

# RED LAKE WATERSHED DISTRICT

August 13, 2020

Agenda  
9:00 a.m.

**Conference Call  
Information:**

**Telephone No.**  
1-218-633-7314

**Conference No.**  
250

**Password**  
5800

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	July 23, 2020 Minutes	Action
	July 24, 2020 Minutes-Special Meeting	Action
	Financial Report dated August 12, 2020	Action
9: 15 a.m.	Ditch 16, RLWD Project No. 177 Pay Estimate No. 5	Information Action
	Improvement to Polk County Ditch 39/RLWD Project No. 179 Findings of Facts Request Polk County Commissioners Secure Funding	Action Action
	Thief River Falls Westside FDR Project, RLWD Project No. 178 Pay Estimate No. 7	Information Action
	Black River Impoundment, RLWD Project No. 176 Easement Rates	Information Action
	Euclid East Impoundment Outlet	Information
	Moose River Imp., RLWD Project No. 13 - North Pool Drawdown	Information
	Ditch 1, Lateral B, RLWD Project No. 5 - Culvert Replacement	Info./Action
	Burnham Creek, RLWD Project No. 43B-Hanson Crossing Replacement	Info./Action
	Ditch 10, RLWD Project No. 161 – Outlet - FEMA Funding	Information
	Red Lake River 1W1P, RLWD Project 149 - Section 319 Grant	Information

Pennington County Ditch 96-Bids	Info./Action
Withdraw Permit No. 20-131, Dave Faldet	Action
Permits: No. 20125, 20126, 20147, 20151, 20154, 20164, 20166-20173, 20175-20182, 20184, 20186, 20191	Action
Administrators Update	Information
Legal Counsel Update	Information
Managers' updates	Information
Adjourn	Action

UPCOMING MEETINGS

August 18, 2020	RRWMB Meeting, Ada, 10:00 a.m.
August 27, 2020	RLWD Board Meeting, 9:00 a.m.
September 10, 2020	RLWD Board Meeting, 9:00 a.m.

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
July 23, 2020

**DRAFT**

President Dale M. Nelson called the meeting to order at 9:00 a.m. at the Red Lake Watershed District Office, Thief River Falls, MN.

Present in person: Dale M. Nelson, Gene Tiedemann, Terry Sorenson, Allan Page, and LeRoy Ose. Present via conference call: Les Torgerson and Brian Dwight. Staff Present: Myron Jesme and Tammy Audette and Legal Counsel, Delray Sparby.

The Board reviewed the agenda. Motion by Tiedemann, seconded by Page, and passed by unanimous vote that the Board approve the agenda. Motion carried.

The Board reviewed the July 9, 2020 minutes. Motion by Tiedemann, seconded by Torgerson, to approve the July 9, 2020 Board meeting minutes. Upon roll call vote, motion carried unanimously.

The Board reviewed the Financial Report dated July 22, 2020. Motion by Sorenson, seconded by Ose, to approve the Financial Report dated July 22, 2020. Upon roll call vote, motion carried unanimously.

Staff member Arlene Novak reviewed the Investment Summary as of July 22, 2020. Novak recommended investing the \$200,000 Certificate of Deposit set to mature on July 31, 2020, into the CDARS program with Unity Bank at an interest rate of .84% for 12 months. Motion by Tiedemann, seconded by Sorenson, to invest \$200,000 into the CDARS program with Unity Bank. Upon roll call vote, motion carried unanimously.

Staff member Arlene Novak reviewed the 2020 General Fund Budget as of June 30, 2020. Discussion was held on recent Data Practice Policy request costs to the District. President Nelson proposed drafting a Resolution for presentation to the Minnesota Association of Watershed District pertaining to Data Practice Requests Policy.

Engineer Mike Flaagan, Pennington County Highway Department appeared before the Board to discuss Pennington County Ditch No. 96 outlet stabilization project, located south of St. Hilaire. Flaagan stated that the estimated project cost will be \$205,676.00 and that a portion of funding for the project will come from a Clean Water Fund grant that the Pennington SWCD received from BWSR, through an unused grant the Red Lake SWCD received, as well as a local match using ditch funds. Flaagan requested that the District apply for a grant through the RRWMB Water Quality Program Funding in the amount of \$26,313.00. There was considerable discussion concerning additional stabilization of the system which could be considered in the future. Motion by Ose, seconded by Tiedemann, to approve the request for submittal of a Grant Application to the RRWMB in the amount of \$26,313.00 for a bank stabilization project at the outlet of Pennington County Ditch No. 96. Upon roll call vote, motion carried unanimously.

Engineer Mike Flaagan, Pennington County Highway Department, stated that the realignment of the Challenger Ditch, RLWD Project No. 122A, is moving forward. The roundabout should be completed by September 8<sup>th</sup>, prior to the start of school. The bridge over the Red Lake River has a September 15<sup>th</sup> deadline, but due to highwater may not meet the deadline date.

The Board reviewed Pay Estimate No. 4 in the amount of \$147,714.48, to Burski Excavating, Inc., for construction of RLWD Ditch 16, RLWD Project No. 177. Motion by Tiedemann, seconded by Ose, to approve Pay Estimate No. 4 to Burski Excavating, Inc., in the amount of \$147,714.48 for construction of RLWD Ditch 16, RLWD Project No. 177. Upon roll call vote, motion carried unanimously. The Board reviewed a letter dated July 14, 2020, from Burski Excavating, Inc., addressing the letter the District submitted to Burski Excavating, Inc. on July 9, 2020. It was noted that Burski Excavating, Inc. did not address the lack of on-site workers and equipment but is willing to meet with the District to address other concerns. It was the consensus of the Board, that the Board is not willing to entertain discussions on adding extra working days onto the Contract at this time. Administrator Jesme and Engineer Jerry Pribula, will schedule a meeting with the Contractor.

The Board reviewed Pay Estimate No. 6 in the amount of \$835,837.55 to R.J. Zavoral and Sons, Inc. for construction of the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion by Ose, seconded by Dwight, to approve Pay Estimate No. 6 in the amount of \$835,837.55 to R.J. Zavoral and Sons, Inc., for construction of the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Upon roll call vote, motion carried unanimously. Engineer Nate Dalager, HDR Engineering, Inc., discussed potential change orders for the installation of box culverts on Highway 1. MnDOT is requesting granular back fill instead of what is currently on site. Considerable discussion was held on construction of the project, and the sequencing the Contractor chose, which included considerable work within the city portion of the project prior to diversion ditch being completed. Dalager discussed the boulders found while boring under Highway 32 near the Thief River Falls Bowling Alley. Dalager stated that the Contractor has requested a change order to hauling of material at the intersection of Highway 32 and the truck bypass. Dalager and Administrator Jesme informed the Contractor that hauling of the material is incidental to the price they bid for common excavation. Contractor indicated that they would have to change the procedure to move the dirt which would include using a backhoe and scrapers versus just using scrapers. The Board reviewed a letter from R.J. Zavoral & Sons, Inc., requesting extending the substantial and final completion dates. After consideration discussion, it was the consensus of the Board to take the request for extending the completion dates as well potential change orders under advisement.

Engineer Tony Nordby, Houston Engineering, Inc. discussed acquiring or purchasing a flowage easement for the template of the embankment and interior ditch for construction of the Black River Impoundment, RLWD Project No. 176. Motion by Tiedeman, seconded by Ose, to authorize Administrator Jesme the authority to proceed working with the landowners to secure the purchase of the template of the embankment, and interior and outlet of ditch, for permanent and temporary right-of-way for construction of the Black River Impoundment, RLWD Project No. 176. Upon roll call vote, motion carried unanimously. Nordby noted that easements will need to be acquired on the diversion ditches. Nordby discussed the Step 3 submittal that was

approved by the RRWMB, and potential funding from the NRCS. Nordby will present a project cost and funding breakdown at the next meeting.

Administrator Jesme stated that he was contacted by a landowner on the Burnham Creek Project, RLWD Project No. 43B, that would like an area of the ditch system improved along his property, that was not part of the original Burnham Creek project. Jesme referenced the strategy for the 20% Flood Damage Reduction, noting that this could be a potential area to store water as well as cleaning out or restoring the portion of the channel that is causing flooding problems. Jesme recommended the formation of a Project Work Team to review an off-channel impoundment.

Staff member Nick Olson stated that the Euclid East, Brandt and Parnell Impoundments are still holding water from the July 1<sup>st</sup> rain event. It was the consensus of the Board, that all gates remain open, to allow for a complete drawdown of the impoundments, unless the District receives a major rain event. Gates on the Moose River Impoundment will be opened next week to bring the levels to the summer target elevation.

Staff member Dave Marshall discussed RLWD Permit No. 20130 and 20131, Dave Faldet, Lessor Township, Polk County. Marshall recommended tabling the permits until the District receives an opinion from the East Polk SWCD regarding possible wetlands that may be affected by the proposed work. As per the District's Permit Rules and Regulations, the District has a 60-day timeline for taking action on a permit application. Marshall discussed the collection of different mapping for potential wetland impacts. Motion by Ose, seconded by Torgerson, to table RLWD Permit No. 20130 and 20131, Dave Faldet, Lessor Township, Polk County, for further review. Upon roll call vote, motion carried unanimously.

Staff member Nick Olson recommended tabling RLWD Permit No. 20-156, James Reinbold, Equality Township, Red Lake County, as a portion of the tile permit application pays into a different benefitted area. Motion by Tiedemann, seconded by Ose, to table RLWD Permit No. 20-156, James Reinbold, Equality Township, Red Lake County. Upon roll call vote, motion carried unanimously.

Motion by Tiedemann, seconded by Sorenson, to approve the withdrawal of RLWD Permit No. 20-121, Grove Park Township, Polk County. Upon roll call vote, motion carried unanimously

The Board reviewed the permits for approval. Motion by Tiedemann, seconded by Sorenson, to approve the following permits with conditions stated on the permit: No. 20116, John & Cheryle Gunvalson Land Holdings, LCCP, Gully Township, Polk County; No. 20119 and 20120, Grove Park Township, Polk County; 20128, Evelyn Johnson, Badger Township, Polk County; No. 20132, Maxply Farmland Holdings GP, Agder Township, Marshall County; No. 20133, John Eldon Vigstol, Poplar River Township, Red Lake County; No. 20134, Mike Tiedemann, Wylie Township, Red Lake County; No. 20138, Scott G. Olson, Norden Township, Pennington County; No. 20139, Minnesota Department of Transportation, Knute Township, Polk County; No. 20141, Kristel Kaizer, Kratka Township, Pennington County; No. 20142, Dan Ewings, Kratka Township, Pennington County; No. 20143 and 20144, Gervais Township, Red Lake County; No. 20145, Ryan Brang, North Township, Pennington County; No. 20146, Lars & Nicole Toft,

Garnes Township, Red Lake County; No. 20148, Brian Nelson, Sullivan Township, Polk County; No. 20149, Mitchell Kotrba, Northland Township, Polk County; No. 20150, Douglas Peterson, Grand Forks Township, Polk County; No. 20152, Gully Township, Polk County; No. 20153, Red Lake County Highway Department, Red Lake Falls Township, Red Lake County; No. 20155, Scott Strand, Badger Township, Polk County; No. 20157, Roland Brule, Louisville Township, Red Lake County; No. 20158, Red Lake County Highway Department, Garnes Township, Red Lake County; No. 20162, Red Lake County Highway Department, Red Lake Falls Township, Red Lake County; No. 20163, Dan Larson, Equality Township, Red Lake County; and No. 20165, Duane Finkenbinder, Andover Township, Polk County. Upon roll call vote, motion carried unanimously.

The Board reviewed correspondence from BWSR on the 2020 Estimated Market Values.

The Budget and Salary Committee members Brian Dwight, Dale Nelson and Terry Sorenson presented various items for the Board to review based on their meeting held July 20<sup>th</sup>. Items they presented for review were a job description for the new Administrative Assistant/Office Manager position, proposed salary ranges for each existing job description, step process for each salary range as well as the proposed 2020 salary increase for each position based on the proposed salary ranges. After considerable discussion. Motion by Tiedemann, seconded by Ose, to approve the job description for Administrative Assistant/Office Manager, proposed salary ranges and step processes as well as 2020 staff salary increases as follows. Administrator and Accounting Officer receive a 1.6% COLA adjustment, Administrative Assistant/Office Manager and Water Quality Coordinator salary at Step 10, Natural Resource Technician at Step 9, Ditch Inspector/Technician II at Step 8, and Engineering Specialist and Engineering Senior/Hydro II at Step 7. Upon roll call, motion carried unanimously.

Motion by Tiedemann, seconded by Sorenson, and passed unanimously to approve the proposed 2021 General Fund Budget, in the amount of \$145,337, and set the 2021 General Fund Budget hearing for 9:30 a.m. on Thursday, August 27, 2020 at the RLWD Office.

#### Administrators Report:

- The RRWMB approved the Step 3 Submittal for the Black River Impoundment project.
- Thief River Falls Oxbow project was presented to the RRWMB for funding. The RRWMB sent the project to the Water Quality Committee for review. The District also requested the \$100,000 RRWMB Water Quality Allocation for the installation of side water inlet pipes and rock structures for the proposed Black River Impoundment Project and side water inlets for RLWD Ditch 16 that were not previously funded.
- Design of a timber retaining wall for the Threat Ring Dike will be forthcoming.

Staff member Christina Slowinski will inspect the outlet of Ditch 10, RLWD Project No. 161, for any additional damage during recent rain events.

Legal Counsel Sparby stated that the Judicial Ditch 5 (Four-Legged Lake), RLWD Project No. 102 hearing will be held on July 28, 2020. Manager Torgerson requested the zoom information so he could participate in the hearing.

Red Lake Watershed District

July 23, 2020

Page 5 of 5

Administrator Jesme discussed the Final Hearing for the Improvement to Polk County Ditch 39, RLWD Project No. 179 to be held in the District's garage on July 24, 2020 at 9:00 a.m. Jesme discussed all precautions that will be taken due to the Covid-19 pandemic.

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LeRoy Ose, Secretary

RED LAKE WATERSHED DISTRICT  
Special Meeting  
Improvement to Polk County Ditch 39, RLWD Project No. 179  
Final Hearing Minutes  
July 24, 2020  
9:00 a.m.

President Dale M. Nelson called the Improvement to Polk County Ditch 39, RLWD Project No. 179, Final Hearing to order at 9:00 a.m. at the Red Lake Watershed District office, 1000 Pennington Avenue South, Thief River Falls, MN 56701.

Present were: Managers Dale M. Nelson, Gene Tiedemann, Terry Sorenson, LeRoy Ose, Brian Dwight., and Allan Page, and via conference call Manager Les Torgerson. Staff present: Myron Jesme, Tammy Audette and Legal Counsel Delray Sparby. Various other staff members were present from time to time to assist in placing people due to COVID 19 restrictions.

Motion by Ose, seconded by Tiedemann, and passed by unanimous vote to approve the agenda as presented. Motion carried.

President Nelson acknowledged that Manager Les Torgerson and landowner Stanley Hotvedt were present via conference call.

President Nelson and Legal Counsel, Delray Sparby, briefly addressed the audience concerning the purpose and format of the meeting and social distancing efforts due to the COVID-19 pandemic. Sparby indicated that correspondence received prior to the hearing will be publicly read during the hearing.

Landowner, Mark Holy, stood up unannounced a request to address the Board, legal counsel for the Board, as well as legal counsel for the petitioners, regarding statutory requirements he felt the Board must follow and statutory deficiencies he felt existed. He also indicated that in his opinion the hearing could not be held due to his assumed statutory deficiencies. Manager Nelson repeatedly told Mr. Holy that he would have a chance to speak but that he was not going to dictate the course of the hearing. Manager Nelson requested Mr. Holy sit down and take a seat. Mr. Holy refused to comply with this request. After considerable exchange between Mr. Holy and Manager Nelson, law enforcement was called in to suspend further failure to follow the meeting procedures and to allow the Board to maintain order.

Administrator Jesme read for the record the MN DNR Commissioner's Final Advisory Report.

Jerry Pribula, Pribula Engineering, and engineer for the petitioned project presented the Detailed Engineer's Report. Upon completion of his presentation, Jerry Pribula then



turned the hearing back to President Nelson. After all questions from the Board had been answered by the Engineer, the meeting was turned over to the viewers.

Viewers Jerry Bennett, Roger Beiswenger, Robert Wagner and Mike Baumgartner presented the Viewer's Report to the Board and members of the audience. Upon completion of Mr. Bennett's presentation, the meeting was turned back to President Nelson.

Administrator Jesme noted letters received from absentee landowners within the proposed project area. Administrator Jesme read into the record the letters received and indicated that copies of these letters are available to the public for viewing.

After all, in attendance were given a chance to ask questions and/or make comments, President Nelson closed the hearing as to public comment. The hearing is on video tape and available for viewing at the RLWD.

A motion was made by Tiedemann, seconded by Ose, to establish, by order, RLWD Ditch 17, RLWD Project No. 179, according to the Engineer's Report; to adopt the Viewers Report of benefits and damages, as set forth in the attached Exhibit "A"; finding that the statutory factors necessary to establish the drainage project were present and to direct Legal Counsel Sparby to prepare Findings and an Order consistent with the motion for the Board's consideration and adoption. Motion carried.

A motion was made by Ose, seconded by Torgerson, with motion carried to adjourn the meeting.

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LeRoy Ose, Secretary

**RED LAKE WATERSHED DISTRICT**  
**Financial Report for August 12, 2020**

<b>Ck#</b>	<b>Check Issued to:</b>	<b>Description</b>	<b>Amount</b>
online	EFTPS	Withholding for FICA, Medicare, and Federal taxes	4,344.34
online	MN Department of Revenue	Withholding taxes	781.16
online	Public Employees Retirement Assn.	PERA	2,733.04
online	EFTPS	Withholding for FICA and Medicare taxes	152.26
online	EFTPS	Withholding for FICA, Medicare, and Federal taxes	4,291.26
online	MN Department of Revenue	Withholding taxes	770.31
online	Public Employees Retirement Assn.	PERA	2,678.34
38307	Page Rentals LLC	Tent rental for Proj. 179 final hearing	270.00
38308	Burski Excavating, Inc.	Pay estimate #4, RLWD Ditch 16	147,714.48
38309	Myron Jesme	Mileage and per diem meal	120.37
38310	Kezar Music	Rental of sound system for Proj.179 final hearing	410.00
38311	United States Treasury	PCORI annual fees (ACA fees)	15.24
38312	Unity Bank North	Purchase 12 month CD	200,000.00
38313	RJ Zavoral & Sons	Pay estimate #6, TRF Westside FDR Project	835,837.55
38314	City of Thief River Falls	Electricity, water, sewer, etc.	798.93
38315	Les's Sanitation, Inc.	Garbage pickup	34.70
38316	Northern Technologies, LLC	Professional services for RLWD Ditch 16 construction	2,875.50
38317	Sjoberg's Cable TV	Internet expense	106.95
38318	Ace Hardware	LED lights for office	31.98
38319	Ameripride Services Inc.	Office rug rental	47.39
38320	Matthew Audette	Mow lawn July 15-Aug. 10	560.00
38321	Tammy Audette	Clean offices in July	320.00
38322	Jerry Bennett	Viewers expense for Proj. 179 (Improv. to Polk Co. 39)	416.13
38323	Brault Construction LLC	Cleanup downed tree & dig out stump in ROW-Proj. 119	660.00
38324	Computerware	Annual consulting fee for accounting software	450.00
38325	Les Cota	Mow area of Proj. 171	750.00
38326	Delta Dental	Dental insurance premium	529.20
38327	The Exponent	Final hearing ad-Improv. to Polk County 39 (Proj. 179)	604.20
38328	Holthusen Construction Co.	Mulch on 3rd mile of dike-Moose River Impoundment	1,295.00
38329	Houston Engineering, Inc.	Engineering fees for Black River Impoundment	7,428.75
38330	Hugo's #7	Meeting, maint. & sanitizing supplies, and water quality supplies	196.89
38331	Ihle Sparby & Haase PA	*Legal fees-see below for explanation	9,107.30
38332	LM Road Services	Spray systems-Proj. 60F and Proj. 171	4,141.25
38333	Lunke's Inc.	Tree removal and mowing-State Ditch 83	4,950.00
38334	Marco	Copier maintenance (\$154.85) & Telephone (\$345.90)	500.75
38335	Minnkota Power Cooperative	Move power poles-RLWD Ditch 16	3,204.97
38336	MN Energy Resources Corp.	Heating expense	20.45
38337	Northern Motors Inc.	Oil change on 2018 Traverse	45.95
38338	Northwest Beverage, Inc.	H2O for office	30.75
38339	LeRoy Ose	Mileage	502.00
38340	Purchase Power	Postage	245.34
38341	Quill Corporation	Packaging tape, disinfecting sprays/wipes	67.25
38342	Rinken Noonan	Monthly retainer (\$200) and Improv.to Polk Co. 39 (\$3,558)	3,758.00
38343	RMB Environmental Laboratories	Lab analysis of water quality samples	6,762.00
38344	Spee-Dee	Shipment of water samples	47.57
38345	TRF Hardware	Repair holes in asphalt from tent	18.97
online	Further	Medical FSA	18.11
online	Aflac	Staff paid insurances	593.76
direct	Brian Dwight	Mileage	324.30
direct	Terry Sorenson	Mileage	172.52
online	Blue Cross Blue Shield	Health insurance premium	3,431.00
	<b>Payroll</b>		
	Check #11202-12021 & 7456		30,696.67
	<b>Total Checks</b>		<b>\$ 1,285,862.88</b>

**Additional Payables for approval:**

BWSR	Wetland banking credits withdrawal-City of Crookston	\$	76.00
Pribula Engineering, PLLC	Engineering fees for Ditch 16 (inc. SWI reimbursable 1W1P)	\$	38,400.00
<b>Total checks and additional</b>		\$	<u>1,324,338.88</u>

**\*Ihle Sparby & Haase PA**

Proj. 01 Administration	4,212.00
Proj. 102 Four Legged Lake	2,431.00
Proj. 102 Four Legged Lake (exp.)	88.30
Proj. 178 TRF Westside FDR	1,224.00
Proj. 179 Improv. to Polk Co. 39	<u>1,152.00</u>
<b>Total</b>	<u>9,107.30</u>

**Banking****Northern State Bank**

Balance as of July 22, 2020	\$	349,747.38
Total Checks Written		(1,324,338.88)
Receipt #989795 State of Minnesota-Pay request #5-Clearwater WRAPS grant		1,059.75
Receipt #989796 Transfer in from American Federal Bank, Fosston		500,000.00
Receipt #989798 Transfer in from American Federal Bank, Fosston		300,000.00
Receipt #989800 Transfer in from American Federal Bank, Fosston		200,000.00
Receipt #989801 Northern State Bank-Monthly interest		233.26
Receipt #989805 Edward Jones-Matured CD with interest		202,047.93
Receipt #989809 State of Minnesota-Reimburse for cost share of TRF Westside FDR		<u>442,216.26</u>
Balance as of August 12, 2020	\$	<u><u>670,965.70</u></u>

Current interest rate is .30%

**American Federal Bank-Fosston**

Balance as of July 22, 2020	\$	5,958,796.21
Receipt #989796 Transfer into Northern State Bank	\$	(500,000.00)
Receipt #989797 Clearwater County-1/2 of riparian/buffer strip aid	\$	6,425.00
Receipt #989798 Transfer into Northern State Bank		(300,000.00)
Receipt #989799 Polk County-1/2 of riparian/buffer strip aid		5,370.50
Receipt #989800 Transfer into Northern State Bank		(200,000.00)
Receipt #989802 American Federal Bank-Monthly interest		3,956.15
Receipt #989803 Loren/Marjean Sanderson-Reimburse for health and dental insurances		761.45
Receipt #989804 Unity Bank-Interest on CDARS CDS		807.64
Receipt #989806 Red Lake County-Delinquent and special revenue taxes		5,169.86
Receipt #989807 Raymond Zammert-Annual rent		1,718.46
Receipt #989808 Unity Bank-Pro-rated interest on CD		<u>25.21</u>
Balance as of August 12, 2020	\$	<u><u>4,983,030.48</u></u>

Current interest rate is .75%

**RED LAKE WATERSHED DISTRICT**  
Application for Payment  
Estimate of Work Completed

ESTIMATE NUMBER: 5  
PROJECT NAME: RLWD Ditch 16  
OWNER: Red Lake Watershed District  
CONTRACT AMOUNT: \$1,572,196.70  
CONTRACTOR: Burski Excavating, Inc.

