



**TITLE: DRAFT Regular Monthly Board Meeting Minutes**

**DATE: May 7, 2026**

**1. ATTENDANCE:**

Chairman Stuart Christian called the May 7, 2026, meeting to order at 8 AM at the District Office. Other managers attending were Clayton Bartz, Todd Peterson, Don Andringa and Shawn Brekke. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant. Others in attendance via remote technology included Zach Herrmann – Houston Engineering.

**2. AGENDA APPROVAL:**

A **Motion** was made by Manager Bartz to approve the agenda as presented, with the addition of permit # 26-004, **Seconded** by Manager Andringa. **The Motion was carried.**

**3. MINUTES:**

A **Motion** was made by Manager Andringa to approve the minutes from the April 2, 2026 meeting, **Seconded** by Manager Brekke. **The Motion was carried.**

**4. FINANCIAL REPORT:**

A **Motion** was made by Manager Peterson approving the April 2026 Treasurer Report, **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.

<b>April J. Swenby</b>	183.70
<b>EcoLab</b>	60.68
<b>First Community Credit Union</b>	1,178.32
<b>Garden Valley Telephone Company</b>	148.95
<b>H2Over Viewers</b>	32,201.73
<b>Houston Engineering</b>	13,440.00
<b>Lakes Community Cooperative</b>	330.58
<b>Otter Tail Power Company</b>	188.37
<b>Polk County Auditor - Treasurer</b>	3,225.00
<b>Todd's Landscaping</b>	260.00
<b>TOTAL</b>	<b>51,217.33</b>

Additional bills presented included Joe Cyr for \$500.

A **Motion** was made by Manager Andringa to approve the bills to be paid, including the additional bill Swenby presented. **Seconded** by Manager Brekke. **The Motion was carried.**

The total amount of bills to be paid was \$51,717.33

It was clarified that the reimbursement for mileage expenses each month does not include expenses for her service on the Clean Water Council. Expenses for Clean Water Council meetings are billed directly to the state and remitted directly to Swenby.

## 5. ADMINISTRATOR REPORT:

**Web-site Accessibility:** Swenby met with several companies to get costs for compliance reporting. The federal deadline was extended by the DOJ to 2028. Swenby provided a web-link to the managers regarding the extended deadlines for web accessibility compliance for local governments. Swenby is exploring solutions for the district that may be staff, cost, and compliance friendly.

**Board Conservationist:** Moriya Rufer has accepted the position of the district's BC (formerly Brett Arne).

**Project Team:** The Bear Park and SH Storage Project Team meetings were postponed due to Mn DNR fisheries absences. The next meetings are May 28.

**SH Ditch:** Last year it was identified that tree/brush should be removed in the SH Ditch. Swenby asked for additional board discussion and direction about what should be done. Swenby met with one contractor to ask for opinions on the best way to handle brush on the SH Ditch and areas of Project #12.

**Project # 27:** Swenby and Lonnie Paradis (USLID) testified in St. Paul at committee meeting. . .

**North Concrete:** Scaling has occurred in a small area on the north edge concrete. The concrete plant has asked what the district would like to do and how it can be made right. The theory is that the snowplow pushed up salt filled snow on our property and that snow was trapped under unusual ice this winter, which may have resulted in the scaling or it was acknowledged that it is faulty product. The managers agreed to move forward with fixing the concrete, with the understanding that if it was not faulty product, this may happen again next year depending on conditions, given the lot is on the north side where snow/ice melt is an obstacle along with a salty intersection on a county road.

The contractor would like to see it replaced and agrees that the district should take advantage of the concrete plants offer. It was unclear if the concrete plant would pay for only the concrete material or the labor and the concrete.

The managers discussed salt guard and the value of reapplication.

**Vesledahl Public Ditch:** A landowner has come forward asking for district assistance and support for establishing a legal ditch. Dave Weirens has retired. Transition is expected. The district's new contact is Dennis Rodacker, Wetland Mitigation Supervisor. Swenby has made connections with him.

