

RED LAKE WATERSHED DISTRICT
Board of Manager's Minutes
December 31, 2018

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

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

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

The Board reviewed the December 13, 2018 minutes. Motion by Sorenson, seconded by Torgerson, to approve the December 13, 2018 Board meeting minutes as presented. Motion carried.

The Board reviewed the Financial Report dated December 28, 2018. Motion by Tiedemann, seconded by Dwight, to approve the Financial Report dated December 28, 2018 as presented. Motion carried.

The Board reviewed the Investment Summary as of December 28, 2018. Staff member Arlene Novak stated that three Certificates of Deposit will mature in January. Motion by Ose, seconded by Page, to authorize staff to solicit quotes for the three Certificates of Deposit to mature in January 2019. Motion carried.

Staff member Arlene Novak reviewed the 2018 General Fund Budget as of December 28, 2018. Novak stated that payroll and any outstanding bills prior to year-end will be paid and are yet to be reflected in the balances. Motion by Tiedemann, seconded by Ose, to accept the 2018 General Fund Budget as of December 28, 2018 as presented. Motion carried.

Novak reviewed the proposed Capital Project Fund Transfers as of December 28, 2018. After discussion by the Board, motion by Tiedemann, seconded by Sorenson, to approve the Capital Project Fund Transfers as of December 28, 2018, as proposed, with adjustments to be made following final payroll and payments of the year, and year end interest allocation. Motion carried.

Novak reviewed the 2018 League of Minnesota Cities Insurance Trust Property/Casualty Dividend Report, noting that the \$242 dividend the District received is listed in the Financial Report, which goes into the General Fund Miscellaneous Revenue Account.

Novak stated that as of January 1, 2019 the Federal Allowable Mileage rate increases to 58.0 cents per mile.

Administrator Jesme stated that due to the recent snow events, the archeologist will not be able to complete the archeological review/cultural survey on the proposed RLWD Ditch 16, RLWD Project No. 177, as requested by the U.S. Army Corps of Engineers, until snowmelt. The USACOE indicated they will only require a General Permit for construction of the project upon completion of the cultural survey.

The Board reviewed the RRWMB funding spreadsheet, for funding that has been committed to date. Administrator Jesme noted that the Black River Impoundment, RLWD Project No. 176, and the Thief River Falls West Side Flood Damage Reduction Project, RLWD Project No. 178, are both listed within the RRWMB funding summary. Jesme noted that both projects are based on 50/50 cost share funding from the State of Minnesota. Engineer Tony Nordby, Houston Engineering, Inc., stated that the RRWMB funding commitment of \$2.3 million for the Black River Impoundment is based on the Step 2 submittal. The final step submittal will be closer to \$2.7 million.

Administrator Jesme stated that the Thief River Falls West Side Flood Damage Reduction Project, RLWD Project No. 176, was not awarded a Clean Water Fund Grant through BWSR for the outlet channel downstream of the Highway 32 culvert.

Engineer Tony Nordby, Houston Engineering, Inc., discussed existing right-of-way (ROW) on the Challenger Ditch, RLWD Project No. 122, regarding the re-construction of CSAH 8. The District currently has 4.72 acres of existing ditch ROW. Engineer Mike Flaagan, Pennington County Highway Department, stated that the county is working on purchasing 6.5 acres of road ROW, and an additional .92 acres for permanent ditch ROW. Legal Counsel Sparby recommended that the District draft a petition for review and approval by the Pennington County Board to be submitted to the District, requesting an improvement to the Challenger Ditch system for re-construction of CSAH 8. Legal Counsel Sparby stated that this could be considered an improvement to the ditch system under Minnesota State Statute 103D.705, Subd. 2(3). It was the consensus of the Board to authorize Sparby to assist Pennington County in drafting a petition to be submitted by the Pennington County Board.

The Board reviewed the Final Pay Estimate in the amount of \$2,087.97 to R.J. Zavoral & Sons, Inc. for a Grade Stabilization Project, RLWD Project No. 164 to the outlet of Polk County Ditch 63, RLWD Project No. 134. This project was in part funded by a BWSR Clean Water Grant applied for by West Polk SWCD. Administrator Jesme stated the District match for this project is being funded through the District's Erosion and Control Funding, RLWD Project No. 164. Motion by Tiedemann, seconded by Ose, to accept the Final Pay Estimate in the amount of \$2,087.97 to R.J. Zavoral & Sons, Inc. for a Grade Stabilization Project to the outlet of Polk County Ditch 63, RLWD Project No. 134. Motion carried.

