

# RED LAKE WATERSHED DISTRICT

January 28, 2021, 9:00 a.m.

## Agenda

**The meeting has a Zoom option due to the current pandemic situation.**

**Meeting Participation via Zoom Information:**

[Join by Zoom Meeting](#)

**Telephone: 1-312-626-6799 Meeting ID: 950 0553 9069**

**Passcode: 430708**

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	January 14, 2021 Minutes	Action
	Financial Report dated January 28, 2021	Action
	Thief River Falls Westside FDR Project, RLWD Project No. 178	Info/Action
	Pay Estimate No. 15	Action
	Change Order No. 8-Update	Information
	Pine Lake FDR and Fish Habitat, RLWD Proj. 26B-Set Hearing Date	Info./Action
	Black River Impoundment, RLWD Project No. 176	Information
	Change Order No. 1	Action
	Pay Estimate No. 5	Action
	Easements	Information
9:45 a.m.	Red Lake River 1W1P, RLWD Project No. 149-Update	Information
	Audit Update	
	Ditch 10 Outlet Repairs, RLWD Project No. 161	Information
	Ditch No. 7, RLWD Project No. 20-Reinbold Petition	Info./Action
	RLWD Permit No. 20156, James Reinbold	
	East Polk SWCD Lake Sampling	Info./Action
	2021 MAWD Dues	Action
	Administrators Update	Information

Legal Counsel Update

Information

Managers' updates

Information

Adjourn

Action

UPCOMING MEETINGS

January 28, 2021

RLWD Board Meeting, 9:00 a.m.

February 11, 2021

RLWD Board Meeting, 9:00 a.m.

February 16, 2021

RRWMB Meeting, 9:00 a.m. (virtual)

February 25, 2021

RLWD Board Meeting, 9:00 a.m.

# DRAFT

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
January 14, 2021

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: Managers Dale M. Nelson, Allan Page, LeRoy Ose and Tom Anderson.  
Present via Zoom: Terry Sorenson, Gene Tiedemann, and Brian Dwight. Staff Present: Myron Jesme, Tammy Audette and Arlene Novak, and Legal Counsel, Delray Sparby.

President Nelson welcomed Manager Tom Anderson to the Board.

President Nelson stated that the following individuals were also present at the meeting either in person or via Zoom: Tony Nordby, Nate Dalager, Jacob Huwe, and Rob Sip.

The Board reviewed the agenda. A motion was made by Page, seconded by Dwight, and passed by unanimous vote that the Board approve the agenda. Motion carried.

The Board reviewed the December 30, 2020 minutes. Motion by Ose, seconded by Page, to approve the December 30, 2020 Board meeting minutes as presented. Upon roll call vote, motion carried unanimously.

The Board reviewed the Financial Report dated January 13, 2021. Motion by Sorenson, seconded by Ose, to approve the Financial Report dated January 13, 2021. Upon roll call vote, motion carried unanimously.

Polk County confirmed the reappointment of Manager Tiedemann, for an additional 3-year term on the Board. Clearwater County appointed Manager Tom Anderson as a Watershed Board Manager representative, replacing Les Torgerson.

Election of officers was conducted with President Nelson turning the meeting over to Vice President, Gene Tiedemann.

Manager Tiedemann called for nominations for President. Manager Dwight, nominated Dale M. Nelson, seconded by Leroy Ose. Upon calling for further nominations three times, no further nominations were made. Motion by Page, seconded by Ose, for nominations to cease and that the secretary cast a unanimous ballot for Dale M. Nelson for President of the Board. Motion carried.

Vice President Tiedemann turned the meeting over to President Nelson to conduct elections for the remaining Board positions.

Nominations were opened for Vice-President. Manager Ose nominated Gene Tiedemann, seconded by Manager Sorenson. Upon calling for further nominations three times, no further nominations were made. Motion by Ose, seconded by Sorenson, that the secretary cast a unanimous ballot for Gene Tiedemann for vice-president of the Board. Motion carried.

Nominations were opened for Secretary. Manager Sorenson nominated LeRoy Ose, seconded by Manager Dwight. Upon calling for further nominations three times, no further nominations were made. Motion by Sorenson, seconded by Page, that the secretary cast a unanimous ballot for LeRoy Ose for Secretary of the Board. Motion carried.

Nominations were opened for Treasurer. Manager Dwight nominated Terry Sorenson, seconded by Manager Page. Upon calling for further nominations three times, no further nominations were made. Motion by Tiedemann, seconded by Ose, that the secretary cast a unanimous ballot for Terry Sorenson for Treasurer of the Board. Motion carried.

President Nelson reviewed the Advisory Committee members. Motion by Ose, seconded by Page, to approve the Advisory Committee members as listed. Motion carried.

The position of Delegate and Alternate to the Red River Watershed Management Board (RRWMB) was discussed. Manager Nelson stated that Manager Ose is currently the Delegate and just completed his final year of a 3-year term, with Manager Torgerson and Manager Nelson as Alternates. Motion by Page, seconded by Dwight, to appoint Manager Ose as the Delegate to the RRWMB, and Managers Tiedemann and Nelson as Alternates. Motion carried.

Delegates and Alternate to the Minnesota Association of Watershed Districts were discussed. Motion by Sorenson, seconded by Anderson, to appoint Managers Ose and Tiedemann as Delegates and Manager Page as an alternate. Motion carried.

The Budget/Salary Committee was discussed by the Board. A motion was made by Ose, seconded by Page, to appoint Managers Dwight, Sorenson, and Nelson to serve on the Budget/Salary Committee. Motion carried.

The Board discussed representatives on the Grand Marais Creek Joint Powers Board. A motion was made by Dwight, seconded by Ose, to appoint Managers Nelson, Tiedemann, and Page to the Grand Marais Creek Joint Powers Board, with Manager Sorenson as an alternate. Motion carried.

The committees for the JD 2 and JD 72 Joint Ditch Boards were reviewed. Motion by Dwight, seconded by Tiedemann, to appoint Managers Sorenson and Anderson to the JD 2 and JD 72 Joint Ditch Boards. Motion carried.

Discussion was held on the appointment of representatives to the Pine Lake Area Project Work Team. Motion by Tiedemann, seconded by Ose, to appoint Managers Sorenson and Anderson as Delegates and Manager Dwight as Alternate to the Pine Lake Area Project Work Team. Motion carried.

Discussion was held on the appointment of representatives to the Four-Legged Lake Project Work Team. Motion by Page, seconded by Ose, to appoint Managers Sorenson and Anderson as Delegates and Manager Dwight as Alternate to the Four-Legged Lake Project Work Team. Motion carried.

Discussion was held on the appointment of representatives to the Black River Impoundment Project Work Team. Motion by Sorenson, seconded by Dwight, to appoint Managers Nelson and Page as Delegates and Manager Tiedemann as Alternate to the Black River Impoundment Project Work Team. Motion carried.

Discussion was held on the appointment of representatives to the 20% Flood Reduction Committee. Motion by Dwight, seconded by Sorenson, to appoint Managers Nelson, Ose and Torgerson to the 20% Flood Reduction Committee. Motion carried.

Discussion was held on the appointment of representatives to the Policy Committee and Advisory Committee for the Red Lake River One Watershed One Plan (1W1P). Motion by Ose, seconded by Dwight, to appoint Manager Tiedemann as Delegate and Manager Nelson as Alternate to the Policy Committee and Managers Nelson and Page to the Advisory Committee for the Red Lake River 1W1P. Motion carried.

At 9:30 a.m., President Nelson stated that the bid opening for the Ditch 10 Outlet Repairs, RLWD Project No. 161 would be conducted. Legal Counsel Sparby noted the time and that no further bid proposals would be accepted after the 9:30 a.m. bid submission timeline. Bids were opened and bid amounts were publicly announced and are on file at the office District office. The following bids were received: R.J. Zavoral & Sons, Inc., East Grand Forks, MN, \$218,498.35; Davidson Construction & Ready Mix, Inc., Newfolden, MN, \$268,784.50; Gladen Construction, Laporte, MN, \$274,723.40; Knife River Materials, Bemidji, MN, \$322,780.90; Liin Company, Inc., Sartell, MN, \$339,727.17; and Triple D Construction, Plummer, MN, \$357,054.25. Motion by Tiedemann, seconded by Ose, and passed by unanimous vote to accept the apparent low bid from R.J. Zavoral & Sons, Inc., in the amount of \$218,498.35 for the Ditch 10 Outlet Repairs, RLWD Project No. 161, contingent upon the audit and review of the bids and approval by Legal Counsel Sparby, District staff, and Project Engineer Tony Nordby, Houston Engineering, Inc.

Discussion was held on the appointment of representatives to the Policy Committee and Advisory Committee for the Thief River One Watershed One Plan (1W1P). Motion by Tiedemann, seconded by Page, to appoint Manager Ose as Delegate and Manager Nelson as Alternate to the Policy Committee and Managers Nelson and Dwight to the Advisory Committee for the Thief River 1W1P. Motion carried.

Discussion was held on the appointment of representatives to the Blackduck Lake Structure Joint Powers Board. Motion by Page, seconded by Tiedemann, to appoint Managers Dwight and Anderson to the Blackduck Lake Structure Joint Powers Board. Motion carried.

Discussion was held on the appointment of representatives to the Permit Rules and Regulations Committee. Motion by Ose, seconded by Sorenson, to appoint Managers Dwight, Page and Tiedemann to the Permit Rules and Regulations Committee. Motion carried.

Discussion was held on the appointment of representatives to the Policy Committee and Advisory Committee for the Clearwater River One Watershed One Plan (1W1P). Motion by Ose, seconded by Dwight, to appoint Manager Sorenson as Delegate and Manager Anderson as Alternate to the Policy Committee and Manager Page to the Advisory Committee for the Clearwater River 1W1P. Motion carried.

A motion was made by Ose, seconded by Page, and passed by unanimous vote that the regularly scheduled Board meetings be held at 9:00 A.M. at the Red Lake Watershed District Office on the second and fourth Thursdays of each month for 2021.

A motion was made by Ose, seconded by Sorenson, that the following institutions be designated as depositories for the RLWD: Northern State Bank of Thief River Falls, American Federal Bank, Unity Bank North, with the following signatures on the signature cards at the financial institutions: Dale M. Nelson, Gene Tiedemann, LeRoy Ose, Terry Sorenson, Myron Jesme and Arlene Novak. Motion carried.

The Conflict-of-Interest policy was reviewed by the Board. Motion by Ose, seconded by Page, to approve the Conflict-of-Interest Policy and have each Board member sign the Conflict-of-Interest policy and return it to staff member, Arlene Novak. Motion carried.

Engineer Nate Dalager, HDR Engineering, Inc., stated that his staff is working on the “draft” final breakdown of cost per project partner for the Thief River Westside Flood Damage Reduction Project, RLWD Project No. 178, and that the same will be presented at the next Board meeting.

Engineer Nate Dalager, HDR Engineering, Inc., stated that the Engineers Report for the Pine Lake Outlet Structure, RLWD Project No. 26, is nearly finished. Once completed the document will need to be submitted to the MnDNR and MnBWSR, followed by a public hearing. Dalager indicated that the RRWMB will review the Step 1 Submittal at their January 19, 2021 meeting and that a Step 2 Submittal will be forthcoming.

Engineer Jacob Huwe, HDR Engineering, Inc., stated that collection of data has begun on the Preliminary Concept Report for the Mud River Restoration Project, RLWD Project No. 149A. Huwe noted that of the 27 miles to survey, five miles are left to be completed.

Final construction on the Burnham Creek Wildlife Pool Structure Replacement, RLWD Project No. 43A will be completed in the spring.

Engineer Tony Nordby, Houston Engineering, Inc., stated that he is working with R.J. Zavoral & Sons, Inc., on a change order for construction of the Black River Impoundment, RLWD Project No. 176. Nordby stated that the change order is for work around the Black River Church, where unsuitable materials were found and a request was made by the contractor for additional quantities of clay for the embankment. Nordby will work with the contractor and report back to the Board. Due to the number of utilities in the area, Nordby intends to hold a meeting in the near future to discuss scheduling. Administrator Jesme stated that he reached out of the U.S.

Army Corps of Engineers regarding the proposed Wetland Banking Project and has not received a response back.

Administrator Jesme discussed the funding agreement from the RRWMB for the Thief River Oxbow Project, RLWD Project No. 46Q. Construction on this project is anticipated to take place this summer.

The RRWMB passed and approved last summer the RRWMB Water Quality Base Funding Program in the amount of \$100,000 for each watershed within the RRWMB. In order to receive the funding, each watershed puts in a request for water quality projects that would fit into their criteria.

Executive Director Rob Sip, RRWMB, stated that the RRWMB allocated \$3 million for funding Water Quality projects, with \$1.3 million committed. The \$100,000 is meant to assist with smaller water quality projects, the competitive funds are for larger projects. Four projects were submitted as larger water quality projects. Sip stated that the RRWMB is looking for recommendations on what kind of funding needs there are for water quality projects through the RRWMB. Motion by Tiedemann, seconded by Ose, to support continuation of the RRWMB Water Quality Base Funding and Competitive Funding for Water Quality Projects within the RRWMB area. Upon roll call vote, motion carried unanimously.

Legal Counsel Sparby discussed the Notice of Filing Order received for the Appeal to the Improvement of Polk County Ditch 39, RLWD Project No. 179. Sparby indicated that a scheduling conference was held with Judge Corey Harbott. Sparby indicated that Staff member Tammy Audette is working on gathering information to complete a Certification of Record that will be filed with all the parties and the court. The motion date is scheduled for March 5, 2021, with a trial date of June 1, 2021. Discussion was held on invoices from Rinke Noonan for legal services pertaining to the appeal. Administrator Jesme stated that the District has not asked for an additional bond from the petitioners. Motion by Ose, seconded by Tiedemann, to pay all invoices related to the Appeal for the Improvement to Polk County Ditch 39, RLWD Project No. 179, until the matter is resolved. Upon roll call vote, motion carried unanimously.

Motion by Page, seconded by Tiedemann, to approve the renewal of two Civil 3D (AutoCAD) Government Annual Subscription license at a cost of \$3,292.82. Upon roll call vote, motion carried unanimously.

Motion by Ose, seconded by Page, to approve RLWD Permit No. 20315, Wade Joppru, North Township, Pennington County, with conditions stated on the permit. Upon roll call vote, motion carried unanimously.

Staff member Tammy Audette stated that Sjobergs was informed that the District would be switching internet service to Garden Valley Technologies. Audette presented a quote that Sjobergs submitted for services. It was the consensus of the Board to go to Garden Valley Technologies for internet service.

Discussion was held on a request by Manager Les Torgerson on the possibility of purchasing the Board issued Surface Pro. Legal Counsel Sparby stated that if the Board allowed the purchase of the Surface Pros, the District would need to declare them excess property. Motion by Tiedemann, seconded by Page, to notify Manager Torgerson, that since the Surface Pro's are the District's property, it should be sent back to the District office. Upon roll call vote, motion carried unanimously.

Administrators Update:

- Jesme and Manager Ose will participate in the RRWMB meeting on January 19, 2021. Jesme will submit a letter to the RRWMB in support of the RRWMB Water Quality funding.
- A Red Lake River 1W1P Policy Committee meeting was held on January 12<sup>th</sup>. A project update will be presented at the January 28<sup>th</sup> meeting.
- The Clearwater River 1W1P Planning Work Group meeting was held on December 30, 2020.
- Jesme was asked to participate in the MnDNR Flood Hazard Mitigation statewide listening session on January 13<sup>th</sup>.
- The District office will be closed on January 18, 2021 in observance of the Martin Luther King Holiday.
- Included in the packet was the November 2020 Water Quality Report.

Administrator Jesme stated that he will forward Staff member, Ashley Hitt's, exit interview to the Board.

Manager Sorenson inquired about a landowner meeting on the Pine Lake Project, RLWD Project No. 26. Staff will follow-up with Manager Sorenson.

Motion by Ose, seconded by Page, to adjourn the meeting. Motion carried.

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LeRoy Ose, Secretary



**RED LAKE WATERSHED DISTRICT**  
**Financial Report for January 27, 2021**

<b>Ck#</b>	<b>Check Issued to:</b>	<b>Description</b>	<b>Amount</b>
online	EFTPS	Withholding for FICA, Medicare, and Federal taxes	3,872.28
online	MN Department of Revenue	Withholding taxes	715.05
online	Public Employees Retirement Assn.	PERA	2,421.06
38644	Jason Bruggeman	Detail RLWD vehicles	598.50
38645	CHS Credit Card	Gas for vehicles	69.80
38646	Corporate Technologies, LLC	Monthly managed IT services and 16 Microsoft Office 365	1,085.00
38647	Delta Dental of Minnesota	Dental insurance premium	437.45
38648	HDR Engineering, Inc.	*See below for explanation	47,393.00
38649	Houston Engineering Inc.	**See below for explanation	55,847.87
38650	Marco Technologies, LLC	Telephone expense	349.20
38651	NCPERS Group Life Insurance	Life insurance premium	112.00
38652	Northern State Bank	Safe deposit box	14.00
38653	Northwest Beverage	H2O for office	23.50
38654	Northern Technologies, LLC	Preparation for bituminous core-Black River Impoundment	75.00
38655	Oil Boyz Express Lube	Change oil on 2019 Chev. Pickup	78.21
38656	Pennington SWCD	RL1W1P payments	7,869.90
38657	Red Lake County SWCD	RL1W1P payments	458.01
38658	Rinke Noonan	Legal services for Polk County Ditch 39 appeal	1,146.00
38659	Les Torgerson	Reimburse postal expense for return of Surface Pro	36.20
38660	West Polk SWCD	RL1W1P payments	2,073.12
38661	Sun Life Financial	Life insurance premium	125.36
online	Further	HSA member payments	177.50
online	Further	HSA member payments	177.50
online	Cardmember Services	*** See below for explanation	614.60
online	Aflac	Staff paid insurances	593.76
	<b>Payroll</b>		
	Check #12147-12153		<u>12,068.77</u>
	<b>Total Checks</b>		<b>\$ 138,432.64</b>

**\*HDR, Inc.**

Proj. 178 TRF Westside-Const.serv.	9,433.25
Proj. 26B Pine Lake FDR	<u>37,959.75</u>
<b>Total</b>	<b>47,393.00</b>

**\*\*Houston Engineering, Inc.**

Proj. 161 Ditch 10 Repair	1,527.75
Proj. 176 Black River	<u>54,320.12</u>
<b>Total</b>	<b>55,847.87</b>

**\*\*\* Cardmember Services**

AT&T-Cell phone expense	406.30
The Shed-Plant for Lowell Smeby fun	48.09
Zoom--Zoom application fee	<u>160.21</u>
<b>Total</b>	<b>614.60</b>

## Banking

### Northern State Bank

Balance as of January 13, 2021	\$ 348,109.78
Total Checks Written	(138,432.64)
No deposits during this time frame	-
Balance as of January 27, 2021	<u>\$ 209,677.14</u>

Current interest rate is .20%

### American Federal Bank-Fosston

Balance as of January 13, 2021	\$ 1,918,475.00
Receipt #989893 Charles/Delores Zammert-Annual rent Euclid East impoundment	549.75
Receipt #989894 Red Lake County-Delinquent taxes	6,453.45
Receipt #989895 Polk County-Reimburse for bond interest payment	37,025.00
Receipt #989896 Marshall County-Delinquent taxes	8,028.13
Receipt #989897 Koochiching County-Delinquent taxes	1,178.19
Receipt #989898 Beltrami County-Delinquent taxes	17,971.24
Receipt #989899 Polk County-Delinquent taxes	41,023.25
Balance as of January 27, 2021	<u>\$ 2,030,704.01</u>

Current interest rate is .65%

### Unity Bank-CD

12 month CD @ .84% Mature July 2021	\$ 200,000.00
Interest paid quarterly	



**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.: 15	Application Period: 10/29/2020 - 12/17/2020

**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	\$ -
5	9/10/2020	\$ 30,000.00	\$ -
6	9/10/2020	\$ 39,328.00	\$ -
7	10/22/2020	\$ 62,724.40	\$ -
TOTALS		\$ 333,794.49	\$ 27,577.00
NET CHANGE BY CHANGE ORDERS		\$ 306,217.49	

1. ORIGINAL CONTRACT PRICE	\$ 6,632,761.68
2. NET CHANGE BY CHANGE ORDERS	\$ 306,217.49
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 6,938,979.17
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	\$ 6,958,055.51
5. RETAINAGE: 5% of Completed Work and Stored Material	\$ 185,377.10
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5)	\$ 6,772,678.41
7. LESS PREVIOUS PAYMENTS	\$ 6,364,699.58
8. AMOUNT DUE THIS APPLICATION	\$ 407,978.83
9. BALANCE TO FINISH	\$ (19,076.34)
10. PERCENT COMPLETE	100.27%

**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.

**Contractor:**

By:	Date:
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Payment of:  
\$ 407,978.83 is recommended.

**HDR Engineering, Inc.**

By: *Nathan P. Dalager*

Date: 1/27/2021

**Red Lake Watershed District**

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.: 15	Application Period: 10/29/2020 - 12/17/2020

**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
7	7/16/2020-8/6/2020	\$ 1,145,236.50
8	8/6/2020-8/20/2020	\$ 335,826.90

Application No.	Application Period	Payment Amount
9	8/20/2020-9/3/2020	\$ 328,127.82
10	9/3/2020-9/17/2020	\$ 255,969.62
11	9/17/2020-10/1/2020	\$ 1,068,134.22
12	10/1/2020-10/15/2020	\$ 505,748.58
13	10/15/2020-10/29/2020	\$ 132,735.76
14	12/23/2020	\$ 163,904.53



**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.:		15					Application Period:		10/29/2020 - 12/17/2020					
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)	
2021.501	MOBILIZATION	LUMP SUM	1	\$259,500.00	\$259,500.00	1.00	0.00	0.0	1.00	100.00%	\$0.00	\$259,500.00	0.00	
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	68.0	0.0	0.0	68	100.00%	\$0.00	\$680.00	0.0	
2104.503	REMOVE 115" x 72" RC ARCH PIPE	LIN FT	92	\$19.00	\$1,748.00	92.0	0.0	0.0	92	100.00%	\$0.00	\$1,748.00	0.0	
2104.503	REMOVE 138" x 88" RC ARCH PIPE	LIN FT	74	\$20.00	\$1,480.00	74.0	0.0	0.0	74	100.00%	\$0.00	\$1,480.00	0.0	
2104.503	REMOVE 154" x 97" RC ARCH PIPE	LIN FT	80	\$23.00	\$1,840.00	80.0	0.0	0.0	80	100.00%	\$0.00	\$1,840.00	0.0	
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	12.0	2.0	0.0	14	100.00%	\$400.00	\$2,800.00	0.0	
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	832	\$2.50	\$2,080.00	832.0	0.0	0.0	832	100.00%	\$0.00	\$2,080.00	0.0	
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	2946	\$8.65	\$25,482.90	4262.0	0.0	0.0	4262	144.67%	\$0.00	\$36,866.30	-1316.0	
2105.607	SPOIL HAULING (P)	CU YD	35480	\$7.95	\$282,066.00	35,480.0	0.0	0.0	35,480.00	100.00%	\$0.00	\$282,066.00	0.0	
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	9876	\$1.55	\$15,307.80	9876.0	0.0	0.0	9876	100.00%	\$0.00	\$15,307.80	0.0	
2105.507	COMMON EXCAVATION (P)	CU YD	595137	\$2.68	\$1,594,967.16	595,137.0	0.0	0.0	595,137.00	100.00%	\$0.00	\$1,594,967.16	0.0	
2105.507	COMMON BORROW (CV)	CU YD	10035	\$6.80	\$68,238.00	10035.0	0.0	0.0	10035	100.00%	\$0.00	\$68,238.00	0.0	
2118.509	AGGREGATE SURFACING, CLASS 1	TON	90	\$17.80	\$1,602.00	0.0	20.0	0.0	20	22.22%	\$356.00	\$356.00	70.0	
2118.509	AGGREGATE SURFACING, CLASS 5	TON	2151	\$11.00	\$23,661.00	2685.0	0.0	0.0	2685	124.83%	\$0.00	\$29,535.00	-534.0	
2211.509	AGGREGATE BASE, CLASS 3	TON	929	\$10.00	\$9,290.00	946.0	0.0	0.0	946	101.83%	\$0.00	\$9,460.00	-17.0	
2211.509	AGGREGATE BASE, CLASS 5	TON	1137	\$11.00	\$12,507.00	1137.0	0.0	0.0	1137	100.00%	\$0.00	\$12,507.00	0.0	
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	367	\$90.00	\$33,030.00	367.0	0.0	0.0	367	100.00%	\$0.00	\$33,030.00	0.0	
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	175	\$90.00	\$15,750.00	175.0	0.0	0.0	175	100.00%	\$0.00	\$15,750.00	0.0	
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	409	\$100.00	\$40,900.00	409.0	0.0	0.0	409	100.00%	\$0.00	\$40,900.00	0.0	
2411.507	STRUCTURAL CONCRETE (3G52) (P)	CU YD	21	\$2,000.00	\$42,000.00	30.8	0.0	0.0	30.75	146.43%	\$0.00	\$61,500.00	-9.8	
2411.508	REINFORCEMENT BARS (EPOXY COATED) (P)	POUND	10270	\$2.15	\$22,080.50	10270.0	0.0	0.0	10270	100.00%	\$0.00	\$22,080.50	0.0	
2412.502	10X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$16,255.00	\$32,510.00	2.0	0.0	0.0	2	100.00%	\$0.00	\$32,510.00	0.0	
2412.502	12X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$17,600.00	\$35,200.00	2.0	0.0	0.0	2	100.00%	\$0.00	\$35,200.00	0.0	
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	84.0	0.0	0.0	84	100.00%	\$0.00	\$90,300.00	0.0	
2412.503	12X8 PRECAST CONCRETE BOX CULVERT	LIN FT	102	\$1,125.00	\$114,750.00	102.0	0.0	0.0	102	100.00%	\$0.00	\$114,750.00	0.0	
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	2.0	0.0	0.0	2	100.00%	\$0.00	\$11,400.00	0.0	
2451.507	GRANULAR BEDDING (CV)	CU YD	5084	\$11.15	\$56,686.60	6057.0	0.0	0.0	6057	119.14%	\$0.00	\$67,535.55	-973.0	
2461	FLOWABLE FILL CONCRETE	CU YD	211	\$140.00	\$29,540.00	220.0	0.0	0.0	220	104.27%	\$0.00	\$30,800.00	-9.0	
2501.502	24" CAS PIPE APRON	EACH	3	\$375.00	\$1,125.00	2.0	1.0	0.0	3	100.00%	\$375.00	\$1,125.00	0.0	
2501.502	30" CAS PIPE APRON	EACH	2	\$598.00	\$1,196.00	0.0	2.0	0.0	2	100.00%	\$1,196.00	\$1,196.00	0.0	
2501.502	36" CAS PIPE APRON	EACH	4	\$930.00	\$3,720.00	4.0	2.0	0.0	6	150.00%	\$1,860.00	\$5,580.00	-2.0	
2501.502	18" CS PIPE APRON	EACH	18	\$170.00	\$3,060.00	17.0	1.0	0.0	18	100.00%	\$170.00	\$3,060.00	0.0	
2501.502	24" CS PIPE APRON	EACH	6	\$230.00	\$1,380.00	5.0	1.0	0.0	6	100.00%	\$230.00	\$1,380.00	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.:		15					Application Period:		10/29/2020 - 12/17/2020					
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	
							This Period						(A - F)	
2501.502	36" CS PIPE APRON	EACH	1	\$525.00	\$525.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$525.00	0.0	
2501.502	48" CS PIPE APRON	EACH	8	\$1,100.00	\$8,800.00	8.0	0.0	0.0	8	100.00%	\$0.00	\$8,800.00	0.0	
2501.502	FLAP GATE FOR 18"CS PIPE	EACH	16	\$685.00	\$10,960.00	14.0	2.0	0.0	16	100.00%	\$1,370.00	\$10,960.00	0.0	
2501.502	FLAP GATE FOR 24"CS PIPE	EACH	3	\$760.00	\$2,280.00	1.0	2.0	0.0	3	100.00%	\$1,520.00	\$2,280.00	0.0	
2501.503	24" CAS PIPE CULVERT	LIN FT	222	\$40.00	\$8,880.00	136.0	86.0	0.0	222	100.00%	\$3,440.00	\$8,880.00	0.0	
2501.503	30" CAS PIPE CULVERT	LIN FT	68	\$55.00	\$3,740.00	0.0	68.0	0.0	68	100.00%	\$3,740.00	\$3,740.00	0.0	
2501.503	36" CAS PIPE CULVERT	LIN FT	143	\$65.00	\$9,295.00	143.0	0.0	0.0	143	100.00%	\$0.00	\$9,295.00	0.0	
2501.503	15" CS PIPE CULVERT	LIN FT	20	\$32.00	\$640.00	20.0	0.0	0.0	20	100.00%	\$0.00	\$640.00	0.0	
2501.503	18" CS PIPE CULVERT	LIN FT	1054	\$33.00	\$34,782.00	964.0	110.0	0.0	1074	101.90%	\$3,630.00	\$35,442.00	-20.0	
2501.503	24" CS PIPE CULVERT	LIN FT	262	\$40.00	\$10,480.00	218.0	52.0	0.0	270	103.05%	\$2,080.00	\$10,800.00	-8.0	
2501.503	48" CS PIPE CULVERT	LIN FT	271	\$105.00	\$28,455.00	271.0	0.0	0.0	271	100.00%	\$0.00	\$28,455.00	0.0	
2501.503	84" CS PIPE CULVERT (BEVEL CUT ENDS)	LIN FT	636	\$187.00	\$118,932.00	636.0	0.0	0.0	636	100.00%	\$0.00	\$118,932.00	0.0	
2501.503	102" SPAN CS PIPE ARCH CULVERT (BEVEL CUT ENDS)	LIN FT	67	\$220.00	\$14,740.00	67.0	0.0	0.0	67	100.00%	\$0.00	\$14,740.00	0.0	
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	106.0	0.0	0.0	106	100.00%	\$0.00	\$81,832.00	0.0	
2501.503	36" STEEL CASING PIPE	LIN FT	59	\$177.00	\$10,443.00	59.0	0.0	0.0	59	100.00%	\$0.00	\$10,443.00	0.0	
2501.503	54" STEEL CASING PIPE - JACK INSTALLED	LIN FT	168	\$1,500.00	\$252,000.00	168.0	0.0	0.0	168	100.00%	\$0.00	\$252,000.00	0.0	
2501.515	18" RC PIPE APRON	EACH	3	\$540.00	\$1,620.00	2.0	1.0	0.0	3	100.00%	\$540.00	\$1,620.00	0.0	
2501.515	24" RC PIPE APRON	EACH	8	\$630.00	\$5,040.00	7.0	1.0	0.0	8	100.00%	\$630.00	\$5,040.00	0.0	
2501.515	36" RC PIPE APRON	EACH	3	\$1,160.00	\$3,480.00	3.0	0.0	0.0	3	100.00%	\$0.00	\$3,480.00	0.0	
2503.503	36" CS PIPE SEWER	LIN FT	738	\$67.00	\$49,446.00	738.0	0.0	0.0	738	100.00%	\$0.00	\$49,446.00	0.0	
2503.503	12" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	23	\$50.00	\$1,150.00	23.0	5.0	0.0	28	121.74%	\$250.00	\$1,400.00	-5.0	
2503.503	15" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	19	\$55.00	\$1,045.00	19.0	29.0	0.0	48	252.63%	\$1,595.00	\$2,640.00	-29.0	
2503.503	18" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	164	\$58.00	\$9,512.00	164.0	9.0	0.0	173	105.49%	\$522.00	\$10,034.00	-9.0	
2503.503	24" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	1020	\$56.00	\$57,120.00	1020.0	0.0	0.0	1020	100.00%	\$0.00	\$57,120.00	0.0	
2503.503	36" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	823	\$106.00	\$87,238.00	823.0	0.0	0.0	823	100.00%	\$0.00	\$87,238.00	0.0	
2503.503	48" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	2036	\$167.00	\$340,012.00	2036.0	0.0	0.0	2036	100.00%	\$0.00	\$340,012.00	0.0	
2503.503	54" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	2284	\$212.00	\$484,208.00	2284.0	0.0	0.0	2284	100.00%	\$0.00	\$484,208.00	0.0	
2503.503	54" RC PIPE SEWER DESIGN 3006, CLASS IV	LIN FT	108	\$238.00	\$25,704.00	108.0	0.0	0.0	108	100.00%	\$0.00	\$25,704.00	0.0	
2503.503	60" RC PIPE CULVERT DESIGN 3006, CLASS III	LIN FT	16	\$248.00	\$3,968.00	16.0	4.0	0.0	20	125.00%	\$992.00	\$4,960.00	-4.0	
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	2.0	0.0	0.0	2	100.00%	\$0.00	\$2,200.00	0.0	
2506.502	CONSTRUCT 4X4 DRAINAGE STRUCTURE, PRECAST	EACH	3	\$7,475.00	\$22,425.00	3.0	0.0	0.0	3	100.00%	\$0.00	\$22,425.00	0.0	
2506.502	CONSTRUCT 6X6 DRAINAGE STRUCTURE, PRECAST	EACH	10	\$11,085.00	\$110,850.00	10.0	0.0	0.0	10	100.00%	\$0.00	\$110,850.00	0.0	
2506.502	CONSTRUCT 8X6 DRAINAGE STRUCTURE, PRECAST	EACH	10	\$14,815.00	\$148,150.00	10.0	0.0	0.0	10	100.00%	\$0.00	\$148,150.00	0.0	
2506.502	CONSTRUCT 8X8 DRAINAGE STRUCTURE, PRECAST	EACH	2	\$14,400.00	\$28,800.00	2.0	0.0	0.0	2	100.00%	\$0.00	\$28,800.00	0.0	
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.:		15				Application Period:		10/29/2020 - 12/17/2020						
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	1.0	0.0	0.0	1	100.00%	\$0.00	\$34,850.00	0.0	
2506.502	CASTING ASSEMBLY - BEEHIVE GRATE AND FRAME	EACH	3	\$1,250.00	\$3,750.00	0.0	2.0	0.0	2	66.67%	\$2,500.00	\$2,500.00	1.0	
2506.502	CASTING ASSEMBLY - COVER AND FRAME	EACH	3	\$780.00	\$2,340.00	0.0	3.0	0.0	3	100.00%	\$2,340.00	\$2,340.00	0.0	
2511.507	RANDOM RIPRAP - SPECIAL (CLASS 3)	CU YD	1044	\$105.00	\$109,620.00	964.0	63.6	0.0	1027.56	98.43%	\$6,673.80	\$107,893.80	16.4	
2511.507	RANDOM RIPRAP - SPECIAL (CLASS 4)	CU YD	362	\$105.00	\$38,010.00	394.0	0.0	0.0	394	108.84%	\$0.00	\$41,370.00	-32.0	
2511.507	RANDOM RIPRAP - SPECIAL (D50 = 18")	CU YD	1450	\$105.00	\$152,250.00	1409.0	34.5	0.0	1443.5	99.55%	\$3,622.50	\$151,567.50	6.5	
2511.507	RANDOM RIPRAP (CLASS 2)	CU YD	225	\$85.00	\$19,125.00	120.0	105.0	0.0	225	100.00%	\$8,925.00	\$19,125.00	0.0	
2511.507	RANDOM RIPRAP (CLASS 3)	CU YD	2057	\$85.00	\$174,845.00	1581.0	251.0	0.0	1832	89.06%	\$21,335.00	\$155,720.00	225.0	
2511.507	RANDOM RIPRAP (CLASS 4)	CU YD	1063	\$85.00	\$90,355.00	1063.0	0.0	0.0	1063	100.00%	\$0.00	\$90,355.00	0.0	
2511.509	GRANULAR FILTER MATERIAL	TON	354	\$85.00	\$30,090.00	364.0	0.0	0.0	364	102.82%	\$0.00	\$30,940.00	-10.0	
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	110	\$54.00	\$5,940.00	110.0	100.0	0.0	210	190.91%	\$5,400.00	\$11,340.00	-100.0	
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$25,000.00	\$25,000.00	1.00	0.00	0.00	1.00	100.00%	\$0.00	\$25,000.00	0.00	
2563.601	DETOUR SIGNING	LUMP SUM	1	\$13,550.00	\$13,550.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$13,550.00	0.0	
2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	6	\$2,600.00	\$15,600.00	6.0	0.0	0.0	6	100.00%	\$0.00	\$15,600.00	0.0	
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	50.0	0.0	150	93.75%	\$850.00	\$2,550.00	10.0	
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	2546	\$3.00	\$7,638.00	337.0	832.0	0.0	1169	45.92%	\$2,496.00	\$3,507.00	1377.0	
2574.505	SOIL BED PREPARATION	ACRE	10.8	\$200.00	\$2,160.00	0.0	10.0	0.0	10	92.59%	\$2,000.00	\$2,000.00	0.8	
2574.508	FERTILIZER, TYPE 1	POUND	18800	\$0.50	\$9,400.00	2800.0	14,120.0	0.0	16,920.00	90.00%	\$7,060.00	\$8,460.00	1880.0	
2574.508	FERTILIZER, TYPE 3	POUND	220	\$0.50	\$110.00	0.0	148.0	0.0	148	67.27%	\$74.00	\$74.00	72.0	
2575.504	TURF REINFORCEMENT MAT, CATEGORY 4	SQ YD	3200	\$16.00	\$51,200.00	3200.0	0.0	0.0	3200	100.00%	\$0.00	\$51,200.00	0.0	
2575.505	SEEDING	ACRE	75.1	\$300.00	\$22,530.00	14.0	53.7	0.0	67.7	90.15%	\$16,110.00	\$20,310.00	7.4	
2575.505	DISK ANCHORING	ACRE	75.1	\$20.00	\$1,502.00	14.0	53.7	0.0	67.7	90.15%	\$1,074.00	\$1,354.00	7.4	
2575.508	SEED MIXTURE, 25-131	POUND	2332	\$4.00	\$9,328.00	0.0	2,098.0	0.0	2098	89.97%	\$8,392.00	\$8,392.00	234.0	
2575.508	SEED MIXTURE, 25-141	POUND	4388	\$4.00	\$17,552.00	826.0	3108.0	0.0	3934	89.65%	\$12,432.00	\$15,736.00	454.0	
2575.508	HYDRAULIC MULCH MATRIX	POUND	22260	\$0.85	\$18,921.00	0.0	20,034.0	0.0	20034	90.00%	\$17,028.90	\$17,028.90	2226.0	
2575.509	MULCH MATERIAL TYPE 1	TON	150.2	\$80.00	\$12,016.00	28.0	106.5	0.0	134.5	89.55%	\$8,520.00	\$10,760.00	15.7	
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	3808.0	0.0	3808	65.91%	\$6,435.52	\$6,435.52	1970.0	
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	1156	\$3.20	\$3,699.20	369.0	0.0	0.0	369	31.92%	\$0.00	\$1,180.80	787.0	
2582.503	4" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	265	\$2.00	\$530.00	191.0	0.0	0.0	191	72.08%	\$0.00	\$382.00	74.0	
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	116.0	\$2.00	\$232.00	40.0	0.0	0.0	40	34.48%	\$0.00	\$80.00	76.0	
2722.549	8" PVC SDR-26 FORCE MAIN	LIN FT	2408	\$28.00	\$67,424.00	2,408.0	0.0	0.0	2,408.00	100.00%	\$0.00	\$67,424.00	0.0	
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	2437.0	0.0	0.0	2437	100.00%	\$0.00	\$180,338.00	0.0	
2722.554	DUCTILE IRON FITTINGS (8" & 20")	POUND	2623	\$6.50	\$17,049.50	2623.0	0.0	0.0	2,623.00	100.00%	\$0.00	\$17,049.50	0.0	
2722.563	AIR RELEASE MANHOLE	EACH	1	\$15,250.00	\$15,250.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$15,250.00	0.0	



