



Board Meeting Minutes

Monday June 13, 2022

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

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

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

Others Attending: Joe Caruso; James Hanson; Wayne Lepper, Highland Grove Township Supervisor; Jane Lackman, Highland Grove Township Supervisor; Jay Nord, Deerhorn Township Supervisor; Ross Aigner; Jim Haick.

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

Agenda: Additions to agenda Clay County Ditch No. 41, Sign Contracts. **Motion** to approve agenda with additions by J. Hanson, **Seconded** by Affield. **Approved.**

Secretary's Report: **Motion** to approve May 9, 2022 Board Meeting Minutes and May 25, 2022 Glyndon East Tributary Restoration Hearing Minutes by Affield, **Seconded** by Krabbenhoft. **Approved.**

Treasurer's Report: Account balance was \$3,405,824.56. Income received since May 9, 2022, totals \$559,710.80, and for the year, totals \$1,549,757.81. \$555,293.29 in accounts receivable were collected this month. **Motion** to approve Treasurer's Report by Van Amburg, **Seconded** by Affield. **Approved.**

Citizens to be Heard:

Wayne Lepper. Lepper owns land in NE ¼, Section 31, Highland Grove Township, Clay County. Lepper discussed a failing culvert through 43rd Ave. N along Clay County Ditch No. 16. Water overtops 43rd Ave. N. and Township would like to replace 42" culvert with 48" culvert. Lepper also noted that Clay County Ditch No. 16 outlets onto his land. Personally, Lepper noted he would like the culvert through 43rd Ave. N. to be replaced with a 42" culvert. He stated that the 42" culvert held water back and protected his land. Lepper questioned why his land was considered a suitable outlet for ditch. He would like the ditch to be extended beyond his land. Uhler noted there is a process outlined in MN Statute for landowners to Petition and a Hearing to be held to extend ditch. Altrichter noted she would send Lepper information regarding process.

Jane Lackman. Lackman noted that failing culvert and washout at 43rd Ave. N. is an urgent concern for Township. Lackman wanted to ensure replacement culvert is sized appropriately to avoid future failures and washouts. Fjestad noted that BRRWD staff would investigate failure immediately.

Motion to direct staff to investigate extending Clay County Ditch No. 16 and failing culvert by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

Jay Nord. Nord notified Board of Managers of a Wilkin County Ditch No. 13 crossing that needs to be replaced for field access. It is estimated that the replacement structure will cost over \$200,000.00. Nord has coordinated with Wilkin County Highway Department regarding future funding. Nord noted that project would take a few years to complete so he wanted to notify Board of Managers early in process.

Joe Caruso. Caruso presented to Board of Managers on behalf of Summit Carbon Solutions to discuss proposed pipeline project that will transport carbon dioxide for sequestration across Iowa, Minnesota, Nebraska, North Dakota, and South Dakota. Pipeline is proposed through portions of Otter Tail and Wilkin Counties.

Permits:

Permit No. 22-015. Dan Bradow. Applicant proposing to install pattern tile in NE ¼, Section 19, Akron Township, Wilkin County. Natural flow path of water remains unchanged and downstream landowner notification received. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-026. Doug Nordick. Applicant proposing to install pattern tile in E ½, Section 3, Roberts Township, Wilkin County. Natural flow path of water will change slightly. Currently, runoff from area is split between north and east. Downstream landowner notifications received, one approved plans the other did not. Downstream road ditch appears adequate to handle flow. Board of Managers discussed downstream landowners concerns and requested Nordick work with them to determine solution. **Tabled.**

Permit No. 22-041. John Anderson. Applicant proposing to install culvert within existing field approach in NE ¼, Section 24, Cromwell Township, Clay County. Uhler recommended approval of 18” corrugated metal pipe (CMP) subject to approval from Township to work within road right-of-way (ROW).

