

RED LAKE WATERSHED DISTRICT
Board of Manager's Minutes
December 23, 2021

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

Present: Managers: Dale Nelson, Terry Sorenson, LeRoy Ose, Tom Anderson. Gene Tiedemann, Allan Page and Brian Dwight. Staff Present: Myron Jesme and Tammy Audette.

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

The Board reviewed the December 9, 2021, minutes. Motion by Sorenson, seconded by Anderson, to approve the December 9, 2021, Board meeting minutes as presented. Motion carried. Manager Dwight abstained.

The Board reviewed the Financial Report dated December 22, 2021. Motion by Tiedemann, seconded by Ose, to unanimously approve the Financial Report dated December 22, 2021. Motion carried. Administrator Jesme stated that BWSR staff completed a full audit on the 2018 Red Lake River 1W1P, RLWD Project No. 149 Grant. Discussion was held on the agreement between the SWCD's and the District as the Fiscal Coordinator for the project. Manager Tiedemann stated that the SWCD's assured they will help assist with making the financial process smoother.

Motion by Dwight, seconded by Sorenson, to grant Administrator Jesme the authority to disperse payment for additional invoices received for year-end billing purposes. Motion carried.

Staff member Ann Joppru stated that the District received a dividend in the amount of \$2,286 from the League of Minnesota Cities Property Casualty Program. This check will be deposited in the General Fund account.

Staff member Ann Joppru stated that the District received a premium audit adjustment in the amount of \$413 from the League of Minnesota Cities Workers Compensation. This check will also be deposited in the General Fund account.

Motion by Tiedemann, seconded by Ose, to authorize the release of securities from \$4 million to \$2 million at Northern State Bank. Motion carried.

The Board reviewed a Letter of Credit from American Federal Bank in the amount of \$1.5 million.

Staff member Ann Joppru stated that as of January 1, 2022, the Federal Allowable Mileage rate will increase to .585 cents per mile.

Staff member, Ann Joppru, reviewed the General Fund Budget as of December 22, 2021. Administrator Jesme stated that the balance in the Office Equipment will not be used as the District is not purchasing accounting software, as the billing for most software has shifted to monthly installments versus outright purchase of the software as we have seen in the past. This allows automatic updates to the programs to be installed regularly, as needed by the software company.

The Board reviewed the Capital Project Fund Transfers as of December 22, 2021. After discussion by the Board, motion by Sorenson, seconded by Tiedemann, to approve the Capital Project Fund Transfers as of December 22, 2016, as proposed, with adjustments to be made following final payroll and payments of the year, and year end interest allocation. Motion carried.

The Board reviewed the disposal of property list. Motion by Tiedemann, seconded by Anderson, to declare the listed property as surplus and of no value to the District, and to properly dispose of the property listed. Motion carried.

The Board reviewed correspondence from the Campaign Finance and Public Disclosure Board.

Administrator Jesme reviewed the summary of expenses for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178 and invoices submitted to the Pennington County Highway Department and the City of Thief River Falls for their share of the project cost. Discussion was held on the amount to be charged to the Water Management District (WMD). Jesme stated that the District had originally committed to \$500,000, with landowners within the WMD paying the balance based on volume of runoff. The WMD will also be responsible for future maintenance costs. Motion by Dwight, seconded by Ose, that the District will pay up to \$1.85 million of project costs for the construction of the Thief River Falls Flood Damage Reduction Project, RLWD Project No. 178. Motion carried. Discussion was held setting a levy amount to the WMD for future maintenance. Motion by Dwight, seconded by Sorenson, to levy \$100,000 to the Water Management District for future maintenance purposes for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion carried. Administrator Jesme stated that Pennington County will set up the levy to the landowners on their tax statements. The following bids were received for the purchase of 5.88 acres of property owned by the District for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178: Tom Greelis, \$20,500; Pete Carlson, \$7,520, True North Equipment Co. \$200,000.

The Board recessed for a 10-minute break to allow for Jesme to contact the two highest bidders to inquire if they wished to have a chance to raise their bids in \$1,000 increments as advertised. The meeting reconvened after a 10-minute break. Administrator Jesme indicated that he had spoken to Tom Greelis, who indicated that he did not wish to raise his bid. Motion by Ose, seconded by Page, to accept the highest bid from True North Equipment Co. for the purchase of 5.88 acres located in the NW1/4, Section 32, North Township, Pennington County at a price of \$200,000 for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion carried.

Administrator Jesme discussed the need to have separate project numbers for the impoundment and the diversion ditches for the Black River Impoundment Project, RLWD Project No. 176. During the hearing process for the project, it was stated that the impoundment and the outlet channel to the Black River would be the responsibility of the District, therefore using RLWD Project No. 176. It was also indicated during the hearing that the three diversion ditches would be the responsibility of the Water Management District. Motion by Page, seconded by Tiedemann, to name the three diversion ditches as RLWD Ditch No. 18, RLWD Project No. 176A, and the impoundment and outlet to the Black River to remain as RLWD Project No. 176. Motion carried.

The Board reviewed an itemized worksheet for the installation of side water inlet (SWI) culverts located in Marshall County. The Marshall SWCD is requesting their 2021 Erosion Control Funds, RLWD Project No. 164, appropriation for the installation of SWI's. Motion by Ose, seconded by Page, to approve payment in the amount of \$12,500 from the District's 2021 Erosion Control Funds, RLWD Project No. 164, to the Marshall SWCD. Motion carried.

Administrator Jesme stated that when staff member Nate Koland started with the District, he was enrolled in an online GIS course through the Itasca Community College and now has enrolled in an advanced course. Jesme indicate that staff members Tony Olson and Christina Slowinski are also interested in taking the entry level GIS course that Nate recently completed. Motion by Tiedemann, seconded by Anderson, to authorize the enrollment of Olson and Slowinski in GIS courses through the Itasca Community College. Motion carried.

Administrators Update:

- Jesme (virtually) and Managers Ose, Anderson, Sorenson, Page and Tiedemann (live) attended the RRWMB Legislative session on December 14, 2021, in Ada. Jesme and Ose also participated in the RRWMB monthly meeting following the legislative session.
- Staff member Joppru is continuing to work with Brady Martz and Associates on implementing the new accounting software.
- The MAWD Legislative Committee met via Zoom on December 15th to review existing and new resolutions and to prepare recommendations for a final platform for the 2022 season. Included in the packet was the resolution hearing results as well as the MAWD Awards for 2021.
- Jesme met with MnDNR and HDR Engineering, Inc. staff to review the Knutson Dam plans as well as recommended replacement to the structure.
- The Red Lake River 1W1P Advisory Committee met on December 15th to review projects and receive updates. The Policy Committee met to review final billing for the 2018 Watershed Based Grant as well as progress on the 2020 funding.
- The Clearwater River 1W1P Planning Workgroup met on December 15th to discuss the plan development.
- The Mud River Restoration Project Work Team met on December 17th at the District office. Discussion was held on the Purpose and Need Statement.
- Included in the packet was the Winter 2021 Agassiz Environmental Learning Center newsletter.

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Manager Dwight discussed the Beltrami SWCD concerns with human waste being left behind on Upper Red Lake during ice fishing season. The SWCD is working on a Pilot Project to hopefully prevent the issue.

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

A handwritten signature in blue ink that reads "LeRoy Ose". The signature is written in a cursive style with a horizontal line underneath the text.

LeRoy Ose, Secretary