



## Board Meeting Minutes

Monday October 11, 2021

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

**Managers Absent:** Troy Larson.

**Staff Present:** Kristine Altrichter, Administrator.

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

**Others Attending:** Harold Rotunda, Auditor; Jim Haick; Matt Conzemius; Jared Nordick.

President Fjestad called meeting to order at 7:04 PM.

**Agenda:** Additions to agenda: Oakport Flood Mitigation, Lower Otter Tail River Restoration, Wolverton Creek, Whiskey Creek Enhancement Project, Watershed Specialist Job Posting. **Motion** to approve agenda with additions by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

**Secretary's Report:** **Motion** to approve September 27, 2021 Board Meeting Minutes by Affield, **Seconded** by J. Hanson. **Approved.**

**Treasurer's Report:** Account balance was \$3,463,653.15. Income received since September 27, 2021, totals \$14,135.87, and for the year, totals \$5,169,757.86. No account receivables were collected this month. **Motion** to approve Treasurer's Report by J. Hanson, **Seconded** by Affield. **Approved.**

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

**Harold Rotunda, Auditor.** Rotunda presented 2020 Audit Report. BRRWD is in period of transition and Board of Managers may use this time as an opportunity to make adjustments to how financial accounts are managed. Rotunda discussed using funds from MSA 103D.905 Subd. 3 levies, administrative fee rates, and defining policies to manage and set BRRWD's budget. Rotunda stated BRRWD's financial statements presented in financial reports reflects their financial position. Board of Managers decided to review report and consider audit for approval at the October 25, 2021 Board Meeting.

**Jared Nordick, Meadows Township.** Meadows Township would like to replace a collapsing culvert between Sections 11 and 12, Meadows Township, Wilkin County. Currently, road is closed due to culvert. Existing culvert is a 72" corrugated metal pipe (CMP). Township requested BRRWD provide recommendation for size of replacement culvert. Board of Managers authorized HEI to recommend culvert size. **Motion** to approve Permit No. 21-133 due to emergency nature (per Section 4.2 N of BRRWD Rules) with condition that Meadows Township uses recommended culvert size from HEI by Krabbenhoft, **Seconded** by Van Amburg. **Approved.**

### **Permits:**

**Permit No. 21-106. Ron Conzemius.** Applicant proposing to install pattern tile E ½ NW ¼ and S ½, Section 16, Manston Township, Wilkin County. Flow path of water will change from flowing under Hwy 9 in NW ¼ Section 16, to following the east Hwy 9 road ditch to South Branch Buffalo River. Uhler recommended approval subject to standard tiling conditions, ensuring outlet to north on east side of Hwy 9 is adequately maintained, and obtaining required permits from Minnesota Department of Transportation (MNDOT) to work in road right-of-way (ROW). **Motion** to approve Permit No. 21-106 subject to conditions outlined above by Van Amburg, **Seconded** by J. Hanson. **Approved.**

**Permit No. 21-127. Peter Fjestad.** Applicant proposing to install water and sediment control basin in NW ¼, Section 11, Carlisle Township, Otter Tail County. Project designed to NRCS standards. Embankment does not back water onto adjacent land, natural flow path will remain unchanged, and tile outlets onto applicant's property. Uhler recommended approval subject to standard tiling conditions.

**Permit No. 21-128. Bruce Bang.** Applicant proposing to install three water and sediment control basins in SE ¼ NE ¼, Section 34 and SE ¼ SE ¼ Section 32, Parke Township, Clay County. Project designed to NRCS standards. Embankment does not back water onto adjacent land, natural flow path will remain unchanged, and tile outlets onto applicant's property. Uhler recommended approval subject to standard tiling conditions.

**Permit No. 21-129. John Bergseid.** Applicant proposing to install random tile in W ½, Section 20, Parke Township, Clay County. Flow path of water remains unchanged, ditch at outlet is adequate, and all water outlets onto applicant's property. Uhler recommended approval subject to standard tiling conditions.

**Permit No. 21-130. Theodore Schauer.** Applicant is proposing to install five water and sediment control basins in Section 24, Cuba Township, Becker County. Project designed to NRCS standards. Embankment does not back water onto adjacent land, natural flow path will remain unchanged, and tile outlets onto applicant's property. Uhler recommended approval subject to standard tiling conditions.

**Permit No. 21-131. Scott Jetvig.** Applicant is proposing to install seven water and sediment control basins in Section 10, Eglon Township, Clay County. Project designed to NRCS standards. Embankment does not back water onto adjacent land, natural flow path will remain unchanged, and tile outlets onto applicant's property. Uhler recommended approval subject to standard tiling conditions.

**Permit No. 21-132. Ryan Olson.** Applicant is proposing to install two field crossings in Section 24, Cuba Township, Becker County. Uhler recommended approval subject to using 24" CMP for north crossing and 36" CMP for south crossing.

