



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: AUGUST 3, 2021

1. ATTENDANCE:

Chairman Stuart Christian called the August 3, 2021 meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad, and JJ Hamre. Two staff members were present April Swenby – Administrator and Donna Bjerck – Office Assistant. Others in attendance were Zach Herrmann – Houston Engineering, Gerald Paulson – Landowner, Chuck Fritz- International Water Institute, Greg Holmvik – Red River Watershed Management Board, and Rob Sip- Red River Watershed Management Board.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Andringa to approve the minutes from the July 23, 2021 tour, **Seconded** by Manager Engelstad. **The Motion was carried.**

A **Motion** was made by Manager Andringa to approve the minutes from the July 6, 2021, **Seconded** by Manager Bartz. **The Motion was carried.**

4. FINANCIAL REPORT:

Swenby read the Treasurer's Report. A **Motion** was made by Manager Engelstad to approve the Treasurer's Report for July, **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:

April J. Swenby	140.00
Brandner Printing	426.36
Buchholz Blasting	1,350.00
City of Fertile	57.31
EcoLab	53.57
Fertile Hardware Hank	19.36
Garden Valley Telephone Company	208.81
Houston Engineering	21,157.70
Otter Tail Power Company	145.56
Sarah Wise	48.00
Wild Rice Electric	130.88
TOTAL	<u>23,737.55</u>

A **Motion** was made by Manager Hamre to approve and pay the bills with a total of \$23,737.55 **Seconded** by Engelstad. **The Motion was carried.**

5. LIDAR CONTRACT

The managers were provided an Agreement (2021JPA-01) that the Red River Watershed Management Board (RRWMB) is requiring for the Red River Basin LiDAR data acquisition. The total area of the SHRWD that will be collected is 480.30 square miles, which includes a 1,000-foot buffer adjacent to the SHRWD boundary. This buffer is required by the Vendor to ensure complete coverage of the SHRWD. The contract amount is for \$64,840.50 with an initial payment of \$52,833 and the remaining \$12,007.50 within 30 days of the receipt of the products from the RRWMB. This correlates to \$135 per square mile. In the event the RRWMB is not able to deliver the Products for the entire area of 480.30 square miles, payment will be adjusted proportionately.

A **Motion** was made by Manager Andringa to enter into a JPA with the RRWMB for the facilitation of LiDAR for the SHRWD in the amount of \$64,840.50, **Seconded** by Manager Engelstad. **The Motion was carried.**

6. RRWMB PRESENTATION

Rob Sip, Executive Director of the RRWMB presented the 2020 end of the year RRWMB financial information, the 2022 approved operating budget, and progress indicators for 2020. Mr. Sip informed the managers his opinion regarding the benefits to the Sand Hill River Watershed District becoming members again.

7. MAWD REGION 1

The managers intended to dial in virtually to attend the MAWD Region 1 meeting. The discussions with LiDAR ran long and the managers were not able to dial in at 9 AM.

8. ENGINEER'S REPORT:

Project # 17: Herrmann provided a plan based off last month's instruction to provide a fix for the 290th ditch crossing regrade. Herrmann proposed raising the north/south township road and at the same time adjusting the side inlets that were approved last year to complete. Herrmann stated that this plan will provide a 1' of relief. The road is intended to be built up 3'-4'. This plan will require township and landowner coordination.

Project # 27: Herrmann has resolved any datum issued with USFWS. Sheet pile may be high cost fix due to high steel prices and the required length (300 lineal feet). Herrmann is reviewing more cost affordable options. Chairman Christian suggested asking for an easement for maintenance and suggested beginning these discussions with USFWS now as we are talking about improving the sandbag dike.

HEI finalized the easement exhibit and legal description for the attorney to draft proposed language.

Project # 32: HEI completed the drone footage for the final inspection and the video was displayed at the PC Fair.

Sand Hill Ditch: Herrmann is developing options for the repairs:

1. Riprap/fabric steep slope near drain bottom, excavate failing material, and regrade to flatter earthen side slope
2. Sheetpile vertical wall, excavate failing material, and regrade to flatter side slope
3. Move road further south, with Option 1 or Option 2 near the farm site.

The managers agreed to explore option 3 as a permanent solution to the issues along the Sand Hill Ditch. Herrmann is going to explore options with Corp of Engineers for options for improving this area.

