



## Board Meeting Minutes

Monday December 13, 2021

**Managers Present:** Peter Fjestad, John Hanson, Troy Larson, Gerald Van Amburg, Mark Hanson.

**Managers Absent:** Catherine Affield, Paul Krabbenhoft.

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

**Consultants Present:** Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI); Tami Norgard, Vogel Law Firm.

**Others Attending:** Lyle Hovland, Wilkin County Commissioner.

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

**Agenda:** Additions to agenda Silver Lake Outlet Modification, Contracting for Professional/Technical Services.

**Motion** to approve agenda with additions by M. Hanson, **Seconded** by Van Amburg. **Approved.**

**Secretary's Report:** **Motion** to approve November 8, 2021 Board Meeting Minutes and November 22, 2021 Board Meeting Minutes by Van Amburg, **Seconded** by J. Hanson. **Approved.**

**Treasurer's Report:** Account balance was \$3,155,931.42. Income received since November 22, 2021, totals \$849,790.45, and for the year, totals \$6,276,210.62. \$883,739.40 in account receivables were collected this month. **Motion** to approve Treasurer's Report by J. Hanson, **Seconded** by Larson. **Approved.**

Board of Managers discussed the administrative fee to cover administrative expenses over the \$250,000.00 administrative levy. **Motion** that all administrative expenses over the \$250,000.00 administrative levy should be charged to projects and ditches based on their annual expenditures by Van Amburg, **Seconded** by Larson. **Approved.**

### **Permits:**

**Permit No. 21-146. Gabriel Dretsch, Minnesota Department of Transportation (MnDOT).** Applicant proposing culvert linings at four locations along TH 9 in Elkton and Riverton Townships, Clay County. MnDOT completed hydraulic analysis and found pipe capacity will remain same or improve due to increased efficiency of culverts. Uhler recommended approval.

**Motion** to approve Permit No. 21-146 by J. Hanson, **Seconded** by Van Amburg. **Approved.**

### **Ditches:**

**Clay/Wilkin J.D. 1. Repair Recommendation.** J.D. 1 Ditch Committee met December 1, 2021 and provided repair recommendations to Board of Managers. Roadbed over culverts between Section 25, Holy Cross Township and Section 30, Alliance Township, Clay County, settled. Ditch Committee recommended adding gravel with blading work to smooth road. Scouring of channel on upstream end of riprap drop structure installed as part of recent improvement project was identified. Recommended minor shaping and filling. Ditch Committee would like annual cattail spraying to include ditch bottom rather than spot spraying. In Sections 29 and 30, Alliance Township, Ditch Committee recommended removal of sediment blocking inlet culverts. This work was completed prior to Board Meeting. Ditch Committee recommended mowing tree growth in Sections 30 and 31, Alliance Township and Section 18, Deerhorn Township, Wilkin County. Ditch Committee requested BRRWD continue to monitor establishment and enforcement of buffer strips. Repairs are estimated to cost between \$20,000-\$25,000. **Motion** to approve repairs outlined by J.D. 1 Ditch Committee with exception of broadcast

spraying cattails, where spot spraying will continue to be used to manage cattails in ditch by Van Amburg, **Seconded** by Larson. Approved.

**Projects:**

**Project 80, Stony Creek WREP. Flood Hazard Mitigation Grant Agreement. Motion** to authorize Altrichter to sign grant agreement under Flood Hazard Mitigation Grant Assistance Program by J. Hanson, **Seconded** by M. Hanson. Approved.

**Lower Otter Tail River Restoration. Assessment of Non-Federal Sponsor Real Estate Acquisition Capability. Motion** to authorize Altrichter to sign Assessment of Non-Federal Sponsor Real Estate Acquisition Capability by M. Hanson, **Seconded** by Van Amburg. Approved.

**Lower Otter Tail River Restoration. Environmental Assessment Worksheet (EAW) Authorization. Motion** to authorize HEI to develop EAW for Lower Otter Tail River Restoration, with an estimated cost of \$10,000 by Larson, **Seconded** by J. Hanson. Approved.

**Upper South Branch Buffalo River. National Water Quality Initiative (NWQI) Authorization. Motion** to authorize Bennett Uhler to sign statement of work outlining \$45,000 grant through NWQI program to develop implementation plan to identify areas for water quality practices within the watershed by Larson, **Seconded** by M. Hanson. Approved.

**Project 49, Oakport Township. Transfer to City of Moorhead Update.** Norgard drafting agreement to transfer Project 49, Oakport Township and Project 73, Country Heritage Ditch to City of Moorhead.

**Project 49, Oakport Township. Levee Elevation Verification.** HEI conducted a survey of current levee elevations around Oakport Township Project to prepare for transfer of project to City of Moorhead. HEI determined existing levee elevations surveyed in November 2021, still meet 44 CFR 65.10 certification.

**Silver Lake Outlet Modification. Motion** to accept \$230,000 grant through Conservation Partners Legacy Grant Program with 10 percent match to improve fish passage from Buffalo River to Silver Lake by Van Amburg, **Seconded** by J. Hanson. Approved.

**Executive Session:**

**Memorandum of Understanding (MOU) Between Metro Flood Diversion Authority and BRRWD Regarding Georgetown Project and Wolverton Project.** In accordance with M.S.A 13D.05, Subd. 3(b), Board of Managers went into executive session to discuss terms of MOU regarding Georgetown Project and Wolverton Project.

**Motion** to advise Administrator to provide MOU as amended to Metro Flood Diversion Authority by J. Hanson, **Seconded** by M. Hanson. Approved.

**Other:**

**Board of Manager Availability to Schedule Hearings and Informational Meetings.** Board of Managers discussed upcoming hearings and informational meetings. Board directed staff to schedule Lower Otter Tail River informational meeting and Turtle Lake informational meeting.

**Bylaws.** Board of Mangers discussed updating the Bylaws. Norgard discussed language to delegate Treasurer and Secretary duties to staff during Annual Meeting. Board of Managers agreed to discuss Bylaws in greater detail at the January 10, 2022 Board Meeting.

**Advisory Committee.** Board of Managers discussed Advisory Committee and potential orientation packet. Board of Managers agreed to discuss Advisory Committee in greater detail at the January 10, 2022 Board Meeting.

**HR Committee. Watershed Specialist Position. Motion** to authorize HR Committee to offer Watershed Specialist position to up to two qualified candidates at salaries within the range of the Salary Program approved at the June 14, 2021 Board Meeting by Larson, **Seconded** by J. Hanson. Approved.

**HEI Water Quality Communique Proposal.** Board of Managers discussed updating the Water Quality Communique. Board of Managers agreed to discuss further at the January 10, 2022 Board Meeting.

**December 27, 2021 Board Meeting.** Board of Managers agreed to cancel the December 27, 2021 Board Meeting.

**Bills. Motion** to approve bills totaling \$298,625.99 by M. Hanson, **Seconded** by J. Hanson. **Approved.**

**Next Regular Meeting.** Monday January 10, 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 8:48 PM.

/s/ John Hanson

Secretary