DATE: 8/13/2020  
PROJECT NUMBER: 177  
CONTRACT DATE: 6/7/2019  
WORK COMPLETED: 8/11/2020

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	UNIT PRICE	QUANTITY COMPLETED				TOTAL AMOUNT	
					PREVIOUS	CURRENT	TOTAL	%		
1	Traffic Control	LS	1	\$31,138.64	0.75	0.00	0.75	75.00%	\$23,353.98	
2	Anchored Silt Fence (Type PA - Preassembled)	LF	1,000	\$2.97	0	0	0	0.00%	\$0.00	
3	Anchored 12" Bio-Roll Ditch Block (Type 3)	LF	1,040	\$3.51	0	0	0	0.00%	\$0.00	
4	Grass Seed Mixture	LBS	8,600	\$3.15	0	2,000	2000	23.26%	\$6,300.00	
5	Grass Seeding (MNDOT 2575.3)	AC	86	\$375.18	0	20	20	23.26%	\$7,503.60	
6	Anchored Wheat Straw Mulch	TON	172	\$178.40	0	20	20	11.63%	\$3,568.00	
7	Riprap, Class 3 (18" & Under) w/type 4 Geotextile	CU.YD.	1,600	\$67.03	400	120	520	32.50%	\$34,855.60	
8	Excavation (topsoil conservation-replacement, SWPPP Prep., Erosion Control, Minor Lateral Hauling and Clearing and Grubbing of Trees in Permanent ROW are incidental)	CU.YD.	366,920	\$1.75	107,150	50,605	157,755	42.99%	\$276,071.25	
9	Remove Bituminous Pavement	SQ.YD.	316	\$17.30	730	0	730	231.01%	\$12,629.00	
10	Bituminous Pavement (Type SP 12.5 Wearing Course Mix)	TON	270	\$108.12	272	0	272	100.74%	\$29,408.64	
11	Geogrid-Tensar TX 140 (Install Under Aggregate Base)	SQ.YD.	864	\$3.78	755	214	969	112.15%	\$3,662.82	
12	Aggregate Roadway Surfacing (Loose Volume), CL 1	CU.YD.	450	\$34.60	15	50	65	14.44%	\$2,249.00	
13	Salvage & Reinstall Granular & Aggregate Material (CV)	CU.YD.	680	\$27.03	0	0	0	0.00%	\$0.00	
14	Granular Backfill (Compacted Volume)	CU.YD.	200	\$38.92	922	0	922	461.00%	\$35,884.24	
15	Aggregate Road Base and Shoulder Base (CL 5 MOD)(CV)	CU.YD.	288	\$32.44	277	0	277	96.18%	\$9,985.88	
16	18" Corrugated Steel Pipe (CSP) Culvert (16 Gauge)	LF	2,050	\$25.41	256	150	406	19.80%	\$10,316.46	
17	80' - 24" SCH 20 Steel Pipe - Directional Bore/Open Cut	EACH	2	\$23,786.46	0	0	0	0.00%	\$0.00	
18	24" Corrugated Steel Pipe (CSP) Culvert (16 Gauge)	LF	2,680	\$34.60	60	490	550	20.52%	\$19,030.00	
19	36" Corrugated Steel Pipe (CSP) Culvert (14 Gauge)	LF	190	\$60.55	0	0	0	0.00%	\$0.00	
20	49"x33" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	70	\$92.98	0	0	0	0.00%	\$0.00	
21	53"x41" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	320	\$108.12	0	0	0	0.00%	\$0.00	
22	60"x46" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	160	\$123.26	0	0	0	0.00%	\$0.00	
23	81"x59" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	385	\$161.10	0	180	180	46.75%	\$28,998.00	
24	78" CSP Culvert (12 gauge) w/3:1 step ends	LF	180	\$170.83	90	90	180	100.00%	\$30,749.40	
25	18" CSP Standard Flared End Section	EACH	44	\$108.12	4	2	6	13.64%	\$648.72	
26	24" CSP Standard Flared End Section	EACH	42	\$151.37	1	7	8	19.05%	\$1,210.96	
27	36" CSP Standard Flared End Section	EACH	6	\$410.86	0	0	0	0.00%	\$0.00	
28	18" Exterior Flap-Gate	EACH	44	\$491.95	4	2	6	13.64%	\$2,951.70	
29	24" Exterior Flap-Gate	EACH	42	\$589.26	1	7	8	19.05%	\$4,714.08	
30	36" Exterior Flap-Gate	EACH	2	\$1,027.14	0	0	0	0.00%	\$0.00	
31	12'x6' Reinforced Conc. Box Culvert (CL 2)	LF	96	\$1,243.38	92	0	92	95.83%	\$114,390.96	
32	12'x 6' RC Box Cul. End Sec. (CL 2 w/15 Deg. Skewed End)	EACH	2	\$33,301.04	2	0	2	100.00%	\$66,602.08	
					Subtotal				\$724,064.37	
<b>Additional Material</b>					0	\$0.00	0	0	0	\$0.00
					Subtotal				\$0.00	
<b>Change Order</b>										
1	Replace 2-15 degree skewed, Type 2, End Sections for the 12'x6'RC Box Culvert	EACH	2	-\$1,974.48	0	2	2	100%	-\$3,948.96	
					Subtotal				-\$3,948.96	
					<b>TOTALS</b>				\$720,135.41	

<b>SUMMARY:</b>	
Total of Work to Date	\$720,135.41
Less 10% Retainage	\$72,013.54
Amount Paid on Previous Payments	\$478,889.81
<b>Amount Due this Estimate</b>	<b>\$169,232.06</b>
Percentage of work completed	46%
Original Contract Amount Due	\$1,572,196.70
Additional Material	\$0.00
Change Orders	(\$3,948.96)
Total Estimated Contract Costs	\$1,568,247.74

<b>RECAP OF PREVIOUS PAYMENTS:</b>		
ESTIMATE NO	DATE	PAYMENT AMOUNT
1	1/31/2020	\$78,333.13
2	6/11/2020	\$86,924.58
3	6/23/2020	\$165,917.62
4	7/21/2020	\$147,714.48
5		\$0.00
FINAL PAYMENT		
<b>TOTAL</b>		<b>\$478,889.81</b>

I concur that there are no pending changed condition claims as of this date of this pay estimate NB (Initial)  
 Approved by Contractor: Ron Burski, Burski Excavating, Inc.

Date: 8-12-2020 Signature: Nick B

I concur that there are no pending changed condition claims as of this date of this pay estimate NP (Initial)  
 Approved by Contractor: Nick Pribula, Pribula Engineering, PLLC

Date: 8-12-20 Signature: Nick Pribula

Approved by Administrator: Myron Jesme, Red Lake Watershed District

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**Contractor's Application and Certificate for Payment Summary**

To (Owner): Red Lake Watershed District	From (Contractor): R.J. Zavoral & Sons, Inc.	Via (Engineer): Nathan P. Dalager
Owner's Project No.: 178	Contractor's Project No.:	Engineer's Project No.: 10134290
For (Contract): Thief River Falls Westside Flood Damage Reduction Project	Application No.: 7	Application Period: 7/16/2020 - 8/06/2020


**Application for Payment  
Change Order Summary**

Change Orders Approved by Owner:			
Number	Date Approved	Additions	Deductions
1	5/5/2020	\$ 173,944.09	\$ -
2	5/14/2020	\$ -	\$ 27,577.00
3	5/28/2020	\$ 12,204.00	\$ -
4	6/8/2020	\$ 15,594.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ 201,742.09	\$ 27,577.00
		\$	\$ 174,165.09

<b>1. ORIGINAL CONTRACT PRICE</b>	\$ 6,632,761.68
<b>2. NET CHANGE BY CHANGE ORDERS</b>	\$ 174,165.09
<b>3. CONTRACT SUM TO DATE (Line 1 ± 2)</b>	\$ 6,806,926.77
<b>4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)</b>	\$ 3,762,370.67
<b>5. RETAINAGE: 5% of Completed Work and Stored Material</b>	\$ 188,118.53
<b>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5)</b>	\$ 3,574,252.14
<b>7. LESS PREVIOUS PAYMENTS</b>	\$ 2,429,015.65
<b>8. AMOUNT DUE THIS APPLICATION</b>	\$ 1,145,236.50
<b>9. BALANCE TO FINISH</b>	\$ 3,044,556.10
<b>10. PERCENT COMPLETE</b>	55.27%

**Contractor's Certification**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

<b>Contractor:</b>	
By: 	Date: 08/12/2020

Payment of:  
\$ 1,145,236.50 is recommended.

<b>HDR Engineering, Inc.</b>	
By: 	Date: 8/12/2020

<b>Red Lake Watershed District</b>	
By:	Date:



**Contractor's Application and Certificate for Payment Summary**

To (Owner): Red Lake Watershed District	From (Contractor): R.J. Zavoral & Sons, Inc.	Via (Engineer): Nathan P. Dalager
Owner's Project No.: 178	Contractor's Project No.:	Engineer's Project No.: 10134290
For (Contract): Thief River Falls Westside Flood Damage Reduction Project	Application No.: 7	Application Period: 7/16/2020 - 8/06/2020

**Summary of Previous Payments**

Application No.	Application Period	Payment Amount
1	4/20/2020 - 5/7/2020	\$ 191,120.05
2	5/7/2020 - 5/21/2020	\$ 199,068.23
3	5/21/2020-6/4/2020	\$ 356,473.89
4	6/4/2020-6/18/2020	\$ 450,116.08
5	6/18/2020-7/2/2020	\$ 396,399.85
6	7/2/2020-7/16/2020	\$ 835,837.55

Application No.	Application Period	Payment Amount



**Contractor's Application and Certificate for Payment**

For (contract):		Thief River Falls Westside Flood Damage Reduction Project					Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		7					Application Period:		7/16/2020 - 8/06/2020					
A			B		C		D	E	F	G	H	I	J	
Item					Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period							
2021.501	MOBILIZATION	LUMP SUM	1	\$259,500.00	\$259,500.00	0.60	0.0	0.0	0.6	60.00%	\$0.00	\$155,700.00	0.40	
2101.501	CLEARING AND GRUBBING	LUMP SUM	1	\$27,725.00	\$27,725.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$27,725.00	0.0	
2104.503	REMOVE 24" CS PIPE CULVERT	LIN FT	68	\$10.00	\$680.00	61.0	0.0	0.0	61	89.71%	\$0.00	\$610.00	7.0	
2104.503	REMOVE 115" x 72" RC ARCH PIPE	LIN FT	92	\$19.00	\$1,748.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	92.0	
2104.503	REMOVE 138" x 88" RC ARCH PIPE	LIN FT	74	\$20.00	\$1,480.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	74.0	
2104.503	REMOVE 154" x 97" RC ARCH PIPE	LIN FT	80	\$23.00	\$1,840.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	80.0	
2104.503	SALVAGE 60" RC ARCH PIPE	LIN FT	150	\$24.50	\$3,675.00	150.0	0.0	0.0	150	100.00%	\$0.00	\$3,675.00	0.0	
2104.502	SALVAGE SIGN TYPE A	EACH	14	\$200.00	\$2,800.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	14.0	
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	832	\$2.50	\$2,080.00	248.0	0.0	0.0	248	29.81%	\$0.00	\$620.00	584.0	
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	2946	\$8.65	\$25,482.90	1286.0	190.0	0.0	1476	50.10%	\$1,643.50	\$12,767.40	1470.0	
2105.607	SPOIL HAULING (P)	CU YD	35480	\$7.95	\$282,066.00	4,000.0	8,400.0	0.0	12,400.00	34.95%	\$66,780.00	\$98,580.00	23080.0	
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	9876	\$1.55	\$15,307.80	4844.0	2,922.0	0.0	7766	78.64%	\$4,529.10	\$12,037.30	2110.0	
2105.507	COMMON EXCAVATION (P)	CU YD	595137	\$2.68	\$1,594,967.16	416,155.0	119,000.0	0.0	535,155.00	89.92%	\$318,920.00	\$1,434,215.40	59982.0	
2105.507	COMMON BORROW (CV)	CU YD	10035	\$6.80	\$68,238.00	0.0	6,000.0	0.0	6000	59.79%	\$40,800.00	\$40,800.00	4035.0	
2118.509	AGGREGATE SURFACING, CLASS 1	TON	90	\$17.80	\$1,602.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	90.0	
2118.509	AGGREGATE SURFACING, CLASS 5	TON	2151	\$11.00	\$23,661.00	0.0	225.0	0.0	225	10.46%	\$2,475.00	\$2,475.00	1926.0	
2211.509	AGGREGATE BASE, CLASS 3	TON	929	\$10.00	\$9,290.00	0.0	320.0	0.0	320	34.45%	\$3,200.00	\$3,200.00	609.0	
2211.509	AGGREGATE BASE, CLASS 5	TON	1137	\$11.00	\$12,507.00	753.0	0.0	0.0	753	66.23%	\$0.00	\$8,283.00	384.0	
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	367	\$90.00	\$33,030.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	367.0	
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	175	\$90.00	\$15,750.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	175.0	
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	409	\$100.00	\$40,900.00	366.0	0.0	0.0	366	89.49%	\$0.00	\$36,600.00	43.0	
2411.507	STRUCTURAL CONCRETE (3G52) (P)	CU YD	21	\$2,000.00	\$42,000.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	21.0	
2411.508	REINFORCEMENT BARS (EPOXY COATED) (P)	POUND	10270	\$2.15	\$22,080.50	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	10270.0	
2412.502	10X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$16,255.00	\$32,510.00	0.0	2.0	0.0	2	100.00%	\$32,510.00	\$32,510.00	0.0	
2412.502	12X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$17,600.00	\$35,200.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2412.502	12X10 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	1	\$27,365.00	\$27,365.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$27,365.00	0.0	
2412.503	10X8 PRECAST CONCRETE BOX CULVERT	LIN FT	84	\$1,075.00	\$90,300.00	0.0	84.0	0.0	84	100.00%	\$90,300.00	\$90,300.00	0.0	
2412.503	12X8 PRECAST CONCRETE BOX CULVERT	LIN FT	102	\$1,125.00	\$114,750.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	102.0	
2412.503	12X10 PRECAST CONCRETE BOX CULVERT	LIN FT	120	\$1,335.00	\$160,200.00	120.0	0.0	0.0	120	100.00%	\$0.00	\$160,200.00	0.0	
2442.501	REMOVE EXISTING BRIDGE	LUMP SUM	2	\$5,700.00	\$11,400.00	1.0	0.0	0.0	1	50.00%	\$0.00	\$5,700.00	1.0	
2451.507	GRANULAR BEDDING (CV)	CU YD	5084	\$11.15	\$56,686.60	904.0	410.0	0.0	1314	25.85%	\$4,571.50	\$14,651.10	3770.0	
2461	FLOWABLE FILL CONCRETE	CU YD	211	\$140.00	\$29,540.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	211.0	
2501.502	24" CAS PIPE APRON	EACH	3	\$375.00	\$1,125.00	2.0	0.0	0.0	2	66.67%	\$0.00	\$750.00	1.0	
2501.502	30" CAS PIPE APRON	EACH	2	\$598.00	\$1,196.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2501.502	36" CAS PIPE APRON	EACH	4	\$930.00	\$3,720.00	2.0	0.0	0.0	2	50.00%	\$0.00	\$1,860.00	2.0	
2501.502	18" CS PIPE APRON	EACH	18	\$170.00	\$3,060.00	2.0	1.0	0.0	3	16.67%	\$170.00	\$510.00	15.0	
2501.502	24" CS PIPE APRON	EACH	6	\$230.00	\$1,380.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	6.0	





Contractor's Application and Certificate for Payment

For (contract):		Thief River Falls Westside Flood Damage Reduction Project					Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		7					Application Period:		7/16/2020 - 8/06/2020					
A			B			C		D	E	F	G	H	I	J
Item			Work Completed											
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications		Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish	
													(A - F)	
2501.502	36" CS PIPE APRON	EACH	1	\$525.00	\$525.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0	
2501.502	48" CS PIPE APRON	EACH	8	\$1,100.00	\$8,800.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	8.0	
2501.502	FLAP GATE FOR 18"CS PIPE	EACH	16	\$685.00	\$10,960.00	2.0	1.0	0.0	3	18.75%	\$685.00	\$2,055.00	13.0	
2501.502	FLAP GATE FOR 24"CS PIPE	EACH	3	\$760.00	\$2,280.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2501.503	24" CAS PIPE CULVERT	LIN FT	222	\$40.00	\$8,880.00	136.0	0.0	0.0	136	61.26%	\$0.00	\$5,440.00	86.0	
2501.503	30" CAS PIPE CULVERT	LIN FT	68	\$55.00	\$3,740.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	68.0	
2501.503	36" CAS PIPE CULVERT	LIN FT	143	\$65.00	\$9,295.00	73.0	0.0	0.0	73	51.05%	\$0.00	\$4,745.00	70.0	
2501.503	15" CS PIPE CULVERT	LIN FT	20	\$32.00	\$640.00	0.0	8.0	0.0	8	40.00%	\$256.00	\$256.00	12.0	
2501.503	18" CS PIPE CULVERT	LIN FT	1054	\$33.00	\$34,782.00	188.0	70.0	0.0	258	24.48%	\$2,310.00	\$8,514.00	796.0	
2501.503	24" CS PIPE CULVERT	LIN FT	262	\$40.00	\$10,480.00	0.0	40.0	0.0	40	15.27%	\$1,600.00	\$1,600.00	222.0	
2501.503	48" CS PIPE CULVERT	LIN FT	271	\$105.00	\$28,455.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	271.0	
2501.503	84" CS PIPE CULVERT (BEVEL CUT ENDS)	LIN FT	636	\$187.00	\$118,932.00	444.0	192.0	0.0	636	100.00%	\$35,904.00	\$118,932.00	0.0	
2501.503	102" SPAN CS PIPE ARCH CULVERT (BEVEL CUT ENDS)	LIN FT	67	\$220.00	\$14,740.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	67.0	
2501.503	30" STEEL CASING PIPE - JACK INSTALLED	LIN FT	169	\$678.00	\$114,582.00	169.0	0.0	0.0	169	100.00%	\$0.00	\$114,582.00	0.0	
2501.503	30" STEEL CASING PIPE	LIN FT	106	\$772.00	\$81,832.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	106.0	
2501.503	36" STEEL CASING PIPE	LIN FT	59	\$177.00	\$10,443.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	59.0	
2501.503	54" STEEL CASING PIPE - JACK INSTALLED	LIN FT	168	\$1,500.00	\$252,000.00	72.0	58.0	0.0	130	77.38%	\$87,000.00	\$195,000.00	38.0	
2501.515	18" RC PIPE APRON	EACH	3	\$540.00	\$1,620.00	0.0	1.0	0.0	1	33.33%	\$540.00	\$540.00	2.0	
2501.515	24" RC PIPE APRON	EACH	8	\$630.00	\$5,040.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	8.0	
2501.515	36" RC PIPE APRON	EACH	3	\$1,160.00	\$3,480.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2503.503	36" CS PIPE SEWER	LIN FT	738	\$67.00	\$49,446.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	738.0	
2503.503	12" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	23	\$50.00	\$1,150.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	23.0	
2503.503	15" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	19	\$55.00	\$1,045.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	19.0	
2503.503	18" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	164	\$58.00	\$9,512.00	0.0	72.0	0.0	72	43.90%	\$4,176.00	\$4,176.00	92.0	
2503.503	24" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	1020	\$56.00	\$57,120.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1020.0	
2503.503	36" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	823	\$106.00	\$87,238.00	48.0	387.0	0.0	435	52.86%	\$41,022.00	\$46,110.00	388.0	
2503.503	48" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	2036	\$167.00	\$340,012.00	718.0	1,282.0	0.0	2000	98.23%	\$214,094.00	\$334,000.00	36.0	
2503.503	54" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	2284	\$212.00	\$484,208.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2284.0	
2503.503	54" RC PIPE SEWER DESIGN 3006, CLASS IV	LIN FT	108	\$238.00	\$25,704.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	108.0	
2503.503	60" RC PIPE CULVERT DESIGN 3006, CLASS III	LIN FT	16	\$248.00	\$3,968.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	16.0	
2503.602	CONNECT TO EXISTING FORCE MAIN	EACH	2	\$1,800.00	\$3,600.00	2.0	0.0	0.0	2	100.00%	\$0.00	\$3,600.00	0.0	
2506.502	CONSTRUCT DRAINAGE STRUCTURE 36" CS PIPE RISER	EACH	2	\$1,100.00	\$2,200.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2506.502	CONSTRUCT 4X4 DRAINAGE STRUCTURE, PRECAST	EACH	3	\$7,475.00	\$22,425.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2506.502	CONSTRUCT 6X6 DRAINAGE STRUCTURE, PRECAST	EACH	10	\$11,085.00	\$110,850.00	2.0	5.0	0.0	7	70.00%	\$55,425.00	\$77,595.00	3.0	
2506.502	CONSTRUCT 8X6 DRAINAGE STRUCTURE, PRECAST	EACH	10	\$14,815.00	\$148,150.00	1.0	0.0	0.0	1	10.00%	\$0.00	\$14,815.00	9.0	
2506.502	CONSTRUCT 8X8 DRAINAGE STRUCTURE, PRECAST	EACH	2	\$14,400.00	\$28,800.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2506.502	CONSTRUCT 10X6 DRAINAGE STRUCTURE, PRECAST	EACH	1	\$15,915.00	\$15,915.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$15,915.00	0.0	