Swenby asked Herrmann about the status of the redetermination, specifically about a quote from a viewing company and the evaluation of the actual cost of the buffer purchase. Herrmann is suggesting that the ditch re-establish the records before the moving forward additional investigations. He will work with Swenby in the next few months about re-establishing the records.

Project Team: Herrmann has completed the hydraulic modeling along Kittleson. He will present this next month due to time restraints.

Project # 17: Herrmann continues to evaluate the outlet adequacy and suggested that obtaining culvert sizes downstream along CD 90, 46, and 73 to address some of the questions Manager Andringa has. Herrmann will hold back on further investigations and have a sit down in the next month or two with Manager Andringa regarding hydrology on the system.

Manager Andringa and Herrmann talked about potential for construction of a new ditch along County 51. That area appears to have inadequate drainage. A new ditch along that route would provide benefits to this area and accommodate overflows from Project 17/20. In order to start the process, a petition would be required. Legal consultation would be required to determine proper process.

The grant funding can only be used to address erosion due to runoff getting into the channel on Rick Moen's property. In-channel activities for 103E systems are not allowed. The application will require the SWCD cooperation. Swenby and Herrmann will work together with BWSR to explore and develop a grant application by the August deadline.

9. ADMINISTRATOR REPORT:

End of Quarter Reporting: Quarter 2, 2021 end of the quarter reporting and grant reporting and filings were all completed this month.

Building Project: The Fertile Journal will be running an article on the grant received for the Historical Assessment of the Building.

Polk County Fair: Norman Dahl won the hammock. The layout of the fair booth was not friendly this year, and advertising for the Reptile Amphibian Zoo was not given to the district as promised. The managers suggested communicating to the Fair board about the lack of advertising.

Beaver Trapping:

Bear Park: The largest of the dams was blown along with the hut. There is one beaver "at large" and is being monitored. There is one dam still, that is being trapped and will need to be blown. The trappers are struggling because of extremely low water and access is difficult to get to. This afternoon, Swenby is meeting with the trappers to determine an alternative route to the location of the dam vs. accessing the dam using the river. Swenby suggested that if an alternative access route is unable to be found that the district consider to pay an additional fee. The managers suggested using a four wheeler. A **Motion** made Manager Engelstad to offer up to \$25 per hour in time/four-wheeler access to obtain access to trapping, **Seconded** by Manager Bartz. **The Motion was Carried.**

On the district tour it was noted that there was a dam west of County Road 7. Tim Olson was asked to remove the dam the week of July 26. Since then Olson's father passed away. Swenby would like to give Olson more time to complete the removal before she calls for a timeline.

Sand Hill Ditch: Trappers were notified and authorized to trap the areas along the SH Ditch where activity was noted last month.

BWSR Coffee Chat: Swenby was informed that BWSR is meeting with the two new Administrators in the valley and when she found this out, she asked if she could be included. They call them "Coffee Chats" This month they met on the history of the FDRWG, its purpose and how district's (especially those not in the RRWMB) are involved and they can be active. The next few sessions will be on Mn Statute and Drainage Law.

Union Lake Pumping Project: Swenby attended the LID board meeting on July 29 in Erskine. The managers were provided the USLID previous months minutes. HEI is working on comparing the saddles from last year to determine what a fix, if any at this point will be. Swenby provided images for manager review.

LSOHC Grant: There is about \$3,000 - \$4,000 left in the grant. Swenby has received approval for the grant to cover costs of drone footage of the project as a whole for final inspection. She asked HEI to move forward with footage for the whole area. Swenby asked the managers for approval for moving forward if the drone footages costs more than what is left and the district has to pay some for this footage. No managers objected to the extra dollars beyond the grant, if needed, not to exceed \$5,000.

Watershed Tour: The watershed tour was July 23.

Beaver Deterrents: Swenby attended a Beaver Deterrents seminar on July 15 and provided to the managers the presentation.

Helicopter Spraying: Last month the managers asked Swenby to follow up on the spraying that was done at crossings. The sprayer acknowledged that last year during his spray he had new equipment and it must be set perfectly within less than a second and with new equipment it is sometimes trial and error. Manager Engelstad stated that the spraying did well for cattails, but additionally it killed vegetation, and weeds are growing substantially. The managers discussed the cause possibly correlating the weeds to a dry year. The managers would like to monitor this before determining a solution.

