



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: JUNE 1, 2021

1. ATTENDANCE:

Chairman Stuart Christian called the June 1, 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.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Hamre to approve the minutes from the May 4, 2021 as presented, **Seconded** by Manager Bartz. **The Motion was carried.**

4. FINANCIAL REPORT:

Swenby read the Treasurer’s Report. Swenby report presented has not been reconciled as the bank statement has not been distributed as of today’s date. A **Motion** was made by Manager Hamre to approve the Treasurer’s Report for May, pending 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:

Anderson, Bottrell, Sanden & Thompson	550.00
April J. Swenby	63.66
City of Fertile	52.32
David Sundheim	45.00
EcoLab	53.57
Fertile Building Center, Ltd.	55.84
First Community Credit Union	714.06
Garden Valley Telephone Company	202.90
Houston Engineering	11,316.76
Jason Benbo	225.00
Olson & Sons	150.00
Olson Gravel	4,807.30
Otter Tail Power Company	299.79
Sarah Wise	48.00
TOTAL	18,584.20

Swenby noted that two bills were paid March 31, 2021. She noted reimbursement request for the RCPP program are date sensitive, thus the reason for cutting check before the meeting. Check number 14419 and 14420 were cut and held and will be mailed upon today's meeting approval. The amount was for \$64,266.20

Swenby reminded that managers, and informed those that are new, that a previous board approved staff to write essential checks throughout the month to avoid late fees, as needed. Swenby stated that normally, she makes a strong effort to avoid that to maintain checks and balances, but noted that this month, because the meeting fell on the first and it was a prior holiday, she anticipates additional bills may need to be paid throughout the week.

A **Motion** was made by Manager Hamre to approve and pay the bills with a total of \$82,850.40 **Seconded** by Engelstad. **The Motion was carried.**

5. ENGINEER'S REPORT:

Sand Hill Ditch – Rock Riffles Phase 2: It is recommended that the board authorize SHRWD staff to pay the remaining contract upon completion in the amount of \$14,309.05, upon discretion. The grant expires at the end of the month, and it would be best to wait until the last minute to pay to ensure that seeding has been verified. We anticipate that we will be granted an extension, however this gives reassurance that we will be reimbursed if the check is cut before June 30. A **Motion** was made by Manager Engelstad to authorize a final pay request in the amount of \$14,309.05 if needed, at the discretion of the staff, **Seconded** by Manager Bartz. **The Motion was carried.**

Poissant Bridge (LSOHC Grant): It is recommended that the board authorize SHRWD staff to pay the remaining contract upon completion in the amount of \$26,478.15, upon staff discretion. The grant expires at the end of the month, and it would be best to wait until the last minute to pay to ensure that seeding has been verified. We anticipate that we will be granted an extension, however this gives reassurance that we will be reimbursed if the check is cut before June 30. A **Motion** was made by Manager Engelstad to authorize a final pay request in the amount of \$26,478.15, if needed, at the discretion of the staff, **Seconded** by Manager Bartz. **The Motion was carried.**

RCPP Planning: Herrmann has been working on the close-out documents for the grant, and the final documents for the Beltrami Flood Control and Kittleson Creek.

Herrmann discussed the current conceptual design for the Beltrami Flood Control proposal. The project would consist of a ring levee around flood prone areas of the City. Topography appears to allow for no pond or lift station requirements as originally anticipated. The Board directed Administrator Swenby to set a date for Herrmann and SHRWD staff to meet with the Beltrami City Council to discuss next steps. The Board also felt that more information to illustrate the anticipated cost per household, assuming a flat rate assessment, would be beneficial to articulate the end-user cost.

Herrmann presented on his findings on the Kittleson Creek storage hydrology analysis. His analysis was based on a 10-year event, highlighting four locations and peak flow reductions. Sites that were previously presented to the board were reviewed. In total, four of the identified sites were analyzed with the available HEC-HMS model. Analysis of the existing conditions flood storage within the upper watershed was completed with the hydrology model to ensure accurate results on downstream flooding. This analysis indicated that a significant amount of existing storage (lakes and other water bodies) upstream of Kittleson Lake results in this area contributing late, or after the peak, of downstream flood hydrographs.

The storage sites were analyzed to maximize their flood performance during a 10-year flood event by assuming a first stage inlet that reaches to anticipated maximum dam embankment minus three feet. A second stage inlet was set to pass the 100-year flood event without exceeding the maximum

dam height. The maximum dam height was determined with visual inspection of aerial photography compared to LiDAR elevations to minimize impacts to structures, roadways, and other infrastructure.

The sites were analyzed in series and also individually. Results were presented for both scenarios to assist in determining ideal regions for flood storage. Results were provided at the outlet of the Minnesota State Wildlife Management Area, approximately one mile north of the Kittleson outlet into the Sand Hill Ditch. Herrmann cautioned that this exercise is conceptual, and more work would be required before anything could be implemented. To date, storage has only been identified based on LiDAR topography data and assessed using conceptual design assumptions. Further review would require considerations for dam safety, landowner coordination, and environmental concerns.

