



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: JULY 2, 2024

1. ATTENDANCE:

Chairman Stuart Christian called the July 2, 2024, meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad and Shawn Brekke (8:30 arrival). Staff members present included April Swenby – Administrator and Donna Bjerck – Administrative Assistant. Others in attendance included Zach Herrmann - Houston Engineering.

2. APPROVAL OF THE AGENDA:

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

3. MINUTES:

A **Motion** was made by Manager Andringa to approve the minutes from the June 6, 2024, with minor changes, **Seconded** by Manager Bartz. **The Motion was carried.**

4. FINANCIAL REPORT:

A **Motion** was made by Manager Andringa to dispense the reading and approve the June 2024 Treasurer Report, **Seconded** by Manager Engelstad. **The Motion was carried.**

Swenby directed the attention to the new format for the Treasurer’s report (fund balance portion). Swenby worked with associates at Brady Martz to troubleshoot better ways display the petitioned levies. Swenby stated that each year she works through the budget recommendations for the district petitioned levies, she is tasked with determining a projected budget and an annual expenditure for the sub classes under each category “Water Quality and Erosion” “Water Management and Retention” and “Studies and Agency Support”. Swenby wanted the report to present the totals expended for each category prior to when the district started implementing the petitioned levies, and the totals since 2019 when the petitioned levies were implemented. To accurately display this and separate the petitioned fund levy income/expense from the historical construction fund levy income/expense, each subcategory was analyzed, and a complete history was performed to better determine what amounts should be allocated to the Construction fund (i.e. RRWMB levy) and the dollar amount that should be allocated against the new Petition levies. A report of each fund was presented, and the journal entries made were reviewed by the managers.

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

Berhow Sodding	2,200.00
EcoLab	57.98
Fertile Hardware Hank	20.75
First Community Credit Union	1,831.61
Garden Valley Telephone Company	183.88
Houston Engineering	36,873.46
Lacey Berhow	100.00
Office Supplies Plus	56.00
Otter Tail Power Company	166.03
Wild Rice Electric	114.14

TOTAL

41,603.85

Two additional bills were added. ABST Law for \$325 for Project #27 easement, and the reimbursement of April Swenby for mileage for the month of June in the amount of \$216.62.

A **Motion** was made by Manager Andringa to approve and pay the bills to be paid with a total of \$42,144.97, **Seconded** by Manager Bartz. **The Motion was carried.**

5. ADMINISTRATOR REPORT:

Project #27: Swenby attended the ULSLID meeting on June 17, 2024, and provided meeting materials to the managers. She reported that at the meeting there was a question regarding the levy and that it was recently discovered that back lots were being charged a levy for the pump. Swenby reviewed old records and found minutes that show intent of only shoreline properties being levied for the construction of the project. She did not find any records that show the intent for maintenance, but she has no reason to believe that back lots would pay for maintenance and not construction. After further investigation with the county by selecting random lots, she found that it isn't consistent. The county has reported some back lots paying and some not. It appears that there is a string of properties that were parceled out in 2015 to create back lots, and the special assessments that were on the parceled property as a whole, were moved to the parcels when they were separated. Swenby stated that she had the county pull random parcels on the opposite side of the lake and another random back lot parcel was cited as paying. After discovering that, that county was going to look through every back lot and identify any parcels who are assessed for the pump. Swenby is recommending that the district reimburse the landowners accordingly. She is also asking the county to rename the assessment label on tax statements that would identify that assessment as part of the "pump" so that it is less confusing for landowners, and they can decipher between the Lake Improvement District Levy and the Pump levy.

Diorama: Unfortunately, the diorama will not be ready by the Polk County Fair 2023. Swenby is shooting to have it on display at the July 30 educational meetings.

Additional meetings attended in June: Swenby reported on meetings she attended in June such as a Michelle Fischbach meet/greet, FDRWG meeting, the IWI meeting, and several sessions on AI.

Bear Park: Spring scouting was completed. No beaver activity was noted.

MN 102 Boundary: The notice by BWSR was provided to the managers.

State Disaster Declaration: Swenby performed a site tour of areas on the SH Ditch on June 12 with Rob Werley, the district's representative from HSEM. Plans have been approved for the Scandia site, which include rip rap mitigation.

Beaver Bounty Program: There were eleven townships who signed up for the revised beaver bounty program. The district web-site has been updated to reflect participating townships.

New Legislations: Swenby provided a summary of the numerous changes in MN Statutes for watershed districts. These laws take effect August 1. Some noted changes include Advisory Committee membership, audit reporting, facility accessibility, hearing date requirements, etc. Swenby stated that the District Board Conservationist Brett Arne has offered to present the legislative changes at the August/September board meeting and the managers welcomed that.

BWSR Administrative/Staff Lead meeting: The district will be the hosting location for the BWSR led staff/Administration Lead meeting for our region on August 6, 2024.

6. ENGINEER'S REPORT

Project 12 and 13: Herrmann is working on the preparation for a contractor quote.

Project 17: Herrmann is working on the preparation of plans and specifications for the cleanout and maintenance items for the system.

Moen Outlet Stabilization: The MN DNR is requesting a no-rise certificate because the project is within FEMA 100-year (Zone A) floodplain. Waiting on FEMA models to complete analysis.

SH River Ecosystem Restoration: Borings have been collected and an analysis is underway. Herrmann is planning to be ready for a project team to discuss alternatives in August so that we are able to move forward with the submission for FEMA mitigation vs. pre-disaster. The board had a lengthy discussion on a funding package and possible successful avenues for funding a large scale project in conjunction with the earmarked dollars with state and federal disaster declarations.

7. ACTION ITEMS.

A. **Advisory Committee Membership:** Changes to 103D.331 Subdivision 2 legislation was changed to add a requirement for advisory committees to include a representative of each federally recognized Tribal government within the watershed district when practicable. Swenby suggested reaching out to Will Bement, the White Earth Water Resources manager for a recommendation.

B. A **Motion** was made by Manager Andringa to approve the addition of a tribal representative to the Sand Hill River Advisory Committee to ensure compliance of state statute, **Seconded** by Manager Engelstad. **The Motion was carried.**

C. **Audit Report:** The audit for 2023 was presented

A **Motion** was made by Manager Brekke to approve the audit for 2023, **Seconded** by Manager Andringa. **The Motion was carried.**

D. **Internal Controls:** The audit report suggests that managers review the internal control practices of staff annually and offer suggestions as needed. Swenby provided the practices that she implemented and created when she became Administrator.

A **Motion** was made by Manager Brekke to accept the presented internal control practices with no changes **Seconded** by Manager Bartz. **The Motion was carried.**

6. OTHER BUSINESS

The managers received information from the International Water Institute, Flood Damage Reduction Work Group, Drainage Work Group and MN Watershed's. Manager Andringa stated that he attended the MN Watershed's resolution committee meeting, noting that salt applications was a heavy discussion.

7. PERMITS:

There were no permits presented to the board.

8. ADJOURNMENT:

The next regular meeting will be held August 1, 2024, 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 10:02 AM, **Seconded** by Manager Brekke. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

Shawn Brekke, Secretary