**Project #27:** In November of 2022, Manager Christian asked Herrmann to look into the replacement of the screen as there has never been maintenance on that; however, that has also been on hold since the zebra muscle infestation and the likelihood of a new screen being needed

Divers are scheduling their dive inspection regardless of the zebra mussels, and last year Manager Christian suggested an inspection during a charge. Swenby will work with Paradis to ensure that this takes place this year during the inspection. Manager Andringa asked to be notified when the divers plan to inspect.

Unfortunately, the MN DNR will not allow the pump to be turned on during inspection without the proper permitting and protocols. Swenby provided Mn DNR correspondence discussion their requirements, name the requirement of new permits. Depending on the outcomes at the state for funding, the district may have to pursue the option for pumping under new permitting restrictions for temperature-controlled pumping.

The managers suggested that a request be placed with Polk County AIS to test the downstream waters of Project # 27 for zebra mussels.

**Project # 5:** Beaver activity was noted along Project #5 with a possible dam. Joe Cyr is trapping (was contacted by a landowner). Cyr trapped four beaver and scouted the area down to the outlet and did not find a dam.

**Additional Information:** Swenby provided progress reports for various redeterminations, Bear Park beaver activity, FEMA 2022 status, Clean Water Council meetings, activities in April performed by Swenby, 2026 helicopter spraying rates, and the Mn Watersheds Summer tour scheduled for August of 2026.

## 6. ENGINEER'S REPORT.

**Maintenance on legal ditch systems:** Herrmann plans to begin coordinating with Dean Johnson to conclude maintenance projects that were awarded to him last fall.

**MPCA Climate Action Grant:** The district was awarded an MPCA Climate Action Grant which has a deadline of June 30, 2026. Herrmann will be working on this report throughout the next month or two.

## 7. ACTION ITEMS.

**2025 Audit:** Swenby provided the 2025 audit to the managers along with an explanation from the auditor about standard language for small governments and internal controls. To address the collateral shortages at the end of the year, Swenby have set up an alert that will alert her if the bank balance exceeds \$240,000 so that the district can keep the bank balance at or below \$250,000 or depending on circumstances work with the bank to add securities for a short period of time.

A **Motion** was made by Manager Andringa to approve the audit report as presented. **Seconded** by Manager Peterson. **The Motion was carried.**

**Bear Park Survey:** MPCA has asked for membership for both the SH River Storage and the Bear Park Project Teams.

A **Motion** was made by Manager Peterson to appoint MPCA to serve on both project teams, **Seconded** by Manager Andringa. **The Motion was carried.** Manager Brekke opposed.

**Shelving:** A **Motion** was made by Manager Brekke hire Dean and Jeff Kronschnable to install shelving in the vault for bin storage, **Seconded** by Manager Andringa. **The Motion was carried.**

## 8. MANAGER REPORTS

There were no manager reports.

## 9. OTHER BUSINESS/PARTNERING AGENCY INFO.

The managers received information from the Red River Watershed Management Board.

Swenby will look through her records to learn more about the chemicals sprayed on our legal ditch systems via helicopter and e-mail to the board.

Manager Andringa made a site visit with a landowner near the Texas Crossing and reported possible maintenance. Swenby will ensure that this is placed on the inspection list for 2026 to evaluate.

## 10. PERMITS:

Two permits were presented to the board:

**Permit 26-004-** Polk County Highway Dept., Section 16/22 – Sletten Township, replace existing culvert

**Permit 26-005-** David Johnstad, Section 24 – Scandia Township, install a crossing

A **Motion** was made by Manager Brekke approving permit 26-004 pending township approval, **Seconded** by Manager Bartz. **The Motion was carried.**

If Johnstad would like to move the crossing to the county road, the permit is still approved pending, county approval.

#### 11. **ADJOURNMENT:**

The next regular meeting will be held June 4, 2026, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Peterson to adjourn the meeting at 9:13 AM, **Seconded** by Manager Brekke. **The Motion was carried.**

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Donna Bjerk, Administrative Assistant

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Shawn Brekke, Secretary