



TITLE: DRAFT Regular Monthly Board Meeting Minutes

DATE: March 5, 2026

1. ATTENDANCE:

Chairman Stuart Christian called the March 5, 2026, meeting to order at 8 AM at the District Office. Other managers attending were Don Andringa (attended via remote technology) Clayton Bartz, Todd Peterson and Shawn Brekke. Staff members present included April Swenby – Administrator, Donna Bjerck – Administrative Assistant. Others attendance included Zach Herrmann – Houston Engineering (via remote technology), Brian Fischer – Houston Engineering (via remote technology) and John Winter - Contractor.

2. AGENDA APPROVAL:

A **Motion** was made by Manager Bartz to approve the agenda as presented, **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

3. MINUTES:

A **Motion** was made by Manager Peterson to approve the minutes from the February 5, 2026, meeting, **Seconded** by Manager Andringa. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Notes from the education session led by H2Over Viewers on February 11, 2026 were given to the managers. A quorum of managers were not present at this meeting.

4. FINANCIAL REPORT:

A **Motion** was made by Manager Brekke approving February 2025 Treasurer Report. **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	153.70
Boss Signs and Graphics, LLC	126.00
City of Fertile (January's Billing)	88.76
First Community Credit Union	564.67
Garden Valley Telephone Company	170.55
H2Over Viewers	32,201.73
Houston Engineering	33,142.25
Lakes Community Cooperative	520.81
Otter Tail Power Company	194.56
Todd's Landscaping	520.00
Wild Rice Electric	120.45
Woodside Township	<u>1,150.00</u>
TOTAL	<u>68,953.48</u>

Additional bills presented included the City of Fertile (February's Billing) for \$87.29 and Todd's Landscaping for \$325.00.

A **Motion** was made by Manager Brekke to approve the bills to be paid, including additional bills Swenby presented. **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

The total amount of bills to be paid was \$69,365.77.

Swenby informed the board that she'd like to do some housekeeping on the Fund Balance Report. The category "LOMAS", Redetermination for Project #27, Moen Erosion Control and Clean water project are all closed out and can be transferred to the parent class. The district no longer has a sediment basin program due to 1W1P, Swenby and would like to move those balances to the parent class. There were no manager objections or questions. Next month's report will reflect these housekeeping items.

5. BRIAN FISCHER – GIS MAPPING MODIFICATION PROPOSAL:

Brian Fischer presented a scope of services contract for GIS support. Fischer presented what the scope of services entailed and how the district uses it. Five optional tasks were presented: (1) Create a culvert inventory in the district's MS4Front Module (\$7,700), (2) update the parcel layer (\$552), (3) update the hydrology layers (\$3,400), (4) gather and add elevation data for GIS (\$1,500), and (5) update additional of other miscellaneous mapping layers (boundary revisions, redeterminations layer for Project # 27, etc.) (\$1,300).

Swenby pointed out that task 2 is always performed at least once annually as regular maintenance for the system.

A **Motion** was made by Manager Brekke to approve tasks 1, 2, 4 and 5, **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

6. JOHN WINTER – BRICK CONTRACTOR:

Swenby presented the quote for brick restoration on the district's building. Two quotes were received: Geray Construction - \$65,614 and Winter Masonry - \$56,970.

John Winter of Winter Masonry presented to the board the process for the restoration and highlighted areas that are necessary. The board discussed the pros and cons of repairing now vs. waiting until a later date.

The board asked for his opinion on the necessity of the scope of work he provided a quote for, and if there are alternatives that can be offered, still completing the task effectively. Winter is hopeful that the price will be lower than the quote and indicated that the estimate was a "worse case scenario".

A **Motion** was made by Manager Peterson to move forward with the lowest bidder, Winter Masonry, with direction to staff to negotiate modifications of the scope of work as suggested by the contractor. **Seconded** by Manager Bartz. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Manager Brekke suggested that the district mount a plaque stating year the original building was built and new building was built.

7. ADMINISTRATOR REPORT:

Web-site Accessibility: Swenby reported to the board regulations that are coming in April 2027 for online government presence. She has been working with the district attorney for details and has been discussing obstacles. Swenby provided legal correspondence of what is required and how the attorney recommends proceeding at this time.

FEMA 2022 Damages Update: A mitigation plan was submitted to FEMA in early February. FEMA responded requesting a more comprehensive breakdown of the proposed work, including itemized pricing for all mitigation-related items. Swenby expressed concern about continued expenditures while additional information continues to be requested. The construction deadline is the end of this year. Swenby and Herrmann have participated in multiple meetings with FEMA to clarify the requirements.