Contractor's Application and Certificate for Payment

For (contract):		Thief River Falls Westside Flood Damage Reduction Project					Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		7					Application Period:		7/16/2020 - 8/06/2020					
A					B	C		D	E	F	G	H	I	J
Item					Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period							
2506.502	CONSTRUCT 10X8 DRAINAGE STRUCTURE, PRECAST	EACH	1	\$34,850.00	\$34,850.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0	
2506.502	CASTING ASSEMBLY - BEEHIVE GRATE AND FRAME	EACH	3	\$1,250.00	\$3,750.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2506.502	CASTING ASSEMBLY - COVER AND FRAME	EACH	3	\$780.00	\$2,340.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2511.507	RANDOM RIPRAP - SPECIAL (CLASS 3)	CU YD	1044	\$105.00	\$109,620.00	0.0	290.0	0.0	290	27.78%	\$30,450.00	\$30,450.00	754.0	
2511.507	RANDOM RIPRAP - SPECIAL (CLASS 4)	CU YD	362	\$105.00	\$38,010.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	362.0	
2511.507	RANDOM RIPRAP - SPECIAL (D50 = 18")	CU YD	1450	\$105.00	\$152,250.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1450.0	
2511.507	RANDOM RIPRAP (CLASS 2)	CU YD	225	\$85.00	\$19,125.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	225.0	
2511.507	RANDOM RIPRAP (CLASS 3)	CU YD	2057	\$85.00	\$174,845.00	282.0	300.0	0.0	582	28.29%	\$25,500.00	\$49,470.00	1475.0	
2511.507	RANDOM RIPRAP (CLASS 4)	CU YD	1063	\$85.00	\$90,355.00	0.0	963.0	0.0	963	90.59%	\$81,855.00	\$81,855.00	100.0	
2511.509	GRANULAR FILTER MATERIAL	TON	354	\$85.00	\$30,090.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	354.0	
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	110	\$54.00	\$5,940.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	110.0	
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$25,000.00	\$25,000.00	0.75	0.20	0.0	0.95	95.00%	\$5,000.00	\$23,750.00	0.1	
2563.601	DETOUR SIGNING	LUMP SUM	1	\$13,550.00	\$13,550.00	0.7	0.0	0.0	0.7	70.00%	\$0.00	\$9,485.00	0.3	
2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	6	\$2,600.00	\$15,600.00	3.0	0.0	0.0	3	50.00%	\$0.00	\$7,800.00	3.0	
2573.502	STORM DRAIN INLET PROTECTION	EACH	4	\$125.00	\$500.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	4.0	
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	782	\$5.50	\$4,301.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	782.0	
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	160	\$17.00	\$2,720.00	100.0	0.0	0.0	100	62.50%	\$0.00	\$1,700.00	60.0	
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	2546	\$3.00	\$7,638.00	337.0	0.0	0.0	337	13.24%	\$0.00	\$1,011.00	2209.0	
2574.505	SOIL BED PREPARATION	ACRE	10.8	\$200.00	\$2,160.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	10.8	
2574.508	FERTILIZER, TYPE 1	POUND	18800	\$0.50	\$9,400.00	2800.0	0.0	0.0	2,800.00	14.89%	\$0.00	\$1,400.00	16000.0	
2574.508	FERTILIZER, TYPE 3	POUND	220	\$0.50	\$110.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	220.0	
2575.504	TURF REINFORCEMENT MAT, CATEGORY 4	SQ YD	3200	\$16.00	\$51,200.00	0.0	3200.0	0.0	3200	100.00%	\$51,200.00	\$51,200.00	0.0	
2575.505	SEEDING	ACRE	75.1	\$300.00	\$22,530.00	14.0	0.0	0.0	14	18.64%	\$0.00	\$4,200.00	61.1	
2575.505	DISK ANCHORING	ACRE	75.1	\$20.00	\$1,502.00	14.0	0.0	0.0	14	18.64%	\$0.00	\$280.00	61.1	
2575.508	SEED MIXTURE, 25-131	POUND	2332	\$4.00	\$9,328.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2332.0	
2575.508	SEED MIXTURE, 25-141	POUND	4388	\$4.00	\$17,552.00	826.0	0.0	0.0	826	18.82%	\$0.00	\$3,304.00	3562.0	
2575.508	HYDRAULIC MULCH MATRIX	POUND	22260	\$0.85	\$18,921.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	22260.0	
2575.509	MULCH MATERIAL TYPE 1	TON	150.2	\$80.00	\$12,016.00	28.0	0.0	0.0	28	18.64%	\$0.00	\$2,240.00	122.2	
2575.523	WATER	M GAL	223	\$50.00	\$11,150.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	223.0	
2575.604	ROLLED EROSION CONTROL PREVENTION CATEGORY 25	SQ YD	5778	\$1.69	\$9,764.82	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	5778.0	
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	1156	\$3.20	\$3,699.20	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1156.0	
2582.503	4" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	265	\$2.00	\$530.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	265.0	
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	115.6	\$2.00	\$231.20	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	115.6	
2722.549	8" PVC SDR-26 FORCE MAIN	LIN FT	2408	\$28.00	\$67,424.00	1,966.0	0.0	0.0	1,966.00	81.64%	\$0.00	\$55,048.00	442.0	
2722.549	8" FORCE MAIN DIRECTIONAL BORE (FUSIBLE PVC C900)	LIN FT	344	\$100.00	\$34,400.00	344.0	0.0	0.0	344	100.00%	\$0.00	\$34,400.00	0.0	
2722.549	20" PVC FORCE MAIN	LIN FT	2437	\$74.00	\$180,338.00	335.0	0.0	0.0	335	13.75%	\$0.00	\$24,790.00	2102.0	
2722.554	DUCTILE IRON FITTINGS (8" & 20")	POUND	2623	\$6.50	\$17,049.50	1652.0	0.0	0.0	1,652.00	62.98%	\$0.00	\$10,738.00	971.0	
2722.563	AIR RELEASE MANHOLE	EACH	1	\$15,250.00	\$15,250.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0	



**Contractor's Application and Certificate for Payment**

For (contract):		Thief River Falls Westside Flood Damage Reduction Project				Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		7				Application Period:		7/16/2020 - 8/06/2020					
A					B	C	D	E	F	G	H	I	J
Item					Work Completed		Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications							This Period
CO-1	SALES TAX REIMBURSEMENT	LS	1	\$173,944.09	\$173,944.09	0.14	0.00	0.0	0.14	14.00%	\$0.00	\$24,352.17	0.86
CO-2	STORM SEWER MANHOLE VALUE ENGINEERING	LS	1	\$27,577.00	\$27,577.00	0.0	0.00	0.0	0	0.00%	\$0.00	\$0.00	1.00
CO-3	30" STEEL CASING PIPE - JACK INSTALLED	LIN FT	18	\$678.00	\$12,204.00	18.0	0.0	0.0	18	100.00%	\$0.00	\$12,204.00	0.00
CO-4	30" STEEL CASING PIPE - JACK INSTALLED	LIN FT	23	\$678.00	\$15,594.00	23.0	0.0	0.0	23	100.00%	\$0.00	\$15,594.00	0.00

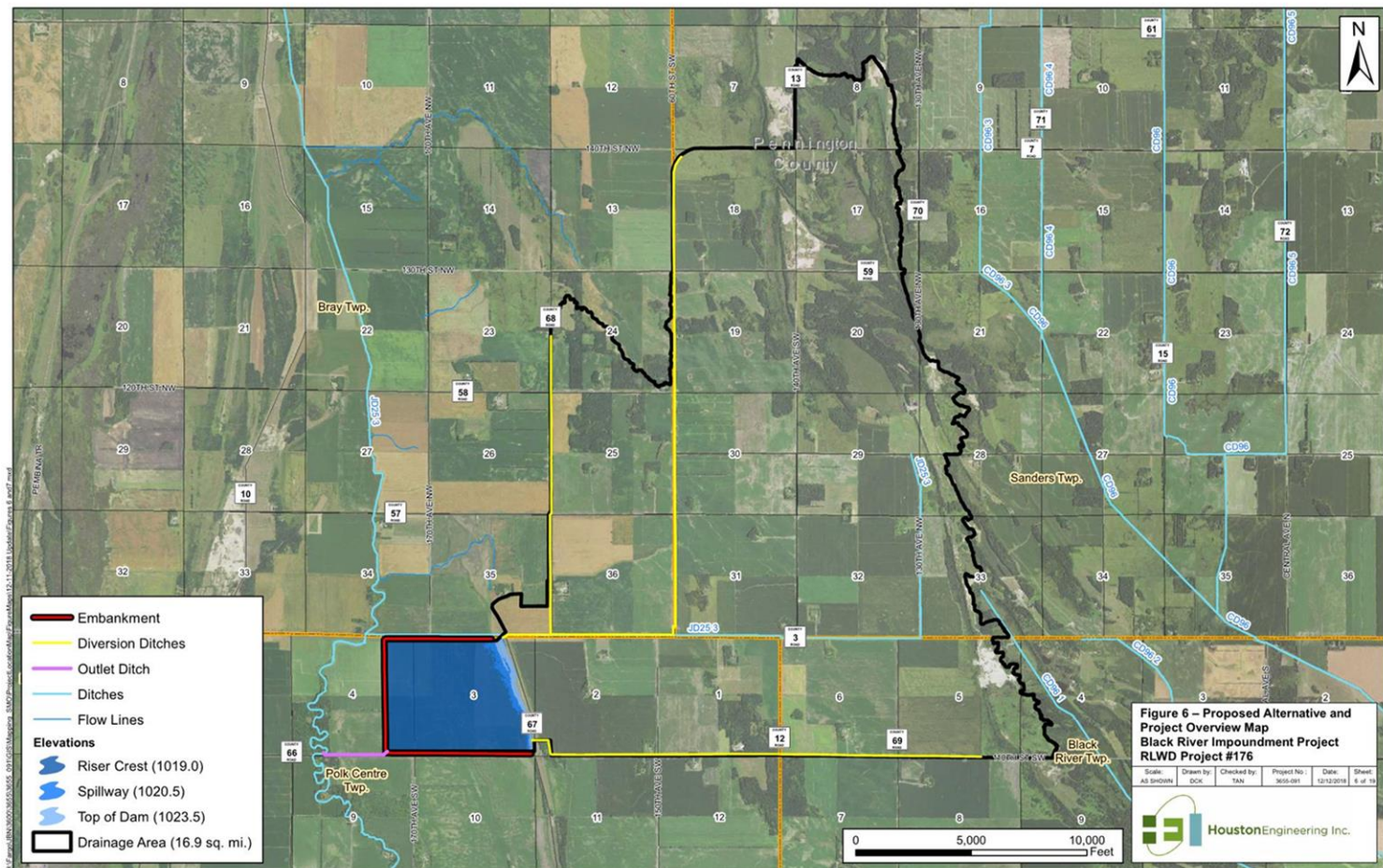


**Contractor's Application and Certificate for Payment**

For (contract):		Thief River Falls Westside Flood Damage Reduction Project - MnDOT Trunk Highway No. 1 (SP 5701-33)					Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		7					Application Period:		7/16/2020 - 8/06/2020					
A			B		C		D	E		F	G	H	I	J
Item					Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period							
2021.501	MOBILIZATION	LUMP SUM	1	\$25,000.00	\$25,000.00	1.0	0	0.0	1	100.00%	\$0.00	\$25,000.00	0.0	
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	112	\$2.50	\$280.00	112.0	0	0.0	112	100.00%	\$0.00	\$280.00	0.0	
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	706	\$9.00	\$6,354.00	706.0	0	0.0	706	100.00%	\$0.00	\$6,354.00	0.0	
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	826	\$1.55	\$1,280.30	826.0	0	0.0	826	100.00%	\$0.00	\$1,280.30	0.0	
2118.509	AGGREGATE SURFACING CLASS 1	TON	75	\$18.00	\$1,350.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	75.0	
2211.509	AGGREGATE BASE, CLASS 5	TON	236	\$11.00	\$2,596.00	0.0	236	0.0	236	100.00%	\$2,596.00	\$2,596.00	0.0	
2232.603	MILLED RUMBLE STRIPS - INTERMITTENT	LIN FT	454	\$5.50	\$2,497.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	454.0	
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	308	\$100.00	\$30,800.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	308.0	
2412.502	12X6 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$12,950.00	\$25,900.00	2.0	0	0.0	2	100.00%	\$0.00	\$25,900.00	0.0	
2412.503	12X6 PRECAST CONCRETE BOX CULVERT	LIN FT	98	\$1,070.00	\$104,860.00	98.0	0	0.0	98	100.00%	\$0.00	\$104,860.00	0.0	
2451.507	FINE AGGREGATE BEDDING (CV)	CU YD	368	\$15.00	\$5,520.00	368.0	0	0.0	368	100.00%	\$0.00	\$5,520.00	0.0	
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	220	\$2.15	\$473.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	220.0	
2511.607	RANDOM RIPRAP - SPECIAL	CU YD	85	\$105.00	\$8,925.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	85.0	
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$11,500.00	\$11,500.00	1.0	0	0.0	1	100.00%	\$0.00	\$11,500.00	0.0	
2563.601	DETOUR SIGNING	LUMP SUM	1	\$7,000.00	\$7,000.00	1.0	0	0.0	1	100.00%	\$0.00	\$7,000.00	0.0	
2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	2	\$3,900.00	\$7,800.00	2.0	0	0.0	2	100.00%	\$0.00	\$7,800.00	0.0	
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	262	\$6.00	\$1,572.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	262.0	
2574.508	FERTILIZER TYPE 3	POUND	50	\$0.50	\$25.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	50.0	
2575.505	SEEDING	ACRE	0.3	\$500.00	\$150.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.3	
2575.505	DISK ANCHORING	ACRE	0.3	\$50.00	\$15.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.3	
2575.508	SEED MIXTURE, 25-141	POUND	15	\$5.00	\$75.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	15.0	
2575.509	MULCH MATERIAL TYPE 1	TON	0.5	\$200.00	\$100.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.5	
2575.604	ROLLED EROSION CONTROL PREVENTION CATEGORY 25	SQ YD	1392	\$1.75	\$2,436.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	1392.0	
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	454	\$3.20	\$1,452.80	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	454.0	
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	227	\$0.30	\$68.10	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	227.0	
CO-1	SALES TAX REIMBURSEMENT	LS	1	\$173,944.09	\$173,944.09	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.00	

# BLACK RIVER IMPOUNDMENT PROJECT – RLWD PROJECT #176

Red Lake Watershed District  
August 13, 2020



# Opinion of Probable Cost

## Opinion of Probable Cost Black River Impoundment Project - RLWD Project #176 Red Lake Watershed District

### LAND ACQUISITION

Impoundment Area Purchasing	477	acre
Impoundment Area Flowage Easement	249	acre
Proposed Ditch Perm Right-of-Way	87	acre
Proposed Ditch Temp Right-of-Way	76	acre

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**TOTAL LAND ACQUISITION = \$2,063,800**

### CONSTRUCTION

Mobilization	\$180,000
Embankment	\$2,218,299
Common Excavation (Proposed Ditches)	\$1,016,370
Principle Spillway Outlet Structure	\$322,270
Culverts & Riprap	\$1,080,048
Seeding	\$187,162
Other	\$206,532

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**TOTAL CONSTRUCTION = \$5,210,680**

**MISCELLANEOUS AND CONTINGENCIES (5%) \$260,530**

**ENGINEERING, ENVIRONMENTAL, ADMINISTRATION,  
LEGAL & PROJECT DEVELOPMENT \$1,127,556**

**UTILITIES \$220,000**

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**TOTAL OPINION OF PROBABLE COSTS = \$8,883,000**

# Project Cost Breakdown

- **No State FDR or Federal Cost Share**
  - RRWMB Cost = \$5,922,000
  - RLWD Cost = \$2,961,000
- **WITH FEDERAL FUNDING OF \$3,000,000**
  - RRWMB Cost = \$3,922,000
  - RLWD Cost = \$1,961,000
- **RLWD Approximate Costs/Expenses (August 1, 2020)**
  - Land Acquisition = \$1,850,000
  - Engineering, Environmental, Geotechnical (No Banking) = \$820,000
  - Total to Date = \$2,670,000

# Project Bidding/Construction Dates

- **Project Advertisement**
  - August 18 & 25 (News paper)
  - Quest Website
- **Project Pre-Bid Meeting**
  - August 27, 2020 (1:30 pm) RLWD Office
- **Project Bid Opening**
  - September 10, 2020 (Regular RLWD Board Meeting 9:30 am)
- **Construction Substantial Completion**
  - July 31, 2022
- **Construction Final Completion**
  - August 31, 2022





Questions/Discussion

ADVERTISEMENT FOR BIDS

**Notice to Contractors  
Red Lake Watershed District  
Thief River Falls, Minnesota**

The Board of Managers of the **Red Lake Watershed District** will receive sealed bids until **9:30 A.M.** local time on the **10<sup>th</sup> day of September, 2020**, at the office of the **Red Lake Watershed District, 1000 Pennington Ave. S, Thief River Falls, MN 56701**, at which time they will be publicly opened and read, for the supplying of all labor and materials necessary for the construction of **RLWD Project No. 176 – Black River Impoundment Project**.

The scope of work consists of the following major items and approximate quantities:

ITEM	UNIT	QTY
Mobilization	LS	1
Common Excavation (P)	CY	286,438
Topsoil Excavation (P)	CY	211,673
Common Embankment (CV) (P)	CY	557,799
Subgrade Preparation (CV) (P)	CY	61,542
Concrete Outlet Structure	Each	1
12x5 Precast Concrete Box Culvert	LF	62
14x7 Precast Concrete Box Culvert	LF	90
142" Span CS Pipe-Arch Culvert (Beveled)	LF	134
Random Riprap Class III	CY	3,941

Additional items and approximate quantities are also included as part of the project.

All contract work shall be substantially completed on or before **July 31, 2022** and final completion on or before **August 31, 2022**.

The Contract Documents may be examined at the office listed above, but no purchase will be made available. Electronic copies of the Contract Documents may be obtained online at <https://www.questcdn.com/questcdn/action/questLogin> under Quest Project #7260496 for a fee of \$15.00. Fees for contract documents are nonrefundable.

Bids must be submitted in a sealed envelope and be on forms furnished by the District. Each bid must be accompanied by a bid guarantee consisting of either a bid bond, postal money order, certified check, or cashiers check payable to the Red Lake Watershed District for not less than ten percent (10%) of the bid amount as a guarantee that the bidder, if successful, will enter into a contract for the work as described in the Project Manual. The certified checks or bid bonds of the three lowest responsible bidders will be retained until a contract has been entered into but no longer than **30** calendar days from the date of the opening of the bids.

There will be a Pre-Bid Meeting held at **1:30 p.m., Thursday, August 27, 2020**, in the Board Room at the Red Lake Watershed District Office, 1000 Pennington Avenue South, Thief River

Falls, MN 56701. Due to COVID-19 executive orders, social distancing of at least 6 feet and wearing of a mask will be required.

Your attention is directed to the executive orders issued by Gov. Tim Walz under the Peacetime Emergency, regarding the development and implementation of COVID-19 Preparedness Plans.

It is the intent of the District to award the contract for the work described to the lowest responsible bidder who will be required to execute a formal contract. The bidder will be required to furnish the District a performance bond and a payment bond in the penal sum of not less than one hundred percent (100%), each, of the original amount of the contract. Corporations executing the bonds and sureties must be among those appearing on the U.S. Treasury Department's list of approved sureties. In addition, the successful bidder will be required to furnish certificates of insurance for the coverage requirements specified in the Project Manual.

