



1303 4<sup>TH</sup> Ave. NE  
Barnesville, MN 56514  
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www.brrwd.org

## Board Meeting Minutes

Monday January 9, 2023

**Managers Present:** Peter Fjestad; Catherine Affield; John Hanson; Troy Larson; Gerald Van Amburg; Mark Hanson (remote); William Davis.

**Staff Present:** Kristine Altrichter, Administrator; Matthew Schlauderaff, Watershed Specialist.

**Consultants Present:** Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI).

**Others Attending:** Jenny Mongeau, Clay County Commissioner.

President Fjestad called meeting to order at 7:02 PM.

**Agenda:** Addition to agenda M-Files Contract Renewal. **Motion** to approve agenda with addition by Affield, **Seconded** by Van Amburg. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

### **Citizens to be Heard:**

**Jenny Mongeau. Clay County Ditch No. 11.** Mongeau inquired about Clay County Ditch No. 11 repair that was discussed in 2022. Schlauderaff stated that he discussed repair with Justin Sorum, Clay County Engineer, and Sorum is planning on coordinating repair.

**Consent Agenda: Motion** to approve consent agenda items: December 12, 2022 Board Meeting Minutes; Upper South Branch Buffalo River Pay Estimate No. 3; and Project 82 – Glyndon East Tributary Contract with States Borders Construction by Van Amburg, **Seconded** by Larson. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

### **Annual Meeting:**

**Election of Officers. Motion** to elect Fjestad, President; Affield, Vice President; J. Hanson, Secretary; Larson, Treasurer with duties of Secretary and Treasurer delegated to staff by Van Amburg, **Seconded** by Affield. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Financial Report.** Board of Managers reviewed annual financial report including 2022 interest, administrative fee, basic water management fund #1 and #2, and riparian buffer aid allocations. **Motion** to approve Financial Report with year-end transfers by Affield, **Seconded** by Davis. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**2023 Financial Designation. Motion** to designate Midwest Bank, Barnesville as the official 2023 depository by Larson, **Seconded** by J. Hanson. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**2023 Board Meeting Schedule. Motion** to set date and time of regular Board Meetings for the second Monday of each month at 7:00 PM at the BRRWD office in Barnesville by Van Amburg, **Seconded** by Affield. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**2023 Newspaper Designation. Motion** to designate Barnesville Record Review as official newspaper for 2023 by Van Amburg, **Seconded** by Larson. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Lobbying Services. Motion** to contract with Joel Carlson Inc for lobbying services at rate of \$850.00 per month for January 2023 through December 2024 by J. Hanson, **Seconded** by Affield. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Citizen Advisory Committee (CAC). 2023 Appointments. Motion** to appoint members to Citizen Advisory Committee as presented by Larson, **Seconded** by Affield. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Permits:**

**Permit No. 23-002. Minnesota Department of Transportation, Gabe Dretsch.** Applicant proposes to repair culvert with the installation of a culvert liner for 36” reinforced concrete pipe (RCP) through Interstate 94 in NE ¼, Section 35, Oscar Township, Otter Tail County. Uhler recommended approval. **Motion** to approve Permit No. 23-002 by Affield, **Seconded** by Larson. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Ditches:**

**Clay County Ditch Nos 17 and 54. Approve Damage Statements and Set Time and Date for Hearing. Motion** to approve Damage Statements as presented for Clay County Ditch Nos. 17 and 54 and set Hearing for Monday February 13, 2023 at 5:00 PM at the BRRWD office in Barnesville by J. Hanson, **Seconded** by Van Amburg. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, Fjestad – aye, M. Hanson – absent. **Approved.**

**Wilkin County Ditch No. 6A. Redetermination of Benefits. Appeal Update.** Altrichter provided update on upcoming Hearing and Trial dates for Wilkin County Ditch No. 6A Redetermination of Benefits.

**Other:**

**M-Files Contract Renewal.** Altrichter presented renewal contract for M-Files. Annual cost for 3-year contract is \$4,164.00. Board of Managers requested recommendation from staff at the February 13, 2023 Board Meeting.

**Comprehensive Water Management Plan (CWMP). Appoint Alternate to Policy Committee. Motion** to appoint Affield as alternate to CWMP Policy Committee by Larson, **Seconded** by J. Hanson. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**2022 Annual Report. Approve Annual Report. Motion** to approve 2022 Annual Report by Affield, **Seconded** by Larson. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Bills. Motion** to approve bills totaling \$446,313.50 by J. Hanson, **Seconded** by Affield. **Roll Call Vote:** Larson – aye, Davis – aye, Affield – aye, J. Hanson – aye, Van Amburg – aye, M. Hanson – aye, Fjestad – aye. **Approved.**

**Project 81- Whiskey Creek Enhancement Project.** Uhler provided project overview.

**2023 Lobbying Efforts.** Van Amburg noted that Board of Managers should discuss how to utilize Lobbyist in 2023, particularly as it relates to project funding. Uhler noted opportunities for funding for South Branch Buffalo River project. Van Amburg also noted looking for funding opportunities for Hawley project and possible buyouts. Fjestad noted concerns with agency agendas for drainage law. Fjestad, J. Hanson, and Van Amburg will attend Minnesota Watersheds Legislative Briefing February 15-16, 2023 in St. Paul. Altrichter will coordinate meetings with Lobbyist Joel Carlson and legislators.

**CAC Platform.** Affield noted that BRRWD should utilize CAC. It was recommended that staff work on developing plan on how to utilize members.

**Project 49 – Oakport Township.** Fjestad asked for an update on transferring the Oakport Flood Mitigation Project to the City of Moorhead. Altrichter noted that the City has heard from all eight landowners with encroachments. The City has inspected seven of the eight properties and BRRWD has sent out inspection reports outlining actions that need to be taken

to resolve encroachment. Landowners with encroachments have until May 2023 to bring property into compliance. Once most of the properties comply, BRRWD and the City will set a Transfer Date.

**Wilkin County Ditch No. 22.** M. Hanson asked for an update on the right-of-way inquiry submitted for attorney review for the repair of the culvert through Jennifer and Michael Ernst's driveway. Altrichter noted that Norgard received the request after the December 12, 2022 Board Meeting and BRRWD is waiting for opinion.

**Next Regular Meeting.** Monday February 13, 2023, at 7:00 PM in the Barnesville office. Agenda will be posted on BRRWD's website prior to meeting.

President Fjestad adjourned meeting at 8:13 PM

/s/ John Hanson  
Secretary