The Board had continued discussion on next steps for the Kittleson Creek watershed. Before committing to a Project Team process for the watershed, the Board would like more information and directed Herrmann to develop the following information; 1) Results further downstream along the Sand Hill River, 2) Locations of historic damages, and 3) additional documentation on the Project Team process.

A **Motion** was made by Manager Engelstad to invoke the project team process, authorizing Herrmann to gather more information listed above and engage a project team, **Seconded** by Manager Hamre. **The Motion was carried.** Herrmann will evaluate further downstream and analyze additional information from where the impacts have been historically.

6. ADMINISTRATOR REPORT:

Mn Highway 102 Area Boundary Revisions: Swenby and Herrmann will meet with the Red Lake Watershed District to present the findings that was presented to district last month, on June 7.

Project # 27: A 36" CMP was ordered from True North Steel. Swenby noted that Miller has been contacted and he plans on installing within a week or two. Swenby has asked HEI to set the stakes to prepare for Miller.

Union Lake Sarah: Swenby has asked Houston Engineering to complete a survey and exhibits for the easement.

Building Project: Swenby has not heard on the grant that she applied for back in April .

District Audit: The audit was scheduled for May 17, but was moved up and began April 29. The audit is almost complete and Swenby is hopeful it will be ready for approval at the July board meeting.

Beaver Trapping: Trappers are moving onto the next section soon near the gravel pits.

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

Union Lake Pumping Project: Swenby attended the LID board meeting on May 10 in Erskine and gave an update. The dive team did their inspection of the pipe and screen on May 22. They will be sending the videos and pictures to me. They did note that the saddle may need some attention. The rebar is holding it, but it is disintegrating around it. The district should be able to see the change in the video from last year compared to this year's video and she stated she will keep the managers posted.

Swenby gave a brief update regarding the easement status by noting that the landowner has agreed on an easement price of \$11,000. Swenby has asked HEI to move forward with the legal descriptions necessary for the attorney to begin the language of the easement.

One Watershed One Plan: On May 4, 2021 Region 1 Administrators had a meeting with BWSR about the new, proposed requirements for Watersheds who have completed their 1W1P. The notes from the meeting were given to the managers. Swenby summarized by stating that BWSR feels that it is necessary to require extra reporting for watersheds that have completed their plans, in addition to the already statutory requirements and it was her understanding that Watershed Districts are not interested in complying with additional reporting due to the extreme amount of staff time required and watersheds question the necessity of it.

This month Swenby was busy working on the grant application and all the coordinated efforts to reach a completed competitive application. Swenby provided the draft that she hopes to submit this week.

Ditch 80: Dale Berhow finished up the seeding the first week of May

SH Lake Dam: The MnDNR reached out to the watershed to request using leftover LSOHC grant funds to add material to the rocks in order to seal up some voids. The grant did have money left, and Swenby conversed with Chairman Christian to release the funds to shore up the project. This was reflected on the bills to be paid.

Watershed Tour: Swenby is planning for a board manager tour in July. The managers suggested the third week in July. Swenby stated that it will be challenging to tour the whole district in one day, but will do her best to try to touch on all the current areas of interest to the managers. Tri Valley will provide a driver and a bus and it is \$50 an hour and \$1 a mile, and the district will be responsible to feed the driver for lunch. Swenby suggested inviting Dan Wilkens for a "History" lesson during the tour and all managers agreed.

Ditch 9: Ditch 9 was cleaned last fall. Swenby spoke with Mark Stortroen about leveling the spoil so it can be seeded. He has it on his list.

FDRWG Communications Committee: In February, Swenby was notified that she was placed on the FDRWG Communications committee (the district was not allowed to be sitting members of the FDRWG, but the district could represent on sub-committees). Swenby was recently briefed by another Administrator the progress of the FDRWG Communications committee and all of new communications they will be doing locally and legislatively. Through that discussion, it became clear that this committee has been meeting and moving forward and Swenby wasn't notified. Swenby reached out to the coordinator, and it was brought to their attention, and she was told they forgot to add her to the list for notifications. Swenby provided to the managers the past few months meeting documentation, highlighting the strides they are making. The next meeting is in June, and she has received the invite for that meeting.

MAWD – REGION 1: MAWD has been working to improve their communications to watershed districts and representatives would like to meet with boards and staff of Region 1. The first meeting is scheduled for June 22, and will be virtual. Additionally, Region 1 Administrators met on May 19 and are conversing about jointly filing a MAWD Resolution for increased funding of Flood Hazzard Mitigation dollars and watershed's receiving capacity funding like SWCD's receive. Swenby asked the managers to think about ideas for resolutions.

Revised Permit Application: This topic will be postponed until November or December.

Rules and Regulations: This topic will be postponed until November or December.