Project # 27: Swenby reported a lot of heavy lifting with Senator Mark Johnson's office. Johnson introduced SF 3558 to the capital investments committee. Letters of support were written on behalf of the district and Swenby presented those to the managers. Polk County Planning and Zoning, Polk County AIS and the USLID have all presented letters of support. Swenby also reported that the MN House of representatives has submitted a bill and it has been referred to the House capital investments committee this week.

Audit: The month of February was busy preparing many documents, reports and files requested by the auditor.

Project Team: The FDRWG approved two new project teams. The website has been modified to reflect the additions and changes for public information. All landowner Project Team members have been contacted and have agreed to serve. The district is planning the kickoff March 24 for both teams. There is a fair amount of paperwork that needs to be completed and submitted to the FDRWG that Swenby will need to complete as time allows.

Legislative Days: Swenby attended the MAWA (MN Association of Watershed District Administrators) meeting and Legislative briefing on March 3 and 4 in St. Paul. Swenby services as the Secretary for this committee.

FDRWG Conference: Swenby and Manager Peterson are registered to attend. Paul Engelstad has agreed to present at this conference to help lead a discussion from a landowner perspective on repurposing stored water for ag purposes. Swenby provided a draft agenda to the managers.

Redetermination: Swenby reported that the district will have seven more monthly invoices of \$23,464.32 for Sandhill Ditch (a total of \$164,250.24) and seven more monthly invoices of \$8,737.41 for Sandhill Watershed Group 1 (a total of \$61,161.87). With the acres H2Over currently has (which are the initial acres), the true up invoice at the time of the final hearing will be approximately \$70,000.00. However, Swenby stated the true up invoice is very approximate, as we won't know the final acres until the process is complete. True up means that H2Over invoiced 90% of the estimated initial acres over the time of the contract through the monthly invoices. Therefore, Swenby estimates there is approximately \$225k left to pay over the next seven invoices.

The true up payment at the end is for the remaining 10% of the estimated initial acres and any additional acres so the \$70,000 is the minimum, but Swenby won't know the actual number until the board adopts the final report.

Swenby provided the monthly report to the managers from H2Over viewers.

8. ENGINEER'S REPORT.

SR River Ecosystem Restoration: An application was submitted for the LLOHC restoration grant. The prioritization list focused on stream restoration. The grant would complete a feasibility study on the full stream restoration project for the Sand Hill Ditch. The application was provided to the managers. Herrmann suggested to Swenby that the application be forwarded to Nick Kludt, Mn DNR.

LOMA: The LOMA for Michael Corbo was approved by FEMA. This project is complete.

9. ACTION ITEMS.

Polk County Fair Support: The Polk County Fair has asked for sponsorship of the Petting Zoo in exchange for a listing on the annual premium list, recognition on the PC Fair website, social media, newspapers, radio and theater advertising if the board chooses to be a blue ribbon sponsor. The managers would prefer to sponsor the Reptile Amphibian Zoo as this is a draw to the watershed booth during the PC Fair, given their booth location. Swenby reported that the PC Fair has not received confirmation that this exhibit will be in attendance at the PC Fair 2026.

A **Motion** was made by Manager Brekke table action on sponsorship until more is learned about the Reptile Amphibian Zoo. **Seconded** by Manager Bartz. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Project Team Additions: It was recommended that a BWSR rep. be placed on our Project Teams. Swenby does not have a name, the district is in the process of being assigned a new BC. She suspected that Henry VanOffelen would be the likely representative.

A **Motion** was made by Manager Brekke add a BWSR representative to both project teams (Bear Park and SH storage project teams). **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Revvor Docs Subscription: Revvor Docs is the software used by the district (formerly E-File Cabinet), that houses and organizes all of the district records. Swenby reported that the prior contract was a 5 year contract and it was \$1500 per year. The current proposal is \$2700 per year with a one year contract. Swenby is working with them on ways to reduce the price, but for now this is their proposal. This is necessary software.

A **Motion** was made by Manager Brekke to approve the contract presented to continue the subscription with Revvor Docs; however Swenby will continue negotiations to reduce the annual cost, **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

10. MANAGER REPORTS

There were no manager reports.

11. OTHER BUSINESS/PARTNERING AGENCY INFO.

The managers received information from the Red River Watershed Management Board, Polk County AIS Task Force, Mn Watersheds, Mn Association of Watershed Administrators, and the Flood Damage Reduction Work Group.

12. PERMITS:

No permits were brought before the board.

ADJOURNMENT:

The next regular meeting will be held April 2, 2026, 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 10:12 AM, **Seconded** by Manager Peterson. A roll call vote was held.

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Motion was carried.

Donna Bjerk, Administrative Assistant

Shawn Brekke, Secretary