



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: JULY 6, 2021

1. ATTENDANCE:

Chairman Stuart Christian called the July 6, 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 – Administrative Assistant. Others in attendance were Zach Herrmann – Houston Engineering and David Johnstad - Landowner.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

Manager Engelstad noted that in the June minutes Permit 2021-17 and Permit 2021-15 listed incorrect section numbers in the descriptions.

A **Motion** was made by Manager Hamre to approve the minutes from the June 1, 2021 with the corrections noted by Manager Engelstad, **Seconded** by Manager Bartz. **The Motion was carried.**

4. FINANCIAL REPORT:

Swenby read the Treasurer's Report. A **Motion** was made by Manager Andringa to approve the Treasurer's Report for June, **Seconded** by Manager Hamre. **The Motion was carried.**

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

A & S, LLC.	1,200.00
April J. Swenby	44.86
City of Fertile	54.55
EcoLab	53.57
First Community Credit Union	318.55
Garden Valley Telephone Company	202.15
Houston Engineering	6,758.90
Jason Benbo	170.00
JC & J Trucking, Inc.	2,696.35
Otter Tail Power Company	161.67
Sarah Wise	19.76
Sarah Wise	48.00
True North Steel	1,957.57
TOTAL	<u>13,685.96</u>

Swenby noted that two bills were paid June 30, 2021. She noted reimbursement request for the LSOHC grant are date sensitive, thus the reason for cutting check before the meeting. Check number 14451 and 14452 were cut and held and will be mailed upon today's meeting approval. The amount was for \$2,544.85

A **Motion** was made by Manager Andringa to approve and pay the bills with a total of \$16,230.81 **Seconded** by Engelstad. **The Motion was carried.**

5. HUBBARD TOWNSHIP – PERMIT 20-050

The deadline set by the board was June 22 to complete the work needed along the new ditch relating to permit 20-050. Dave Johnstad, the contractor for the work, presented himself on behalf of the township who is asking for an extension through the end of August. Johnstad stated that the west side of the road on the North half mile has been seeded. The East side of the road and the west side on the South ½ mile will be Johnstad's next focus.

A **Motion** was made by Manager Hamre to approve an extension on the work performed on Permit 20-050 through the end of August, **Seconded** by Manager Andringa. **The Motion was carried.** Manager Engelstad recused himself from voting.

6. ENGINEER'S REPORT:

Beltrami Ring Dike: There is a meeting scheduled in August to review the RCPP conceptual design. The items listed for discussion include an estimate per parcel for assessment costs, potential insurance implications, and a potential cost for the City to proceed.

Project # 20: HEI verified that the spoil levels were at the level as described in the original plans.

Project # 27: Herrmann has been working on a plan for the sandbag levee on the USFWS property that is intended to prevent overflows into Crooked Lake. The sandbags are deteriorating and the district has expressed interest in the past for replacing them with a more permanent blockage. Herrmann is working through vertical datum issues with USFWS to determine acceptable level from prior efforts.

HEI is suggested implementing a dry crossing at the area where there is a plug that prevents flows into Bungham Lake (otherwise knowns as Location 1).

HEI is working on completing the land description that needs to be prepared for the easement.

NRE Enhancement Projects. Houston Engineering has completed the project closeouts for the Poissant Bridge Removal and the Sand Hill Ditch Riffles Phase 2. The warranty work will be monitored. Manager Engelstad noted that the beaver are using the riffles to build beaver dams. Swenby stated that dams within the improved channel are a ditch expense, and the watershed takes care of the removal and the trapping. After the meeting Manager Engelstad offered to show Swenby exact locations that he has notice beaver activity so that she may take the appropriate action.

Project Team: Herrmann and his team will work on the Kittleson Creek Storage review to determine flow reduction benefits along the Sand Hill Ditch. He is planning on developing a map showing prior FEMA damages for discussion with the board.

MN 102 Boundary Area Revisions: A joint meeting was held with the SHRWD district staff, HEI and the Red Lake Watershed District. A summary was requested by the Red Lake Watershed District of Herrmann's findings. The managers discussed the cost of the changes needed in the area to secure the boundary. A **Motion** was made by Manager Andringa to move forward with the

process of revising the boundary, initiating a hearing and following statute, **Seconded** by Manager Hamre. **The Motion was carried.**

MDM Grants: Herrmann will be working with Swenby to apply for an MDM grant for the outlet of Project The grant completion deadline is August 17, 2021.

7. ADMINISTRATOR REPORT:

Polk County Fair Booth: The managers were invited to sit at the booth at the Polk County Fair. Swenby is planning on being present most of the time, but had many conflicts during the weekend and has asked managers to be present if they are able.

District Audit: Swenby applied for an extension at the auditor's request. It was granted.