Permit No. 22-042. Ross Aigner. Applicant proposing to install culvert and field approach in NE ¼, Section 7, Mitchell Township, Wilkin County over Wilkin County Ditch No. 26. Uhler recommended approval subject to completion of hydraulic analysis to determine culvert size and approval from County to work within road ROW. Board of Managers discussed need for hydraulic analysis and history of culvert sizing along this portion of Wilkin County Ditch No. 26. Board of Managers requested Uhler find more information to determine if hydraulic analysis is required. **Tabled.**

Permit No. 22-043. Ross Aigner. Applicant proposing to install culvert for field approach in NE ¼, Section 8, Mitchell Township, Wilkin County. Uhler recommended approval of 18” CMP subject to approval from County to work within road ROW.

Permit No. 22-044. Red River Valley Cooperative Power. Applicant proposing to replace overhead powerline with underground line. Proposed project crosses Clay County Ditch No. 55 at four locations in Section 24, Elmwood Township and Section 19, Elkton Township. Uhler recommended approval subject to standard utilities conditions and approval from County to work within road ROW.

Permit No. 22-045. Arnhalt Farms. Applicant proposing to install pattern tile in SW ¼, Section 21, Manston Township, Wilkin County. Natural flow path of water remains unchanged, proposed tile outlets into adequate outlet. Uhler recommended approval subject to standard tile conditions and approval from Minnesota Department of Transportation (MnDOT) to work within road ROW.

Permit No. 22-046. Arnhalt Farms. Applicant proposing to install pattern tile in E ½, Section 18, Manston Township, Wilkin County. Natural flow path of water remains unchanged. Proposed tile outlets into Wilkin County Ditch No. 13 – Lateral 1 and is included in benefit area. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-047. Jay Nord. Applicant proposing to install pattern tile in W ½, Section 17, Deerhorn Township, Wilkin County. Natural flow path of water remains unchanged and proposed tile outlets into adequate outlet. Uhler recommended approval subject to standard tile conditions and approval from County to work within road ROW.

Permit No. 22-048. Jordan Burgau. Applicant proposing to install culvert for driveway in NE ¼, Section 16, Hawley Township, Clay County. Uhler recommended approval of 18” CMP subject to approval from Township to work within road ROW.

Permit No. 22-051. Matt Jennen. Applicant proposing to install grade stabilization structure in SE ¼, Section 33, Foxhome Township, Wilkin County. Project designed as part of partnership with BRRWD and Wilkin Soil and Water Conservation District (SWCD). Uhler recommended approval.

Permit No. 22-052. Jeff Yaggie. Applicant proposing to install grade stabilization structure in SW ¼, Section 25, Sunnyside Township, Wilkin County. Project designed as part of partnership with BRRWD and Wilkin SWCD. Uhler recommended approval.

Permit No. 22-053. Tim Pender. Applicant proposing to extend road and install field approach in SW ¼, Section 21, Riverton Township, Clay County. Uhler recommended approval of 18" CMP subject to approval from Township to extend road and work within road ROW.

Permit No. 22-055. Joe Prosby. Applicant proposing to install pattern tile in Section 22, Morken Township, Clay County. Natural flow path of water remains unchanged. Proposed tile outlets into Clay County Ditch No. 10 and is included in the benefit area. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-056. City of Moorhead. Applicant proposing to construct new subdivision (Hampton Place 4th Addition). Stormwater runoff from proposed subdivision routed through existing stormwater pond, which is sized though City Master Plan for development. Uhler recommended approval.

Permit No. 22-058. City of Moorhead. Applicant proposing road improvements for mill and overlay. Proposed project does not negatively impact drainage. Uhler recommended approval.

Permit No. 22-059. Amanda Wilburn. Applicant proposing to install approach with culvert in NW ¼, Section 9, Hawley Township, Clay County. Uhler recommended approval of 18" CMP subject to approval from Township to work within road ROW.

Permit No. 22-060. John Steffl. Applicant proposing to install water and sediment control basins in SE ¼, Section 30, Callaway Township, Becker County. Project has been designed to Natural Resources Conservation Service (NRCS) standards. Natural flow path of water remains unchanged. Landowner approval has been received to store water on adjacent project. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-061. John Steffl. Applicant proposing to install water and sediment control basins in N ½, Section 19, Richwood Township, Becker County. Project has been designed to NRCS standards. Natural flow path of water remains unchanged. Landowner approval has been received to install project on adjacent property. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-062. City of Moorhead. Applicant proposing road improvements for mill and overlay. Proposed project does not negatively impact drainage. Uhler recommended approval.