Contractor's Application and Certificate for Payment

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Application No.:	15	Application Period:	10/29/2020 - 12/17/2020

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	0.95	\$173,944.09	\$165,194.70	0.14	0.62	0.0	0.76	80.44%	\$108,525.46	\$132,877.63	0.19
CO-2	STORM SEWER MANHOLE VALUE ENGINEERING	LS	1	(\$27,577.00)	(\$27,577.00)	1.0	0.0	0.0	1	100.00%	\$0.00	(\$27,577.00)	0.00
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
CO-5	SPOIL HAULING	LS	1	\$30,000.00	\$30,000.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$30,000.00	0.0
CO-6	6TH STREET BOX CULVERT REMOVAL	LS	1	\$39,328.00	\$39,328.00	0.0	1.0	0.0	1	100.00%	\$39,328.00	\$39,328.00	0.00
CO-7	SELECT GRANULAR BACKFILL - BOX CULVERTS	LS	1	\$43,683.60	\$43,683.60	0.0	1.0	0.0	1	100.00%	\$43,683.60	\$43,683.60	0.0
	CO -2 RETAINAGE CREDIT	LS	1	(\$1,378.85)	(\$1,378.85)	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0
FO-1	WATERMAIN LOWERING	LS	1	\$13,150.00	\$13,150.00	0.0	1.0	0.0	1	100.00%	\$13,150.00	\$13,150.00	0.0
FO-2	FIELD DRAINAGE ADJUSTMENT #1	LS	1	\$5,055.00	\$5,055.00	0.0	1.0	0.0	1	100.00%	\$5,055.00	\$5,055.00	0.0
FO-3	FIELD DRAINAGE ADJUSTMENT #2	LS	1	\$2,015.00	\$2,015.00	0.0	1.0	0.0	1	100.00%	\$2,015.00	\$2,015.00	0.0
FO-4	FIELD DRAINAGE ADJUSTMENT #3	LS	1	\$5,797.50	\$5,797.50	0.0	1.0	0.0	1	100.00%	\$5,797.50	\$5,797.50	0.0
FO-5	FIELD DRAINAGE ADJUSTMENT #4	LS	1	\$3,207.50	\$3,207.50	0.0	1.0	0.0	1	100.00%	\$3,207.50	\$3,207.50	0.0
FO-6	FIELD DRAINAGE ADJUSTMENT - 18" CS PIPE W/ BANDS	LS	1	\$7,379.45	\$7,379.45	0.0	1.0	0.0	1	100.00%	\$7,379.45	\$7,379.45	0.0
FO-7	SALVAGED RAILROAD RIPRAP FROM GREENWOOD	CY	32	\$63.75	\$2,040.00	0.0	32.0	0.0	32	100.00%	\$2,040.00	\$2,040.00	0.0
FO-8	WHEATLAND ESTATES SUMP PUMP	LS	1	\$562.98	\$562.98	0.0	1.0	0.0	1	100.00%	\$562.98	\$562.98	0.0
FO-9	30" CATCH BASIN ADDITION - STA. 1053+18	LS	1	\$2,084.66	\$2,084.66	0.0	1.0	0.0	1	100.00%	\$2,084.66	\$2,084.66	0.0
FO-10	DISCONNECT PIONEER VILLAGE CHURCH SANITARY	LS	1	\$1,833.34	\$1,833.34	0.0	1.0	0.0	1	100.00%	\$1,833.34	\$1,833.34	0.0
FO-11	INSTALL PIONEER VILLAGE CHURCH SANITARY	LS	1	\$1,040.00	\$1,040.00	0.0	1.0	0.0	1	100.00%	\$1,040.00	\$1,040.00	0.0
FO-12	NORTHERN MOTORS REGRADING	LS	1	\$6,352.50	\$6,352.50	0.0	1.0	0.0	1	100.00%	\$6,352.50	\$6,352.50	0.0
FO-13	VALVE BOX EXTENSIONS	LS	1	\$352.14	\$352.14	0.0	1.0	0.0	1	100.00%	\$352.14	\$352.14	0.0

SUBTOTAL OF TRF WESTSIDE FDR PORJECT BID ITEMS					\$6,384,732.48					\$400,571.85	\$6,686,724.63	
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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.:		15					Application Period:		10/29/2020 - 12/17/2020					
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	75.0	0	0.0	75	100.00%	\$0.00	\$1,350.00	0.0	
2211.509	AGGREGATE BASE, CLASS 5	TON	236	\$11.00	\$2,596.00	236.0	0	0.0	236	100.00%	\$0.00	\$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	308.0	0	0.0	308	100.00%	\$0.00	\$30,800.00	0.0	
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	453.0	0	0.0	453	123.10%	\$0.00	\$6,795.00	-85.0	
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	220	\$2.15	\$473.00	220.0	0	0.0	220	100.00%	\$0.00	\$473.00	0.0	
2511.607	RANDOM RIPRAP - SPECIAL	CU YD	85	\$105.00	\$8,925.00	85.0	0	0.0	85	100.00%	\$0.00	\$8,925.00	0.0	
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	50	0.0	50	100.00%	\$25.00	\$25.00	0.0	
2575.505	SEEDING	ACRE	0.3	\$500.00	\$150.00	0.0	0.3	0.0	0.3	100.00%	\$150.00	\$150.00	0.0	
2575.505	DISK ANCHORING	ACRE	0.3	\$50.00	\$15.00	0.0	0.3	0.0	0.3	100.00%	\$15.00	\$15.00	0.0	
2575.508	SEED MIXTURE, 25-141	POUND	15	\$5.00	\$75.00	0.0	15	0.0	15	100.00%	\$75.00	\$75.00	0.0	
2575.509	MULCH MATERIAL TYPE 1	TON	0.5	\$200.00	\$100.00	0.0	0.5	0.0	0.5	100.00%	\$100.00	\$100.00	0.0	
2575.604	ROLLED EROSION CONTROL PREVENTION CATEGORY 25	SQ YD	1392	\$1.75	\$2,436.00	0.0	1392	0.0	1392	100.00%	\$2,436.00	\$2,436.00	0.0	
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	454	\$3.20	\$1,452.80	475.0	0	0.0	475	104.63%	\$0.00	\$1,520.00	-21.0	
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	227	\$0.30	\$68.10	60.0	0	0.0	60	26.43%	\$0.00	\$18.00	167.0	
CO-1	SALES TAX REIMBURSEMENT	LS	0.05	\$173,944.09	\$8,749.39	0.0	0.04	0.0	0	80.44%	\$7,037.78	\$7,037.78	0.0	
CO-7	SELECT GRANULAR BACKFILL - BOX CULVERTS	LS	1	\$19,040.80	\$19,040.80	0.0	1.0	0.0	1	100.00%	\$19,040.80	\$19,040.80	0.0	
SUBTOTAL OF SP 5701-33 (TH 1) BID ITEMS					\$248,029.20						\$28,879.58	\$271,330.88		



## Change Order No. 8

<p>Project Name:</p> <p>Thief River Falls Westside Flood Damage Reduction Project (RLWD Project #178)</p>	<p>HDR Project No.:</p> <p>#10134290</p>
<p>Project Owner:</p> <p>Red Lake Watershed District</p> <p>1000 Pennington Avenue South</p> <p>Thief River Falls, MN 56701</p>	<p>Owner's Project No.:</p> <p>#178</p> <p>Date of Issuance:</p> <p>January 26, 2021</p>
<p>Project Contractor:</p> <p>RJ Zavoral and Sons, Inc.</p> <p>P.O.Box 435</p> <p>East Grand Forks, MN 56721</p>	<p>Date of Contract:</p> <p>March 27, 2020</p> <p>Contract Period:</p> <p>March 27, 2020 to October 15, 2020 (final completion)</p>

**It is agreed to modify the Contract referred to above as follows:**

CPR #	ITEM AND DESCRIPTION OF CHANGES	CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
8.0	For RLWD Project #178, the following items are to be compensated as outlined in 8.1 to 8.7 for the rock excavation during construction the of the 54" STEEL CASING PIPE – JACK INSTALLED. See Attachment A for detailed breakdown.		
8.1	Additional Labor Time: This item includes the labor time for one foreman and two laborers. The time will be compensated for 51.5 foreman hours at \$114.00 / Hr and 44.625 laborer hours at \$188.00 / Hr.	\$14,260.50	None
8.2	Micro Blasters: This item will be compensated for a quantity of 24 at \$85.00 Each.	\$2,040.00	None
8.3	Hotel: This item will be compensated for 5 days at \$242.00 / Day.	\$1,210.00	None
8.4	Grouting: This item includes prepping for grout by a 3 man crew and pumping of grout. Compensation will be made as a Lump Sum of \$5,460.00 .	\$5,460.00	None
8.5	10% Markup: This item includes 10% markup by Prime Contractor on the Subcontractor costs.	\$2,297.05	None
8.6	Tools: Air compressor/Light/Plant/Pumps: This item includes pumping of lean grout with the use of a pump supplied by RJ Zavoral & Sons, Inc. Item will be compensated for 12 hours at \$38.00 / Hr.	\$456.00	None
8.7	Lean Grout: This item includes the lean grout material purchased by RJ Zavoral & Sons, Inc. This item will be compensated as a Lump Sum of \$4,311.79.	\$4,311.79	None
	Difference Net	\$30,035.34	None

**Summary: It is agreed to modify the Contract referred to above as follows:**

Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$ 6,938,979.17 _____	October 15, 2020 _____
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$ 30,035.34 _____	None _____
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
\$ 6,969,014.51 _____	October 15, 2020 _____

**The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.**

Accepted for Contractor by:

Date:

Recommended for Approval by (HDR Engineering, Inc.):



Date:

1/26/2021

Approved for Owner by:

Attest:

Date:

Approved: (Other - when required)

Date:

Distribution:     Owner             Contractor             Office             Field             Other

# Attachment A – TRF Westside Flood Damage Reduction Project – RJ Zavoral and Sons, Inc. – **Change Order #8 Rock Excavation for 54" Pipe**

## Change Order #8 Rock Excavation for 54" Pipe

### ADDITIONAL LABOR TIME

DATE	FOREMAN HOURS	LABORER HOURS (2 GUYS)	SUB TOTAL	COMMENT	ENG. TOTAL
7/12/2020	8.5	8.25	\$2,520.00	EXTRA COST - ENGINEER CONCURS	\$2,520.00
7/13/2020	10	9.25	\$2,879.00	EXTRA COST - ENGINEER CONCURS	\$2,879.00
7/17/2020	8.5	8.375	\$2,543.50	EXTRA COST - ENGINEER CONCURS	\$2,543.50
7/23/2020	10.5	5.25	\$2,184.00	EXTRA COST - ENGINEER CONCURS	\$2,184.00
7/24/2020	14	13.5	\$4,134.00	EXTRA COST - ENGINEER CONCURS	\$4,134.00
7/25/2020	13	14.5	\$4,208.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
7/26/2020	9	11.75	\$3,235.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
7/27/2020	13	12.5	\$3,832.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
7/28/2020	13.5	13.5	\$4,077.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
7/29/2020	12.5	12.75	\$3,822.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
7/30/2020	12	12.75	\$3,765.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
7/31/2020	6	6	\$1,812.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
8/3/2020	10	10	\$3,020.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
	140.5	138.375	\$42,031.50		\$14,260.50

### EQUIPMENT USED DURING ROCK REMOVAL (PRESUMED SUBCONTRACTOR)

DESCRIPTION	QTY	RATE	SUB TOTAL	COMMENT	ENG. TOTAL
EXCAVATOR HOURS	84	\$119.00	\$9,996.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00
WELDER HOURS	63	\$94.00	\$5,922.00	EXTRA COST - ENGINEER DOES NOT CONCUR	\$0.00

### MICRO BLASTERS

DESCRIPTION	QTY	RATE	SUB TOTAL	COMMENT	ENG. TOTAL
MICRO BLASTERS	24	\$85.00	\$2,040.00	EXTRA COST - ENGINEER CONCURS	\$2,040.00

### HOTEL

DESCRIPTION	QTY	RATE	SUB TOTAL	COMMENT	ENG. TOTAL
14 HOTEL DAYS FOR ROCK REMOVAL	14	\$242.00	\$3,388.00	EXTRA COST - ENGINEER CONCURS ON 5 DAYS	\$1,210.00

### GROUTING

DESCRIPTION	QTY	RATE	SUB TOTAL	COMMENT	ENG. TOTAL
PREP FOR GROUT - 3 MAN CREW PUMP GROUT	1	\$5,460.00	\$5,460.00	EXTRA COST - ENGINEER CONCURS	\$5,460.00

### RJZ

DESCRIPTION	QTY	RATE	SUB TOTAL	COMMENT	ENG. TOTAL	
TOOLS: AIR COMPRESSOR/LIGHT PLANT/PUMPS	143	\$	38.00 \$	5,434.00	EXTRA COST - ENGINEER CONCURS ON 12 HRS	\$456.00
LEAN GROUT			\$	4,311.79	EXTRA COST - ENGINEER CONCURS	\$4,311.79

<b>SUBCONTRACTOR TOTAL</b>	
	\$68,837.50
<b>10% MARKUP</b>	
	\$6,883.75
<b>RJZ INCURRED COSTS</b>	
	\$9,745.79
<b>RJZ CO 8 TOTAL</b>	
\$	85,467.04

<b>ENGINEER SUBCONTRACTOR TOTAL</b>	
	\$22,970.50
<b>10% MARKUP</b>	
	\$2,297.05
<b>RJZ INCURRED COSTS ENGINEER CONCURS WITH</b>	
	\$4,767.79
<b>ENGINEER CO 8 TOTAL</b>	
	\$30,035.34



## CHANGE ORDER NO. 1

125 3rd Street E  
Thief River Falls, MN 56701  
P: 218.681.2951 F: 218.681.2987

Project Name: Black River Impoundment Project

Contract dated: October 9, 2020

Owner: Red Lake Watershed District

To: R.J. Zavoral & Sons  
P.O. Box 435  
East Grand Forks, MN 56721

HEI Project No. 3655-0091

This change is requested by Owner and made under the terms of or is supplemental to your present contract.

### Description of Change:

Item 2101.601, "Clearing and Grubbing", this item accounts for additional clearing and grubbing work being performed within the project limits that's outside the original contract. All work shall be performed in accordance with MnDOT 2101 and Section S-9 of the Special Provisions to the Technical Specifications.

Item 2101.601, "Clearing and Grubbing", shall be paid for by the acre. The unit price shall include, but not be limited to all material, labor, and equipment required to perform the additional clearing and grubbing as determined in the field by the Engineer and shall be paid for under Item 2101.601, "Clearing and Grubbing", and no additional compensation will be considered thereof.

Item 2105.507, "Common Excavation (Levee)", this item accounts for unsuitable material encountered both below the planned profile grade of the subgrade preparation and within the levee construction that was required to be excavated and disposed of and not allowed as common embankment. The locations identified as being unsuitable were below planned grade subgrade preparation between Sta. 31+00 to Sta. 32+50, Sta. 123+00 to Sta. 124+00 and within the emergency spillway area between levee Sta. 0+50 to Sta. 4+00. All work shall be performed in accordance with MnDOT 2105, S-10 of the Special Provisions to the Technical Specifications and shall include all excavating, hauling, loading, placing, shaping, and disposing of unsuitable material as determined in the field by the Engineer.

Item 2105.507, "Common Excavation (Levee)", shall be paid for by the Excavated Volume (EV), and cubic yard (CY) basis. All costs associated with providing the work necessary to complete the work including, but not limited to, excavation, loading, hauling, placing, compacting, and disposing of excavated material shall be included in the unit price for Item 2105.507, "Common Excavation (Levee)", and no additional compensation will be considered thereof.

Item 2105.507, "Common Excavation (Church Area)", this item accounts for unsuitable material encountered within the top three feet below the topsoil excavation from approximate Sta. 0+50 to Sta. 11+50 of the South Diversion Ditch to be excavated and disposed of and not allowed as common embankment. All work shall be performed in accordance with MnDOT 2105, S-10 of the Special Provisions to the Technical Specifications and shall include all excavating, hauling, loading, placing, shaping, and disposing of unsuitable material as determined in the field by the Engineer.

Item 2105.507, "Common Excavation (Church Area)", shall be paid for by the Excavated Volume (EV), and cubic yard (CY) basis. All costs associated with providing the work necessary to complete the work including, but not limited to, excavation, loading, hauling, placing, compacting, and disposing of excavated material shall be included in the unit price for Item 2105.507, "Common Excavation (Church Area)", and no additional compensation will be considered thereof.

Item 2106.507, "Common Embankment (CV) (P)", requires a planned quantity change due to a project access turnaround being constructed in the southwest corner of the project levee at Sta. 65+25 outside the planned profile and cross sections outlined in the plans. All work shall be performed in accordance with MnDOT 2106, S-11 of the Special Provisions to the Technical Specifications and shall include all stripping, excavating, hauling, spoiling, shaping, and compacting of borrow material required to prepare the access turnaround as delineated in the field by the Engineer.

Adjust and/or change the following quantities to match the installed quantities:

Item No.	Description	Unit	Orig. or Prev. Changed Qty.	Qty. Change this CO + or -	Unit Price	Amount of Increase / (Decrease)
2101.601	Clearing and Grubbing	Acre		3.50	2,480.00	8,680.00
2105.507	Common Excavation (Levee)	Cu. Yd.		2,852.00	2.50	7,130.00
2105.507	Common Excavation (Church Area)	Cu. Yd.		6,140.00	5.20	31,928.00
2106.507	Common Embankment (CV) (P)	Cu. Yd.	557,799.00	1,455.00	2.63	3,826.65
<b>Net Increase / (Decrease) this Change Order:</b>						<b>\$51,564.65</b>

Quantities shown are not necessarily pay quantities and are subject to change.

Original Contract Amount: \$4,374,457.66      Prior Change Orders: \_\_\_\_\_  
 This Change Order: \$51,564.65

**Total Contract Amount after this Change Order: \$4,426,022.31**

Approved: \_\_\_\_\_  
 (Owner)

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

Approved: \_\_\_\_\_  
 (Engineer)

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

Approved: Joseph R. Johnson  
 (Contractor)

Date: 1/15/2021

# PARTIAL PAYMENT ESTIMATE

Client Project No.  
176

HEI Project No.  
3655-0091

PAYMENT NUMBER: 5

PERIOD OF ESTIMATE:

Project: Black River Impoundment Project

Location: Bray, Sanders, Polk Centre, & Black River Townships, Pennington Cty FROM

12/24/2020 TO 1/15/2021

## CONTRACT CHANGE ORDER SUMMARY

## ESTIMATE

Change Order		AMOUNT	
NO.	DATE	ADDITIONS	DEDUCTIONS
1	01/15/21	\$51,564.65	
<b>TOTALS</b>		\$ 51,564.65	\$ -
<b>NET CHANGE</b>		\$ 51,564.65	

1. Original Contract	\$	4,374,457.66
2. Change Orders	\$	51,564.65
3. Revised Contract (1+2)	\$	4,426,022.31
4. Work Completed*	\$	2,240,463.25
5. Stored Materials*	\$	35,161.40
6. Adjustments*	\$	-
7. Subtotal (4+5+6)	\$	2,275,624.65
8. Retainage 5.00%	\$	113,781.23
9. Previous Payments	\$	2,116,492.32
10. Amount Due (7-8-9)	\$	45,351.10

\*Detailed Breakdown Attached if Non-Zero Value

## CONTRACT TIME

Completion Date Contract

Original (days)	N/A	On Schedule? Yes	Starting Date: 10/23/2020
Revised	N/A		Final Completion: 8/31/2022
Remaining	N/A		

## CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies, to the best of his/her knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: R.J. Zavoral & Sons, Inc.  
 By: *[Signature]*  
 Date: 01/18/2021

## ENGINEER'S RECOMMENDATION:

I have reviewed the progress of the work, and to the best of my knowledge, information and belief, in accordance with the terms of the Contract, the Contractor is entitled to a partial payment in the amount requested.



Houston Engineering Inc.

Engineer: *[Signature]*  
 By: Tony A. Nordby  
 Date: 1/15/2021

## OWNER'S APPROVAL:

Owner: Red Lake Watershed District  
 By: *[Signature]*  
 Date: 1-28-2021

## REMIT PAYMENT TO:

R.J. Zavoral & Sons, Inc.  
 1706 Bygland Rd SE  
 P.O. Box 435  
 East Grand Forks, MN 56721





Client Project No. 176  
 HEI Project No. 3655-0091  
 Project: Black River Impoundment Project  
 Location: Bray, Sanders, Polk Centre, & Black River Townships, Pennington Cty  
 Contractor: R.J. Zavoral & Sons, Inc.