The Red Lake Watershed District reserves the right to reject any or all Proposals or to waive any informality or technicality in any Proposal in the interest of the Red Lake Watershed District. The Red Lake Watershed District reserves the right to hold all bids for a period of thirty (30) days after the date of opening thereof.

The right to adjourn the letting of the contract to a time and place other than noted herein, or to reject any and all bids, is reserved.

**Dated this 13<sup>th</sup> day of August, 2020**

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Red Lake Watershed District

# Preparedness Plan Requirements Guidance – Construction

UPDATED JULY 22, 2020

Businesses engaged in construction and skilled trades include, but are not limited to, commercial construction, residential construction, highway, road, and bridge construction, utility construction, demolition-work, skilled trades (e.g. electricians, plumbers, HVAC, elevator), rehabilitation and remodeling.

As required by executive orders issued by Gov. Tim Walz under the Peacetime Emergency, businesses in this sector must develop and implement COVID-19 Preparedness Plans that address the hazards of COVID-19 transmission at their worksites. Businesses must address all the guidance requirements applicable to their worksites in their COVID-19 Preparedness Plans and as set out in each of the components below. Unless clearly indicated that an action included in the guidance is recommended, businesses should understand that the action is required if applicable to their business. In instances where the guidance uses language “to the extent possible,” the action is required but only to the extent it is possible for the business to implement the requirement.

- ✓ Businesses must address all the guidance requirements applicable to their operations in their COVID-19 Preparedness Plans and as set out in each of the components below.
- ✓ Businesses must assign a designated Plan administrator to ensure the Plan is evaluated, monitored, executed, and updated.
- ✓ Businesses must ensure the plan is posted at all the business’s worksites in readily accessible locations (or is distributed to workers electronically) to allow for the plan to be readily reviewed by all workers, as required.

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## Worker protections and protocols for all workplaces

For the purposes of this guidance, a “worker” includes all workers engaged in work at a worksite. All workers, including subcontractors, independent contractors, vendors, delivery personnel, contract, seasonal, part-time or temporary workers, however categorized, who are present at the worksite to perform work, are required to be covered by a COVID-19 Preparedness Plan. All workers must be properly trained on and adhere to the worksite’s policies, protocols and practices as outlined within this guidance.

In addition, for purposes of this guidance, a “general contractor” includes entities that have overall authority, responsibility or control of a worksite, which may include, but is not limited to, general contractors, construction managers, prime contractors, developers, facility owners and/or operators, and public entities.

## RESPONSIBILITIES OF GENERAL CONTRACTORS AT THE WORK-SITE

### Requirements

1. General contractors must develop and implement a written COVID-19 Preparedness Plan that addresses the COVID-19 protocols and practices set out in this guidance that are applicable to the general contractor's overall responsibility for work activities at the worksite and the work activities of its workers at the worksite. General contractors must ensure their plan is posted and readily available at the worksite.
2. General contractors must ensure all businesses that have workers performing work activities at the worksite, including employees, subcontractors and independent contractors, have a written COVID-19 Preparedness Plan that addresses the COVID-19 protocols and practices set out in this guidance that are applicable to the business's work activities and workers who are performing work at the worksite.
3. General contractors must ensure COVID-19 Preparedness Plans prepared by each business at the worksite can be effectively implemented at the worksite, address any worksite-specific hazards for transmission of COVID-19 and are in alignment with the general contractor's and other business's COVID-19 Preparedness Plans.
4. General contractors must follow the guidance requirements for the component of the COVID-19 Preparedness Plan, "Ensure sick workers stay home," and ensure all businesses at the worksite are immediately informed of the possible exposure of their workers to another worker who has COVID-19 symptoms or has tested positive for COVID-19 and are advised of actions they should take in response to that exposure.
5. General contractors must ensure diligent investigations are conducted at the worksite to evaluate and assess instances of exposure, whether actual or potential, involving workers who are confirmed COVID-19 positive, or where the general contractor and/or business have reason to believe a worker may be COVID-19 positive, to ensure timely and appropriate action is taken to mitigate the potential spread of COVID-19 among other workers at the worksite or at other worksites where that worker is or was performing work.
6. See [What to do if an Employee has COVID-19 \(www.health.state.mn.us/diseases/coronavirus/businesses.html\)](http://www.health.state.mn.us/diseases/coronavirus/businesses.html).
7. The responsibilities for general contractors do not minimize, mitigate or substitute for the obligations of every business at the worksite, including subcontractors and independent contractors, to develop and implement their own written COVID-19 Preparedness Plan and to take appropriate steps to address exposures to workers who have tested positive for COVID-19.

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## RESPONSIBILITIES OF EACH BUSINESS AT THE WORK-SITE

### Ensure sick workers stay home

## Requirements

1. Maintain an attendance log to account for the business's workers and visitors present at the worksite each day.
2. Establish a health screening protocol for the business's workers (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH) [Visitor and Employee Health Screening Checklist \(www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf). The checklist is also available in Hmong, Somali, and Spanish on the [Businesses and Employers: COVID-19 web page \(www.health.state.mn.us/diseases/coronavirus/businesses.html\)](http://www.health.state.mn.us/diseases/coronavirus/businesses.html).
3. A health screening must be conducted for each business's workers upon arrival and check-in at the worksite. The health screening must be conducted by an appropriate business representative or safety professional for the workers performing work at the worksite.
4. Workers must be stopped from entering the worksite if their responses to the health screening indicates they are experiencing symptoms of COVID-19 or have tested positive for COVID-19 and they should be sent home immediately. If workers begin experiencing symptoms of COVID-19 while at work, they must also be sent home immediately. If workers cannot be sent home immediately, they must be isolated in a closed room or remote area of the worksite until they can be sent home.
5. Establish a protocol for workers to report when they are experiencing COVID-19 symptoms, have tested positive for COVID-19 or have been in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19 and a return-to-work protocol for workers who are required to isolate or quarantine, following MDH Guidance on [COVID-19 and When to return to work \(https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)
  - Workers who are experiencing COVID-19 symptoms, have tested positive for COVID-19 or have been in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19 must be instructed not to report to work until their isolation or quarantine period is completed.
6. Establish a protocol for identifying and communicating with workers who may have been exposed to a person with COVID-19 symptoms or who has tested positive for COVID-19 while on the worksite. See Centers for Disease Control and Prevention (CDC) guidelines [General Business Frequently Asked Questions \(http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) and [CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020 \(www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
  - If a worker is confirmed to have COVID-19, the protocol must include informing the business's other workers who have been in close contact with the infected worker, as well as the general contractor(s) at the worksite, of the possible exposure to COVID-19 at the worksite. An individual must be designated to gather information from workers who may be sick with COVID-19 and to engage in needed communications, while ensuring the privacy of infected workers is maintained in accordance with [Equal Employment Opportunity Commission \(EEOC\) guidance \(www.eeoc.gov/transcript-march-27-2020-outreach-webinar\)](http://www.eeoc.gov/transcript-march-27-2020-outreach-webinar).

7. Evaluate and adjust sick leave policies to reflect the need for workers to be isolated or quarantined and to create incentives for workers who are sick to stay home. Sick leave policies must be clearly communicated to the business's workers.
8. Provide for accommodations for "high risk" workers who are vulnerable to serious complications if they were to contract COVID-19. See CDC's [People Who are at Higher Risk for Severe Illness \(www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html\)](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html). Vulnerable workers should be encouraged to self-identify; businesses should avoid making unnecessary medical inquiries. Businesses must take particular care to reduce these workers' risk of exposure.

## Social distancing – workers must be at least six feet apart

### Requirements

1. Maximize remote working – workers who are able to work from home must work from home.
2. Hold virtual or online meetings, when possible (e.g. design meetings, project planning meetings, foremen meetings).
3. Ensure the worksite is supervised to oversee social distancing and assignment of work crews to maintain social distancing.
4. Ensure social distancing is maintained between workers at the worksite, including entering and exiting the worksite, navigating throughout the worksite and working within their assigned areas.
  - Provide for six feet of physical distancing in work areas, staging areas, storage areas, hoist areas, break areas, locker and changing areas, meeting areas, office trailers, parking areas, etc.
  - Evaluate and manage the traffic flow, patterns and "bottlenecks" for workers at the worksite to provide for one-way movement, to reduce crowding and to allow for social distancing at entrances and exits, in stairways, ladderways, hallways, elevators, waiting areas and access points on the worksite.
  - Limit the number of people in restrooms.
  - Provide for separation between individual portable toilets and handwashing/sanitizing stations, including staggering the location and positioning of individual portable toilets and handwashing stations to minimize congregation and traffic (e.g. positioned back to back with doors facing away from each other, mark off six feet of separation between persons waiting in line).
5. Limit worker and work crew interaction across floors, zones, buildings and worksites to the extent possible.
6. Implement static assignment of work crews for each worksite or work area to the extent possible. For example, Bob, Julie and Indigo always work together and are assigned to the same worksite every day, rather than reporting to different worksites throughout the week or being reassigned with different work-crew members.
7. Incorporate barriers, partitions, screens or curtains to maintain barrier protection between workers, to the extent possible, where social distancing cannot be maintained (e.g. curtains at planning tables, partitions on elevated work platforms, tarps over floor trusses, etc.). If use of barriers,

partitions, screens or curtains is not possible, see below requirement that cloth face covering and face shields be used where social distancing cannot be maintained.

### Recommendations

1. Use arrows and other signage to mark one-way traffic flows in hallways, stairways and corridors.
2. Mark access points, staging areas, loading areas and other areas of congestion to provide for social distancing of at least six feet, including floor markers for distance, lane lines and marking of adjacent areas where workers may be congregating or waiting.
3. Use staggered shifts, extended work hours and added shifts to reduce the number of workers on the worksite.

## Worker hygiene and source controls

### Requirements

1. Instruct workers to regularly wash and/or sanitize their hands, in particular when entering and exiting the worksite, and before and after eating or drinking, using tobacco products, using restroom facilities, and using devices, tools and equipment used by other workers. Instruct workers to avoid touching their face with unwashed or unsanitized hands. Ensure handwashing and/or hand-sanitizer facilities are readily available at the worksite and allow workers sufficient time to engage in handwashing/sanitizing.
  - Post “handwashing” and “cover your cough” signs.
2. Require workers to wear a face covering as required by Executive Order. As of July 25, 2020, per the Governor’s Executive Order 20-81, people in Minnesota will be required to wear a face covering in all public indoor spaces and indoor businesses. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing (*i.e.*, keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order also requires workers, customers, or visitors to wear a face covering when a business has opted impose stricter face covering requirements than the Executive Order or when the applicable industry guidance requires wearing a face covering.

This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage (<https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks>). You can also visit these webpages: [Face Covering Requirements and Recommendations under Executive Order 20-81](https://www.health.state.mn.us/diseases/coronavirus/facecover.html) (<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>) and Frequently Asked Questions About the Requirement to Wear Face Coverings (<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>)

- Workers should maintain an adequate number of face-coverings during their shift to change face-coverings as they become saturated, dirty, or compromised.



## CONSTRUCTION

- Launder reusable face coverings before each daily use according to CDC guidelines at [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
3. Provide protective supplies when required, including non-medical source-control face coverings, gloves, disinfectant, guards and shields to protect workers against the transmission of COVID-19 while they are working.
  4. Do not discriminate or retaliate in any way against any worker for wearing face-coverings or personal protective equipment, in accordance with Executive Order 20-54.
  5. When not required by this guidance, see below “Additional protocols for face coverings,” strongly encourage the use of non-medical source-control face coverings (e.g. cloth face coverings) at all times.
  6. Ensure supplies in restrooms, portable toilets and handwashing/sanitizing stations are regularly monitored and continually stocked.
  7. Community drinking stations and water fountains must not be available or used. Individual water bottles may be provided or distributed in lieu of potable waterstations. Touchless water-filling stations may still be provided.
  8. Food must not be provided nor shared communally.
  9. Provide tissues or towels for proper cough and sneeze etiquette and provide no-touch trash bins.
  10. Instruct workers to launder their clothing, uniforms, apparel and personal protective equipment (PPE) daily according to clothing or detergent instructions. Encourage workers to maintain additional apparel at worksites (e.g. shirts, sweatshirts) to minimize cross-exposure between work areas or worksites.
  11. Ensure proper respiratory protection is still provided, used and maintained to protect workers from other recognized health hazards as required (e.g. respirable silica, lead, asbestos).

### Recommendations

1. Encourage supplementing handwashing and hand-sanitizing facilities with the use of self-provided, individualized, water bottles or containers filled with soap and water, and potable water for immediate handwashing at worksites.
2. Encourage workers to maintain additional apparel at work (e.g. shirts, sweatshirts) to minimize cross-exposure.

### Worksite ventilation protocols for work within structures

Evaluate the operational capacity and increase, improve and maintain ventilation provided.

### Requirements

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor-air conditions.

## Recommendations

1. Run systems on full economizer as outside-air conditions allow.

**Day to day operations:** For work activities not occurring outdoors, particularly within enclosed areas and structures, ensure the following practices and protocols are maintained.

## Requirements

1. Continuously maximize fresh air into work areas and eliminate air recirculation.
2. Supplement the ventilation system with the use of portable HEPA-filter units whenever possible.
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Minimize air-flow blowing across people.

## Recommendations

1. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) to ensure proper ventilation, particularly air flow and air exchange, is provided, and ventilation systems are properly maintained. See [ASHRAE's COVID-19 Preparedness Resources \(www.ashrae.org/technical-resources/resources\)](http://www.ashrae.org/technical-resources/resources).

## Worksite cleaning and disinfection protocols

### Requirements

1. Establish a documented sanitization schedule and checklist, identifying surfaces and equipment to be sanitized, the agent to be used and the frequency at which sanitization occurs.
2. Frequently clean and disinfect all areas, such as jobsite offices, office trailers, restrooms and portable toilets, locker and changing areas, common areas and break areas.
3. Clean and disinfect work vehicles between the use of each worker or work crew.
4. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles and other surfaces.
5. Clean and disinfect work-vehicles in-between the use of each worker or work-crew, before and after each use.
6. Avoid passing and using community materials, sign-in sheets and writing utensils.
7. Electronic devices (e.g. light-switches, circuit-breakers) should not be cleaned and disinfected with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch, and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source, and sanitized in accordance with the listing/labeling requirements.
8. Workers, including those in the field, should avoid sharing phones, devices, materials, tools and equipment and, if shared, they should be disinfected between users.

9. Implement immediate cleaning and disinfecting of areas at the worksite where a worker, official or visitor was present and who has become ill with COVID-19. See CDC's [Cleaning and Disinfecting Your Facility \(www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
10. Select appropriate disinfectants and ensure the needed supply is available – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA's) [List N](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) has identified products that meet EPA's criteria for use against SARS-CoV-2. See EPA's [List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2\)](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
11. Review product labels and safety data sheets, follow manufacturer specifications and use required personal protective equipment for the product.
12. Ensure portable toilets are emptied regularly.
13. Ensure all trash, refuse and debris is regularly disposed of and not allowed to accumulate, to minimize the number of workers involved in the handling and disposal of materials. Provide covered trash receptacles throughout the worksite.
14. When possible, assign a designated operator for each piece of equipment (e.g. forklift operator, skid-steer operator) as opposed to allowing several operators to access a single piece of equipment. If equipment is shared, disinfect between users.

### Recommendations

1. Encourage workers to sanitize high-touch points within their personal vehicle (e.g. handles, locks, steering-wheels, instrument controls, switches, seatbelt) upon entering.

## Drop-off, pick-up and delivery practices and protocol

### Requirements

1. Workers must maintain a distance of six feet during drop-offs, pick-ups and deliveries.
2. Workers must minimize the unnecessary exchanging or sharing of scanners, pens or other tools with delivery personnel.
3. Receive deliveries via a contactless method, when possible, including delivery at the gate or location where persons can maintain a distance of at least six feet from each other. When possible, conduct communications and transactions electronically to eliminate the need for close contact between workers and delivery personnel.
4. To facilitate social distancing, equipment, materials, products and items being delivered should be dropped off or picked up, when possible, at prescheduled times and coordinated with other deliveries. Perform deliveries, drop-offs or pick-ups in one load, carrier or vehicle at a time, and avoid, where possible, multiple deliveries, drop-offs or pick-ups at one time. Have delivery personnel wait in their vehicles if another delivery, drop-off or pick-up is being performed.

### Recommendations

1. Consider providing locations outside of the worksite to accommodate drop-offs, pickups and deliveries, and delivery workers, and minimize the need for delivery workers to enter the worksite (e.g. portable toilets, drop-off areas, staging areas).

## Communications and training practices and protocol

### Requirements

1. All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices and protocols. The training must be provided by the business for their respective workers on work time. The training must be provided in a manner and language that each worker can understand and must be adjusted to reasonably accommodate all limiting factors present. See [“OSHA’s Resource for Development and Delivery of Training to Workers” \(osha.gov/Publications/osha3824.pdf\)](https://www.osha.gov/Publications/osha3824.pdf). See also Minnesota’s [“Small Assemblies for Testing and Training” for guidance with facilitating training for employees while addressing COVID-19 implications \(dli.mn.gov/sites/default/files/pdf/COVID-19\\_training\\_facilities.pdf\)](https://dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf).
2. Ensure their respective COVID-19 Preparedness Plans are posted at all worksites where workers are present, in readily accessible locations, and are shared with and reviewed by all workers. Posting may be accomplished through electronic dissemination of the plan to all workers as long as workers have access means to review electronic posting.
3. Ensure the required rules, protocols and practices are communicated to their workers and adequately enforce their provisions.
4. Ensure the required rules, protocols and practices are required by businesses providing temporary, part-time, seasonal and contract workers to the business.
5. Ensure their workers are provided with and use personal protective equipment necessary to perform their work.
6. Workers must ensure they comply with and follow established rules, protocols and practices.
7. Use signage as reminders for workers, delivery workers, officials and visitors of rules, protocols and practices, including not to enter the worksite if they have COVID-19 symptoms, social distancing, handwashing, use of source control face coverings and respiratory etiquette.

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## Additional protections and protocols

### Additional protections and protocol for managing access and occupancy on construction worksites

#### Requirements

1. Control access to the worksite to required contractors and their workers, delivery workers and government officials, and to visitors who have appointments.
2. Ensure perimeters for worksites are established by means that will allow for the ingress into the worksite to be effectively monitored and controlled.
3. Ensure all worksites maintain established and well-defined boundaries to promote well-controlled access, ingress and occupancy.
4. For worksites that are within the confines of an existing occupancy (e.g. expansion project, remodeling project), ensure access into the worksite is controlled to prevent unauthorized persons

from entering the worksite. Examples include permanent or temporary walls, security doors, partitions, fencing or gates. See below guidance about provision of “in-home” services.

5. Communicate to officials, visitors and delivery workers performing drop-off, pick-up or delivery the practices and protocols required by this guidance that are applicable to them while on the worksite.
6. Ensure all persons wear a face covering, when required by Executive Order 20-81. More information about face covering requirements and exemptions is available on the MDH website at [Facemasks and Personal Protective Equipment \(PPE\) Webpage \(https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks\)](https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks). You can also visit these webpages: [Face Covering Requirements and Recommendations under Executive Order 20-81 \(https://www.health.state.mn.us/diseases/coronavirus/facecover.html\)](https://www.health.state.mn.us/diseases/coronavirus/facecover.html) and [Frequently Asked Questions About the Requirement to Wear Face Coverings \(https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html\)](https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html). Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. For additional information about cloth face covering and how to make, wear and wash them, refer to CDC guidance on cloth face coverings ([guidance on cloth face coverings \(www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)).

## Recommendations

1. Consider the use of business websites, social media, text messages, phone calls and other means to educate persons who may enter the worksite on the actions being taken for their protection and the protection of all persons at the worksite.
2. Encourage all visitors at “high risk” if they were to contract COVID-19 not to enter the worksite and to use other means to conduct their activities. (See [People Who Are at Increased Risk for Severe Illness \(www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html\)](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html))
3. Post instructions at entrances advising persons:
  - not to enter if they are experiencing symptoms of COVID-19;
  - they are required to adhere to hygiene and social-distancing instructions, signage and markings; and
  - they are required to wear source-control face-coverings, whenever possible, in addition to the standard personal protective equipment that is required.

## Additional protections and protocol to maintain social distancing on construction worksites

### Requirements

1. Discourage congregating and encourage social distancing outside of the worksite during meal breaks and other work breaks.
2. Prohibit car-pooling or vehicle-sharing if the number and arrangement of occupants within a single vehicle does not allow for proper social-distancing.
3. Restrict access into the job office or office trailer to a limited number and allow for social distancing (e.g. general contractor only). Do not allow persons to enter the job office or office trailer

unannounced. Implement “walk-up” protocol to speak through windows of the office trailer as opposed to allowing workers or delivery personnel to enter the trailer. Cordon off or demarcate an area near the doorway to limit persons entering into the job office or office trailer further than the doorway.

### Recommendations

1. Schedule work crews and coordinate work activities to minimize the number of work crews and workers at the worksite at the same time (e.g. schedule separate work crews in the morning and afternoon, schedule separate work crews for various days of the week or over separate weeks). Provide for assignment of work crews to buildings, floors, sections, work zones or work areas.
2. Conduct a higher number of meetings consisting of fewer number of persons as opposed to a fewer number of meetings involving larger gatherings (e.g. meeting with each work crew separately).
3. Conduct meetings or conversations outside or in large areas or spaces as opposed to in job offices or office trailers.
4. Designate separate facilities, machinery or equipment throughout the worksite to minimize the common use throughout the worksite. Examples include providing:
  - additional access points, stairways and ladderways, and assigning specific work crews to use designated access points, as opposed to every work crew using all points of access;
  - additional sanitation facilities and assigning specific work crews to use designated facilities (e.g. portable toilets, handwashing stations), as opposed to every work crew using all facilities; and
  - multiple pieces of equipment (e.g. forklifts, mobile elevated work-platforms, skidsteers) and assigning specific work crews to use designated pieces of equipment.