Permit No. 22-064. City of Moorhead. Applicant proposing road improvements for mill and overlay. Proposed project does not negatively impact drainage. Uhler recommended approval.

Permit No. 22-065. Kirk Watt. Applicant proposing to remove and replace culvert through approach in SE ¼, Section 30, Barnesville Township, Clay County. Uhler recommended approval of 24" CMP subject to approval from County to work within road ROW.

Motion to approve Permit Nos. 22-15, 22-041, 22-043, 22-044, 22-045, 22-046, 22-047, 22-048, 22-051, 22-052, 22-053, 22-055, 22-056, 22-058, 22-059, 22-060, 22-061, 22-062, 22-064, 22-65 with conditions outlined above by J. Hanson, **Seconded** by Larson. **Approved.**

Ditches:

Clay County Ditch No. 3. Pay Request No. 4. Motion to approve final pay request for Clay County Ditch No. 3 Repair to Northern States Excavating Inc. for \$4,675.17 by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

Clay County Ditch No. 10. Repair Discussion. Loren Ingebretson, Morken Township Supervisor, notified BRRWD staff about a slope failure along Clay County Ditch No. 10. In 2021 BRRWD completed two similar slope repairs on Clay

County Ditch 10. Plans for those repairs were based on geotechnical recommendations from Terracon. 2021 repairs cost \$171,876.30. Uhler contacted Braun Intertec Corporation for a quote to determine if there are alternative methods for repairing slopes. Proposal from Braun Intertec Corporation includes review of recommendation from Terracon, analysis of alternative repair methods, and moving ditch to change slope geometry. Analysis will cost \$6,984.00. **Motion** to accept proposal from Braun Intertec Corporation and authorize staff to facilitate landowner meeting once analysis is complete by Larson, **Seconded** by Krabbenhoft. **Approved.**

Clay County Ditch No. 60. Repair Recommendation. In 2015, HEI identified a failure near the outlet of Clay County Ditch No. 60 into Wolverton Creek. A field survey was completed in 2015, but funding restraints resulted in the repair not being completed. The affected portion of the ditch begins at the boundary between Sections 15 and 16 in Holy Cross Township and ends at the outlet. Existing 36" culvert has washed out and needs to be replaced. Uhler recommended culvert be replaced with new 36" CMP with rock drop structure to prevent future erosion. It is recommended that the 1,500 feet of ditch along 140th Ave. S. be cleaned as well. Repair is estimated to cost \$60,000 - \$65,000 and is proposed to be completed in 2023 or 2024 as funds become available. **Motion** to approve repair recommendation by J. Hanson, **Seconded** by Van Amburg. **Approved.**

Wilkin County Ditch No. 27. Repair Recommendation. Recent heavy rains washed out inlet culvert on slope of Wilkin County Ditch No. 27 in Section 26, Foxhome Township. Existing pipe was placed on rock and washed out. Uhler recommended removing existing rock and filling area with clay and finishing with topsoil and vegetative cover. Estimated cost of repair is \$3,000 - \$3,500. There was also a wash out of approximately 75 feet of the east slope near the outlet of Wilkin County Ditch No. 27. Uhler recommended importing approximately 20 CY of Class III riprap and reshaping existing rocks. Fabric should be installed under riprap. Estimated cost is \$5,000 - \$5,500. Total estimated cost for two repairs is \$8,000 - \$9,000. **Motion** to approve repair recommendation by J. Hanson, **Seconded** by Affield. **Approved.**

