

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
February 13, 2020

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, Allan Page, Brian Dwight, Dale M. Nelson, LeRoy Ose. Absent Gene Tiedemann 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 Page, seconded by Dwight, and passed by unanimous vote that the Board approve the agenda. Motion carried.

The Board reviewed the January 23, 2020 minutes. Motion by Sorenson, seconded by Ose, to approve the January 23, 2020 Board meeting minutes as presented. Motion carried.

The Board reviewed the Financial Report dated February 12, 2020. Motion by Sorenson, seconded by Page, to approve the Financial Report dated February 12, 2020. Motion carried.

Staff member Arlene Novak stated that Border State Bank has indicated that due to a dormant status on an account the District is presently holding with them, a monthly fee may be charged. Motion by Ose, seconded by Page, to close the account at Border State Bank, with funds to be transferred to Northern State Bank. Motion carried.

Staff member Arlene Novak informed the Board that during the District audit, Bremer Bank wanted to charge the District to verify information that the auditors were requesting. To avoid an additional charge, Novak was able to view the information electronically to fulfill the auditor's requirement.

The District was notified that a U.S. Army Corps of Engineers' permit was approved for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Administrator Jesme forwarded the permit to the Thief River Falls Airport Authority, who will notify Federal Aviation Administration (FAA), as well as notifying Minnesota Department of Transportation so we can finalize the two Cooperative Agreement's for the installation of box culverts thru Highway 32 and Highway 1. Engineer Nate Dalager, HDR Engineering, Inc., presented the Plans and Specifications for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion by Sorenson, seconded by Ose, and passed by unanimous vote to approve the Plans and Specification and to move forward with the advertising of bids for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion also included scheduling a Special Board Meeting date of March 20, 2020 to allow for the opening of bids at 10:00 a.m. at the District office. Motion carried. Motion by Page, seconded by Dwight, to authorize Administration Jesme, the authority to sign the two Cooperative Agreements with the Minnesota Department of Transportation for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Discussion was

held on the payment of permanent and temporary right-of-way damages for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. The Board discussed reaching out to landowner Kyle Merkens, regarding property he owns near the outlet. Dalager indicated that there would be changes from the original damage award due to being unable to fill a portion of the existing Pennington County Ditch #1, lying west of the railroad tracks. Motion by Ose, seconded by Page, to give Administrator Jesme, the authority to move forward with payment of Temporary and Permanent Damage to the landowners, which will include the revisions to damages awarded to property owned on Kyle and Misty Merkens' property located in Section 17 Rocksbury Township.

The Board reviewed Pay Estimate No. 1 in the amount of \$78,333.13, to Burski Excavating, Inc., for construction of a box culvert for RLWD Ditch 16, RLWD Project No. 177. Motion by Sorenson, seconded by Dwight, to approve Pay Estimate No. 1 to Burski Excavating, Inc., in the amount of \$78,333.13 for construction of a box culvert for RLWD Ditch 16, RLWD Project No. 177. Motion carried. The Board reviewed Change Order No. 1 for Burski Excavating, Inc., in the amount of -\$3,948.96 for RLWD Ditch 16, RLWD Project No. 177. Administrator Jesme indicated that the change order is due to relocation of the 12'x 6' RC Box culvert which will require straight end sections rather than skewed end sections that were previously bid. Motion by Dwight, seconded by Ose, to approve Change Order No. for Burski Excavating, Inc., in the amount of -\$3,948.96 for RLWD Ditch 16, RLWD Project No. 177. Motion carried. The Board reviewed correspondence submitted to CenturyLink expressing the District's concern in CenturyLink's lack of progress in finishing their scope of work along Highway 220.

The Board reviewed a Minnesota Wetland Conservation Act (WCA) Notice of Decision for no loss for the Improvement to Polk County Ditch 39, RLWD Project No. 179. Administrator Jesme stated that the same day he received the Notice of Decision from WCA, he received a letter from the U.S. Army Corps of Engineers, stating they had just received our Joint Notification permit application.

Administrator Jesme stated that the Red Lake River 1W1P, RLWD Project No. 149, Work Plan was submitted to BWSR for 2020-2021, for a total grant amount of \$1,071,149.

The Thief River 1W1P Comprehensive Watershed Management Plan was approved by all the Local Governmental Units and submitted for final review by the agencies. The plan will be reviewed by the BWSR Northern Regional Committee meeting on March 4, 2020.

Administrator Jesme was informed that the Clearwater SWCD was forming an application process to begin the Clearwater River 1W1P process. Jesme indicated the need to form a Policy Committee and Planning Work Group, prior to the start of the application.

Administrator Jesme applied for a Project Acceleration Grant from the Flood Damage Reduction Work Group for the Black River Impoundment Project, RLWD Project No. 176 as well as Pine Lake Project, RLWD Project No. 26. Engineer Tony Nordby, Houston Engineering, Inc., stated that only two applications were received, both from this District, as another applicant had withdrawn their application.

The Board reviewed a NRCS RCPP Closeout Notice for the Pine Lake Project, RLWD Project No. 26.

The Board reviewed information on the water quality of the Thief River as it pertains to the City of Thief River Falls' drinking water supply.