Beaver Trapping: Trappers are moving onto the next section have scouted the middle section. A landowner has called to report minimal to no flow throughout this stretch. Herrmann and I both noticed minimal flow at the structure during ditch inspections. Two large dams have been noted (one is 4') and Swenby has asked them to begin trapping immediately. It is a tough location for removal, and likely will need to be blasted. Miller said he could get at it but would have to go through a bean field. The landowner is eager to have the dam removed as soon as possible and is worried about more rain. Photos were provided to the managers.

RRWMB: Swenby attended the Red River Watershed Management Board meeting and meeting materials were provided to the managers.

International Water Institute: Swenby attended the June 4, 2021 International Water Institute meeting virtually.

Boundary Revisions: On June 7, 2021, Herrmann and Swenby met with the Red Lake Watershed District to review the findings of the boundary analysis along Mn 102. Herrmann will provide a summary, as requested by the Red Lake Watershed District.

FDRWG Meeting: Swenby attended the FDRWG meeting virtually on July 16, 2021. The meeting information was provided to the managers.

Union Lake Pumping Project: Swenby attended the LID board meeting on June 21 in Erskine. Swenby provided the previous months minutes. The LID did an AIS survey of both Union Lake and Lake Sarah and Swenby provided the surveys to the managers. Jodi Buchand stepped down from the board and Patti Johnson was appointed to fill the vacancy. The LID is looking at taking preventative measures for algae blooms. Currently there is a blue/green algae bloom on Little Sarah.

The culvert was installed at Rich Johnson's place, along with some rock to ensure that the culvert would not wash out. Photos were provided to the managers.

One Watershed One Plan: Swenby submitted the application for the One Watershed One Plan. As a side note, it was reported a meeting this month that the Two Rivers Watershed District went through the whole process for a One Watershed One Plan and in the end decided to opt out and go back to the Overall Plan. Their Administrator states that their board felt that the One Watershed One Plan is more of a "water quality plan". The TRWD is very drainage and flood retention orientated, and water quality is a side effect of many of their projects, not their focus. They will still support the SWCD's and other entities who would like to move forward with the plan but opted out because the Overall Plan gave them a better product that caters to their mission and goals.

LSOHC Grant: On June 21, Swenby met with the MnDNR to discuss the close out process for the LSOHC grants that the district has. ML 2021 OHF appropriation bill passed the House and Senate

and we are anticipating it being signed into law by the Governor. Swenby is working out the details that would determine if the district should take advantage of the extension or not. She was cautioned for submitting a bill, that is final, but not calling it final and submitting a final report. Swenby has decided to wait until she knows more before she submits Quarter 2's LSOHC grant reimbursement requests.

MAWA Summer Meeting: On June 29, 2021, Swenby attended the MAWA Summer Meeting. The Administrator's discussed the role of BWSR pertaining to Watershed's.

Watershed Tour: The watershed tour is scheduled for July 23. Swenby will e-mail out a map an agenda. Wilkens agreed to be on the tour to provide history for each site as needed.

Ditch 9: Dale Berhow has seeded buffer along Ditch 9, as Mark Stortroen completed the leveling in June.

Project # 17: Last year, the district performed some bank stabilization where a county ditch enters Project #17. During ditch inspections, it was noted that seeding needed to happen on the bank surrounding the rock placement. Swenby has hired Dale Berhow to complete this as he will be doing the seeding along Ditch #9.

The managers requested staff to move forward with the repair for the road height and the spoil on the south side of the ditch where Project # 9 meets Polk County #41 and the area in question along Ditch 119.

Bear Park: Upon ditch inspections, it was noted that there was very little vegetation along the west side of the river, due to the excavation that took place last fall. Swenby hired Dale Berhow to perform the seeding, and he seeded mid-June. Swenby will monitor the area.

FDRWG Communications Committee: The communications committee met, and Swenby has been tasked with working Matt Fischer, BWSR to develop one-pagers and brochures. We are working communications on the benefits of NRE's and flood mitigation and how they correlate together.

MAWD – REGION 1: On June 22, Swenby, Manager Christian and Manager Andringa attended the MAWD Region 1 meeting in Ada. The next Region 1 meeting is set for August 3. The agenda items to be included in this meeting are resolutions. Swenby asked if there any areas that managers would like MAWD to focus on legislatively and the managers were asked to consider this and get back to her throughout the month. Swenby spoke with Emily Javens about the district's complications with BWSR and MnDOT regarding the Vesledahl Project. Javens had a few ideas that have been talked about with other Administrator's regarding BWSR. Swenby briefed the board on some of those ideas.

MAWD Summer Meeting: The 2021 MAWD virtual summer meeting is scheduled for July 22. Swenby asked the managers to let them know if they would like to register.

MDM Grants: The district plans to apply for a grant. The application period opens June 30 and closes August 17. Swenby and Herrmann plan to meet to develop an application.

Annual Report: The annual report is complete for 2020 and was provided to the managers.

