on the project this month. The managers were reminded that this project will be completely funded between WBIF (Watershed Based Implementation Funds) and State Disaster 2023 funds.

Ditch spraying: Helicopter spraying will take place by Larsen Helicopters.

Liberty Erosion/Twp Road: There has been no progress. Herrmann is awaiting soil sampling results before plans and specs are drafted.

Sand Hill Ditch Spoil west of Beltrami: A letter was drafted to Polk county and landowners that records and establishes the recommended road height of CR 232.

Beltrami Diversion: Swenby spoke with the landowner about the trees in the ditch. He said he and his son would take care of them. The landowner said it has been too wet to mow that ditch historically but agreed that it is best to remove the trees while they are small.

July Activities: Swenby reported on the following activities in July:

- **Polk County Fair:** It was reported that the Polk County Fair Booth was manned as much as possible. Swenby said it was good timing because landowners had received their invites in the mail for the Education and Outreach Session on July 30.
- **Quarterly Reporting:** The Quarter 2 reporting was completed.

- **Polk County Commissioner meeting:** Swenby attended the Polk County Commissioner meeting and presented the district's annual report and audit report. The levy petitions were approved. .
- **Diorama:** Swenby traveled to Winnipeg to pick up the Diorama on Sunday July 28.
- **PTMapp:** Swenby attended training for PTMapp.
- **Partner Summit Attendance:** On July 30, Swenby attended a Partner Summit in East Grand Forks that was sponsored by the Red River Retention Authority. NRCS on both sides of the Red River, the Red River Basin Commission, the ND Water Resource Board, the Red River Watershed Management board, the Red River Retention Authority, and Collin Peterson.

Red River Watershed Management Board (RRWMB): Rob Sip would like to attend a Sand Hill River Watershed District board meeting and present a status since his last presentation to board several years ago. The managers discussed their separation with the RRWMB that occurred five years ago, and the pros and cons for their separation.

7. ENGINEER'S REPORT

Project 17, 12 and 13: Herrmann reported that quote packages are getting pulled together.

Moen Erosion Control: Herrmann stated that the bid packages are being pulled together. Swenby has communicated with the landowners and has distributed plans and feedback. DNR has requested a no rise perspective

SH River Ecosystem Restoration/Project Team: Herrmann reviewed the as-builts provided by the Polk County Highway Department for the crossing on the Sand Hill Ditch at 170th Avenue NW. Currently, three lines of 12-foot by 12-foot box culverts are in place at this location and provide 432 square feet of flow area. The as-built plans (2007) indicate that the prior bridge provided 1,063 square feet of flow area. It's common that crossing sizes are reduced when older bridges are replaced, because the intent of many older bridges was to provide safe crossing without impacting flow in the channel. This often led to a span bridge over the water course at the road elevation without consideration to detailed hydraulic calculations. Manager Engelstad asked about the flow area of the upstream and downstream drop structures. Herrmann reviewed the Sand Hill Ditch as-built drawings, and found that the upstream drop structure provides 340 square feet of flow area, and the downstream drop structure provides 350 square feet of flow area. These flow areas are based on the cross-sectional area from the top of the wingwalls to the crest elevation. The modeling work that will be completed through the Sand Hill River Ecosystem Restoration Project Team will provide additional analysis to assist in verifying proper structure sizing along the Sand Hill Ditch.

Herrmann reported that the boring reports are back.

8. ACTION ITEMS.

- A. **Budget hearing and preliminary budget:** The preliminary administrative budget was presented for advertisement and the three petitions for MSA statute 103D.905.

A **Motion** was made by Manager Andringa to approve preliminary budget, the three petitions for MSA Statue 103D.905, **Seconded** by Manager Brekke. **The Motion was carried.** The budget hearing was set for September 5, 2024, at 8:30 AM.

- B. **Findings of Order – Project 17:** Project 17 incremental buffer law.
A **Motion** was made by Manager Brekke to approve the findings and order as presented, **Seconded** by Manager Andringa. A roll call vote was held.

	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"/>
Brekke	<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.

C. **Scandia Section 25 Plans and Specs:** The plans and specs and move were presented

A **Motion** was made by Manager Brekke to approve the plans and specs and move forward with bidding, **Seconded** by Manager Engelstad. **The Motion was carried.**

6. OTHER BUSINESS

The managers received information from the Drainage Work Group and MN Watershed's

7. PERMITS:

Swenby presented permit applications. The board reviewed all permits and suggested contingencies.

Permit Extension: Melissa Boll, Permit 23-030

Swenby spoke to a realtor who states the property of Bryan Boll's is in the process of being sold, and the new owners will have no interest in closing the ditch. The declaration and covenant are already recorded; however, that is contingent on the MnDNR permit. The MnDNR permit is only good for one year, so after that expires, it is her assumption that the declaration and covenant is null and void. Permit 23-030 will expire in a year after the most recent request for an extension, which this declaration and covenant is contingent upon. If work isn't performed within a year of the extension that was applied for, it would be her understanding that this document is unapplicable. Swenby attached a copy of the declaration/covenant for manager review.

24-013 Isaac Ness, Section 24 – Woodside Township, Install culvert, road, and storm water retention

24-014 Travis Fuchs, Section 28 – Winger Township, Install tile

24-015, Doug Burd, Hubbard Township Section 22, lower culvert

24-016, David Johnstad, Vineland Township, Section 10 & 11, Clean drainage way. Johnstad is not the landowner in Section 10/11 of Vineland. Swenby has spoken to Johnstad regarding the rules and regulations that state landowners must be the permit applicant and has verbally confirmed that cleaning permits are not a requirement of the district.

A Motion was made by Manager Andringa to approve all permits, the extension, and deny 24-016, **Seconded** by Manager Bartz. Manager Engelstad abstained from voting. **The Motion was carried.**

8. ADJOURNMENT:

The next regular meeting will be held September 5, 2024, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:43 AM, **Seconded** by Manager Andringa. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

Shawn Brekke, Secretary