

RED LAKE WATERSHED DISTRICT

April 25, 2024

9:00 a.m.

Agenda

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	April 11, 2024 Minutes	Action
	Financial Report dated April 24, 2024	Action
	Payment Ring Dike, RLWD Project No. 129BC - Quotes	Info/Action
	Elm Lake Screw Gate Replacement, RLWD Project No. 52	Info/Action
	SD 83 Flooding Concerns – Project Work Team	Info/Action
	Mud River Project, RLWD Project No. 180C	Info/Action
	20% Flood Damage Reduction Tour – Update	Information
	Turtle Cross Connection, RLWD Project No. 114	Information
	Chiefs Coulee, RLWD Project No. 46S - Update	Information
10:15 a.m.	PRAP Survey Results – Don Bajumpaa, BWSR (via Zoom)	Info/Action
	Pennington County SWCD Funding Request: Sorvig LLP – Polk Centre 4	Info/Action
	Permit Violation: Hickory Township, Pennington County	Info/Action
	Permits: 24019-24023 and 24028	Info/Action
	Vehicle Quotes	Info/Action
	Summer Hours	Info/Action
	4 th of July Holiday Hours	Info/Action
	Administrator’s Update	Information

Legal Counsel Update

Information

Managers' Update

Information

Adjourn

Action

UPCOMING MEETINGS:

April 25, 2024 RLWD Board Meeting, 9 am
April 29, 2024 Turtle Cross Connection PWT Meeting, Erskine, 9 am
May 9, 2024 RLWD Board Meeting, 9 am
May 21, 2024 RRWMB Meeting, Ada, 10 am
May 23, 2024 RLWD Board Meeting, 9 am
May 27, 2024 Memorial Day Holiday, RLWD Office Closed

RED LAKE WATERSHED DISTRICT
Board of Manager's Minutes
April 11, 2024

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

Present: Managers: Gene Tiedeman, LeRoy Ose, Tom Anderson, Grant Nelson, Brian Dwight, Terry Sorenson, and Allan Page. Staff Present: Tammy Audette, Elaine Rychlock, Melissa Bushy, and Tony Olson, and Legal Counsel, Delray Sparby. Guests: Ryan Beich, Nate Dalager, Tony Nordby, Gary Kiesow, and Darrold Rodahl.

The Board reviewed the agenda. A motion was made by Ose, seconded by Sorenson, and passed by unanimous vote that the Board approve the agenda as presented. Motion carried.

The Board reviewed the March 28, 2024, Board meeting minutes. Motion by Sorenson, seconded by Anderson, to approve the March 28, 2024, Board meeting minutes, as presented. Motion carried.

The Board reviewed the Financial Report dated April 10, 2024. Motion by Anderson, seconded by Ose, to approve the Financial Report dated April 10, 2024. Motion carried.

Administrator Audette presented a damage statement for the purchase of temporary and permanent easements for the Pine Lake Phase II, RLWD Project No. 26B. Audette stated that the total cost of the easements required is \$1,335.86, noting that a multiplier of 1.2 of the market value was used for the permanent easement. A motion was made by Ose, seconded by Page, to proceed with the temporary and permanent easements in the amount of \$1,335.86, for the Pine Lake Phase II Project, RLWD Project No. 26B. Motion carried.

Quotes for the Cardinal Ring Dike, RLWD Project No. 129BB were opened at 4:30 p.m., on April 10, 2024, at the District office. Administrator Audette stated that we received 3 quotes for the Cardinal Ring Dike. Engineer's Estimate of probable cost was \$57,712. Quotes submitted for consideration were from Higher Ground in the amount of \$28,216.60, Anderson Excavating in the amount of \$44,617.09 and from Lunke Construction, Inc in the amount of \$52,496.00. Motion made by Dwight, seconded by Nelson to award the apparent low quote to Higher Ground in the amount of \$28,216.60 for construction of the Cardinal Ring Dike, RLWD Project No. 129BB. Motion carried.

The Board reviewed the Client/Owner Services Agreement from Houston Engineering for the Huot Streambank Stabilization Proposal, RLWD Project No. 149. A motion was made by Dwight, seconded by Page to authorize Administrator Audette the authority to execute the Client/Owner Services Agreement for the Huot Streambank Stabilization Project, RLWD Project No. 149 and to proceed with the project. Motion carried.

The Board reviewed Client/Owner Services Agreement from Houston Engineering for the Lost River Pool Structure Replacement, RLWD Project No. 17. A motion was made by Sorenson, seconded by Ose, authorizing Administrator Audette the authority to execute the Client/Owner

Services Agreement for the Lost River Pool Structure Replacement Project. Motion carried. Tony Nordby, Houston Engineering, Inc., noted that the agreement does not include any costs of soil borings, if needed.

Administrator Audette reviewed the Flood Hazard Mitigation Grant Resolution document for the Chief's Coulee, RLWD Project No. 46S. A Resolution from our Board is required. A motion was made by Ose, seconded by Nelson, to approve the Flood Hazard Mitigation Grant Resolution for the Chief's Coulee Project, RLWD Project No. 46S. Motion carried.

Nate Dalager, HDR Engineering, presented to the Board information on the State Ditch 83 flooding concerns landowner meeting. Dalager reviewed slides that contained information related to the project. Dalager indicated that pending board approval, a Project Team should be formed. A motion was made by Ose, seconded by Dwight to establish a Project Work Team, and to present the proposed members at the April 25, 2024 meeting. Motion carried.

Staff member, Tony Olson, discussed a permit violation on RLWD Permit No. 22203 located in Section 13, Hickory Township, Pennington County. Olson stated that the permit application was an "after the fact" permit, noting that the work was not completed satisfactorily. A motion was made by Nelson, seconded by Sorenson, authorizing Olson to send a letter to the landowner, stating that the landowner had until April 29, 2024, to complete the work, or the District would hire a contractor to complete the work and bill the landowner. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 23192 in Section 12, Hickory Township, Pennington County. Olson stated that the District was contacted by staff at the Pennington County Highway Department regarding RLWD Permit No. 23192, noting that the work had not been completed. They were also informed of the construction of a dike/berm within the same area, that had not been permitted. A motion was made by Nelson, seconded by Page, to send a letter to the landowner, stating that the landowner had until April 29, 2024 to remove the dike/berm and put the property back to pre-construction condition or the District would hire a contractor to complete the work and bill the landowner. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 24004 in Louisville Township, Section 30, Red Lake County. The recommendation was to deny the permit. A motion was made by Sorenson, seconded by Dwight, to deny the RLWD Permit No. 24004. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 24015 in Hill River Township, Section 22, Polk County. A motion was made by Sorenson, seconded by Page, to approve the withdrawal of RLWD Permit No. 24015, Hill River Township, Polk County, as requested. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 23049 in Poplar River Township, Section 13, Red Lake County. The recommendation was to grant the permit extension request. A motion was made by Page, seconded by Nelson, to approve the permit extension for RLWD Permit No. 23049. Motion carried.

The Board reviewed the permits for approval. Motion by Ose, seconded by Page, to approve the following permits with conditions stated on the permit: No. 24014, Lawrence Vettleson, Chester

Township, Polk County; No. 24016, Josef Paradis, Gervais Township, Red Lake County; and No. 24018, Greg Hilgeman, Deer Park Township, Pennington County. Motion carried.

Administrator Audette stated that the 2024 Salary scale dollar amount listed for Accounting Officer was incorrect. The Accounting Officer will have a rate adjustment as of pay period 3/27/2024 through the remainder of 2024 to correct the hourly rate from \$32.98 to \$30.35. A motion was made by Ose, seconded by Anderson to make this adjustment. Motion carried.

Administrator's Update:

- **Water Quality Sampling:** District staff are working on the first round of District wide water quality sampling for the 2024 season.
- **Houston Engineering GPS/survey training:** Houston Engineering, Inc. is holding a one-day training that will be held at the District office regarding construction staking/GPS Training. This will be very helpful for District field staff to participate in.
- **Wild Rice Allocation:** With very little runoff, District staff has been busy with the Wild Rice Allocation program. Currently all four growers are pumping; with very little flow the additional stream gaging and monitoring of the river levels has kept the staff busy.
- **Pine Lake levels:** District staff have been fielding various calls regarding the lake level of Pine Lake. Cabin owners are very concerned about the lack of water this early in the season. As of April 5th, the lake level is currently at 1283.1, with a target summer elevation of 1283.5.

Legal Counsel Sparby indicated that he will complete the audit letter requested by the District's auditors, Brady Martz and Associates.

Legal Counsel Sparby indicated that he has been working on easements for the construction of two ring dike projects.

Manager Ose stated that he will be participating in the RRWMB monthly meeting in Ada of April 16, 2024.

Manager Ose discussed an erosion concern by the range line road bridge, questioning if the Thief River 1W1P is working on the issue. Administrator Audette will check into the matter.

Manager Page discussed the Red Lake SWCD in regard to a Forestry Woodland Plan.

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

LeRoy Ose, Secretary

RED LAKE WATERSHED DISTRICT**Financial Report for April 25, 2024**

Ck#	Check Issued to:	Description	Amount
online	EFTPS	Withholding FICA,Fed & Medicare(4/10/24 payroll)	\$ 5,024.24
online	MN Department of Revenue	Withholding Taxes (4/10/24 payroll)	\$ 905.04
online	PERA	PERA (4/24/24 payroll)	\$ 2,785.07
41224	Bredeson Office Supply	Receipt Books	\$ 51.90
41225	Corp. Tech	Managed IT services	\$ 1,822.50
41226	HDR	***see details below	\$ 14,263.29
41227	Hudson Electric	Replaced light on back of garage	\$ 365.00
41228	Oil Boyz	Oil change	\$ 84.46
41229	Pennington SWCD	***see details below	\$ 3,550.00
41230	Quality Spray Foam	Removed stumps,mowed, brush @ Brandt Imp.	\$ 5,250.00
41231	Red Lake County Treas.	2024 Taxes	\$ 223.02
41232	RRWMB	Turtle Cross Connect & Mud River cost share	\$ 1,568.48
41233	Void		
41234	ESRI	ArcGIS Online Pro Annual Subscription	\$ 420.00
41235	Kristi Huseth	Office Cleaning	\$ 647.50
41236	MPM	Stop logs made for Moose River project	\$ 128.25
41237	Quality Spray Foam	Black River Imp. - hauled top soil & seeded	\$ 520.00
41238	Quill	Paper	\$ 177.06
41239	Void		
41240	Void		
41241	RMB Enviromental Lab	Lab Analysis of water quality samples	\$ 5,468.00
online	City of Thief River Falls	Utilities	\$ 386.69
online	Purewater Technologies	Office H2O	\$ 38.00
online	Sun Life Financial	Life Insurance	\$ 144.64
online	WEX	FSA Medical - Claim	\$ 81.44
online	Les's Sanitation	Garbage Removal	\$ 35.74
online	Intuit - Quick Books	Monthly fee	\$ 409.00
online	MN Energy	Heat	\$ 117.81
online	WEX claim	FSA Medical - Claim	\$ 640.00
direct	Tom Anderson	Mileage	\$ 385.25
direct	Leroy Ose	Mileage	\$ 471.68
direct	Staff and Board Payroll	Salaries (pp 4/24/24)	\$ 16,603.36
	Total Checks		\$ 62,567.42

*****HDR**

Flood Reduc. Tour & Agassiz	\$4,569.54
Turtle Cross Lakes Feas. Study	\$9,693.75
	<u>\$14,263.29</u>

*****Pennington SWCD**

Red Lake River 1W1P	\$2,764.38
Thief River 1W1P	\$583.72
Clearwater River 1W1P	\$201.90
	<u>\$3,550.00</u>

Banking**Northern State Bank**

Balance as of April 11, 2024	\$ 360,723.70	
Total Checks Written	\$ (62,567.42)	
Receipt #12210	WEX Repayment	\$ 26.00
Receipt #12211	FEMA - Category A, C, D	\$ 10,329.41
Receipt #12212	50% FY24 Thief River 1W1P	\$ 351,119.50
Balance as of April 25, 2024	\$ 659,631.19	

Current interest rate is 3.25%

American Federal Bank-Fosston

Balance as of April 11, 2024

\$ 5,233,020.28

CD's

Balance as of April 25, 2024

Current interest rate is 3.3%

\$ 5,233,020.28**Edward Jones**

Balance

12 month CD 5.02%

Expiry 5-03-24

\$ 237,000.00**Edward Jones**

Balance

12 month CD 5.02%

Expiry 5-07-24

\$ 237,000.00**Edward Jones**

Balance

12 month CD 5.02%

Expiry 5-09-24

\$ 26,000.00**Edward Jones**

Balance

12 month CD 5.45%

Expiry 9-18-24

\$ 237,000.00**Edward Jones**

Balance

12 month CD 5.5%

Expiry 9-27-24

\$ 237,000.00**Edward Jones**

Balance

12 month CD 5.5%

Expiry 9-27-24

\$ 33,000.00**Edward Jones**

Balance

12 month CD 4.85%

Expiry 12-20-24

\$ 237,000.00**Edward Jones**

Balance

12 month CD 4.55%

Expiry 1-2-25

\$ 50,000.00**Edward Jones**

Balance

12 month CD 4.75%

Expiry 1-2-25

\$ 237,000.00**Edward Jones**

Balance

12 month CD 4.9%

Expiry 1-30-25

\$ 238,000.00**Edward Jones**

Balance

12 month CD 4.9%

Expiry 2-14-25

\$ 237,000.00**Total CD Investments****\$ 2,006,000.00**

Total Cash (NSB + AFB + CD's) \$ 7,898,651.47

**Cash that has been received and
earmarked for projects: 4/24/24**

2022 Grant Thief River 1W1P Proj. #149A	\$ 626,536.80
2023 Grant Clearwater 1W1P Proj. #149B	\$ 821,031.43
2024 Grant Red Lake River 1W1P Proj. #149	\$ 321,779.72
Mid Point Grant Proj. #149	\$ 24,867.92
Chief Coulee Proj. #46S	\$ 214,375.00
	<u>\$ 2,008,590.87</u>

Payables committed to by board action:

Chief Coulee Proj. #46S	\$ 800,000.00
	<u>\$ 800,000.00</u>

Total accessible cash (Est) \$ 5,090,060.60

CONSTRUCTION PLANS FOR ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT RED LAKE WATERSHED DISTRICT

APRIL, 2024



INDEX SHEET

- 1 COVER SHEET
- 2 SITE MAP & ESTIMATED QUANTITIES
- 3 SLUICE GATE DETAILS
- 4 EXISTING PHOTOS
- 5-7 EXISTING STRUCTURE DETAILS

THIS PLAN CONTAINS 7 SHEETS

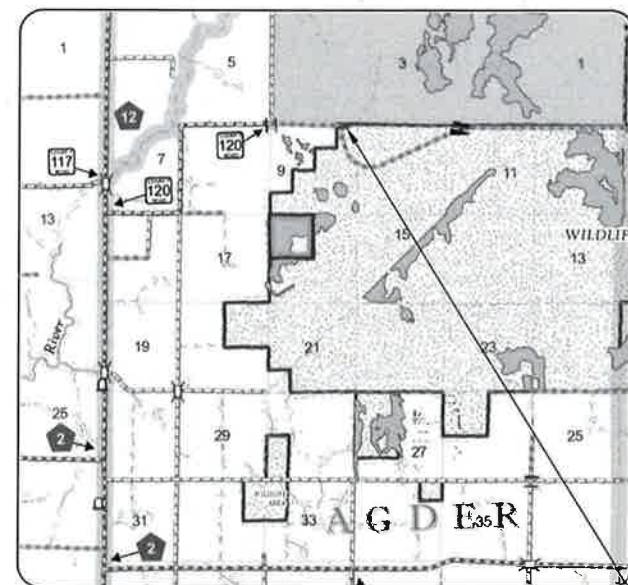
GOVERNING SPECIFICATIONS:

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" DIVISION II AND III AND THE "SUPPLEMENTAL SPECIFICATION" DATED SEPTEMBER 2022 SHALL GOVERN FOR CONSTRUCTION DETAILS AND MATERIALS.

UTILITY NOTE:

THE UNDERGROUND UTILITIES WERE NOT LOCATED AS PART OF THE PRELIMINARY SURVEY OR DATA GATHERING FOR THIS SITE.

STATE LAW REQUIRES THE EXCAVATOR TO CONTACT GOPHER STATE ONE-CALL AT (800)-252-1166 FOR UTILITY LOCATION 48 HOUR PRIOR TO START OF EXCAVATION WORK.



