

BUFFALO-RED RIVER WATERSHED DISTRICT

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MINUTES FOR MANAGERS' MEETING August 26, 2013

The Board of Managers, Buffalo-Red River Watershed District (BRRWD), held a regular meeting and their Annual Budget Hearing on Monday, August 26, 2013, at 7:30 PM in the Barnesville office. BRRWD Managers present were Gerald L. Van Amburg, Roger G. Ellefson, Curtis M. Nelson, John E. Hanson, Troy E. Larson, and Peter V. Fjestad. BRRWD Staff attending included: Bruce E. Albright, BRRWD Administrator, and Erik S. Jones, Engineer, Houston Engineering, Inc. (H.E.). Others attending included: Carol Quinnild, Phyllis Krull, and Lyle Hovland.

Chairman Van Amburg called the meeting to order at 7:34 PM. He announced that the proceedings were being recorded to aid in preparation of the minutes.

Secretary's Report. The Board reviewed draft minutes for the 06/24/13 special meeting. Nelson noted a minor correction. **Motion** by Nelson to approve the minutes, subject to correction. **Seconded** by Hanson. **Approved.**

Treasurer's Report. The Board reviewed the BRRWD's financial status. The current cash on hand is \$1,247,547.51. The Clay County bond sale proceeds were received for approximately \$2 million. The office sent pay requests to the City of Moorhead for Project No. 71, City of Moorhead/50th ST S, and the Minnesota Department of Natural Resources (DNR) for Project No. 56, Manston Slough Restoration, and Project No. 39, Georgetown Levee. The DNR forwarded the signed contract for Project No. 49, Oakport Township funding (\$600,000), which will be reimbursable to us via pay requests the office will prepare and submit. The office will send a pay request to the Red River Basin Commission (RRBC) for 50% of the Long Term Flood Study costs. We are also waiting for \$350,000 from the Lessard-Sams Outdoor Heritage Council (LOHC) Conservation Partners Legacy Grants (CPLG) Program for Project No. 56, Manston Slough Restoration.

The Board discussed the 2012 audit, which had been previously reviewed at the 5/13/13 and 5/28/13 meetings. At the earlier meetings, the Board had questions about the details of the Administrative fund expenditures related to H.E. billings. Ellefson pointed out that the audit and the billing report Jones provided from H.E. differed by about \$200,000. Jones explained that he had included only costs related to personnel for the 2012 fiscal year. Harold Rotunda, Certified Public Accountant (CPA), would have had different numbers because the monthly invoices include other expenses such as vehicles, website maintenance, equipment, and other non-personnel charges. These costs could be documented, but were not part of the Board's request. After further discussion, **motion** by Ellefson to approve the 2012 audit. **Seconded** by Larson. **Approved.**

Greg Grommesh Diking Complaint. At their last meeting, the Managers agreed to invite landowners affected by a dike installation that Greg Grommesh has continued to improve for several years in Section 28, Barnesville Township, Clay County. Carol Quinnild, Phyllis Krull, and their renter, Lyle Hovland, were in the audience, but Greg Grommesh did not attend. Albright mentioned that he and Managers Fjestad and Nelson conducted separate field reviews of Grommesh's diking since the last meeting. Manager Van Amburg noted that he and Jones also viewed the area recently. The Board reviewed LiDAR maps of the site on the overhead monitors. Albright explained that the Krull/Quinnild family has had concerns about this diking violation for several years. He noted that when the City of Barnesville did their

Main Street repair project in 2011, Grommesh gave the City permission to deposit spoil from their project on his property, which he used to build up the existing dike that extends for a full 0.5 mile stretch along his east property line with the Krull property. Jones also displayed aerial maps starting from approximately 1993-to the present, showing the alignment of the natural waterway, flowing across both properties, and how the diking has affected area drainage. Water from the area is assessed to both Clay County Ditch (C.D.) Nos. 34 and 54. Albright explained that this area is part of a larger drainage area that has had historic drainage issues. He noted that Grommesh's drainage violations have not been effective in solving his drainage issues and have caused concerns for his neighbors. The Board discussed area drainage patterns/concerns and possible solutions. Albright suggested that the Board authorize H.E. to conduct an elevation survey to gather data to reestablish the natural "lay of the land" prior to the diking. Fjestad suggested that Jones could use the LiDAR elevation data and determine an elevation for a possible equalizer pipe in the Grommesh dike. Jones thought that he could have that work done by the next meeting. Albright will send a letter to Grommesh to invite him to the 9/09/13 BRRWD meeting to continue the discussions about solutions to his diking violation. **Motion** by Fjestad to authorize H.E. to provide elevation information using LiDAR cross sections data and for the office to send a certified letter to Greg Grommesh inviting him to the 9/09/13 BRRWD meeting. **Seconded** by Larson. **Approved**.

