



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

**DATE:** AUGUST 7, 2025

## 1. ATTENDANCE:

Chairman Stuart Christian called the August 7, 2025, meeting to order at 8 AM at the District Office. Other managers attending were Clayton Bartz, Don Andringa, Shawn Brekke and Craig Engelstad. Staff members present included April Swenby – Administrator and Donna Bjerk, Administrative Assistant. Others attendance included Zach Herrmann - Houston Engineering.

## 2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Bartz to approve the agenda with the addition of window trim painting, **Seconded** by Manager Andringa. **The Motion was carried.**

## 3. APPROVAL OF THE MINUTES:

A **Motion** was made by Manager Andringa to approve the minutes from the July 1, 2025, and the special meeting held July 24, 2025, **Seconded** by Manager Engelstad. **The Motion was carried.**

## 4. FINANCIAL REPORT:

A **Motion** was made by Manager Engelstad to approve the June and July treasurer's reports as presented, **Seconded** by Manager Andringa. **The Motion was carried.**

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

Anders Valley Publishing	318.75
April J. Swenby	352.52
Brandner Printing	9,549.42
City of Fertile	128.59
Colman Ent. Inc	675.00
EcoLab	60.88
Fertile Hardware Hank	50.33
First Community Credit Union	2,384.27
Garden Valley Telephone Company	182.76
H2Over Viewers	34,330.77
Houston Engineering	87,062.00
Minnesota Viewers Association	125.00
Office Supplies Plus	60.90
Otter Tail Power Company	172.09
Red River Watershed Mgmt Board	1,581.75
Rinke-Noonan	1,231.50
Ron Ringquist	3,935.05
<b>TOTAL</b>	<b><u>142,201.58</u></b>

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$142,201.58, **Seconded** by Manager Brekke. **The Motion was carried.**

## 5. ADMINISTRATIVE REPORT:

**Veteran Owed Business/Contracts:** Swenby provided a memo regarding the question of bidding advantages for veteran owned business. Swenby stated that she sent the attorney memo to the contractor who had questions/concerns. Swenby stated this will remain on file for future reference of legal opinions.

**Project #27:** The LID annual meeting is scheduled for August 22, 2025. The public hearing for the determination of benefits for Project # 27 is scheduled for 7:30 on August 22, 2025. Cover letters and all property owners' reports will go out this week. Swenby provided example copies of the property owners report, along with meeting announcement. Statute required publishing in the district's designated paper. For additional notification, Swenby also published in the Erskine Echo.

Swenby stated that she and Ringquist compared the LID Levy and how they allocate the levy among their parcels to the proposed levy for the pump because both were set at \$15,000. She stated that the LID allocates 17% of their total levy to the campgrounds and then divides that out among the total number of campers allowed in each campground. She wanted to compare each parcel and how they differed. Swenby will forward this onto the managers.

Polk County mistakenly didn't levy Project # 27 like we had requested last fall for 2025. The district could catch up on that; however, because there were inconsistencies noted and because a new assessed area will be approved in the near future, Swenby said she told Jones that she would discuss this at levy time with the board and how they'd like to handle the catch up, if at all.

**Boundary 102:** All information has been provided to MnDOT and the district is waiting on MnDOT for a schedule. Specs are done and when we know MnDOT's plan for a start date we will solicit quotes from local contractors.

**Building Project:** Next steps include: sewer line this week and concrete is planned thereafter. Bathroom tile is planned for early next week. Chairman Christian and Swenby will work with any changes in concrete that are needed due to the size revisions made at the origination of the project as those decisions are made as they are forming. Swenby stated there is some talk between the contractors of whether or not concrete is needed in between the two buildings now that a roof is covering and discussions for how far to extend the concrete within the property line. Existing carpets are planned to be cleaned this weekend. Swenby stated that Sarah Wise was willing to come back to do a deep clean for the district in August to clean up after the construction and heavy contractor traffic. Board room furniture is being delivered next week in time for the next project team meeting and 1W1P meeting.

**Existing Building Repairs:** Swenby is waiting for a 2<sup>nd</sup> contractor to provide an estimate for the existing building brick and stone. She was told he'd be coming through in September to do an on site visit before providing an estimate.

**Project Team:** A Project Team meeting is scheduled for August 14. Meeting minutes from the June 2025 Project Team meeting were given to the managers.

**One Watershed One Plan:** A steering team meeting is scheduled for August 12. Swenby was delegated to work on a promo video for the 1W1P and has been working with the consultants for this video in July. Video footage will happen at that meeting, along with video interviews.

**Additional Information:** The managers were given a written update of staff time in July pertaining to quarterly reporting requirements and Polk County Fair obligations. They were also given progress reports from H2Over Viewers.

## 6. ENGINEER'S REPORT:

**Project # 27:** Herrmann is working through the preliminary design and cost estimates to assist in funding pursuits. Herrmann will present the plans at the August 22 annual meeting of the LID. Deadline for FHM application is August 11. The district also plans to apply for a LSOHC grant.

**Sand Hill River Ecosystem Restoration Project Team:** Herrmann provided the Board with a summary of his review of Bear Park Dam modifications. As discussed with the Board at the July 2025 meeting, the review included modifications to the principal spillway to maximize flood storage during more severe spring floods.

To accomplish this, the principal spillway capacity will be increased for less attenuation during low and moderate flows to allow flood storage to be available during higher flow rates that are driving downstream flood concerns cited by the Project Team. Under the existing conditions, the capacity of the principal spillway is exceeded during the modeled 10-year spring flood scenario. This causes flow over the emergency spillway, and limits flood reduction downstream.