MAWD Handbook Committee: In June, the handbook committee/subcommittee met three times. Swenby attended all three meetings and the committee is making huge progress towards an updated manual for managers and administrators. It will be ready for attorney review by the end of the year. Much of the focus is being directed at new managers and the options for providing them a handbook about their role and how they can best work with staff to achieve district goals.

BWSR Articles: Swenby has contacted BWSR to see if they would like to do a feature article on the district's fish passage projects.

Ditch Inspections: Hermann and Swenby did ditch inspections. A report was provided to the managers.

Manager Andringa noted that the helicopter sprayer did not turn the boom off when going over the Twp. roads and all the grass is dead. Swenby will note this for the next time that we hired the helicopter to spray out ditches.

Manager Engelstad stated that there are two locations in Reis Township along the Sand Hill Ditch that the river is cutting the Township Road. These areas will be reviewed on July 23 during the watershed tour.

LiDAR: Attached is more information about LiDAR and what it entails and what would be asked of the district. Swenby has asked Rob Sip, RRWMB and Chuck Fritz to come to the board meeting in August to present the requirements of the district and summarize the contract that we will be asked to sign. Provided to the managers was a letter from the RRWMB to Watershed's and Counties providing more information. The managers were asked to read that and prepare their questions for August.

Jerde/Taylor Project #30: This winter Manager Engelstad asked Swenby if the district had an easement on Project # 30. She has taken some time to research this project and its history and there is not an easement. Swenby looked in our records, and it looks to her like this project was cost shared by the district with the SWCD, and the landowner has a contract with the SWCD for maintenance. The contract states that the landowner is solely responsible. In the past the district has left conservation measures to the SWCD, and not the district and we have focused on the water and drainage management, which is likely why this was managed by the SWCD and only cost-shared with the District. Swenby doesn't know of and district easements on erosion control measures, except for the Union Lake Erosion Control Project, and the district purchased the land.

Drainage Work Group: Attached are a list of prioritized topics that the Drainage Work Group will be discussing next week. Swenby informed the managers that they could listen in and if they would like to attend the meeting to listen in, to let her know. She asked the managers to review the list of priorities and to let her know if they see something that they would like her to pay close attention to. She will be at the fair booth, but is planning on trying to listen in if possible next Thursday. Because she won't be able to devote attention to the meeting she urged managers to listen in.

2020 Audit Report: The auditor's were unable to provide a draft for approval for today's meeting. Swenby will be meeting with Polk County in July and usually provide an audit report, but this time she will present an annual report and mail them all copies of the district's audit report after it has been formally approved.

Kittleson/Sand Hill Ditch: Manager Engelstad asked if the district has land maintenance rights to perform maintenance on the upper end of the Kittleson North of the Sand Hill Ditch. Herrmann is assuming that there is a restrictive ingress/egress easement. We will need more records to shed some light on this. Engelstad stated that he would like to see if the district is able to make a mowed path along the stretch to make inspections more convenient and wondered what authority the district has to maintain a mowed path.

8. ACTION ITEMS.

Building Project: The district received the grant for a historical assessment of our building to determine qualifications for being listed on the National Historical Site. A contract was provided to

the managers. A **Motion** was made by Manager Andringa to approve the contract and move forward with the grant and the historical assessment, **Seconded** by Manager Engelstad. **The Motion was carried.**

9. OTHER BUSINESS

No other business was brought before the board.

10. PERMITS:

Several permits were brought before the board.

A **Motion** was made by Manager Engelstad to approve the following permits, **Seconded** by Manager Bartz. **The Motion was carried.**

- **Permit 21-018:** Davis Mills, Knute Township Section 30, Stump removal, adding new culvert and widening existing culvert
- **Permit 21-019:** Rosebud Township, Section 24/25, replace existing culvert with exact same size and exact same flowline
- **Permit 21-020:** Dan Wilde/Laura Wilde, Rosebud Township Section 29, Install 18" culvert in crossing
Houston Engineering reviewed this permit and has approved an 18" culvert based on the downstream noted sizes.
- **Permit 21-021:** Heier Township, Section 29,32, replace existing culvert with exact same size and exact same flowline
The work for this permit is already completed with verbal approval from Swenby
- **Permit 21-022:** Ole Gunderson, Bejou Township Section 8 & 9, Install erosion Control Structure.
HEI's review of this permit consisted of looking at the embankment elevations in the plans and comparing it to the IWI LiDAR data to ensure that the applicant owns property that water could be backed up onto, which it appears he does. Also, the adjacent landowner (Gerald Paulson) appears to have signed off on the project. HEI would recommend approval of this.

11. ADJOURNMENT:

The board of managers will meet on July 23 for the watershed tour and the next regular meeting will be held Tuesday, August 3, 2021 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 11:15 AM, **Seconded** by Manager Andringa. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

JJ Hamre, Secretary