Permit No. 13-73, Butch Lemke. At their 8/14/13 meeting, the Board tabled this permit application to upsize the culvert or add an additional culvert in the Greiff driveway along C.R. No. 21, southeast of Baker in Section 32, Elkton Township, Clay County, pending information about the current culvert sizing and discussion with Greiff and her downstream neighbor, Todd Affield. Albright reported that the existing structure is a 36" dia. pipe. Affield's house is slightly higher than the road, and the proposal could possibly increase the water elevation on his side of the road. The lowest point of the road is at elevation 941.6, and Affield's house is at elevation 942.2/942.3, or approximately 6" higher than the road, according to LiDAR. The Board asked Albright to contact Affield regarding the proposal. **Tabled.**

Permit No. 13-123, Jim & Jerry Briks. Applicant proposes to install an approach off of County Road (C.R.) No. 20, with a 24" dia. culvert with a flapgate on the west end in the SW¹/₄, Section 14, Meadows Township, Wilkin County, approximately 100' east of the centerline of 260th AVE. The approach will provide field access and will also block water from backing up to the east onto cropland. The Board discussed the proposal, and reviewed the LiDAR map. **Motion** by Fjestad to approve Permit No. 13-123, subject to County approval to work within their road right-of-way (r-o-w). **Seconded** by Larson. **Approved.**

Permit No. 13-124, John Boen. Applicant proposes to install water and sediment control basins designed by the United States Department of Agriculture (USDA) and the West Otter Tail Soil and Water Conservation District (SWCD) in Sections 4 and 5, Trondhjem Township, Otter Tail County, to reduce water erosion and to improve water quality in the Upper South Branch of the Buffalo River sub-watershed. The Board reviewed an article about previously constructed sediment control structures on Boen's property. **Motion** by Hanson to approve Permit No. 13-124. **Seconded** by Ellefson. **Approved.**

Permit No. 13-125, Edward Ernst/Robert Braton. Applicants propose the installation of an 18" dia. culvert in a dry approach off County State Aid Highway (CSAH) No. 52 on the east side of the road. The field used to be enrolled in the Conservation Reserve Program (CRP), but is now cropped. The road ditch water drains through the field, making it difficult to farm. **Motion** by Hanson to approve Permit No. 13-125, subject to County approval to work within their road r-o-w. **Seconded** by Nelson. **Approved.**

Permit No. 13-126, Dan Skolness. Applicant proposes to install pattern tiling in the SE¹/₄, Section 17, Spring Prairie Township, Clay County, with a lift station in the southwest corner, outletting via a pipe under 57th AVE N on the south side of the road to alleviate crop loss. The property is assessed to Clay C.D. No. 3. Albright explained that the project could impact a number of downstream properties, and permit

approval should be subject to approval from the affected landowners. **Tabled**, pending receipt of the downstream landowners' approval.

Permit No. 13-127, Dave Butenhoff. Applicant proposes to install 115 acres of pattern tiling in the SE $\frac{1}{4}$, Section 16, Barnesville Township, Clay County. The north 80 acres will outlet via gravity flow to the "west tributary" of Project No. 54, Whisky Creek Tributaries, and the south 35 acres will outlet to the "east tributary" via gravity flow. **Motion** by to approve Permit No. 13-127, subject to our standard tiling disclaimer. **Seconded** by Larson. **Approved.**

Permit No. 13-128, Jeff Bjornson. Applicant proposes the installation of a 38.3 acre Reinvest In Minnesota (RIM)/Wetlands Reserve Program (WRP) project in the E $\frac{1}{2}$ SW $\frac{1}{4}$ Section 4, Prairie View Township, Wilkin County, designed by the Natural Resources Conservation Service (NRCS). Albright noted that Permit No. 13-49 was also approved for this project on 5/28/13. **Administratively withdrawn.**

