



Board Meeting & Budget Hearing Minutes

Monday August 23, 2021

Managers Present: Peter Fjestad, Catherine Affield, John Hanson, Troy Larson, Gerald Van Amburg, Mark Hanson, Paul Krabbenhoft.

Staff Present: Kristine Altrichter, Administrator.

Consultants Present: Erik Jones (remote), Engineer, Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI).

President Fjestad called the meeting to order at 7:01 PM.

Agenda: Additions to agenda: Becker County Ditch 21, Moorhead Township Drainage Concern, Oakport Prairie Request, Silver Lake Outlet, Lessard-Sams Outdoor Heritage Council (LSOHC) Funding Update. **Motion** to approve agenda with additions by Affield, **Seconded** by J. Hanson. **Approved.**

Secretary's Report: **Motion** to approve August 9, 2021 Board Meeting Minutes by Affield, **Seconded** by Krabbenhoft. **Approved.**

Treasurer's Report: Account balance was \$4,222,043.95. Income received since August 9, 2021, totals \$1,417,902.14, and for the year, totals \$5,149,134.44. Account Receivables collected this month totals \$1,683,350.97. **Motion** to approve Treasurer's Report by Van Amburg, **Seconded** by Affield. **Approved.**

Permits:

Permit No. 21-087. Gabe Dretsch, Minnesota Department of Transportation (MNDOT). Applicant proposing to remove and replace culverts adjacent to Trunk Highway (TH) 108. Applicant will use same size culvert for all replacements except for driveway approach on south side of TH 108, Section 36, Prairie View Township, Wilkin County, where a 24" culvert will be replaced with a 30" culvert. MNDOT completed hydraulic analysis to confirm upsized culvert is needed. Construction proposed for 2023. Uhler recommended approval through 2024.

Permit No. 21-111. Tim Kressin. Applicant proposing to install field entrance with 30" culvert at quarter line in Section 12, Nilson Township, Wilkin County. Uhler recommended approval subject to approval from Wilkin County Highway Department to work within road right-of-way.

Permit No. 21-113. Brad Anderson, BMD Farms, Inc. Applicant proposing to pattern tile S ½, Section 5, Sunnyside Township, Wilkin County. Water will be directed to SW ¼ to a pumped outlet into Wilkin County Ditch 2A, which the land is assessed. Uhler recommended approval subject to standard tiling conditions.

Motion to approve Permit Nos. 21-087, 21-111, 21-113 with conditions outlined above by J. Hanson, **Seconded** by Larson. **Approved.**

Ditches:

Clay Co. Ditch No. 3 Pay Request. **Motion** to pay \$29,526.47 to Northern States Excavating for 80 percent of earthwork and 50 percent of topsoil work as presented in Pay Request 1 by Van Amburg, **Seconded** by M. Hanson. **Approved.**

Becker Co. Ditch No. 21 Cleanout. Landowners have requested the BRRWD clean out the outlet of Becker Co. Ditch No. 21. Cleanout work is included in proposal for LSOHC funding, estimated to cost \$2 million. Jones will discuss the Department of Natural Resources (DNR) permit requirements with Rodger Hemphill, DNR Area Hydrologist. **Motion** to

submit permit application for Becker Co. Ditch 21 cleanout and include work outlined in LSOHC project proposal by J. Hanson, **Seconded** by Krabbenhoft. **Approved.**

Projects:

Lessard-Sams Outdoor Heritage Council Funding Update. BRRWD submitted proposal requesting approximately \$5 million from the LSOHC for the Upper Buffalo River in Riceville Township, Becker County and the South Branch of the Buffalo River in Manston and Atherton Townships, Wilkin County. Altrichter and Jones will present to the LSOHC September 1, 2021. If selected, funding will be available July 1, 2022.