### Additional protocols for the use of face coverings

#### Requirements

1. Evaluate work activities to ensure social distancing can maintained, and identify those activities where social distancing is difficult to maintain to determine if they can be done in an alternative way. Work activities must not be performed if adequate protective measures cannot be implemented.
2. Workers must wear a face covering that covers their mouth and nose in accordance with Executive Order 20-81. This Executive Order requires everyone—including workers—to wear a face covering in indoor businesses and indoor public spaces. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing (*i.e.*, keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at [Facemasks and Personal Protective Equipment \(PPE\) Webpage \(health.state.mn.us/diseases/coronavirus/prevention.html#masks\)](https://health.state.mn.us/diseases/coronavirus/prevention.html#masks).

## CONSTRUCTION

3. Instruct workers to:
  - Maintain an adequate number of face-coverings during their shift or work-day that allows the worker to exchange face-coverings as they become saturated, dirty, or compromised during use.
  - Launder reusable face coverings before each daily use according to CDC guidelines at [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
4. Businesses must take reasonable steps to ensure that workers, customers, clients and visitors wear face coverings in accordance with Executive Order 20-81, , and conspicuously post face covering policies for workers, customers, clients and visitors. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people.
5. Ensure workers involved in team-driving or ride-alongs wear face-coverings at all times while inside the vehicle in accordance with Executive Order 20-81.
6. Ensure all persons, including customers, clients, and visitors bring their own face coverings, or offer face coverings for use.
7. Establish a protocol for accommodating workers who cannot wear a face covering due to a medical condition, mental health condition, or disability. Businesses must comply with applicable law, including civil rights laws, relating to verification of a worker's disability or medical condition.
  - If a worker is unable to use a face covering due to a medical condition, mental health condition, or disability, then the business must engage with the worker to identify and implement alternative protections as to ensure the worker, as well as other customers, visitors, and workers, maintain a similar level of protection (e.g. face-shields, isolating the worker, job-reassignment).
8. Establish protocols for addressing instances where the use of a face-covering may present a hazard to the worker, and identifying and implementing alternatives to minimize the risk to the worker. However, the business must work to identify and implement alternative protections as to ensure the worker, as well as customers, visitors, and other workers, maintain a similar level of protection whenever possible.
  - For environments involving extreme temperatures (e.g. heat, cold) and/or wet environments (e.g. wet processes, rain), face shields may be considered to be used in lieu of face-coverings
  - For work-activities that may present a risk of entanglement, businesses must ensure the machine/tool is properly guarded as to eliminate the risk of the face-covering becoming entangled into the machine/tool, and that the selection and use of the face-covering protects the worker from the risk of entanglement (e.g. using ear-loops instead of tie-backs).
  - For work-activities that may present a risk of hazardous chemicals becoming absorbed and/or saturated within the materials of face-covering, the use of engineering controls (e.g. ventilation), administrative controls (e.g. work-practices), or personal protective equipment (e.g. respiratory protection) must be considered and implemented whenever possible.
9. Establish a protocol for accommodating customers, clients and visitors who cannot wear a face covering due to a medical condition, mental health condition, or disability. Businesses may not

require customers to provide proof of a medical condition mental health condition, or disability, or require customers to explain the nature of their conditions or disability.

10. Establish a protocol for customers, clients and visitors who refuse to wear a face covering where wearing a face covering is required. Businesses may refuse entry or services to customers, clients, or visitors who refuse to wear a face covering when required by Executive Order 20-81 or when otherwise required by the business even if not required by the Executive Order. Refer to the documents and information available at [Facemasks and Personal Protective Equipment \(PPE\) \(health.state.mn.us/diseases/coronavirus/prevention.html#masks\)](https://health.state.mn.us/diseases/coronavirus/prevention.html#masks) for more information about what a business may or may not do to enforce face covering requirement.

## Additional protections and protocol for in-home services

### Requirements

1. Have all occupants present within the residence respond to the screening survey questions upon arrival and verify they have read the screening survey and can respond “no” to all questions. Decline to enter the residence and proceed with the services if there is any suspicion that occupants are sick or symptomatic and leave the worksite.
2. Encourage that services be postponed for residences where “high risk” and vulnerable populations are residing. See CDC’s People Who are at Higher Risk for Severe Illness ([People Who are at Higher Risk for Severe Illness \(www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html\)](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)).
3. Encourage occupants to minimize the number of persons present while workers are entering and working inside the residence.
4. Ensure proper social distancing is maintained between all workers and occupants of the residence at the worksite. Physical contact between workers and occupants must be avoided at all times (e.g. handshakes).
5. Per Executive Order 20-81, workers must always wear a face covering when providing in-home services. For additional information about cloth face coverings and how to make, wear and wash them, refer to CDC [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
6. Strongly encourage occupants of the residence, who are present while workers are inside of the home, to wear face coverings unless not recommended for health or physical ability reasons.
7. Ensure workers regularly wash and/or sanitize their hands. Workers should wash their hands upon entering the worksite, before and after eating and meal periods, before and after restroom breaks, upon exiting the worksite and prior to entering their vehicle.
8. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, railings, handles and other surfaces.



## Recommendations

1. Communication to educate landlords, homeowners, tenants and occupants about the steps being taken for their protection while providing in-home services to mitigate the spread of COVID-19 is encouraged. Communicate protective measures to homeowners, tenants and occupants prior to entering the residence to both educate the occupants and inform them of their role in protecting the workers.
2. Encourage occupants to minimize the number of persons present while workers are entering and working inside the residence.

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# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

[Centers for Disease Control and Prevention \(CDC\): Coronavirus \(COVID-19\) – www.cdc.gov/coronavirus/2019-nCoV](https://www.cdc.gov/coronavirus/2019-nCoV/)

[Minnesota Department of Health \(MDH\): Coronavirus – www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[State of Minnesota: COVID-19 response – https://mn.gov/covid19](https://mn.gov/covid19)

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [Businesses and Employers: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/businesses.html\)](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: [Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – [mn.gov/deed/newscenter/covid/](https://mn.gov/deed/newscenter/covid/)

[Minnesota Department of Labor and Industry \(DLI\): Updates related to COVID-19 – www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

[Federal OSHA – www.osha.gov](http://www.osha.gov)

[AIHA Back to Work Safely – www.backtoworksafely.org/](http://www.backtoworksafely.org/)

## Handwashing

MDH: [Handwashing video translated into multiple languages –  
www.youtube.com/watch?v=LdQuPGVcceg](https://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](https://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](https://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## Employees exhibiting signs and symptoms of COVID-19

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](https://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## Training

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)

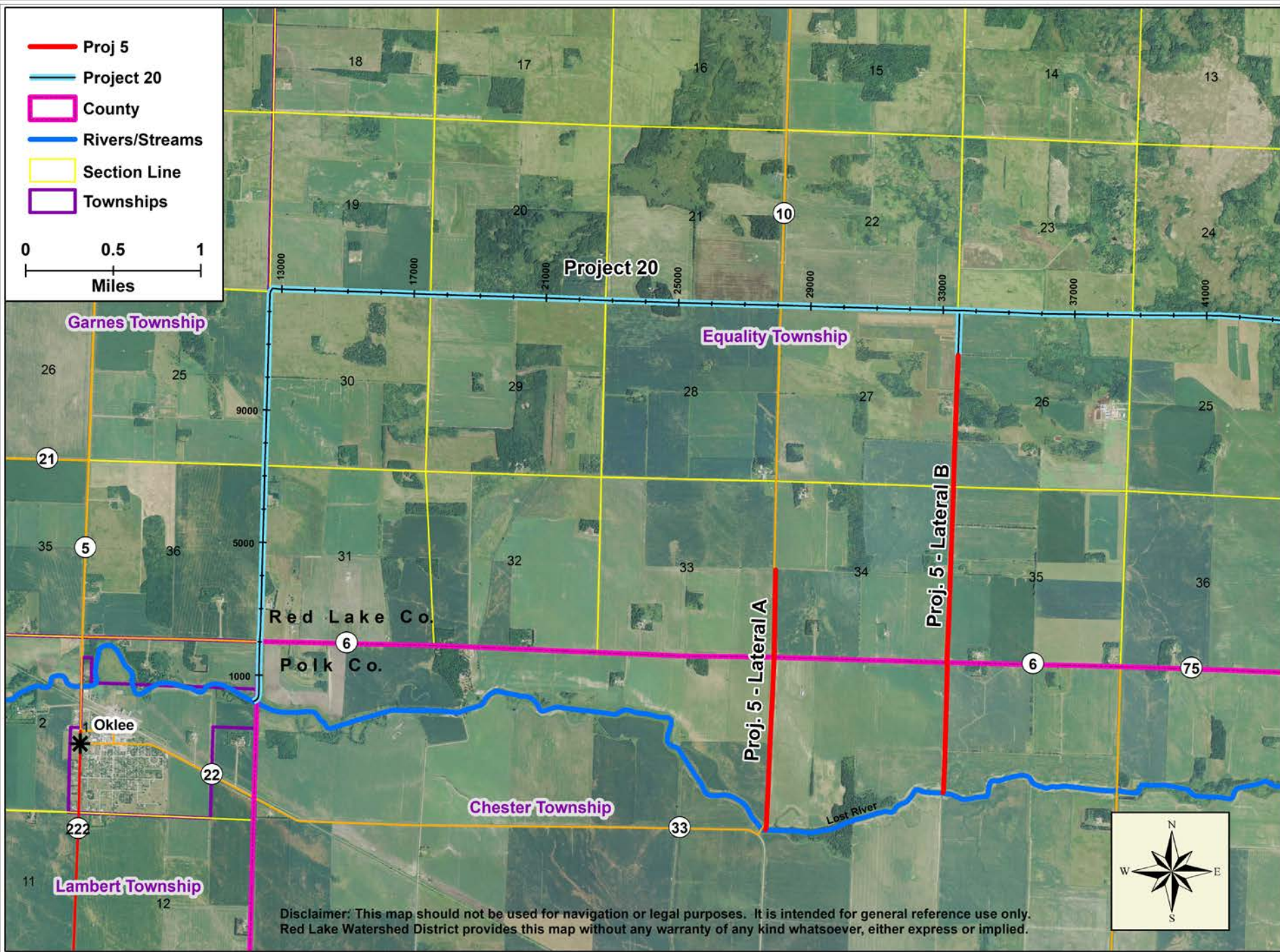
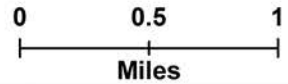
MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](https://www.health.state.mn.us/diseases/coronavirus/about.pdf)

CONSTRUCTION



RLWD 1 Lateral B/ Proj. 5

- Proj 5
- Project 20
- County
- Rivers/Streams
- Section Line
- Townships



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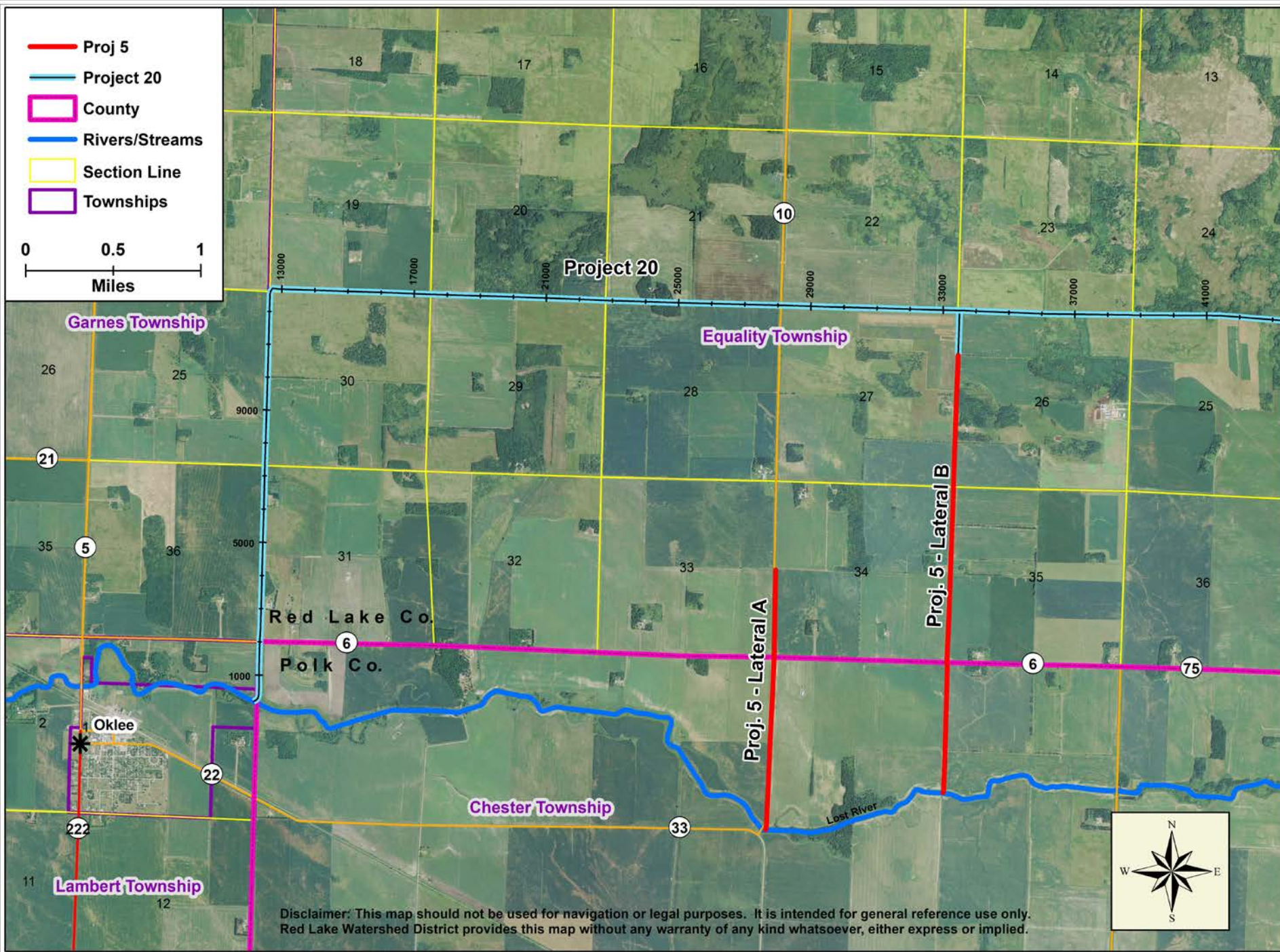
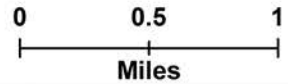
# History of Ditch 1 Project 5

The construction of Ditch 1 Project 5 was completed October 7<sup>th</sup>, 1976.

1980 Ditch 7, Project 20 was improved, adding an additional outlet to the system. The main outlet of the system is the original designed outlet and the second outlet is Lateral B of Ditch 1 Project 5.

October 23<sup>rd</sup>, 1980 the construction for the second outlet was completed. This included digging a ¼ mile of ditch, enlarging all the pipes for a mile along section 26 of Equality Township and putting a pipe through the township road, connecting the two systems.

- Proj 5
- Project 20
- County
- Rivers/Streams
- Section Line
- Townships



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# History of Ditch 1 Project 5

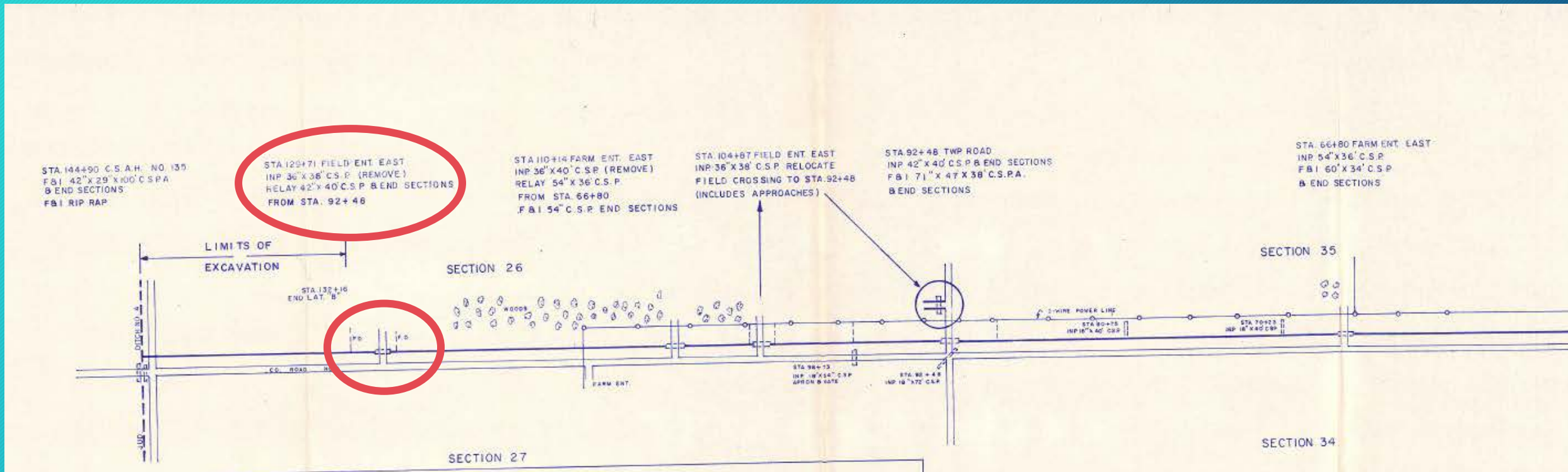
According to the Revised Preliminary Engineers Report:

Outlet No. 1 will carry about 80% of the total W.D. 7 flow.

Outlet No. 2 will carry about 15% of the total flow from the drainage system into Lateral B of Watershed Ditch No.1



# October 11<sup>th</sup>, 1979 Improvement Outlet #2 Plans



Station 129+71 Field Entrance is the location of pipe failure and needs to be replaced.

# Photos of STA 129+71 from Inspection

Spring 2020



August 2020 Temp fix for crossing



# Pictures

Surprise! The old 36" pipe from its original design is still there! But because of the improvement process of Project 20 Ditch 7, the pipe size needs to be a 42" .



# Pictures

Inside of culvert



# Quote

- Received a quote from TrueNorth Steel
  - 42" x 56' w/3:1 Bottom Step Bevels & Lift Hooks, 12 Gauge Standard Corrugation delivered to Oklee, MN (bottom length of 56', top length of 40')
  - \$4122.80

## Timeline Hanson Crossing Project 43B Burnham Creek- Fairfax 31/Hammond 1 (STA 1063+70)

\*Hammond Township is responsible for the road.

\*As-builts for the Burnham Creek system Main 1 & CD 15 are dated 1991. In the Culvert Installation plans dated 8/20/1990, this location is referred to "Special Crossing." Originally two 29" x 42" C.S.P. Arch pipes were put in during the construction of Burnham Creek Ditch.

- May 13<sup>th</sup>, 1993 Board Meeting
  - A motion was passed to repair the Hanson field crossing and approve alternative #2 to remove the low water crossing and install a rock ford crossing at an estimated cost of \$12,000 providing the landowner is contacted by the Engineer and concurs with the option.
- June 24<sup>th</sup>, 1993 Board Meeting
  - A motion was passed to purchase three used 12-foot pipes from Polk County Highway Department and the installation of these pipes for the Hanson Crossing.
- August 26<sup>th</sup>, 1993 Board Meeting
  - Board reviewed two quotes for installation of two pipes, 9' x 15' SPPA & 12' SPP at Hanson Crossing. Upon clarification of prices the board approved the authorized acceptance of the low quote of \$17,800 from RJ Zavoral & Sons, INC.
- August 30, 1993
  - RLWD applied for a permit with MNDNR Division of Waters to install a culvert crossing on Burnham Creek to replace a failed Texas Crossing on a township road.
- December 7<sup>th</sup>, 1993
  - RLWD received a letter from Hammond Township- construction of a new crossing removed a great deal of soil from the township road which runs along the north end of the NW1/4 sec 1, The action has left a very large gap in the road leaving it unsafe and not useful. The Township claimed it did not receive any notice of the Districts intentions. No permission was requested, no permits obtained, no landowners consulted. Demanded Watershed to restore road.
- December 9<sup>th</sup>, 1993 Board Meeting
  - The following were present from Fairfax and Hammond Townships to discuss the Hanson Crossing on the Burnham Creek Project No. 43B: Paul Brekken, Jr., Fairfax Township; LeRoy Reitmeier, Lonni Kiel, Lyle Brekken, and Lyle Abrams from Hammond Township; and Dwain Fagerlund of Dickel, Johannson, Taylor, Rust & Tye. Following a lengthy discussion, the board informed Hammond Township they will respond to their concerns in the near future.
- December 23<sup>rd</sup>, 1993 Board Meeting
  - Progress payments were approved to R.J. Zavoral and Sons, INC No. 1 for the Hanson Crossing in the amount of \$17,800.00.
- Dec 27, 1993
  - Watershed responds to Hammond Township. Hammond Township was concerned about the removal of spoil from the township road. The district reviewed records and determined the area is a designated road. District then proposed an additional pipe be put through the Burnham Creek ditch at the expense of Hammond Township. This

would allow the crossing to be in conformance with the flood plain requirements. The watershed would raise the township road in the area where it was lowered. If road is to be used as a public way, easements are needed from Mr. Hanson and Mr. Brekken to cross their property.