PAY ESTIMATE	
PAY ESTIMATE #:	5
SUBMITTED:	1/28/2021
BEGIN DATE:	12/24/2020
END DATE:	1/15/2021

Page 1 of 2

ITEM NO.	DESCRIPTION	UNIT	CONTRACT			CURRENT PAY ESTIMATE		PREVIOUS PAY ESTIMATES		PAY ESTIMATES TO DATE		
			QUANTITY	PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
Original Contract Items												
2021 501	MOBILIZATION	Lump Sum	1	\$	100,000.00	\$	100,000.00			1	\$	100,000.00
2101 501	CLEARING AND GRUBBING	Lump Sum	1	\$	30,000.00	\$	30,000.00			0.8	\$	24,000.00
2104 502	SALVAGE SIGN	Each	7	\$	225.00	\$	1,575.00					
2104 503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	Lin. Ft.	498	\$	2.25	\$	1,118.00					
2104 503	REMOVE PIPE CULVERTS	Lin. Ft.	1,445	\$	10.00	\$	14,450.00			54	\$	540.00
2104 503	SALVAGE AND INSTALL PIPE CULVERT	Lin. Ft.	110	\$	95.00	\$	10,450.00					
2104 504	REMOVE BITUMINOUS PAVEMENT	SY	1,304	\$	7.80	\$	10,171.20					
2105 507	COMMON EXCAVATION (P)	C. Y.	266,438	\$	1.78	\$	509,859.84			4,641	\$	8,260.98
2105 601	DEWATERING	Lump Sum	1	\$	14,905.00	\$	14,905.00					
2105 602	TEST HOLE	Each	10	\$	265.00	\$	2,650.00			10	\$	2,650.00
2105 607	TOPSOIL EXCAVATION (P)	C. Y.	211,673	\$	1.75	\$	370,427.75			65,934	\$	115,384.50
2106 507	COMMON EMBANKMENT (CV) (P)	C. Y.	557,799	\$	2.63	\$	1,467,011.37			557,799	\$	1,467,011.37
2112 601	SUBGRADE PREPARATION (CV) (P)	C. Y.	61,542	\$	2.00	\$	123,084.00			61,542	\$	123,084.00
2118 509	AGGREGATE SURFACING CLASS 1	Ton	249	\$	15.00	\$	3,735.00			17	\$	255.00
2123 510	DOZER	Hour	46	\$	145.00	\$	6,670.00					
2123 610	CRAWLER MOUNTED BACKHOE	Hour	14	\$	175.00	\$	2,450.00					
2211 509	AGGREGATE BASE CLASS 5	Ton	1,602	\$	14.25	\$	22,826.50					
2350 509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	Ton	330	\$	105.00	\$	34,650.00					
2411.601	CONCRETE OUTLET STRUCTURE	Each	1	\$	195,000.00	\$	195,000.00			0.65	\$	126,750.00
2411.607	CONCRETE PIPE CRADLE	C. Y.	43	\$	1,230.00	\$	52,890.00			47	\$	57,810.00
2412.502	12X5 PRECAST CONCRETE END SECTION	Each	2	\$	8,070.00	\$	16,140.00					
2412.502	14X7 PRECAST CONCRETE END SECTION (TYPE III)	Each	2	\$	17,615.00	\$	35,230.00					
2412.503	12X5 PRECAST CONCRETE BOX CULVERT	Lin. Ft.	62	\$	950.00	\$	58,900.00					
2412.503	14X7 PRECAST CONCRETE BOX CULVERT	Lin. Ft.	90	\$	1,130.00	\$	101,700.00					
2451.507	GRANULAR BACKFILL (CV) (P)	C. Y.	727	\$	21.50	\$	15,630.50					
2451.507	GRANULAR BEDDING (CV) (P)	C. Y.	1,573	\$	21.50	\$	33,819.50			79	\$	1,696.50
2452.618	VINYL SHEET PILING	SQ. FT.	8,250	\$	9.50	\$	78,375.00					
2501.502	18" GS APRON	Each	4	\$	150.00	\$	600.00					
2501.502	24" GS APRON	Each	2	\$	200.00	\$	400.00					
2501.502	36" GS APRON	Each	2	\$	430.00	\$	860.00					
2501.502	60" RC PIPE APRON	Each	2	\$	2,300.00	\$	4,600.00			2	\$	4,600.00
2501.502	FLAP GATE FOR 18" CS PIPE CULVERT	Each	33	\$	615.00	\$	20,295.00					
2501.502	FLAP GATE FOR 24" CS PIPE CULVERT	Each	6	\$	680.00	\$	4,080.00					
2501.502	FLAP GATE FOR 36" CS PIPE CULVERT	Each	1	\$	1,000.00	\$	1,000.00					
2501.502	35' SPAN GS PIPE-ARCH APRON	Each	6	\$	355.00	\$	2,130.00					
2501.502	42' SPAN GS PIPE-ARCH APRON	Each	6	\$	470.00	\$	2,820.00					
2501.502	57' SPAN GS PIPE-ARCH APRON	Each	4	\$	965.00	\$	3,860.00					
2501.502	84' SPAN GS PIPE-ARCH APRON	Each	6	\$	1,170.00	\$	7,020.00					
2501.502	71' SPAN CS PIPE-ARCH APRON	Each	10	\$	1,470.00	\$	14,700.00					
2501.502	73' SPAN GS PIPE-ARCH APRON	Each	8	\$	2,300.00	\$	18,400.00					
2501.502	65' SPAN RC PIPE-ARCH APRON	Each	2	\$	2,100.00	\$	4,200.00					
2501.503	18" CS PIPE CULVERT	Lin. Ft.	1,474	\$	30.00	\$	44,220.00					
2501.503	24" CS PIPE CULVERT	Lin. Ft.	328	\$	35.00	\$	11,480.00					
2501.503	36" CS PIPE CULVERT	Lin. Ft.	72	\$	54.00	\$	3,888.00					
2501.503	35' SPAN GS PIPE-ARCH CULVERT	Lin. Ft.	132	\$	53.00	\$	6,996.00					

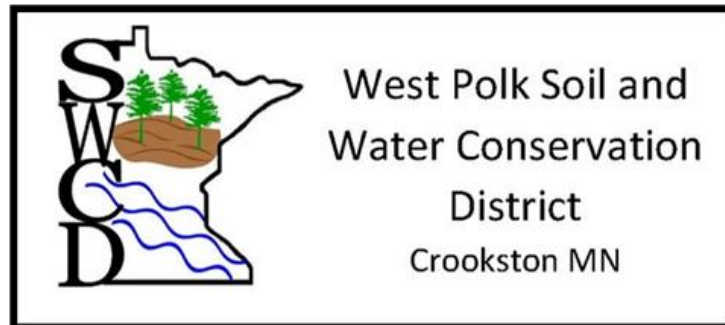


Client Project No. 176  
 HEI Project No. 3655-0091  
 Project: Black River Impoundment Project  
 Location: Bray, Sanders, Polk Centre, & Black River Townships, Pennington Cty  
 Contractor: R.J. Zavoral & Sons, Inc.

PAY ESTIMATE	
Page 2 of 2	
PAY ESTIMATE #:	\$
SUBMITTED:	1/28/2021
BEGIN DATE:	12/24/2020
END DATE:	1/15/2021

ITEM NO.	DESCRIPTION	UNIT	CONTRACT		CURRENT PAY ESTIMATE		PREVIOUS PAY ESTIMATES		PAY ESTIMATES TO DATE		
			QUANTITY	PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
2501 503	42" SPAN CS PIPE-ARCH CULVERT	Lin. Ft.	172	\$ 60.00	\$ 10,320.00		\$ -		\$ -		\$ -
2501 503	57" SPAN CS PIPE-ARCH CULVERT	Lin. Ft.	78	\$ 85.00	\$ 8,830.00		\$ -		\$ -		\$ -
2501 503	64" SPAN CS PIPE-ARCH CULVERT	Lin. Ft.	138	\$ 115.00	\$ 15,840.00		\$ -		\$ -		\$ -
2501 503	71" SPAN CS PIPE-ARCH CULVERT	Lin. Ft.	300	\$ 140.00	\$ 42,000.00		\$ -		\$ -		\$ -
2501 503	73" SPAN CS PIPE-ARCH CULVERT	Lin. Ft.	158	\$ 130.00	\$ 20,540.00		\$ -		\$ -		\$ -
2501 503	87" SPAN CS PIPE-ARCH CULVERT (BEVELED)	Lin. Ft.	170	\$ 160.00	\$ 27,200.00		\$ -		\$ -		\$ -
2501 503	103" SPAN CS PIPE-ARCH CULVERT (BEVELED)	Lin. Ft.	159	\$ 190.00	\$ 30,210.00		\$ -	90	\$ 17,100.00	90	\$ 17,100.00
2501 503	117" SPAN CS PIPE-ARCH CULVERT (BEVELED)	Lin. Ft.	68	\$ 225.00	\$ 15,300.00		\$ -		\$ -		\$ -
2501 503	142" SPAN CS PIPE-ARCH CULVERT (BEVELED)	Lin. Ft.	134	\$ 355.00	\$ 47,570.00		\$ -		\$ -		\$ -
2501 503	65" SPAN RC PIPE-ARCH CULVERT	Lin. Ft.	78	\$ 230.00	\$ 17,980.00		\$ -		\$ -		\$ -
2501 503	60" RC PIPE CULVERT DESIGN 3008 CLASS II	Lin. Ft.	82	\$ 215.00	\$ 17,930.00		\$ -	82	\$ 17,930.00	82	\$ 17,930.00
2501 503	60" RC PIPE CULVERT DESIGN 3008 CLASS III	Lin. Ft.	52	\$ 235.00	\$ 12,220.00		\$ -	52	\$ 12,220.00	52	\$ 12,220.00
2501 502	PLUG AND ABANDON PIPE CULVERT	Each	8	\$ 775.00	\$ 8,200.00		\$ -		\$ -		\$ -
2511 507	RANDOM RIPRAP CLASS II	C.Y.	259	\$ 95.00	\$ 24,805.00		\$ -		\$ -		\$ -
2511 507	RANDOM RIPRAP CLASS III	C.Y.	3,941	\$ 95.00	\$ 374,365.00		\$ -	1,060	\$ 100,700.00	1,060	\$ 100,700.00
2563 601	TRAFFIC CONTROL	Lump Sum	1	\$ 25,000.00	\$ 25,000.00		\$ -		\$ -		\$ -
2573 501	STABILIZED CONSTRUCTION EXIT	Lump Sum	1	\$ 3,500.00	\$ 3,500.00		\$ -		\$ -		\$ -
2573 503	SILT FENCE TYPE MS	Lin. Ft.	2,020	\$ 1.20	\$ 2,424.00		\$ -	165	\$ 198.00	165	\$ 198.00
2573 503	SEDIMENT CONTROL LOG TYPE STRAW	Lin. Ft.	370	\$ 5.00	\$ 1,850.00		\$ -		\$ -		\$ -
2573 503	FLOTATION SILT CURTAIN TYPE WORK AREA	Lin. Ft.	120	\$ 20.00	\$ 2,400.00		\$ -		\$ -		\$ -
2573 507	ROCK DITCH CHECK	C.Y.	114	\$ 120.00	\$ 13,680.00		\$ -	38	\$ 4,560.00	38	\$ 4,560.00
2574 508	FERTILIZER, TYPE 1	Pound	53,876	\$ 0.45	\$ 24,244.20		\$ -		\$ -		\$ -
2575 504	RAPID STABILIZATION METHOD 4	S.Y.	1,983	\$ 1.10	\$ 2,181.30		\$ -	1,994	\$ 2,193.40	1,994	\$ 2,193.40
2575 504	EROSION CONTROL BLANKET CATEGORY 3	S.Y.	5,999	\$ 1.00	\$ 5,999.00		\$ -		\$ -		\$ -
2575 505	SEEDING	Acre	289.6	\$ 100.00	\$ 28,960.00		\$ -		\$ -		\$ -
2575 505	DISK ANCHORING	Acre	289.6	\$ 20.00	\$ 5,792.00		\$ -	57.9	\$ 1,158.00	57.9	\$ 1,158.00
2575 508	SEED MIXTURE 22-111	Pound	8,833	\$ 2.50	\$ 22,082.50		\$ -		\$ -		\$ -
2575 508	SEED MIXTURE 2S-141	Pound	17,086	\$ 3.00	\$ 51,258.00		\$ -		\$ -		\$ -
2575 508	MULCH MATERIAL TYPE 1	Ton	579.2	\$ 85.00	\$ 49,232.00		\$ -	57.9	\$ 4,921.50	57.9	\$ 4,921.50
2582 503	4" SOLID LINE PAINT (WHITE)	Lin. Ft.	688	\$ 2.20	\$ 1,509.20		\$ -		\$ -		\$ -
2582 503	4" BROKEN LINE PAINT (YELLOW)	Lin. Ft.	90	\$ 2.20	\$ 198.00		\$ -		\$ -		\$ -
<b>Extra / Change Order Items</b>											
2101 801	CLEARING AND GRUBBING	Acre	3.5	\$ 2,480.00	\$ 8,680.00	3.5	\$ 8,680.00		\$ -	3.5	\$ 8,680.00
2105 507	COMMON EXCAVATION (LEVEE)	C.Y.	2,852	\$ 2.60	\$ 7,130.00	2,852	\$ 7,130.00		\$ -	2,852	\$ 7,130.00
2105 507	COMMON EXCAVATION (CHURCH AREA)	C.Y.	6,140	\$ 8.20	\$ 31,928.00	6,140	\$ 31,928.00		\$ -	6,140	\$ 31,928.00
2106 507	COMMON EMBANKMENT (CV) (P)	C.Y.	1,455	\$ 2.63	\$ 3,826.85	1,455	\$ 3,826.85		\$ -		\$ -
<b>Totals</b>											
Original Contract Amount					\$ 4,374,467.88						
Extra / Change Order Amount					\$ 81,864.88						
Work Completed						\$ 81,864.88	\$ 2,182,728.25	\$ 2,248,483.28			

# Red Lake River One Watershed One Plan



# 2018 Watershed-Based Funding

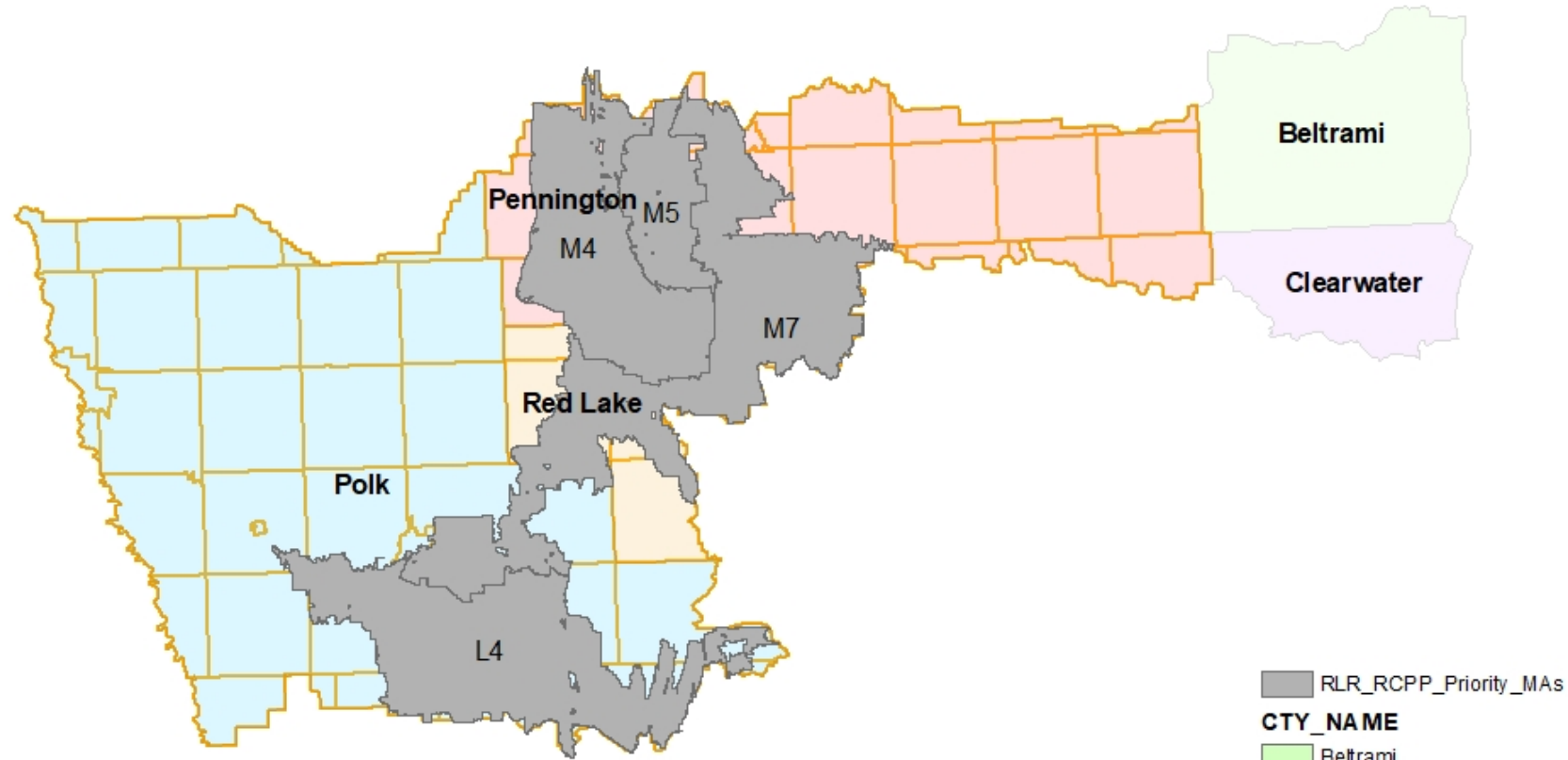
- ▶ Total Grant - \$677,551
- ▶ Executed July 25, 2018
- ▶ Expires December 31, 2021
- ▶ RLWD is the fiscal agent
- ▶ Pennington SWCD responsible for plan coordination

1W1P PROJECT COST BREAKDOWN	
Task	Budget
Project Development (5%)	\$33,877
Design and Engineering (15%)	\$101,633
Administration (5%)	\$33,877
Project Cost (75%)	<b>\$508,164</b>
Match (10%)	\$67,756
Match (25%)	\$169,388
<b>TOTAL BWSR GRANT</b>	<b>\$677,551</b>

# Priority Management Areas

- ▶ **M4 - Black River Upstream of Schirrick Dam**
- ▶ **M5 - Pennington CD96**
- ▶ **M7 - RLR between Thief River Falls and Crookston**
- ▶ **L4 - Burnham Creek**

# Red Lake River Priority Management Areas FY2019 RCPP



- RLR\_RCPP\_Priority\_MAs
- CTY\_NAME**
- Beltrami
- Clearwater
- Pennington
- Polk
- Red Lake
- RLR\_1w1p\_townships



0 3 6 12 18 24 30 Miles

*Maps are for graphical purposes only. They do not represent a legal survey.*

# Thief River Westside Project



# Thief River Westside Project





# RLWD - Ditch 16

- ▶ 50 SWIs identified in workplan
- ▶ Funded by 1W1P
- ▶ Budget - \$100,000
- ▶ Grand Marais Creek Management Area



# Burnham Creek Project



# Burnham Creek Project

Section 13 of Russia Township



1500 feet of channel shaping with rock chute

# Grade Stabilization Project - Wylie 34

- ▶ Clean Water Fund Grant
- ▶ 2018 Workplan Budget of \$25,000



# Grade Stabilization Projects - JCD 60

- ▶ 33 SWIs installed through Multi-Purpose Drainage Management Grant
- ▶ 27 in 2018
- ▶ 7 in 2019



# County Ditch 96, 21,16 SWIs



# Grade Stabilization Projects - JD25

- ▶ 32 Side water inlets identified
- ▶ 7 installed in 2020
- ▶ Partnered with Pennington County - 25% match from County
- ▶ More ready to install in 2021



# CD96 Ditch Stabilization Project

- ▶ Located South of St. Hilaire
- ▶ Phase 1 - East of Hwy 32 to the Red Lake River
- ▶ Priority Management Area (M5)





# CD96 Ditch Stabilization Project

- ▶ Construction cost of \$192,350
- ▶ Completed mid-November
- ▶ County retaining some funding until after spring runoff
- ▶ Phase 2 - Clean Water Fund Grant west of 32 to the “Y”



# Regional Conservation Partnership Program (RCPP)

- ▶ BWSR and MASWCD application to NRCS to leverage Clean Water Fund dollars
- ▶ Federal funding to implement Red Lake River 1W1P
- ▶ Budgets
  - ▶ FY19 - \$85,000
  - ▶ FY20 - \$171,000
  - ▶ FY21 - \$171,000
  - ▶ **Total - \$428,020**

# RCPP Funding - 2019

- ▶ FY19 RCPP
- ▶ 4 Contracts
- ▶ \$80,571
- ▶ 3 out of 4 in priority MAs

Practice	Contract Amount
Prescribed Grazing	\$43,813.00
Farmstead Windbreak	\$10,956.00
Farmstead Windbreak	\$2,216.000
Grade Stabilization, Cover Crop	\$23,586.00

# RCPP Funding - 2020

▶ FY20 RCPP

▶ 8 Contracts

▶ \$130,748

Practice	Contracts	\$ Amount
Farmstead Windbreak	6	\$35,003
Prescribed Grazing	2	\$95,745
<b>TOTAL</b>	<b>8</b>	<b>\$130,748</b>

# 2020 & 2021 Watershed Based Funding Grant

- ▶ Grant executed on June 9, 2020
  - ▶ Expires on December 31, 2022
- ▶ Grant Amount - \$1,071,149
- ▶ Workplan Approved by Policy Committee and BWSR
- ▶ Began charging to this grant - December 2020

# 319 Grant - Federal Funding

- ▶ **Effective Dates: December 1, 2020 - August 31, 2024**
  - ▶ Potential for 4, 4-year grant cycles
- ▶ **Grant Amount - \$284,275**
- ▶ **RLWD - Fiscal Agent**
- ▶ **Pennington SWCD - Coordinator**
- ▶ **Priority Locations based off 1W1P priority areas**

January 25, 2021

To: Red Lake Watershed District  
1000 Pennington Ave South  
Thief River Falls, MN 56701

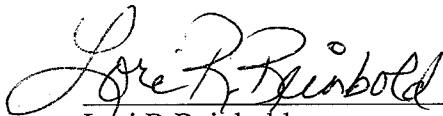
Re: petition to RLWD Ditch 7

Per Statute 103E401, We are petitioning to allow drainage of approximately 40 acres in Red Lake County section 9 NE ¼ T151-R40 into RLWD Ditch #7.

Our plan is to tile the east ½ of Section 9 of which all of the NE ¼ currently drains into ditch JCD #3.

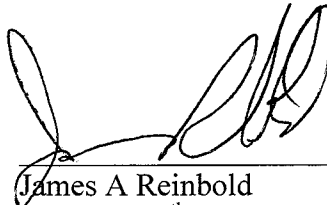
The change in drainage will apply to the 40 acres south of the pipeline in the NE ¼ which will then drain into RLWD Ditch #7, instead of JCD #3.

Sincerely,



---

Lori R Reinbold  
32616 180<sup>th</sup> St SE  
Oklee, MN 56742



---

James A Reinbold  
32616 180<sup>th</sup> St SE  
Oklee, MN 56742



Jim Reinbold  
Equality 9E

4"	10"
5"	12"
6"	12" DW
8"	15" DW

Pipeline

Existing L

NE 1/4 Pays to  
JJD #3

\*Doesn't Pay  
to BLDG Ditch

Doesn't  
Pay to  
JJD #3

SE 1/4 Pays to  
BLDG Ditch #7

9

Pipeline







**Red Lake Watershed District**

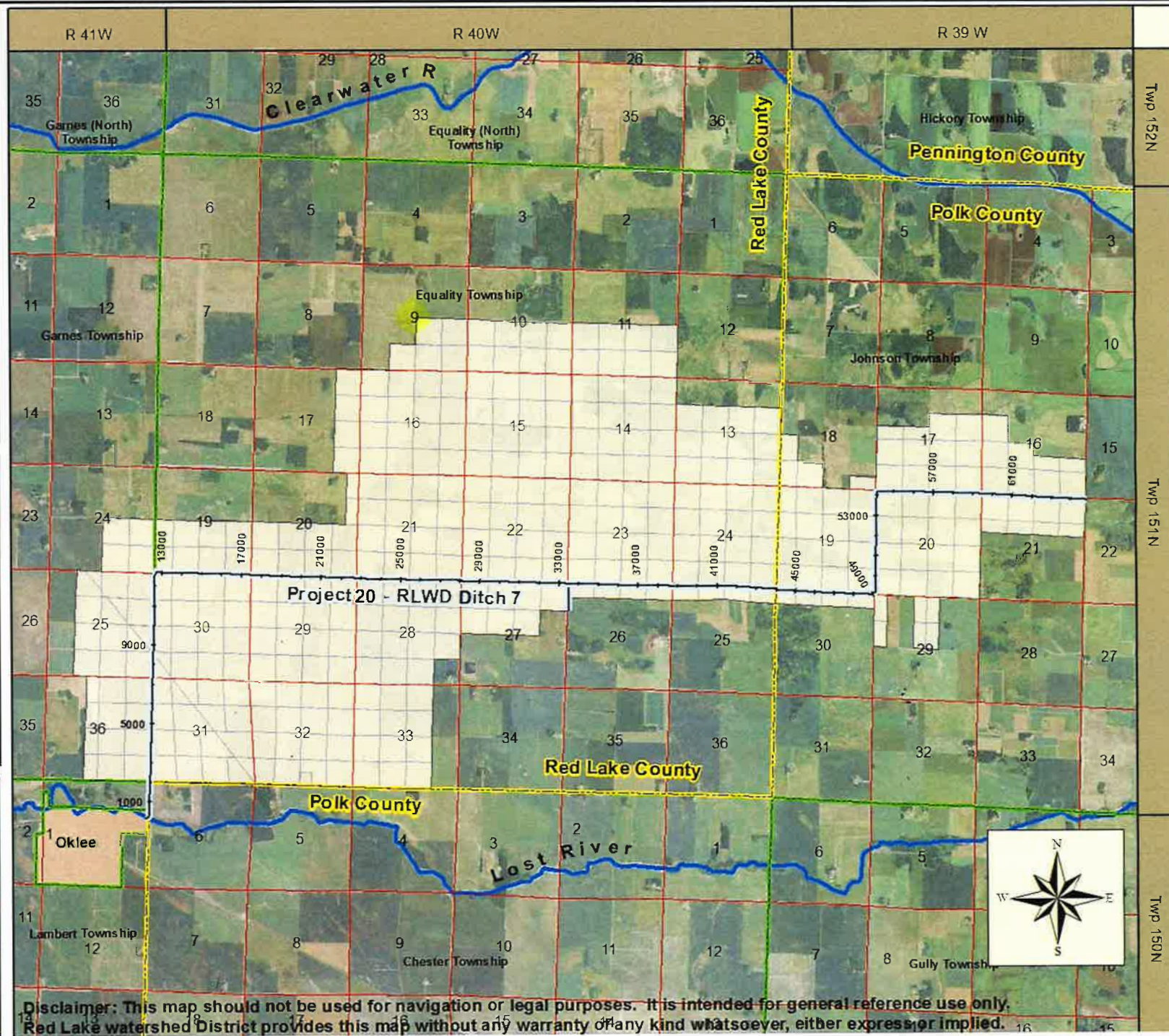
**Project 20 - RLWD Ditch 7**

Red Lake/Polk Counties

Clearwater River Subwatershed

Scale: 1:84,000

- Project 20
- Benefitted Areas
- Counties
- Townships
- Sections
- Towns/Cities



**Disclaimer:** This map should not be used for navigation or legal purposes. It is intended for general reference use only. Red Lake watershed District provides this map without any warranty of any kind whatsoever, either express or implied.

JOINT COUNTY DITCH # 3

BENEFITED AREA MAP - 1978

TOTAL BENEFITS DETERMINED

\$389,533.00 *1/23*

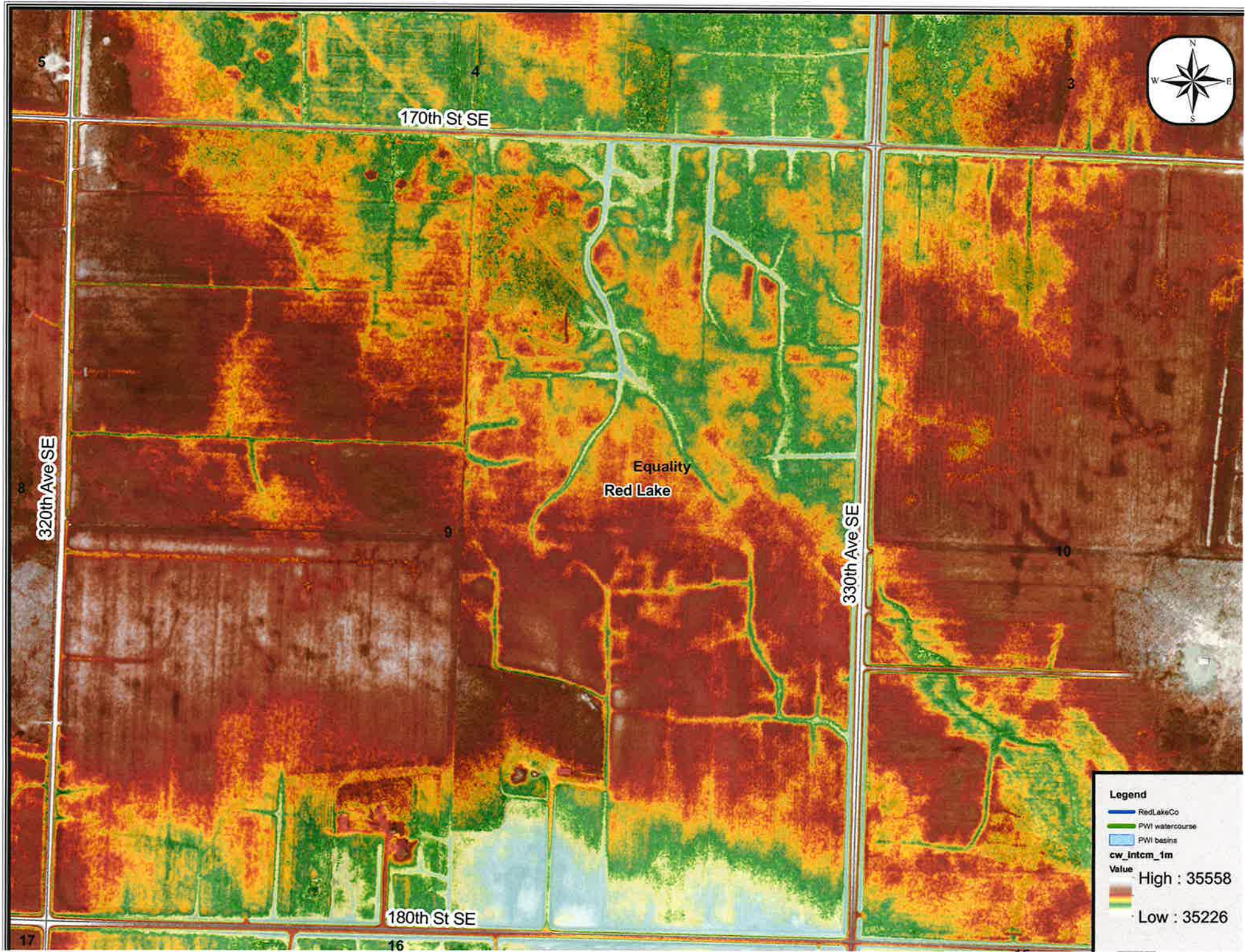
ACRES BENEFITED - 8,039.69

RED LAKE COUNTY 69.58%

POLK COUNTY 30.42%

*Punnett*





170th St SE

Equality  
Red Lake

320th Ave SE

330th Ave SE

180th St SE

**Legend**

-  Red Lake Co
-  PWI watercourse
-  PWI basins
-  cw\_intcm\_1m

Value

-  High : 35558
-  Low : 35226

**Proposal for Continuation of Financial Support for the Analysis of Lake Samples  
Collected by the East Polk Soil and Water Conservation District**

The East Polk Soil and Water Conservation District has been helping watershed districts with the collection of water quality data from streams and lakes within their district. Within the Red Lake Watershed District, they have been sampling 9 lakes and collecting water quality measurements at 5 river monitoring locations. At the April 26, 2018 meeting, the RLWD Board of Managers approved reimbursement for lake sample analysis for 3 years. The SWCD is interested in continuing to collect lake samples for an additional 3 years (2021-2023) if the Board wishes to continue to approve the reimbursement of their sampling expenses. This has been a great deal for the RLWD because the cost of sample analysis is relatively cheap compared to the staff time that is required to travel to lakes and collect samples. Data management and submittal to the MPCA is also handled as part of the RMB Lakes Monitoring Program, which adds to the time saving value in supporting the SWCD's monitoring effort. Their sampling effort has provided valuable data, including data from lakes that had not been sampled much in the past.