Permit No. 13-129, Louis Tschakert. Applicant proposes the installation of a 146.6 acre RIM/WRP project in the NE $\frac{1}{4}$, Section 32, Manston, Wilkin County, designed by the NRCS. The work will include scrape excavation, ditch plugs, and filling of existing ditches, and is associated with Project No. 56, Manston Slough Restoration. **Motion** by Hanson to approve Permit No. 13-129. **Seconded** by Larson. **Approved.**

Permit No. 13-130, Paul Tschakert. Applicant proposes the installation of a 159 acre RIM)/WRP project in the E $\frac{1}{2}$, Section 32, Manston Township, Wilkin County, designed by the NRCS. The work will include scrape excavation and filling of existing ditches, and is associated with Project No. 56, Manston Slough Restoration. **Motion** by Hanson to approve Permit No. 13-130. **Seconded** by Larson. **Approved.**

Clayton Runck Drainage Concerns. Albright reported that he has notified Runck that the NRCS has agreed to allow him to increase the size of a 12" dia. field approach culvert into Barb Ronsberg's property on the south side of the township road west of the centerline structure in 110th AVE S. NRCS decided that they could control the elevation of the Ronsberg wetland in Section 34 by the elevation of the pipe without concern for pipe sizing. The NRCS wants the elevation of any new culvert verified by H.E. Albright explained that the upstream culverts draining into this area are 24" and 30" dia. structures, but the next downstream culvert in Herb Nelson's approach is only a 12" dia. pipe. He noted that the Township would have to be asked to increase the size of that pipe, and then Nelson would have to agree to allow more water adjacent to his land on the south side of 110th AVE S. Runck will need to submit a BRRWD permit application for increasing the size of the referenced culvert.

Perry Montplaisir Drainage Concern. Montplaisir contacted the office to discuss the status of his drainage concerns in Section 18, Kragnes Township, Clay County. Albright will schedule an informational meeting and send out notices to Clay County, Kragnes Township, and the neighboring landowners in the next several weeks to discuss Montplaisir's farmstead flooding problems and the gated culverts he claims his neighbors operate.

Scott McCaslin Wetland Concern. There has been some email correspondence with Emily Siira, Area Hydrologist, DNR. The survey crew has not yet been able to access the site to determine the Ordinary High Water Level (OHWL), and they might need to obtain permission from the landowner, Richard Moen, to enter the property to conduct the survey. Albright will contact McCaslin regarding this issue.

John and Cathy Posch Drainage Concerns. Chuck Melvin, United States Fish and Wildlife Service (USFWS), is willing to work with the Poschs regarding a Texas style crossing installed by the USFWS several years ago that they claim is backing water into their farmyard in the NE $\frac{1}{4}$, Section 9, Cromwell Township, Clay County. Melvin indicated that he would like to discuss specifically what the landowners

want from the USFWS to address their concerns. He told Albright the USFWS would not approve any work that would drain area wetlands on their easements.

Akron Township Culverts. Jones is working with Wilkin County Highway Department regarding their survey to address landowner concerns pertaining to a 60" dia. corrugated metal pipe (CMP) they installed approximately 20 years ago in C.R. No. 169 (290th AVE) between Sections 5 and 6, Akron Township, which is larger than some of the downstream pipes. He has reviewed the County's current survey information. The Board had asked for further survey information, and Jones felt that H.E. will be able to make use of current LiDAR data instead of conducting further field surveys.

USFWS Complaint. The USFWS has contacted the office regarding a ditch installation Zurn completed in Section 34, Riceville Township, Becker County, that could divert water away from a USFWS wetland easement. Manager Hanson conducted a field review and reported that it appears Zurn did construct a new ditch on his property. The Managers reviewed aerial photographs of the area and discussed the ditching project. The work was completed without a BRRWD permit, and it appears that NRCS wasn't aware of the work either. **Tabled**, pending further information from the other environmental/permitting agencies.

Marvin Christianson Complaint. Christianson contacted the office with drainage concerns in the S½, Section 35, Foxhome Township, Wilkin County. He claims his upstream neighbor, Mike Albertson, has been constructing field ditches without BRRWD permits. Christianson called the Sheriff, who is investigating. He may apply for a BRRWD permit for a culvert installation. Manager Fjestad will conduct a field review and talk to the landowners. **Tabled**, pending further information.