VICINITY MAP



LOCATION MAP

PROJECT LOCATION

HORIZONTAL AND VERTICAL CONTROLS

- 1. ALL COORDINATES LISTED IN THIS PLAN ARE MNDOT, MARSHALL COUNTY, U.S. FOOT.
- 2. ALL ELEVATIONS ARE NAVD 88 DATUM UNLESS STATED OTHERWISE.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

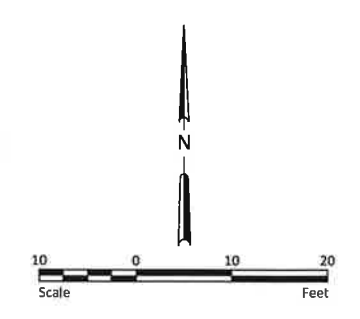
Tony A. Nordby
Tony A. Nordby
License No. 51392

Date: 4-18-2024

STATEMENT OF ESTIMATED QUANTITIES				
NOTE	BID ITEM NO.	DESCRIPTION	UNIT OF MEASURE	CONTRACT QUANTITY
	2021.501	MOBILIZATION	LUMP SUM	1
1	2104.501	REMOVE SLUICE GATE	LUMP SUM	1
2	2106.601	DEWATERING	LUMP SUM	1
3	2411.601	3' X 3' SLUICE GATE	LUMP SUM	1

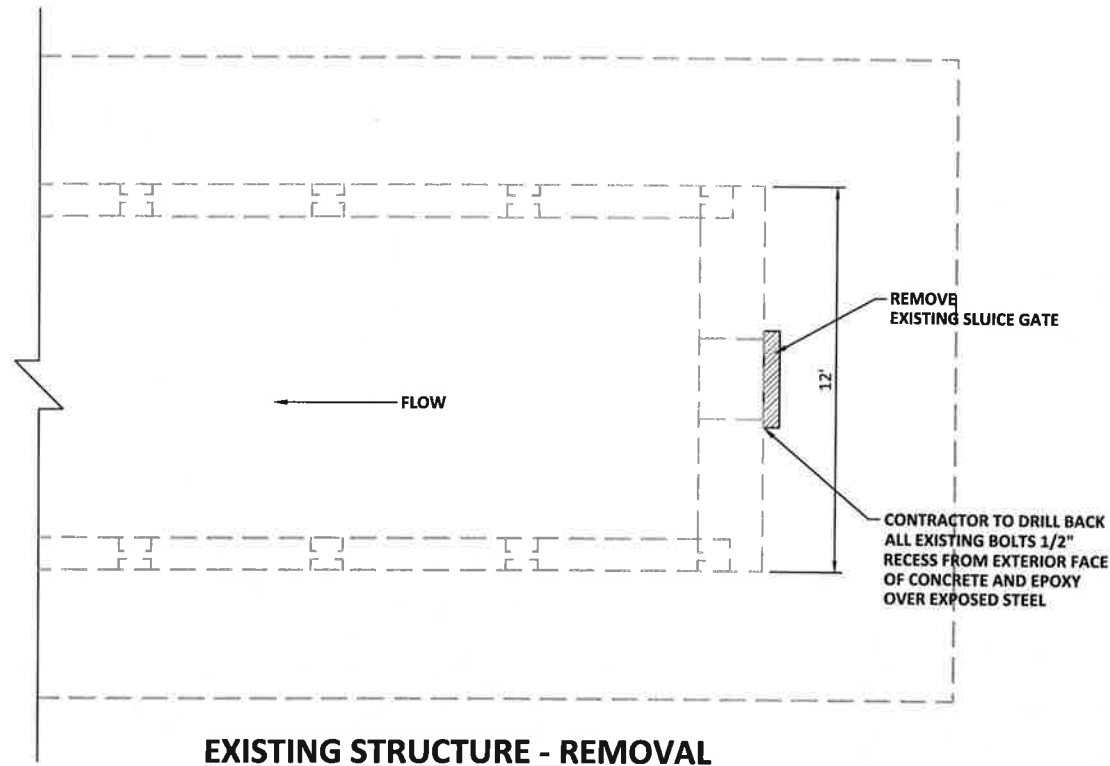
CONSTRUCTION NOTES:

- REMOVAL OF SLUICE GATE SHALL INCLUDE ALL GUIDES, STEM, BRACKETS, OPERATOR, AND WORK REQUIRED TO DRILL BACK EXISTING BOLTS AND EPOXY.
- DEWATERING SHALL INCLUDE ALL EQUIPMENT, LABOR, MATERIALS, AND OPERATIONS IN CONNECTION WITH DEWATERING NECESSARY TO PROCEED WITH THE CONSTRUCTION REQUIRED BY THE CONTRACT. OTHERS WILL PERFORM AN INITIAL DRAW DOWN OF THE SITE AHEAD OF CONSTRUCTION ACTIVITY.
- THE BID ITEM 2411.601, "3' X 3' SLUICE GATE" SHALL INCLUDE ALL GATE GUIDES, STEM, BRACKETS, OPERATOR, BOLTS, AND APPURTENANCES NECESSARY TO INSTALL THE NEW GATE ASSEMBLY IN ITS ENTIRETY.

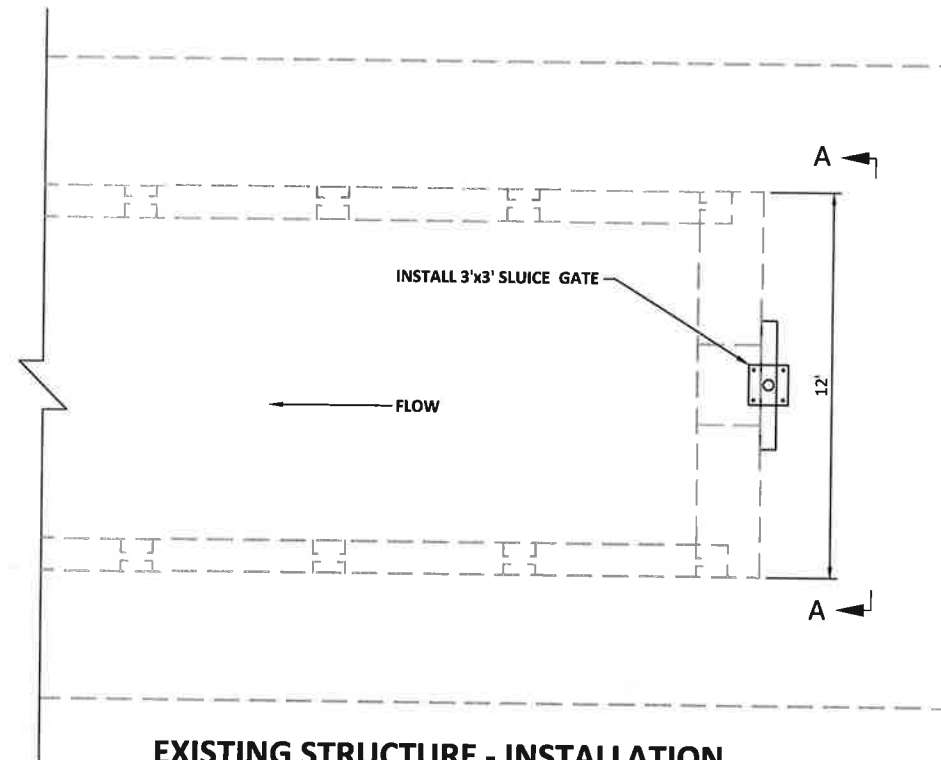


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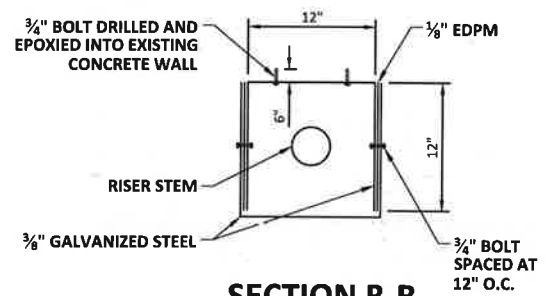
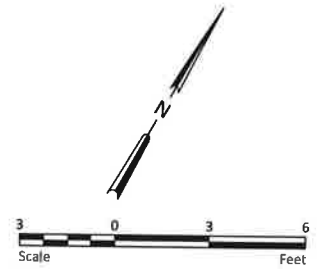
No.	Revision	Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. <i>Tony A. Nordby</i> Tony A. Nordby License No. S1392	Date	HOUSTON engineering, inc.	Drawn by	Date	ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT THIEF RIVER FALLS, MN RED LAKE WATERSHED DISTRICT	SITE MAP & ESTIMATED QUANTITIES PROJECT NO. 3655-0110	SHEET 2
							SMH	4/17/24			
							TAN	AS SHOWN			



EXISTING STRUCTURE - REMOVAL

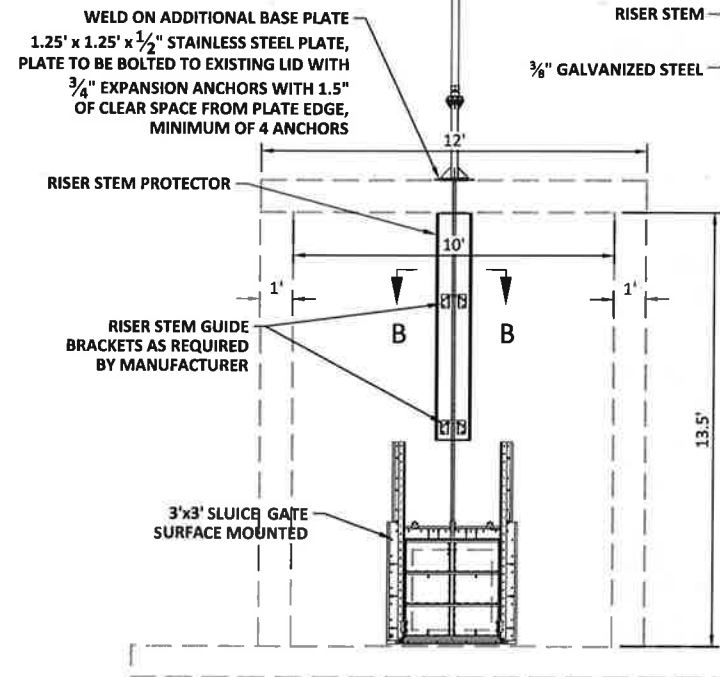


EXISTING STRUCTURE - INSTALLATION



SECTION B-B

NOTE:
 1. DIMENSIONS TO BE FIELD VERIFIED
 2. MANUFACTURER SHALL SUBMIT A SHOP DRAWING OF THE RISER STEM PROTECTOR TO ENGINEER FOR APPROVAL.



SECTION A - A

Notes:

The Contractor shall furnish all labor, materials, equipment, and incidentals required to install, ready for operation and field test stainless steel gates and appurtenances as shown on the Construction drawings. The gate unseating head shall be 18.5' of water.

A. Quality Assurance: The manufacture shall have experience in the production of substantially similar equipment and shall show evidence of satisfactory operation in at least fifty (50) installations.

B. General: Gates shall be as specified herein and have the characteristics and dimensions shown. Leakage shall not exceed 0.1 GPM/FT of wetted seal perimeter in seating head and unseating head conditions. All welds shall be performed by welders with AWS certification. A Mill finish shall be provided on stainless steel. Welds shall be sandblasted to remove weld burn and scale. All iron and steel components shall be properly prepared and shop coated with a primer. All gates shall be mounted to the structure with a manufacture recommended gasket between the frame and structure.

C. Submittals: The Contractor shall supply the following information to confirm compliance with the specification:
 a. Complete description of all materials including the material thickness of all structural components of the frame and slide.
 b. Installation drawings showing all details of construction, details required for installation, dimensions and anchor bolt locations.
 c. Maximum bending stress and deflection of the slide under the maximum design head.

D. Frame: The frame guides, invert member and yoke members shall be constructed of structural members or formed stainless steel plate with a minimum thickness of 1/4 -inch to form a rigid frame. The frame guides shall extend to accommodate the entire height of the slide when the slide is in the fully opened position. A yoke shall be provided across the top of the frame guides. The yoke shall be formed by two structural members affixed to the top of the guides to provide a one-piece rigid frame. The yoke shall be designed to allow removal of the slide. A rigid stainless steel invert member shall be provided across the bottom of the opening. The invert member shall be of the flushbottom type. A rigid stainless steel top seal member shall be provided across the top of the opening.

E. Slide: The slide and reinforcing stiffeners shall be constructed of stainless steel plate or structural members with reinforcing stiffeners welded to the slide. The slide shall not deflect more than 1/360 of the span or 1/16 inch, whichever is smaller, under the maximum design head. All slide components shall have a minimum thickness of 1/4-inch.

F. Seals: All gates shall be provided with a self-adjusting seal system to restrict leakage in accordance with the requirement listed in this specification. The top and side seat/seals shall be UHMW (ultra high molecular weight polyethylene). The seat/seals shall extend to support at least one-half (1/2) of the vertical height of the slide in the full open position. The bottom seal shall be of a resilient type and attached to the invert member of the frame or the bottom of the slide.

G. Stems: Stem threads shall be of the machine-cut Acme type. Stems shall be designed to transmit in compression a minimum of 2 times the rated output of the operating mechanism with a 40 lbs effort on the crank or handwheel. The maximum L/R ratio for the unsupported part of the stem shall not exceed 200. Stems of more than one section shall be joined by stainless steel or bronze couplings. The couplings shall be bolted to the stems.

- H. Stem Guides: Stem guides shall be provided when necessary to ensure that the maximum L/R ratio for the unsupported part of the stem is 200 or less. Stem guide brackets shall be constructed of stainless steel and shall be outfitted with UHMW or bronze brushings and shall be adjustable in two directions.
- I. Anchor Bolts: Anchor bolts shall be provided by the gate manufacture for mounting the gates and appurtenances. The quantity and location shall be determined by the gate manufacture. Bolts shall be installed parallel and according to the manufacturer recommendations to the frame to allow for removal of the frame from the structure.
- J. Manual Operators: The operator shall be pedestal mounted on the top of the structure. The operator shall be designed to operate the gate under the maximum specified seating and unseating heads by using a maximum effort of 40 lbs on the crank or hand wheel. The operator shall be provided with 2 inch square nut with removable handle and shall be equipped with a locking mechanism to prevent unwanted operation of the gate. All gate operators shall be per gate manufacturer's recommendation.
- K. Materials:
 - Components Materials
 - Frame Guides, Yoke and Invert Member Stainless Steel, Type 304L, ASTM A240
 - Slide and Stiffeners Stainless Steel, Type 304L, ASTM A240
 - Stem Stainless Steel, Type 304, ASTM A276
 - Fasteners, Nuts and Bolts Stainless Steel, Type 304, ASTM A276
 - Invert Seal Neoprene ASTM D-2000 or EPDM
 - Seat/Seal and Facing Ultra-High Molecular Weight Polyethylene ASTM D4020
 - Lift Nuts Bronze ASTM B584
 - Pedestal Stainless Steel, Type 304L, ASTM A-276
 - Operator Housing Cast aluminum or ductile iron
 - Gasket (between frame and wall) EPDM ASTM 1056
- L. Measurement and Payment: General: All measurements and payments will be based on completed and accepted work. The payments listed below shall be full compensation for all plant, labor, materials, equipment, tools, and incidental items necessary to complete the work.
- M. Concrete surface to be prepared to meet manufacture installation instructions.

H:\BMV\3600\3655_0110 Elm Lake Farms Pool Struc\CAD\Existing Structure.dwg; Layout: 4/18/2024 1:21 PM; Tolson

No.	Revision	Date	By

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
 Tony A. Nordby
 License No. 51392
 Date 4-18-2024



Drawn by	Date
SMH	4/17/24
Checked by	Scale
TAN	AS SHOWN

ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT
 THIEF RIVER FALLS, MN
 RED LAKE WATERSHED DISTRICT

SLUICE GATE DETAILS
 PROJECT NO. 3655-0110

SHEET
 3



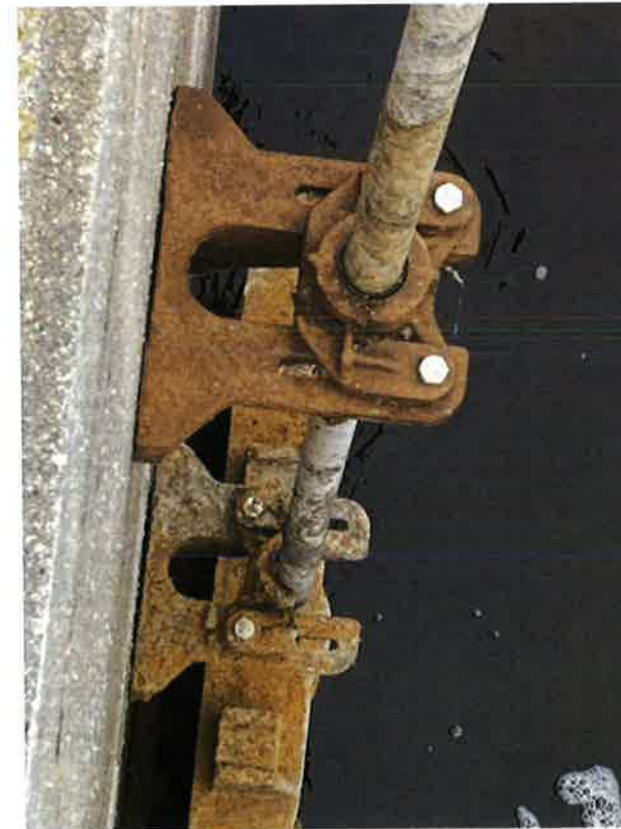
WING WALL



STOP LOG BAY

EXISTING GATE

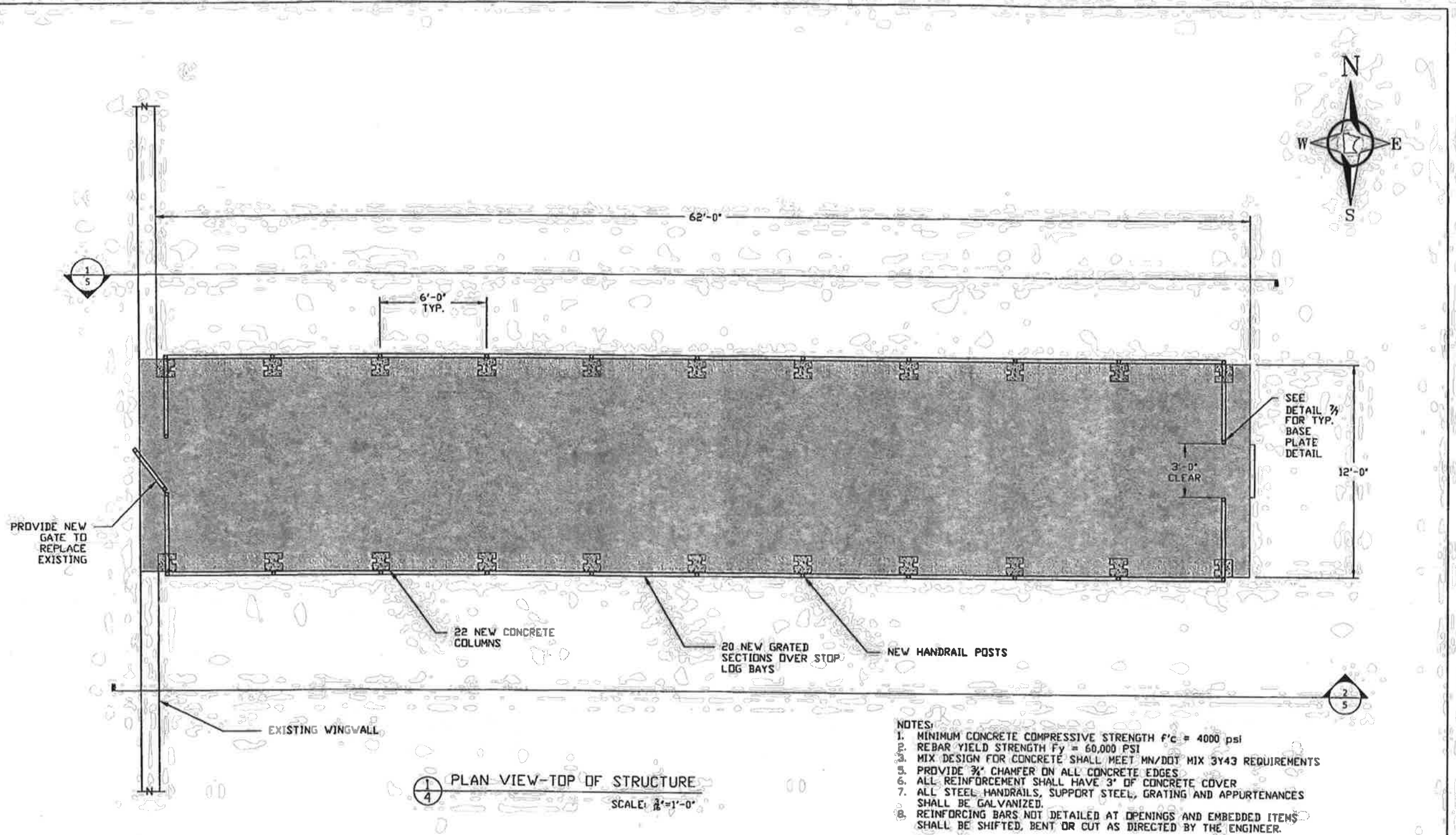
CONCRETE FLOOR WIDTH



H:\BN\3650\3655\0110 Elm Lake Farms Pool Struc\CAD\EXISTING_PHOTOS.dwg-PHOTOS-4/18/2024 1:21 PM-(tobon)