We have seen that the water quality in **Cameron Lake** has improved a little since the 2016 assessment. Severe impairments have been identified in **Hill River Lake** and **Oak Lake**. It would be good to continue to collect data to improve the data set that would be needed to develop TMDLs for those lakes. Several lakes are near the impairment thresholds for total phosphorus and/or chlorophyll-a and additional data would improve confidence in future water quality assessments. The nearly/barely impaired statuses of **Badger Lake, Turtle Lake, Cross Lake, and Whitefish Lake** could potentially make those lakes' watersheds high priority areas for implementation of water quality improvement projects. The water quality in **Poplar Lake** and **Spring Lake** comfortably met water quality standards, so those lakes should have sufficient data to show that it is meeting water quality standards during the 2017-2026 assessment period. In the place of Poplar Lake and Spring Lake, **Cable Lake** and **Store Lake** could be sampled to attain a complete picture of water quality conditions in significant lakes within the Polk County portion of the Clearwater River watershed.

Attached is a cost estimate proposal, from the East Polk SWCD, for the next three years of lake sampling within the Clearwater River Watershed.

-Corey Hanson, Water Quality Coordinator



## EAST POLK SOIL AND WATER CONSERVATION DISTRICT

240 CLEVELAND AVE

PO BOX 57

McINTOSH, MN 56556

Telephone (218) 563-2777

### Lake Monitoring Proposal

Monitoring years: 2021-2023 (Three Years)

Samples Include: Phosphorus, Chlorophyll-a analysis, and Clarity

Lakes to be Monitored: Store, Cable, Cameron, Badger, Oak, Hill River, Cross, Turtle, and Whitefish

#### Yearly Program Cost:

##### SWCD Contribution

Staff time (monitoring) – \$50/hour (2 staff) X 50 hours = \$2,500.00

Administration Time - \$24/hour X 5 = \$120.00

Transportation – \$0.56/mile X 478 miles = \$267.68

Total: \$2,887.68

Three Year Total: \$8,663.04

##### RLWD Contribution

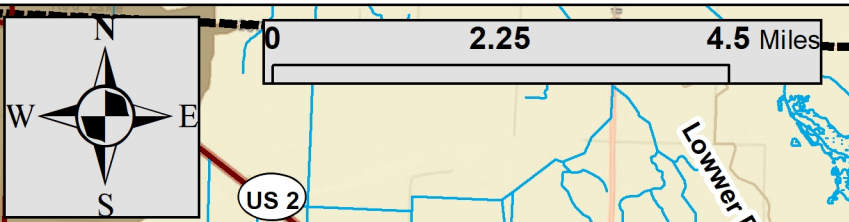
RMB Lab costs – \$49 month/sample site X 9 sites = \$2,205.00

Shipping – \$15 per cooler X 15 coolers = \$225.00

Total: \$2,430.00

Three Year Total: \$7,290.00

\*\* All lab cost and shipping costs are subject to change based on current lab rates.



# Lake Monitoring in Eastern Polk County Clearwater and Sand Hill River Watersheds



### Legend

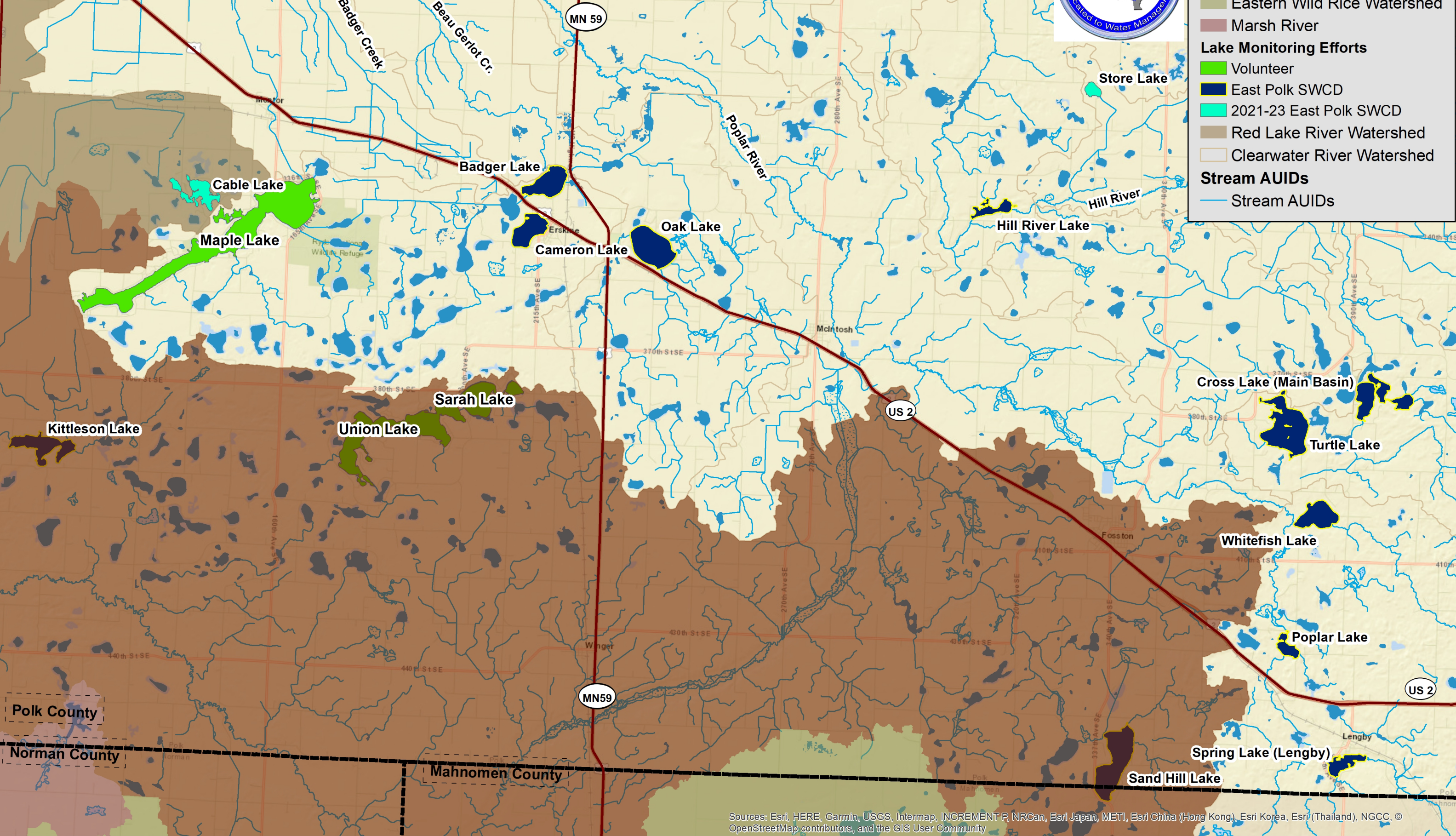
- County Boundaries
- Sand Hill Watershed
- Eastern Wild Rice Watershed
- Marsh River
- Red Lake River Watershed
- Clearwater River Watershed

### Lake Monitoring Efforts

- Volunteer
- East Polk SWCD
- 2021-23 East Polk SWCD

### Stream AUIDs

- Stream AUIDs



Polk County  
Norman County

Mahnomen County

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community



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

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## Memo

DATE: January 22, 2021  
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

---

Please find attached the 2021 MAWD Membership Dues Spreadsheet that shows the amounts due from each watershed district to be members of MAWD this year. The dues formula remains 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)

Please submit payment by February 28, 2021 to:

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

*PLEASE NOTE THIS IS NOT THE MAWD OFFICE.  
PLEASE SEND TO MAWD'S ACCOUNTANT DIRECTLY.*

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

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

**January 28, 2021**

**Red River Watershed Management Board** – LeRoy and I attended the RRWMB January 19, 2021 via Microsoft Teams. LeRoy and I will relay the wishes of the Board in terms of Water Quality Funding acted on at today's meeting.

**Clearwater River 1W1P** – Corey and I attended a telephone conference Tuesday, January 26<sup>th</sup> with BWSR staff to discuss budget item in for PTMApp. Corey attended a “Microsoft Teams” meeting at 1:00 pm yesterday with PWG to discuss the draft Bylaws for the Policy Committee. The Bylaws will be presented to each LGU for Board approval prior to submittal to the Policy Committee.

**Red Lake River Watershed Based Implementation Funding Grant** – There was a “Teams” meeting at 11:00 am yesterday with Arlene, Peter, Matt Fisher and Jeanette Austin (BWSR), to go over the reconciliation of 2018 RLR 1W1P Grant. This audit is required once you have reached 50% of the grant total which is used by BWSR to track the progress of the grant and to assure the funds are being spent in accordance too the work plan.

**MAWD Legislative Committee Report** - I have included in your packet, the MAWD Legislative recommendations for the 2021 platform. Once again it is anticipated that with the restrictions of meeting in person with legislators due to the pandemic, it was agreed that a priority should be to focus on education and public relations work with the legislators, and state agencies that influence water policy in Minnesota. Just an FYI in that Gene represents Region 1 on behalf of the Watershed District Board and I represent Region 1 on behalf of the Minnesota Watershed District Administrators.

**Water Quality Report** – We have included in your packet, Corey's Water Quality Report dated December 2020.



# 2020 END OF YEAR FINANCIAL INFORMATION

The RRWMB 2020 Operating and Project Budget was approved for \$7,792,970.00, with actual expenditures being 2,741,261.30. Below is information illustrating reductions or increases that occurred in the 2020 Budget categories below:

Item	2020 Approved Budget	Actual Expenditures	Difference	Percent Change
Payroll Taxes	\$18,000.00	\$16,471.15	\$1,528.85	- 8.49%
Administrative – Executive Payroll and Benefits	\$221,980.00	\$219,570.54	\$2,409.46	-1.09%
Employee Expenses <sup>1</sup>	\$19,800.00	\$5,815.53	\$13,884.47	-70.63%
Manager Expense <sup>1</sup>	\$91,750.00	\$46,590.00	\$45,160.00	-49.22%
Office Operations <sup>2</sup>	\$80,800.00	\$54,405.46	\$26,394.54	-32.67%
Coordinating Services	\$43,000.00	\$43,000.00	\$0.00	0.00 %
Mediation Expense <sup>3</sup>	\$279,000.00	\$307,597.64	\$28,597.64	+9.30%
Professional Services <sup>4</sup>	\$194,550.00	\$202,800.69	\$8,250.69	+4.07%
Program Funding <sup>5</sup>	\$605,000.00	\$803,589.72	\$198,589.72	+24.71%
Project Funding <sup>6</sup>	\$6,187,589.51	\$1,008,935.68	\$5,178,653.83	-83.69%
Public Relations <sup>7</sup>	\$13,500.00	\$5,996.09	\$7,503.91	-55.58%
Technical Expense <sup>8</sup>	\$38,000.00	\$26,488.80	\$11,511.20	-30.29%
<b>TOTALS:</b>	<b>\$7,792,969.51</b>	<b>\$2,741,261.30</b>	<b>\$5,522,484.31</b>	<b>-64.82%</b>

<sup>1</sup>Expenses for employees and Managers were reduced due the pandemic, which limited or eliminated travel for normal meetings throughout the Red River Basin and to St. Paul for legislative activities from March 2020 through December 2020.

<sup>2</sup>No intern was hired in 2020 and thus no office equipment, furniture, or computer technology was ordered in 2020.

<sup>3</sup>Mediation expenses increased as a result of additional monitoring expenses, which was due to timing of disbursements for project team support and other Mediation expenses.

<sup>4</sup>An increase in professional services occurred due to the RRWMB Legislative Liaison compensation increasing from \$40,000/year to \$80,000/year and due to timing of when invoices were received for legislative services.

<sup>5</sup>Only \$200,000 was disbursed of the \$3,000,000 that was designated for the Water Quality Program and this was for Base Funding Projects. Since the Program was new in 2020, ten projects have been funded, with two being completed.

<sup>6</sup>Funds were disbursed to three Flood Damage Reduction projects in 2020 due to when project phases are ready for funding and reimbursement of expenses by the RRWMB.

<sup>7</sup>Expenses for public relations was reduced due to the pandemic, which affected travel, attendance at conferences and trade shows, limited advertising for events, in-person communication activities, and outreach activities.

<sup>8</sup>Technical expense was limited because of timing related to when projects are submitted to the RRWMB for funding and to begin the Step Process.

The **Mission** of the Red River Watershed Management Board (RRWMB) is to institute, coordinate, and finance projects and programs to alleviate flooding and assure the beneficial use of water in the watershed of the Red River of the North and its tributaries.

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#### Website:

[www.rrwmb.org](http://www.rrwmb.org)

**JANUARY 2021**



**JANUARY 19, 2021  
APPROVED RRWMB ANNUAL OPERATIONS PLAN**

**Purpose of Annual Operational Plan (AOP):** The purpose of the AOP is to:

- **Provide Operational Continuity:** In times of uncertainty such as pandemic, long-term staff illness, board transition, consultant changes, restructuring/reorganization, and other changes to the RRWMB, this AOP is a guide for RRWMB Managers to ensure that the regular business of the RRWMB is completed.
- **Illustrate Regular Work Activities:** The AOP provides information to the RRWMB Managers about the level, type, and amount of work that is being completed or addressed by staff and/or consultants. The AOP may also inform the RRWMB Managers as they review staffing levels.
- **Guide Staff:** The AOP is also a guide to RRWMB staff to ensure that critical and regular issues and activities are addressed weekly, monthly, quarterly, and yearly.

Key documents that will also guide the RRWMB AOP includes the RRWMB Strategic Plan, Governing Documents, and Progress Indicators. The AOP also focuses on implementing the vision, mission, principal objective, and supporting objectives of the RRWMB as directed by the RRWMB Managers. The RRWMB Managers may adjust and prioritize the AOP anytime as conditions change based upon several factors including input from RRWMB committees and staff. The completion target date is an anticipated date only and conditions change frequently, thus affecting when staff can complete each task or item in the AOP.

**Approved 2021 Annual Operations Plan:**

<b>ITEM</b>	<b>ACTIVITY</b>	<b>COMPLETION TARGET DATE</b>
<b>Transparency and Openness</b>		
Meeting Notices	Develop and share public meeting notices electronically for regular board and committee meetings. Post on RRWMB website.	Monthly and as Needed
Meeting Packets	Develop and share meeting packets electronically for regular board and committee meetings. Post on RRWMB website.	Monthly and as Needed
Monthly Meeting Highlights	Develop and distribute meeting highlights from regular monthly RRWMB meetings. Post on RRWMB website.	Monthly
Financial Information	Share monthly financial information in meeting packets including financial highlights, general funding commitments, and related information.	Monthly and as Needed
Financial Information	Share detailed funding commitments for all projects and programs with the RRWMB Managers.	Two to Four Times/Year
Progress Indicators	Review and update Progress Indicators.	September
<b>Fiscal Accountability</b>		
Investments and Banking Needs	Review investments and banking needs two times annually with Bremer Bank.	January and July
Annual Audit	Conduct the annual audit and review/accept the results of the audit. Consider potential changes to internal controls as recommended by the auditing firm. Contract to be signed between RRWMB and auditing firm.	Spring and Summer
Internal Controls and Treasurers Policy Manual	Review the Internal Controls and Treasurers Policy Manual.	Spring
RRWMB Budget and Finance Committee	Committee to meet for purposes of developing recommendations for the annual budget and levy and as directed by the RRWMB.	June and as Needed
Annual Budget	Set annual Operating, Program, and Project Budget based on recommendations from RRWMB Budget and Finance Committee.	July
Annual Levy	Set annual levy based on recommendations from RRWMB Budget and Finance Committee.	July
Notification of Budget and Levy Decisions	Notify member watershed districts of budget and levy decisions made by the RRWMB.	July
Board Insurances	Review insurance needs and review current policies and coverages with the RRWMB insurance carrier.	April and May
Auto-pay Vendors	Annual review of auto-pay vendors.	January
Bond	Review bond and update listing of RRWMB Managers for bond purposes.	Spring
Bank and Account Signers	Review bank and account signers for all RRWMB accounts and financial holdings.	January

<b>ITEM</b>	<b>ACTIVITY</b>	<b>COMPLETION TARGET DATE</b>
Collateral and Pledged Securities	Review collateral and pledged securities with Bremer Bank two to four times per year.	Two to Four Times/Year
Notification Letters	Submit notification letters to member watershed districts when funding decisions are made by the RRWMB Managers.	As Needed
<b>Communication</b>		
Communication and Outreach Strategy	Annually review the Communication and Outreach Strategy.	Fall
Website	Complete the website update/revision.	January
Website	Complete monthly updates and other changes as needed internally by RRWMB staff.	Monthly
Social Media	Update the RRWMB Facebook website internally by RRWMB staff.	Monthly to as needed.
Radio Interviews	Participate in three to six radio shows to promote and highlight RRWMB activities.	Quarterly and as Needed
Television Interviews	Participate in one television interview during the annual conference or other venues.	March
E-newsletters	Develop and distribute four to eight e-newsletters.	Quarterly
Press Releases	Develop and distribute three to five press releases.	Quarterly
Annual Report	RRWMB Managers review and approval of the annual report.	July
Annual Conference	Host the joint annual conference with the Flood Damage Reduction Work Group.	No 2021 Event
Annual Conference Planning	Commence monthly planning meetings with the Flood Damage Reduction Work Group to plan for the annual conference.	Starting August of Each Year
Calendar	Develop and update the monthly calendar to share dates for upcoming member watershed district, partner, and stakeholder meetings.	Monthly
Administrator Outreach	Conduct frequent outreach with member WD administrators attend regular administrator meetings.	Ongoing
<b>Data and Information Management</b>		
Records Management and Data Practices	Review annually the Practices to ensure that statutory changes enacted by the Minnesota Legislature are reflected in the records retention schedule and the Practices.	July
Data Archival of Existing Information: 2017 to Present	Staff will focus on archiving electronic information developed or created.	Ongoing
Data Archival of Historic Information: 1999 to 2017	Historic information will be archived as time and resources permit.	Ongoing
Data Archival of Historic Information: 1976 to 1998	Historic information will be archived as time and resources permit.	Ongoing
Equip/Software Needs	Review equipment and software needs.	January

<b>ITEM</b>	<b>ACTIVITY</b>	<b>COMPLETION TARGET DATE</b>
<b>Governance</b>		
Board Elections	Conduct board elections.	January
Committee Appointments	Review RRWMB committee appointments and revise the RRWMB Committee Document.	January
Governing Documents	Continue developing updates to the Governing Documents in accordance with the attached schedule approved by the Governing Documents Committee.	Ongoing – Refer to Committee Schedule
Regular Annual Decisions	Annual decisions for meeting dates/times and location/ investments, legal counsel, per diem and mileage rates, and related matters.	January
<b>Legislative and Regulatory Issues</b>		
Policy Issues	The RRWMB Legislative Committee will make final recommendations to the RRWMB Managers regarding 2022 legislative policy issues.	December
Legislative Communication Strategy	Review the Legislative Communication Strategy and make potential adjustments based on results from the 2021 legislative session.	August
2021 Final Legislative Report	Present results of the 2021 legislative session to the RRWMB Managers.	June
2022 Legislative Planning	Commence the start of developing legislative strategies, policy issues, and funding needs.	August
Open House	Host the annual open house for area legislators.	December
Funding Strategy	The RRWMB Strategic Plan calls for a Funding Strategy. The Legislative Committee will develop a draft Strategy to be submitted for review and approval by the RRWMB Managers.	January
Legislative Calls to Action	Distribute calls to action electronically to member watershed districts, including managers and administrators during the 2021 Minnesota legislative session at critical times.	Spring and as Needed
<b>Human Resources</b>		
Review of New Contracts With Consultants	RRWMB Human Resources Committee to review new contracts and will make recommendations to RRWMB Managers.	As Needed
Mid-point Contract Review of Existing Contracts	RRWMB Human Resources Committee to review contracts mid-point for existing contracts with consultants.	As Needed
General Contract or Funding Agreement Approvals	Contracts and funding agreements to be approved by resolution by the RRWMB Managers.	As Needed
Review of Contract and Funding Agreement Templates	Review contract and funding agreement templates annually with legal counsel.	January and as Needed



ITEM	ACTIVITY	COMPLETION TARGET DATE
RRWMB Personnel Manual	Review the RRWMB Personnel Manual and make adjustments in accordance with applicable state and federal employment laws.	As Needed
Performance Review: Executive Director	RRWMB Human Resources Committee to conduct the annual performance review of the Executive Director and to make recommendations to the RRWMB Managers.	September
Performance Review: Executive Director	RRWMB Manager review and acceptance of Executive Director annual performance review based on Human Resources Committee recommendations.	September or October
Performance Review: Executive Assistant	Executive Director to conduct performance review of the Executive Assistant.	January
Performance Review: Executive Assistant	RRWMB Human Resources Committee to review annual performance review of the Executive Assistant conducted by the Executive Director and to make recommendations to the RRWMB Managers.	January or February
Performance Review: Executive Assistant	RRWMB Manager review and acceptance of Executive Assistant annual performance review based on Human Resources Committee recommendations.	February or March
Review Position Descriptions	RRWMB Human Resources Committee to review existing staff position descriptions and to make recommendations on potential changes.	Spring
Benefits and Salary Review	RRWMB Human Resources Committee to review benefits and salaries for staff and make recommendations to the RRWMB Managers as part of annual budget.	June
Benefits and Salary Review	RRWMB Managers to review recommendations from Human Resources Committee.	June and/or July
Review of Staffing Needs and Resources	Human Resources Committee to review additional staffing needs/resources needed by existing staff to meet OWP target dates.	April
<b>Joint Powers Agreement</b>		
Annual Survey With Membership	Conduct an annual survey with RRWMB membership to further review services provided and to discuss member needs and/or concerns.	Ongoing
Financial Information	Share detailed information with member watershed districts about financial trends, funding commitments, and fiscal matters.	Ongoing
Membership	A goal of the RRWMB Strategic Plan is to increase membership and the Progress Indicators document adopted by the RRWMB highlights membership as an area in need of additional focus. Continue to hold membership discussions at least 2x/year.	January and February

<b>ITEM</b>	<b>ACTIVITY</b>	<b>COMPLETION TARGET DATE</b>
<b>Strategic Plan</b>		
Plan Review	RRWMB Managers to annually review strategic plan.	February
<b>Stakeholders and Partners</b>		
Red River Basin Commission Funding	RRWMB Manager review and approval of funding agreement for annual allocation.	January
Red River Retention Authority	RRWMB Manager review and approval of funding for annual allocation.	January and July
International Water Institute	RRWMB Manager review and approval of funding for the River Watch Program.	January
International Water Institute	RRWMB Manager review and approval of funding for water quality monitoring for the Mediation Agreement.	July or August
United States Geological Survey	RRWMB Manager review and approval of contract for steam flow monitoring.	Fall
Red River Coordinator Contract	RRWMB review and approval of two-year contract for the jointly funded position with the DNR.	June
Mediation Agreement Contract	RRWMB review and approval of two-year contract for Mediation Agreement funds.	July
Annual Tours and Conferences	Attend annual tours and conference of partners and stakeholders such as MAWD, AMC, RRBC, Prairie Grains, and others.	Ongoing
Agricultural Group Meetings	Participate with Minnesota Farm Bureau for three to five regional meetings to share information about RRWMB and member activities, projects, and initiatives.	Summer



# RRWMB 2021 LEGISLATIVE PRIORITIES

The **Mission** of the Red River Watershed Management Board (RRWMB) is to institute, coordinate, and finance projects and programs to alleviate flooding and assure the beneficial use of water in the watershed of the Red River of the North and its tributaries.

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**Website:**  
[www.rrwmb.org](http://www.rrwmb.org)

**JANUARY 19, 2021**

The RRWMB Managers approved the 2021 Legislative Priorities below on January 19, 2021, with input from its member Watershed Districts (WD). The RRWMB will be working closely with the Minnesota Association of Watershed Districts (MAWD) and other partners to collectively promote funding and policy issues for their membership during the 2021 Minnesota Legislative Session.

<b>2021 FUNDING PRIORITIES</b>	<b>FUNDING REQUEST:</b>	<b>RRWMB MATCH:</b>	<b>COMMENTS:</b>
River Watch Program	\$150,000/Year for the Biennium	RRWMB Cash Match of \$150,000/Year for the Biennium	Promote and Co-Lead With International Water Institute
1998 Red River Basin Flood Mediation Agreement*	\$264,000/Year for the Biennium	In-kind Match From WD's Anticipated to be \$500,000/Year for the Biennium**	RRWMB Promote and Lead
Flood Hazard Mitigation (FHM) Program Fund via State Bonding	Statewide Request TBD – Pending Legislative Action and/or Decisions	Designated by RRWMB and Member WD's via the Red River Watershed Levy***	RRWMB Lead With MAWD Assistance

\*The RRWMB is the fiscal agent for the Flood Damage Reduction Work Group, which implements the Mediation Agreement. The RRWMB allocates \$80,000 to \$100,000/year in cash and in-kind match for this activity.

\*\*WD match was \$514,649.32 in state FY2020 and \$502,020.72 in state FY2019. WD match in state FY2021 and FY2022 is anticipated to be similar to prior years.

\*\*\*RRWMB member WD's levy another "ad valorem" tax not to exceed 0.04836 % of the taxable market value of all property within the individual WD. The RRWMB sets the "Red River Watershed" levy each July. Half of this levy is retained by the member WD and the other half is transferred to the RRWMB.

<b>2021 POLICY PRIORITIES</b>	<b>COMMENTS:</b>
Minnesota Department of Natural Resources Protected Waters Inventory Issues	Monitor and Participate With MAWD
Increase or Remove the \$250,000 General Fund Tax Levy Limit for WD's	Monitor and Participate With MAWD
Other Unidentified Policy Issues	TBD

**NOTES:** The RRWMB will continually monitor legislative bill introductions with MAWD and will keep RRWMB membership informed during the 2021 Minnesota Legislative Session. The RRWMB reserves the right to change or adjust priorities during the 2021 Minnesota Legislative Session as conditions change.

*Investing in and Managing the Watershed of the Red River Basin*



**APPROVED  
FUNDING STRATEGY  
2021 - 2025**

**JANUARY 19, 2021**

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**Introduction:** The Red River Watershed Management Board (RRWMB) has funded approximately 60 Flood Damage Reduction (FDR) projects since 1976 as indicated on the Map in Appendix A. These projects have protected public and private property and infrastructure in cities and rural areas in the Minnesota portion of the Red River Basin (RRB). This has included flood impoundments, city levees, private farmstead ring dikes, and other projects/practices to reduce flooding impacts. In addition, the RRWMB has invested in several types of educational programs, technical efforts, modelling initiatives, and research over the last forty plus years.

RRWMB Managers make funding, budgetary, levy, and financial decisions annually and this Strategy does not replace current internal processes to consider and make financial decisions or to prepare for the Minnesota legislative session. The RRWMB has a funding process that has been in place for many years for several types of FDR projects, programs, studies, testing, monitoring, and initiatives that relate to its vision, mission, principal objective, and supporting objectives. The RRWMB couples this process with the 1998 Flood Mediation Agreement, which provides a framework for watershed districts to develop and implement FDR projects along with Natural Resource Enhancements (NRE). The RRWMB also interacts closely with the Minnesota Department of Natural Resources (DNR) during bonding years to secure funding for FDR projects being sponsored by RRWMB member watershed districts.

**Background:** Since the 1997 flood in the RRB, many cities have been protected but there is much left work to do with protecting farmland and public/private infrastructure in rural areas. The core mission of the RRWMB focuses on FDR and there is also focus on water quality and NREs. The State of Minnesota, through its Flood Hazard Mitigation (FHM) Program, bonding cycles, Lessard – Sam’s Outdoor Heritage Council, and other funding sources have provided funding for FDR projects for RRWMB member watershed districts. However, State of Minnesota funding has been limited in recent years and the RRWMB has developed this Funding Strategy to increase or secure funding into the future for FDR projects.

Much discussion has also been held by the Minnesota Legislature, state agencies, and Legislative Water Commission Subcommittee on Minnesota Water Policy related to water retention and storing water on the landscape. Many local, state, federal, regional, and international plans call for landscape actions related to water storage, habitat, and water quality. The State Minnesota recently approved updates to the state water plan and water retention is also highlighted as goal. The RRWMB is uniquely poised with its member watershed districts to meet these needs.

**Funding Strategy Purpose:** The RRWMB Strategic Plan adopted in December 2019 calls for a Funding Strategy, which has been developed to guide the efforts of the RRWMB as its Board of Managers make long-term financial commitments for several types of projects related to its vision and mission. This Funding Strategy will also provide guidance to staff and the RRWMB Legislative Liaison in preparation for Minnesota legislative sessions and as they interact with partners, stakeholders, and policymakers at all levels. Funding Strategy excerpts from the Strategic Plan are included in Appendix B.

**Partners:** The RRWMB currently works with many partners and stakeholders on FDR projects and initiatives that meet the vision and mission of the RRWMB. However, there are several funding opportunities at local, state, and federal levels that the RRWMB has not applied for and can be used to leverage against local levy dollars. Table 1 on Page 4 highlights some of the primary funding entities that the RRWMB could seek funds through in the future to leverage local tax dollars. Note that Table 1 is not an all-inclusive list.