- 1993 Annual Report
  - States under Project 43B Burnham Creek that “Three crossings were installed, known as the Hanson, Weber-Duckworth, and Isaacson Crossings. These crossings will be paid for through assessments to local landowners.”
- January 5<sup>th</sup>, 1994
  - Janet K Larson, secretary if the office of Dickel, Johannson, Taylor, Rust & Tye, P.A., Attorneys at Law served the Appeal and Appeal Bond to RLWD.
- January 12, 1994
  - RLWD received a letter from Charlson, Marben & Jorgenson Attorneys at Law. They were asked by Hammond Township to respond to the Districts proposal of an additional pipe be put through Burnham Creek at the expense of the township. The proposal was not agreeable with the township. Hammond Township’s position is that the RLWD pay all the expenses for restoring the road.
- January 13<sup>th</sup>, 1994
  - They also discussed the Hanson Crossing in Hammond Township; it was the consensus of the Hammond Township people in attendance that they did not want to install another pipe. They would prefer a Texas Crossing.
- January 27<sup>th</sup>, 1994 RLWD Board Meeting
  - The following options for the Hanson Crossing, Burnham Creek Project No. 43B, were presented by Legal Counsel McEwen: remove the pipe and install Texas crossings; condemn an acre of land on the Howard Hanson and Lyle Brekken property; ask for a waiver from Polk County on the 100 year flood ordinance; and build spillway along crossing - 100 feet wide and 200 feet long. It was reported that Howard Hanson recommended leaving the crossing as is and the water will run on the west side. Following a review of these options, it was the consensus of the board that the RLWD proceed with building a spillway on the east side of the crossing in the Right-of-way to solve the crossing problem.
- April 21, 1994 Board Meeting
  - Following a review of the three options for construction of the Hanson Crossing on RLWD Project No. 43B, a motion was made by Ross, seconded by Sander, and passed by unanimous vote that the board approve Option #2 for the construction of the Hanson Crossing at a cost of \$21,555 for the Hanson Crossing, plus \$1,200 for the Donald Simmons Crossing, for a total of \$22,755.
- May 26, 1994 RLWD Board Meeting
  - Legal Counsel McEwen informed the board the briefs have been completed on RLWD Project No. 43B, Burnham Creek., with the hearing scheduled sometime in July, 1994. He stated the Lyle Brekken and Hammond Township disputes have been settled and that the Hanson road would be restored to its original level.
- June 9, 1994 RLWD Board Meeting

- Leroy Reitmeier, Crookston, MN, was present and stated he would like to see the Hanson Crossing lowered by two feet on RLWD Project No. 43B, Burnham Creek. Following discussion, it was the consensus of the board that Manager Ross should consult landowner Hanson to see if there is room for compromise. If so, the RLWD would meet with Hammond Township to work out an agreement.
- June 23, 1994 Board Meeting
  - The board discussed the Hanson Crossing on RLWD Project No. 43B. It was the consensus of the board that the RLWD should proceed with Option 2, which was approved at the April 21, 1994 board meeting.
- June 28, 1994
  - After the parties informed the court that the issues were substantially resolved and that the Board agreed to redesign the Hanson crossing and to return the township road to its original design. Trial was continued but the appeal was to remain pending until construction was completed and a stipulation of dismissal received from the parties.
- October 11, 1994
  - An order scheduled trial for Tuesday July 11, 1995 noting that the repair work was still not completed but was to be completed in the spring or early summer of 1995 and hoped to be resolved without trial.
- October 27, 1994 Board Meeting
  - Quotes for the construction of the Hanson Crossing on RLWD Project No. 43B, Burnham Creek, will be accepted until October 31, 1994. A motion was made by Sander, seconded by Moe, and passed by unanimous vote that the board authorize Administrator Enerson review the quotes with Manager Ross. If the low quote is acceptable to Manager Ross, Administrator Enerson should authorize the work to begin and proceed with the approval of the contract.
- November 1, 1994
  - RLWD notifies Hammond Twp. by letter that RLWD has decided to complete the work on the Hanson crossing this fall. The RLWD contracted with Lyle Wilkens, Inc to complete the work. Work will include installing an additional eight' diameter culvert, reconstructing a 500-foot segment of the township road east of the crossing and installing rock riprap.
- November 1, 1994
  - Letter was sent to Lyle Wilkens accepting his quote for \$19,864.
- November 10, 1994 Board Meeting
  - Administrator Enerson stated the RLWD received the following three quotes for the Hanson Crossing on Burnham Creek: Lyle Wilkens Inc., - \$19,864; Plummer Excavating - \$22,146; R.J. Zavoral & Sons - \$20,930. He informed the board that Manager Ross accepted the low quote (per minutes of 10-27-94) from Lyle Wilkens, Inc. in the amount of \$19,864 for the repair of the Hanson Crossing on RLWD Project No. 43B, Burnham Creek.
- January 19, 1996
  - in a letter to the court, Lyle Brekken informed the court that the construction had been substantially completed on the repair to the Hanson crossing and the adjacent township road.

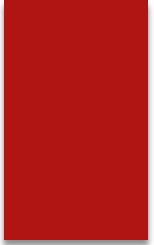
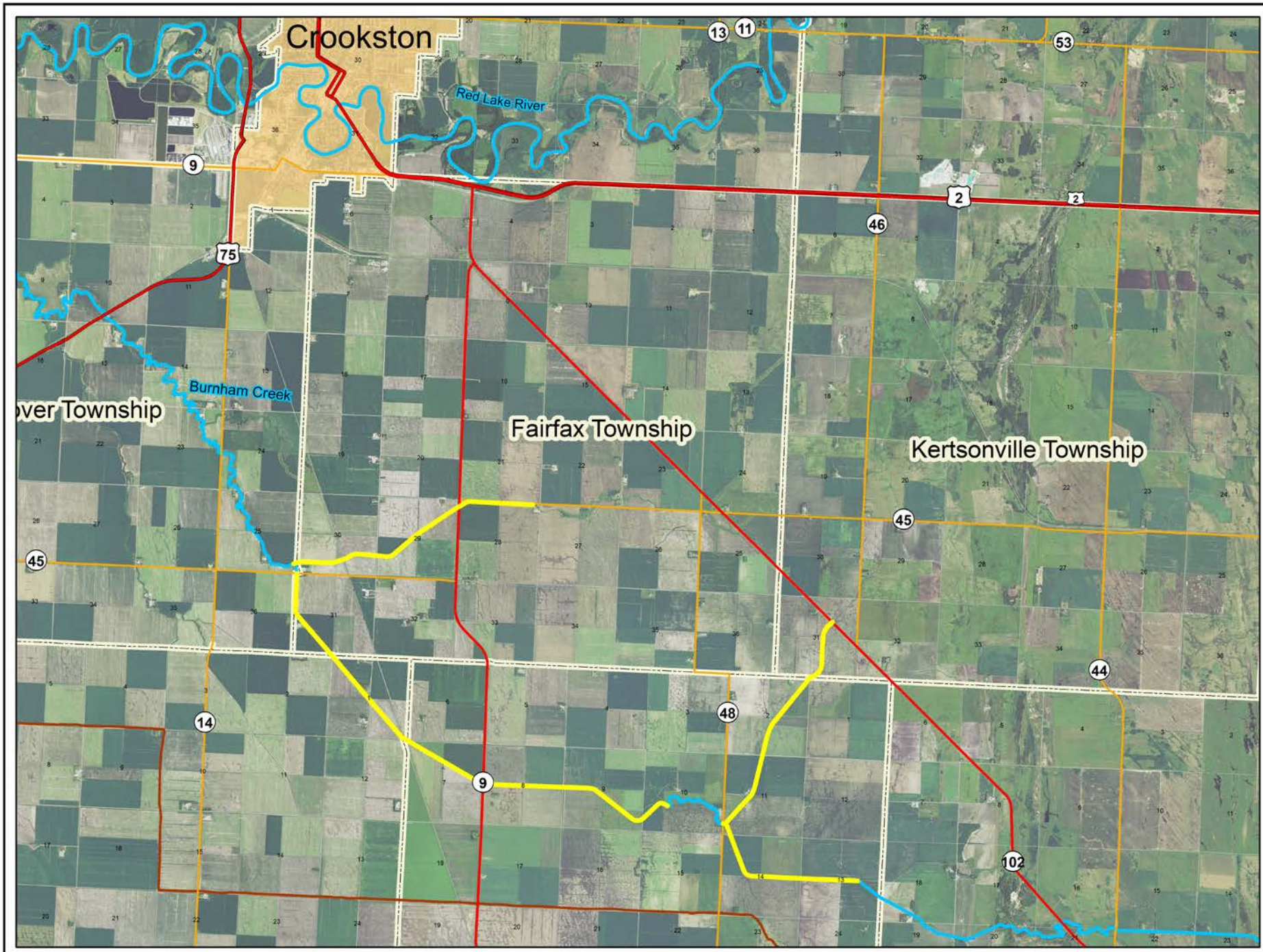


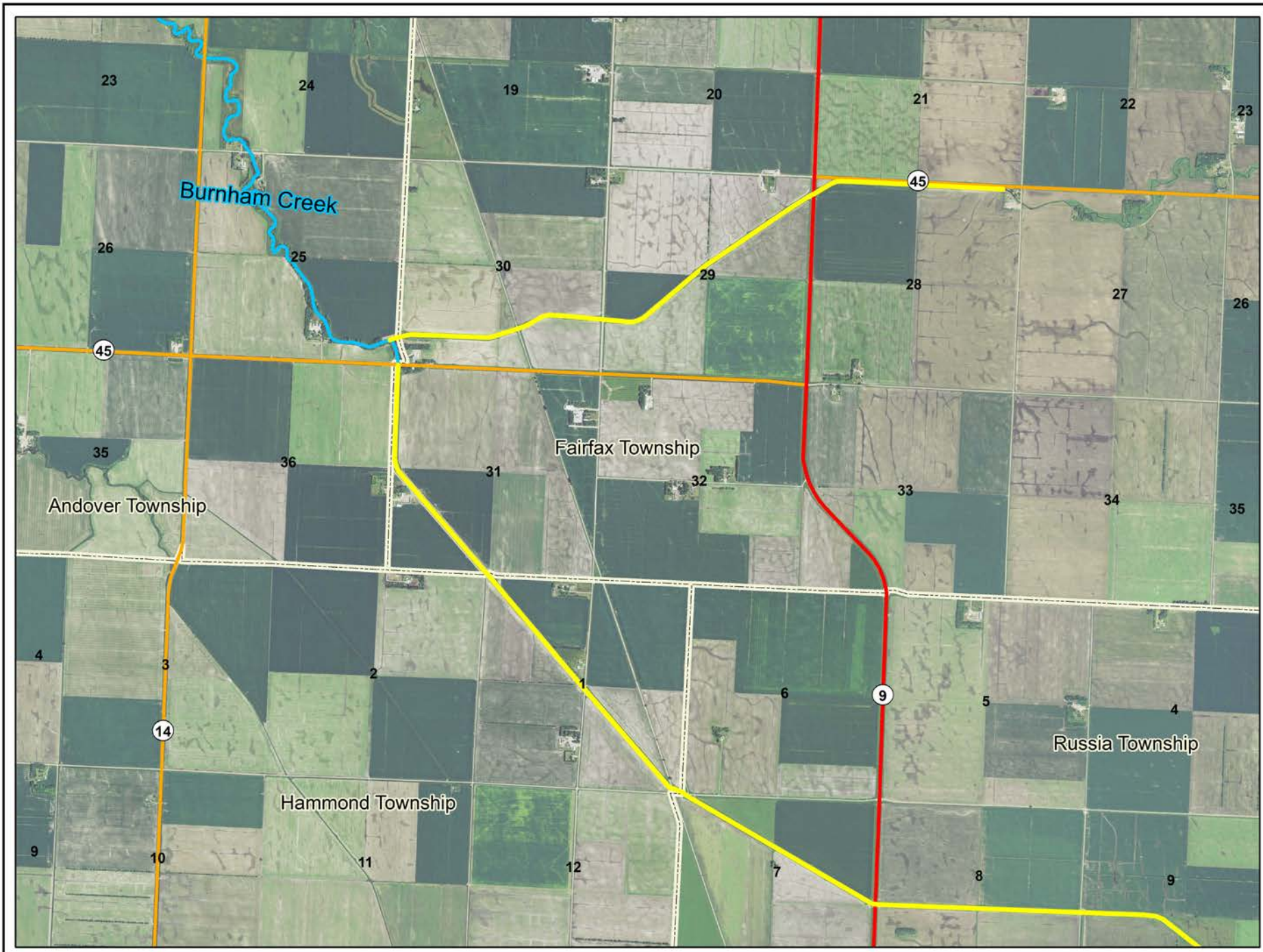
- February 6, 1996
  - Brekken moved for judgement against the RLWD for attorney fees, costs, and disbursements incurred in prosecuting the appeal.



# Burnham Creek Project 43B

HANSEN CROSSING





# Quick Timeline Review

- ▶ Original designed Texas Crossing As-Built plans signed in 1991.
- ▶ Spring 1993, Hanson crossing needed to be repaired. It was a Texas crossing but RLWD purchased used 9'x15' SPPA and 12' SPP from Polk County and RJ Zavorals installed it in the fall of 1993. The ditch system paid for the pipes.
- ▶ The pipes did not have a big enough capacity, so a spill way was designed that cut the Township road.
- ▶ Hammond Township notified RLWD of the issues and pursued a lawsuit.
- ▶ RLWD had a third 8' CMP installed in 1995 by Lyle Wilkens.

# Hanson Crossing 1991 wash out



Texas Crossing as designed in original plans for Burnham Creek Ditch



Two 29" x 40' CSPA

# 1994 Construction



Before adding additional pipe in 1994



Added 8-foot circular pipe in 1995

# Pipes under Hammond Township Road



South west pipe: 12-foot diameter SPP, Inlet end has folded in on itself. They have been straightened but folded in again during Spring melt of 2020.





# Pipes under Hammond Township Road



Center pipe: 9'5" x 15'6" SPPA is buckling on bottom and caving in on top.



North east pipe: 8-foot circular pipe is in good shape.

# Northern Steel Quote to replace both pipes

Item	Qty	Dia. (In.)	Ga.	Description	Unit Price	U/M	Extended Price
	1			<b>TruePlate Multi Plate Pipe Arch</b> 15'7" Span X10'6" Rise X 80' Multi Plate Arch 10GA <i>Includes 2 - 2:1 Bottom Step Bevels</i>	\$ 59,375.00	/Ea.	\$ 59,375.00
	1			<b>TruePlate Multi Plate Pipe</b> 144" X 70' Multi Plate Pipe 10GA <i>Includes 2 - 2:1 Bottom Step Bevels</i>	\$ 47,187.50	/Ea.	\$ 47,187.50

*Prices are FOB Jobsite*

*If Stamped Engineer Drawings are Required Please Add \$2000.00*

**Total Quote: \$ 106,562.50**

## Department of Homeland Security Federal Emergency Management Agency

### General Info

<b>Project #</b>	111862	<b>Project Type</b>	Specialized
<b>Project Category</b>	D - Water Control Facilities	<b>Applicant</b>	Red Lake Watershed District (000-U078N-00)
<b>Project Title</b>	Red Lake Watershed District (000-U078N-00)	<b>Event</b>	4442DR-MN (4442DR)

### Damage Description and Dimensions

The Disaster # 4442DR, which occurred between *03/12/2019* and *04/28/2019*, caused:

#### Damage #323294; Red Lake Watershed District Ditch 10 Project 161 Outlet Chute Structure

##### General Facility Information:

- **Facility Type:** Drainage Channels
- **Facility:** Project 161 Outlet Chute
- **Facility Description:** Red Lake Watershed District Ditch 10 system collects surface water from agricultural areas and diverts flow to Project 161 grouted riprap outlet chute. The chute has an elevation drop of about 50 FT over about 210 FT length. At the end of the chute is a plunge pool. Water flows out of plunge pool into an undisturbed area that drains to the Red Lake River.
- **Approx. Year Built:** 2005
- **Location Description:** about 2.6 miles NE of Red Lake Falls, MN and about .5 miles south of the intersection of Hwy 32 and 180th St. SE
- **Start GPS Latitude/Longitude:** 47.89698, -96.22318
- **End GPS Latitude/Longitude:** 47.89656, -96.22266
- **Purpose:** Flood Control
- **Shape:** Trapezoidal
- **Dimensions (top) Width (ft):** 22
- **Dimensions (top) Depth (ft):** 4
- **Quantity of Material Deposited by Incident:** 0

##### General Damage Information:

- **Date Damaged:** 3/12/2019 to 4/28/2019
- **Cause of Damage:** rapid snow melt generated exceptionally large, high velocity flow in Red Lake Watershed District Ditch 10 system

##### Facility Damage:

- Embankment, 4 CY of Clay, 14 FT long x 3 FT wide x 2 FT deep, was eroded by heavy seepage under chute structure, 0% work completed.
- Lining, 175 CY of grouted riprap, 147 FT long x 16 FT wide x 2 FT deep, was undermined during heavy surface flow conditions by seepage under grouted riprap causing extensive cracking, 0% work completed.
- Erosion Control, 42 SF of Grass Turf, 14 FT long x 3 FT wide, was undermined by seepage return flow, 0% work completed.

See additional information in Method of Repairs and Comments/Concerns

## Final Scope

323294

### Work to be Completed

The Applicant will utilize contracts to improve this project under the Improved Project program with an understanding that the cost will be capped at the pre-disaster repair cost. This Improved Project will consist of removing the existing grouted riprap chute structure and installing Reinforced Concrete Pipe, Trash Rack, and Riprap.

#### Chute Structure:

- A. Excavation 6000 CY
- B. Furnish and Install 100 CY of Granular Bedding
- C. Furnish and Install 1 EA of 60 IN Reinforced Concrete Pipe Apron
- D. Furnish and Install 250 LF of 60 IN Reinforced Concrete Pipe
- E. Furnish and Install 1 EA 60 IN Trash Rack
- F. Furnish and Install 410 CY of Riprap
- G. Furnish and Install 95 CY of Granular Filter
- H. Seed, Fertilize, and Mulch 0.5 ACRE

**Work to be Completed: \$84,412.86**

#### Project Notes:

1. This is an Improved Project with costs capped at \$84,412.86. All estimates for work to be completed were generated by the Applicant and validated for reasonable cost using RS Means. See attachments labeled: *SP 111862 - Improved Project Approval-MNDPS.pdf*, *SP 111862 Cost Estimate\_RSMMeans.xlsx*, and *SP 111862\_Reasonable Cost\_Evaluation.pdf*.
2. Applicant request for an Improved Project was granted through MNDPS. The applicant wants to use cost estimate of improved project option 3. See attachment labeled: *SP 111862 - Improved Project Approval-MNDPS.pdf*, and *PDMG's email.pdf*.
3. The anticipated depth of excavation is 15 feet. See attachment labeled: *Alt Draft 3pp.pdf*.
4. The Improved Project is still within the original right-of-way easement and alignment of the outlet Chute Structure will not be altered. See attachment labeled: *Alt Draft 3PP.pdf*.
5. The Applicant has completed an Environmental, Historic and Preservation Assessment for this Improved Project. See attachments labeled: Site Inspection Report: *SI-Red Lake Watershed District WO49805\_20191021.pdf*.
6. All borrow, or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the designed width or depth of the ditch is not increased), or commercially procured material from a source existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g. a new pit, agricultural fields, road ROWs, etc.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a subrecipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout

## Cost

Code	Quantity	Unit	Total Cost	Section
9001 (Contract)	1.00	Lump Sum	\$84,412.86	Uncompleted

CRC Gross Cost	\$84,412.86
Total 406 HMP Cost	\$0.00
Total Insurance Reductions	\$0.00
<hr/>	
CRC Net Cost	\$84,412.86
Federal Share (75.00%)	\$63,309.65
Non-Federal Share (25.00%)	\$21,103.21

## Subgrant Conditions

- As described in 2 CFR, Part 200 § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions, Part 200.333, (a) – (f), (1), (2). All records relative to this Project Worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- The Recipient must submit its certification of the applicant's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project.
- The terms of the FEMA-State Agreement are incorporated by reference into this project award under the Public Assistance grant and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Policy and Program Guide; and other FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the date of the declaration of this major disaster are incorporated by reference into this project award under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at 2 C.F.R. pt. 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. pt. 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The applicant must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the applicant commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.

## Insurance

### Additional Information

6/3/2020

The project was reviewed for insurance consideration. During the review we determined the applicant's insurance policy was not provided. The applicant requested Public Assistance for (embankment, rip rap and erosion control). These items are generally not insured or insurable. We have processed the request in the absence of the complete policy. All future request will be reviewed on a case by case basis, any insurable item will not be funded until the applicant submits all of their property insurance information for review.

Property insurance coverage for the Water Control Facilities represented on this project are not insured or insurable. No insurance relief is anticipated. No Obtain and Maintain requirement will be made.

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

No duplication of benefits from insurance is anticipated for work described in this application. In the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. Applicant must notify grantee and FEMA of such recoveries and the Sub-Grant award amount must be reduced by actual insurance proceeds.

No insurance requirements will be mandated for the damages included in this project. Insurance requirements are specific to permanent work to replace, restore, repair, reconstruct, or construct buildings, contents, equipment, and vehicles (FEMA Recovery Policy FP 206-086-1).

No insurance Narrative will be produced or uploaded into documents or attachments.

**No O&M is required for the facilities represented on this project.**

Bobbie Smith, Insurance Specialist- CRC- Denton, TX

## O&M Requirements

There are no Obtain and Maintain Requirements on **Red Lake Watershed District (000-U078N-00)**.

## 406 Mitigation

There is no additional mitigation information on **Red Lake Watershed District (000-U078N-00)**.

## Environmental Historical Preservation

Is this project compliant with EHP laws and orders?

Yes

### EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- All borrow or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the designed width or depth of the ditch is not increased), or commercially procured material from a source

existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g. a new pit, agricultural fields, road ROWs, etc.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a subrecipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout.