No.		Revision		Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly-licensed Professional Engineer under the laws of the State of Minnesota. <i>Tony A. Nordby</i> Tony A. Nordby License No. 51392		Drawn by SMH	Date 4/17/24	ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT THIEF RIVER FALLS, MN RED LAKE WATERSHED DISTRICT	EXISTING PHOTOS PROJECT NO. 3655-0110	SHEET 4
						Checked by TAN		Scale AS SHOWN				

H:\JBM\3655\3655_0110 Elm Lake Farms Pool Struct\CAD\EXISTING_STRUCTURE_PLANS.dwg 2/28/24 Landscape Bottom-4/18/2024 3:50 PM (tolson)



= NEW CONCRETE

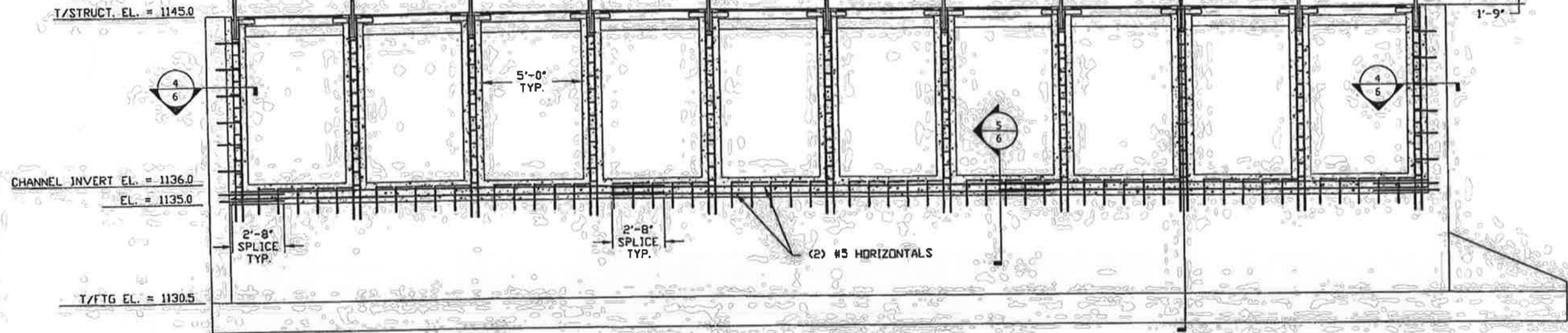
= TOP OF STRUCTURE

- NOTES:
1. MINIMUM CONCRETE COMPRESSIVE STRENGTH $f'_c = 4000$ psi
 2. REBAR YIELD STRENGTH $F_y = 60,000$ PSI
 3. MIX DESIGN FOR CONCRETE SHALL MEET MN/DOT MIX 3Y43 REQUIREMENTS
 4. PROVIDE 3/4" CHAMFER ON ALL CONCRETE EDGES
 5. ALL REINFORCEMENT SHALL HAVE 3" OF CONCRETE COVER
 6. ALL STEEL HANDRAILS, SUPPORT STEEL, GRATING AND APPURTENANCES SHALL BE GALVANIZED.
 7. REINFORCING BARS NOT DETAILED AT OPENINGS AND EMBEDDED ITEMS SHALL BE SHIFTED, BENT OR CUT AS DIRECTED BY THE ENGINEER.

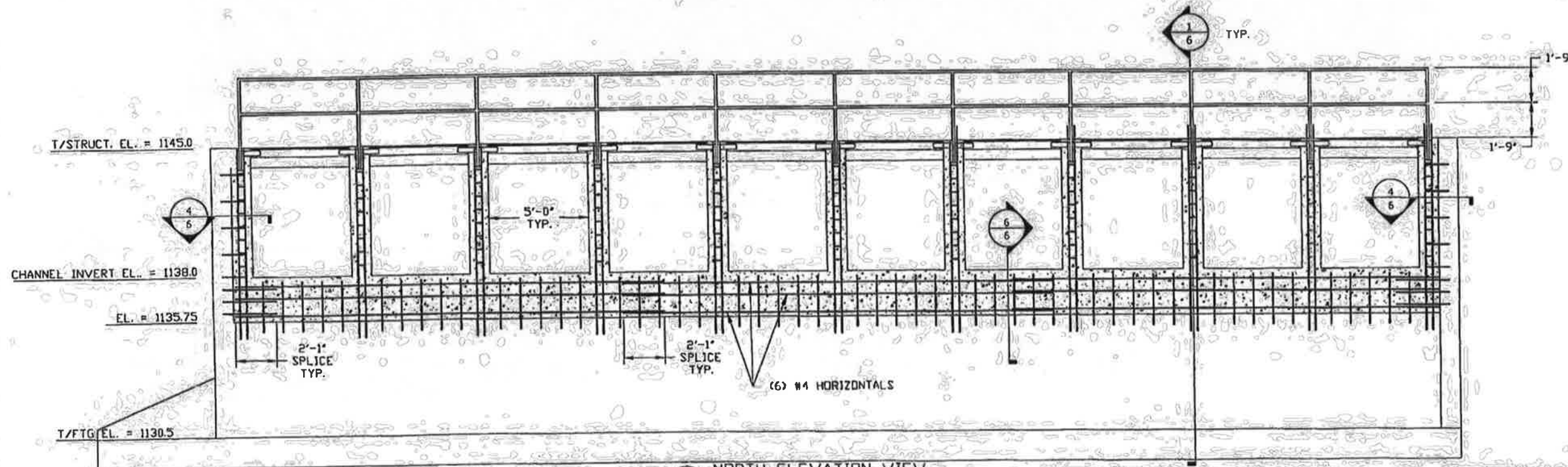
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. <i>Tony A. Nordby</i> TONY A. NORDBY DATE 4/16/24 REG. NO. 42006	BUREAU OF MANAGEMENT RESOURCES Survey: NA Design: J. ERICKSON Drawn: J. ERICKSON Checked: J. ERICKSON Date: 4/16/24 Scale: 1/8"=1'-0" Project: 3655-0110	MINNESOTA DEPARTMENT OF NATURAL RESOURCES DIVISION OF FISH AND WILDLIFE PLAN VIEW- NEW CONSTRUCTION FARMES POOL OUTLET STRUCTURE REPAIRS NEAR THIEF RIVER FALLS MARSHALL
	Design: J. ERICKSON Drawn: J. ERICKSON Checked: J. ERICKSON Date: 4/16/24 Scale: 1/8"=1'-0" Project: 3655-0110	Revised By: _____ Date: _____ Scale: _____ Project: 3655-0110

No.	Revision	Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. <i>Tony A. Nordby</i> Tony A. Nordby License No. 51392 Date 4-18-2024	HOUSTON engineering, inc.	Drawn by SMH Checked by TAN Date 4/17/24 Scale AS SHOWN	ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT THIEF RIVER FALLS, MN RED LAKE WATERSHED DISTRICT	EXISTING STRUCTURE PROJECT NO. 3655-0110	SHEET 5
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NOTE:
ALL ELEVATIONS REFERENCED
ON THIS EXISTING STRUCTURE
SHEET ARE IN NGVD 29 DATUM



② SOUTH ELEVATION VIEW
SCALE: 3/16"=1'-0"



① NORTH ELEVATION VIEW
SCALE: 3/16"=1'-0"

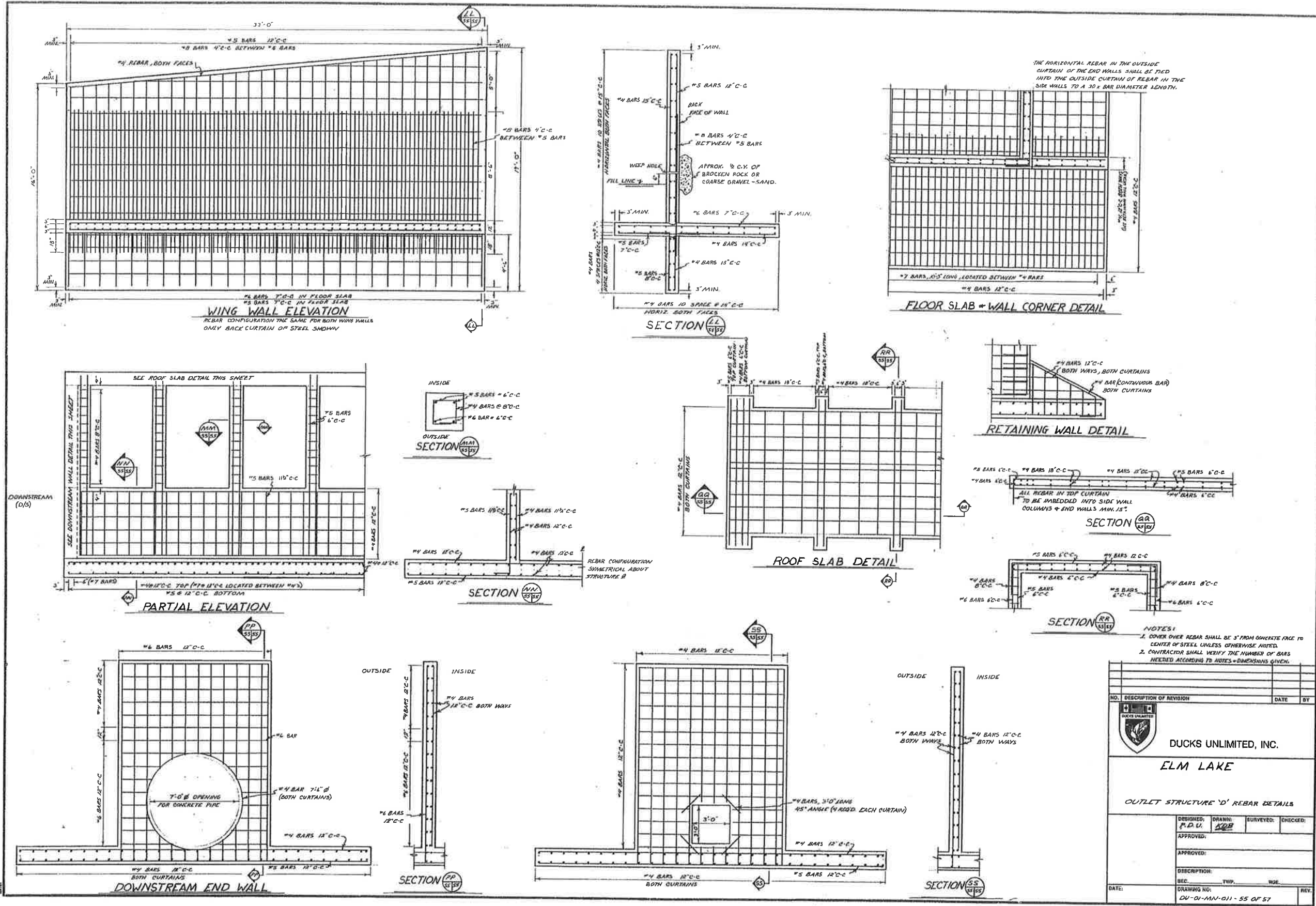
= NEW CONCRETE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. <i>Tony A. Nordby</i> TONY A. NORDBY DATE: 4/16/24 REG. NO. 42006		BUREAU OF MANAGEMENT RESOURCES Survey: NA Design: J. ERICKSON Draw: J. ERICKSON Check: J. ERICKSON Date: 4/17/24 Project: 3655-0110	MINNESOTA DEPARTMENT OF NATURAL RESOURCES DIVISION OF FISH AND WILDLIFE ELEVATION VIEW-NEW CONSTRUCTION FARMES POOL OUTLET STRUCTURE REPAIRS MARSHALL SHEET: 5 PROJECT NO. WMA00319.03.00.09
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H:\3600\3655\3655-0110 Elm Lake Farms Pool Sluice Gate Existing Structure.dwg Layout: 2234 Landscape Bottom: 4/18/2024 3:50 PM (tblson)

No.	Revision	Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota. <i>Tony A. Nordby</i> Tony A. Nordby License No. 51392	Date	HOUSTON engineering, inc.	Drawn by SMH	Date 4/17/24	ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT THIEF RIVER FALLS, MN RED LAKE WATERSHED DISTRICT	EXISTING STRUCTURE PROJECT NO. 3655-0110	SHEET 6
							Checked by TAN	Scale AS SHOWN			

H:\JBA\3600\3655\0110 Elm Lake Farms Pool Struct\CAD\EXISTING_STRUCTURE_PLANS.dwg-Layout2-2x34 Landscape Bottom-4/18/2024 3:50 PM-(tolson)



NOTES:

1. COVER OVER REBAR SHALL BE 5" FROM CONCRETE FACE TO CENTER OF STEEL UNLESS OTHERWISE NOTED.
2. CONTRACTOR SHALL VERIFY THE NUMBER OF BARS NEEDED ACCORDING TO NOTES & DIMENSIONS GIVEN.

NO.	DESCRIPTION OF REVISION	DATE	BY

DUCKS UNLIMITED, INC.
ELM LAKE
 OUTLET STRUCTURE 'D' REBAR DETAILS

DESIGNED: P.D.U.	DRAWN: KRE	SURVEYED:	CHECKED:
APPROVED:			
APPROVED:			
DESCRIPTION:			
SEC:	TWP:	RGE:	REV:
DATE:	DRAWING NO: DU-01-MN-011-55 OF 57		

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Tony A. Nordby
 License No. 51392
 Date: 4-18-2024



Drawn by: SMH
 Date: 4/17/24
 Checked by: TAN
 Scale: AS SHOWN

ELM LAKE / FARMES POOL SLUICE GATE REPLACEMENT
 THIEF RIVER FALLS, MN
 RED LAKE WATERSHED DISTRICT

EXISTING STRUCTURE
 PROJECT NO. 3655-0110

Melissa Bushy

From: Tammy Audette
Sent: Wednesday, April 24, 2024 3:15 PM
To: Melissa Bushy
Subject: FW: Elm Lake/Farmers Pool Sluice Gate Replacement Documents
Attachments: Elm Lake -Farnes Pool Gate Replacement Final Plans_Signed.pdf; Elm Lake-Farnes Pool Gate Replacement Specs_Signed.pdf; Elm Lake-Farnes Pool Gate Replacement OPC.pdf

Tammy Audette
Administrator
Tammy.Audette@redlakewatershed.org
Red Lake Watershed District
1000 Pennington Avenue South
Thief River Falls, MN 56701
218.681.5800

From: Tony Nordby <tnordby@houstoneng.com>
Sent: Thursday, April 18, 2024 4:44 PM
To: Tammy Audette <tammy.audette@redlakewatershed.org>
Subject: Elm Lake/Farmers Pool Sluice Gate Replacement Documents

Hey Tammy,

See the attached final plans, specs, and OPC for the above referenced project. I will send a copy of the plans over to Doug Franke as well so he can look into permitting needs if necessary.

Dates:

Open quotes May 22nd 4pm

Drawdown complete by Sept 1.

Construction Sept. 1 – 30. (2 week max working window)

Let me know if you have any questions.

Thanks,

Tony Nordby, PE*

Civil Engineer | Office Manager | Principal
O 218.681.2951 | D 218.633.7251

 **HOUSTON**
engineering, inc.

*Licensed in MN

This message shall not be construed as official project information or direction except as expressly provided in the contract documents. This entire message (including all forwards and replies) and any attachments are for the sole use of the intended recipient(s) and may contain proprietary, confidential, trade secret, work-product, attorney-client or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited and may be a violation of law. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

SD 83 Flooding Concerns Project Work Team

Agency/Association	Name	Email	Phone
Ducks Unlimited	Jon Schneider	jschneider@ducks.org	
Marshall County SWCD	Darren Carlstrom Randy Larson	darren.carlson@mn.nacdnet.net	
Marshall County	Lon Aune	lon.aune@co.marshall.mn.us	
Marshall County Env.	Josh Johnston		
Marshall County Commissioner	Gary Kiesow	gary.kiesow@co.marshall.mn.us	
BWSR	Matt Fischer	matt.fischer@state.mn.us	
BWSR – Wetland Specialist	Lynda Ponting	lynda.ponting@state.mn.us	
DNR	Stephanie Klamm Doug Franke	stephanie.klamm@state.mn.us douglas.franke@state.mn.us	
MPCA	Zach Gutknecht	zachrie.gutknecht@state.mn.us	
Red Lake Band of Chippewa Indians	Darrell Seki		
U.S. Army Corps of Engineers	Craig Jarnot Lawrence Puchalski	craig.l.jarnot@usace.army.mil lawrence.s.puchalski@usace.army.mil	
USDA Farm Service Agency	Nathan Peterson	nathan.peterson@usda.gov	
USFWS	Jim Graham	james_graham@fws.gov	
USDA Natural Resource Conservation Service	Kathy Zavoral		
RRWMB/MnDNR	Andrew Graham	andrew.graham@state.mn.us	
MN Dept of Health	Dan Disrud	dan.disrud@state.mn.us	
City of Thief River Falls	Wayne Johnson		
RLWD			
Engineer			

Agency/Association	Name	Email	Phone
East Valley Township	Lonnie Larson David Myhrer		218-686-6604 218-684-1913
Agder Township	Jeremy Nelson		218-689-6737
Landowner	Mitch Stanley		218-689-4940
Landowner	Brad Lunke		218-686-9378
Landowner	Lars Dyrud		218-689-6264
Landowner	Terry Beich		701-741-9073
Landowner	Dave Rodah		218-684-4830
Landowner	Darold Rodahl		218-681-7025 218-689-4374
Landowner	Pat Erickson	Did not return call	218-333-1314

Pat Erickson-did not return call

Mitch Stanley-have not spoken to

January 25, 2024

Tammy Audette, Administrator
Red Lake Watershed District
1000 Pennington Avenue South
Thief River Falls, MN 56701

RE: Proposal – Mud River – Task Order #3 – Preliminary Design

Dear Ms. Audette,

In response to your request for engineering services for the **Mud River Enhancement Project**, HDR Engineering, Inc. (HDR) is pleased to provide the following proposal for preliminary design of the Mud River Enhancement Project. Future tasks and services required to successfully complete the project may be identified separately as they arise, under additional task orders.