**Table 1: Potential Funding Programs.**

<b>Federal Funding Sources</b>	<b>Potential Fund or Program</b>	<b>Type of Funds Potentially Needed or Leveraged</b>
United States Department of Agriculture – Natural Resources Conservation Service	Regional Conservation Partnership Program, PL566 Program, and Related Funding Sources	Planning and Construction
United States Fish and Wildlife Service	North America Wetlands Conservation Act	Habitat Projects
Federal Emergency Management Agency	Disaster Aid Funding	Repairs and Hazard Mitigation
Minnesota Department of Public Safety - Homeland Security and Emergency Management	Disaster Aid Funding	Repairs and Hazard Mitigation
Other Federal Funds	TBD	TBD
<b>State Funding Sources</b>	<b>Potential Fund or Program</b>	<b>Type of Funds Potentially Needed or Leveraged</b>
Minnesota Public Facilities Authority	TBD	TBD
Minnesota Management and Budget	Bonding Funds	Land Acquisition and Construction
Minnesota Department of Natural Resources	Minnesota Flood Hazard Mitigation Program	Land Acquisition and Construction
Minnesota Board of Water and Soil Resources	Clean Water Fund	Drainage Water Management Grant Funds in Relation to Culvert Sizing and Side Water Inlets
Minnesota Pollution Control Agency	Clean Water Funds, 319 Grants, and Other Federal Pass-through Grants	Research, Monitoring, Education (River Watch), and Nutrient or NRE Trading
Minnesota Department of Agriculture	Minnesota Agricultural Water Quality Certification Program	Funds to Leverage RRWMB Water Quality Funding and to Reduce Maintenance and Repairs to FDR Projects
Minnesota Department of Health	Clean Water Funds	Funds to Leverage FDR Projects that Protect Drinking Water
Minnesota Department of Transportation	Bonding Funds	Funds to Leverage FDR Projects That Protect Public Transportation Infrastructure
Legislative Citizen Commission on Minnesota Resources	Research and Monitoring Funds	Funds to Leverage RRB FDR Project Monitoring and Research
Lessard – Sam’s Outdoor Heritage Council	Habitat Funds	Funds to Leverage RRWMB Funds for Habitat Components of FDR Projects
Other Stakeholders and Partners*	Presently Unknown	Presently Unknown
Wetland Banking and Stream Mitigation**	Presently Unknown	Presently Unknown

\* Potential funds can be obtained from Non-governmental Organizations (NGO) and international partners such as the International Joint Commission if funding is available.

\*\* The RRWMB may also further investigate how wetland mitigation banking, stream mitigation, and related initiatives can be used to leverage funds.

**Factors Affecting the RRWMB Funding Strategy:** Several factors can affect the Funding Strategy on a year-to-year basis as indicated in Figure 1 on Page 6. The RRWMB also relies in its member watershed districts to develop projects and to submit them to the RRWMB for consideration for funding. Project development can be a lengthy process and can take several years from conceptualization to actual construction and completion.

The local project team process is used to conceptualize and develop FDR and other projects that relate to the RRWMB vision and mission. As a result, the RRWMB has several FDR and water quality projects, and programs/initiatives in its funding process. The RRWMB also uses a Step Process, Project Evaluation Worksheet, and STar Value Calculation Worksheet to consider projects from its membership for funding. The RRWMB also has funding commitments in place for several programs, projects, and FDR and water quality projects at the present time.

One key factor in this Funding Strategy is the RRWMB's ability to generate funds through the Red River Levy and to obtain state or federal funding. In recent years, the RRWMB has generated \$4 million to \$5 million depending on if the levy is set at 75 percent or 100 percent. The RRWMB is likely one of the only local governmental entities to be able to reduce taxes by 25 percent, and this has been the case four of the last six years. The levy will remain at 75 percent in 2021. However, when the RRWMB levy is reduced, levy receipts are also reduced for the half of the Red River Levy that is retained by the member watershed district. As a result, project funding can be limited when state funds are unavailable.

While individual watershed districts have applied for and received state and federal funds through a variety of sources, the RRWMB has not applied for state or federal funds in recent years. The RRWMB has an opportunity for current undesignated financial reserves to be used as a matching source for state and federal funds. Local, regional, federal, or international funding sources can be investigated and applied for to limit the tax burden on the farmers and landowners of Minnesota portion of the RRB.



**Figure 1. Factors Affecting the RRWMB Funding Strategy**



**Current Flood infrastructure in the Minnesota Portion of the RRB:** Current infrastructure has evolved to include many types of projects within the Minnesota portion of the RRB. The RRWMB has assisted in providing financial resources for many projects as previously mentioned. In addition, the RRWMB has been a funder of and strongly supports farmstead ring dikes. Much of the infrastructure has included several funding partners from local, state, and federal agencies as well as landowners. Both current public and private infrastructure exists in the Minnesota portion of the RRB and the RRWMB carefully considers the types of projects, programs, and initiatives that it may fund. The list below is intended to illustrate the types of infrastructure on the landscape in the RRB and includes but is not limited to the following:

- 60 FDR projects.
- Approximately 300 farmstead ring dikes.
- Private agricultural levees.
- River levees and dikes constructed by watershed districts.
- City flood levees.
- Federal reservoirs and dams.
- Public drainage systems.
- Private drainage systems.
- Public and private roads.
- Other unidentified infrastructure.

**Funding Strategy Action Items:** The RRWMB will consider several action items to meet its vision and mission and to meet the goals of the Long-term Flood Solution and 20 percent flow reduction strategy, which is currently being updated. Below are the action items for this Funding Strategy:

- A. Review RRWMB Funding Prioritization:** The RRWMB also uses a Step Process, Project Evaluation Worksheet, and STar Value Calculation Worksheet to consider projects from its membership for funding. These items will be reviewed and updated as needed and new prioritization methods may be considered as new technical, hydrologic, hydraulic information, and data becomes available. In addition, the RRWMB is currently reviewing its internal funding or Step Process as parts of its review of the Governing Documents. There may be potential to further streamline the RRWMB funding process which is illustrated in Appendix C.
- B. Bonding Bill:** The RRWMB will focus on a strong bonding bill for FDR projects during bonding years. The RRWMB will also rely on its Legislative Communication and Outreach Strategy to commence and further communication with legislators regarding FDR funding needs.
- C. FHM Program Review:** Actively participate in the upcoming FHM Program listening sessions and continually interact with FHM Program staff and DNR leadership regarding Program effectiveness, communication issues, and Program specific issues.
- D. Consistent FDR Funding:** Bonding dollars for FDR projects through the FHM Program are not consistent year to year as noted in Appendix D, which is a summary of FHM Program funding from 1988 to 2019 for the entire state of Minnesota. Appendix E highlights allocations of FHM Program funds in allocated to the RRB from 2008 to 2019. The RRWMB will work with state legislators to develop consistent state funding for FDR projects through the FHM Program.

- E. FHM Program Communication:** Discussion and outreach efforts will commence to ensure that legislators understand that the Minnesota DNR is the fiscal agent and overall program manager for the FHM Program. The funds are pass-through allocations for local FDR projects.
- F. Federal Funds:** Further investigate the potential use of federal funds for FDR projects but Benefit Cost Analysis (BCA) requirements should be considered along with the length of time needed for projects to be reviewed and approved by federal funding partners. In addition, the RRWMB will commence additional outreach efforts to the federal congressional delegation about FDR needs in the RRB of Minnesota and this could also be done collectively with the RRB partners. Work with the congressional delegation to introduce federal legislation to further streamline federal permitting review and BCA processes and procedures.
- G. Leveraging of RRWMB Funds:** Illustrate to state and federal funding partners how RRWMB funds are further leveraged with other financial sources. Use financial information at all levels when interacting with potential funding partners and local, state, and federal policy makers to expound on FDR activities and NRE accomplishments through the RRWMB process and 1998 Mediation Agreement.
- H. Information Sharing:** Finalize maps indicating where RRWMB funded projects are located in conjunction with state and federal conservation, habitat, and wildlife lands coupled with lands managed by Non-governmental Organizations (NGOs). Maps will be used as a resource for local project teams as watershed district projects are conceptualized and developed.
- I. Other State Funds:** Investigate other state funds as indicated in Table 1 on Page 4. Determine RRWMB eligibility of state funding sources and determine if RRWMB staffing levels exist to manage several additional grants and programs not currently being administered.
- J. Flood Infrastructure Inventory:** Conduct an inventory of Minnesota RRB flood infrastructure to determine needs for new infrastructure and for financial assistance for repairs and upgrades to existing infrastructure.
- K. Protection of Farmland:** The RRWMB Strategic Plan calls for the following actions related to the protection of farmland. By completing these actions, the RRWMB will become aware of additional funding needed for protecting these areas:
- Promote and fund actions related to 10-year cropland flood protection in accordance with the 1998 Flood Mediation Agreement.
  - Promote and fund actions related to 25-year cropland flood protection in accordance with the 1998 Flood Mediation Agreement.
  - Create relationships and increase interactions and communication with agricultural groups and gain their support related to this priority.
  - Map 10-year flood areas for member watershed districts.
  - Map 25-year flood areas for member watershed districts.
- L. NRE:** The FDRWG recently approved use of a new system to credit NREs as part of FDR projects. Investigate how NREs can become part of the FHM Program and promote additional funding from local, state, federal, and international sources along with potential funding from NGO's.

**M. Cashflow Analysis:** Use financial tools developed in 2020 to project funding needs for FDR projects and NREs. Cashflow analysis will better inform the levels that the RRWMB annual Operating and Project Budget and levy are set at.

**N. Status of Modelling Efforts:** Participate in the update to the Long-term Flood Solutions update and continue involvement in the RRB Feasibility Study. Determine the status of progress in meeting the 20 percent flow reduction strategy coupled with projections for variable climatic factors. Determine FDR needs based on updated data and information.

**O. Membership:** The RRWMB will also work to gain new members and this is also a priority of the Strategic Plan. New membership will affect RRWMB financial reserves and may result in adjustments to the RRWMB levy and operating budget each year.

**RRWMB Funding Priorities:** The RRWMB will continue to fund FDR projects that meet its vision and mission as a core activity. In 2019, the RRWMB Managers allocated \$3 million for the 2020 Operating, Program, and Project Budget to be used for water quality and process, procedure, criteria, and guidance have been developed. In 2020, the RRWMB Managers allocated \$3 million for water quality in the 2021 Budget. At the time this Strategy was developed, the RRWMB was in the process of adjusting the Water Quality Program Budget for 2021. Table 2 highlights RRWMB funding priorities for the next five years, which will be reviewed annually, and adjustments may need to be implemented.

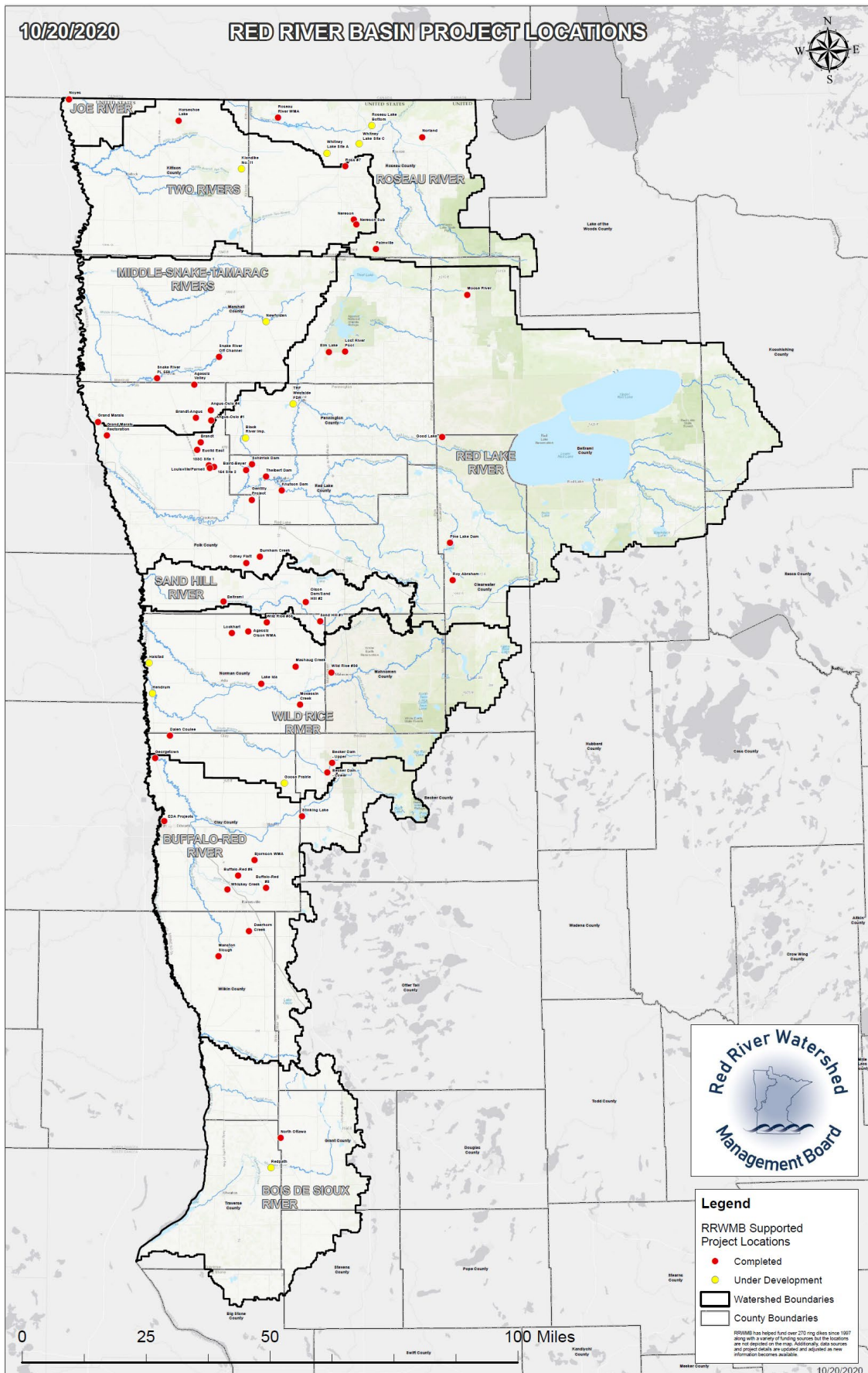
**Table 2. RRWMB Funding Priorities (In no Order of Ranking).**

<b>Project Type:</b>	<b>Activities Funded and Comments:</b>	<b>Funding Sources</b>
FDR	Structural and non-structural FDR projects and activities.	FHM Program (bond funds), RRWMB, member WD's, and other sources (refer to Table 1).
Water Quality	Annual allocations for the River Watch Program and the RRWMB Water Quality Program.	RRWMB, CWF, LSOHC, member WD's, NGOs, and other sources (refer to Table 1).
Programs and Studies	USGS for streamflow monitoring.	RRWMB and member WDs.
Annual Allocations	Annual allocations for the RRBC and RRRRA.	RRWMB
NREs	Water quality, habitat, and related components of FDR projects.	FHM Program (bond funds), LSOHC, CWF, and other sources (refer to Table 1).
FDRWG Funding and Support	General support, project team support, project acceleration grants, and monitoring activities.	State of Minnesota funding and RRWMB cash and in-kind funds.

**Notes:**

- Shovel ready projects are those that have all received all permits, completed environmental review, all lands and easements purchased or acquired, and final engineering/design completed. These projects are ready for state and/or federal funding. Project phases are also considered.
- Projects with local, state and/or federal funding partners are given higher priority than those projects with only local and RRWMB funding commitments for all project types.
- The Project Evaluation Worksheet, STar Valuation Calculation, and Step Process are for FDR projects. Water quality projects are evaluated separately from FDR projects.

# APPENDIX A RRWMB FUNDED PROJECTS



## **APPENDIX B EXCERPT FROM RRWMB STRATEGIC PLAN FUNDING**

**FUNDING:** FDR, drainage, and habitat projects in the RRB are primarily funded through the RRWMB and local watershed district taxes. Projects funds may also be received through the State of Minnesota via the Outdoor Heritage Fund, Clean Water Fund, Flood Hazard Mitigation Program, and other local, state, or federal sources. While state funding has decreased in recent years and many urban areas are now protected, there is still a demonstrated need to protect agricultural lands and other public and private infrastructure related to drainage and transportation.

The RRWMB continually works with its member watershed districts to identify funding needs for multipurpose FDR projects. Financial needs often exceed the ability of local and RRWMB funds to cover all the costs for projects. The state Flood Hazard Mitigation Program has been a primary funder of projects in the RRB. However, at the time this Strategic Plan was developed, statewide needs for the Flood Hazard Mitigation Program were approximately \$293 million, with bonding years being every other year, and the funding request generally being only \$20 million in recent years.

**A. Why is this a priority?** The RRWMB has several projects in its funding process at various phases. The RRWMB commits funds to projects being developed by member watershed districts and the RRWMB levy cannot entirely fund all projects. State and federal funds are limited but the RRWMB will continue to look towards leveraging funds for projects from all sources. Projects can and do incorporate NREs that also meet goals and objectives of several local, state, federal, regional, and international plans. The RRWMB will also consider partnerships with other stakeholders, both public and private.

**B. What should be the goal(s) to achieve this priority?** The RRWMB goals are to increase funding from the State of Minnesota and federal government and to work with other public and private partners collectively on projects that meet the mission of the RRWMB. The RRWMB will work towards better defining the need and purpose for funding for the following areas:

- FDR and water quality projects.
- Programs such as River Watch and stream flow monitoring.
- Research initiated or requested by the RRWMB related to FDR, flood and NRE economics, water quality, NREs, wetlands, and technical efforts.

**C. What action steps are needed to achieve this priority?** The RRWMB will:

- Annually review and update a five-year capital investment plan for projects funded by the RRWMB to determine and assess funding needs.
- Consider funding project development for member watershed districts for engineering, design, permitting, environmental review, and related project activities.
- Develop a funding strategy to provide a framework for the RRWMB to secure and leverage funds for projects of its member watershed districts.
- Create communication tools and messages to meet the goals for this priority.
- Seek additional funding for the River Watch Program and other educational programs.

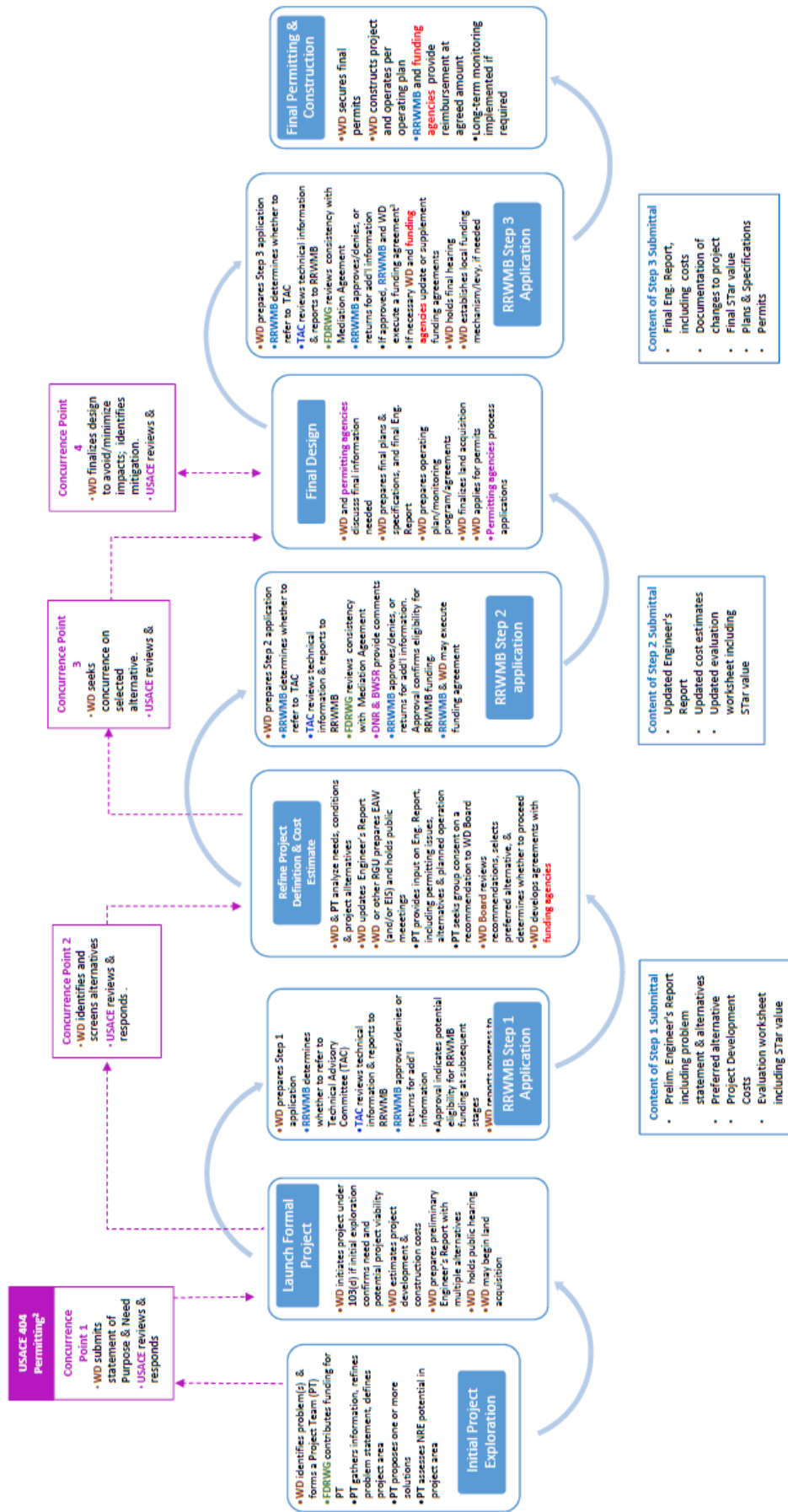
**D. When should these action steps be taken and what are potential timelines to achieve the priority?** This will be an ongoing effort.

**E. Who should be the lead for each priority?** RRWMB staff including the RRWMB Legislative Liaison, the RRWMB Legislative Committee, and the RRWMB Budget and Finance Committee will be primary leads for this priority.

**F. Are there are people or organizations such as partners or stakeholder groups that can assist to achieve priorities?** We will work with legislators, the congressional delegation, Minnesota Association of Watershed Districts, Association of Minnesota Counties, League of Minnesota Cities, Minnesota Association of Townships, Minnesota Chamber of Commerce, state/federal agencies, and agricultural stakeholder groups in the RRB on this priority.

5/8/2020

FDR/NRE Project Development Process and RRWMB Step Approvals <sup>1</sup>



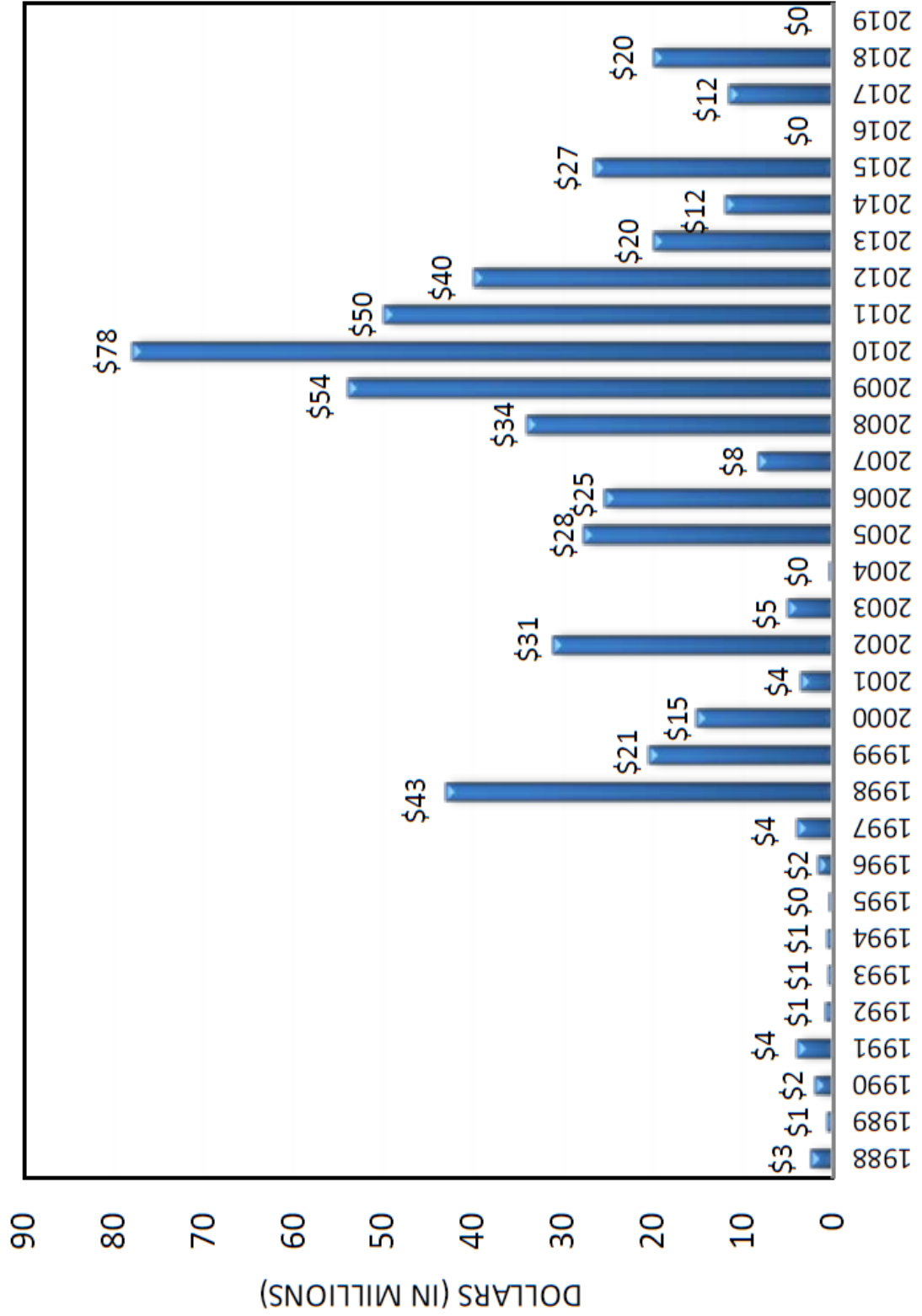
<sup>1</sup>Typical process depicted at high level. Variations permitted. Consult applicable laws and guidance for detailed requirements. For more information, see Project Implementation Process and Procedures table in Section 3B of Project Team Handbook.

<sup>2</sup>US Army Corps of Engineers administers Section 404 permitting under federal Clean Water Act. Concurrence points are steps in planning that align with key requirements of this permitting process. Exact timing in project development may vary.

<sup>3</sup>At RRWMB's discretion, requests for advance funding can be considered.



Summary of State Flood Hazard Mitigation Funding 1988-2019\*



\*Includes GO Bonding, General Funds and Disaster Appropriations.

**APPENDIX E**

<b>Allocation of DNR Flood Hazard Mitigation funds in the Red River Valley, 2008 - 2019*</b>									
<i>* does not include disaster-related or disaster specific appropriations</i>									
Approp. year	total appropriation	award to cities	% of total	award for WD Impdmts	% of total	cities and WDs combined	% of total		
2008	\$26,500,000	\$14,597,987	55%	\$5,462,500	21%	\$20,060,487	76%		
2009	\$53,800,000	\$42,698,323	79%	\$5,677,757	11%	\$48,376,080	90%		
2010	\$63,500,000	\$50,989,145	80%	\$7,700,000	12%	\$58,689,145	92%		
2011	\$50,000,000	\$37,425,000	75%	\$3,725,000	7%	\$41,150,000	82%		
2012	\$30,000,000	\$23,042,500	77%	\$3,530,000	12%	\$26,572,500	89%		
2013	\$20,000,000	\$16,012,000	80%	\$2,325,000	11%	\$18,337,000	92%		
2014	\$12,000,000	\$8,200,000	68%	\$400,000	3%	\$8,600,000	72%		
2015	\$23,500,000	\$10,140,000	43%	\$2,650,000	11%	\$12,790,000	54%		
2016	\$0								
2017	\$11,555,000	\$2,683,000	23%	\$200,000	2%	\$2,883,000	25%		
2018	\$20,000,000	\$7,500,000	38%	\$1,000,000	5%	\$8,500,000	43%		
<b>2008-2019</b>	<b>\$310,855,000</b>	<b>\$213,287,955</b>	<b>69%</b>	<b>\$32,670,257</b>	<b>11%</b>	<b>\$245,958,212</b>	<b>79%</b>		
<b>2017 and 2018 appropriations not fully obligated</b>									
DNR EWR	February 20, 2019								
Patrick Lynch	651-259--5691								

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# PROGRESS INDICATORS



**UPDATE APPROVED SEPTEMBER 15, 2020**

**Introduction:** The Red River Watershed Management Board (RRWMB) initiated a phased Strategic Planning process to restructure and to develop a strategic plan in March 2016. The process resulted in the hiring of a full-time Executive Director and Executive Assistant and the establishment of a permanent co-located office with the Wild Rice Watershed District in Ada, MN. The process concluded in December 2019 with the adoption of a strategic plan.

The RRWMB committed to a Strategic Planning process that focused on bringing about openness, communication, and transparency and to ensure that staff were in place to manage the affairs of the RRWMB as an organization. Another key component of the Strategic Planning Process was to continue to ensure that fiscal management and oversight of the RRWMB is continually strengthened and enhanced. Reduction in costs occurred with the reorganization and restructuring of the RRWMB.

This document is an update to the original Progress Indicators that were approved in October 2019, which were intended to illustrate progress in several areas starting January 1, 2018 to October 2019. The document does not consider efforts or attempt to assess how the RRWMB developed or adjusted processes and procedures or how the RRWMB functioned prior to new staff being hired and placed prior to 2018. This update continues to provide information to the RRWMB Managers as they make decisions about existing or new policies and procedures related to Indicators illustrated in this document.

Table 1 in this document is an illustration of indicators and actions that have been taken by the RRWMB from January 1, 2018 to October 2019 and additional adjustments that have been made since that time. Comments are also included in Table 1 along with a trend column illustrating progress being made for each indicator and action. Below is a legend for the trend:

**RRWMB Indicators and Trends Legend:**

	We have met the target.
	We are making good progress towards meeting the target.
	We are continuing our efforts in this area and some improvement is needed.
	Progress is slow or we are not meeting the target and adjustments need to be made.
	No trend.

**2020 Pandemic Note:** Due to the current pandemic, in-person meetings and activities have been affected due to social distancing requirements. RRWMB regular meetings have been held primarily by electronic means. RRWMB staff have continued to interact with member watershed districts, partners, and stakeholders through various electronic platforms. The pandemic has also impacted the ability of RRWMB staff to work in person but use electronic means to frequently communicate.