With the proposed modifications to Bear Park Dam, the principal spillway would not exceed capacity, and the emergency spillway would not have any flow. This results in increased downstream flood reduction benefits because of the project. The modeling shows a benefit for the analyzed event; however, it was acknowledged that it has potential to make flooding worse for lesser events. Comments at the Project Team have suggested that the Sand Hill Ditch can contain moderate summer rainfall floods. However, the modifications could increase flooding during moderate spring flooding when snow/ice plugging is an issue in the Sand Hill Ditch west of MN Highway 9.

To combat this, the Board discussed a gated option. Overall, the Board felt this was a reasonable alternative to bring forward with the Project Team. Herrmann will present this information at the upcoming Project Team Meeting (August 14, 2025), along with a gated option. If the Project Team is receptive, the Board agreed reaching out to landowners in the Bear Park Dam flood pool would be a logical next step.

**MN 102 Boundary Revisions:** Herrmann reported that the bid documents are completed, and we are waiting on MN DOT to coordinate their work with ours. Manager Engelstad asked about the ditch plug in the south road ditch of MN 102, near the “off-take” ditch, specifically if the plan was to remove that plug. Herrmann reported that MN DOT will install a 24” culvert through the ditch plug, and he’ll verify that the 24” culvert is necessary vs removal of the plug. Once coordination with MN DOT is verified, the bid documents will be provided to prospective bidders to solicit informal quotes.

**Section 24, Scandia Twp. Repair:** The bid was awarded to Tunheim Construction. The contractor has asked for a no cost substitution for rock. They would like to replace the MNDOT Class III riprap with NDDOT Grade 1 riprap. Herrmann stated that this actually provides a better product for purposes of our project, and will be a no-cost change to the project. There were no objections by board managers to this change and the contract will move forward with the substitution.

**Kittleson Diversion/SH Ditch Spraying:** Swenby and Herrmann were working through logistics for spraying for trees in the side banks of various systems. At prior meetings there was board interest in spraying the ¼ mile north of County Road 1, where the watershed continues its jurisdiction under the SH Ditch. Staff and consultants continue to look through records to verify the jurisdiction of the SH Ditch and what its extents are.

## 7. ACTION ITEMS:

**Conflict of Interest Policy:** A revised conflict of interest policy was presented based on manager feedback from the special July 24, 2025, meeting. Manager Engelstad suggested adding a statement directing staff and consultants to disclose any conflicts of interest to the board when providing direction, advice and the dissemination of information. *A **Motion** was made by Manager Andringa to approve and adopt the proposed policy with Manager Engelstad’s suggestions, **Seconded** by Manager Bartz. **The Motion was carried.***

**Direct Deposit/Payroll:** QuickBooks Enterprise software includes the benefit of direct deposit. Swenby provided proposed changes to the district’s internal control practices. Swenby stated she has coordinated with the auditor for recommended practices. *A **Motion** was made by Manager Engelstad approving direct deposit for payroll and approval of internal control practices related to payroll, **Seconded** by Manager Andringa. **The Motion was carried.***

**Budget hearing and preliminary budget:** Swenby and Manager Bartz presented the preliminary administrative budget and the three petitions under MSA statute 103D.905. Swenby gave a review to the board for how interest is allocated to the various funds and the district ditch systems to educate the board members how Manager Bartz and Swenby derived at the recommended income budget. *A **Motion** was made by Manager Andringa to approve preliminary budget, the three petitions for MSA Statute 103D.905 and schedule the budget hearing for September 4, 2025, at 8:30 AM, **Seconded** by Manager Brekke. **The Motion was carried.***

**Building Project Change Order:** The building specs did not call for the mechanics for a push button handicapped accessible door. There is wiring for it but not the mechanics. The cost for the mechanical functions are \$3,300. **A Motion** was made by Manager Brekke to approve the installation and mechanics of automatic accessible door for the main entrance. **Seconded** by Manager Andringa. **The Motion was carried.**

**Window Trim:** Swenby obtained a quote from a local painter to paint the window trim/door/green on the exterior of the existing building to match the color windows on the new addition. The amount is \$550 plus paint. **A Motion** was made by Manager Andringa for painting the window trim/door/green exterior of the existing building at the estimated amount, **Seconded** by Manager Bartz. **The Motion was carried.**

**Construction Change Orders:** The following change orders were presented regarding Gladen Construction's Contract for the following:

1. Cleaning Ditch #119 (specs attached)
2. Project 12 Culvert repair
3. Project # 17 Overflows

The managers decided not to accept the change order and recommended soliciting quotes to compare the costs.

**A Motion** was made by Manager Brekke to solicit quotes and award the projects at staff's discretion on the above listed construction work. **Seconded** by Manager Andringa. **The Motion was carried.**

**SH Ditch bank failure- Liberty Twp.:** The plans and specs are ready to present. **A Motion** was made by Manager Brekke to solicit quotes and award at staff's discretion. **Seconded** by Manager Andringa. **The Motion was carried.**

## 8. OTHER BUSINESS:

The managers received information from Mn Watersheds, MN Association of Drainage Inspectors, and the Drainage Work Group.

## 9. PERMITS:

There were no permits presented to the board.

## 10. ADJOURNMENT:

The next regular meeting will be held September 4, 2025, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Bartz to adjourn the meeting at 10:29 AM, **Seconded** by Manager Brekke. **The Motion was carried.**

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Donna Bjerk, Administrative Assistant

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Shawn Brekke, Secretary