



**TITLE:** REGULAR MONTHLY BOARD MEETING MINUTES

**DATE:** FEBRUARY 1, 2024

**1. ATTENDANCE:**

Vice-Chairman Don Andringa called the February 1, 2024, meeting to order at 8:00 AM at the District Office. Other managers attending were Clayton Bartz, Craig Engelstad and Shawn Brekke. Managers absent included Stuart Christian. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant. Others in attendance Zach Hermann - Houston Engineering

**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.**

**1. MINUTES:**

A **Motion** was made by Manager Engelstad to approve the minutes from the January 12, 2024, meeting, **Seconded** by Manager Bartz. **The Motion was carried.**

**2. FINANCIAL REPORT:**

Swenby provided a draft Treasurer's Report, that was not reconciled and did not include payroll from January 31, 2024. As of today's date, there was not a bank statement available to reconcile.

A **Motion** was made by Manager Brekke to dispense the reading and approve the draft January 2024 Treasurer Reports, pending payroll entries and reconciliation, **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>	930.00
<b>April J. Swenby</b>	133.99
<b>Erickson's Smokehouse</b>	106.50
<b>First Community Credit Union</b>	418.56
<b>Garden Valley Telephone Company</b>	2,237.47
<b>Houston Engineering</b>	21,366.50
<b>International Water Institute</b>	1,500.00
<b>Minnesota Viewers Association</b>	125.00
<b>Mn Watersheds</b>	3,147.00
<b>Office Supplies Plus</b>	50.50
<b>Otter Tail Power Company</b>	601.45
<b>Red River Basin Commission</b>	5,000.00
<b>Wild Rice Electric</b>	178.12
<b>TOTAL</b>	<b><u>35,795.09</u></b>

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$35,795.09 **Seconded** by Manager Bartz. **The Motion was carried.**

### 3. ADMINISTRATOR REPORT:

**Project #17:** Because of the retainer approved last month, Swenby reported that she reached out to John Kolb at Rinke Noonan asking for slides or presentations relating repairs and landowner information relating to Mn Statutes. His suggestions were to hold a landowner meeting and provide the inspections report for the prior years. Because the maintenance is considered small, (under \$175,000), a petition for repair isn't necessary. The meeting agenda will be to seek landowner suggestions and advisement for gaining more knowledge about any questions and concerns landowners in that region face. She also plans to present the maintenance report for the past several years and a potential cost estimate for a complete cleaning. Swenby asked for potential March dates for this that would work for managers. The managers decided on March 25, 2024 at 9 AM. Swenby will contact the Climax Community Center for availability.

**Vesledahl Legal Ditch:** Because of the retainer approved last month, Swenby reported that she reached out to John Kolb at Rinke Noonan asking for slides or presentations relating to the establishment of legal ditch systems. Kolk will send Swenby the presentations he has given for education on establishing a legal ditch systems. The managers decided on March 28 at 9 AM at the Winger Community Center. Swenby will contact the Winger Community Center for availability.

**Norman/Polk Southern Boundary Project Team:** The January 2024 meeting was cancelled.

**Sand Hill Ditch:** The Sand Hill District managers have been invited to the regular meeting of the Polk County Commissioners and the Sand Hill River Watershed District board Managers on February 20, 2024 at 11 AM to learn more about the county's intentions for redetermining their systems that have an out of date benefit role and for an opportunity to discuss with the county the items the district has learned about redeterminations and how it relates to the Sand Hill Ditch. Swenby will meet open meeting law statutes for notifying the public. Interactive technology will be used for managers to attend remotely. Beginning in February, Polk County will also live streams their meetings on You Tube.

**Building Project:** An estimate with revisions was planned to be included at the February 2024 board meeting. The contractor has asked for more time. Swenby will continue to reach out to the contractor and the architect to see if there is anything staff can do to assist.