MAWD Summer Meeting: The 2021 MAWD virtual summer meeting was held July 22. Swenby attended the meeting and was given a legislative update and training for writing resolutions.

Vesledahl Wetland Mitigation: Swenby is working with Emily Javens to explore resolution options that would state MAWD supports legislation that requires permanent flowage easements on all natural drainage through public owned lands, before the sale or transfer of public lands. Currently the way statute reads, landowners can't intentionally block someone's drainage. As an example: landowners can't build a berm to stop the neighbor's land from draining onto their land. However, if sediment builds up over time (on private property) and the upstream land no longer drains effectively across it, the downstream landowner has no obligation to remove the sediment and open up the drainageway. Beaver dams on private property would also be of no obligation to remove. This is why a resolution or legislative action is important and might be another avenue that the district can take to get a voice for the landowners in the Vesledahl Wetland area.

MAWD Handbook Committee: The MAWD Handbook Committee met again this month. It will be ready for attorney review by the end of the year.

Section 7 & 8 of Liberty: A landowner has asked about adding a gated culvert back in along Project # 20 to improve the drainage. Swenby provided a response given to the landowner when a request was made for using the system for tiling last year. Swenby suggests a formal policy adoption. Herrmann would like to ask legal opinion regarding alternatives for developing a policy. In

addition to seeking legal opinion if needed, Manager Engelstad suggested asking the county what their policy is.

Commissioner Meetings: Swenby met with both Polk County and Mahnomon County this month to present our 2020 Annual Report. Mahnomon County has a new Administrator.

RRBC Tour: On July 21 Swenby attended the RRBC Tour leaving from Crookston and touring areas in RLWD. Tour information was provided to the managers.

Project # 24: Bill Brekke called stating that the outlet was cleaned years ago but due to high water the contractor wasn't able to go all the way. The water is really low, especially due to their pumping operations. Brekke would like to see the cleaning finished. It is a protected waterway, and a long reach dragline operator will be needed. Swenby stated she will need HEI's involvement as it's a protected waterway. Additionally, Brekke states that the district should consider spraying for trees along the spillway. A map of the area was provided to the managers. A **Motion** was made by Manager Hamre move forward with the process for maintenance cleaning and obtaining the permits to do so, if cleaning is deemed necessary by staff, **Seconded** by Manager Engelstad. **The Motion was carried.**

Ditch Cleaning: That Swenby knows of there isn't specific criteria that exhibits the difference between ditch cleaning and the construction of a new ditch. Swenby asked the managers to consider this discussion when we update our rules and regulations. The managers discussed the need for appropriate slope which may require additional cleaning between culverts.

10. ACTION ITEMS.

District Audit: The district audit for 2020 was provided to the managers. A **Motion** was made by Manager Bartz to approve the 2020 audit, **Seconded** by Manager Andringa. **The Motion was carried.**

Stream Gage: Provided to the managers was a USGS joint funding agreement for the operation and maintenance of the streamgage on the Sand Hill River at Climax, October 1, 2021 to September 30, 2022. The annual streamgage costs for FY 22 increased by about 1 percent over the FY 21 costs. The total being requested is \$6,120 from the district. USGS contributes \$5,500 for a total of \$11,620.

A **Motion** was made by Manager Engelstad to approve joint funding agreement for the operation and maintenance of the streamgage on the Sand Hill River at Climax through September 30, 2022 for \$6,120, **Seconded** by Manager Hamre. **The Motion was carried.**

Budget Hearing: Manager Bartz and Swenby met on July 27 and developed the proposed budget. The budget hearing was set for September 7 at 9 AM. A **Motion** was made by Manager Andringa approve the preliminary budget for advertisement, included the three petitions from the county for MSA statue 103.905, **Seconded** by Manager Engelstad. **The Motion was carried.**

LOMA: Two LOMA's are being requested by the district. Harold Slagger's property North of Beltrami and Willard Swenby's property just outside of Fertile near Ridgewood Drive. Both properties are in the current flood plain and will be removed when the new maps are approved which is estimated to be at least 2 years.