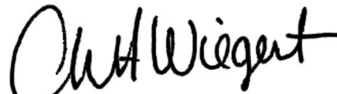
We look forward to the opportunity to work with you on this project. If you have any questions regarding the attached scope of services, please contact Nate at (218) 681-6100.

Sincerely,

HDR Engineering, Inc.



Nathan Dalager, P.E.
Project Manager



Christine Wiegert, Vice President
MN/WI Area Manager

Encl: Proposal, Task Order #3
HDR Engineering, Inc. Terms and Conditions for Professional Services

Mud River Enhancement Engineering Services

Proposed Action Description

HDR understands that the Red Lake Watershed District (RLWD) is interested in completing the preliminary design of an enhanced channel with natural resource enhancement, water quality, and flood damage reduction benefits on portions of the Mud River (Judicial Ditch 11 system) in Eckvoll Wildlife Management Area and Agassiz National Wildlife Refuge. In the previous phase of planning and alternatives analysis, the Project Team reached consensus and recommended further development of an enhanced channel with floodplain access. This scope of work includes tasks and deliverables that will enable the project sponsors (US Fish and Wildlife, MN Department of Natural Resources, and RLWD) to apply for funding, continue early coordination with permitting agencies, and hold a public hearing to establish the project.

Proposed Project Team

The project team will consist of HDR staff that will provide engineering, evaluation, and relevant engineering project management-related services. Key members of the team may consist of the following staff:

Role	Staff
Client and Project Manager	Nate Dalager, PE (MN)
Senior Civil Engineer	Glen Krogman, PE (SD)
Water Resources Engineer	Jacob Huwe, PE (MN)
Water Resources Coordinator	Aly Foty
Design/ Survey Technician	Randy Knott
Structural Engineer	Goran Stekovic
Geotechnical Engineer	Kerrie Berg, PE (MN)
Senior Geotechnical Engineer	Matt Schuster, PE (MN)
Environmental Scientist	Torin McCormack

Scope of Services

1.0 Project Management and Coordination

This task consists of the overall management of the project, project communication, and coordination conferences/meetings.

- 1.1 **Project Management:** Monitor and control the project budget, scope of work and schedule; manage the project goals and objectives; manage and coordinate resources including staff scheduling and invoicing.
- 1.2 **Project Meetings:** Schedule, review, prepare, participate, and help conduct meetings and teleconferences. This includes RLWD Board of Managers meetings, one public hearing, landowner meetings, and project team meetings.

- 1.3 Coordinate with Funding Partners:** HDR will provide assistance in coordinating with funding partners such as the Flood Damage Reduction Work Group and Red River Watershed Management Board.

Deliverables:

- Monthly invoices for each individual task and coordination with RLWD Administrator.
- Attendance at RLWD Board meetings, presentations, and updates to the Board.
- Attendance and presentation at one public hearing.
- Attendance at up to two landowner meetings.
- Attendance and presentation at up to three project team and two sub-committee meetings.

Assumptions:

- Duration of the task is 12 months.
- All meetings will be held in Thief River Falls and attended by one or two HDR team members.
- A total of three RLWD Board meetings are anticipated.

2.0 Preliminary Design

This task includes preliminary design analyses of the project concept for channel enhancement. Each subtask will have HDR internal quality control reviews and documentation. The following subtasks will be included:

- 2.1 Enhancement design criteria:** This sub-task will define the criteria needed to design the Mud River Enhancement. HDR has completed preliminary modeling of an enhanced channel fitting normal criteria for stream restorations. Additional criteria may be beneficial to the Project, and continued coordination with DNR Ecological staff will help in clearly defining the proposed channel and its associated features.
- 2.2 Alternative alignments:** Evaluate up to two alternative alignments for the enhanced channel. One option will be entirely on public lands.
- 2.3 Data collection:** Field survey is required to establish design elevations and quantity calculations for the areas likely to be affected by the proposed project. Survey may include one day for up to 3 miles of existing ditch, structures and other miscellaneous Project features. Processing publicly available elevation data is included in this task. HDR will solicit soils borings by a third party, and then review and incorporate the data into the preliminary design of the Project.
- 2.4 Hydraulics.** Perform modeling of the preliminary design for the 24-hour, 10-year precipitation event. This task includes updating the previously developed hydraulic models with preliminary design of channels, structures, and bypass structures.
- 2.5 Hydraulic Structure Design:** Perform preliminary structure design including sizing/selection of hydraulic structures required for the preferred alternative and determined by the preliminary hydraulic model. The anticipated structures include two diversion weir structures and one gated control structure.

Deliverables:

- Deliverables for preliminary design are included in Task 4 – Engineer’s Report.
- Field survey and topographic data.
- Hydraulic model.

Assumptions:

- Up to three coordination meetings will be held with be USFWS/DNR Ecological staff.

- Reference reach will not require additional study.
- Peak flows and volumes developed in previous phase of the project are sufficient for preliminary design and no additional hydrological analysis will be required.
- Additional design alternatives will be considered as additional services.
- RLWD will hire a third party to complete soil borings and lab testing.

3.0: Permitting and Environmental Compliance

This task involves support activities which are necessary for early coordination with the United States Army Corps of Engineers. The enhanced channel concept includes spoil materials that have potential for wetland impacts requiring mitigation under section 404 of the United States Code of Federal Regulations. The following sub-tasks will be completed in order to determine potential avoidance, minimization, or avoidance of wetland impacts associated with the project.

- 3.1 Wetland Delineation:** HDR will perform level 2 wetland delineation as needed for the preferred alternative. HDR will delineate the proposed construction footprint and anticipated spoil disposal areas.
- 3.2 Coordination Meetings:** Prepare technical data and solicit input from permitting agencies through early coordination meetings.
- 3.3 Delineation Report:** This task includes completing a wetland report that can be submitted to the Technical Evaluation Panel.

Deliverables:

- Level 2 wetland delineation, wetland report, and basic application submittal.

Assumptions:

- Field delineation will be two HDR staff and up to 3 days of field work.
- One round of review to approve the delineation.
- Natural resource enhancement or water quality benefit calculations are not included in this task.
- A cultural resources survey will be done under separate task order and will not trigger any further investigations or design modifications.
- No mitigation plan will be included.
- Grant applications are not included but may be initiated under additional scope of work.

4.0: Engineer's Report

This task involves documentation of the preliminary design of the Preferred Alternative, including impact considerations and project implementation. Grant applications will be supported by providing preliminary plans, maps, and cost estimates.

- 4.1 Preliminary Engineer's Report:** This task includes a preliminary report of the analyses of the preferred alternative. The resulting Engineer's Report will be compliant with MN Statutes 103D.711 for engineer's reports for watershed projects, and HDR will deliver a Preliminary Engineer's Report with information and results from Tasks 2 and 3 as well as recommendations.
- 4.2 Preliminary Plans – 30%:** This task includes computer-aided drafting of preliminary plans of the Project. The plans will be drafted in AutoCAD Civil 3D. HDR will include civil site plans, estimated quantities, civil cross-sections, typical details, structural details, and civil plan and profile sheets. A total of 26 sheets are estimated for this task.

4.3 Engineer's Opinion of Probable Construction Cost: HDR will provide an engineer's opinion of probable construction costs for the preferred alternative. Costs will be at a conceptual level and based on 30% level of design.

Deliverables:

- One Electronic copy (PDF) and two bound versions of the Engineer's Report will be provided.

Assumptions:

- The report will be filed and submitted to MnDNR and BWSR prior to the public hearing to solicit review and comments.

Cost Estimate

The design fee estimates for the completion of Tasks 1 through 4 is \$190,550, which will be performed on a time and materials not-to-exceed basis. HDR will invoice monthly based on work progress. Our estimated costs are based upon our understanding of the scope of work and assumptions listed. Should the scope of work be modified, it may be necessary to review scope changes and our cost estimate.

Future Task Orders – Engineering

The following tasks are anticipated for future phases of this project. *These tasks are not included in the price proposal provided herein*, and would be scoped, estimated, and authorized separately at such time as the Red Lake Watershed District (RLWD) elects to initiate them.

- Environmental Assessment
- USACE Individual Permit Application and Mitigation Plan
- Water Quality Certification
- Final Design and Plans for Construction
- Legal Boundaries and Property Right-of-Way Survey

Notice to Proceed

Please indicate your acceptance of this proposal by signing the Notice to Proceed (below) and returning one copy of the signed proposal to HDR.

If you have any questions, please contact me (Nate) at 218.681.6100.

NOTICE TO PROCEED

Client

Red Lake Watershed District

By: _____

Name: _____

Title: _____

Consultant

HDR Engineering, Inc.

By: 

Name: Christine Wiegert

Title: Vice President/MN-WI Area Manager

Table 1. Budget Table

Task No.	Task/Title	Client and Project Manager	Senior Civil Engineer	Water Resources Engineer	Water Resources Coordinator	Design Technician	Structural Engineer	Geotechnical Engineer	Senior Geotechnical Engineer	Environmental Scientist	Hours	Labor Fee
Hourly Rates		\$245	\$240	\$180	\$110	\$160	\$180	145	\$180	\$160		
1	Project Management and Coordination	22	0	18	6	0	0	0	0	0	46	\$9,290
2	Preliminary Design	18	20	60	176	60	40	18	2	14	408	\$61,380
3	Permitting and Environmental Compliance	18	4	16	40	38	0	0	2	116	234	\$37,650
4	Engineer's Report	34	20	110	161	134	24	0	4	16	503	\$79,680
	Totals	92	44	204	383	232	64	18	8	146	1,191	\$188,000
											HDR Labor Subtotal	\$188,000
											Mileage (\$0.75/mile)	\$300
											GPS Rental (\$350/day)	\$2,100
											Printing / Plotting	\$150
											HDR Direct Expenses Subtotal	\$2,550
											Total Fee	\$190,550

Organizational Assessment

Red Lake

Watershed District

Local Government Unit Review

Final Report

April 19, 2024

Minnesota Board of Water and Soil Resources

520 Lafayette Road North

St. Paul, MN 55155

651-296-0768

www.bwsr.state.mn.us

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Table of Contents

Organizational Assessment Summary.....	v
Introduction	1
Executive Summary	2
Findings	5
Findings Part 1: Planning	5
Findings Part 2: Performance Standards	5
Findings Part 3: Internal and External Surveys	7
Internal Survey: Self-Assessment by Red Lake Watershed District administrative staff and Board Members	7
External Survey: Assessment of Red Lake Watershed District by Partners	8
General Conclusions.....	9
Commendations	9
Action Items	9
Recommendations	10
LGU Comments and BWSR Responses	11
Appendix A. Performance Standards	12
Appendix B. Survey Results.....	13
Appendix C. Comment Letter	17
Appendix D. Program Data	19

This report has been prepared for **Red Lake Watershed District** by the Minnesota Board of Water and Soil Resources (BWSR) in partial fulfillment of the requirements of Minnesota Statutes, Chapter 103B.102, Subd.3.

Prepared by Don Bajumpaa don.bajumpaa@state.mn.us; (651-600-8390).

BWSR is reducing printing and mailing costs by using the Internet to distribute reports and information to wider audiences. This report is available in alternative formats upon request.

<p>Organizational Assessment Report Summary</p>	<p>Red Lake Watershed District</p>
<p>What is a PRAP Performance Review?</p> <p>The Board of Water and Soil Resources supports Minnesota’s counties, Watershed Districts, and soil and water conservation districts that deliver water and related land resource management projects and programs. In 2007, the Board established a program (PRAP) to systematically review the performance of these local units of government to ensure their effective operation. Each year BWSR staff conduct routine reviews of several of these local conservation delivery entities. This document reports the results of one of those reviews.</p>	<p><u>Key Findings and Conclusions</u></p> <p>The Red Lake Watershed District is commended for their assistance in participating in the Red Lake River, Thief River, Clearwater River, and Upper/Lower Red Lakes One Watershed, One Plan watershed planning efforts. They are doing a very good job partnering with others to develop and implement plan goals. The organization is getting important work done within the watershed district and needs to look for more ways to share their success stories.</p> <p>The Watershed District needs to continue to build upon the strong working relationships that are in-place and look for opportunities to develop new partnerships.</p> <p>The Red Lake Watershed District shows excellent compliance with BWSR’s basic and high-performance standards.</p> <p>The partners who responded to the PRAP survey provided strong to acceptable ratings in their judgement of the performance of the Watershed District.</p> <p><u>Resource Outcomes</u></p> <p>The Red Lake Watershed District has adopted the Red Lake River, Thief River, and Clearwater River Comprehensive Watershed Management Plans, and is in the process of developing the Upper/Lower Red Lake CWMP. Each of these plans will be reviewed as part of the Watershed-Based PRAP Assessment process.</p> <p><u>Action Items:</u></p> <p>No required action items.</p> <p><u>Commendations</u></p> <p>The Watershed District is commended for participating in four One Watershed, One Plan efforts.</p> <p>The Red Lake Watershed District is commended for meeting 14 of 14 Basic Performance Standards and 11 out of 15 High Performance Standards (applicable to the Watershed District).</p>

Recommendations

Recommendation 1: Develop orientation and continued education plan for both board managers and staff and keep records of trainings attended.

Recommendation 2: Conduct a strategic planning assessment to review the districts mission statement, district priorities, and staff capacity to address those priorities.

Recommendation 3: Develop and use a short-term strategic plan to set priorities for annual budgets and work plans based on local and state priorities.

Recommendation 4: Develop a public information and education strategy and track measures and to determine their effectiveness in meeting plan objectives.

Recommendation 5: Conduct a survey of watershed residents to determine whether Watershed District is meeting public needs.

Recommendation 6: Structure website information to report and share success stories.

Introduction

This is an informational document prepared by the staff of the Board of Water and Soil Resources (BWSR) for the Red Lake Watershed District. It reports the results of a routine performance review of this organization's water management plan implementation and overall organizational effectiveness in delivery of conservation projects and programs. The findings and recommendations are intended to give local government units (LGUs) constructive feedback they can use to enhance their joint and individual delivery of conservation services.

For this review, BWSR has determined the organization's compliance with BWSR's basic performance standards, and surveyed members of the organization and their partner organizations for feedback.

This routine evaluation is neither a financial audit nor an investigation and it does not replace or supersede other types of governmental review of local government unit operations.

While the performance review reported herein has been conducted under the authority granted to BWSR by Minnesota Statutes Chapter 103B.102, this is a staff report and has not been reviewed or approved by the BWSR board members.

What is PRAP?

PRAP is an acronym for BWSR's Performance Review and Assistance Program. Authorized by the 2007 Minnesota legislature, the purpose of PRAP is to support local delivery of conservation and water management by periodically reviewing and assessing the performance of local units of government that deliver those services. These include soil and water conservation districts, Watershed Districts, watershed management organizations, and the local water management functions of counties.

The PRAP program includes an Annual Statewide Summary, and three types of assessments. Depending on the program mandates and needs of the local government unit, review types include both routine and specialized. The Annual Statewide Summary annually tabulates all local governmental units' compliance with basic planning and reporting requirements.

Organizational Assessments, conducted by BWSR once every ten years for each local government unit, evaluate operational effectiveness, partner relationships, and whether the LGU has achieved county water plan, watershed management plan, and/or SWCD comprehensive plan implementation goals. This assessment also evaluates compliance with performance standards, and the Wetland Conservation Act, where applicable.

Watershed-based Assessments are routine reviews conducted with partnerships of local governments working together to implement comprehensive watershed management plans (CWMPs) developed through the One Watershed One Plan Program. This review evaluates progress on plan implementation and analyzes partners working relationships.

Special Assessments are conducted with LGUs experiencing significant obstacles or performance deficiencies and may include BWSR Board action to assign penalties as authorized by statute.

More details can be found on the BWSR PRAP webpage.

Executive Summary

Minnesota Board of Water and Soil Resources (BWSR) staff met with the administrative staff and board of the Red Lake Watershed District to discuss an evaluation of the water management function of the Red Lake Watershed District. The findings in this document represent the data collected over the course of about 60 days of review and the recommendations are a result of the observations and conclusions we have made based on that data. There are four distinct components of an Organizational Assessment conducted via the BWSR Performance Review and Assistance Program (PRAP) as authorized by M.S. 103B.102. However, depending on the status of an organization's water plan, and their authority under the Minnesota Wetland Conservation Act, all four components are not always required.

Part 1: Evaluation of the progress made by water management entities toward goals stated in their approved and adopted local water management plans.

Part 2: Review of the entities' adherence to level I and II standards as directed by statutes, policies, and guidelines via a performance standards certification checklist.

Part 3: Board member and staff surveys as well as partner surveys to assess internal and external perceptions of performance, communication, partnerships, and delivery of conservation programs and customer service.

Part 4: Wetlands Conservation Act spot check to evaluate WCA program performance and delivery.

This Organizational Assessment of the Red Lake Watershed District did not include Part 1 or Part 4. Part 1 (evaluation of water plan progress) was not conducted because Red Lake Watershed District is participating in the Red Lake River, Thief River, Clearwater River, and Upper/Lower Red Lakes One Watershed, One Plans. These Comprehensive Watershed Management Plans will be reviewed as part of a PRAP Watershed-based Assessment at roughly the five-year point of their planning efforts. Part 4 (Wetland Conservation Act spot check) does not apply to the Red Lake Watershed District as they have no authority under the Minnesota Wetlands Conservation Act.

