



Board Meeting Minutes

Monday November 10, 2025

Managers Present: Peter Fjestad; Catherine Affield; William Davis; Curtis Stubstad; Gerald Van Amburg; Troy Larson; William Steffl.

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

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

Others Attending: Tim Leiseth; Loren Richards; Alisha Retzlaff; Bob Leiseth; William Bye; Jon Braton, Wilkin County Commission; Jenny Mongeau, Clay County Commission.

President Fjestad called meeting to order at 7:00 PM.

Agenda: Additions to agenda:

Whisky Creek and South Tributary, Easement Acquisition
Project No. 49 -Oakport Flood Mitigation, Hunting

Motion by Davis to approve agenda with additions, **Seconded** by Affield. **Motion Carried.**

Clay County Ditch No. 11 Hearing

Fjestad called hearing to order at 7:00 PM

Tim Leiseth submitted a petition for S ½ SW ¼, Section 2, Holy Cross Township, Clay County to use Clay County Ditch No. 11 as an outlet. Leiseth plans to install tile (Permit No. 25-088) in SW ¼, Section 2, Holy Cross Township. N ½ SW ¼ already in benefit area for Clay County Ditch No. 11. Petition was accepted at October 2025 Board Meeting to add 80 acres of subsurface drainage to Clay County Ditch No. 11. Current benefits for Clay County Ditch No. 11 are \$738,313.45. Land adjacent to S ½ SW ¼ have benefit of \$75.00 per acre. Proposed tile plan will only add subsurface drainage to Clay County Ditch No 11. Uhler recommended a benefit rate of \$37.50 per acre, which will increase benefits for the entire system by \$3,000.00 to \$741,313.45. Uhler noted downstream landowners signed downstream landowner notification form for tile permit. Larson asked if tile plan includes surface inlets. Leiseth noted plan does not include surface inlets. **Motion** by Larson, to accept Order to allow S ½, SW ¼, Section 2, Holy Cross Township, Clay County to use Clay County Ditch No. 11 as an outlet as presented, **Seconded** by Steffl. **Motion Carried.**

Fjestad adjourned Hearing at 7:06 PM.

Citizens to be Heard:

Loren Richards. Clay County Ditch No. 67, Use as Outlet. Richards asked Board of Managers to consider permit request discussed at the October 2025 Board Meeting. Board of Managers asked if Richards had an opportunity to discuss plans with City of Moorhead. Richards noted he was still waiting to hear back from City Engineer. Board of Managers stated they would consider further once the City approved the plan.

Consent Agenda: **Motion** by Affield to approve consent agenda items:

October 13, 2025 Board Meeting Minutes
Financial Report
Permit Nos.

25-098, Matt Reid – installation of solar panels, NW ¼, Section 22, Flowing Township, Clay County with conditions

25-099, City of Moorhead c/o Tom Trowbridge – installation of pedestrian bridge, NE ¼, Section 25, Moorhead Township, Clay County

25-101, Telcom Construction c/o Cindy Albright – utility installation, SW ¼, Section 15, Moorhead Township, Clay County with conditions

25-102, Darin Eisinger – utility installation, NE ¼, Section 21, Holy Cross Township, Clay County with conditions

25-103, Ron Mattson – tiling, SE ¼, Section 21, Cuba Township, Becker County with conditions

Project No. 81 – Whiskey Creek Enhancement Phase 3, Pay Estimate No. 18 for \$248,535.51

Project No. 85 – Upper South Branch Buffalo River Restoration Phase 1, Pay Estimate No. 9 – Final for \$4,186.56

Seconded by Stubstad. **Motion Carried.**

Permits for Discussion:

Permit No. 25-088, Tim Leiseth. Applicant proposing to install tile in SW ¼, Section 2, Holy Cross Township, Clay County. Applicant petitioned to outlet tile water into Clay County Ditch No. 11. Proposed tile outlets into road ditch, which is an adequate outlet. Uhler recommended approval subject to standard tile conditions, approval from road authority to work within road right-of-way (ROW), and that no appeal is filed within 30 days from the Board’s Order approval subsurface drainage to be included in the benefit area.

Permit No. 25-096, MVM Contracting, Inc c/o Jeremiah Hein. Applicant proposing to install new fiber optic cable beneath Clay County Ditch No. 4 in NE ¼, Section 22, Moorhead Township, Clay County. Uhler recommended approval subject to standard utility conditions.