- Project may require Section 401/404 Clean Water Act (CWA) permits and/or Section 10 permits under the Rivers & Harbors Act. If action is exempt under the Transportation Regional General Permit (RGP) or any other RGP, sub-recipient must provide documentation to that effect. Otherwise, when these permits are required, sub-recipient must maintain documentation of compliance with applicable RGPs or obtain individual permits from U.S. Army Corps of Engineers and/or the MPCA prior to construction. Sub-recipient must comply with all applicable permit conditions, including meeting ditch stabilization requirements outlined in MPCA's general stormwater permit.

## EHP Additional Info

There is no additional environmental historical preservation on **Red Lake Watershed District (000-U078N-00)**.

## Final Reviews

### Final Review

**Reviewed By** BANSLEY, ANNE H.

**Reviewed On** 08/03/2020 7:07 PM CDT

### Review Comments

*No comments available for the Final Review step*

### Recipient Review

**Reviewed By** Nordeng, Christian

**Reviewed On** 08/04/2020 10:40 AM CDT

### Review Comments

Any cost overruns above the estimated costs should be identified to HSEM prior to the commencement of work for adjustments to the estimate and potential funding. Final documentation (Invoices) and certification form (P4) need to be submitted to HSEM within 90 day of work completion.

## Project Signatures

**Signed By** Slowinski, Christina

**Signed On** 08/04/2020



520 Lafayette Road North  
St. Paul, MN 55155-4194

# Federal Clean Water Act Section 319 grant Proposal workplan

Doc Type: Contract

MPCA Use Only	
Swift #:	
AI:	
Activity ID:	

**Project title:** Red Lake River Targeted Watershed Grant – Phase 1

## 1. Grant sponsor summary:

**Organization:** Red Lake Watershed District

**Contractor contact name:** Myron Jesme

**Title:** Administrator

**Address:** 1000 Pennington Ave S.

Thief River Falls, MN 56701

**Phone:** 218-681-5800

**Fax:** 218-681-5839

**Email:** Myron.jesme@redlakewatershed.org

## MPCA contact:

**MPCA project manager:** Denise Oakes

**Title:** Project Manager

**Address:** 714 Lake Ave, Suite 220

Detroit Lakes, MN 56501

**Phone:** 218-846-8119

**Fax:** \_\_\_\_\_

**Email:** Denise.oakes@state.mn.us

## Project information

**Start date:** 12/01/2020  
(mm/dd/yyyy)

**End date:** 8/31/2023

**Grant funds requested:** \$280,000

**Matching funds (minimum  
40.0% of total project cost):** \$187,134

**Total project cost:** \$467,134

Interested in this proposal being scored for 0% Interest Clean Water Partnership (CWP) Loan funding? (Information can be found on the Minnesota Pollution Control Agency's (MPCA) website at <https://www.pca.state.mn.us/water/cwp-loans>). There is no obligation to accept loan funding if approved. CWP Loan funds can be used as match.

Yes  No



## 2. Priority watershed (Group A) for federal Section 319 Small Watershed Focus Program

**(50 points)** (see section 3 of the request for proposals – found on the MPCA’s website at

<https://www.pca.state.mn.us/water/section-319-funding-round>)

- Dobbins Creek Watershed (Cedar River)
- Dutch Creek and Fairmont Chain of Lakes (Blue Earth River)
- Pipestone, Split Rock and Mounds Creeks (Lower Big Sioux and Rock River)
- Plum Creek Watershed (Cottonwood River)
- Black River, Mainstem Red Lake River (Thief River Falls to Crookston), and Pennington County Ditch 96 Watershed (Red Lake River Watershed)
- Green Lake Watershed (Rum River)
- Skunk Creek Watershed (Nemadji River)
- Hawk Creek Watershed (Minnesota River-Yellow Medicine)
- Sand Creek (Minnesota River)
- Whiskey Creek (Buffalo-Red River)

## 3. Project plan information (25 points)

- Dobbins Creek NKE Plan
- Dutch Creek and Fairmont Chain of Lakes Section 319 Small Watershed Focus Program NKE
- Pipestone, Split Rock, and Mound Creeks Section 319 Small Watershed Focus NKE Plan
- Plum Creek Section 319 Small Watersheds Focus NKE Plan
- Red Lake River (Thief River Falls-Crookston) and Black River EPA NKE Plan
- Green Lake Section 319 Small Watersheds Focus Program NKE Plan
- Skunk Creek Section 319 NKE Plan
- Willmar Lakes and Upper Mainstem Hawk Creek Watershed NKE Plan
- Sand Creek Section 319 Small Watershed Focus Program NKE Plan
- Whiskey Creek Watershed Section 319 NKE Plan

## 4. Project information (total of 15 points)

The Red Lake River (Thief River Falls-Crookston) and Black River EPA Nine Element Plan describes the water quality issues and actions to restore impaired waters. The projects and activities will occur in priority management areas of CD 96, Black River, and the middle reach of the Red Lake River between Thief River Falls and Crookston. The following sections of the Nine Element Plan can be referenced for priority project locations, including critical loading areas. A map of the priority management areas is included in this proposal.

Section 2: Identify priority planning areas and water management classifications

Section 3: Description of the watershed

Section 4: Statement of problems and existing water quality and quantity conditions

Section 5: Opportunities and projects to improve water quality and resources

### Anticipated Water Quality Benefits:

#### Reduce E. coli

- **Black River Management Area** – Reduce the maximum monthly geometric mean *E. coli* concentration by 50 MPN/100ml in AUID 09020303-529 (Lower Black River) to progress toward the ten-year goal of 152 MPN/100ml reduction of the maximum monthly mean concentration.
- **CD96** - Reduce maximum monthly geometric mean *E. coli* concentration by 45 MPN/100ml in AUID 09020303-505 to progress toward the ten-year goal of a 138 MPN/100ml reduction of the maximum monthly geometric mean concentration.

## Reduce Sediment

- **Streambank Stabilization or meander cutoff project** – 65 tons/year estimate
- **Grade Stabilization Projects**
  - Side Water Inlets for Black River Impoundment Project – 510 tons/year
  - Other Grade Stabilization Structures: 60 tons/year
  - Water and Sediment Control Basins (WASCOB): 30 tons/year
- **Non-Structural Practices in Priority Management Areas**
  - Source Reduction: 261 tons/year
  - Field Border: 34 tons/year
  - Riparian Buffer: 158 tons/year

## 5. Goals, objectives, tasks, and subtasks (total of 10 points)

**\*Goal: Restore impaired waters within priority management areas through focused reduction of sediment and *E. coli* loading from critical loading areas.**

**Objective 1: Reduce *E. Coli* in the Black River and CD 96 priority management areas by targeting practices in critical loading areas.**

Task A: Implement cattle exclusion practices, grazing management, and other practices identified in the Nine Element Plan to reduce *E. coli*.

Subtask 1: Utilize existing reports such as the Red Lake River Watershed TMDL, WRAPS, 1W1P, previously collected data, and field visits to identify priority projects in critical loading areas.

Subtask 2: Conduct landowner outreach and assist with the planning and implementation of identified priority projects to reduce *E. Coli* with cooperative landowners.

Subtask 3: Develop grazing management plans and cattle exclusion plans for cooperative landowners in critical loading areas.

Task B: Conduct outreach to smaller livestock operations (10-299 Animal Units) to encourage development and implementation of manure management plans in critical loading areas.

**Responsible Party(ies):** Red Lake SWCD and Pennington SWCD staff

**Objective 1 Timeline:** 2020-2023

**Objective 1 Cost:** \$100,000 (319) \$12,800 (Match) TOTAL: \$112,800

**Objective 1 Deliverables:** 240 acres of grazing management plan(s) and 1 cattle exclusion plan/access control.

**Objective 2: Reduce sediment loading from critical areas identified within priority management areas by utilizing PTMApp. Provide secondary benefits by reducing phosphorus loading and improving index of biological integrity scores.**

Task A: Implement structural Best Management Practices (BMPs) that include grade stabilization structures, Water and Sediment Control Basins (WASCOB), streambank stabilization projects, stabilization of ditch outlets, and other structural practices that are described in the Nine Element Plan.

Subtask 1: Conduct outreach to landowners in critical loading areas to promote voluntary implementation of BMPs to reduce sediment loading.

Subtask 2: Where landowner cooperation is achieved, conduct site assessments, surveys, project designs, construction inspection, and as-built surveys for structural management practices that reduce sediment loading. NRCS Practice Standards will be used as applicable.

Task B: Implement non-structural practices such as cover crops, field borders, riparian forest buffers, riparian buffers, critical area plantings, and other related non-structural practices included in the Nine Element Plan.

Subtask 1: Conduct outreach to landowners in critical loading areas to promote voluntary implementation of BMPs to reduce sediment loading.

Subtask 2: Develop conservation plans for agricultural BMPs for cooperative landowners and operators in critical loading areas.

**Responsible Party(ies):** Red River Valley Conservation Service Area 1 Engineering Staff, Red Lake SWCD, Red Lake Watershed District (RLWD), West Polk SWCD, and Pennington SWCD staff.

**Objective 2 Timeline:** 2020-2023

**Objective 2 Cost:** \$166,000 (319) \$168,600 (Match) TOTAL \$334,600

**Objective 2 Deliverables:** 36 grade stabilization structures, 2 water and sediment control basins, 1 streambank stabilization project. Non-structural practices: 640 acres of cover crop, nutrient management or other source reduction practices, 12 acres of riparian buffers or riparian forest buffers, and 11 acres of field borders.

### **Objective 3: Grant Administration**

Task A: The RLWD will be the fiscal agent for the grant and track expenditures for reimbursement and required reporting for the grant. Pennington SWCD is the Coordinator and will schedule meetings, set agendas, complete the required grant reporting, and work with the RLWD to complete accurate financial reports.

Subtask 1: Prepare monthly or quarterly Invoices

Subtask 2: Complete and submit semi-annual reports due in February and August for each year of the grant

Subtask 3: Project coordination and communication with project manager.

**Responsible Party(ies):** RLWD and Pennington SWCD staff

**Objective 3 Timeline:** 2020-2023

**Objective 3 Cost:** \$14,000 (319) \$5,734 (Match) TOTAL \$19,734

**Objective 3 Deliverables:** Semi-Annual reports for February and August of years 2021, 2022, and 2023 and a final report and monthly or quarterly invoices throughout the life of the grant.

## **6. Project budget** – See attached Excel Spreadsheet



**Attachment A - Budget**

MPCA Use Only	
SWIFT:	
AI:	
Activity ID:	

**Project Name: Red Lake River Targeted Watershed Grant**

**Grantee Name: Red Lake Watershed District**

**ITEMIZED PROJECT BUDGET AND EXPENDITURES**

Objective	Cost Category	Unit Cost	Rate	Quantity	Grant	In Kind Match	Cash Match	Total Match	Budget Total
<b>OBJECTIVE 1: Reduce E. coli in Black River and CD96</b>									
Task A: BMP implementation	Projects	\$470.00	/acre	212.00	\$100,000.00				
Task B: Outreach and Education									
SWCD and RLWD Technicians	Staff Hours - Landowner Outreach	\$55.00	/hour	127.00		\$7,000.00			
SWCD Managers	Staff Hours - Landowner Outreach	\$58.00	/hour	100.00		\$5,800.00			
<b>OBJECTIVE 1 - TOTAL</b>					<b>\$100,000.00</b>	<b>\$12,800.00</b>		<b>\$12,800.00</b>	<b>\$112,800.00</b>
<b>OBJECTIVE 2: Reduce sediment in Priority Areas</b>									
<i>Task A: Implement Structural Practices to reduce sediment</i>									
Water and Sediment Control Basins	Projects	\$7,500.00	/each	2.00	\$7,500.00	\$7,500.00		\$7,500.00	\$15,000.00
Streambank Stabilization	Projects	\$102,200.00	/each	1.00	\$50,695.00	\$51,505.00		\$51,505.00	\$102,200.00
Grade Stabilization (Black River Impoundment SWIs)	Projects	\$2,000.00	/each	34.00	\$32,700.00	\$34,000.00		\$34,000.00	\$66,700.00
Grade Stabilization	Projects	\$20,000.00	/each	2.00	\$20,000.00	\$20,000.00		\$20,000.00	\$40,000.00
<i>Task B: Non-Structural practices to reduce sediment</i>									
Field Border	Projects	\$450.00	/acre	11.00	\$2,475.00	\$2,475.00		\$2,475.00	\$4,950.00
Riparian Buffer	Projects	\$1,900.00	/acre	12.00	\$11,400.00	\$11,400.00		\$11,400.00	\$22,800.00
Source Reduction	Projects	\$25.00	/acre	640.00	\$8,000.00	\$8,000.00		\$8,000.00	\$16,000.00
<i>Task A &amp; B Subtask 1: (15%)</i>									
SWCD or RLWD Technician	Staff Hours - Tech and Eng.	\$55.00	/hours	368.00	\$10,000.00	\$10,240.00		\$10,240.00	\$20,240.00
Red River Valley Conservation Service Area Technician	Staff Hours - Tech and Eng.	\$65.00	/hours	461.00	\$14,900.00	\$15,065.00		\$15,065.00	\$29,965.00
<i>Task A &amp; B Subtask 2: (5%)</i>									
SWCD Manager	Staff Hours - Landowner Outreach	\$58.00	/hours	200.00	\$5,745.00	\$5,830.00		\$5,830.00	\$11,600.00
SWCD or RLWD Technician	Staff Hours - Landowner Outreach	\$55.00	/hours	94.00	\$2,585.00	\$2,585.00		\$2,585.00	\$5,170.00
<b>OBJECTIVE 2 - TOTAL</b>					<b>\$166,000.00</b>	<b>\$168,600.00</b>	<b>\$0.00</b>	<b>\$168,600.00</b>	<b>\$334,600.00</b>
<b>OBJECTIVE 3: Administration/Project Management</b>									
<i>Task A:</i>									
RLWD Admin	Staff Hours - Financial Tracking	\$65.00	/hour	163.00	\$7,795.00	\$2,800.00			
Pennington SWCD Admin.	Staff Hours - Grant Coordination	\$55.00	/hour	163.00	\$6,205.00	\$2,800.00			
<b>OBJECTIVE 3 - TOTAL</b>					<b>\$14,000.00</b>	<b>\$5,600.00</b>	<b>\$0.00</b>	<b>\$5,600.00</b>	<b>\$19,600.00</b>
	<b>TOTAL</b>				<b>\$280,000.00</b>	<b>\$187,000.00</b>	<b>\$0.00</b>	<b>\$187,000.00</b>	<b>\$467,000.00</b>

Minimum match is 40% of total project cost 40%

## Myron Jesme

---

**From:** Michael Flaagan <mflaagan@co.pennington.mn.us>  
**Sent:** Wednesday, August 12, 2020 10:15 AM  
**To:** Nelson, Peter - NRCS-CD, Thief River Falls, MN; Myron Jesme; Corey Hanson  
**Subject:** CD 96

Peter,

We opened bids yesterday for the CD 96 project and the low bidder was Davidson at \$192,350 with the engineers estimate at \$153,553 (25% over). Can you update the funding spreadsheet with the new project cost? I'm also wondering if we should increase the Red Boards request and add 1W1P funds to the project. I guess I'm looking for a recommendation on how to close the funding gap.

Thanks,

Mike



Permit # 20-131

Status Report: **Withdrawn**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Dave Faldet		27518 290th Street SE McIntosh, MN 56556		tel:218-698-4628 mobile: fax:

### General Information

(1) The proposed project is a:

#### Tiling

(2) Legal Description

(3) County: Polk Township: Lessor Range: 41 Section: 9 1/4: NW1/4

(4) Describe in detail the work to be performed. **Install pattern tile with gravity outlet.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

### Status

Status	Notes	Date
Withdrawn	None	Aug. 4, 2020
Tabled		July 20, 2020
Received	None	June 25, 2020

### Conditions

Applicant withdrew the application.

The Red Lake Watershed District (RLWD) tables the permit application for a tile drainage system in the NW 1/4 Section 9, Lessor Township pending review of wetlands by the East Polk SWCD.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-125

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Jason Reitmaier		30928 220th Street SW Fisher, MN 56723		tel: mobile: 218-289-0419 fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: Polk Township: Sullivan Range: 49 Section: 34 1/4: NW1/4

(4) Describe in detail the work to be performed. **Install pattern tile with lift station/pump.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

**Status**

Status	Notes	Date
Approved		Aug. 12, 2020
Tabled		July 22, 2020
Received	None	June 24, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'lift pump' outlet. If any work is within a public road and/or public ditch right-of-way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the pump outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) N.J.O./D.M.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-126

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Jason Reitmaier		30928 220th Street SW Fisher, MN 56723		tel: mobile: 218-289-0419 fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk Township: Sullivan Range: 49 Section: 33 1/4: NE1/4**

(4) Describe in detail the work to be performed. **Install pattern tile with lift station/pump.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 12, 2020</b>
Received		June 24, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'lift pump' outlet. If any work is within a public road and/or public ditch right-of-way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the pump outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) N.J.O./D.M.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.





Permit # 20-147

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Gary Pulkrabek		2018 9th Street SE East Grand Forks, MN 56721		tel: mobile: 218-280-3441 fax:

**General Information**

- (1) The proposed project is a:  
**Surface Drainage (New Ditch or Improvement)**
- (2) Legal Description
- (3) County: **Polk Township: Keystone Range: 48 Section: 10 1/4: E1/2**
- (4) Describe in detail the work to be performed. **Clean ditch - west side of road.**
- (5) Why is this work necessary? Explain water related issue/problem being solved. **Sediment has blown in.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 12, 2020</b>
Received		July 7, 2020

**Conditions**

**RLWD approval to clean a west county road ditch for one mile, as per approval of Polk County Highway Department; proposed work is within county road #20 right-of-way. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Existing drainage/flow patterns shall not be changed or diverted. Applicant shall seed all disturbed areas. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Brady Lee		None		tel: mobile: fax:

**General Information**

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Polk Township: Badger Range: 42 Section: 15 1/4: SW1/5**

(4) Describe in detail the work to be performed. **Clean ditch and build up field side to keep water from flooding over fields as it passes them.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Water flow from upstream overflows ditch banks and floods crops.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 28, 2020</b>
Received	None	July 13, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the permit application to clean the road ditch along the east side of 210th Ave SE and along 310th ST SE as per Township road authority specs/conditions. Construction of a dike in the north west corner of Section 22 is permitted with the following conditions: The top of the dike elevation must be at least 1.0' below the road elevation, see profile provided. A permit application shall be submitted for the NRCS design SWI culvert prior to installation of the culvert. Construction of a dike in the southwest corner of Section 15 is authorized with the following conditions: The top of the dike shall be at least 0.5' below the low point road elevation for a minimum length of 150 feet, see profile provided. Material to construct the dike may not be from over excavation of the road ditches. Cleaning/maintenance of the ditch shall mainly entail cattail removal. Erosion protection shall be installed at the tile outlet. Disturbed soils in dike construction and ditch cleaning shall be seeded to establish vegetative cover to prevent erosion. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-154

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Aaron Miller		16758 390th Avenue NE Goodridge, MN 56725		tel: mobile: 218-689-4494 fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Pennington** Township: **Star** Range: **39** Section: **19 1/4: N1/2**

(4) Describe in detail the work to be performed. **Install pattern tile with lift station/pump**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

**Status**

Status	Notes	Date
<b>Approved</b>	<b>None</b>	<b>Aug. 4, 2020</b>
Received	None	July 14, 2020

**Conditions**

The proposed tile outlets to the east road ditch of CR 26. A survey of the ditch from the outlet location to CD 38 was conducted, see attached profile. The grade is limited with low spots. Cattails are present in low spots. The field adjacent to the proposed outlet ditch has low spots that may be affected by the 4.5 cfs discharge from the tile system. Applicant shall coordinate with the downstream landowner along the outlet to clean that portion of the road ditch. Ditch maintenance shall be completed with approval of the County Engineer and to their satisfaction. Once this work is completed the Red Lake Watershed District (RLWD) approves the pattern tile and lift station. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade, drainage, and erosion protection is provided. ■ Note: Please be aware of, and review the 'bullet points' on the bottom half of the application. For proposed work on lands not owned by applicant, he/she must obtain, in writing, permission from the affected landowners to perform proposed work. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166)

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # **20-164**

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Pennington County Highway Department	None		tel: mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Star** Range: **39** Section: **20** 1/4:

(4) Describe in detail the work to be performed. **Remove pipe (60" or 66") and replace with a arch pipe. Request RLWD to size the arch pipe.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Existing pipe is to short.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 28, 2020</b>
Received	None	July 15, 2020

**Conditions**

**The Red Lake Watershed District (RLWD) approval to remove a 66" RCP field entrance culvert in County Ditch 75 and replace it with an 83" X 57" CMP-Arch, which is an equivalent size of the existing round culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # **20-166**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Earl Pederson	Pederson Brothers	3077 County Highway 42 Bejou, MN 56516, None		tel: <b>218-790-4106</b> mobile: fax:

### General Information

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Red Lake** Township: **Lambert** Range: **41** Section: **22 1/4: SE1/4**

(4) Describe in detail the work to be performed. **Clean silt out of road ditches on both sides of township/County Road #132.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improve ag land drainage.**

### Status

Status	Notes	Date
<b>Approved</b>		<b>Aug. 3, 2020</b>
Received		July 16, 2020

### Conditions

**RLWD approval to clean the north and south road county road ditch, as per approval of Red Lake County Highway Department; proposed work is within County Road #132 right of way. (See Map) All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Existing drainage/flow patterns shall not be changed or diverted. Existing culverts shall remain "as-is." All disturbed areas shall be seeded. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-167

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Robin M. Brekken		35837 250th Avenue SW Crookston, MN 56716		tel: mobile: 218-280-1565 fax:

**General Information**

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Polk** Township: **Russia** Range: **46** Section: **7 1/4: W1/2**

(4) Describe in detail the work to be performed. **Clean out ditch on east side of railroad and return to grade. I have a lease agreement with railroad that I will provide a copy of.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Ditch is full of dirt.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 3, 2020</b>
Received		July 16, 2020

**Conditions**

**RLWD approval to clean the east railroad ditch bottom. Applicant has provided the lease agreement with the Minnesota Northern Railroad, Inc. All excavation shall be consistent with the existing railroad and ditch slopes and there shall be no vertical excavation faces. Existing drainage/flow patterns shall not be changed or diverted. All disturbed areas shall be seeded. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-168

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Wayne Diekrager		1002 19th Street NE Rochester , MN 55906		tel:507-259-6872 mobile: fax:

**General Information**

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Polk** Township: **Russia** Range: **46** Section: **14 1/4: SE1/4**

(4) Describe in detail the work to be performed. **Clean road ditch with tractor and scraper.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Poor drainage and culvert obstruction.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 11, 2020</b>
Received		July 22, 2020

**Conditions**

**RLWD approval to clean road ditches, as per approval of adjacent road authorities. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Applicant shall respect the watershed boundary, existing drainage/flow patterns shall not be changed or diverted. Applicant applied to clean a portion of RLWD Project #123 – Scott Baatz Petition, this is not permitted. The RLWD has performed a survey of the project #123 ditch system and it is on grade. All disturbed areas shall be seeded. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-169

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Robert & Lynell Wayne		11345 150th Ave NE Thief River Falls, MN 56701		tel: mobile: 218-689-4902 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Rocksbury** Range: **43** Section: **11 1/4: SW1/4 SE1/4**

(4) Describe in detail the work to be performed. **Install culvert in road/field access.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **No current access to field.**

**Status**

Status	Notes	Date
Approved		July 30, 2020
Received		July 23, 2020

**Conditions**

**RLWD approval to install an 18" diameter field entrance culvert, as per approval of Pennington County Highway Department; proposed work is within County Road #7 right of way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.