During an Organizational Assessment, BWSR staff thoroughly review data and feedback from an organization and their partners and develop a list of Actions and Recommendations to help guide the water management entities in their continued growth of program delivery. We do this to ensure they continue to meet basic standards as established in statutes and policy. We also develop a list of commendations for the great work these entities do as our partners in delivering conservation across the varied landscapes of Minnesota. Each of the above listed parts of the review are described in the findings section of this document, and the completed documents can be found in the notated appendices for further review. This report will be summarized in conjunction with other PRAP Annual Statewide Summary and Organizational Assessment reports collected in 2024 to be used as the official BWSR PRAP report delivered to the legislature as part of our reporting requirement under M.S. 103B.102.

Key Findings and Conclusions

The Red Lake Watershed District is commended for participating in the Red Lake River, Thief River, Clearwater River, and Upper/Lower Red Lakes One Watershed, One Plan watershed planning efforts and is doing an excellent job partnering with others to implement plan goals. The organization is getting important work done within the watershed district and needs to look for more ways to share their success stories.

The Red Lake Watershed District is commended for meeting 14 of 14 basic performance standards including completing and submitting financial audits on time, submitting engineer reports for DNR/BWSR review, and having manager appointments current/reported. They are also commended for meeting 11 of 15 high-performance standards.

The Watershed District needs to continue to build upon the strong working relationships that are in-place and look for opportunities to develop new partnerships.

The Red Lake Watershed District shows excellent compliance with BWSR's basic and high-performance standards.

The partners who responded to the PRAP survey provided strong to acceptable ratings in their judgement of the performance of the Watershed District.

Summary of Recommendations

There were several recommendations made by BWSR staff. These recommendations stem from the data we collected through this review, as discussed previously. We rely heavily on our relationships with local government staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the LGUs to implement and improve their operations. The full text of the recommendations can be found in the conclusions section.

Recommendation 1: Develop orientation and continued education plan for both board managers and staff and keep records of trainings attended.

Recommendation 2: Conduct a strategic planning assessment to review the districts mission statement, district priorities, and staff capacity to address those priorities.

Recommendation 3: Develop and use a short-term strategic plan to set priorities for annual budgets and work plans based on local and state priorities.

Recommendation 4: Develop a public information and education strategy and track measures and to determine their effectiveness in meeting plan objectives.

Recommendation 5: Conduct a survey of watershed residents to determine whether Watershed District is meeting public needs.

Recommendation 6: Structure website information to report and share success stories.

Findings

This section describes what BWSR learned about the performance of the Red Lake Watershed District via the various collection methods as outlined below.

Findings Part 1: Planning

The Red Lake Watershed District participated in the planning phase of the Red Lake River, Thief River, Clearwater River, and Upper/Lower Red Lakes Comprehensive Watershed Management Plans developed through One Watershed One Plan. The Red Lake Watershed District has adopted the plan and participates in implementation. Evaluation of plan implementation progress for the Red Lake River watershed will occur during the Watershed-Based Assessment in 2024. The other three watersheds will be evaluated at the mid-point of plan implementation. For this reason, the local water plan review was omitted from this assessment.

Findings Part 2: Performance Standards

BWSR has developed a set of performance standards that describe both basic requirements and high-performance best management practices related to the overall operation of the organization. The standards are specific to each organization type because both basic, and high performing standards are different depending on the type of LGU. Nevertheless, each set of standards addresses four areas of operation: administration, planning, execution, and communication/coordination. The basic standards describe practices that are either legally required and defined by state statute or fundamental to watershed management organization operations as determined by BWSR board policies. Each year BWSR tracks all of Minnesota's water management LGUs' compliance with a few of the basic standards to make sure our partners stay in compliance with statutory or other legislative requirements. These typically include annual report submittals for BWSR grant activities, website reporting requirements, and financial reporting requirements as well. These are commonly referred to as "level I" standards.

The high-performance standards describe practices that reflect a level of performance that exceeds the required practices and may be items found within BWSR guidance materials. While all local government water management entities should be meeting the basic standards, only the more ambitious ones will meet many high-performance standards. The performance standards checklists submitted and reviewed for Red Lake Watershed District are contained in Appendix A, page 12.

For this Organizational Assessment, Red Lake Watershed District reports compliance with 14 of 14 applicable basic standards, and 11 of 15 high performance standards. The high achievements noted include:

- Red Lake Watershed District has an administrator on staff.
- Operational guidelines exist and are current.
- Public drainage records meet modernization guidelines.
- Prioritized, targeted, measurable criteria used in watershed district plan.
- Watershed District serves as member on county water plan advisory committee(s).
- Water quality trends are tracked for key water bodies.
- Watershed hydrologic trends are monitored/reported.
- Obtain stakeholder input within the past 12 months.
- Participate in watershed-based initiatives.
- Coordination with County Board, SWCD Board, and City/Township Officials.

- Partnerships: has cooperative projects with neighboring districts, counties, SWCDs and non-governmental organizations.

Findings Part 3: Internal and External Surveys

Part 3 of this performance assessment is based on responses to an on-line survey of LGUs’ staff and board and an online survey to partner organizations. The board and staff were asked different survey questions than the partners. The survey questions are designed to elicit information about LGU successes and difficulties and assess the extent and quality of partnerships with other related organizations.

Internal Survey: Self-Assessment by Red Lake Watershed District administrative staff and Board Members

A total of 15 staff and board members of the Red Lake Watershed District were invited to take the online survey, and 14 responses were provided (93%).

Please note: Information in this section has been analyzed and paraphrased to keep responses anonymous.

Survey participants were asked which programs or projects they consider to be particularly successful over the past few years. Examples given for Red Lake Watershed District were:

- Black River impoundment, Pine Lake Outlet structure, Pennington County Ditch 2 diversions, numerous bank stabilization projects, and ring dikes.
- Project Team process used for projects.
- Addressing staffing needs and employee compensation/benefits.
- Long-term water quality monitoring program.
- Well managed 1W1Ps.

When asked why these projects and programs were successful, the following examples were given:

- Progressive, active boards and good staff.
- Access to funding (RRWMB and taxing authority), leveraging multiple funding sources.
- Good working relationship with partners (SWCD, BWSR, MPCA) and landowners.
- Ability to communicate benefits of projects to landowners.

The Red Lake Watershed District staff and Board were asked to provide examples of areas where the agencies’ work has been difficult to implement, as well as potential explanations for the difficulties. Answers provided are summarized below.

Identified Difficulty	Examples/Causes provided in survey (<i>paraphrased</i>)
<ul style="list-style-type: none"> • <i>State Ditch 83, Polk CD 39/RLWD 17</i> • <i>Mud River Project</i> • <i>Rules update</i> • <i>Good Lake dam</i> • <i>Website development/writing articles/organization of data and files.</i> 	<ul style="list-style-type: none"> • <i>Lack of landowner buy-in/trust.</i> • <i>Busy working on other projects and legal obstacles.</i> • <i>Limited staff time available for non-project related tasks.</i>

Red Lake Watershed District staff and Board were asked to list partners they had good working relationships with:

- Houston Engineering/HDR
- All SWCDs in the watershed

- Counties
- BWSR/DNR/MPCA/MNDOT
- Lake associations
- Cities
- FWS/NRCS
- Red Board

The survey also asked participants to identify organizations with whom they would like to collaborate with more often:

- ACOE
- Moore Engineering
- Red Lake Nation
- DNR

Finally, the Red Lake Watershed District staff and board were also asked to identify ways to improve the effectiveness of their organizations. Responses are summarized below:

- *Update software for permit data.*
- *Review progress of 1W1P goals with board annually.*
- *Be more proactive in identifying issues and seeing projects through.*
- *Continue to work with landowners (outreach and education)*
- *We need to do a better job talking about the good things we are doing (success stories).*
- *Maintain good communications.*
- *Funding (maintain financial support for projects).*

The full content of internal and external survey responses can be found in Appendix B, page 13.

External Survey: Assessment of Red Lake Watershed District by Partners

Red Lake Watershed District Partners Survey: BWSR was provided a list of 25 partners by Red Lake Watershed District staff. 18 partners responded to the survey for a 72% response rate. These partners reported a wide range of interaction with the Red Lake Watershed District over the past 2-3 years: 22.2% of the respondents reported they interacted with the Watershed District in some way *several times a year*, 22.2% reported interaction with the Watershed District *monthly*, 44.4% reported they interact with the Watershed District *almost every week*, and 11.1% said *just a few times a year*. 94.4% of the respondents indicated that the amount of interaction they had with the Red Lake Watershed District overall was about right, while 5.6% indicated that there may be room for more collaboration in the future.

The partners also assessed their interactions with the Red Lake Watershed District in five operational areas within the survey. The partners’ rating of the Watershed District’s work in these areas was described as predominantly *strong* or *good* indicating a working relationship between the partners and Red Lake Watershed District. 27.78% of the partners rated the district’s communications as

Performance Area	Red Lake WATERSHED DISTRICT Partner Ratings (percent)				
	Strong	Good	Acceptable	Poor	Don't Know
Communication	27.78%	61.11%	11.11%	0.0%	0.0%
Quality of Work	55.56%	38.89%	5.55%	0.0%	0.0%
Customer Relations	41.18%	47.06%	5.88%	0.0%	5.88%
Initiative	50.0%	44.44%	5.56%	0.0%	0.0%
Timelines/ Follow through	33.33%	55.56%	11.11%	0.0%	0.0%

strong, while 61.11% indicated *good*, and 11.1% indicated *acceptable*.

Quality of work ranked either *strong* (55.56%), *good* (38.89%), or *acceptable* (5.55%).

Relationships with customers were judged to be *strong* by 41.18% of the partners while 47.06% rated it *good* and the remaining 5.88% identified it as *acceptable*.

Partner ratings for the Red Lake Watershed District's initiative and timelines were rated *strong*, *good*, or *acceptable*, with 8.3% identified as *poor* within the initiative activity.

The partners' overall rating of their working relationship with the Red Lake Watershed District was *powerful* (38.89%), *strong- working well most of the time* (55.56%), and *good- but could be better* (5.55%). Overall, these ratings indicate there may be room for future improvement.

When partners were asked for additional thoughts about how the Red Lake Watershed District could be more effective, they commented on the importance of maintaining and building upon the technical and financial support provided:

- *The watershed district is a great organization. They have a great team and are always willing to provide technical assistance and financial support.*
- *There may be opportunities to partner with others to help them manage drainage data with GIS.*
- *The Watershed District does a lot of great work but doesn't always do a great job of "tooting their own horn". The WD should look for ways to collaborate communication efforts with partners.*

General Conclusions

After a thorough review of the information provided by the performance standards checklist, and review of the survey responses, we have developed some recommendations for the Red Lake Watershed District.

In brief review, the Red Lake Watershed District reports compliance with 14 of 14 applicable basic performance standards, and 11 of 15 high-performance standards. The Red Lake Watershed District has demonstrated a desire to work in partnership, as seen in their involvement in the Red Lake River CWMP development. The Watershed District should continue building and enhancing those relationships, and work to strengthen the organization via partnerships in comprehensive watershed management efforts, and project implementation. Remember to assess staffing needs, and work on building relationships and being present for opportunities.

Commendations

Commendations are based on achievement of BWSR's high performance standards (see Findings, Part 2, and Appendix A). These practices reflect above average operational effectiveness and level of effort.

The Red Lake Watershed District is commended for:

- Participating in four 1W1P planning and implementation efforts
- Retaining an administrator on staff
- Participate and coordinate in the watershed-based initiatives
- Coordinating with County, SWCD, City/Township partners
- Meeting high performance standards outlined on the BWSR checklist

Action Items

There are no required action items.

Action items are based on compliance with BWSR's basic practice performance standards (see Findings, Part 2, and Appendix A page 12). Action Items address lack of compliance with one or more basic standards.

Recommendations

This section contains recommendations offered by BWSR to the Managers and staff of the Red Lake Watershed District. The intention of these recommendations is to enhance the organization's delivery of effective water and related land resource management and service to the residents of the watershed. BWSR financial assistance may be available to support the implementation of some of these recommendations. See BWSR website for more information: <https://bwsr.state.mn.us/prap-grants>

Recommendation 1: Develop orientation and continued education plan for both board managers and staff and keep records of trainings attended.

There may be training opportunities available for both staff and supervisors. A simple training plan provides a means of ensuring that both staff and supervisors can continue to build knowledge and skills necessary to carry out their respective duties.

Recommendation 2: Conduct a strategic planning assessment to review the districts mission statement, district priorities, and staff capacity to address those priorities.

In consideration of recent changes to the board (loss of a long-time chair) and staff (new district administrator) and other staff who are relatively new within the last few years, the WD should consider conducting a strategic planning assessment. This effort would be valuable for board and staff and help affirm the district's priorities. The best way to do this is to contract with someone to perform a strategic assessment of the district's goals, mission, capacity and provide recommendations that the board can then act upon.

Recommendation 3: Develop and use a short-term strategic plan to set priorities for annual budgets and work plans based on local and state priorities.

The results of the strategic planning assessment developed above will serve to strengthening the watershed district's efforts in prioritizing and targeting its work in the years ahead and be useful in determining annual budgets and staffing needs.

Recommendation 4: Develop a public information and education strategy and track measures and to determine their effectiveness in meeting plan objectives.

The district should challenge itself to track the outcomes of their educational efforts by measuring such things as changed attitudes and behaviors, increased participation in programs, and increased demand for the organization's assistance with watershed projects.

Recommendation 5: Conduct a survey of watershed residents to determine whether Watershed District is meeting public needs.

This recommendation recognizes the importance of the watershed district to remain engaged with the citizens it serves. The district should consider developing and distributing a survey to gage the public's opinion on the watershed districts strengths and weaknesses.

Recommendation 6: Structure website information to report and share success stories.

The Red Lake Watershed District is doing a very good job partnering with others to implement plan goals. The organization is getting important work done within the watershed district and needs to look for more ways to share their success stories in an easy to understand and easy to access format.

LGU Comments and BWSR Responses

Red Lake Watershed District board members and staff were invited to comment on the findings, conclusions and recommendations in the draft version of this report. The Red Lake Watershed District has provided a comment letter which can be found in Appendix C, page 17. BWSR Acknowledges the WD response and if BWSR can provide any assistance, please do not hesitate to contact.

Action Items:

There are no action items.

Appendix A. Performance Standards

4PRAP Organizational Assessment

Part 2-Performance Standards

2024

GREATER MN WATERSHED DISTRICT PERFORMANCE STANDARDS

LGU Name: Red Lake Watershed District

Performance Area	Performance Standard <i>(see instructions for explanation of standards)</i>	Level of Review	Rating	
			YES	NO
	★ High Performance standard	I Annual Compliance	Yes, No, or Value	
	■ Basic practice or Statutory requirement	II BWSR Staff Review & Assessment (1/10 yrs.)		
Administration	■ Annual report: submitted on time	I	X	
	■ Financial audit: completed on time	I	X	
	■ Drainage authority buffer strip report submitted on time	I	X	
	■ eLINK Grant Report(s): submitted on time	I	X	
	■ Rules: date of last revision or review – Please enter month/year (i.e., 01/20)	II	8/27/15	
	■ Personnel policy: exists and reviewed/updated within last 5 years	II	x	
	■ Data practices policy: exists and reviewed/updated within last 5 years	II	x	
	■ Manager appointments: current and reported	II	x	
	■ WD has resolution assuming WCA responsibilities & appropriate delegation resolutions as warranted. (N/A if not LGU)	II		n/a
	■ WD has knowledgeable & trained staff that manages WCA program or has secured a qualified delegate. (N/A if not WCA LGU)	II		n/a
	★ Administrator on staff	II	x	
	★ Board training: orientation and continuing education plan and record for board members	II		x
	★ Staff training: orientation and continuing education plan/record for each staff	II		x
	★ Operational guidelines exist and current	II	x	
	★ Public drainage records: meet modernization guidelines	II	x	
Planning	■ Watershed management plan: up-to-date	I	x	
	★ Prioritized, Targeted, Measurable criteria used in WD Plan	II	x	
	★ Strategic plan identifies short-term activities & budgets based on state and local watershed priorities	II		x
	★ Member of County Water Plan Advisory Committee(s)	II	x	
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II	x	
	■ WCA decisions and determinations made in conformance with all WCA requirements. (N/A if not LGU)	II		n/a
	■ WCA TEP reviews/recommendations coordinated (N/A if not LGU)	II		n/a
	★ Certified wetland delineator on staff or retainer	II	n/a	
	■ Total expenditures per year for past 10 years	II	attach	
	★ Water quality trends tracked for key water bodies	II	x	
Communication & Coordination	★ Watershed hydrologic trends monitored / reported	II	x	
	■ Functioning advisory committee: recommendations on projects, reports, maintains 2-way communication with Board	II	x	
	■ Communication piece sent within last 12 months	II	x	
	■ Website: contains annual report, financial statement, board members, contact info, grant report(s), watershed management plan, meeting notices, agendas & minutes, updated after each board meeting	II	x	
	★ Obtain stakeholder input: within last 12 months	II	x	
	★ Coordination with watershed based initiatives	II	x	
	★ Track progress for I & E objectives in Plan	II		x
	★ Coordination with County Board, SWCD Board, City/Township officials	II	x	
★ Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations	II	x		

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Expenditures	4,765,542	4,308,907	2,552,455	2,116,438	3,594,896	3,131,674	2,609,332	13,078,693	7,090,931	4,015,780

Appendix B. Summary of Survey Results

Red Lake Watershed District Board and Staff Questions and Responses

How often does your organization use your current management plan to guide decisions about what you do? (response percent)*	
Always	61.54%
Usually	23.08%
Seldom	15.38%
Never	0.0%

List your organization's most successful programs and projects during the past 3-5 years.
<i>Black River Impoundment, Pine Lake Outlet, Pennington CD 2 Diversion, Thief River Falls Westside Project, Ring Dike Programs, Streambank Stabilization Projects</i>
<i>One Watershed, One Plan</i>
<i>Long-term water quality monitoring program</i>

What helped make these projects and programs successful?
<i>Progressive, active boards and good staff (ability to connect with landowners)</i>
<i>Access to funding (RRWMB and taxing authority), leveraging multiple funds sources</i>
<i>Good working relationships with partners (SWCD, BWSR, MPCA) and landowners</i>

During the past 3-5 years, which of your organization's programs or projects have shown little progress or been on hold?
<i>State Ditch 83, Polk CD 39/RLWD 17, Mud River Project, Good Lake Dam</i>
<i>Rules Update, Website Development, Writing Articles, Organization of data and files</i>

List the reasons why the organization has had difficulty with these projects and programs.
<i>Lack of landowner buy-in/trust</i>
<i>Busy working on other projects and legal obstacles</i>
<i>Limited staff time available for non-project related tasks</i>

