

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
September 9, 2021

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

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

The Board reviewed the August 26, 2021, minutes. Motion by Sorenson, seconded by Page, to approve the August 26, 2021, Board meeting minutes as presented. Motion carried.

The Board reviewed the Financial Report dated September 8, 2021. Motion by Tiedemann, seconded by Page, to unanimously approve the Financial Report dated September 8, 2021. Motion carried.

Staff member Arlene Novak reviewed the General Fund Budget as of August 31, 2021.

Staff member Arlene Novak reviewed the League of Minnesota Cities Member Dues Invoice effective during 2021-2022 in the amount of \$2,045. Motion by Sorenson, seconded by Anderson, to approve payment of the 2021-2022 League of Minnesota Cities membership dues in the amount of \$2,045. Motion carried.

The Board reviewed Pay Estimate No. 13 for the Black River Impoundment, RLWD Project No. 176 in the amount of \$111,896.05. Motion by Ose, seconded by Tiedemann, to approve Pay Estimate No. 13 in the amount of \$111,896.05 to R.J. Zavoral & Sons, Inc., for construction of the Black River Impoundment, RLWD Project No. 176. Motion carried.

The Board reviewed a funding request from the Red Lake SWCD, for the Randy Myhre Grade Stabilization Project, located in Section 6, Poplar River Township, for a total project cost of \$13,600.20. The Red Lake SWCD is requesting cost share in the amount of \$2,000.00 for construction from the District's 2021 Erosion Control Funds, RLWD Project No. 164. Motion by Tiedemann, seconded by Page, to approve cost share in the amount of \$2,000 for the Randy Myhre Grade Stabilization Project, from the District's 2021 Erosion Control Projects Funds, RLWD Project No. 164. Motion carried.

Construction on the Pine Lake Flood Damage Reduction and Fish Habitation Project, RLWD Project No. 26 B is slated to begin on September 13, 2021. Landowners are removing the trees today. The Board reviewed a letter to the Minnesota Department of Natural Resources (MnDNR) from the Red Lake Band of Chippewa Indians regarding the issuance of a Public Works permit for replacement of the Pine Lake outlet structure. Discussion was had on the fact that the letter and the comments/requests was received weeks after the permit was issued and the bid awarded. The request will be determined by the State of Minnesota.

Contractor Andy Anderson, Quality Spray Foam/Anderson Excavation, plans to begin construction on September 13, 2021, on the Thief River Streambank Stabilization Projects, Thief River 1W1P Plan, RLWD Project No. 149A. Administrator Jesme indicated that there may be extra funding for additional sites to be completed.

Staff member Tammy Audette updated the Board on the potential reinstatement of MnDNR permits to the Clearwater River Wild Rice growers, RLWD Project No. 45. Discussion was held on the potential of updating of the Wild Rice Allocation Plan and recalibration of the wild rice pumping stations. It was the consensus of the Board, to explore the recalibration of the pumping stations.

At 9:30 a.m., President Nelson recessed the general meeting and called the 2022 General Fund Budget Hearing to order. President Nelson noted that the hearing was properly advertised and is on videotape and available for viewing at the RLWD office. The Board reviewed the proposed General Fund Budget and opened the hearing for public comment. No public comment was received. Administrator Jesme and Staff member Arlene Novak discussed adding an additional \$15,000 to the budget for increased Liability and Excess Liability Insurance premium increase due to prior project expenditures. Hearing no public comment, the hearing closed at 9:35 a.m. A motion was made by Tiedemann, seconded by Ose, and passed by unanimous vote that the Board close the 2022 General Fund Hearing. Motion by Dwight, seconded by Anderson, and passed by unanimous vote that the Board approve the following 2022 General Fund Budget to include the budget increase of \$15,000 to Liability and Excess Liability Insurance:

	2022
	BUDGET
Manager's fees and salaries	\$ 40,000.00
Board of managers' expense	24,200.00
Staff salaries	567,000.00
Payroll taxes	43,375.50
Employee benefits	87,500.00
Travel and meetings	5,000.00
Audit	9,450.00
Legal	16,000.00
Office supplies	20,000.00
Office equipment	30,000.00
Appraisers and Viewers	2,000.00
Professional services	20,000.00

Dues and subscriptions	10,000.00
Insurance and bonds	45,000.00
Repairs and maintenance-building	15,000.00
Utilities	12,000.00
Advertising and publications	4,000.00
Telephone	11,000.00
Vehicle expense & maintenance	14,000.00
Engineering supplies	3,000.00
Engineering equipment	<u>40,000.00</u>
TOTAL	\$1,018,525.50
LESS: ESTIMATED OVERHEAD	(850,500.00)
LESS: MISCELLANEOUS REVENUE	<u>(5,000.00)</u>
2022 GENERAL FUND BUDGET	\$ 163,025.50

Discussion was held with RRWMB, Executive Director, Rob Sip, regarding watershed district membership as it relates to their levy.