Project No. 76, Wilkin C.D. No. 3-Lateral. Mike Yaggie and Wayne Fuder have filed a petition for a lateral to Wilkin C.D. No. 3 to address erosion problems on the north side of the township road upstream of C.D. No. 3 in Sections 31/32, Akron Township, which causes water to flow northwesterly via a natural waterway cross-country to the ditch system. Jones has distributed the Preliminary Engineer's Report to the local/state/federal agencies for the 30-day comment period. The next step is to schedule the Preliminary Hearing.

Project No. 75, Wilkin County Ditch No. 31-Lateral. Jones reported that Julie Aadland, Area Hydrologist, DNR, has indicated that she may not be able to issue a DNR permit for the current project plan. Aadland feels that the proposed diversion of water affects Whiskey Creek, which is a DNR protected watercourse. She would prefer a more comprehensive project that would include bufferstrips, and other features. Jones maintains that the project will not completely cut off flows to Whiskey Creek. The goal of the proposed project is to drain the low flows that currently stay in the ditch on the east side of Trunk Highway (T.H.) No. 9. High flows will still go to Whiskey Creek. This area is part of the Minnesota Agricultural Water Quality Certification Program (MAWQCP) pilot project. **Tabled**, pending more discussion with DNR and the petitioners.

2014 Budget Hearing. The Board convened their 2014 annual budget hearing at 9:05 PM. Notice of the hearing was published in area newspapers. The Board has to consider setting the administrative fund levy, the ditch systems/project levies, and the Minnesota Statutes Annotated (M. S. A.) 103D.905, Subd. 3, special levies for projects/programs initiated by petition.

The BRRWD has the authority to levy a maximum of \$250,000 for the general fund. The Board reviewed sheets showing the 2012 administrative expenses, 2013 expenditures to date, and a proposed 2014 budget. The Board reviewed a financial packet containing a worksheet showing several past years' administrative expenditures/levies, and after discussion, agreed to levy the maximum of \$250,000 for the general fund.

The Board discussed setting a separate tax levy for BRRWD insurance costs, in accordance with M.S.A. 466.06. The levy would cover BRRWD insurance premium costs, estimated at approximately \$15,000-\$20,000 per year for liability insurance costs, unemployment insurance, umbrella coverage, and the new building coverage. The Board decided to set the 2014 insurance levy at \$23,000. Albright explained that the proceeds would stay in the Insurance account if we raise more than we need in a given year and can be used as needed for future insurance costs.

The Board reviewed a worksheet showing total ditch system benefits, current balances, projected year-end balances, and previous years' levies, plus a sheet showing benefits rates broken down on a per acre basis for each ditch system/project. The ditch systems/projects were color coded to assist with the review. After considerable review and discussion, the Board agreed to the following 2014 ditch/project levies.

Clay County:

Ditch No. 10-\$75,000
 Ditch No. 20-\$10,000
 Ditch No. 28-\$20,000
 Ditch No. 31-\$7,000
 Ditch No. 32-\$10,000
 Ditch No. 33-\$6,000
 Ditch No. 35-\$20,000
 Ditch No. 36-\$10,000
 Ditch No. 41-Outlet-\$20,000
 Ditch No. 41-\$50,000
 Ditch No. 41-Lat. 1-\$15,000
 Ditch No. 41-Lat. 2-\$10,000
 Ditch No. 47-\$50,000
 Ditch No. 49-\$35,000
 Ditch No. 50-\$35,000
 Ditch No. 54-\$10,000
 Ditch No. 58-\$10,000
 Ditch No. 59-\$60,000
 Ditch No. 69-\$10,000

Becker County:

Ditch No. 9-\$15,000
 Ditch No. 15-\$15,000
 Ditch No. 21-\$15,000

Wilkin County:

Ditch No. 13-\$20,000
 Ditch No. 13-Lat.-\$10,000
 Ditch No. 22-\$40,000
 Ditch No. 40-\$20,000
 Ditch No. 41-\$30,000
 Ditch No. 43-\$10,000
 Ditch No. 44-\$20,000