Regarding the various organizations and agencies with which you could cooperate on projects or programs...
List the ones with which you work well already
<i>Houston Engineering/HDR</i>
<i>All SWCDs in the watershed</i>
<i>Counties</i>
<i>BWSR/DNR/MPCA/MnDOT/USFWS/NRCS</i>
<i>Lake Associations</i>
<i>Cities</i>
<i>Red Board</i>

List the ones with which better collaboration would benefit your organization
<i>ACOE, Moore Engineering, Red Lake Nation</i>
If you don't know much about your organization's working relationships with partners, enter "I don't know"
<i>N/A</i>

What steps could your organization take to increase your effectiveness in accomplishing your plan goals and objectives?
<i>Update software for survey data</i>
<i>Review progress of 1W1P goals with board annually</i>
<i>Be more proactive in identifying issues and seeing projects through</i>
<i>Continue to work with landowners (outreach and education)</i>
<i>We need to do a better job talking about the good things we are doing (success stories)</i>
<i>Maintain good communications</i>
<i>Funding (maintain financial support for projects)</i>

How long have you been with the organization?	(response percent)*
Less than 5 years	61.54%
5 to 15 years	15.38%
More than 15 years	23.08%

Red Lake Watershed District Partner Organization Questions and Responses

Question: How often have you interacted with this organization during the past two to three years? Select the response closest to your experience.	(response percent)
Not at all	0.00%
A few times	11.11%
Several times a year	22.22%
Monthly	22.22%
Almost every week	44.44%
Daily	0.0%

Additional Comments:

- *None*

Is the amount of work you do in partnership with this organization...	(percent)
Not enough, there is potential for us to do more together	5.56%
About right	94.44%
Too much, they depend on us for work they should be doing for themselves	0.0%
Too much, we depend on them for work we should be doing ourselves or with others	0.0%

Additional Comments:

- *None*

Based on your experience working with them, please rate the organization in the following areas:					
Performance Characteristic	Rating (percent of responses)				
	Strong	Good	Acceptable	Poor	I don't know
Communication <i>(they keep us informed; we know their activities; they seek our input)</i>	27.78%	61.11%	11.11%	0.0%	0.0%
Quality of work <i>(they have good projects and programs; good service delivery)</i>	55.56%	38.89%	5.55%	0.0%	0.0%
Relationships with Customers <i>(they work well with landowners and clients)</i>	41.18%	47.06%	5.88%	0.0%	5.88%
Initiative <i>(they are willing to take on new projects, try new ideas)</i>	50.0%	44.44%	5.56%	0.0%	0.0%
Timelines/Follow-through <i>(they are reliable and meet deadlines)</i>	33.33%	55.56%	11.11%	0.0%	0.0%

How is your working relationship with this organization? (percent)	
Powerful, we are more effective working together	38.89%
Strong, we work well together most of the time	55.56%
Good, but it could be better	5.55%
Acceptable, but a struggle at times	0.0%
Poor, there are almost always difficulties	0.0%
Non-existent, we don't work with this organization	0.0%

Comments from Partners about their working relationship with the Red Lake Watershed District:

- *The new Administrator and the 2-3 staff that I deal with are all very professional and pleasant to work with.*
- *Without this working relationship, we would not be able to accomplish our work in an effective and efficient manner.*
- *The WD does a great job of utilizing their strengths along with the strengths of their partners to get more accomplished.*

Do you have additional thought about how the "subject" organization could be more effective?
Great organization, great team, always willing to provide assistance and financial support
Funding- they are a small size Watershed District with limited funding for staff or projects. The Otter Tail 1W1P or perhaps BWSR capacity funding would be appropriate for additional assistance. They have a working board.
Doing a good job
The WD does a lot of great work but aren't necessarily great at "tooting their own horn". The WD could do more to effectively communicate the great work they are doing, potentially collaborative communication efforts with their partner SWCDs and counties. This can be difficult for an organization the size of the Red Lake WD, but it is also very important. The more constituents know about the great work the WD and partners are doing, the more likely they are to get involved.
Work on daily, weekly, monthly tasks and action plans and prioritize/execute.
Partnering with GIS. They have more resources than we do so it would be nice if they could manage some of the drainage data for us.
They have very dedicated and knowledgeable staff and are great to work with.

How long have you been with your current organization?	(Response percent)
Less than 5 years	5.56%
5 to 15 years	44.44%
More than 15 years	50.00%

Appendix C. Comment Letter

Red Lake Watershed District

President
Gene Tiedemann

Vice President
Terry Sorenson

Treasurer
Tom Anderson

1000 Pennington Avenue South
Thief River Falls MN, 56701
218-681-5800
218-681-5839 FAX
E-mail: RLWD@redlakewatershed.org
www.redlakewatershed.org

Secretary
LeRoy Ose

Managers
Grant Nelson
Allan Page
Brian Dwight

April 19, 2024

Don Bajumpaa
Performance Review and Assistance Program Coordinator
Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, MN 55155

Via email: Don.bajumpaa@state.mn.us

Dear Mr. Bajumpaa:

The Red Lake Watershed District (RLWD) accepts and appreciates the completion of the BWSR Organizational Assessment Report through the Performance Review and Assistance Program (PRAP) for the RLWD.

The following are our comments to the recommendations in the report located on Page 3:

- **Recommendation 1: Develop orientation and continued education plan for both board managers and staff and keep records of training attended.**
 - RLWD staff will be developing a method of tracking staff training participation and potential training needs for staff and board.
- **Recommendation 2: Conduct a strategic planning assessment to review the districts mission statement, district priorities, and staff capacity to address those priorities.**
 - With assistance from BWSR, the RLWD would be open to exploring the opportunity to complete a strategic plan.
- **Recommendation 3: Develop and use a short-term strategic plan to set priorities for annual budgets and work plans based on local and state priorities.**
 - The RLWD is committed to the development of a short-term strategic plan, setting priorities for the good of the community.
- **Recommendation 4: Develop a public information and education strategy and track measures and to determine their effectiveness in meeting plan objectives.**
 - The RLWD is currently working on ways to further improve our need for informing the public on projects within our area.

Don Bajumpaa
April 19, 2024
Page 2

- **Recommendation 5: Conduct a survey of watershed residents to determine whether the Watershed District is meeting public needs.**
 - A survey of landowners would be extremely helpful in determining areas the RLWD needs to improve on and to hear the successes our citizens value.

- **Recommendation 6: Structure website information to report and share success stories.**
 - The RLWD is in the process of development of a new website, with intentions to keep the public informed of projects and studies taking place.

The RLWD would like to thank BWSR staff for working with the district on the development of the PRAP survey. The PRAP study is a valuable tool to make everyone aware of the good we do, with also identify any shortcomings we may have which allows us to improve how we serve the public.

If you have any questions, please feel free to contact me at 218-681-5800.

Sincerely,



Tammy Audette
Administrator

Appendix D. Program Data

Time required to complete this review

Red Lake Watershed District Staff: 10

BWSR Staff: 45 Hours

Schedule of Organizational Assessment Review

BWSR PRAP Performance Review Key Dates

- March 6, 2024: Initial meeting with Red Lake Watershed District staff.
- March 6, 2024: Completed Performance Standard Checklist.
- March 14, 2024: Survey of board, staff, and partners.
- March 29, 2024: Survey closed.
- April 5, 2024: Draft1 report completed and submitted to BWSR support staff.
- April 15, 2024: Final draft report presentation Red Lake Watershed District Administrator.
- April 25, 2024: Meet with WD Board to deliver Final Report

NOTE: BWSR uses review time as a surrogate for tracking total program costs. Time required for PRAP performance reviews is aggregated and included in BWSR's annual PRAP report to the Minnesota Legislature.



PENNINGTON SOIL & WATER CONSERVATION DISTRICT

201 Sherwood Avenue South • Suite 3
Thief River Falls, MN 56701-3407
Phone: (218) 683-7075
www.penningtonswcd.org

April 25, 2025

Red Lake Watershed District
1000 Pennington Ave S.
Thief River Falls, MN 56701

RLWD Board:

The Pennington SWCD has a contract with Sorvig LLP for a lined waterway outlet project in section 4 of Polk Centre Township. This erosion control project is on the west side of the Black River and located in a priority area in the Red Lake River 1W1P. Bank sloughing and head cutting within the road ditch contribute to water quality issues in the Black River and Red Lake River.

The project cost estimate is \$19,095 and Sorvig LLP has a contract with Pennington SWCD for 90% cost share. Andy Anderson will be the contractor for the project. The estimated out of pocket expense for the landowner is \$1,910 and I'm requesting a maximum of \$1,400 from the RLWD to assist with this project.

Enclosed is a copy of the contract and project plans. If you have any questions, call me at 683-7075.

Thank you for considering this request,

Peter Nelson

A handwritten signature in black ink that reads "Peter Nelson".

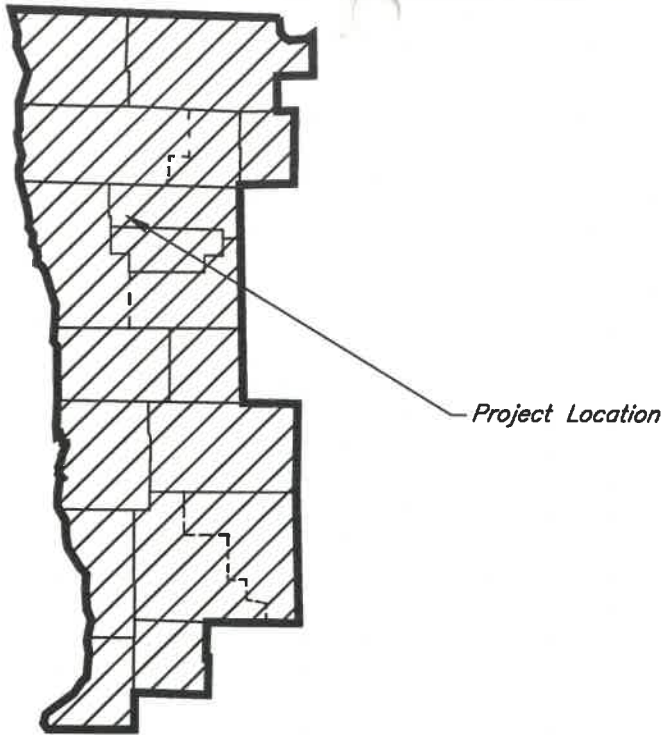
District Manager

Enclosure

Date: Friday, September 30, 2022

Detail Plans for Sorvig LLP 468 Lined Waterway or Outlet Pennington County, Minnesota

INDEX OF DRAWINGS	
Sheet Number	Title
1	Cover Sheet and Quantities
2	Plan View, Profiles, Typical Sections, Details, and Notes



The landowner is responsible for locating and staking all existing tile lines prior to commencing any construction. RRVCSA assumes no responsibility for damage to existing tile lines.

Minnesota specifications for conservation practices apply for all materials and construction work. These specifications are part of this plan.

The Owner shall notify the Engineer and SWCD at least two (2) working days prior to the start of construction.

NOTE: Changes in the drawings or specifications must be authorized by the owner and the NRCS, RRVCSA, or SWCD representative with the proper approval authority.

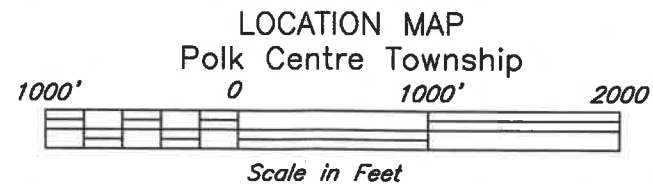
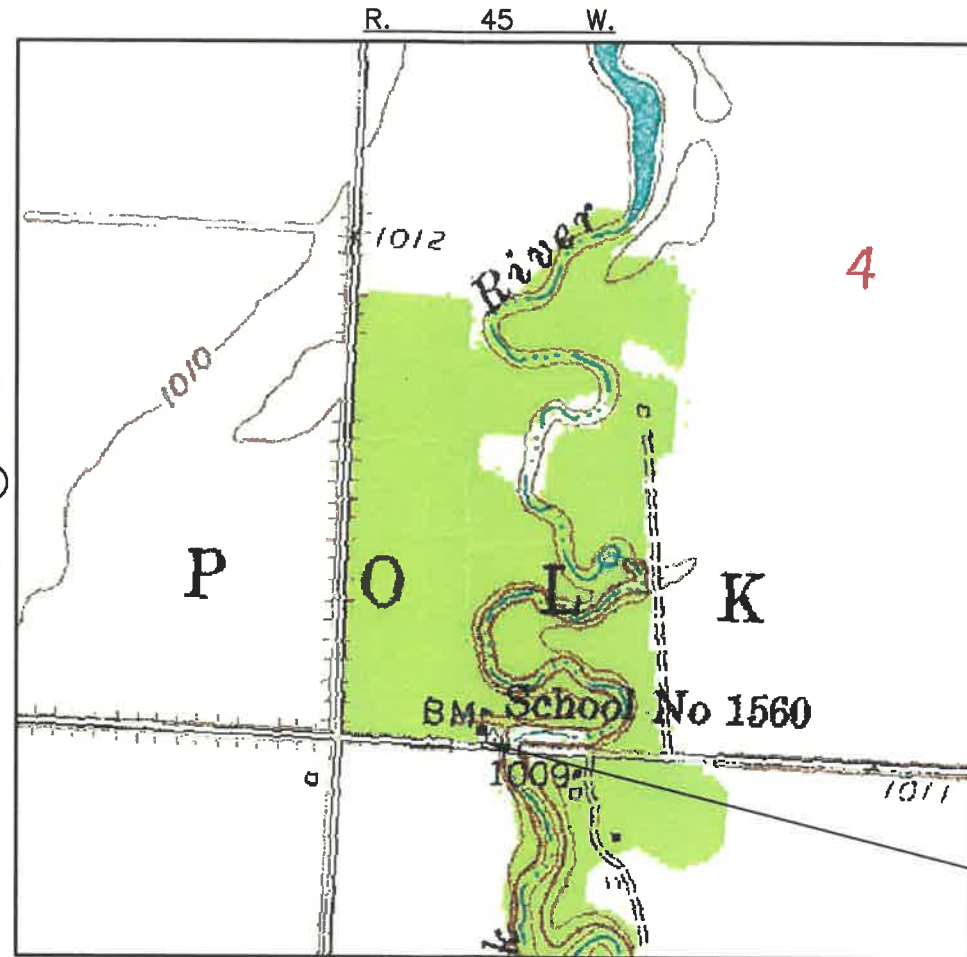
The owner is responsible for obtaining land rights and local, state, and federal permits or other permission necessary to perform and maintain the practice.

Before start of construction, the owner(s) of any utilities involved must be notified. The excavator is responsible by state law for giving notice by calling "Gopher State One-Call" at (651) 454-0002 (twin cities metro area) or (800) 252-1166 (all other locations) at least 48 hours prior to any excavation.

GSOC Number _____

LEGEND	
SOIL BORING	● TH
BENCH MARK, TEMPORARY	● TBM
CONTOUR	
CONTOUR, INDEX	---1100---
COMMON EXCAVATION	⊖
EARTHFILL, CLASS C COMPACTION	⊕
EDGE OF FIELD	—•—•—•—•—
EDGE OF TREES	~ ~ ~ ~ ~
SECTION	
DRIVE/TRAIL	—•—•—•—•—
APPROX. PROPERTY LINE	— PL — PL —
ROCK RIPRAP	▒ ▒ ▒ ▒ ▒
FLOW DIRECTION	→

NOTE: HORIZONTAL/VERTICAL ACCURACY UNKNOWN
 HORIZONTAL DATUM:
 UTM ZONE 15 NORTH, NAD 1983
 VERTICAL DATUM:
 NAVD 88, GEOID 18



SUMMARY OF ESTIMATED QUANTITIES			
No.	Quantity	Unit	Item
CS001	1	LUMP SUM	Mobilization
CS005	1	LUMP SUM	Pollution Control
CS002	1	LUMP SUM	Clearing and Grubbing
CS021	136	CU YD	Excavation - Common, Waterway Shaping
CS023	115	CU YD	Compacted Earthfill, Repair Erosion
CS095	390	SQ YD	Geotextile, Geotex 701 or Equivalent
CS061	95	CU YD	Random Riprap, MnDOT Class II
CS006	1	LUMP SUM	Seeding and Mulching

NOTES:

1. CV - Compacted Volume
2. (P) - Denotes a plan quantity with no additional compensation.
3. Geotextile Class 1 - Non Woven, shall be overlapped and anchored 18in. minimum along sides and 24in. minimum on the ends.
4. Seed and Mulch all disturbed areas.

Project Location

I have reviewed and understand the plans and specifications and agree to complete the work accordingly. Failure to meet these plans and specifications may jeopardize any cost share applied for. I understand that it is my responsibility to secure all necessary permits and licenses, and to complete the work in accordance with all local, state, and federal laws. Modifications of these plans or specifications must be approved by the Engineer before installation. I assume responsibility for negotiations and agreements with the contractors.