Motion by Davis to approve Permit Nos. 25-088 and 25-096 with conditions outlined above, **Seconded** by Stubstad. **Motion Carried.**

Permit No. 25-080, Loren Richards. Applicant proposing to install culvert and regrade ditch in SW ¼, Section 15, Oakport Township, Clay County. Applicant proposing to regrade ditch on west side of Section 15 to bring water south and install culvert through county road. Work would add approximately 208 acres of drainage to Clay County Ditch No. 67. Board of Managers held hearing in October 2025 to petition land to use Clay County Ditch No. 67 as an outlet and it was determined that under flood conditions Clay County Ditch No. 67 could not handle additional drainage. Uhler recommended denial. **Motion** by Van Amburg to deny Permit No. 25-080, **Seconded** by Affield. **Motion Carried.** Board of Managers discussed proposed Order drafted following the October 2025 Hearing. It was determined they would not act on the Order due to the increased flood potential from proposed plan. Board of Managers discussed considering Order if applicant can work with the City of Moorhead to address flood concerns.

Projects:

Project No 49 – Oakport Flood Mitigation. Repair Recommendations.

Location	Problem/Proposed Work	Estimated Cost
Southwest Lift Station	Light/antennae pole is tilting and needs to be reset	\$2,500.00
Water Tower Lift Station	Damaged manhole casting needs to be replaced	\$1,500.00
Southeast Corner of Brentwood Levee	Pocket gopher activity needs to be controlled	\$800.00

Motion by Van Amburg to approve repairs as presented, **Seconded** by Davis. **Motion Carried.**

Project No. 71 – 50th Ave S. Repair Recommendations.

Problem/Proposed Work	Estimated Cost
Tree and cattail spraying	\$4,000.00
Removal of trees along ditch outlet	\$8,000.00
Along 50th Ave. S. ditch, sediment blocks at culvert ends need to be removed and a damaged 18” flapgate needs to be replaced	\$9,000.00
Along south side of property, the north ditch of County Road 12 doesn’t drain properly and has sediment for approximately 500’ downstream of the levee/culvert.	\$7,000.00

Motion by Larson to approve repairs as presented, **Seconded** by Van Amburg. **Motion Carried.**

Whisky Creek and South Tributary Restoration. Easement Acquisition. Board of Managers discussed land acquisition for Whisky Creek and South Tributary. **Motion** by Larson, to acquire easements through the project hearing, **Seconded** by Davis. Board of Managers directed staff to work with landowners to keep them informed of easement boundaries. Stubstad abstained from voting, **Motion Carried.** **Motion** by Larson to hire an appraiser to determine land values for easement acquisition, **Seconded** by Davis. Stubstad abstained from voting, **Motion Carried.**

Project No. 49 – Oakport Flood Mitigation. Hunting. Board of Managers discussed hunting at Oakport. Commissioner Mongeau noted Clay County allows hunting on their land in Oakport. **Motion** by Van Amburg to remove “No Trespassing” signs and allow hunting, **Seconded** by Davis. **Motion Carried.**

Ditches:

Drainage Repair Recommendations

Drainage	Township	Section	Problem/Proposed Work	Estimated Cost
Clay County Ditch No. 11S	Holy Cross	4	Flapgates missing on two culverts. Install two 24" flapgates.	\$3,500.00
Wilkin County Ditch No. 3	Nilsen	21	Ditch cleanout.	\$5,000.00
Pj. 80, Stony Creek	Barnesville	3	Fallen dead trees in right-of-way (ROW). Remove and burn trees off site.	\$2,500.00

Motion by Larson to approve repairs as presented, **Seconded** by Stubstad. **Motion Carried.**

Other:

Log Jam Removal Policy. Board of Managers discussed draft Long Jam Removal Policy. Board of Mangers decided not to approve a policy and determined they would review each request on a case-by-case basis.

Employee Handbook. Review Update. **Motion** by Affield to approve updates to Employee Handbook to comply with new Minnesota law regarding Paid Family Medical Leave, **Seconded** by Stubstad. **Motion Carried.**

Minnesota Watersheds Annual Conference. Appoint Delegates. **Motion** by Davis to appoint Fjestad and Affield as delegates at the Annual Conference and Stubstad as an alternate, **Seconded** by Van Amburg. **Motion Carried.**

Bills. **Motion** by Affield to approve bills totaling \$719,047.17, **Seconded** by Stubstad. **Motion Carried.**

Human Resources (HR) Update. HR Committee met and reviewed a job description and posting for Administrative Assistant- Accounting Specialist position. Position will be posted soon, with plans to hire in early 2026.

Next Regular Meeting. Monday December 8, 2025, at 7:00 PM in the Barnesville office.

President Fjestad adjourned meeting at 8:06 PM.

/s/ William Davis _____
Secretary