Silver Lake Outlet. Conservation Partners Legacy (CPL) grant is open for application. Estimated cost of project is \$230,000. CPL grant requires 10 percent match. Staff is working with DNR to identify other grants to use as match. Great Plains Fish Habitat grant is possible option. **Motion** to move forward with up to 10 percent grant match with staff working to secure additional grant funds by Van Amburg, **Seconded** by J. Hanson. **Approved.**

South Branch Buffalo River Clean Water Fund Update. BRRWD partnered with Wilkin Soil and Water Conservation District (SWCD) and West Otter Tail SWCD to submit an application to target 50 locations to install water and sediment control basins or side inlets. BRRWD approved contributing up to 25 percent cost-share from MSA 103D.905 at the August 9, 2021 Board Meeting. Wilkin SWCD requested BRRWD be the applicant.

Other:

Oakport Prairie Request. Dr. Matthew Smith, North Dakota State University (NDSU) Department of Biological Sciences, requested to use Oakport Prairie and stormwater ponds to collect data for student research September through November. Research will involve using surveys or trail cameras to collect data. **Motion** to allow Dr. Smith to use Oakport Prairie and stormwater ponds for student research September through November by Van Amburg, **Seconded** by Affield. **Approved.**

Moorhead Township Drainage Concern Update. At the June 28, 2021 Board Meeting a drainage concern in Section 12, Moorhead Township was discussed. Board agreed to conduct a field review to determine their response. Van Amburg and Jones conducted a field review and determined work completed could be considered a cleanout and did not require a permit. Based on LiDAR, drainage area impacted by cleanout is 1.88 acres. Board determined cleanout should not significantly impact the neighboring properties.

Staff Transition. Altrichter reminded Board of Manager to follow instructions from High Road Partners to setup isolate accounts to access paystubs and Internal Revenue Service (IRS) W-2 forms.

Board reviewed insurance policy to cover commercial auto, commercial property, general commercial liability, commercial umbrella, and worker's compensation through Waypoint Insurance Advisors Inc. The estimated annual premium cost is \$16, 269.00. **Motion** to accept insurance policy through Waypoint Insurance Advisors Inc. by J. Hanson, **Seconded** by Affield. **Approved.**

Board reviewed Employee Handbook developed by High Road Partners. **Motion** to accept Employee Handbook pending legal review from Vogel Law Firm by Affield, **Seconded** by Larson. **Approved.**

Board discussed a cell phone reimbursement policy for staff that use personal cell phone for business use. **Motion** to reimburse \$50 per month to staff that have a business use for personal cell phone as determined by the District Administrator by M. Hanson, **Seconded** by J. Hanson. **Approved.**

Bills. **Motion** to approve bills totaling \$62,281.39 by Larson, **Seconded** by Affield. **Approved.** See bill list attached.

Meeting recessed for 11-minutes.

Budget Hearing

President Fjestad called the Budget Hearing to order at 8:00 PM.

Board discussed Administrative Fee assessed to projects' annual expenditures. **Motion** to assess a 2.5 percent administrative fee to projects' annual expenditures in 2022 by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

Board set the following 2022 levies:

Levy	2022 Levy	Levy	2022 Levy
Administrative	\$ 250,000.00	Pj.78, Clay-Wilkin J.D. 1 Outl	\$ -
MSA 466.06 Liability Insurance	\$ 22,000.00	Pj.79, Wolverton Crk Rest	\$ 99,407.00
Pj.01-Wilkin Co Ditch #22-Imp	\$ 20,000.00	Pj. 80-Stony Creek WREP	\$ -
Pj.02-Wilkin Co Ditch #13	\$ 10,000.00	Pj. 81 Whiskey Crk Enhancement	\$ 149,916.38
Pj.03-Clay Co Ditch #65	\$ 30,000.00	Wilkin Co Ditch #01A-Maint.	\$ 5,000.00
Pj.04-Clay Co Ditch #51-Lat	\$ -	Wilkin Co Ditch #01B-Maint.	\$ 5,000.00
Pj.07-Clay Co Ditch #39-Maint	\$ 30,000.00	Wilkin Co Ditch #01C-Maint.	\$ 5,000.00
Pj.14-Clay Co Ditch #10	\$ 70,000.00	Wilkin Co Ditch #02-Maint.	\$ 5,000.00
Pj.19-Becker Co Ditch #21	\$ 10,000.00	Wilkin Co Ditch #03-Maint.	\$ 20,000.00
Pj.20-Clay Co Ditch #12	\$ 20,000.00	Wilkin Co Ditch #04-Maint.	\$ 10,000.00
Pj.21-Wilkin Co #13 Lateral	\$ 30,000.00	Wilkin Co Ditch #05A-Maint.	\$ 5,000.00
Pj.23-Becker Co Ditch #15	\$ 15,000.00	Wilkin Co Ditch #06A-Maint.	\$ 30,000.00
Pj.24-Wilkin Co Ditch #44-Imp	\$ 30,000.00	Wilkin Co Ditch #07-Maint.	\$ -
Pj.25-Wilkin Co. Ditch #42	\$ 10,000.00	Wilkin Co Ditch #12-Maint.	\$ 10,000.00
Pj.27-Clay Co Ditch #55	\$ 20,000.00	Wilkin Co Ditch #15-Maint.	\$ 5,000.00
Pj.28-Clay Co Ditch #2	\$ 20,000.00	Wilkin Co Ditch #23-Maint.	\$ 5,000.00
Pj.30-Clay-Wilkin Judicial-1	\$ -	Wilkin Co Ditch #26-Maint.	\$ 10,000.00
Pj.32-EDA Hawley Flood Contr	\$ -	Wilkin Co Ditch #27-Maint.	\$ 10,000.00
Pj.33-EDA Clay Co Ditch #50	\$ 50,000.00	Wilkin Co Ditch #28-Maint.	\$ 5,000.00
Pj.34-EDA Clay Co #41	\$ 50,000.00	Wilkin Co Ditch #29-Maint.	\$ -
Pj.35-Clay Co Ditch #47	\$ 20,000.00	Wilkin Co Ditch #31-Maint.	\$ 10,000.00
Pj.36-EDA Clay Co #41-Lat 2	\$ 5,000.00	Wilkin Co Ditch #34-Maint.	\$ -
Pj.37-EDA Clay Co #41-Lat 1	\$ 20,000.00	Wilkin Co Ditch #37-Maint.	\$ 5,000.00
Pj.38, Kragnes Ringdike	\$ -	Wilkin Co Ditch #40-Maint.	\$ 10,000.00
Pj.38, Anderson Acres	\$ -	Wilkin Co Ditch #41-Maint.	\$ 40,000.00
Pj.39-Georgetown Levee	\$ -	Wilkin Co Ditch #43-Maint.	\$ 20,000.00
Pj.40-Clay Co #41-Outlet Imp	\$ -	Wilkin/Otter Tail Co. JD 2	\$ 20,000.00
Pj.42-Clay Co Ditch #67	\$ 5,000.00	Clay Co Ditch #03-Maint.	\$ 30,000.00
Pj.43-Clay Co Ditch #30-Imp	\$ -	Clay Co Ditch #05-Maint.	\$ 25,000.00
Pj.46-Turtle Lake Outlet	\$ 25,000.00	Clay Co Ditch #09-Maint.	\$ 20,000.00
Pj.47-Clay Co Ditch #53	\$ 5,000.00	Clay Co Ditch #16-Maint.	\$ 10,000.00
Pj.48-Clay Co Ditch #59	\$ 15,000.00	Clay Co Ditch #17-Maint.	\$ 5,000.00
Pj.49, Oakport Township	\$ 200,000.00	Clay Co Ditch #20-Maint.	\$ 20,000.00
Pj.50, Cromwell High Water	\$ -	Clay Co Ditch #21-Maint.	\$ 20,000.00
Pj.51, Clay 68-City of Glyndon	\$ 5,000.00	Clay Co Ditch #22-Maint.	\$ 5,000.00
Pj.52, Clay 69-Glyndon Twp	\$ 10,000.00	Clay Co Ditch #23-Maint.	\$ 20,000.00
Pj.54, Whisky Creek	\$ 15,000.00	Clay Co Ditch #28-Maint.	\$ 10,000.00
Pj.55, Clay Co Ditch #51-Imp	\$ -	Clay Co Ditch #31-Maint.	\$ 5,000.00
Pj.56, Manston Slough	\$ 50,000.00	Clay Co Ditch #32-Maint.	\$ 5,000.00
Pj.57, Mhd I-94 Drainage	\$ -	Clay Co Ditch #33-Maint.	\$ 10,000.00
Pj.58, Riverton Storage Invest	\$ -	Clay Co Ditch #34-Maint.	\$ 10,000.00
Pj.61, Clay 11N-Imp	\$ 50,000.00	Clay Co Ditch #35-Maint.	\$ 20,000.00
Pj.62, J.D. 1-Branch 4 Imp	\$ -	Clay Co Ditch #36-Maint.	\$ 5,000.00
Pj.63, Grove Lake	\$ -	Clay Co Ditch #40-Maint.	\$ 10,000.00
Pj.64, LaBelle/Boyer Lakes	\$ -	Clay Co Ditch #49-Maint.	\$ 5,000.00
Pj.65, Clay/Wilkin Cty Line	\$ -	Clay Co Ditch #51-Maint.	\$ 15,000.00
Pj.67, Pete/Randkler/Helgeson	\$ -	Clay Co Ditch #54-Maint.	\$ 10,000.00
Pj.68, Lake Jacobs Outlet	\$ -	Clay Co Ditch #57-Maint.	\$ -
Pj.70, Crystal Creek/Oakport	\$ -	Clay Co Ditch #58-Maint.	\$ 30,000.00
Pj.71, 50th AVE S	\$ -	Clay Co Ditch #60-Maint.	\$ 5,000.00
Pj.72, Wilkin 22-Lat.3 Imp	\$ 20,000.00	Clay Co Ditch #63-Maint.	\$ -
Pj.73, Country Heritage	\$ -	Becker Co Ditch #05-Maint.	\$ 15,000.00