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**Table 1: Red River Watershed Management Board Indicators and Trends**

<b>Indicator</b>	<b>Action</b>	<b>Comment</b>	<b>Trend</b>
<b>Transparency and Openness</b>	Permanent Public Office Established	The RRWMB is co-located in Ada with the Wild Rice Watershed District in alignment and in accordance with the completed phased Strategic Plan.	No Change
	Hiring and Placement of Staff	The Executive Director and Executive Assistant were hired to manage the affairs of the RRWMB and to ensure accountability, openness, financial responsiveness, and transparency in alignment and in accordance with the phased Strategic Plan.	No Change
	Organized and Structured Regular Meetings	RRWMB monthly meetings result in structured discussion with several decisions being made each month and with appropriate follow-up to RRWMB actions. Meetings held electronically include various options for participation.	No Change
<b>Fiscal Accountability</b>	RRWMB Budget and Finance Committee	The RRWMB Budget and Finance Committee meets regularly to develop the annual operating and program budget, to recommend the RRWMB tax levy rate, review financial matters, and to advise the RRWMB Managers on overall financial and fiscal management issues.	No Change
	Cash-flow Analysis Tool Developed	A cash-flow analysis tool was developed in 2020 to be used by the RRWMB Budget and Finance Committee to assist in making recommendations to the RRWMB Managers related to the annual Operating, Program, and Project Budget and Levy.	New Item
	Internal Controls Adopted	The original Treasurers Manual was updated in 2018 to include internal controls based on recommendations and input from the RRWMB Budget and Finance Committee. The new Internal Controls and Treasurers Policy Manual was updated in 2019.	No Change
	Credit Card Policy Adopted	Company credit cards were obtained in 2018 to streamline how smaller purchases were made by RRWMB staff. As a result, a credit card use policy was developed.	No Change
	Cost Reductions	An analysis of staff and consultant costs for 2017 and 2018 was developed and approved in 2019. The analysis resulted in approximately \$85,000 in cost reductions.	No Change
	Fiscal Management	The RRWMB earned \$760,421.41 in interest on its accounts from 2018 to 2020 and these funds offset operational costs and other expenses.	New Item
	Financial Institution Interactions	The RRWMB financial institution attends RRWMB meetings as needed to provide relevant information about banking issues and related matters. Bank officials attend at least two RRWMB meetings each year to review accounts.	No Change
	Review of Financial Services	The RRWMB conducted a review of the services being provided by the financial institution in 2018. An RFP was developed and distributed to over 80 financial institutions, with the RRWMB electing to remain with the current bank.	No Change

Indicator	Action	Comment	Trend
	Review of Bank Signers	Bank signers are reviewed each year to ensure that the correct documentation is in place when changes take place to RRWMB officer positions.	No Change
	Funding Agreements	Funding agreements are developed and executed by resolution when funds are disbursed for projects, programs, and initiatives.	New Item
	Funding Commitments	A funding commitment spreadsheet has been developed and is updated each month to be reviewed and discussed by the RRWMB Managers for both Flood Damage Reduction (FDR) and Water Quality Projects.	No Change
	Development of Annual Budget	The annual operating and program budget is developed by the Budget and Finance Committee each year for recommendation to the RRWMB Managers, with information and background materials being developed and shared publicly.	No Change
	Resolutions	Resolutions are used for all funding agreements or contracts, setting of the annual levy, operating and program budget, and for other relevant issues. Resolutions are developed to provide justification and background regarding how the RRWMB funds projects and programs that meet its mission.	No Change
<b>Communication</b>	Communication and Outreach Strategy Developed and Updated	The first ever Strategy was approved on June 19, 2018 and is continually being implemented. The RRWMB Communication and Outreach Committee reviews the Strategy annually and provides direction on implementation of the Strategy. An updated Strategy was approved by the RRWMB Managers on December 17, 2019.	No Change
	Newsletter	Newsletters were typically developed monthly in the past. The RRWMB will be developing a newsletter two to four times a year using electronic means.	Formerly Red
	Annual Report	Annual reports were not developed from 2008 to 2016. An annual report was developed for 2017, 2018, and 2019 and the RRWMB will continue this effort ongoing. A 2019 RRWMB Year in Review was also developed for the March 2020 annual conference with the Flood Damage Reduction Work Group.	No Change
	Internal Communication	Frequent communication between RRWMB Managers and staff occurs daily, weekly, and monthly via email, phone calls, and face to face meetings.	No Change
	External Communication	Meeting packets, post meeting highlights, and other information is shared publicly via Constant Contact. This activity also includes presentations to county boards of commissioners, member watershed districts, and other partners and stakeholders.	No Change
	Technology	The RRWMB utilized technology to pre-record presentations for interaction in 2020 for partner meetings and to present at annual conferences and events. It is anticipated that the use of this technology will continue into 2021.	New Item
	Meeting Packet	The monthly meeting packet is distributed via Constant Contact, is placed on the RRWMB website each month, and has a consistent format each month.	No Change



Indicator	Action	Comment	Trend
	Monthly Calendar	A monthly meeting calendar is included in the RRWMB meeting packet monthly and includes information about RRWMB, member, and stakeholder meetings.	No Change
	Booth Materials	Pull-up display units and booth materials, factsheets, brochures, and other information along with promotional items are shared in booths at several partner conferences.	No Change
	Presence at Partner Events	The RRWMB attends several partner conferences and events with a booth and gives presentations about RRWMB activities.	No Change
	Rebranding	The RRWMB went through a process to rebrand and to update its logo, which is placed on all materials being developed and distributed by the RRWMB.	No Change
	Annual Conference	The joint annual conference with the RRWMB and Flood Damage Reduction Work Group has been enhanced and has been well attended the last two years. The RRWMB has also secured conference sponsors for the last three years.	No Change
	Email Distribution System	The RRWMB uses Constant Contact to distribute all materials, notices, and announcements. This system has approximately 900 contacts that are continually updated.	No Change
	Website	The RRWMB website is frequently updated to include monthly meeting notices, packets, newsletters, post meeting highlights, committee activities, and new publications such as the annual report and audit. The RRWMB is currently working on an update to the website and the goal is to utilize RRWMB staff to complete ongoing maintenance.	No Change
	Media Interactions	The RRWMB has renewed interactions with television and radio stations and participates in interviews and radio shows throughout the year. The RRWMB also works with partners to coordinate on media outreach.	No Change
	Facebook	The RRWMB has enhanced the use of its existing Facebook website.	No Change
<b>Data and Information Management</b>	Records Retention Schedule	A Schedule was developed and approved in 2018 and will be reviewed periodically by the RRWMB Managers.	No Change
	Data Request Form	A new form was developed in August 2019 and is now on the website.	No Change
	M-files	M-files was purchased in 2018 and is used to electronically archive historic document and current information that is continually developed by the RRWMB. M-files is also being further implemented to track funding agreements and contracts and associated times, deadlines, and related provisions. M-files will also be used for electronic signatures by grantees, legal counsel, and the RRWMB.	New Item

Indicator	Action	Comment	Trend
<b>Governance</b>	Committee Management	Committee meetings are regularly held, publicly noticed, decisions are captured in meeting minutes/notes, and meeting materials are available to the public. All Committee assignments are reviewed each January and a document highlighting RRWMB Manager involvement in internal and external committees is updated each year.	No Change
	Process and Procedure	Additional processes and procedures have been further implemented since 2018. New policies on ring dike funding and Executive Director authority to enter into contracts, in addition to the credit card usage policy have been developed.	No Change
	Strategic Plan	The RRWMB approved its first ever strategic plan in December 2019. The RRWMB continues to work on the priorities within the plan and will work towards accomplishing the priorities given time and resources that are available.	Formerly Blue
	Governing Documents	The Governing Documents are being reviewed currently and are required to be reviewed every five years.	No Change
	Checklists and Forms	A checklist for FDR projects has been developed to ensure that projects potentially receiving RRWMB funding adhere to the guidelines and policies as set forth in the Governing Documents. Other new forms/processes include those for general funding requests for programs/initiatives, extension requests, and an application for hardships/urgent need.	No Change
	Water Quality Program	The RRWMB Water Quality Program was approved in March 2020 with input from the RRWMB Monitoring and Water Quality Advisory Committee. Since adoption of the Program, six Base Funding and four Competitive projects have been approved by the RRWMB. As the Program matures, the RRWMB will continue to review progress and may implement adjustments as needed. An application packet has been developed along with process, procedures, and guidelines for the Program. A checklist has also been developed for water quality projects and a Findings of Fact document has been developed for use by the Water Quality and Monitoring Advisory Committee when reviewing water quality projects through the Water Quality Program as the Committee makes recommendations to the RRWMB.	New Item
<b>Legislative and Regulatory Issues</b>	Legislative Committee	The RRWMB formed a Legislative Committee in 2018 to develop recommendations to the RRWMB Managers on policy and funding issues so that the Legislative Liaison and Executive Director have direction each legislative session. The RRWMB Managers approve the final legislative priorities as recommended by the Committee.	No Change
	Member Input	Member watershed districts are asked for input into the development of RRWMB legislative priorities via a resolution process.	No Change

Indicator	Action	Comment	Trend
	Drainage Work Group (DWG)	The RRWMB attends and actively participates in DWG meetings. The RRWMB is well represented and four to six individuals from the Red River Basin attend.	No Change
	Legislative Representation	The RRWMB hired via contract, a full-time legislative liaison to work with the Legislative Committee and Executive Director to represent the RRWMB at the Minnesota Legislature. The previous liaison retired at the end of 2017 and the full-time liaison focuses on legislative activities and tracking of regulatory issues.	No Change
	Legislative Communication	An annual end of session legislative report is developed and distributed and 2019 was the first year of a detailed report that was shared publicly. Communication occurs during session but will be enhanced in the future.	No Change
	Regulatory Issues	The RRWMB tracks regulatory issues at the state and federal level, discusses pertinent matters at regular monthly meetings, and develops comments on proposed environmental rules potentially affecting its members.	No Change
<b>Human Resources</b>	Human Resources Committee	The RRWMB Human Resources Committee has met several times in 2018 and 2019 to conduct performance reviews, to review consultant contracts, and to make recommendations on salary and cost of living adjustments to the RRWMB Managers.	No Change
	Employee Performance Reviews	The Committee conducted four performance reviews of its new staff since mid-2018. Committee recommendations are publicly discussed with the full board of Managers in accordance with the closed meeting laws of Minnesota. The current pandemic situation has limited the ability of the Human Resources Committee to meet in person to conduct reviews.	No Change
	Employee Position Descriptions	Position descriptions are reviewed, and the Executive Director and Executive Assistant position descriptions were updated in 2019.	No Change
	Committee Decisions	As with all RRWMB Committees, Human Resources Committee meetings are publicly noticed, and all meeting materials are organized and archived at the official RRWMB office.	No Change
<b>Joint Powers Agreement</b>	Membership	There are 11 organized watershed districts in the Minnesota Portion of the Red River Basin. Seven of these watershed districts are members of the RRWMB through a joint power's agreement. Of the four non-member watershed districts, two are former members and two have never been RRWMB members.	No Change
	RRWMB Services Provided to Members	The RRWMB provides several services to its members. The RRWMB Executive Director frequently interacts with membership to obtain input about how services can be enhanced or if new services can be developed and provided. A factsheet on services provided to membership has been developed.	No Change

Indicator	Action	Comment	Trend
	RRWMB Responsiveness to Members	The RRWMB has increased levels of responsiveness to its members and responds to their needs in a timely and efficient manner.	No Change
	RRWMB Outreach to Members	Member meetings are regularly attended by the Executive Director to share information related to the RRWMB budget, financial information, levy, audit, annual report, and other activities of the RRWMB. Presentations are given and discussions are held with members, with input being received from members.	No Change
<b>Stakeholders and Partners</b>	Annual Conference	As previously indicated, the RRWMB attends several partner events and annual conferences with a booth including but not limited to the Red River Basin Commission, Minnesota Association of Watershed Districts, Prairie Grains Conference, Big Iron, and related events.	No Change
	Annual Tours	The pandemic did not allow for any tours in 2020. It is anticipated that some tours may potentially be held in 2021 by the Minnesota Association of Watershed Districts, Red River Basin Commission, and the Red River Retention Authority.	No Trend
	Regular Meetings	The RRWMB also regularly attends several partner meetings on a continual basis to share information and to provide updates on RRWMB activities and initiatives.	No Change



# RED RIVER RETENTION AUTHORITY

1120 28th Avenue North, Suite C, Fargo, ND 58102 Phone: 701-356-6644

- **Newfolden (Middle-Snake-Tamarac WD)** – Total cost \$7.7 M, RRWMB \$1.4 M, expected construction start in late 2021, preliminary engineering is complete. Land rights discussions in progress with existing landowners. Final design, plans, and specs are expected in early 2021. EAW, if needed, will be completed during a final design phase. Permits will be completed in a future phase. Primary purpose is to remove the City of Newfolden from 100-yr. floodplain while contributing to the reduction of peak flows and volume to the Red River. Project proposers have been asked to apply for community protection funds through the state of MN. If received, it could reduce RRWMB funds needed. Total RRWMB commitment presently is \$2.4 million.
- **Shortfoot Creek (Sargent County WRD)** – RCPP watershed project in Sargent County. It is anticipated the project would be ready for design phase in 2021 if watershed plan and exception request are approved by NRCS. Construction cost to be determined (TBD).
- **JD19/Nelson Slough (Middle-Snake-Tamarac WD)** – Cost TBD, RRWMB \$ TBD, expected construction 2022, estimated construction time TBD, Recent discussions have clarified operational requirements and necessary configuration & capacity of outlet works from Nelson Slough (in East Park WMA).
- **Klondike (Two Rivers WD)** – Cost \$28.6 M, RRWMB \$7.2 M, expected Phase 1 construction 2022, expected Phase 2 construction 2023, expected Phase 3 construction 2024, Preliminary Eng.: 100%, Final Eng. 90%, ROW/land acq.: 60%, Operating plan: 2021, Permitting/env. rev: 2021.
- **Tongue River (Pembina County WRD)** – Project involves river restoration and floodplain excavations with minor retention features. Currently working on final economics and drafting the Plan/EA document. Some additional survey work being completed to develop a more accurate construction cost estimate (TBD) and generate more detailed conceptual design drawings for the plan. Anticipated plan approval in 2021, design in 2022 and possible construction start in 2023.
- **Green Meadow (Wild Rice WD)** – Cost TBD, RCPP planning underway.
- **South Branch Wild Rice (Wild Rice WD)** – Cost TBD, RCPP planning underway
- **Lower Wild Rice Corridor (Wild Rice WD)** – Cost TBD, planning underway. Some Lessard - Sam's Outdoor Heritage Council funding has been earmarked, but not yet received
- **JD14 (Middle-Snake-Tamarac WD)** – Cost TBD, RCPP watershed planning underway
- **Upper Turtle River Grand Forks County WRD)** – Watershed was approved for NRCS planning funds in 2020. Field working progressing. Draft watershed plan anticipated in 2022.
- **Crooked Creek Sargent County WRD)** – Watershed planning assistance was approved by NRCS in fall 2020. Field work and inventorying of resource concerns will begin in spring 2021. Anticipate a draft plan in 2022 -2023.

The By-laws of the Red River Retention Authority (RRRA) state the Authority will prioritize retention projects in the Red River Basin (RRB). The following 2021 watershed project priority list is based on knowledge of the project status and how close it is to being “shovel ready”. Is the planning done, land rights secured, permits secured, and adequate funds secured?

The top flood retention watershed projects recognized by the Red River Retention Authority for 2021 are:

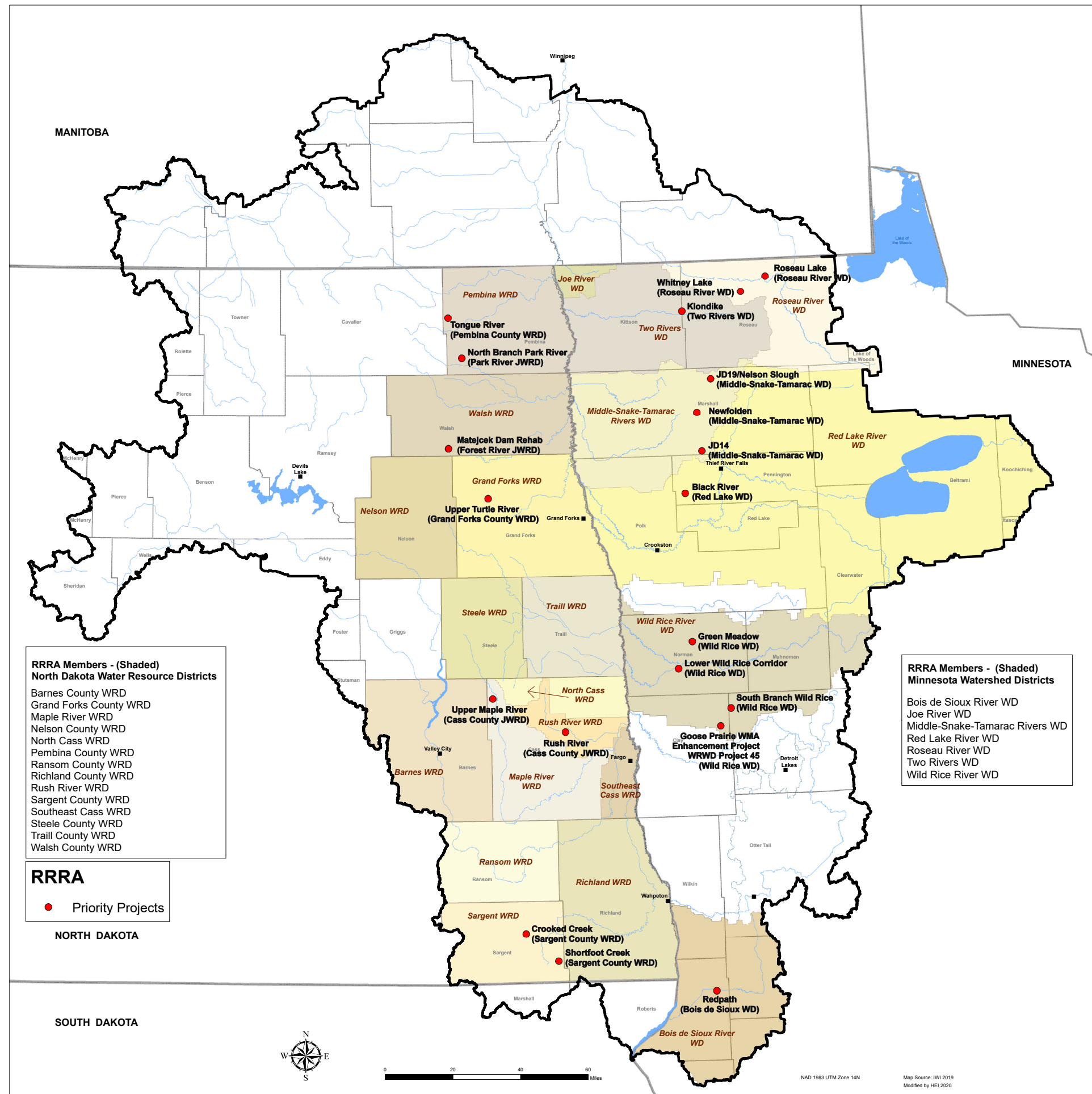
- **Black River (Red Lake WD)** – Total cost \$8.4 M, Red River Watershed Management Board (RR-WMB) \$5.922 M, construction year 2020, expected construction - 18 months, Land acquired, Final design completed, Permitting completed, construction started, Working on diversion ditch easements.
- **North Branch Park River (Park River JWRD)** – NRCS approved sponsor preferred plan. Final design agreement will be prepared. Design will take 12 to 18 months to complete. Preferred alternative is an off-channel impoundment with diversion from Cart Creek which provides 2,590 ac-ft storage at the auxiliary spillway crest, provides wetland enhancement for 513 acres of currently degraded wetlands, restores 70 acres of drained wetlands, and will provide substantial downstream water quality improvements (average annual reduction of 66% TP, 73% TN, 42% TSS). Estimate construction cost \$6.7 million. Landowners in that area have been pursuing assistance for many years.
- **Redpath (Bois de Sioux WD)** – Total cost \$34.6 M, RRWMB \$5.667 M, desired construction year 2021, expected construction - 48 months, Engineer's Report 95%/Design 95%/Land Acquisition 99%/Environmental & Permitting 95% (WACA Complete/EAW Complete), Anticipate 100% shovel ready status by late summer of 2021. Bois de Sioux WD applied for RCPP AFA funds but was unsuccessful in getting funding. There are funds from the Lessard – Sam's Outdoor Heritage Fund still available for this project.
- **Rush River (Cass County JWRD)** – This is a Regional Conservation Partnership Program (RCPP) generated project, supported by the RRRA. Although not a retention project it does protect the city of Amenia. NRCS has worked with RRRA to complete project. NRCS has approved the watershed plan and has entered into an \$480,000 agreement with watershed sponsor to complete the final design. NED alternative is a 2.2 mile levee around the City of Amenia with interior stormwater pond and pump station. Construction cost estimate \$2.4 million.
- **Matejcek Dam Rehab (Forest River JWRD)** – Planning process is progressing, and Rehab study should be near completion in 2021. Based on technical studies, it appears there may be some potential issues with seepage through the dam. If there is a feasible alternative, it is expected that the plan will be completed and approved in 2021 and design would begin soon after. A very preliminary construction cost estimate, based on the 2020 assessment, was \$ 16.7 million.

- Goose Prairie WMA Enhancement Project – WRWD Project 45 (Wild Rice WD)** – Total cost \$1.9M, RRWMB Step 2 (5/2019) \$0.400 M, expected construction 2021 – 24 months to construct, Planning, Design and Permitting are nearly 95% complete, Improves wildlife habitat in Goose Prairie Marsh (GP WMA); reduces risk of downstream flooding. The balance of funds are from the Wild Rice Watershed District (WRWD) and Minnesota state funds.

- Upper Maple River (Cass County JWRD)** – This area has a long history of flood damages. Watershed plan is complete and has been submitted to NRCS. Upon NRCS review and acceptance, an exception letter to the NRCS Chief will be sent requesting a locally preferred plan alternative. Project involves two detention sites: #2A is a 2.3 mile long embankment with gated release, total storage capacity 546.8 ac-ft, \$11.8 million construction cost estimate and #5 is a 3.4 mile long embankment with gated release, total storage capacity 1,340 ac-ft, \$13 million construction cost estimate. These structures may be implemented through a phased process.

- Roseau Lake (Roseau River WD)** – Cost \$15M, RRWMB \$3.0 M, expected construction start in late 2021 First phase possibly completed in 12 months, Much of land is public. Need to complete survey; then proceed with acquisitions in 2021. Concurrence Point 3 approved, EAW nearly ready to publish, Design 90% complete, Plans & specs. in preparation, Phased construction, starting on public lands, Some landowners oppose, but project can begin while continuing to negotiate.

- Whitney Lake (Roseau River WD)** – Site C \$2M, Site A \$6M, (Drainage component funding will be local/private), RRWMB \$2.3 M, 2021 (Site C) – 12 months to construct, 2022 (Site A) - 12 months to construct, Site C has one landowner, willing to sell, WD preparing offer, Concurrence Point 3 approved, Needs onsite wetland delineation, but not complex. EAW possibly not necessary, design for site C at 60%. Project includes Site A, Site C, and drainage improvements. RRWMB commitment for Site C is \$675,000.





**Minnesota Association of Watershed Districts**  
**For more information, contact Jackie at (612) 819-6906**

## Memo

**DATE:** December 14, 2020

**TO:** MAWD Board of Directors

**FROM:** Jackie Anderson, Legislative Committee Chair  
 Emily Javens, MAWD Executive Director

**RE: Legislative Committee Report – Recommendations for 2021 Platform**

## Attendance

The table below shows the members of the MAWD Legislative Committee. Those highlighted were present on Tuesday, December 9, 2020 from 10 a.m. to noon for the legislative committee meeting led by Chair Jackie Anderson. Also in attendance was Red River Watershed Management Board Lobbyist Lisa Frenette.

Leadership	Region	Managers	Administrators
Jackie Anderson, Chair, MAWD Board	I	Gene Tiedemann, Red Lake WD	Myron Jesme, Red Lake WD
Emily Javens, MAWD Executive Director	II	Ruth Schaefer*, Middle Fork Crow River WD	Michelle Overholser, Yellow Medicine River WD
Ray Bohn, MAWD Lobbyist	III	Joe Collins, Capitol Region WD	Phil Belfiori, Vadnais Lake Area WMO
	Alt	Peggy Kvam, Nine Mile Creek WD	Doug Snyder**, Mississippi WMO

\*Submitted written comments before the meeting.

\*\* Reported he had a conflicting meeting on his agenda but Javens recorded the meeting and forwarded the link for him to watch after the meeting. Jesme also requested the link since he was absent during part of the meeting.

## Agenda and Meeting Objectives

The following objectives were set for the meeting:

1. Review the landscape of the upcoming legislative session given impacts from the House/Senate committee chair appointments, new legislators, a budget deficit, and the loss of person-to-person lobbying at the Capitol due to pandemic. Consider feedback

from the MAWD lobbyist on how these issues could impact our legislative policy and funding initiatives.

2. Prepare a legislative platform for consideration by the MAWD Board for 2021.
3. Discuss strategies for a successful legislative session.

## Discussion

MAWD Lobbyist Ray Bohn presented a stark view of passing our priorities in the upcoming 2021 session, as DFL seats were lost in the House and the Senate remains in control by Republicans. Finding bill sponsors will be more difficult given the challenge of remote lobbying and a legislature focused on issues surrounding the COVID-19 pandemic and its lingering effects on the economy and reduced tax revenue for the foreseeable future.

Lobbyists have heard there will be few policy bills passed, unless there is agreement among all parties before a bill is introduced. They expect tighter discipline in moving bills forward, so we may need to focus more efforts on promoting and educating legislators on the story of watersheds and our effectiveness in cleaning up and protecting Minnesota's waters.

The recent announcement that turned a current budget deficit into a surplus for the current biennium will help, but the legislature relies on the February budget forecast for making decisions. It also helped that the upcoming biennium deficit was reduced to \$1.27 billion (down from more than \$6 billion), it is higher than that when inflation is factored in. If the United States Congress can agree on another stimulus bill for COVID-19 Relief, that will help ease some of the concern.

Red River Watershed Management Board Lobbyist Lisa Frenette shared that bonding funds were received in the 2020 session, but the projects selected have not been released yet, except for the City of Moorhead which was approved for \$5-\$6 million for flood mitigation. She does not expect any bonding bills to be on the 2021 legislative session agenda.

The Republican Senate wants to hold in-person hearings, but they will be limit committee size to accommodate social distancing requirements in hearing rooms. The DFL House will hold all hearings via Zoom. So, lobbyist and constituent interaction with elected officials and their staffs will be limited.

Given all the disruption in the coming session, the Committee agreed we need to prioritize our education and public relations efforts with the legislators, agencies, and the public on the good work of the state's watershed organizations, and the importance of bonding and public financing options in getting our targeted projects in the ground. Ray felt that MAWD should consider taking a similar approach to the SWCDs in seeking capacity money to make up for the



\$250,000 levy limit that has not been increased for 20 years. This might get attention from a legislator willing to sponsor a levy increase bill. Javens shared the history of the multi-year effort the MN Association of Soil and Water Conservation Districts undertook that led to the SWCDs securing capacity funds. These efforts included an analysis of the cost to operate an SWCD office that provided core services being delivered to residents across the state.

Several members of the committee expressed similar ideas for prioritizing education and public relations work with the Clean Water Council, legislators, and senior state agency staff, specifically BWSR, to ensure the good work of watershed organizations continues during the second half of the Legacy Fund.

Ray shared that House and Senate committee chairs have been agreeable in the past to hearing watershed district legislation issues if we can first get a legislator to sponsor a bill. The Republican Caucus, however, has remained firm in their vow to not raise taxes.

## Committee Recommendations

After robust discussions, the committee recommends the following changes to last year's platform (see attached spreadsheet for resolution titles and complete list of active resolutions).

1. Place Resolutions 2020-01 and 2020-02 to Priority B "Support" status.
2. Place Resolutions 2020-03 and 2020-04 on the Administrative Priority List and focus finding resolutions to issues with the state agencies before moving them legislatively.
3. Move Resolution 2018-09 from the Administrative Priority List to the "Parking Lot."
4. Archive five resolutions that were set to sunset at the end of the year: 2015-02, 2015-05, 2015-06, 2015-07, and 2015-08.

Javens noted the MN Association of Watershed Administrators (MAWA) has assigned some of their members to work on DNR and BWSR issues in state/local work groups. A DNR work group could be set up to tackle resolutions 2020-04, 2018-08, 2019-04, 2019-02, 2017-06, and 2019-03. When asked, the DNR was supportive also supportive of this approach.

## Recommendations from the Committee Chair

Given the unanimous support for focusing on education and public relations work with the legislators and the state agencies that influence water policy in Minnesota, and the increased burden that would place on the Executive Director, it is my recommendation the MAWD Board approve the following actions:

1. Approve the creation of a communication plan for MAWD that includes outreach materials for legislators, educational material on watersheds, how they are formed and their scientific focus; project press release templates for use by local watershed

organizations to promote their project and program successes; and development of a strategy to engage and influence the four water agencies on supporting the work of the watershed organizations of Minnesota, and including our lead agency, BWSR.

2. To assist the Executive Director in meeting the growing needs in the category of 'Resolutions to Handle Administratively'; I ask the MAWD Board to approve creation of Agency Action Squads, led by a Board Member, or other senior district member, who will be assigned to work with one of the water agencies on MAWD issues. Each squad would report to the Executive Director and receive training and guidance from the Executive Director, or others, at the Executive Director's discretion.
3. I recommend the MAWD Board approve the use of its ZOOM platform for the creation of a regional meeting platform for regions I and II and to pattern after the successful Metro MAWD operating structure. By building these regional platforms, we will be building opportunities for education, peer discussion and collaboration on local issues and provide a platform for local legislators to meet with their local watershed organizations and learn more about their projects and programs.

## Comments from the Executive Director

One thing we did not discuss during the legislative committee meeting was the number of administrative lobbying issues already underway. I would recommend the MAWD Board prioritize the issues and set up work groups as Jackie describes to get more done. As mentioned, I brought this idea up to MAWA and they expressed interest in assisting the Board to get these issues resolved. In a conversation last week with BWSR Executive Director Jaschke, he suggested we get this process started with co-hosting listening sessions, like the listening tours he would hold in the fall. He suggested we hold 3 sessions and start by grouping the issues I raised in the report I gave during the MAWD Annual Business Meeting (see below for the two slides I used). I stressed to him that after the listening sessions, it is imperative members get succinct feedback on what the agency heard, have an opportunity to respond to their findings, and be kept well informed on actions that are being done to resolve the frustrations. I cannot tackle all issues on my own and I think forming teams with leaders other than me could go a long way.

As far as communication goes, I have started a general MAWD communications plan that should be reviewed and refined by the MAWD Board. I would recommend the Board consider directing the legislative committee to make additional recommendations for how the plan could be augmented with the ideas described by the Chair to support legislative initiatives while considering available resources (mainly time and costs).

Lastly, I support the formation of chapters throughout the state. A critical piece to the success of the Metro MAWD chapter is the leadership by a watershed district manager with support

from an administrator. My role has been to provide updates as requested and comment on items that could be added to the agenda. I do not organize or facilitate those meetings. They are truly member-led.