**Motion** to approve Permit Nos. 21-127, 21-128, 21-129, 21-130, 21-131, 21-132 with conditions outlined above by J. Hanson, **Seconded** by Affield. **Approved.**

#### **Ditches:**

**Wilkin County Ditch No. 22. Repair Recommendation.** Ed Askegaard requested larger inlet culvert into Wilkin County Ditch No. 22 in NW ¼, Section 32, Deerhorn Township, Wilkin County to improve drainage. Existing inlet culvert is 18", Jones recommended installing 30" CMP with flapgate. Estimated cost is \$2,500 - \$3,000. **Motion** to approve installation of 30" CMP with flapgate in NW ¼ Section 32, Deerhorn Township, Wilkin County by Krabbenhoft, **Seconded** by J. Hanson. **Approved.**

**Becker County Ditch No. 9. Repair Recommendation.** Ryan Olson requested repairs to Becker County Ditch No. 9 in NW ¼ SW ¼ and SW ¼ NW ¼, Section 24, Cuba Township, Becker County. Jones recommended cleaning 1,600' of Branch 1 estimated to cost \$2,000 - \$2,500. Jones also recommended leveling approximately ½ mile of spoilbank along main ditch to improve access for future repairs and maintenance. Estimated cost is \$1,000 - \$1,500. Total estimated cost is \$3,000 - \$4,000. **Motion** to approve cleaning of 1,600' of Branch 1 and ½ mile of spoilbank leveling of main ditch by J. Hanson, **Seconded** by Affield. **Approved.**

**Clay County Ditch No. 68. Repair Recommendation.** Channel cleanout was completed fall 2020 from private crossing downstream of Parke Ave. to railroad. Approximately 250' of ditch from box culvert under Parke Ave to private crossing downstream of Parke Ave. requires additional cleaning. Private crossing box culverts have approximately one foot of sediment throughout. Jones recommended hiring Sellin Brothers, Inc. to complete the cleanout. Subsurface, Inc. provided a quote of \$1,800 - \$2,700 to remove sediment from two 10'x4'x50' box culverts. Total estimated cost for ditch and culvert cleanout is \$4,000 - \$5,000. **Motion** to approve cleaning of 250' of ditch and two box culverts by Van Amburg, **Seconded** by M. Hanson. **Approved.**

**Clay County Ditch No. 10 Repair Project. Pay Estimate No. 2. Motion** to approve Pay Request No. 2 for \$8,593.81 for the 5 percent retainage to establish vegetations on slopes to Comstock Construction Inc. by M. Hanson, **Seconded** by J. Hanson. **Approved.**

**Wilkin County Ditch No. 44. Petition to Impound, Reroute, Divert, and Partial Abandonment.** As part of South Branch Buffalo River Restoration, Board of Mangers authorized working with Pheasants Forever Inc. to develop petition to reroute and partially abandon Wilkin County Ditch No. 44 during the September 13, 2021 Board Meeting. Uhler coordinated with Pheasants Forever to develop petition. Uhler discussed upcoming steps including developing memorandum of understanding (MOU) with Board of Water and Soil Resources (BWSR) and easements with affected landowners. Once documents are finalized, project hearing will be held. **Motion** to authorize President Fjestad to sign petition with Pheasants Forever to reroute and partially abandon Wilkin County Ditch No. 44 by Krabbenhoft, **Seconded** by Affield. **Approved.**

**Projects:**

**Project 80, Stony Creek WRMP. Resolution for Flood Hazard Mitigation Grant Assistance.** During the September 27, 2021 Board Meeting, Board of Managers authorized working with the Department of Natural Resources (DNR) Flood Hazard Mitigation (FHM) program coordinator Pat Lynch, to secure grant of \$320,000 with 50 percent match from BRRWD. **Motion** to approve resolution for FHM grant assistance and authorize Altrichter to sign grant agreement by J. Hanson, **Seconded** by Van Amburg. **Approved.**

**Project 49, Oakport Flood Hazard Mitigation. Duane Egge Approach Repair.** During the March 22, 2021 Board Meeting, Board of Managers discussed repairs needed to driveway entrances to properties associated with Oakport Flood Mitigation. Board of Managers decided BRRWD should work with Clay County Highway Department to address repairs. Clay County Highway Department did not think repairs were within their jurisdiction. Jones recommended BRRWD complete repair of approaches at 6008 and 6400 Broadway St. NW. Jones recommended cutting asphalt where damaged and replacing with gravel around manholes. Total estimated cost is \$1,000 - \$1,500. **Motion** to approve repairing driveway entrances at 6008 and 6400 Broadway St. NW by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

David Overbo, Clay County Engineer, contacted BRRWD regarding parking at Oakport Flood Mitigation site. Visitors have been parking on the side of roadway. Overbo stated highway is not designed to accommodate parking and requested BRRWD add information to website regarding parking near BRRWD buyout parcels. Jones recommended updating hunting map to indicate parking allowed on approaches to BRRWD parcels and noting that parking on highway is prohibited.