7. ACTION ITEMS.

MDM Grants: At a prior meeting the managers discussed the option of applying for MDM grants for side inlets for the outlet of Project # 17. Swenby noted sufficient information has already been gathered and staff would just duplicate the application was put together for Ditch 80. This will require a cost share if awarded. Swenby noted that side inlets could be apart of our One

Watershed One Plan funding but that could be several years down the road, and the outlet is in disrepair and could really benefit from side inlets. A **Motion** was made by Manager Engelstad to move forward with a grant application for implementing side inlets into our legal system, Project # 17, **Seconded** by Manager Andringa. **The Motion was carried.**

Beaver Trapping: Richard Johnson, property owner along the drainage area for the LID Pumping project has caught two beavers near the culverts. He has asked the district for compensation. Typically, we use our designated beaver trapper and request preauthorized permission to trap. In this case, the landowner saw the problem and took care of it. Swenby asked if the managers would the district like to compensate him for the two beaver. She also asked the board to consider agreeing to allow him to trap when he sees a need in the area, as he is the landowner. A **Motion** was made by Manager Engelstad to approve authorize payment for two beaver to Rick Johnson for beaver caught on his property relating to Project #27. Additionally, Richard Johnson can be named the designated beaver trapper on his property, **Seconded** by Manager Andringa. **The Motion was carried.**

City of Fertile Car Show: The City of Fertile has requested use of the parking lot during the Car Show on June 12. The City purchases an insurance policy for use of the lot. A **Motion** was made by Manager Bartz to authorize use of the district parking lot for the City purposes during the Annual Car Show, **Seconded** by Manager Engelstad. **The Motion was carried.**

LiDAR: The Red River Watershed Management Board is moving forward with LiDAR data acquisition in the Red River Basin of Minnesota. Please refer to the attached letter for more information about this effort, timelines, and anticipated costs.

To plan accordingly and accommodate add-on areas outside the RRWMB's Core Area, we are being asked if we are interested in joining the RRWMB's QL1 LiDAR collection effort (at the currently **anticipated** \$125 to \$150/mile² cost) no later than close of business June 9, 2021. Swenby has reached out to Polk County to see if they have any interest in contributing to the cost as they use this for their systems as well.

FYI: QL1 allows for generation of a DEM that has twice (0.5 meter) the resolution of our current DEM (1 meter). The 2007-2009 collection was 1.4 points/ sq. meter and this is slightly less dense than today's QL2 level LiDAR data (~2 points/sq. meter). The RRWMB will collect QL1 data at 8 points/sq. meter. Another way to think about this that nominal point spacing (NPS) - the distance between points/meter - current specs: QL2 = 0.7 meters, QL1 = .35 meters. A **Motion** was made by Manager Andringa to approve the district's participation in LiDAR, paying our share for the watershed district, **Seconded** by Manager Hamre. **The Motion was carried.** Swenby will continue discussions with the County for cost share options.

MSA Statute (M.S.A.) 103D.905, Subd. 3: Swenby will be meeting with the Polk County Commissioners in July to present the annual report for 2020 and present the proposed petitions. Swenby gave a detailed reviewed of the petitions and proposed budget. Last year the amount for each category of our petitions was \$96,610.36. The new capacity is \$102,483.37 for 2022.

A **Motion** was made by Manager Engelstad to approve the proposed petitions as presented at the full capacity of \$102,483.37 for 2022, **Seconded** by Manager Bartz.

Annual Report: Swenby will be focusing on the Annual Report for 2020 during the month of June and would like to have it ready for distribution at the fair. Last year, Brander Printing quoted printing them for \$259 (125 copies). This year, because there will be a fair, Swenby would like to get about 200 copies. A **Motion** was made by Manager Andringa to authorize Swenby to have the district's

annual report for 2020 printed, **Seconded** by Manager Hamre. **The Motion was carried.** Before the report is printed, Swenby will e-mail a draft out for manager comments.

8. OTHER BUSINESS

No other business was brought before the board.

9. PERMITS:

Several permits were brought before the board.

A **Motion** was made by Manager Hamre to approve the following permits and permit extensions, **Seconded** by Manager Bartz. **The Motion was carried.** Manager Engelstad and Manager Andringa recused themselves from voting.

Permit 21-012: Estate of Sharon Casselman, Reis Township, Section 30, Clean existing Ditch

Permit 21-013: Karla Rose, Hammond Township – Section 35, Lengthen the field approach culvert

Permit 21- 014: Lyle and Travis Fuchs, Garden Township – Section 32, Clean Existing Ditch

*Will require a MnDNR Public Waters Permit

Permit 21-015: Craig Engelstaad, Liberty Township – Section 14, Widen Crossing

Permit 21-016: Craig Englestad, Onstad Township – Section 34, Widen Crossing

Permit 21-017: Craig Englestad, Liberty Township – Section 15, Widen Crossing and clean where needed

An extension to the following permits was requested by Craig Englestad:

Permit: 2020-35

Permit: 2020-28

Permit: 2020-27

Permit: 2020-29

Permit: 2020-26

Permit: 2020-02

Permit 2020-04

Permit: 2020-03

Permit: 2020-01

10. ADJOURNMENT:

The next regular meeting will be held Tuesday, July 6, 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 11:00 AM, **Seconded** by Manager Engelstad. **The Motion was carried.**

April Swenby, Administrator

JJ Hamre, Secretary