## 2020 Advocacy Update

Executive Director Emily Javens  
Lobbyist Ray Bohn

### State Issues

- Fight for watershedbased implementation **FUNDING** going through comprehensive watershed management plans (metro)
- Fight **REPORTING** from becoming excessive and burdensome
- Fight for getting our work being represented at state **TRAINING**
  - Fight to make sure staterequired **PERMITS** don't add requirements that go beyond what the law dictates
  - Fight to make sure we have a **SEAT AT THE TABLE** when watershed management- related standards are being set
    - Fight when cuts disproportionately impact local **IMPLEMENTATION** projects as compared to state agency staffing
- Fight when watershedbased LGUs get outvoted by countybased LGUs in comprehensive **WATERSHED-BASED** planning



## 2020 Advocacy Update

Executive Director Emily Javens  
Lobbyist Ray Bohn

### Local Watershed Issues (that could expand statewide)

- Fight when counties refuse to bond for drainage projects
  - Attend local WD meeting to try to get everyone focused on the real issue
  - Work with BWSR to issue an opinion on differing legal interpretations
    - Contact AMC, alert the drainage work group
    - Alert the BWSR Board during my MAWD update
    - Explore alternative solutions, contact MDA, PFA
    - Quantify how quickly this could happen to other WDs
  - Review proposed agreement, submit letter of concern to WD Board
- Fight when county commissioners remove watershed district managers without case in the middle of their term.
- Fight when unfair social media claims against watersheds spread like wildfire and the legislature steps in to try to "fix" it
  - Talk to legislators on committees where bills could pop up
  - Give presentation to joint House/Senate Committee

By Corey Hanson, Red Lake Watershed District Water Quality Coordinator. 1/14/2021

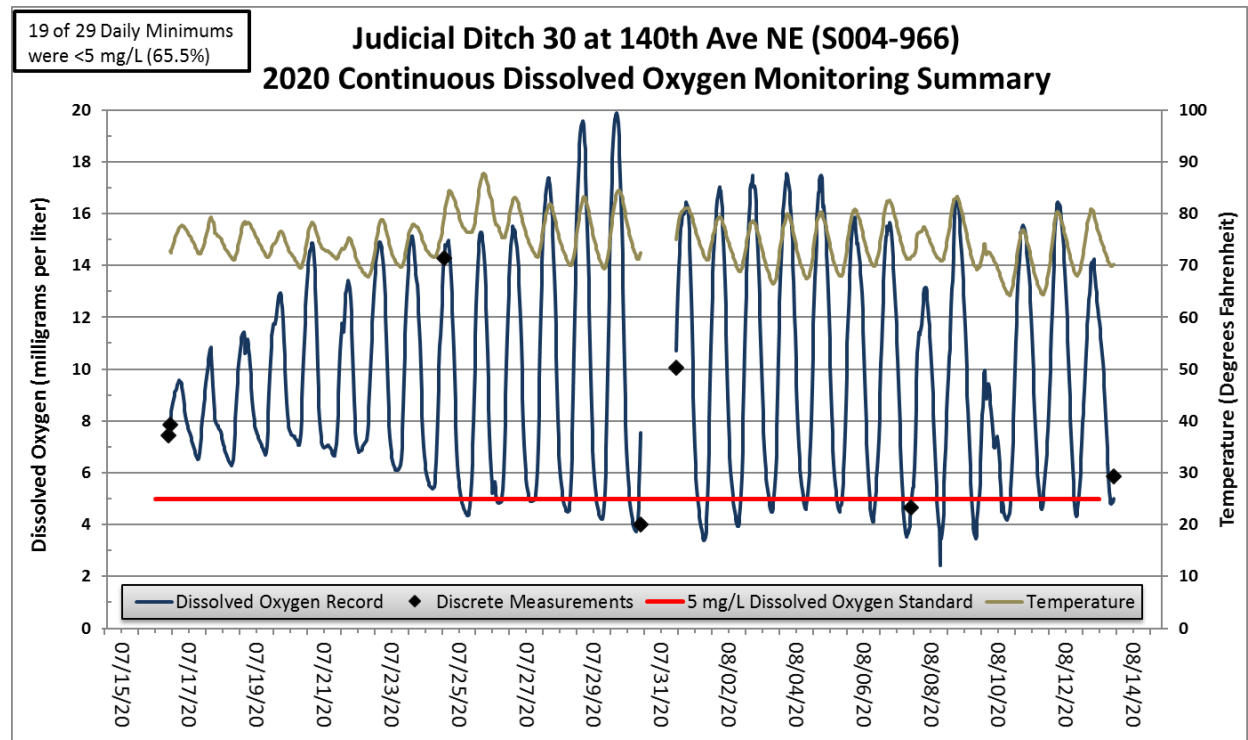
### **Water Quality Monitoring**

District staff investigated a report of red-colored water within a ditch on the west side of Thief River Falls, along CSAH 1. The red colored water originated at a tile outlet, located near the western edge of a gas station and car wash property. Though water turning red is on par for the year 2020, it is not something we should be seeing and indicates the presence of an illicit discharge. District staff sampled water from the tile outlet. In addition to the red color, the discharge also had a strong septic smell. Information about the discharge and sample results were shared with Minnesota Pollution Control Agency (MPCA) staff. The sample had extremely high concentrations of ammonia nitrogen (188 mg/L), biochemical oxygen demand (236 mg/L), total Kjeldahl nitrogen (264 mg/L), total phosphorus (70.6 mg/L), and orthophosphorus (58.3 mg/L) compared to what should be found in surface waters. The sample also had a high concentration of total suspended solids (66 mg/L). Another cause for concern was the discovery of volatile organic compounds (chemicals that can vaporize into the air and dissolve in water). Measurable concentrations of the solvents 4-Methyl-2 pentanone (8.23 µg/L), acetone (146 µg/L), and tetrachloroethene (71.2 µg/L) were found in the sample.



The 2020 dissolved oxygen data recorded by deployed HOB0 U26-001 temperature/dissolved oxygen loggers was processed and corrected. When data is downloaded from dissolved oxygen loggers, it is inspected and converted to .csv files using HOB0ware software. In the lab, side-by-side measurements (in water) are recorded from each logger and a “control” instrument which is usually the District’s portable Manta 2 sonde before and after the steps of cleaning and calibrating the loggers. The relative change in logger readings before and after cleaning is called “fouling drift.” The relative change in logger readings from before calibration to after calibration is called “calibration drift.” Because the HOB0 loggers are equipped with optical sensors with sensor caps that are replaced each year, they are fairly resistant to either form of drift. Data compilation and correction is completed using Aquarius software. Dissolved oxygen data is only corrected for calibration and fouling drift if the sum of the absolute values of the drift calculations meets or exceeds a threshold of 0.3 mg/L. The data can also be inspected for individual outlier values that can be trimmed from the record. Periods of excess drift (>2 mg/L, in rare cases of excess fouling) are also trimmed from the corrected dissolved oxygen records. Because the loggers record dissolved oxygen levels 24 hours a day, they capture each day’s daily minimum concentration, which is important for accurate water quality assessments. If more than 10% of the daily minimum dissolved oxygen levels drop below 5 mg/L throughout a 10-year summer water quality record for a portion of a stream, that stream may be listed as impaired by low dissolved oxygen concentrations. The amount of daily fluctuation in dissolved oxygen is also used in water quality assessments as an indicator of eutrophication (excess nutrients).

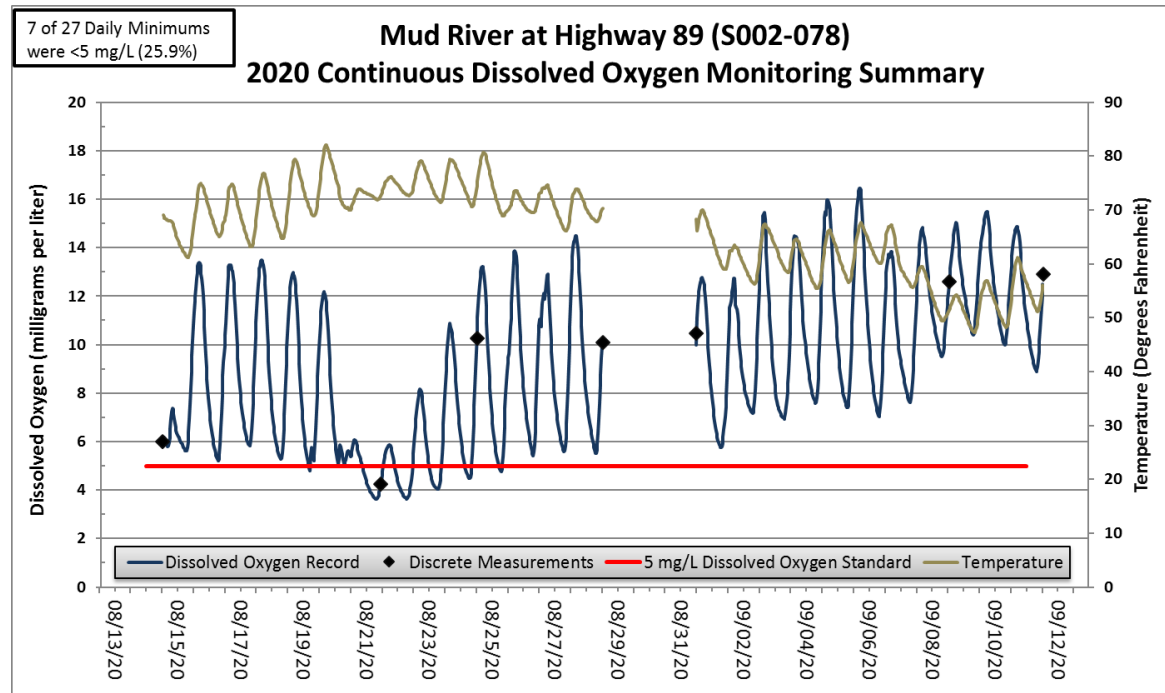
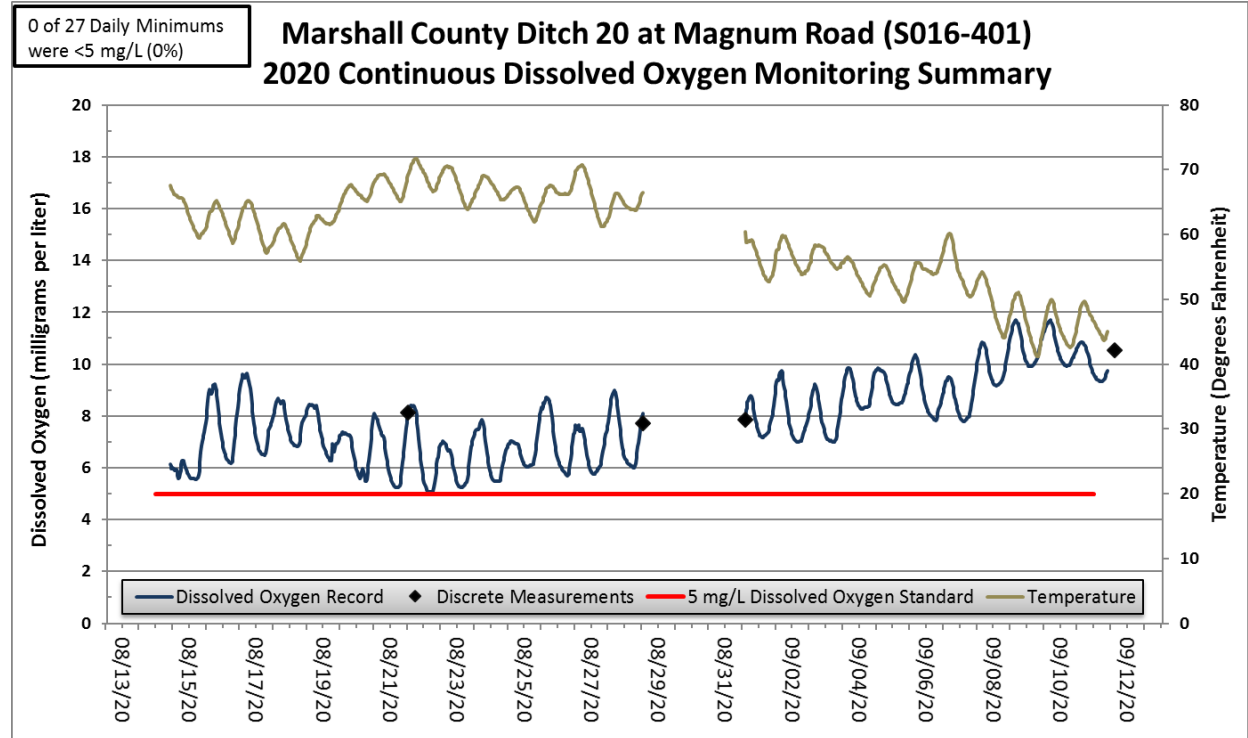
Judicial Ditch 30, at 140<sup>th</sup> Ave NE (S004-966) had high levels of dissolved oxygen fluctuation. Dissolved oxygen levels dipped below the 5 mg/L threshold almost daily in late July and early August. Though summer average phosphorus concentrations in Judicial Ditch 30 have met the 0.1 mg/L total phosphorus (river eutrophication) standard in the past, July and August 2020 total phosphorus samples exceeded the state’s water quality standard.



# RED LAKE WATERSHED DISTRICT MONTHLY WATER QUALITY REPORT

December 2020

The dissolved oxygen levels in Marshall County Ditch 20, at Magnum Road, met the 5 mg/L dissolved oxygen standard throughout both of the 2-week deployments. Another indication of good water quality and suitability for aquatic life was the relatively low daily fluctuation in dissolved oxygen concentrations.

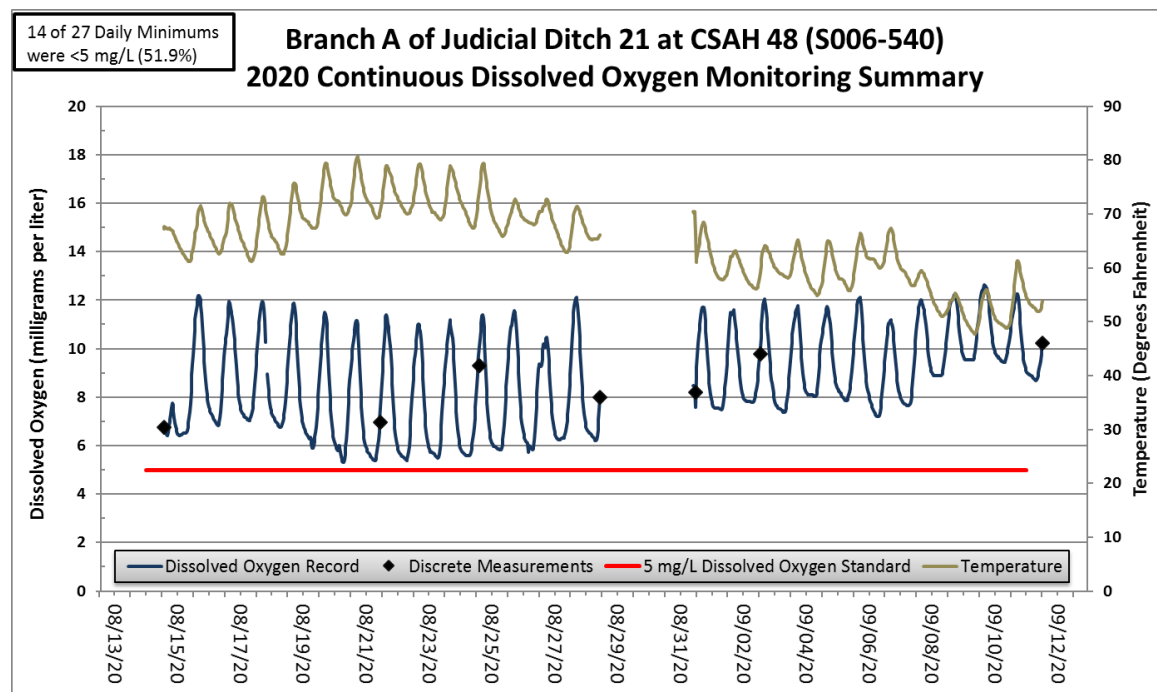
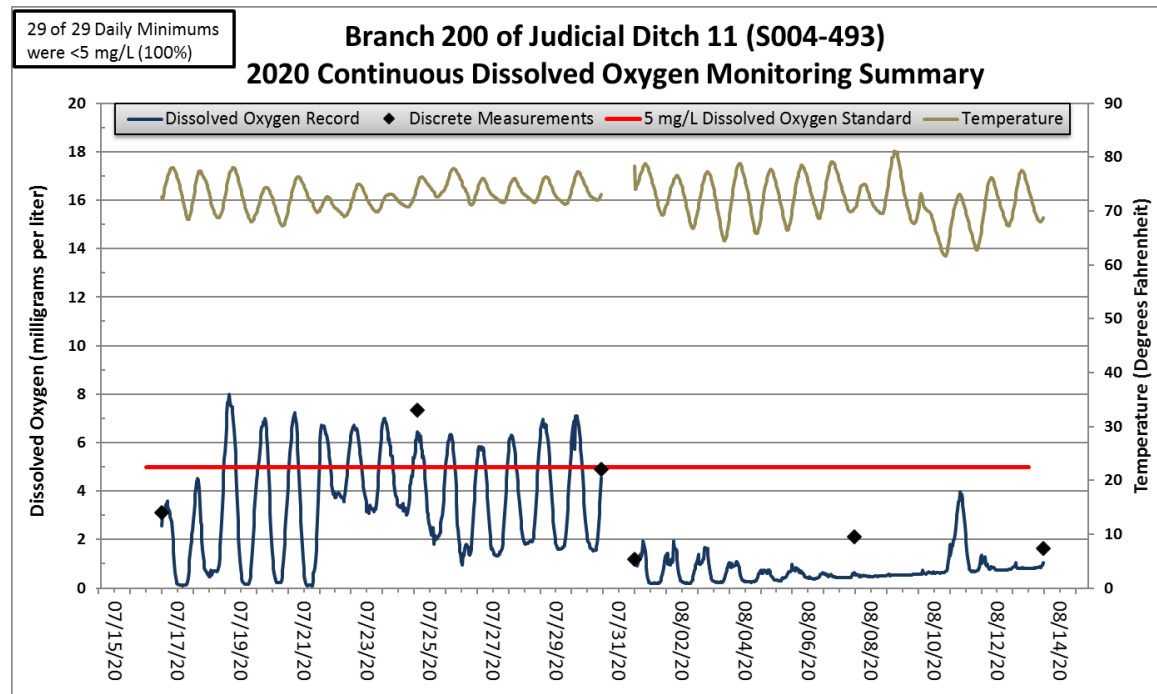


# RED LAKE WATERSHED DISTRICT MONTHLY WATER QUALITY REPORT

December 2020

The dissolved oxygen levels in the Mud River remained above the 5 mg/L threshold throughout the majority of the 2020 deployment periods. However, runoff from a large August 20, 2020 rain event depressed dissolved oxygen levels. Dissolved oxygen levels gradually recovered, but it took several days.

The relatively stagnant water within Branch 200 of Judicial Ditch 11 created a situation in which dissolved oxygen levels recorded by a deployed logger and by a portable sonde were extremely low.

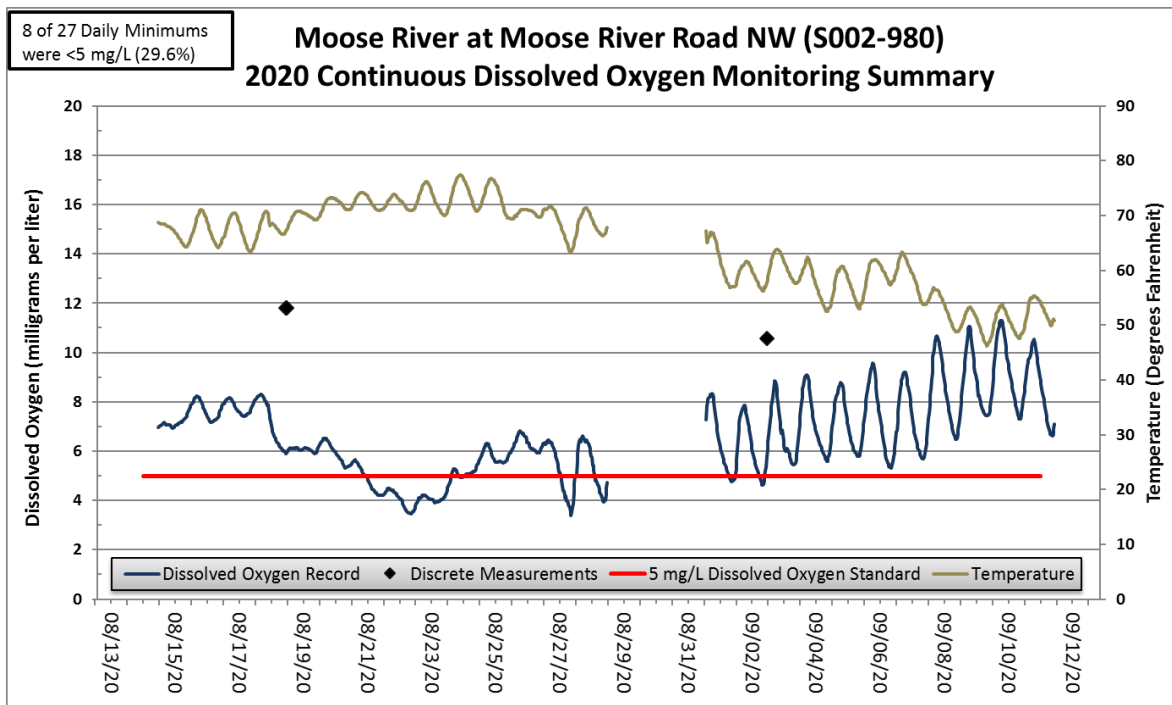
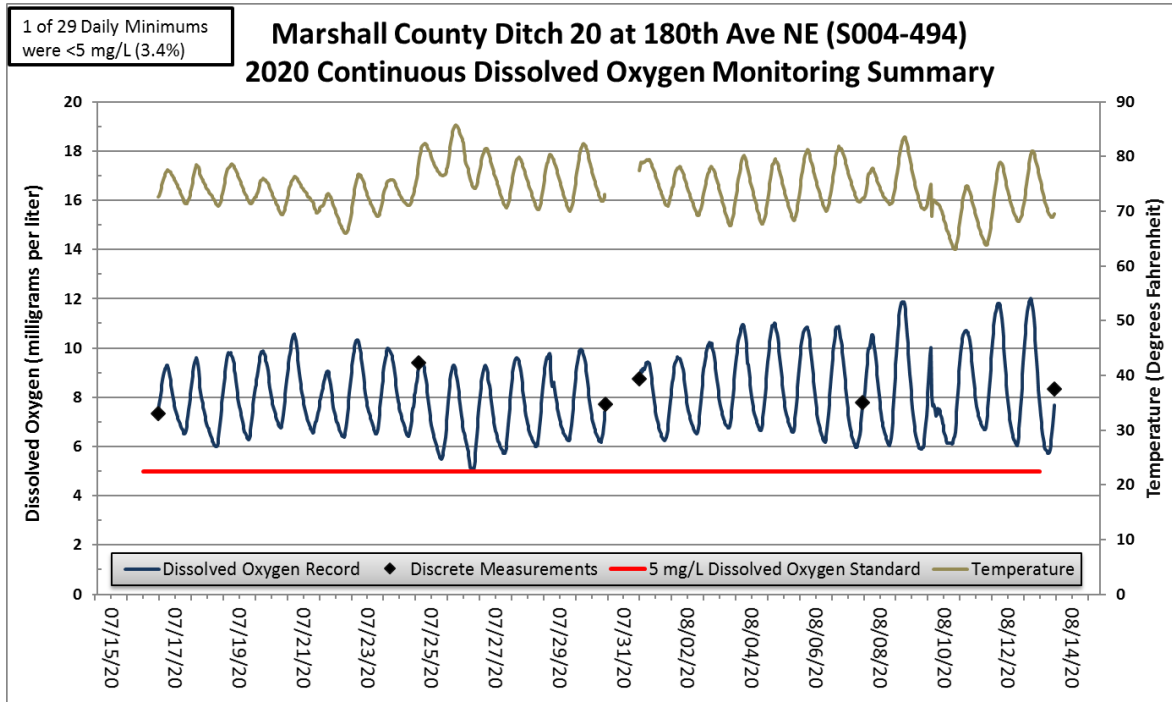


# RED LAKE WATERSHED DISTRICT MONTHLY WATER QUALITY REPORT

December 2020

As in the monitoring completed for prior assessments, dissolved oxygen levels in Branch A of Judicial Ditch 21 continued to meet the 5 mg/L water quality standard.

The dissolved oxygen concentrations in Marshall County Ditch 20 met the 5 mg/L standard.



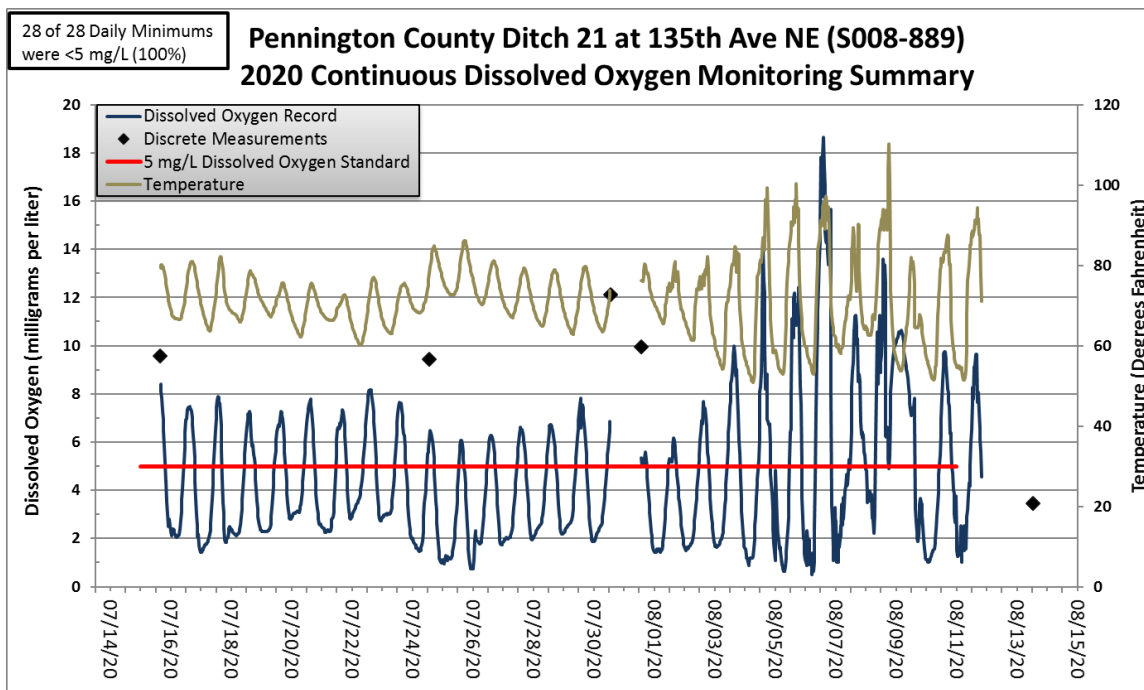
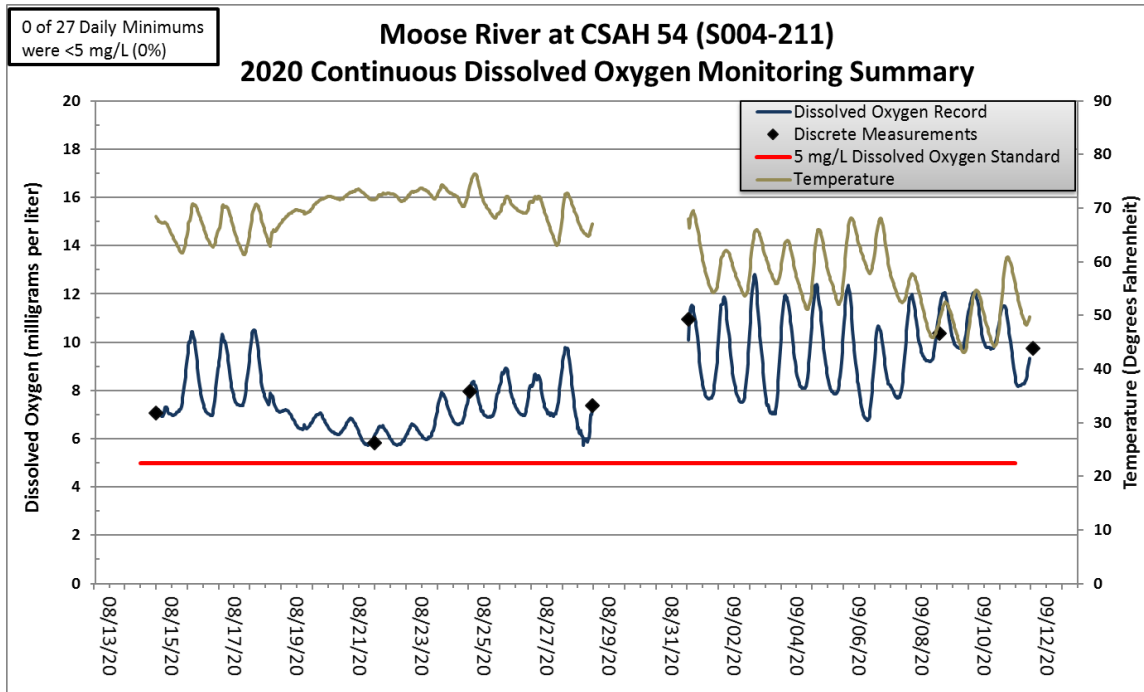


# RED LAKE WATERSHED DISTRICT MONTHLY WATER QUALITY REPORT

December 2020

The dissolved oxygen levels near the upstream end of the Moose River, at Moose River Road NW, were lower than expected. Dissolved oxygen levels were depressed after an August runoff event and improved with cooler temperatures in September.

The dissolved oxygen levels in the Moose River were much better at CSAH 54 than they were at Moose River Road. Dissolved oxygen levels met the 5 mg/L standard throughout the deployments.



Flow in Pennington County Ditch 21 was very low in July and August 2020 and the ditch stopped flowing before mid-August. There daily fluctuation of dissolved oxygen levels was high.

A thorough, final review of field data and lab data was completed for the MPCA so that the data can be stored in the EQiS database and made available on the [Surface Water Data Access](#) webpage.

### **Clearwater River Watershed Restoration and Protection Strategy (WRAPS)**

The Public Notice period for the Clearwater River Watershed Restoration and Protection Strategy and Total Maximum Daily Load reports concluded in December 2020. The only comments received on the documents involved edits to a series of maps in the WRAPS document that were easily completed by swapping in a better GIS layers so that they were consistent with other maps in the document and properly represented tribal lands.