Administrator Jesme stated that the hearing to amend the Red Lake River 1W1P was held by the Red Lake River 1W1P Policy Committee on December 19, 2018 at the District office. The next step in getting the plan amendment approved will be to attend a meeting with BWSR North Region Board. Jesme, Manager Tiedemann and Peter Nelson, Pennington SWCD, will attend the North Region BWSR meeting on January 2, 2019 at 10:00 a.m. in Bemidji.

Administrator Jesme stated that he submitted the Yearly Report for the Conservation Partner Legacy Grant, RLWD Project No. 180A, in partnership with Agassiz National Wildlife Refuge. Triple D Construction has submitted their bill for replacement of the water control structure which was part of phase two of the grant. Phase three of the grant will be completed in 2019. Jesme also indicated that the application for an additional Conservation Partner Legacy Grant in partnership with Agassiz National Wildlife Refuge, has been submitted.

The Board reviewed the final RLWD Buffer Rule document. Administrator Jesme stated that all formatting has been completed and will be submitted to BWSR and available to the public.

The Board reviewed the Red River Watershed Management Board (RRWMB) Strategic Planning Process results to date and Strategic Plan Input Questionnaire. The RRWMB is asking for input from Watershed District's and Board Manager's to help guide them in the future. Considerable discussion was held amongst the Board on the RRWMB Strategic Plan. It was the consensus of the Board, that each Board member will submit their individual comments. The Board reviewed the total taxes collected and submitted to the RRWMB in 2018 through the District as of December 26, 2018.

The Board reviewed the 2018 MAWD Resolutions that were presented to the MAWD Board at their December 2018 meeting.

Staff member Loren Sanderson reviewed RLWD Permit No. 18125, Pat Wichterman, Emarville Township, Red Lake County that had been previously tabled by the Board. Sanderson stated that the permit had been tabled to allow for Red Lake County to hold a hearing for the inclusion of land into the benefitted area of Red Lake County Ditch 62. Motion by Page, seconded by Tiedemann, to approved RLWD Permit No. 18125, Pat Wichterman, Emarville Township, Red Lake County, with conditions stated on the permit. Motion carried.

Staff member Loren Sanderson recommended tabling RLWD Permit No. 18156, Brent Strand, Poplar River Township, Red Lake County, for further review in the spring. Motion by Dwight, seconded by Ose, to table RLWD Permit No. 18156, Brent Strand, Polar River Township, Red Lake County. Motion carried.

Administrators Update:

- Jesme and Manager Ose attended the RRWMB in Ada on December 18, 2018.
- The Thief River 1WIP Advisory and Policy Committee's will meet on January 9, 2019 at the District office. A Planning Work Group teleconference will be held on January 2, 2019, to review Section 4 of the Plan.
- Jesme and Manager Tiedemann, who represented MAWD, participated in a teleconference for the MAWD Legislative Committee to review all past and present MAWD resolutions and to categorize and develop a strategy as we move through this year's legislative session.
- Staff member Hanson attend the BWSR Regional Conservation Partnership Program Training session in Grand Rapids on December 20, 2018. The training session was intended to address the partnership program through the NRCS and how it can be implemented with state funding for approved 1WIP.
- Included in the packet was the July 2018 Water Quality Report.

- The District office will be closed on Tuesday, January 1, 2019 for New Year's Day.

Manager Ose stated that he attended Dan Wilken's Retirement Part in Fertile on December 14, 2018.

Discussion was held on the Steffes Auction Land Sale held on December 28, 2018.

Board discussion was held on the consideration of allowing Electronic Attendance at District meetings for the Board members. Administrator Jesme stated that the District needed to purchase an adequate conference phone. Manager Sorenson stated that he would like to see a better set up for presentations in the Board room. It was the consensus of the Board, to authorize staff to complete research on the requirements for Electronic Attendance and appropriate equipment that would be needed.

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



LeRoy Ose, Secretary