CONSTRUCTION CERTIFICATION

This installation meets NRCS standards and specifications. Yes No
 Inspected by: _____
 Certified by: _____
 Date: _____

COOPERATORS SIGNATURE _____ DATE _____

No.	Revision	Date	By

COVER SHEET
468 Lined Waterway or Outlet

Pennington Soil & Water Conservation District
Pennington County, Minnesota

Sorvig LLP

Red River Valley Conservation Service Area
 Designed Logan Handyside Date 8/29/2022
 Drawn LAH Date 8/29/2022
 Checked LAH Date 9/30/2022

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.
 Signature: Logan Handyside Date: 9/30/2022 License # 55889

File Name
Sorvig.dwg
Eng. Job Class
III
Sheet 1 of 2

Date: Friday, September 30, 2022

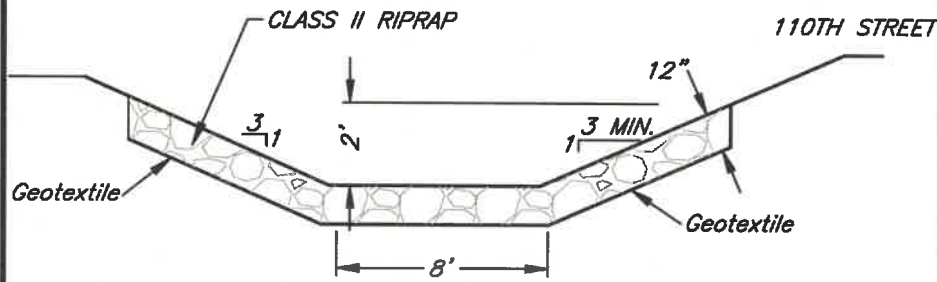
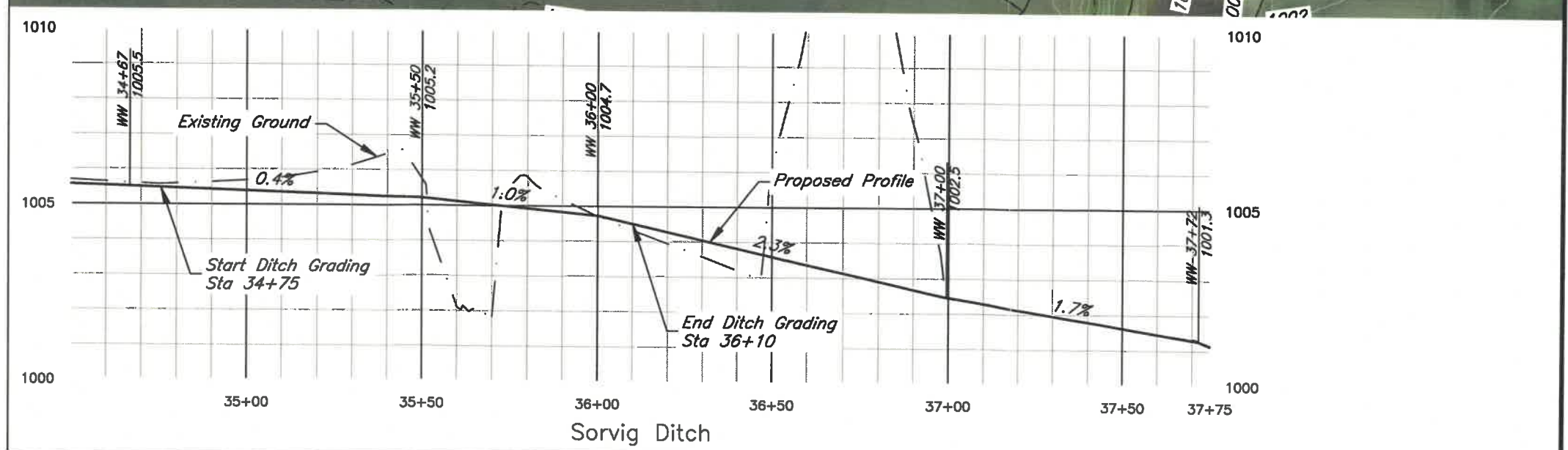
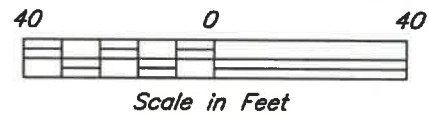
BENCH MARK DESCRIPTIONS

TBM #1 ELEV = 1008.00'
TOP OF 24" CMP ON SOUTH SIDE OF 110TH ST. SW

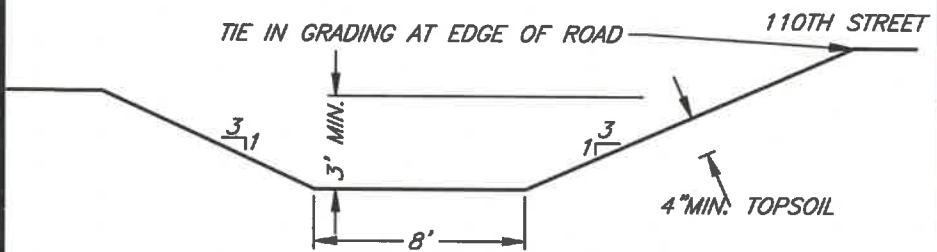
NOTE: HORIZONTAL/VERTICAL ACCURACY UNKNOWN
HORIZONTAL DATUM:
UTM ZONE 15 NORTH, NAD 1983
VERTICAL DATUM:
NAVD 88, GEOID 18

LEGEND

BENCH MARK, TEMPORARY  TBM#1
CONTOUR  90
CONTOUR INDEX  90



TYPICAL RIPRAP DITCH SECTION
(Not to Scale)



TYPICAL DITCH SECTION
(Not to Scale)

Notes:

- Ditch Grading consists of shaping, repairing, and regrading existing eroded ditch section to proposed typical section and profile shown in the plans.
- Outside bend of ditch shall have riprap extend up the inslope an additional 2'. Place riprap around existing culvert outlet.
- Erosion control measures must be put in place to prevent sediment from moving downstream of the construction site until excavation operations are complete and ditch is stabilized.
- Place Spoil where it will not interfere with surface water flow into the waterway.
- Do not disturb road adjacent to project site.

No.	Revision	Date	By

CONSTRUCTION PLAN
468 Lined Waterway or Outlet

Pennington Soil & Water Conservation District
Pennington County, Minnesota

Sorvig LLP

Red River Valley Conservation Service Area
Designed Logan Handyside Date 8/29/2022
Drawn LAH Date 8/29/2022
Checked LAH Date 9/30/2022

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.
Signature: Logan Handyside Date: 9/30/2022 License # 55889

File Name
Sorvig.dwg
Eng. Job Class
III
Sheet 1 of 2

Red Lake Watershed District

President
Gene Tiedemann

Vice President
Terry Sorenson

Treasurer
Tom Anderson

1000 Pennington Avenue South
Thief River Falls MN, 56701

218-681-5800

218-681-5839 FAX

E-mail: RLWD@redlakewatershed.org
www.redlakewatershed.org

Secretary
LeRoy Ose

Managers
Grant Nelson

Allan Page
Brian Dwight

April 11, 2024

Darwin and Dena Boutain
36402 195th St NE
Goodridge, MN 56725

Re: Non-permitted work (Berm/Dike Construction) – NW ¼ and SW ¼ Sec. 13 Hickory Twp., Pennington County

Darwin and Dena:

As directed by the Red Lake Watershed District (RLWD) Board of Managers, this letter is in reference to the dike/berm construction at the above-mentioned location. It was brought to our attention from Pennington County Highway Department that there had been a berm/dike constructed along County Ditch 58 that runs on the West side of Hickory Twp Section 13. We have reviewed our files and have no record of a permit application for the work. The work completed at this location was unpermitted and unsatisfactory. You will need to have the berm/dike removed by April 29th, 2024, and the land put back to pre-construction condition. If it is not completed by April 29th, 2024, the RLWD will hire a contractor to complete the work and you will be billed for all costs incurred.

You understand a permit is needed for this kind of work as we just had a meeting with you about a ditching issue on the other side of the same section of land in September of 2022, which is still not complete under permit #22-203, which is now expired.

In the future, if you plan to do any work that requires a permit application, submit to our office in a timely manner so appropriate inspection and review can be completed prior to the actual work. Permit applications and permit rules are available on our web site at www.redlakewatershed.org

If you have any questions, please call our office, and speak to me or Administrator Tammy Audette.

Sincerely,

Tony Olson
Engineering Specialist

Enclosures:

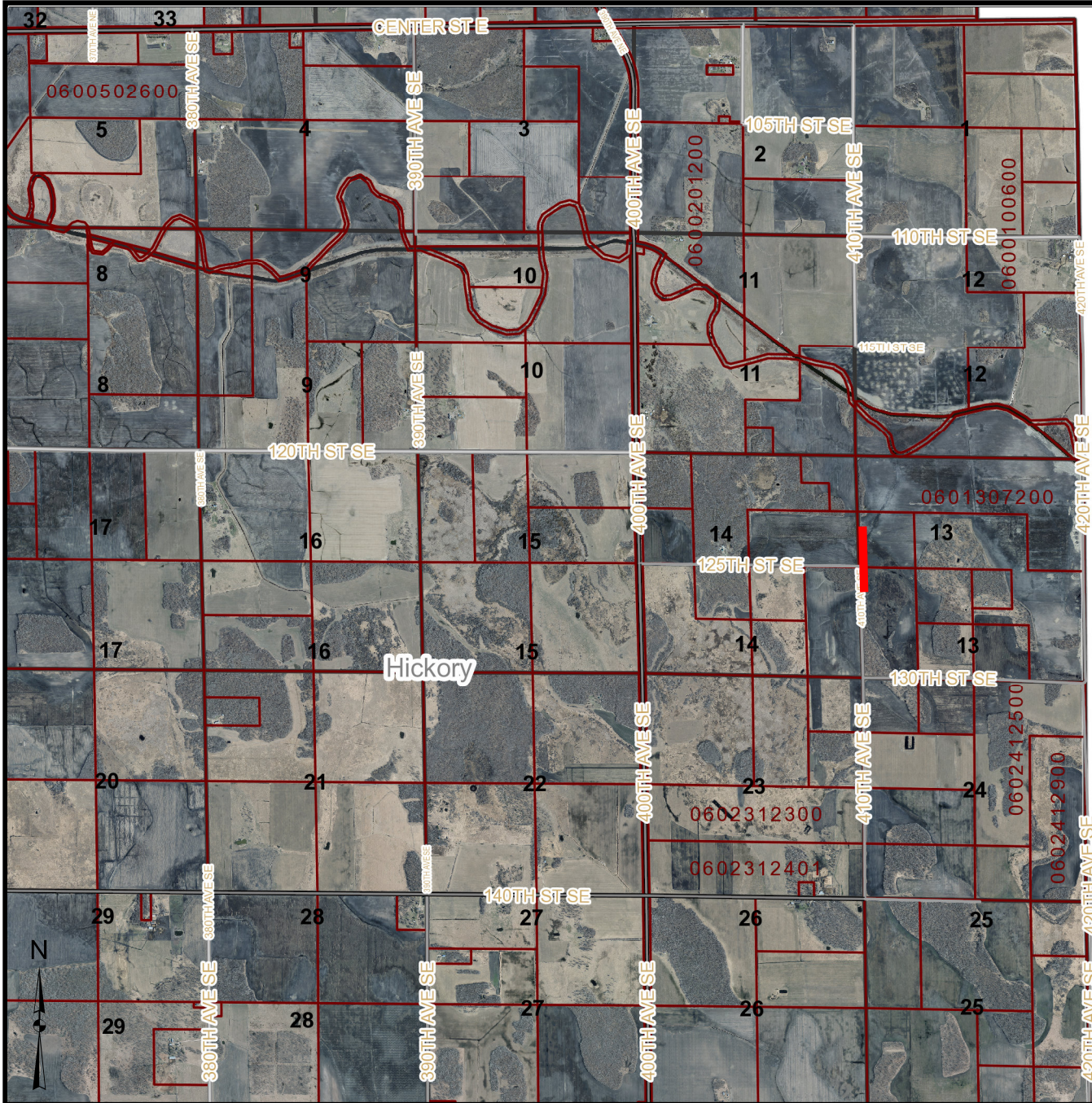
Pc: Grant Nelson RLWD Board Manager Red Lake County
Pennington County Highway Department
Hickory Township







MINIMUM
MAINTENANCE
ROAD
TRAVEL AT YOUR OWN RISK



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1:44,930

Date: 4/24/2024

Pennington County



Minnesota

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

From: [Delray Sparby](#)
To: [Tony Olson](#)
Subject: RE: Darwin Boutain Hickory Twp Section 13 Pennington County
Date: Monday, April 22, 2024 2:51:06 PM

Tony:

We could do an after the fact permit. There would be a \$500.00 late filing fee. Additionally, if the District has any costs associated with review of the permit that it wants to charge, that could be added as well.

He would have to fill out an “after the fact permit”. That would then be presented to the board with the late filing fee and any additional costs requirement that would need to be paid prior to issuance of the after the fact permit.

Delray Sparby

From: Tony Olson [mailto:tony.olson@redlakewatershed.org]
Sent: Monday, April 22, 2024 10:56 AM
To: Delray Sparby
Cc: Tammy Audette; Melissa Bushy; Grant Nelson; grantnelson@gvtel.com
Subject: Darwin Boutain Hickory Twp Section 13 Pennington County

Del, We (RLWD, Pennington County Highway Department, and Darwin Boutain) had a meeting last Friday afternoon to discuss his berm that he decided to construct. Darwin would like to do an “after the fact” permit, which I think Grant and I are ok with. However, he just received an after the fact permit in 2022 on a separate issue that he created in the same section of land. If we did an after the fact permit, what kind of penalties can we attach to the permit? I see in our Rules and Regulations there is a portion that states: *District costs incurred for reconsideration are permit administration costs for which an applicant may be responsible under Section 5 of this rule. “AFTER THE FACT” PERMIT. An “After The Fact” permit may be considered by the District and granted to an individual, if the “After The Fact” permit submission is the first submission provided to the District by said person or entity for the work that has been done. If a person or entity has had a prior written warning given to them in regard to their failure to follow the permitting rule requirements, a \$500.00 late filing fee shall be assessed against said person or entity for the “After The Fact” permit submission. Said late filing fee assessment is in addition to any other conditions or requirements that may ordered by the District in regard to repair or restoration of non-permitted work by said persons or entity in regard to an approval or disapproval of an “After The Fact” permit application. In addition to the remedies provided in Minnesota Statute 103D.545 and other remedies provided for in these rules, in those instances where work has been performed before a permit has been approved, the District may require that the property be returned to its original condition before consideration of the “After The Fact” permit application. The District may also require the applicant to pay actual engineering and attorney’s fees, allowed by law, incurred by the District in dealing with the un-permitted work.*

Let me know your opinion on how to move forward with this issue, and maybe how to present it to the Board.

Thanks

Tony Olson



Permit # 24-019

Status Report: **Approved**

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Randy Weiss		24049 110th Ave SE Red Lake Falls, MN 56750		tel:218-253-2259 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Lake Pleasant** Range: **44** Section: **14 1/4**:

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

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

Status

Status	Notes	Date
Approved	P.A. #24-019 – Randy Weiss Red Lake County – Lake Pleasant Township – Section 14 The Red Lake Watershed District (RLWD) approves the pattern tile project to be tied into a pumped outlet that was installed in 2022. Approval from Lake Pleasant Township will be required as the design shows a pipe being installed through the township road. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlets. Applicant shall install appropriate markers to show the outlet end of the pipe, any damage caused by ditch maintenance will be at the expense of the landowner/applicant ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. If any of the work will be done near adjacent wetlands or public watercourse, applicant shall contact the appropriate jurisdictional authority prior to the installation of the tile lines and meet their spec's/conditions. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 19, 2024
Received	None	April 5, 2024

Conditions

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



Permit # **24-020**

Status Report: **Approved**

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Darrell Payment		21671 140th Ave SE Red Lake Falls, MN 56750		tel:218-253-2254 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **32 1/4**:

(4) Describe in detail the work to be performed. **add culvert, into yard extend culvert**

(5) Why is this work necessary? Explain water related issue/problem being solved. **crossing not big enough**

Status

Status	Notes	Date
Approved	P.A. #24-020 – Danny Payment Red Lake County – Gervais Township – Section 32 The Red Lake Watershed District (RLWD) approves to extend (2) 18" culverts for wider crossings for semis to enter farm yard. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the culvert outlet, applicant shall ensure that adequate grade and drainage is provided. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 16, 2024
Received	None	April 5, 2024

Conditions

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



Permit # 24-021

Status Report: **Approved**

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Danny Payment		21518 120th Ave SE Red Lake Falls, MN 56750		tel:218-684-0501 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **33 1/4**:

(4) Describe in detail the work to be performed. **install culvert with flap to hold back water from land washing out**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Val Gagne land from washing out - flap will open when water goes down**

Status

Status	Notes	Date
Approved	P.A. #24-021 – Danny Payment Red Lake County – Gervais Township – Section 33 The Red Lake Watershed District (RLWD) approves to add a flap gate at the 24" culvert in the SW of the SW Quarter of Section 33. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the culvert outlet, applicant shall ensure that adequate grade and drainage is provided. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 22, 2024
Received	None	April 5, 2024

Conditions

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



Permit # 24-022

Status Report: **Approved**

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Danny Payment		21518 120th Ave SE Red Lake Falls, MN 56750		tel:218-684-0501 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Terrebonne** Range: **43** Section: **5 1/4**:

(4) Describe in detail the work to be performed. **install culvert to get to farm site**

(5) Why is this work necessary? Explain water related issue/problem being solved. **for crossing road, with semi and machinery to access better**

Status

Status	Notes	Date
Approved	P.A. #24-022 – Danny Payment Red Lake County – Terrebonne Township – Section 5 The Red Lake Watershed District (RLWD) approves to add a crossing and a 24" culvert in the SW of the SW ¼ of section 5 in Terrebonne Township. This approval is contingent on the approval from MNDOT as the crossing and culvert would be in the right of way of State Hwy 92. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the culvert outlet, applicant shall ensure that adequate grade and drainage is provided. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 16, 2024
Received	None	April 5, 2024

Conditions

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



Permit # 24-023

Status Report: **Approved**

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Otter Tail Power Company		PO Box 70 Bemidji, MN 56619		tel:218-739-8277 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Lambert** Range: **41** Section: **11 1/4**:

(4) Describe in detail the work to be performed. **install 2 approaches off of CR 131**

(5) Why is this work necessary? Explain water related issue/problem being solved. **one to serve as access to new substation. The second approach is to replace a farm field approach for landowner as Otter Tail Power Company purchased 1 acre of land which had the approach for the field.**

Status

Status	Notes	Date
Approved	P.A. #24-023 – Otter Tail Power Company Red Lake County – Lambert Township – Section 11 The Red Lake Watershed District (RLWD) approves to add (2) crossings both will require 15” culverts. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the culvert outlet, applicant shall ensure that adequate grade and drainage is provided. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T. O	April 19, 2024
Received	None	April 15, 2024

Conditions

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



Permit # 24-028

Status Report: **Approved**

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
John Jakel		1000 Annapolis Way Apt. 709 Woodbridge, VA 22191		tel:321-301-0118 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Terrebonne** Range: **43** Section: **25 1/4**:

(4) Describe in detail the work to be performed. **Drain Tile Field**

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

Status

Status	Notes	Date
Approved	P.A. #24-0028 – John and Deb Jakel Red Lake County – Terrebonne Township – Section 25 The Red Lake Watershed District (RLWD) approves the pattern tile project to be completed into a pumped outlet that was installed in 2023. Approval is available from petitioning lands not previously included into benefitted area now included into Red Lake County Ditch #2. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlets. Applicant shall install appropriate markers to show the outlet end of the pipe, any damage caused by ditch maintenance will be at the expense of the landowner/applicant ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. If any of the work will be done near adjacent wetlands or public watercourse, applicant shall contact the appropriate jurisdictional authority prior to the installation of the tile lines and meet their spec's/conditions. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 23, 2024
Received		April 23, 2024

Conditions

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

~~60~~

5.3L

24 1500 CREW LT

MSRP \$60,840.00

Dealer Discount \$2,000.00

Rebates \$2,500.00

\$56,340.00

16 Ford

Trade 14,500.00

41,840.00

\$2,876.50 Tax

300.00 ? Lic/Transfer/

Doc

\$45,016.50

NORTHERN MOTORS, INC.
 1112 3rd Street W • P.O. Box 527 • Thief River Falls, MN 56701



JEFF KRIEL
 SALES CONSULTANT
 Cell: 218-689-2960
 northmtr@mncable.net

Bus: 218-681-4820
 Toll-Free: 1-800-955-6056
 www.northernmotorsinc.com

Ⓞ

Ⓞ

2.7 Turbo 2024 1500 crew LT

MSRP # 54,345.00

Dealer Discount # 2,000.00

Rebates # 5,000.00

47,345.00

15 Ford Trade # 14,500.00?

32,845.00

2,258.09 Tax

+ Lic fees? 300.00?