**Lower Otter Tail River Restoration.** United States Army Corps of Engineers (USACE) has been working on Feasibility Study for Lower Otter Tail River Restoration. USACE has completed benefits analysis and determined Alternative C, addressing headcut in Section 27, Foxhome Township, Wilkin County, and reconnecting five oxbows in Sections 16, 17, and 21, Sunnyside Township, Wilkin County, should be selected as tentatively selected plan. Estimated cost is \$13.8 million. Federal limit is \$10 million. With costs of feasibility study and 75/25 cost share, Alternative C is \$1 million over cost share limit. BRRWD would be responsible for raising additional funds. If after completing Alternative C funds are still available, additional work may be completed. Landowners affected by Alternative C have tended to be more supportive of overall project. A hearing will be scheduled early 2022. **Motion** to concur with USACE on Alternative C as tentatively selected plan for project by Van Amburg, **Seconded** by Affield. **Approved.**

**Wolverton Outlet Grade Control Project.** During the September 13, 2021 Board Meeting, Board of Managers awarded contract to LaFreniere Construction. **Motion** to sign contract to authorize LaFreniere to complete construction for Wolverton outlet grad control project by J. Hanson, **Seconded** by Krabbenhoft. **Approved.**

**Project 79, Wolverton Creek Restoration.** BRRWD enrolled approximately 10.3 acres into Reinvest in Minnesota (RIM) in NW ¼ SW ¼, Section 10, Wolverton Township, Wilkin County. RIM easement is expected to close in early 2022, then BRRWD can complete purchase agreement with Kristine Bixby. **Motion** to sign easement and conservation plan document by M. Hanson, **Seconded** by Affield. **Approved.**

**Whiskey Creek Enhancement Project.** As part of construction, Ehlert Excavating Inc. is working with utility companies to locate lines. Between Sections 10 and 15, Connelly Township, Wilkin County there is a CentruyLink telephone line parallel to 300<sup>th</sup> St. Due to alignment of creek, approximately 750' of telephone line must be relocated. Estimated cost to relocate 750' of telephone line is \$18,630.52. In Sections 9, Connelly Township there are power and fiber lines that need to be relocated. The lines are perpendicular to channel, so cost estimate is expected to be lower. Ehlert Excavating Inc. is waiting for cost estimate from utility companies. **Motion** to approve cost to relocate the lines between Section 10 and 15 and in Section 9 of Connelly Township by Krabbenhoft, **Seconded** by Affield. **Approved.**

**Other:**

**Buffalo-Red River Comprehensive Watershed Management Plan (CWMP). Service Contract.** As part of the Watershed Based Funding (WBF) through the CWMP Program, BWSR requires sub-agreements between agencies that will exchange WBF. **Motion** to sign service contracts with partners, Clay Soil and Water Conservation District (SWCD), Wilkin SWCD, Becker SWCD, and West Otter Tail SWCD by J. Hanson, **Seconded** by M. Hanson. **Approved.**

**Drainage Records Database (Drainage DB) Update.** DrainageDB is an online database developed by HEI used to organize drainage records. HEI is updating DrainageDB to maintain the program. Update includes connecting data to our GIS account and to store the data, it is estimated that it will cost BRRWD \$200 per year. BRRWD has option to update interactive map on website in conjunction with DrainageDB update. Estimated cost to compile data and format to public viewer is \$2,000 - \$2,500. Estimated cost to include benefit areas on public viewer is \$1,000. Interactive map was last updated in 2014. **Motion** to update interactive map and include drainage benefit areas by Van Amburg, **Seconded** by J. Hanson. **Approved.**

**Watershed Specialist Job Posting.** Board of Managers reviewed draft of Watershed Specialist advertisement developed by HighRoad Partners. Board of Managers discussed revising draft to be more specific to BRRWD and the position. **Motion** to allow Altrichter and Affield to revise the document and advertise position by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

**Bylaw Update.** BRRWD bylaws were updated August 2019. Altrichter identified three sections for Board of Managers to consider reviewing including: Article III, Section 8, Submission of Manger Expenses; Article IV, Section 4, Duties of the Officers; and Article V, Section 2, Regular Meetings.

**Bills. Motion** to approve bills totaling \$215,604.12 by Affield, **Seconded** by M. Hanson. **Approved.**

**Next Regular Meeting.** Monday October 25, 2021, at 7:00 PM in the Barnesville office. Agenda will be posted on BRRWD's website prior to meeting.

President Fjestad adjourned meeting at 9:35 PM.

/s/ John Hanson  
Secretary