Levy	2022 Levy
Becker Co Ditch #06-Maint.	\$ -
Becker Co Ditch #07-Maint.	\$ -
Becker Co Ditch #09-Maint.	\$ 20,000.00
Becker Co Ditch #10-Maint.	\$ 3,000.00
Becker Co Ditch #19-Maint.	\$ 5,000.00
MSA 103D.905 Subd. 3 #1	\$ 743,568.00
MSA 103D.905 Subd. 3 #2	\$ 743,568.89

MSA 103D. 905 Subd. 3, *ad valorem* tax for a general fund cannot exceed 0.007298 percent of all taxable market value. Board set two MSA 103D.905 Subd. 3 levies. #1 includes Soil and Water Conservation programs and practices; education and outreach; water quality monitoring programs and grant matches; the following projects: South Branch of the Buffalo River, Barnesville Township, Lower Otter Tail River, Stony Creek WRMP, Glyndon East Tributary, Upper Buffalo Restoration; and general maintenance. #2 includes LiDAR collection; Lower Otter Tail LSOHC Grant contribution; and Whiskey Creek Enhancement Project.

Motion to approve the 2022 levies as outlined above by J. Hanson, **Seconded** by Van Amburg. **Approved.**

Next Regular Meeting. Monday September 13, 2021, at 7:00 PM in the Barnesville office. Agenda will be posted on the BRRWD's website prior to the meeting.

President Fjestad adjourned the meeting at 9:03 PM.

/s/ John Hanson
Secretary