Projects

Hawley Diversion-\$30,000
 Kragnes Ringdike-\$2,500
 Turtle Lake Outlet-\$35,000
 Oakport Flood Mitigation-\$100,000
 LaBelle/Boyer Lake Outlets-\$80,000
 HRBP Outlets-\$30,000
 Lake Jacobs Outlet-\$25,000
 Crystal Creek Flood Control-\$20,000

The next item on the budget hearing agenda was the BRRWD's taxing authority according to M.S.A. 103D.905, Subd. 3. The Board is allowed to levy for a general fund, consisting of ad valorem tax, not to exceed 0.00798% of the taxable market value, to pay the costs attributable to the basic water management features of projects initiated by petition of a political subdivision. Historically, BRRWD has asked the Clay County Board of Commissioners to be the petitioner. The 2013 taxable market value for the BRRWD is \$5,772,743,800, meaning the Board could raise up to \$460,665 per levy. A general levy for \$460,655 could be used to fund a variety of programs including River Keepers, Red River Basin Commission, log jam removals, water quality studies, and flood damage reduction site investigations. A second general levy in the amount of \$375,000 will be used for Project No. 56, Manston Slough Restoration-\$100,000; the new office-\$100,000; Elkton Township Wetland Mitigation-\$100,000; comprehensive planning-\$25,000; Wolverton Creek/Comstock Coulee-\$25,000; and the South Branch of the Buffalo River-\$25,000.

The 2014 general levies total \$1,108,665. In 2013, the BRRWD raised \$1,123,731. All levies will be certified with the Auditors in Clay, Becker, Wilkin, and Ottertail Counties. **Motion** by Ellefson to set the general fund levy as noted and to approve all the other referenced levies as noted for 2014. **Seconded** by

Hanson. **Approved.** The Board agreed that the new area of the BRRWD will not be included in the 2014 levies because the actual legal boundary for the new area hasn't been certified by the State.

Project No. 74, Clay County Ditch No. 51-Lateral. Jones will have the Detailed Survey Report ready to file for the Board's approval at the 9/09/13 BRRWD meeting. Because of the litigious nature of the proposed project, Albright has contacted Ron Ringquist, Minnesota Viewers' Association, to ask him to act as a Viewer and to recommend two other Viewers from out of the BRRWD to work with him. The Managers discussed the cost/benefit ratio for this project.

Project No. 73, Country Heritage Ditch. At the 7/08/13 meeting, the Board authorized H.E. to review the drainage issues along 2nd ST between C.R. No. 93 (70th AVE N) and the Country Heritage Erosion Control project. Jones discussed the results of this investigation, including information from Ulteig Engineers, Inc. (UEI) and supplemental survey data. Alternative 1 would provide the requested drainage by resetting three culverts, boring a pipe through 2nd ST, and establishing a gradeline in both the east and west ditches by filling in portions of the ditch. The Opinion of Probable Cost is \$36,600. Alternative 2 is a more extensive project that calls for more excavation to provide more grade and the resetting of 7 culverts. The Opinion of Probable Cost is \$61,600. The difference between the two alternatives is a lower ditch gradeline for the north and south ends of the west ditch which requires more culverts to be reset to the proposed grade. Albright suggested that the Board could hold an informational meeting some time later this fall with the homeowners and make a decision regarding what work should be done, and how the work could be accomplished.

Project No. 56, Manston Slough Restoration. Albright asked the Board to authorize easement payments to landowners who have their easement documents ready for signature. **Motion** by Nelson to approve the easement payments. **Seconded** by Ellefson. **Approved.**

A ground breaking ceremony has been scheduled for Thursday, September 5, 2013. The office will prepare a press release in this regard.

Albright discussed the USFWS concerns about the potential impacts of a proposed drainage ditch for Duane Stuehrenberg's property and Trunk Highway (T.H.) No. 9 that would outlet to USFWS property. Larry Martin, USFWS, also told Albright that USFWS doesn't want the borrow pits to be any deeper than 3' on their property.

The contractor is still planning to start work the last week of September. The office will send letters to all of the project landowners regarding the status of construction. Albright added that the contractor will try to avoid any standing crops.

Project No. 49, Oakport Flood Mitigation. As noted in the Treasurer's Report, the BRRWD recently received a DNR grant for \$600,000. The office will prepare pay requests to the DNR for the current project expenditures.