35,403.09

NORTHERN MOTORS, INC.
1112 3rd Street W • P.O. Box 527 • Thief River Falls, MN 56701



JEFF KRIEL
SALES CONSULTANT
Cell: 218-689-2960
northmtr@mncable.net

Bus: 218-681-4820
Toll-Free: 1-800-955-6058
www.northernmotorsinc.com



Preview Order R40W - W3L - 4x4 XLT SuperCrew: Order Summary Time of Preview: 03/27/2024 09:36:01 Receipt: NA

Dealership Name: Thief River Ford

Sales Code : F58640

Dealer Rep.	Jared Shierts	Type	Retail	Vehicle Line	F-150	Order Code	R40W
Customer Name	X XXXXX	Priority Code	19	Model Year	2024	Price Level	435

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XLT - 145	\$53840	50 STATE EMISSIONS	\$0
145 INCH WHEELBASE	\$0	MOBILE OFFICE PACKAGE	\$555
CARBONIZED GRAY METALLIC	\$0	.PARTITIONED LOCKABLE STORAGE	\$0
SPORT CLOTH 40/CONSOLE/40	\$0	.WIRELESS CHARGING PAD	\$0
BLACK	\$0	BLUECRUISE EQUIP: 90DAY TRIAL	\$0
EQUIPMENT GROUP 302A	\$4770	MIRROR MAN FOLD W/POWER GLASS	\$0
.XLT SERIES	\$0	FX4 OFF-ROAD PACKAGE	\$1095
.LED SIDE-MIRROR SPOTLIGHTS	\$0	.SKID PLATES	\$0
.POWER-SLIDING REAR WINDOW	\$0	.LINER-TRAY STYLE-NO CARPET MAT	\$0
2.7L V6 ECOBOOST	\$0	EXTENDED RANGE 36GAL FUEL TANK	\$0
ELEC TEN-SPEED AUTO TRANS	\$0	BED UTILITY PACKAGE	\$635
3.55 ELECTRONIC LOCK RR AXLE	\$0	.TAILGATE STEP	\$0
6650# GVWR PACKAGE	\$0	BEDLINER-TOUGHBED SPRAYIN*ACCY	\$595
JOB #2 ORDER	\$0	FUEL CHARGE	\$0
CV LOT MANAGEMENT	\$0	PRICED DORA	\$0
FRONT LICENSE PLATE BRACKET	\$0	ADVERTISING ASSESSMENT	\$0
XLT BLACK APPEARANCE PACKAGE	\$595	DESTINATION & DELIVERY	\$1995
.275/65R 18 BSW ALL-TERRAIN	\$0	Front & Rear Molded Splash Gua	\$245
.18" GLOSS BLACK WHEELS	\$0	TOTAL DIO OPTS	\$245
ENGINE BLOCK HEATER	\$190		

TOTAL BASE AND OPTIONS		MSRP	\$64515
XLT MID DISCOUNT			\$-2000
TOTAL			\$62515

\$59,800

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.

This is not an invoice.

Trade In Breakdown

KBB.com

03/22/2024 - 03/28/2024

2015 Ford F150 Super Cab XLT Pickup 4D 6 1/2 ft..... \$12,842

VIN: 1FTFX1EFXFKE50065

*** Itemized Add/Deducts ***

V8, Flex Fuel, 5.0 Liter.....	-132	Tilt & Telescoping Wheel.....	Included
Automatic, 6-Spd.....	Included	AM/FM Stereo.....	Included
4WD.....	Included	CD/MP3 (Single Disc).....	Included
Hill Start Assist Control.....	Included	Bluetooth Wireless.....	Included
Traction Control.....	Included	SYNC.....	Included
AdvanceTrac.....	Included	Dual Air Bags.....	Included
ABS (4-Wheel).....	Included	Side Air Bags.....	Included
Alarm System.....	Included	F&R Head Curtain Air Bags...	Included
Keyless Entry.....	Included	Dual Power Seats.....	Included
Air Conditioning.....	Included	Daytime Running Lights.....	Included
Power Windows.....	Included	Fog Lights.....	Included
Power Door Locks.....	Included	Towing Pkg.....	Included
Cruise Control.....	Included	Alloy Wheels.....	Included
Power Steering.....	Included		

Condition.....	Good*
Total Value without mileage.....	\$12,710
Mileage adjustment (109462) miles.....	\$926

*** KBB.com Trade In
\$13,636

*\$14,000
depending on
miles & time
Frame
JPS*

**"Good" - 54% of all cars we value meet this criteria. This car is free of major mechanical problems but may need some reconditioning. Its paint and bodywork may require minor touch-ups, with repairable cosmetic defects, and its engine compartment may have minor leaks. There are minor body scratches or dings and minor interior blemishes, but no rust. The tires match and have 50% or more of tread. It also has a clean title history, with some service records available, and will pass safety and smog inspection.

Thief River Ford - Jason Schaalma



Pre-production image shown. Digitally generated image shown. Actual image may vary. See dealer for details.

2024

F-150® XLT

[Change Model](#)



Chevrolet, Inc. • 301 Main Avenue South, PO Box 369, Red Lake Falls, MN 56750

• Phone: 218-253-2171 • Fax: 218-253-4375 • www.thiberts.com

Red Lake Watershed District

MSRP 57590

Reduced Price 51050

Trade 15000

Difference 36050



ROGER DUPONT

[Update My Profile](#)
[Logout](#)

April 24, 2024

Global Warranty Management: Main > Interface With Customer > View Vehicle Build

INTERFACE WITH
CUSTOMER

View Vehicle Build



This screen allows IVH users to view the initial build information on the selected VIN including option codes with descriptions (where available).

Vehicle Information

VIN: 2GCUDDDED7R1217930 Model: CK10543-2024 SILVERADO 1500 CREW CAB 4WD
 Service Contracts and Subscriptions: No Branded Title: No Warranty Block: No PDI Status: Yes
 Order Type: 70 - RETAIL - STOCK
 Field Actions: [0 Open](#)

[REQUEST ANOTHER VIN](#)

For this vehicle:

- [View Vehicle Summary](#)
 - Service Contract
 - Branded Title
 - Warranty Block
- [View Vehicle Build](#)
- [View Vehicle Component Summary](#)
- [View Vehicle Transaction History Detail](#)
- [View Vehicle Delivery Information](#)
- [Investigate Major Assembly History](#)

Vehicle Build

Model: CK10543 - 2024 SILVERADO 1500 CREW CAB 4WD Order Number: DHFXGN
 Gross Vehicle Weight: 3,223 Build Date: 03/14/2024
 Build Plant: 1

Option Codes

*IVH is not the definitive source of GM Vehicle RPO information and is intended for service reference only. Should there be any questions about the vehicle's original build or RPO information please refer to the original vehicle invoice or window sticker.

- | | |
|--|--|
| 09Y - UDV ALTERNATE CHIP PROCESSING OPTION | 0ST - VAA/COMPONENT REL FRONT SEAT |
| 1LT - LT EQUIPMENT GROUP | 1SZ - OPTION PACKAGE DISCOUNT |
| 2ST - VAA/COMPONENT REL REAR SEAT | 3ST - VAA/COMPONENT REL REAR SEAT |
| 4AA - INTERIOR TRIM | 4ST - VAA/COMPONENT REL REAR SEAT |
| 5FC - VAA/COMPONENT REL FRONT | 5ST - VAA/COMPONENT REL REAR SEAT |
| 6HD - COMPONENT FRT LH COMPUTER | 7HD - COMPONENT FRT RH COMPUTER |
| 8AT - COMPONENT | 9AT - COMPONENT RR RH |
| A2X - 10-WAY POWER DRIVER SEAT | A68 - SEAT, REAR 60/40 FOLDING BENCH |
| A7E - SEAT ADJUSTER, PASSENGER 4-WAY MANUAL | AED - WINDOWS, POWER FRONT, PASSENGER EXPRESS DOWN |
| AEQ - POWER WINDOWS, REAR | AKO - DEEP-TINTED GLASS |
| AL0 - SENSOR INDICATOR INFLATABLE | ASV - EQUIPMENT-SENSOR AIR MOISTURE & W/S TEMP |
| AU3 - DOOR LOCKS, POWER | AVI - FRONT ROW SEAT BELT ADJUSTABLE GUIDE LOOPS |
| AVJ - KEYLESS OPEN AND START | AXG - POWER WINDOWS, FRONT DRIVER |
| AXK - VEHICLE TYPE TRUCK | AY0 - AIRBAGS DRIVER AND FRONT PASS |
| AZ3 - SEATS, FRONT 40/20/40 SPLIT-BENCH WITH COVERED ARMREST STORAGE | B30 - CARPET FLOOR COVERING |
| B32 - FRONT FLOOR MATS | B33 - REAR FLOOR MATS |
| B59 - REMOTE START PACKAGE * REMOTE START * CONTENT THEFT ALARM * REAR WINDOW DEFOGGER | BTM - PUSH BUTTON START |
| BTV - REMOTE VEHICLE STARTER SYSTEM | BWN - CORNERSTEP REAR BUMPER |
| C49 - REAR-WINDOW DEFOGGER | C59 - REAR AIR VENTS |
| C5Y - GVWR: 7,100 LBS. (3,221 KG) | CJ2 - DUAL-ZONE AIR CONDITIONING |

CTT - HITCH GUIDANCE

D75 - DOOR HANDLES

DP9 - CHROME MIRROR CAPS

E63 - PICKUP BED

ENL - ENG CONTROL DISABLE START/STOP

FE9 - 50-STATE EMISSIONS

G80 - AUTO-LOCKING REAR DIFFERENTIAL

GU5 - REAR AXLE: 3.23 RATIO

H0U - JET BLACK

IVN - INFOTAINMENT VIRTUAL COCKPIT SYS

J61 - BRAKES, 4-WHEEL ANTILOCK

K05 - ENGINE BLOCK HEATER

KA1 - HEATED DRIVER AND FRONT PASSENGER SEATS

KC9 - 120V CARGO BED POWER OUTLET

KI4 - 120V INSTRUMENT PANEL & CARGO BED POWER OUTLET

KNP - TRANSMISSION OIL COOLER

L84 - ENGINE: 5.3L ECOTEC3 V8 WITH DYNAMIC FUEL MANAGEMENT

MHT - TRANSMISSION: 10-SPEED AUTO

N37 - STEERING COLUMN, MANUAL TILT AND TELESCOPING

NB5 - EXHAUST, SINGLE OUTLET

NTB - EMISSION SYSTEM

PCL - CONVENIENCE PACKAGE

PED - CHEVY SAFETY ASSIST * AUTOMATIC EMERGENCY BRAKING *
FRONT PEDESTRIAN BRAKING * LANE KEEP ASSIST W/ LANE
DEPARTURE WARNING * FOLLOWING DISTANCE INDICATOR *
FORWARD COLLISION ALERT * INTELLIBEAMPRF - 3 YEARS REMOTE ACCESS PLAN; ONSTAR & WI-FI DATA
CAPABLE SEE ONSTAR.COM FOR TERMS

QDV - ALL-TERRAIN TIRES

QT5 - EZ LIFT POWER LOCK AND RELEASE TAILGATE

RM7 - WHEEL, SPARE

SAF - TIRE CARRIER LOCK

SU4 - AXLE FRONT

T8Z - BUCKLE TO DRIVE

TQ5 - INTELLIBEAM-AUTO HIGH BEAM

U73 - ANTENNA

UBJ - IP USB PORTS (2)

UE1 - ONSTAR & CHEVROLET CONNECTED CAPABLE

UEU - FOLLOWING DISTANCE INDICATOR

UH5 - INDICATOR-SEAT BELT WARNING, REAR SEAT

UHY - AUTOMATIC EMERGENCY BRAKING

UK3 - STEERING WHEEL AUDIO CONTROLS

UMN - SPEEDOMETER INST, MILES & KILO, MILES ODOMETER

URC - SWITCH-FLEXRIDE MODE SYSTEM

D31 - MIRROR, MANUAL INSIDE
RR VIEWDLF - MIRRORS, OUTSIDE
HEATED POWER-ADJUSTABLE

E35 - PICKUP BOX INNER-STEEL

EF7 - COUNTRY UNITED STATES
OF AMERICA (USA)F48 - CHASSIS DRIVE LINE-FOUR
WHEEL DRIVE(4WD)FJW - VEHICLE FUEL-GASOLINE
E15

GF3 - TRIM PACKAGE- LT

GXD - STERLING GRAY
METALLICI0K - CHEVROLET
INFOTAINMENT 3 13.4" DIAG
COLOR TOUCHSCREEN

J24 - ENGINEERING YEAR 2024

JBP - BRAKE LINING WEAR
INDICATOR

K34 - CRUISE CONTROL

KC4 - COOLING, EXTERNAL
ENGINE OIL COOLER

KI3 - HEATED STEERING WHEEL

KL9 - AUTOMATIC STOP/START

KW7 - 170-AMP ALTERNATOR

MAH - MARKETING AREA NORTH
AMERICAN06 - STEERING COLUMN, LOCK
CONTROL, ELECTRICALN57 - STEERING WHEEL,
WRAPPEDNP0 - TRANSFER CASE-ACTIVE,
SINGLE SPEED, SWITCH
ACTIVATED, ALUM

OST - OSHAWA PLANT

PDU - ALL STAR EDITION

PPW - WIRELESS PHONE
PROJECTIONQ5U - 17" BRIGHT SILVER
PAINTED ALUMINUM WHEELS

QK1 - STANDARD TAILGATE

RFQ - FOCUSED ORDER
CONFIGURATION

RSR - REAR SEAT REMINDER

SLM - SALES PROCESSING
STOCK ORDERS

SU7 - AXLE RR

TDM - TEEN DRIVER MODE

U2K - SIRIUSXM AUDIO WITH
SXM TRIAL SUBSCRIPTIONUBI - 2ND ROW USB CHARGE
PORTS (2)UDV - 12.3" DRIVER INFO
CENTERUE4 - FOLLOWING DISTANCE
INDICATORUF2 - LED CARGO AREA
LIGHTINGUHX - LANE KEEP ASSIST WITH
LANE DEPARTURE WARNINGUJN - TIRE PRESSURE
MONITORING SYSUKJ - FRONT PEDESTRIAN
BRAKINGUQF - 6-SPEAKER AUDIO
SYSTEMURD - INFOTAINMENT DISPLAY-
NORMALLY BLACK COLOR (TFT)

13.4", 2400X960P

UVB - HD REAR VISION CAMERA

V76 - BLACK RECOVERY HOOKS, FRONT

VJH - BUMPER, REAR CHROME

VRG - VAA/COMPONENT REL

VRH - VAA/COMPONENT REL STEERING COLUMN

VRL - VAA/COMPONENT REL FRONT HORIZONTAL SUSPENSION

VRN - VAA/COMPONENT REL REAR SUSPENSION

VSX - LABEL TOWING

VTI - SHUTTERS-FRONT GRILLE, ACTIVE, UPR

WLD - WINDOW CONTROL-REMOTE EXPRESS

X88 - MARKET BRAND CHEVROLET

Z82 - TRAILERING PACKAGE

ZL3 - SALES PACKAGE-CONVENIENCE

UTJ - THEFT-DETERRENT SYSTEM

V46 - CHROME BUMPERS

V8D - VEHICLE STATEMENT US

VK3 - FRONT LICENSE PLATE KIT

VRG - VAA/COMPONENT REL COCKPIT

VRK - VAA/COMPONENT REL ROOF TRIM

VRM - VAA/COMPONENT REL FRONT VERTICAL SUSPENSION

VRR - VAA/COMPONENT REL TIRES & WHEELS

VT7 - OWNERS MANUAL ENGLISH LANGUAGE

VV4 - WI-FI (R) HOTSPOT CAPABLE; (SUBJECT TO TERMS SEE ONSTAR.COM)

WMY - VIN MODEL YEAR 2024

XCQ - SPARE TIRE

Z85 - STANDARD SUSPENSION PACKAGE

ZM9 - SALES PACKAGE - CONV PACKAGE

Added Option Codes

Vehicle has no current record of SAIO codes.

Administrator's Report

April 25, 2024

Houston Engineering GPS/survey training: District staff participated in the survey training sponsored by Houston Engineering, Inc. Staff reported that the training was extremely beneficial to them.

Pine Lake levels: District staff installed an additional stoplog on Monday, April 22nd. The lake elevation was at 1283.45, with summer target elevation at 1283.5.

Good Lake Impoundment: Staff delivered new stoplogs to Good Lake Impoundment on Tuesday, April 23rd. The gate tender requested an additional 8 stoplogs four to install to allow water to get up to the spillway elevation, which will allow for 4 extra stoplogs. Staff reported that the top of the dike roadway is in rough shape.

RLWD Ditch Maintenance:

- Burnham Creek Project, RLWD Project No. 43B



- Polk County Ditch Improvements 104, 61, 47, 94, RLWD Proj. No. 119-sediment deposits, SWI repairs



- Ditch 10, RLWD Project No. 161-minor sloughing was completed by Anderson Construction on April 23rd



➤ Ditch 11, RLWD Project No. 166-headcutting of the outlet



Ditch 16, RLWD Project No. 177-Northland Township non-functioning abandoned culvert that is caving in needs to be removed (Board prior approved removal)