The Board reviewed RLWD Permit No. 20208, Darrell and Danny Payment, Terrebonne Township, Red Lake County. Motion by Page, seconded by Sorenson, to approve RLWD Permit No. 20208, Darrell & Danny Payment. Motion carried.

The Board reviewed the permits for approval. Motion by Ose, seconded by Tiedemann, to approve the following permits with conditions stated on the permit: No. 21135, Earl C. Roed, Lessor Township, Polk County; No. 21136, Darrell Payment, Terrebonne Township, Red Lake County; No. 21137, Jeremy J Nelson, North Township, Pennington County; No. 21138, Steve Olson, Hickory Township, Pennington County; No. 21142, Joshua Iverson, Sanders Township, Pennington County and, No. 21143, Melannie Lundstrom, Norden Township, Pennington County.

The Board reviewed correspondence from ComputerWare, notifying the District of plans to retire its business operation in March 2022. The owner of ComputerWare modified the District's accounting software to better suit the needs of the District.

The Board reviewed a letter from Staff member Arlene Novak regarding her letter of intention to retire. Novak's last day of employment will be October 29, 2021 and will actively take remaining vacation following that day. The Board thanked Novak for her 36 years of dedicated service to the District. Motion by Sorenson, seconded by Dwight, to accept the retirement of staff member Arlene Novak for October 2021, with regrets. Motion carried

The Board reviewed quotes for the purchase of a new computer for the District office. Staff member, Tammy Audette, stated that Staff member, Nick Koland, would get the new computer, with Koland's computer being moved to the Board room. The Board room computer would then be considered excess property. Motion by Tiedemann, seconded by Ose, to approve the purchase of a computer from Corporate Technology at a cost of \$2,944.00, and that the Board

room computer be considered excess property that is no longer needed, as this computer has Windows 7, which is no longer supported under our current IT contract. Motion carried. Staff member, Tammy Audette, indicated that there will be additional fees for setup through our IT company.

Discussion was held on soliciting quotes to replace the District's 2011 Ford pickup. It was the consensus of the Board, to authorize Administrator Jesme to solicit quotes for a new pickup with and without trade-in pricing.

Administrators Report:

- Manager Ose will attend the September 21, 2021 RRWMB meeting. Jesme is unable to attend as he will be on vacation.
- Jesme and Manager Nelson will attend the Pennington County Commissioners' meeting on September 14<sup>th</sup>; and the Clearwater County Commissioners' meeting with Manager Anderson on October 12<sup>th</sup>.
- Jesme will participate in a virtual Drainage Workgroup meeting following today's Board meeting.
- The Mud River Project Work Team meeting will be held September 14<sup>th</sup> at 9:00 a.m. at the District office.
- Staff member Hanson and Slowinski will participate in the 6<sup>th</sup> Grade Pennington County Outdoor Education Day on September 15<sup>th</sup> in Thief River Falls and the Northwest Minnesota Water Festival in Warren and Fertile on the 21<sup>st</sup> and 22<sup>nd</sup> of September.
- The Clearwater River Watershed 1W1P Planning Work Group meeting will be held on September 14<sup>th</sup>.

President Nelson discussed the Budget and Salary Committee meeting with Administrator Jesme and Brian Opsahl, Brady Martz, to discuss the retirement of Staff member Arlene Novak. Opsahl indicated that Brady Martz will assist the District in carrying on various duties, if the District identifies needed assistance. Discussion was held on advertising for the Accounting Officer position, due to the retirement of Staff member Arlene Novak. Motion by Ose, seconded by Anderson, to direct District staff to advertise for the Accounting Officer position, and notify the Budget and Salary Committee as applications come in. Motion carried.

Manager Ose discussed the tour he participated in, where they visited the site of the Fargo-Moorhead Diversion Project.

Administrator Jesme was informed that the boring company that R.J. Zavoral & Sons, Inc., used as a subcontractor for the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178, may want to attend a future Board meeting to discuss the project.

Legal Counsel Sparby discussed the Appeal for the Improvement to Polk County Ditch 39, RLWD Project No. 179, referring to a possible joint fact stipulation that Sparby answered and submitted for possible "Summary Judgment", as opposed to a District Court trial. Sparby indicated that a review hearing concerning the request for a "Summary Judgment" motion with the court will be held on September 10, 2021.

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

A handwritten signature in blue ink that reads "LeRoy Ose". The signature is written in a cursive style and is positioned above a horizontal line.

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LeRoy Ose, Secretary