Wade Opsahl, Technician, H.E., solicited bids from three contractors for demolition/cleanup work for six different sites. The low bidder was Adam Grothmann, Northern States Excavating, Inc., for \$32,100. Albright recommended that the Board award the contract to Grothmann. **Motion** by Nelson to award the contract to Northern States Excavating, Inc. **Seconded** by Fjestad. **Approved.**

Project No. 48, Clay C.D. No. 59. H.E. is working on an inlet culvert assessment. Once that work is finished, the Board will have to decide if they want to file a BWSR grant application for the work.

Project No. 46, Turtle Lake Outlet. A redetermination of benefits hearing will be scheduled for early October. Notices will be sent to the affected property owners.

Project No. 39, Georgetown Levee Improvement. The contractor plans to continue work on the dike construction after Labor Day. Albright discussed the easement/property acquisition status of the Greywind and Wambach properties. Albright noted that Opsahl will draft a letter agreement with Schmidt Moving Company to clarify the contracted work and a timeline for completion.

2013 Fall Tour. The Fall Tour has been tentatively scheduled for Thursday, October 3, 2013, at the Galaxie Supper Club in Barnesville.

Watershed District Enlargement. A continuation hearing to define the new eastern boundary has been scheduled for Thursday, August 29, 2013, at 7:30 PM in the Rothsay Community Center.

Army Corps of Engineers (COE) F-M Diversion. The COE held two landowner meetings regarding possible upstream project impacts on 8/15/13 and 8/20/13 in Comstock. A number of Managers attended the meetings. The Board discussed the issues/concerns that were addressed at the meetings. Albright distributed copies of the lawsuit filed by Wilkin and Richland Counties regarding the upstream staging proposal to the Managers for their review. He read comments from BRRWD Attorney Tami Norgard regarding the Counties' complaint. The Board discussed the issue of obtaining a DNR permit to build a "high hazard" dam upstream of Fargo-Moorhead for the proposed staging area. They also discussed the BRRWD's permitting authority regarding the Diversion project and the possible outcome of the Environmental Impact Statement (EIS). They considered signing the Second Amendment of the Joint Powers Agreement (JPA), which needs to be finalized by the beginning of September. Van Amburg encouraged the Managers to agree to sign the JPA so that the BRRWD can continue to be represented on the F-M Diversion Authority Board. The Managers questioned the positions of the City of Moorhead and Clay County regarding the Diversion project. Ellefson was concerned that if the Diversion project moves forward, the BRRWD would be the condemnation agent for agricultural property for the project. He didn't think we should be part of the Diversion Board. Members of the Diversion Board have offered to attend a BRRWD meeting to explain the Agreement and answer any questions the Board might have. The Board also has concerns about how the Minnesota costs could be divided if the Legislature doesn't come through with funding.

Clay C.D. Nos. 9, 32, 33 Redeterminations. H.E. filed pay requests for JBX LCC (Clay C.D. No. 32) for \$38,000 and William Nichol Excavation, Inc. (Clay C.D. No. 33) for \$20,748.00. **Motion** by Hanson to approve both pay requests. **Seconded** by Larson. **Approved.**

Elkton Township Wetland Restoration. The contractor, Ziegler Construction, Inc., has been unable to complete any further work. The project completion date is 8/31/13. The east site needs to be completed so the wetland banking process may begin in conjunction with Project No. 71, Moorhead 50th AVE S. Albright reported that the contractor is trying to work, but the site is extremely wet. He requested that the Board grant a deadline extension from 8/31/13 to 10/15/13. **Motion** by Ellefson to approve the requested extension. **Seconded** by Nelson. **Approved.**

MAWQCP. Manager Fjestad, Albright, and Wilkin County Environmental Officer Bruce Poppel, attended a meeting regarding MAWQCP in St. Cloud last week. Another meeting has been scheduled for Friday, September 6, 2013, in St. Cloud. Albright noted that there are a number of items the BRRWD will need to complete in conjunction with this program implementation. The annual budget is projected to be approximately \$100,000, including office space, computer, administrative assistance, vehicles, etc.