Wilkin/Otter Tail J.D. No. 2. Repair Recommendation. Recent heavy rains washed out near the outlet of Wilkin/Otter Tail J.D. No. 2 in Section 24, Foxhome Township, Wilkin County. At the request of the landowner, due to volume of water draining into ditch at this location and the lack of berms along the road ditch, Uhler recommended removing field inlet culvert. Road ditch should be reshaped, and riprap should be installed where road ditch enters Wilkin/Otter Tail J.D. No. 2. Estimated cost for repair is \$5,000 - \$5,500. In the same area there is also a slope failure. It is suspected that water is flowing through the ground. Uhler recommended Board of Managers authorize additional investigation to determine cause of failure. Once cause is determined, it is recommended that the slope and field washout be filled. Estimated cost is \$5,000 - \$5,500. Total cost for two repairs is \$10,000 - \$11,000. **Motion** to approve repair recommendation by Larson, **Seconded** by Affield. **Approved.**

Clay County Ditch No. 41. Sign Contract. Motion to authorize Fjestad to sign contract with Hough Inc. to complete the repair of Clay County Ditch No. 41 for \$19,975.00 by Van Amburg, **Seconded**, J. Hanson. **Approved.**

Projects:

Upper South Branch Buffalo River Restoration. Award Bid. Motion to award bid for construction of Phase 1 of Upper South Branch Buffalo River Restoration to Minnesota Native Landscapes, Inc., apparent lowest bid at \$797,795.00 by M. Hanson, **Seconded** by Krabbenhoft. **Approved.**

Glyndon East Tributary Restoration. Findings and Order. Motion to approve Findings and Order and establish Glyndon East Tributary Restoration as Project 82 by J. Hanson, **Seconded** by Affield. **Approved.**

Water Management District (wmd) Establishment. During May 9, 2022 Board Meeting, Board of Managers discussed establishing wmd for Deerhorn Creek Project. BRRWD and HEI staff reviewed other projects that do not have assessment areas for maintenance that could utilize establishment of a wmd, including South Branch Buffalo River watershed with Deerhorn Creek, Stony Creek watershed, and Hay Creek watershed. HEI estimated that each wmd will cost \$15,000.00 to develop. **Motion** to authorize BRRWD and HEI staff to develop wmd for South Branch Buffalo River, Stony Creek, and Hay Creek watersheds by Van Amburg, **Seconded** by M. Hanson. **Approved.** Altrichter noted that this would be included in the 2023 budget.

Metro Flood Diversion Authority (MFDA) and BRRWD Memorandum of Understanding (MOU) Regarding Georgetown Project and Wolverton Project. Approve Signature. Motion to authorize Fjestad to sign MOU with MFDA for Georgetown and Wolverton Projects by Van Amburg, **Seconded** by J. Hanson. **Approved.**

Other:

Flood Damage Reduction Workgroup (FDRWG). Legislative-Citizen Commission on Minnesota Resources (LCCMR). Support Letter Request. Motion to sign support letter for FDRWG LCCMR application by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

Staff Benefit Renewal. HighRoad Partners completed analysis of comparable benefits for BRRWD staff. There are slight increases in monthly benefit rates. Monthly Renewal rates for August 1, 2022 through July 31, 2023 will be: \$1,525.01 for health insurance, \$4.00 per employee for Health Savings Account, \$6.33 per employee for vision insurance, \$44.10 per employee for dental insurance, and \$372.54 for short-term and long term disability insurance. Monthly total will be \$2,059.84; yearly total will be \$24,718.08. **Motion** to approve staff benefit renewal by Affield, **Seconded** by J. Hanson. **Approved.**

Continuation of Health Coverage COBRA Administrative Coverage. BRRWD HR Partner, HighRoad Partners, recommended BRRWD sign up with ABY Benefits LLC to Administer COBRA Coverage. ABY Benefits will administer COBRA to ensure BRRWD is compliant with COBRA regulations. Their annual fee is \$350. **Motion** to enroll with ABY Benefits LLC to administer COBRA coverage by J. Hanson, **Seconded** by Larson.

Bills. Motion to approve bills totaling \$190,735.72 by Van Amburg, **Seconded** by J. Hanson. **Approved.**

Next Regular Meeting. Monday July 11, 2022, at 7:00 PM in the Barnesville office. Agenda will be posted on BRRWD's website prior to meeting.

President Fjestad adjourned meeting at 9:37 PM.

/s/ John Hanson

John Hanson
Secretary