**One Watershed One Plan:** The draft One Watershed One Plan was approved and is now referred to as the Sand Hill River Comprehensive Watershed Management Plan. Swenby stated that last week she worked on preparing the Memorandum of Agreement for the partnering entities, to prepare this for the Policy Committee meeting on February 13, at 1 PM. The Steering Committee is almost finished with the work plan and will present that to the Policy Committee for approval (this designates where all the dollars will be spent for the next biennium.) Swenby provided that allocations that have been agreed upon for approval by the policy committee. The Steering Committee expects to receive funds in April/May.

Manager Engelstad noted that the BWSR Board Order 24-06 that was presented had an error and was missing his name in attendance as a being present representing the Sand Hill River Watershed District at the January 3 meeting when the Northern Regional Committee met. Swenby said she would call and ask them to correct the permanent record to ensure that representation from the SH River Watershed District was recorded.

**Drainage Work Group:** The managers were given revised recommendations from the DWG that were sent to the legislature on Outlet Adequacy and the drainage portal/notification. In summary, consensus was not reached at the DWG level. Swenby felt it was fair to assume that there may be groups pursuing legislation for both of these items this session without DWG consensus. Swenby has reached out to Jan Voigt at Mn Watersheds to offer any assistance from the watersheds in the Red River Valley, such as offering to be present when the bills are introduced when Mn Watersheds. AMC will testify on our behalf.

**LiDAR:** LiDAR data is now available to the public. Swenby has requested to have copies of our data sent to the office and to HEI. Swenby has also asked for training opportunities for the new systems and was told that there would be opportunities for this.

**Additional Information:** The managers were given an update in writing to read on their own on the following: updates on the Mn 102 boundary revisions and LRIP Township funding, and Swenby's attendance at the RRBC Land and Water Conference in January 2024.

#### 4. ENGINEER'S REPORT

**Project #17 – Moen Erosion Control:** Herrmann stated that they are nearly ready to begin applying for the necessary permits and will do so this month. He plans on soliciting bids in March.

**Project Team (SH River Ecosystem Restoration):** Borings have been scheduled for mid-February 2024.

**SH Ditch Redetermination:** Herrmann provided potential ROW requirements for the SH Ditch. Herrmann has provided to H2Over Viewers who asked for an estimation of where the runoff is coming from that drives the need for the system, and an estimation of areas that are protected by the existing ditch. The managers agreed it would be beneficial to have Herrmann attend the meeting on February 20 with the Polk County Commissioners.

#### 5. ACTION ITEMS.

**PC Fair Sponsorship:** The Polk County Fair is asking for Sponsorship this year and in exchange they will provide signage for advertising for the SH River Watershed District. Instead of the Reptile Amphibian Zoo, they are asking for sponsorship of the Free Stage or Petting Zoo. The managers discussed the layout and found benefit to the Reptile Amphibian Zoo near the district booth in the far North end of the building, but all agreed how congested it was, and how it prohibited visitors to the district booth. Without a designated space for the Reptile Amphibian Zoo, there isn't a large amount of opportunity for signage for sponsorship. Swenby informed the managers that she was told last year that the PC Fair couldn't justify reserving a space for him as he was only present 3 of the 5 days, when others are willing to pay for a space for five days. A **Motion** was made by Manager Brekke to offer a suggestion to the PC Fair board that the district will pay for an additional booth space for the Reptile Amphibian Zoo, in addition to the \$500.00 for advertising/sponsorship, **Seconded** by Manager Engelstad. **The Motion was carried.**

**March Meeting:** Swenby will be attending the Legislative Days at the Capitol March 6 and 7 which conflicts with the scheduled regular meeting of the district managers on March 7. A **Motion** was made by Manager Bartz to change the regular meeting scheduled for March 7 to March 14, **Seconded** by Manager Brekke. **The Motion was carried.**

#### 2. OTHER BUSINESS

The managers received information from the Drainage Work Group and MN Watersheds. There was no other business presented by the managers.

#### 3. PERMITS:

No permits were brought before the board.

#### 4. ADJOURNMENT:

The next regular meeting will be held March 14, 2024, 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 9:52 AM, **Seconded** by Manager Brekke. **The Motion was carried.**

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Donna Bjerck, Administrative Assistant

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Shawn Brekke, Secretary