Project No. 54, Whisky Creek Tributaries. Landowner Tim Thompson reported that he unintentionally worked up some RIM easement acreage on his property as part of a tiling project. Thompson is working with the Clay SWCD and Minnesota Board of Water and Soil Resources (BWSR) to develop a proposal for an alteration request regarding his violation. The proposal is to enroll 29 acres back into the RIM program and to release the 1.75 acres he disturbed. The SWCD has provided a letter in support of Thompson's proposal. He has asked that the BRRWD also provide a support letter. **Motion** by Hanson to approve Thompson's request. **Seconded** by Fjestad. **Approved.**

Office Cleaning. Carmen Ambrose submitted a proposal for office cleaning twice a month for \$130.00. **Motion** by Nelson to hire Ambrose to clean the office. **Seconded** by Ellefson. **Approved.**

Notary Public Fee. Albright requested that the Board authorize Julie Jerger to apply for a Notary Public commission. **Motion** by Ellefson to approve the application and to pay the associated costs. **Seconded** by Fjestad. **Approved.**

Clay SWCD Tour. Albright distributed information regarding the Clay SWCD tour for the Board review. If the Managers are interested in attending, they can handle their own registrations.

The following bills were presented for approval:

Accounts Payable	Description	Account	Amount
Barnesville Phone Co.	08/25/13 billings (2)	Admin	\$ 162.83
Bruce E. Albright	Deluxe #2028514835, checks/envelopes	Admin	\$ 231.28
City of Barnesville	06/29/13-07/30/13 utilities	Admin	\$ 471.80
City of Rothsay	08/29/13 hearing	WDE	\$ 50.00
Daily News	Budget hearing notice	Admin	\$ 270.00
Detroit Lakes Newspapers	#16816, budget hearing notice	Admin	\$ 572.25
JBX, LLC	Pay Request No. 1	Clay C.D. No. 32	\$ 38,000.00
Joel Carlson, Inc.	September Lobbyist fees	Admin	\$ 850.00
L&M Road Services, LLC	#187, Ditch/Project Spraying	Varies	\$ 23,616.00
Leland & Eileen Vette, RLT	Appeal settlement	Clay C.D. No. 9	\$ 10,000.00
Mid States Storage	September rent	Admin	\$ 74.00
Office of the Sec. of State	Notary Public Comm Fee-Julie Jerger	Admin	\$ 120.00
RMB Laboratories, Inc.	#203441, WQ lab analysis	Buffalo River TMDL	\$ 796.00
Roger Lundberg	beaver/dam removal	Pj. 08, Stony Creek	\$ 1,371.35
RRVCPA	07/10/13-08/10/13 billings (3)	Pj. 49, Oakport	\$ 242.29
Thompson Greenery	#10146, landscaping	New Office	\$ 7,716.42
True North Steel	#FP000001547, repairs	Clay C.D. No. 20	\$ 5,055.01
UEI	#39197, thru 07/31/13, Phase 1	Pj. 49, Oakport	\$ 3,924.82
UEI	#39198, thru 07/31/13, Phase 3	Pj. 49, Oakport	\$ 2,523.17
UEI	#39246, thru 07/31/13, levee cert.	Pj. 49, Oakport	\$ 149.00
UEI	#39259, thru 07/31/13, wetlands	Pj. 49, Oakport	\$ 1,219.14
Westlund Excavation	Approach/tree removal, deliver pipes	Pj. 39, Georgetown/Clay 20	\$ 2,619.00
Wm. Nichol Excavating	Pay Request No. 1-repairs	Clay C.D. No. 33	\$ 20,748.00
			\$ 120,782.36

Motion by Nelson to approve payment of the bills. **Seconded** by Hanson. **Approved.**

BWSR PRAP Grant. The Board briefly discussed the BWSR Performance Review and Assistance Program (PRAP) need-based grant program. The \$4,000 grant is available for water management entities who wish to improve their performance or operational effectiveness. Van Amburg has contacted a number of consultants for cost estimates and timeline proposals.

BRRWD Staffing. Van Amburg suggested that the Board consider hiring part time office help. The Managers briefly discussed the issue and agreed to wait until we completed the PRAP strategic planning process.

Next Meeting. The next regular meeting is scheduled for Monday, September 9, 2013, at 7:30 PM in our Barnesville office.

Adjournment. Chairman Van Amburg adjourned the meeting at 11:07 PM.

Respectfully submitted,

John E. Hanson, Secretary