A **Motion** was made by Manager Bartz to approve financing of the LOMA's for the above listed properties, **Seconded** by Manager Hamre. **The Motion was carried.**

11. PUBLIC COMMENT

Gerald Paulson presented himself requested a map highlighting the area of the managers are located by residence. Paulson asked who is representing the area of Project # 1. Paulson was told that all managers represent everyone from East to West and that Polk County hasn't appointed based on County basis, but on a hydrologic basis. When Paulson left he stated he was not longer in need of the map he had initially questioned.

Gerald Paulson asked the managers why Tim Olson was selected to remove a dam west of County Road 7 instead of Joe Miller who is only 1 mile away. Chairman Christian stated that costs would be higher for mobilization with Millers would be higher compared to Olson. Paulson stated that the work would not be as good with a tractor hoe in comparison to a track hoe.

12. PERMITS:

Several permits were brought before the board. The following permit was presented but is not in the Sand Hill River Watershed District. Swenby has reached out to the landowner and informed them that the permit will be denied and directed them to the Red Lake Watershed District. A **Motion** was made by Manager Engelstad to deny the following permit, **Seconded** by Manager Andringa. **The Motion was carried.**

- **Permit 21-023:** Matt Schow, Section 36 – Knute Township, Install Tile

The following permit was tabled due to additional information need. Swenby has reached out to the SWCD to obtain the information and told them this permit would be tabled until the September board meeting. A **Motion** was made by Manager Andringa to table the following permit, **Seconded** by Manager Engelstad. **The Motion was carried.**

- **Permit 21-026:** Mike Grandbois, Section 4 – Sletten Township, Install water and sediment control structure

A **Motion** was made by Manager Engelstad to approve the following permits with the highlighted recommendations if noted, **Seconded** by Manager Andringa. **The Motion was carried.** Manager Hamre recused himself from voting.

- **Permit 21-024:** Brian Gullekson, Section 7 – Liberty Township, Install Tile
- **Permit 21-025:** Gelene Gullekson, Section 7 & 8 – Liberty Township, Install tile outlet
- **Permit 21-027:** JJ Hamre, Section 12 – Scandia Township, widen crossing
- **Permit 21-028:** Darryl Chisholm, Section 13 – Hubbard Township, Install tile (replacing Permit 19-006) (will include our approved contingencies for tiling into our legal ditch systems)
- **Permit 21-029:** Darryl Chisholm, Section 28 – Hubbard Township, Install tile (replacing Permit 19-005) (will include our approved contingencies for tiling into our legal ditch systems)
- **Permit 21-030:** Darryl Chisholm, Section 27 – Hubbard Township, Install tile (Revise and replace permit 19-003) (will include our approved contingencies for tiling into our legal ditch systems)
- **Permit 21-031:** Darryl Chisholm, Section 23 – Hubbard Township, Install tile (Revise and replace permit 19-022) District will require adjacent landowner permission
- **Permit 21-032:** Nick Horob, Section 27 – Reis Township, Install tile (will include our approved contingencies for tiling into our legal ditch systems)

The following permit is for a Township requesting culvert sizing. The drainage area is approximately 11 square miles and exceed the culvert sizing table the district usually uses. The only recommendation the approved table gives if for 2-year drainage and nothing for a 5 yr or 10 yr. Herrmann states that the proper steps would be the following:

1. Collect about ½ day of survey (existing culvert elevations, upstream and downstream culvert, downstream channel cross section).
2. Review/estimate peak flow rates.
3. Develop size recommendation based on existing pipe performance and flow rates.

The cost for this is \$2500 +/- to complete. Most of the time HEI performs culvert sizing from the chart, as our typical sizing is on small drainage areas that are more easily predictable. Larger areas do require a little bit more analysis.

- **Permit 21-033:** Garden Township, Section 27 – Garden Township, Culvert installation/Modification

Because Herrmann's recommendation costs more than what a typical permit approval requires, Swenby is seeking board approval and/or direction. Manager Engelstad asked if this is a potential site for holding a small amount retention. Herrmann can research the potential in this area. A **Motion** was made by Manager Andringa to table the permit and authorize Herrmann to do further evaluation as suggested by Herrmann, **Seconded** by Manager Hamre. **The Motion was carried.**

13. **ADJOURNMENT:**

The board of manager's next regular meeting will be held **Tuesday, September 7, 2021** at 8:30 AM. As there was no further business to come before the board, a **Motion** was made by Manager Hamre to adjourn the meeting at 12:24 AM, **Seconded** by Manager Engelstad. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

JJ Hamre, Secretary