Permit # 20-170

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
	Poplar River Township	24634 230th Avenue SE Brooks, MN 56715		tel: mobile: 218-689-9754 fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Poplar River** Range: **42** Section: **13 1/4**:

(4) Describe in detail the work to be performed. **Reset existing 36" culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Water continues to go around culvert and erode the road on 230th Avenue SE between Section 13 and 14.**

### Status

Status	Notes	Date
Approved		Aug. 4, 2020
Received		July 23, 2020

### Conditions

**RLWD approval to re-lay the existing 36" diameter culvert. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-171

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
	Poplar River Township	24634 230th Avenue SE Brooks, MN 56715		tel: mobile: 218-689-9754 fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Poplar River** Range: **42** Section: **15 1/4**:

(4) Describe in detail the work to be performed. **Replace rusted culverts of same size crossing township road.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is failing.**

### Status

Status	Notes	Date
Approved		Aug. 4, 2020
Received		July 24, 2020

### Conditions

**RLWD approval to remove and replace a 24" & a 36" diameter culvert, lying adjacent to one another. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-172

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Curtis Amundson		43507 120th Street SW East Grand Forks, MN 56721		tel: mobile: 218-779-6565 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Sullivan** Range: **49** Section: **18 1/4**: **SE1/4**

(4) Describe in detail the work to be performed. **Lower two culverts and clean out ditch for drainage.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Poor drainage and try to stop the water from going through the yard.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 11, 2020</b>
Received		July 24, 2020

**Conditions**

**RLWD approval to clean the north road ditch and lower/extend two culverts as needed for grade, as per approval of Sullivan Township; proposed work is within township road right of way. Applicant shall install rock riprap with filter fabric at the outlet ends of the lowered culverts & seed all disturbed areas. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Existing drainage/flow patterns shall not be changed or diverted. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-173

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Curtis Amundson		43507 120th Street SW East Grand Forks, MN 56721		tel: mobile: 218-779-6565 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Sullivan** Range: **49** Section: **18 1/4: NW1/4**

(4) Describe in detail the work to be performed. **Remove old culvert due to neighbor farmer lowered culvert west of applicant and started to drain more water towards applicant.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Flooding of water being restructure in ditch drainage, approved by watershed.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 11, 2020</b>
Received		July 24, 2020

**Conditions**

**RLWD approval to remove a 24" diameter driveway culvert and replace it with a 36" dia. or a 50"x31" CMP-Arch culvert, as per approval of Polk County Highway Department; proposed work is within County Road #65 right of way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert & seed all disturbed areas. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-175

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
John Giese		PO Box 438 East Grand Forks, MN 56721		tel: mobile: 218-201-0085 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Keystone** Range: **48** Section: **5 1/4: NE1/4**

(4) Describe in detail the work to be performed. **Replace culvert with same size.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert needs replacing.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 11, 2020</b>
Received		July 28, 2020

**Conditions**

**RLWD approval to remove a concrete arch pipe field entrance culvert and replace it with an 18" diameter culvert, as per approval of Keystone Township; proposed work is within township road right of way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert & seed all disturbed areas. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-176

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Kevin Tharaldson		29708 150th Street NE Goodridge, MN 56725		tel:218-378-4353 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Highland** Range: **40** Section: **6 1/4: SE1/4 SW1/4**

(4) Describe in detail the work to be performed. **Install culvert/crossing.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Access to property.**

**Status**

Status	Notes	Date
Approved		July 31, 2020
Received		July 28, 2020

**Conditions**

**RLWD approval to install a 48" diameter field entrance culvert, as per approval of Pennington County Ditch Authority; proposed work is within County Ditch #39A right of way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert & seed all disturbed areas. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-177

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Ryan Barth		Thief River Falls, MN 56701		tel: mobile: 218-689-7543 fax:

**General Information**

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Marshall** Township: **Excel** Range: **43** Section: **3 1/4**: **SW1/4**

(4) Describe in detail the work to be performed. **Ditch north side of road water flows west then clean ditch/change flows north. Lower driveway pipe if needed.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Lack of drainage after road changes.**

**Status**

Status	Notes	Date
Approved	None	Aug. 4, 2020
Received	None	July 28, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the permit application clean the north road ditch along 210th ST and the east road ditch along 140th Ave. The culverts at the driveway and field entrances may be lowered, see provided profile. Riprap and filter fabric shall be placed to stabilize the outlet end of the ditch maintenance. Aprons may be used on the culverts. Disturbed soil shall be seeded to establish vegetative cover to prevent erosion. See provided profile. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Proposed work within road Right-of Way shall be approved by the road authority and must follow their specs/conditions Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-178

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Charles Simpson		20081 210th Street SE Plummer, MN 56748		tel: mobile: 218-684-1859 fax:

### General Information

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Red Lake** Township: **Emardville** Range: **42** Section: **28 1/4: S1/2 SE1/4**

(4) Describe in detail the work to be performed. **Install pattern tile with gravity outlet.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improve drainage.**

### Status

Status	Notes	Date
<b>Approved</b>		<b>July 29, 2020</b>
Received		July 23, 2020

### Conditions

The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'gravity' outlet. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Applicant shall contact the township authorities when cutting through township road. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. ■ **Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.





Permit # 20-179

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Rudolph & Howard Applequist		36411 180th Avenue SW Crookston, MN 56716		tel: mobile: fax:

**General Information**

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Polk Township: Onstad Range: 45 Section: 18 1/4: SE1/4**

(4) Describe in detail the work to be performed. **Section 18 clean ditch from SE1/4 section corner west to County Ditch No. 79. We will not disturb the slope of the township road. Clean ditch on west side of NW1/4 Section 17 from field crossing south to the creek.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Ditch has filled in with sediment.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 29, 2020</b>
Received		July 29, 2020

**Conditions**

**RLWD approval to clean township road ditches in two locations, as per approval of Onstad Township; proposed work is within township road right of way. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Existing drainage/flow patterns shall not be changed or diverted. Applicant shall ensure that all disturbed areas are seeded. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-180

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Wikstrom Telephone Company	PO Box 217 Karlstad, MN 56732		tel:218-689-3702 mobile: fax:

**General Information**

(1) The proposed project is a:

**Utility Installations**

(2) Legal Description

(3) County: **Polk** Township: **Northland** Range: **49** Section: **None** 1/4:

(4) Describe in detail the work to be performed. **Bury a 2" duct along the east side of MN State Hwy. 220.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Providing & upgrading better communications to northwest Minnesota.**

**Status**

Status	Notes	Date
Approved		July 30, 2020
Received		July 30, 2020

**Conditions**

**Red Lake Watershed District (RLWD) approval install a communication line as per approval of all affected road and ditch authorities and utilities; new lines shall be installed at a minimum of at least 3 feet below the flowline (channel bottom) of rivers, streams, ditches, legal and natural drains. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-181

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Charles C. Carlson		21529 Center Street E Thief River Falls, MN 56701		tel:218-964-5618 mobile: 218-686-1834 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Wyandotte** Range: **42** Section: **12 1/4: SE1/4 SW1/4**

(4) Describe in detail the work to be performed. **Install 24" culvert and field crossing.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **No current access.**

**Status**

Status	Notes	Date
Approved		Aug. 5, 2020
Received		Aug. 3, 2020

**Conditions**

**Red Lake Watershed District (RLWD) approval to install a 24" diameter field entrance culvert, as per approval Pennington County Highway Department; proposed work is within CSAH #2 right-of-way. Applicant shall ensure that all disturbed areas are seeded and that rock riprap with filter fabric is placed at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-182

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Murray Engelstad		15179 130th Street NE Thief River Falls, MN 56701		tel: mobile: 218-686-1605 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Rocksbury** Range: **43** Section: **14 1/4: N1/2**

(4) Describe in detail the work to be performed. **Install extensions on two field crossings.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Make it easier for farm equipment to get into field.**

**Status**

Status	Notes	Date
Approved		Aug. 5, 2020
Received		Aug. 4, 2020

**Conditions**

**Red Lake Watershed District (RLWD) approval to extend two 18" diameter field entrance culverts, as per approval Pennington County Highway Department; proposed work is within CSAH #7 right-of-way. Applicant shall ensure that all disturbed areas are seeded and that rock riprap with filter fabric is placed at the outlet end of the permitted culverts. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-184

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Michael Gasper		27186 237th Avenue SW MN 56701		tel: mobile: 218-289-0076 fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk Township: Keystone Range: 48 Section: 17 1/4: S1/2**

(4) Describe in detail the work to be performed. **Install pattern with lift station/pump.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>Aug. 11, 2020</b>
Received		Aug. 5, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'lift pump' outlet. If any work is within a public road and/or public ditch right-of-way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Applicant shall contact the township authorities when cutting through township road. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the pump outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) N.J.O.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-186

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Brent Strickler		10333 280th Avenue Euclid, MN 56722		tel: mobile: 218-289-7333 fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk** Township: **Angus** Range: **47** Section: **36 1/4: E1/2 SE1/4**

(4) Describe in detail the work to be performed. **Install pattern tile with lift station/pump.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Over saturation and extreme moisture are causing crop failure and inability to plant.**

**Status**

Status	Notes	Date
Approved		Aug. 11, 2020
Received		Aug. 6, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'lift pump' outlet. If any work is within a public road and/or public ditch right-of-way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the pump outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) N.J.O.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-191

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Steve Adams		901 62nd Ave SE Grand Forks , ND 58201		tel:218-779-2121 mobile: fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk** Township: **Esther** Range: **50** Section: **35 1/4**:

(4) Describe in detail the work to be performed. **Install drain tile with a gravity outlet**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Excess water has caused crop failure, inability to farm the land.**

**Status**

Status	Notes	Date
Approved		Aug. 12, 2020
Received		Aug. 12, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'gravity' outlet. If any work is within a public road and/or public ditch right-of-way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlet. It appears that the proposed work and/or the tile outlet may be near the Red River of the North. If any of the work will be on the riverbank, applicant shall contact the MN Dept. of Natural Resources (MNDNR) area hydrologist concerning their requirements, if any. Contact person at the Thief River Falls MNDNR office is hydrologist Stephanie Klamm at 218-681-0947. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) N.J.O.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.

## **Red Lake Watershed District - Administrators Report**

**August 13, 2020**

**Red River Watershed Management Board** – LeRoy and I will be attending the RRWMB August 18, 2020 via Microsoft Teams. There will be a decision on TR Oxbow funding request as well as the submittal for PCD 96 stabilization project.

Due to the downstream landowner meeting on Euclid East Impoundment, I was not able to attend in person Governing Document meeting which was held August 4<sup>th</sup>.

**Upper Red Lake/Red Lake River** – I received a call from LeRoy Stumpf, Collin Peterson's office, as well as Tamara Cameron, USACOE, concerning lake levels of Upper Red Lake. The calls were directed at damages to private properties and shorelines due to high water conditions. The discussion from landowner perspectives is what funding, if any, is available to assist in repairing the shoreline or damages to property because of the high water?

**City of Crookston Wetland Banking** – The submittal to withdraw wetland banking credits from the City of Crookston was submitted to BWSR. Total amount for wetland banking withdrawal and fees totaled \$1,112.00.

**MAWD** – I have included in your packet the proposed due structure for MAWD. There does not appear to be any change in dues from our perspective, as we are already capped at \$7,500.00.





Minnesota Association of Watershed Districts, Inc.  
www.mnwatershed.org | 651-440-9407

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## Memo

DATE: July 28, 2020  
TO: Watershed District Administrators  
FROM: Emily Javens, Executive Director  
CC: MAWD President Mary Texer, Treasurer Sherry Davis White, Co-Treasurer Jackie Anderson  
MAWD Accountant Angie Fischer Obremski

### RE: 2021 MAWD ANNUAL MEMBERSHIP DUES

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Please find attached the 2021 MAWD Membership Dues Spreadsheet that shows the amounts due from each watershed district to be members of MAWD next year. The dues formula will remain the same from last year, but your dues amount may go up or down based on the updated estimated market values for your watershed. The current dues payment for watershed districts is equal to 0.5% of each watershed district's maximum general levy as defined in statute (before applying the \$250,000 levy limit), not to exceed \$7,500. Dues for water management organizations will be \$500 for their first year of membership, 50% of full dues the second year, and full dues (using the same formula as WDs) the third year.

2021 WD Dues = 2020 Estimated Market Values x 0.00048 x 0.005, not to exceed \$7,500

2021 WMO Dues = \$500 (1<sup>st</sup> year), 50% WD dues (2<sup>nd</sup> year), 100% WD Dues (3<sup>rd</sup> year)

Dues are due February 28, 2020 but we wanted to update you now for budgeting purposes. If you wish to submit payment early, please remit payment directly to the MAWD Accountant:

MN Association of Watershed Districts  
c/o Obremski Ltd.  
1005 Mainstreet  
Hopkins, MN 55343

Please contact me if you have any questions at (320) 979-0084 or [emily@mnwatershed.org](mailto:emily@mnwatershed.org).

Attachments: 2021 MAWD Membership Dues Spreadsheet  
BWSR Memo dated July 13, 2020 re: 2020 Estimated Market Values

## 2021 MAWD Membership Dues

WATERSHED DISTRICT NAME	Estimated Market Values	2021 MAWD Dues
BEAR VALLEY	222,594,100	534
BELLE CREEK	411,394,500	987
BOIS DE SIOUX	4,625,778,400	7,500
BROWN'S CREEK	2,074,127,200	4,978
BUFFALO CREEK	2,393,395,400	5,744
BUFFALO-RED RIVER	9,116,494,200	7,500
CAPITOL REGION	23,996,878,400	7,500
CARNELIAN MARINE ST. CROIX	1,879,165,600	4,510
CEDAR RIVER	3,015,157,400	7,236
CLEARWATER RIVER	1,729,268,500	4,150
COMFORT LAKE - FOREST LAKE	2,200,044,800	5,280
COON CREEK	17,432,688,900	7,500
CORMORANT LAKES	608,601,300	1,461
CROOKED CREEK	379,453,800	911
HERON LAKE	2,486,913,400	5,969
HIGH ISLAND	1,226,992,800	2,945
JOE RIVER	230,235,300	553
KANARANZI-LITTLE ROCK	1,756,026,500	4,214
LAC QUI PARLE-YELLOW BANK	3,021,146,100	7,251
LOWER MINNESOTA RIVER	11,153,522,500	7,500
MIDDLE FORK CROW RIVER	1,876,963,700	4,505
MIDDLE SNAKE TAMARAC RIVERS	2,648,157,700	6,356
MINNEHAHA CREEK	57,737,024,300	7,500
NINE MILE CREEK	21,948,107,900	7,500
NORTH FORK CROW RIVER	1,465,665,100	3,518
OKABENA-OCHEDA	999,430,600	2,399
PELICAN RIVER	2,334,954,900	5,604
PRIOR LAKE-SPRING LAKE	4,463,654,400	7,500
RAMSEY-WASHINGTON METRO	17,880,542,700	7,500
RED LAKE	8,358,876,700	7,500
RICE CREEK	24,568,396,300	7,500
RILEY-PURGATORY-BLUFF CREEK	15,768,604,000	7,500
ROSEAU RIVER	783,821,000	1,881
SAND HILL RIVER	1,177,940,700	2,827
SAUK RIVER	9,116,910,400	7,500
SHELL ROCK RIVER	2,158,112,600	5,179
SOUTH WASHINGTON	13,806,554,400	7,500
STOCKTON-ROLLINGSTONE WS	558,276,200	1,340
TURTLE CREEK	1,267,134,900	3,041
TWO RIVERS	1,550,473,100	3,721
UPPER MINNESOTA RIVER	1,402,018,300	3,365
VALLEY BRANCH	5,244,764,800	7,500
WARROAD	379,251,500	910
WILD RICE	3,759,509,200	7,500
YELLOW MEDICINE RIVER	2,569,424,900	6,167
<b>TOTALS</b>	<b>293,784,449,400</b>	<b>227,535</b>

### Notes:

Dues Calculation = Estimated Market Values x 0.00048 x 0.005, capped at \$7,500

Source of 2020 Estimated Market Values: See included BWSR Memorandum, July 13, 2020

## Memo

Date: July 13, 2020

To: Watershed District Administrators and Managers

From: Annie Felix-Gerth, Water Programs Coordinator

Cc: Emily Javens, MAWD

Rob Sip, RRWMB

BWSR: John Jaschke, Angie Becker Kudelka, Kevin Bigalke, Dave Weirens, Jeremy Olson,  
Regional Managers and Board Conservationists

### RE: 2020 Estimated Market Values

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Please find attached a table containing the recently released total estimate market values (EMV) for 2020 from the Minnesota Department of Revenue. The 2020 abstract of tax lists was used as the basis for calculating the table.

In order to determine the annual maximum General Fund levy for a watershed district, the EMV listed in the table must be multiplied by 0.048 percent (0.00048) and then compared to the maximum General Fund levy limit of \$250,000. Use whichever value is less. See Minn. Stat. § 103D.905, Subd. 3 for reference.

Please contact me if you have any questions,

Annie Felix-Gerth

[Annie.Felix-gerth@state.mn.us](mailto:Annie.Felix-gerth@state.mn.us) | 651-238-0677

Attachment: Taxes Payable 2020 Estimated Market Values for Watershed Districts in Minnesota

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## Taxes Payable 2020 - Estimated Market Values for Watershed Districts in Minnesota

<b>Watershed Name</b>	<b>Total EMV (\$)</b>	<b>Watershed Code</b>
Bear Valley Watershed District	222,594,100	001
Belle Creek Watershed District	411,394,500	003
Bois De Sioux Watershed District	4,625,778,400	031
Browns Creek Watershed District	2,074,127,200	069
Buffalo Creek Watershed District	2,393,395,400	005
Buffalo-Red River Watershed District	9,116,494,200	007
Capitol Region Watershed District	23,996,878,400	070
Carnelian-Marine-St. Croix Watershed District	1,879,165,600	010
Cedar River Watershed District	3,015,157,400	002
Clearwater River Watershed District	1,729,268,500	009
Comfort Lake-Forest Lake Watershed District	2,200,044,800	071
Coon Creek Watershed District	17,432,688,900	013
Cormorant Lakes Watershed District	608,601,300	015
Crooked Creek Watershed District	379,453,800	016
Heron Lake Watershed District	2,486,913,400	024
High Island Watershed District	1,226,992,800	018
Joe River Watershed District	230,235,300	020
Kanaranzi-Little Rock Watershed District	1,756,026,500	021
Lac qui Parle-Yellow Bank Watershed District	3,021,146,100	022
Lower Minnesota River Watershed District	11,153,522,500	060
Middle Fork-Crow River Watershed District	1,876,963,700	074
Middle-Snake-Tamarac Rivers Watershed District	2,648,157,700	026
Minnehaha Creek Watershed District	57,737,024,300	062
Nine Mile Creek Watershed District	21,948,107,900	058
North Fork Crow River Watershed District	1,465,665,100	008
Okabena-Ocheda Watershed District	999,430,600	028
Pelican River Watershed District	2,334,954,900	030
Prior Lake-Spring Lake Watershed District	4,463,654,400	032
Ramsey-Washington Metropolitan Watershed District	17,880,542,700	034
Red Lake Watershed District	8,358,876,700	036
Rice Creek Watershed District	24,568,396,300	038
Riley-Purgatory-Bluff Creek Watershed District	15,768,604,000	064
Roseau River Watershed District	783,821,000	040
Sand Hill Watershed District	1,177,940,700	042
Sauk River Watershed District	9,116,910,400	043
Shell Rock River Watershed District	2,158,112,600	073
South Washington Watershed District	13,806,554,400	014
Stockton-Rollingstone-Minnesota City Watershed District	558,276,200	044
The Two Rivers Watershed District	1,550,473,100	050
Turtle Creek Watershed District	1,267,134,900	048
Upper Minnesota River Watershed District	1,402,018,300	052
Valley Branch Watershed District	5,244,764,800	054
Warroad Watershed District	379,251,500	056
Wild Rice Watershed District	3,759,509,200	066
Yellow Medicine River Watershed District	2,569,424,900	068

SOURCE: 2020 PRISM SUBMISSION #3 - FINAL ASSESSMENT AND TAXATION