The Board reviewed a request to amend RLWD Permit No. 19213, Roger Hagen, Sullivan Township, Polk County. Mr. Hagen wishes to move the tile pump site from the NW corner to the SE corner. Motion by Page, seconded by Ose, to approve amending RLWD Permit No. 19213, Roger Hagen, Sullivan Township, Polk County. Motion carried.

The Board reviewed a request for a two-year extension for RLWD Permit No. 18025, Enbridge Energy Limited Partnership. Motion by Sorenson, seconded by Page, to approve an extension for two additional years, with a new expiration date set for June 14, 2022, for RLWD Permit No. 18025, Enbridge Energy Limited Partnership. Motion carried.

Pennington SWCD submitted a request for a financial donation for the Area I Envirothon. The Area I Envirothon will be held on April 29, 2020, at Agassiz National Wildlife Refuge. Motion by Page, seconded by Dwight, to donate \$300 to the Area I Envirothon to promote education and awareness of water quality issues. Motion carried.

The MAWD Legislative Briefing and Day at the Capitol will be held March 18-19, 2020 at the Double Tree Hotel, St. Paul.

The 22<sup>nd</sup> Annual Joint Red River Watershed Management Board and Flood Damage Reduction Work Group Conference will be held March 10-11, 2020 at the Courtyard by Marriot in Moorhead, MN.

Staff member Tammy Audette presented a quote for IT services for the District office. Corporate Technologies presented two quotes, one for \$810 per month and the other for \$935 per month. Audette explained that the difference depends on how many hours the District would want for on-site support per month. The \$810 per month would give us 5.5 hours per month and the \$935 per month would have 8 hours per month. The monthly charge would vary dependent upon how many users we would have under the plan. The current IT services cost \$1,441 per month. Motion by Sorenson, seconded by Dwight, to authorize the staff to finalize details to enter into a Service Agreement with Corporate Technologies for IT services for the District office. Motion carried.

The Board reviewed two quotes for the purchase of a new computer for the District office. Motion by Ose, seconded by Sorenson, to approve the purchase of a computer from Corporate Technologies in the amount of \$1,630. Motion carried.

Discussion was held on updating the Board room technology with the placement of several televisions, rather than using the overhead projector. Motion by Dwight, seconded by Sorenson,

to authorize staff to spend up to \$6,000 on the purchase of televisions, wall mounts, receivers, transmitters and installation for the District Board room. Motion carried.

Administrators update:

- Jesme and Manager Nelson will attend the RRWMB meeting on February 18, 2020 in Ada.
- A Bartlett Lake Management Plan meeting will be held on February 20, 2020 at 10:00 a.m. at the Northome City Hall.
- Discussion is being held on starting the 1W1P process for the Clearwater River subwatershed. The Clearwater SWCD has agreed to take the lead on discussion with LGU partners. The application process is due June 12, 2020.
- Included in the packet is information from NOAA/NWS on the 2020 Spring flood outlook on the Red River and Devils Lake Basin.
- Jesme and staff members Olson and Slowinski will attend the Thief Lake and Agassiz interagency meeting on February 19, 2020 at 9:30 a.m. at the District office. The meeting is intended for each entity to update partners as to what projects are being considered as well as operation of impoundments for Spring 2020.
- Jesme and Managers Sorenson, Tiedemann, and Ose and staff member Olson attended the RRWMB Drainage Conference on January 27, 2020 in Moorhead.
- The 6<sup>th</sup> Annual Nitrogen Conference will be held on February 18, 2020 at the Arrowwood Conference Center in Alexandria.
- Included in the packet was the City of McIntosh Wellhead Protection Plan.
- Brady Martz completed the annual audit on February 2-5, 2020 at the District office. A report to the Board will be forthcoming.
- Included in the packet was Water Quality Reports from July-December 2020.

Legal Counsel Sparby participated in a scheduling conference on Judicial Ditch 5, RLWD Project No. 102. The landowners filed an Appeal to the Findings of Fact and Order therefore a trial date will be scheduled for July 2020.

Manager Dwight stated that the Beltrami County Commissioners approved the submittal of the draft plan for the Thief River 1W1P, RWLD Project No. 149A.

The Board met in Executive Session to discuss staffing issues, creation of positions, titles of new positions and associated salary ranges.

President Nelson stated that the Budget and Salary Committee met and recommended the hiring of a Technician for the District office. Discussion was held on what knowledge, skill and availability the District would require. The Budget and Salary Committee recommended advertising in the pay range of \$38,000-\$65,000, based on qualifications and experience. Motion by Dwight, seconded by Ose, to approve the hiring of a Technician, and authorize the staff to begin the process of advertisement. Motion carried.

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Administrator Jesme stated that the Red Lake SWCD has inquired on the possibility of hiring a Joint Engineer between the District and the SWCD's involved in the 1W1P. Jesme will have discussions with the various offices and report back to the Board.

President Nelson stated that retired staff member Loren Sanderson is willing to assist the District office this summer between 2-3 days per week. Motion by Ose, seconded by Sorenson, to approve the hiring of Loren Sanderson as a temporary part-time employee at a rate of \$40 per hour. Motion carried.

The Board closed the Executive Session.

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



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LeRoy Ose, Secretary