### **BWSR Awards Clean Water Fund Grants to the RLWD and Local SWCDs**

"The Minnesota Board of Water and Soil Resources (BWSR) approved \$12.3 million in Clean Water Fund grants at the Dec. 17 board meeting. The grants will be used to improve water quality in lakes, rivers, streams and groundwater across the state...The \$12.3 million will fund 37 separate grants that will be awarded to local government entities (soil and water conservation districts, counties, watershed districts, watershed management organizations, and cities)."

<http://bwsr.state.mn.us/bwsr-awards-123-million-clean...>

A total of \$1,034,525 in grant funding out of that \$12.3 million has been awarded to projects within the Red Lake Watershed District.

The Red Lake County Soil and Water Conservation District (SWCD) was awarded \$268,525 to fix prioritized erosion problems within the Lower Clearwater River subwatershed. The project will install structural agricultural practices that will include, but are not limited to, grade stabilization structures, grassed waterways, and water and sediment basins. The implementation of these practices is estimated to reduce sediment loading to the Clearwater River by 793 tons/year.

The Red Lake Watershed District (RLWD) was awarded \$250,000 for the Thief River Falls Oxbow Restoration and Stormwater Treatment Project. The project will restore three acres of an oxbow wetland by removing 17,000 cubic yards of accumulated sediment to restore the wetland habitat, filtration, and retention qualities. A rock structure will be constructed at the outlet of the restored wetland to stabilize the outlet, improve detention, and oxygenate water as it flows out of the pond. In line hydrodynamic separator structures will be installed to trap pollutants and trash from future stormwater runoff before it enters the wetland or the Red Lake River. A settling pond will be constructed to intercept runoff from a portion of the wetland's drainage area. This project will reduce loading rates for sediment by 4 tons/year and of phosphorus by 28 pounds/year from stormwater runoff as part of a coordinated effort to restore downstream impairments of the Red Lake River. This project is a cooperative effort between the city and the RLWD, with assistance from HDR Engineering. The Thief River Falls Water Quality Study, a stormwater study completed by the Pennington SWCD and Houston Engineering, Inc., provided information that helped with the planning of this project and the successful

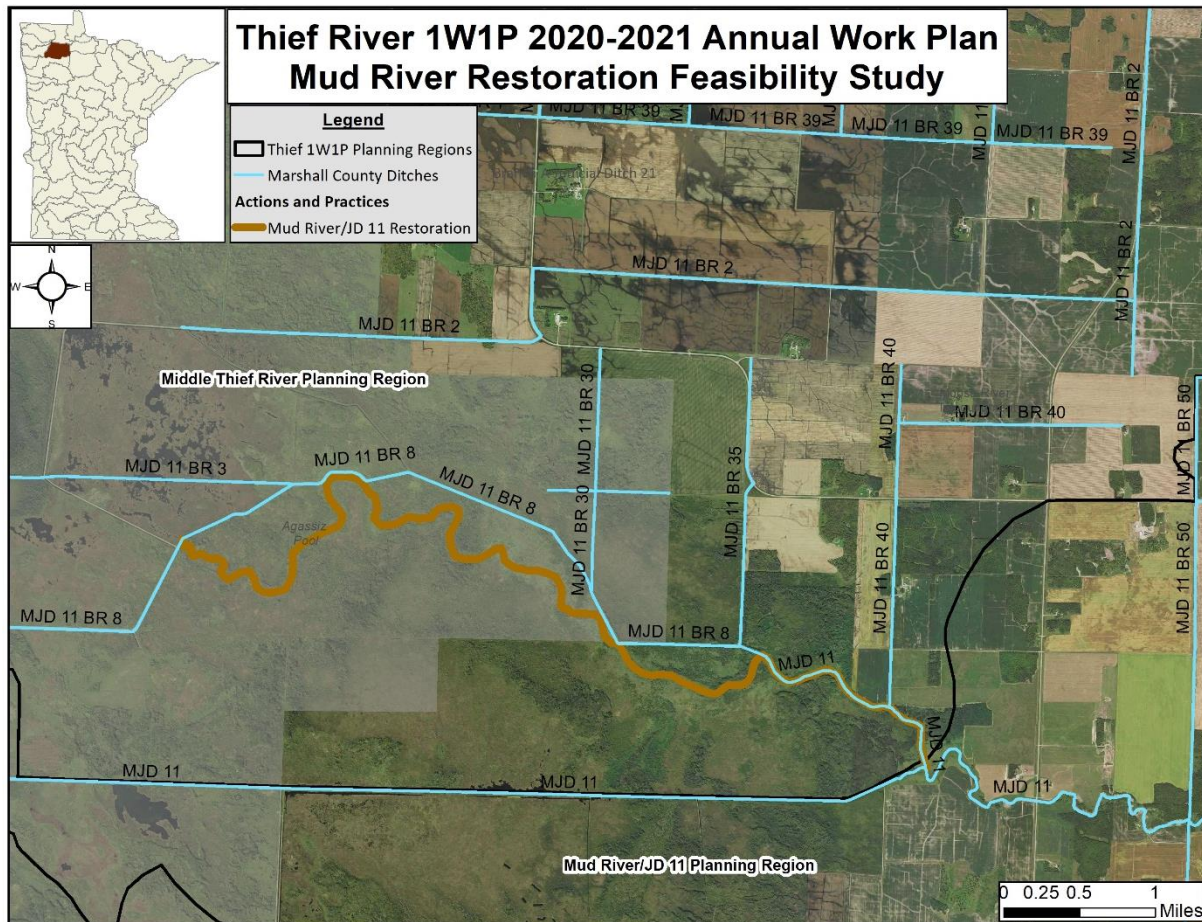
application. The Red River Watershed Management Board has also approved funding for this project (\$166,000).

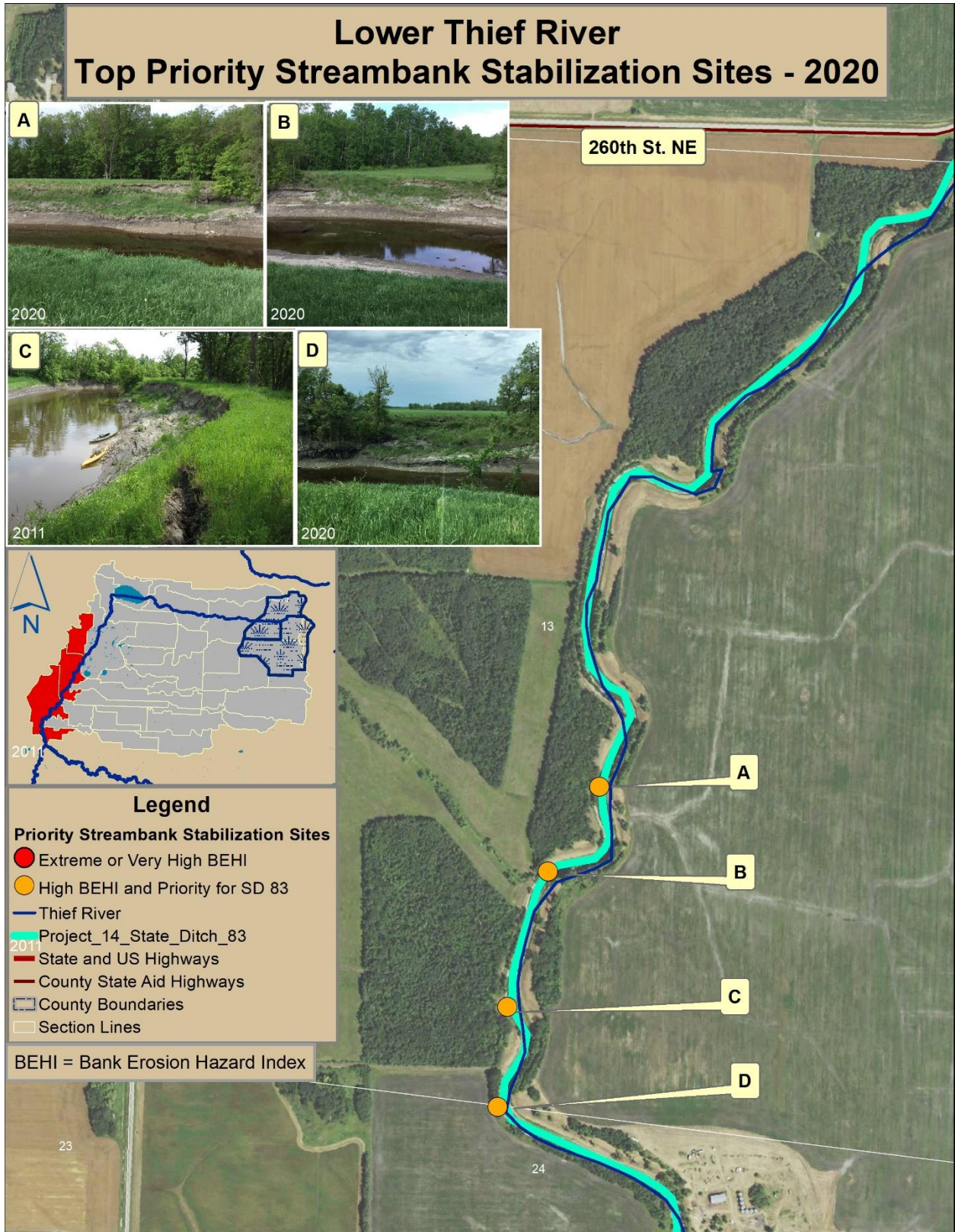
The Pennington SWCD was awarded \$516,000 to stabilize erosion along the south bank of Pennington County Ditch 96, west (upstream) of the Highway 32 crossing near St. Hilaire. This project will reduce sediment loading to an impaired portion of the Red Lake River by an estimated 559 tons/year.

**Thief River Watershed One Watershed One Plan (1W1P)**

The design work for the outlet of Judicial Ditch 23 (near the 140<sup>th</sup> Ave NE crossing of the Thief River) will be completed by Widseth, Smith, and Nolting (WSN) to provide some continuity in staff that are familiar with the project.

District staff worked with United States Fish and wildlife staff and HDR Engineering to get started on the feasibility study for a potential Mud River Restoration Project. District staff compiled background information about the project into a summary document. USFWS staff created a presentation that was used during a virtual meeting that was held on December 15, 2020. A proposal was prepared by HDR Engineering for the creation of a Mud River Restoration Concept Report. This first phase of work will include data collection (survey and data processing), hydrologic analysis, and a concept report. Decisions regarding the feasibility and future of the project will depend upon the findings of this first phase.





District staff toured priority streambank stabilization sites along the Thief River with an engineer from Houston Engineering, Inc (HEI). One of the banks, Site C, seemed to be trending toward stability. Two of the other banks, Sites A and B, were actively and severely eroding. A severely eroding drainage outlet between 260<sup>th</sup> Street NE and the Thief River was also examined. District and HEI staff finished the tour by examining a bank slump that occurred a short distance upstream of the CSAH 7 bridge. District engineering staff completed surveying work on Site A, Site B, the eroding gully, and Site D in December, before significant snowfall became an obstacle. Site D was still unstable and eroding, like Site A and Site B. State Ditch 83 plans were found and shared with HEI to help with the design process. Houston Engineering, Inc. developed a proposal to document the scope of their services (preliminary design, final design, and construction management). The proposal was approved by the RLWD Board of Managers during their December 30, 2020 meeting.

Site A



Site B



Site C



Site D



**Red Lake River Watershed One Watershed One Plan (1W1P)**

The Plan Coordinator (Peter Nelson) and the Planning Work Group worked on consolidating the 2018-19 and 2020-21 biennial work plans into a single 2021 Annual Work Plan.

The Red Lake County SWCD found and shared an old survey of the Demarais-Hanson gully. The RLWD Board of Managers approved the hiring of a consultant to conduct a survey and feasibility assessment of the Demarais-Hanson erosion problem. The RLWD Board of Managers approved the hiring of an engineering firm to complete the surveying and other work that would be necessary to evaluate the feasibility of a project to stabilize the gully.

**Clearwater River One Watershed One Plan (1W1P)**

The Clearwater River 1W1P Planning Work Group met on December 10, 2020. The group reviewed the draft work plan for the planning process. Technical Service Area (TSA) staff will likely be able to draft a logo for the Clearwater River 1W1P. Policy Committee and Advisory Committee membership/appointment was discussed. To take a lesson from previous 1W1Ps, a rule will be added to the by-laws to prevent the addition of committee members (except for specified circumstances) after

the process has started. The group discussed the planning of a kickoff meeting and the logistics of holding such a meeting during the COVID pandemic (hybrid meeting, outdoor meeting). A questionnaire will be sent to potential Advisory Committee members to see if they would be able to attend a virtual meeting. TSA staff will also be able to help with the creation of maps. Due to changes in District staff, Houston Engineering will have a larger role in the completion of the Clearwater River PTMApp and Targeted Implementation Plans. The Clearwater SWCD will take on the roles of the Plan Coordinator and Fiscal Agent. The agenda for the first Policy Committee meeting was discussed (by-laws, election of officers, 1W1P informational presentation, notification of plan initiation, schedule for future committee meetings).

### Other

- The [2020 Outstanding Soil and Water Conservation District Employee](#) award was awarded to Pennington Soil and Water Conservation District Water Plan Coordinator Peter Nelson. Peter and the Pennington SWCD have been a great partner on many projects within the district, like the Red Lake River and Thief River One Watershed One Plan projects and the many successful grants that the SWCD has secured for water quality projects.
- Time was spent on reviewing budgets of 2020 projects to organize information on expenditures and funding sources.
- Monthly water quality reports were completed for the months of [September](#), [October](#), and [November](#) 2020.
- The District's Natural Resource Specialist has been helping the Lake of the Woods Watershed One Watershed One Plan committee members learn how to use PTMApp.

Water quality related notes and minutes from the December 10, 2020 Red Lake Watershed District Board of Managers meeting.

- Engineer Jerry Pribula, Pribula Engineering, joined the meeting via conference call. Pribula stated that construction on Ditch 16 was substantially completed and reminded the Board that the final completion date is May 18, 2021. Pribula discussed the original construction bid, and additions to the contract. Administrator Jesme stated that the additional side water inlet culverts that were installed are reimbursable through the Red Lake River 1W1P, RLWD Project No. 149 and Red River Watershed Management Water Quality funds.
- Engineer Tony Nordby, Houston Engineering, Inc., reported that construction on the Black River Impoundment, RLWD Project No. 176, has proceeded extremely well with the good weather conditions. Nordby stated that the concrete in the outlet structure is in-place. Discussion was held on a clay liner that was installed on the emergency spillway to reduce the risk of erosion and discussion with a landowner's concern regarding the diversion ditch around the church and potential of erosion.
- The Board reviewed an itemized worksheet for the installation of side water inlet (SWI) culverts located in Marshall County. The Marshall SWCD is requesting their 2020 Erosion Control Funds, RLWD Project No. 164, appropriation for the installation of SWI's. Motion by Dwight, seconded by Page, to approve payment in the amount of \$12,500 from the District's 2020 Erosion Control Funds, RLWD Project No. 164, to the Marshall SWCD. Upon roll call vote, motion carried unanimously.
- The Board reviewed the Project Evaluation Worksheet that will be submitted to the RRWMB as part of the Step 1 funding submittal for the Pine Lake Flood Damage Reduction and Fish Passage



Project, RLWD Project No. 26B. Motion by Torgerson, seconded by Sorenson, to authorize President Nelson, sign the Project Evaluation Worksheet and Step 1 funding submittal to the RRWMB for the Pine Lake Flood Damage Reduction and Fish Passage Project, RLWD Project No. 26B. Upon roll call vote, motion carried unanimously.

- Administrator Jesme discussed hiring Engineer Services for two projects for the Thief River 1W1P, RLWD Project No. 149A. Jesme recommended hiring HDR Engineering, Inc., to complete a reconnaissance report on the restoration of the Mud River in Agassiz National Wildlife Refuge which was diverted during the construction of Judicial Ditch 11 Main. Motion by Ose, seconded Tiedemann, to retain HDR Engineering, Inc., for the draft proposal of services to complete the Mud River/JD 11 Reconnaissance Report for the Thief River 1W1P, RLWD Project No. 149A. Upon roll call vote, motion carried unanimously. Jesme recommend retaining Houston Engineering, Inc., to complete a study to prioritize areas for the Thief River Streambank Project. Motion by Page, seconded by Sorenson, to retain Houston Engineering, Inc., for completion of the Thief River Streambank Study, RLWD Project No. 149A. Upon roll call vote, motion carried unanimously. Both engineering firms will submit proposals to the Board.
- Administrator Jesme reviewed the Work Plan that was approved for the 2020 biennium for the Red Lake River 1W1P, RLWD Project No. 149. Discussion was held on the repairs to the outlet of Pennington County Ditch 96, west of the old railroad bed south of St. Hilaire, and additional items that need attention. President Nelson stated that he will contact the Pennington County Commissioners and Engineer regarding potential repairs to the system.

Water quality related notes and minutes from the December 30, 2020 Red Lake Watershed District Board of Managers meeting.

- Discussion was had on the Ditch 10, RLWD Project No. 161 and the advertisement for bids on the project. Staff realized that even though we had a date set in the bid opening, we could not find that the Board officially set the date and time. Motion by Page, seconded by Sorenson, to set the Bid Opening for the repairs to the outlet of Ditch 10, RLWD Project No. 161, for January 14, 2021 at 9:30 a.m. at the District office. Upon roll call vote, motion carried unanimously. A virtual pre-bid meeting will be held at 1:30 p.m. on January 7, 2021.
- The Board reviewed a Scope and Fee Proposal – Summary of Engineering Services from Houston Engineering, Inc., for the Thief River Streambank Study, RLWD Project No. 149A in the amount of \$34,759.00. Engineer Tony Nordby, Houston Engineering, Inc., stated that he reviewed five locations with District staff, having different goals for each site. Nordby noted that District staff have completed surveying of all five sites. Motion by Dwight, seconded by Sorenson, to authorize the Administrator Jesme the authority to sign the Agreement for Engineering Services with Houston Engineering, Inc., for the Thief River Streambank Study, RLWD Project No. 149A. Upon roll call vote, motion carried unanimously.
- The Board viewed a proposal from HDR Engineering, Inc., for completion of a Preliminary Concept Report for the Mud River Restoration Project, RLWD Project No. 149A. Engineer Jacob Huwe, HDR Engineering, Inc., stated that a conference call was held with staff from the District, HDR Engineering and the U.S. Fish and Wildlife Service to determine the scope of the project. Discussion was held on restoring the old channel of the Mud River and ditches that feed into the Agassiz pool. Completion of a survey, ditch inverts and crossing sections will need to be completed to ground truth Lidar. Huwe estimated surveying will take approximately two weeks and could potentially begin next week. Motion by Dwight, seconded by Torgerson, to authorize

Administration Jesme the authority to sign the Notice to Proceed for the Preliminary Concept Report in the amount of \$40,800 for the Mud River Restoration project, RLWD Project No. 149A.

- Discussion was held on an erosion control project that outlets into an oxbow of the Red Lake River referred to as the Demarais/Hanson site, located in Sections 26 and 27, Louisville Township, Red Lake County (6 miles east of Red Lake Falls along CSAH 11). Staff member Corey Hanson stated that the Red Lake River 1W1P Planning Work Group (PWG) identified this as a potential project, to be completed in phases due to the magnitude of the project. It was also discussed by the PWG, that the RLWD should take the lead on this project due to the sheer size or scope of the project. Discussion was held on hiring an engineering firm to complete a reconnaissance of the project. Motion by Page, seconded by Ose, to approve the District to take the lead on this project and hire Houston Engineering, Inc., to prepare a feasibility study for the Demarais/Hanson Erosion Control Project, RLWD Project No. 149. Upon roll call vote, motion carried unanimously.
- Administrator Jesme stated that District was awarded a \$250,000 competitive grant from the 2021 Clean Water Funds (CWF) for the Thief River Falls Oxbow Project, RLWD Project No. 46Q. Jesme informed the Board that of the 61 CWF competitive grant applications BWSR received, the District grant application ranked 13th.
- The Board reviewed a letter of resignation from Staff member Ashley Hitt (Natural Resources Technician). Motion by Torgerson, seconded by Dwight, to approve with regrets, the letter of resignation from Ashley Hitt. Upon roll call vote, motion carried unanimously.
  - Ashley has accepted a Wetland Biologist position with the Natural Resources Conservation Service.
- Administrator Jesme stated that with the resignation of Staff member Ashley Hitt, Staff member Christina Slowinski requested transferring to the Natural Resource Specialist position. Jesme reminded the Board that Slowinski had originally applied for the position filled by Hitt, further stating that the District has a statutory requirement to have a Ditch Inspector on staff and that no transfer of position should occur until the Ditch Inspector position is filled. Motion by Ose, seconded by Sorenson, to approve the transfer of Christina Slowinski to the Natural Resource Specialist position once a Ditch Inspector is hired. Upon roll call vote, motion carried unanimously.
- Motion by Tiedemann, seconded by Dwight, to approve advertising for a Ditch Inspector/Technician II and an Engineer Specialist for the District office. Upon roll call vote, motion carried unanimously. District staff will develop the job posting for review by the Budget and Salary Committee.
- A meeting was held on December 15, 2020, with staff from the USFWS to discuss restoration of the old channel within the Agassiz NWR that was cutoff since JD 11 main was constructed. In restoring the channel, it is assumed we would see significant reduction of sediment that presently enters the Agassiz NWR and ultimately is deposited into SD 83/Thief River.

#### **December 2020 Meetings and Events**

- **December 1, 2020** – Minnesota Association of Watershed District Virtual Annual Conference
  - Drainage Workshop
  - Financing Watershed District Projects
- **December 2, 2020** – Minnesota Association of Watershed District Virtual Annual Conference
  - Keynote Speaker [Kit Welchlin](#), Embracing Change: Thriving (Not Just Surviving)

- Mistakes in dealing with change include:
  1. Joining the anti-change crowd
  2. Acting like a victim
  3. Trying to control the uncontrollable
  4. Being overly cautious – freezing
  5. Being afraid of the unknown
  6. Making a big deal out of little things
  7. Psychologically disengaging from your work
  8. Trying to get all the answers/directions
  9. Failing to manage the stress
- Stream Meander Restoration in an Urban Creek (Middle Rice Creek)
  - Evaluated the banks of the creek with Bank Erosion Hazard Index (BEHI) ratings
  - Constructed the restored channels first, then put them “online” to send water through them
  - Created off-channel floodplain wetlands
  - Post-construction monitoring noted some sedimentation within the channel, but the tops of the banks remained stable. There was no post-construction lateral movement of the channel.
- Phased Project Implementation – Managing Water One Step at a Time
- Balancing Flood Damage Reduction and Water Quality Needs in the Red River Basin
- If You Build It, They Will Come: Pelican River Low Head Dam Case Study
  - Winter construction works better (ground is frozen instead of muddy).
  - Bypass step pools were used for higher dams.
  - Sturgeon habitat has been improved.
  - Sturgeon eat zebra mussels.
- Achieving the Public’s Expectations for Water Quality in Minnesota
  - More public funding should go toward implementation projects and less should go to the hiring of new state government employees.
  - International Water Institute staff discussed some techniques for prioritizing waters for implementation work. It is important to examine of the duration, causes, severity, and frequency of water quality problems. The District has completed similar processes for the Red Lake River, Thief River, and Clearwater River watersheds to prioritize barely impaired and nearly impaired streams.
  - Problem Identification Steps (Example = Wall Lake Protection Strategy)
    1. What Resource (name, location)
      - Wall Lake (MN Lake ID: #56-0658-00) is located 5 miles east of Fergus Falls, MN in Otter Tail County
    2. How are water quality problems manifested?
      - Example: visible algae bloom inhibits swimming
    3. How long does it last (duration)?
      - Example: a bloom lasts 1-2 days
    4. Frequency (how often does it occur)?
      - Example: 3 to 4 blooms per year. 1 out of every 3 years
      - Time series charts can help with steps 3 and 4
    5. How bad is the problem?

- Example: Bloom level is 20 µg/L chlorophyll-a and levels reach 40 µg/L
- 6. Suspected causes (parameters?)
  - Example: excess total phosphorus, low winds, and poor mixing
- May I Have Your Attention for Retention (by Nate Dalager)
  - Drone video of Black River Impoundment construction
- “Night at the Movies”
  - Watershed districts had submitted videos about their districts and projects. The [Capital Region Watershed District](#) video had some spectacular aerial video footage of an alum treatment. The Carnelian-Marine-St. Croix video highlighted paddleboarding and recreation on the St. Croix River, which looked like something to add to one’s “bucket list.” The [Nine Mile Creek Watershed District](#) has [activities](#) and YouTube videos to help kids explore their watershed.
- Minnesota Stormwater Research Council - Background and Highlights
- Effective Uses for the PTM App in Watershed Planning and Implementation
  - Use a cost-effectiveness filter to create a targeted BMP layer
  - Determine a percentage of funding that will be spent on each type of practice or prioritize practices by sediment load reduction.
  - Loading and load reductions to an outlet of a planning region is substantially lower than the cumulative field-edge load reduction estimates. The load reduction goals (TMDLs, for example) are typically established at the outlet of a subwatershed or planning region, but field-edge load reduction is usually used to estimate and evaluate the cost-effectiveness of implementation projects.
  - Some new PTMApp features that have added or will be added soon include desktop toolbar revisions and upgrades, web application enhancements, new watershed data, and training videos. A new release of the web app is planned for early 2021.
- Delivering a Watershed-based Public Private Partnership to Achieve Shared Goals (Cannon River Agricultural Collaborative RCPP)
- Planning for Resiliency: Natural Asset Valuation in a Changing World
  - Use a model to estimate the benefits provided by a natural asset.
  - Use a model to identify estimate the cost of the BMPs that would be needed to replace the natural asset or provide equivalent benefits.
  - Estimate the cost of replacing the natural asset.
- Stretching Outreach Budgets by Partnering with the [Blue Thumb](#) Program
  - Pollinators are a gateway topic to clean water concepts. The same things that benefit pollinators benefit water quality.
  - [“Fescue to the Rescue”](#)
- Raising the Grade: Seeking Solutions to Improve the Health of the Mississippi River
  - [Pinwheel graphics](#) display a waterbody’s score/grade for multiple goals and categories.
- [Minnesota’s 2020 State Water Plan: Water and Climate](#)
  - Environmental Quality Board
  - More monitoring of beaches for harmful algae and bacteria
- Complex Project Development: A Case Study of Lake Traverse Water Quality Project
  - Bois de Sioux Watershed District

- Project cost distribution was based on runoff contribution.
- Using Future Hydrology Planning to Achieve Watershed Goals
  - Measured hydrology and water quality (for the Redpath project) were worse than was expected based on watershed characteristics. Flat topography and culvert changes caused breakout flows.
- **December 3, 2020** – Minnesota Association of Watershed District Virtual Annual Conference
- **December 10, 2020** – Red Lake Watershed District Board of Managers meeting
- **December 10, 2020** – BWSR Academy hydrogeology presentation: Once Upon a Time in Hydrogeology
  - The presentation’s maps showed that county groundwater atlas development has not been completed within the RLWD yet.
    - The groundwater atlases will include water table elevation maps and water table depth maps. The atlases will include hydrogeologic cross sections
  - Groundwater testing and stable isotope testing were also discussed.
  - [Minnesota Hydrogeology Atlas](#)
  - Groundwater residence time and pollution sensitivity can be estimated using tritium testing.
  - [MN DNR groundwater mapping program](#)
- **December 10, 2020** - Clearwater River One Watershed One Plan Planning Work Group Meeting
- **December 10, 2020** – Polk County AIS Committee meeting.
  - The committee approved the purchase of a CD3 (Clean, Drain, Dry, and Dispose) unit, pending approval by the County Board of Commissioners.
- **December 15, 2020** – Mud River Restoration Project meeting
  - HDR Engineering will put together a proposal for surveying the old, meandering channel.
  - A permit will be obtained from the DNR to access portions of the project area for surveying.
- **December 16, 2020** – BWSR Academy presentation on pollinator habitat and seed mixes
  - 70% of described species on the planet are invertebrates
  - Bees are the most efficient and important pollinators.
    - Actively collect and transport pollen
    - Butterflies are just there for the nectar
    - Bees exhibit flower constancy – keep working the same species.
    - Bees are very diverse and adapted to work with different flowers (different tongue lengths, for example).
  - Fall and spring resources/flowers are important for bumblebees.
  - [Habitat Assessment Guide](#)
  - Recognize existing habitat and identify habitat deficiencies.
  - Consider abundance (# of individuals), richness (# of species), and evenness (relative abundance) when choosing species for seed mixes.
  - Provide flowers that bloom throughout the season and provide different plant families.
  - Not all coneflowers are the same. Narrowleaf coneflower (Echiniacea angustifolia) is the only one that is supposed to be in Polk County, for example.
  - Pounds/acre varies by plant due to a wide variation in seed sizes. Seeds per square foot is a better way to plan.

- Include at least 9 pollinator-friendly species, at least one of which should be a legume. Include 3 species from each bloom period. At least 60% of forbs in the mix should be plants that provide nectar for monarchs.
- Have lower seeds/ft<sup>2</sup> rates for aggressive species like big bluestem, Indian grass, sunflowers, cup plant, and wild bergamot). Areas dominated by 8-foot-tall stands of big bluestem are not that great for pollinators and wildlife.
- Adding diversity to seed mixes does increase the price, though. Use a smaller amount of the diverse mix to offset some of the increased cost. The increase cost is also balanced by long-term savings on maintenance and the benefit of a better ecological function.
- Review any seed substitutions that are made by your supplier to make sure that the replacement species are appropriate. Double-check all species ranges in the seed mix.
- Resources:
  - [Minnesota Wildflowers](#)
  - [BONAP \(Biota of North America Program\) maps](#)
  - [USDA PLANTS database](#)
  - [Prairie Moon Nursery](#)
- Some recommended species included early figwort, culver's root, march/butterfly/Sullivant's milkweed, bottle gentian, fringed gentian, button blazing star, lead plant, fringed puccoon, prairie rose, harebell, cup plant, long-bract spiderwort, and meadow sweet.
- **December 16, 2020** – Meeting between District staff and a Houston Engineering, Inc. engineer to discuss the Lower Thief River Streambank Stabilization work.
- **December 17, 2020** – BWSR Academy presentation about the MN Atlas website
- **December 17, 2020** – Red Lake River One Watershed One Plan Planning Work Group meeting
- **December 21, 2020** – Pennington County Cooperative Weed Management Area Zoom Conference
- **December 30, 2020** – Red Lake Watershed District Board of Managers meeting

Red Lake Watershed District Monthly Water Quality Reports are available online:  
<http://www.redlakewatershed.org/monthwq.html>.

Learn more about the Red Lake Watershed District at [www.redlakewatershed.org](http://www.redlakewatershed.org).

Learn more about the watershed in which you live (Red Lake River, Thief River, Clearwater River, Grand Marais Creek, or Upper/Lower Red Lakes) at [www.rlwdwatersheds.org](http://www.rlwdwatersheds.org).

“Like” the Red Lake Watershed District on [Facebook](#) to stay up-to-date on RLWD reports and activities.