

# ***BUFFALO-RED RIVER WATERSHED DISTRICT***

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## MINUTES FOR MANAGERS' MEETING

February 8, 2016

The Board of Managers, Buffalo-Red River Watershed District (BRRWD), held their regular meeting on Monday, February 8, 2016, at 7:00 PM in the Barnesville office. BRRWD Managers present were Mark T. Anderson, John E. Hanson, Breanna L. Kobiela, Troy E. Larson, Catherine L. Affield, and Peter V. Fjestad. BRRWD Staff attending included: Bruce E. Albright, BRRWD Administrator, and Erik S. Jones, Engineer, Houston Engineering, Inc. (HEI).

In Chairman Van Amburg's absence, Vice Chairman Fjestad called the meeting to order at 7:01 PM and announced that the proceedings were being recorded to aid in the preparation of the minutes.

**Secretary's Report.** The Board reviewed draft minutes for the 01/25/16 regular BRRWD meeting. **Motion** by Affield to approve the minutes. **Seconded** by Kobiela. **Approved.**

**Treasurer's Report.** The Board reviewed the BRRWD's monthly financial statements, including the project account balance sheet, administrative disbursements, summary of income, and the accounts receivable report. Cash on hand is \$823,471.14. Administrative disbursements for the year total \$27,916.11. Current accounts receivable for 2016 totals \$9,416,697.38. Our income to date is \$554,466.10. Income this month amounts to \$547,463.05, primarily from 2015 delinquent tax payments from the Counties (\$42,271.46), and reimbursements from the Minnesota Department of Natural Resources (DNR) for the Hawley Buffalo River Restoration (\$253,376.56) project and to close out of the Project No. 39, Georgetown Flood Control Levee grant (\$200,264.42). We also received payments from the Minnesota Board of Water and Soil Resources (BWSR) for the Minnesota Agricultural Water Quality Certification Program (MAWQCP) (\$47,840.10) and from the Red River Watershed Management Board (RRWMB) for Mediation Project Team (PT) expenses (\$2,585.18). The Board discussed two outstanding landowner payments. Albright will send both landowners new invoices. **Motion** by Anderson to approve the Treasurer's Report. **Seconded** by Affield. **Approved.**

### **Business brought before the Board included:**

**Permit No. 16-003, Troy Huseby.** The application lacked any actionable information, and Wade Opsahl, Technician, HEI, will contact Huseby to complete his application. **Tabled.**

**Permit No. 16-004, David Lee.** Applicant proposes to install 80 acres of pattern tiling in the NW¼, Section 34, Georgetown Township, Clay County, outletting via gravity flow to the Buffalo River. The project will cross land owned by Mark Harris. Lee plans to contact his neighbor to get permission for the project. **Tabled,** pending receipt of the signed downstream landowner notification form.

**Permit No. 16-005, Polar Communications.** Applicant proposes to install buried fiber communication cable in Wolverton Township, Wilkin County. The application is incomplete, and Opsahl will contact Polar Communications for more information. **Tabled.**

**Permit No. 16-006, MNDOT.** The Minnesota Department of Transportation (MNDOT) plans a mill and overlay for Trunk Highway (T.H.) No. 59 north of Detroit Lakes. The project includes the addition of a center turn lane through the City of Mahanomen, culvert replacements, ditch cleaning, and culvert cleaning.

Approximately one centerline and seven driveway culverts or aprons will be replaced and one centerline and eight driveway culverts will be cleaned within the BRRWD. All culverts will be replaced with similar sized structures at the original elevations, and ditch cleaning will involve only the removal of accumulated sediment and debris back to the as-built parameters. Jones reviewed the plans and recommended permit approval. **Motion** by Anderson to approve Permit No. 16-006. **Seconded** by Larson. **Approved.**

**Duane Boeder Complaint.** Albright visited with Frank Schindler last week regarding Kevin Boeder's complaint about Schindler's removal of an approach in Section 33, Barnesville Township, Clay County. Albright plans to draft a list of options regarding this issue for Schindler and the Boeder family's review.

**Bryan and David Henderson Waterway Concern.** The Board authorized HEI to conduct a survey in the NW¼, Section 27, Manston Township, Wilkin County, regarding waterway drainage concerns in the SE¼, Section 27, Manston Township, when weather conditions allow this spring. Albright plans to contact the renter, David Abel, and Terry Nielsen, the out-of-state landowner, about cleaning the natural waterway on this property to help drain area water west to the Manston Slough project.

Last week, Albright discussed the natural waterway drainage route into Manston Slough with Tom Arnhalt, who farms in Sections 20 and 21, Manston Township. The waterway is in poor condition with erosion and no buffers. Arnhalt was interested in rerouting the waterway straight west on the north side of 220<sup>th</sup> ST by extending Project No. 21, Wilkin County Ditch (C.D.) No. 13-Lateral. Using the overhead monitors, the Board reviewed a LiDAR map of the area and discussed drainage patterns and several project options. **Motion** by Anderson to authorize HEI to conduct a preliminary investigation for a possible lateral extension in Sections 20 and 21, Manston Township, and to provide a project cost estimate and investigate a benefit area for a potential project. Jones estimated the investigation should cost approximately \$1,500 to \$2,500. **Seconded** by Hanson. **Approved.**

**Clay/Wilkin County Line Drainage Concerns.** HEI is working on a preliminary engineering analysis that the Board authorized at their 01/25/16 meeting. The analysis will evaluate potential project options for a new drainage ditch installation on the south side of the county line that would carry water directly to the Red River to address drainage concerns on the county line west of T.H. No. 75 between Wolverton and Holy Cross Townships. Once the analysis is completed, it will be forwarded to area landowners for their review, and a second informational meeting will be scheduled.

**Water Appropriation Permit Hearing.** The BRRWD received notice of a DNR hearing to be held in St. Cloud on 02/25/16-02/29/16 regarding a water appropriation permit application for the Larson Farms Since 1871, LLP. The permit is for an irrigation well use. Manager Larson explained that his farming partnership is contesting the DNR's denial of a water appropriation permit for their irrigation system because of a potential downstream calcareous fen. Larson said they hired an expert to analyze the well impacts, and no impacts were noted.

**Project No. 77, Clay C.D. No. 51-Lateral No. 3.** Attorney Norgard will meet with Robert Norby's attorney, Zenas Baer, and the Judge assigned to our case, for a scheduling conference on 02/16/16.

**Project No. 56, Manston Slough Restoration.** The staff will work on the final project budget to determine if the costs exceeded the bond sale amount. Additional costs will be assess in accordance with the Appraisers' Report. HEI received an award from the American Council of Engineering Companies (ACEC) of Minnesota for the Manston Slough project. Jones presented the Board with a plaque commemorating the award.

**Project No. 49, Oakport Flood Mitigation.** Ulteig Engineers, Inc. (UEI), held the Phase 4 preconstruction meeting on 01/29/16 with the contractor, R.J. Zavoral and Sons, Inc. Albright and Manager Anderson attended. UEI will stake the temporary right-of-way (r-o-w) this week, weather

permitting. The contractor plans to start the clearing and grubbing in the next few weeks. The project's substantial completion date is October 31, 2016. Attorney Corey Elmer, Vogel Law Firm, has about three temporary easements for Phase 4 that still need to be acquired before construction begins. Albright will contact those landowners this week to answer any questions they might have about the easement renewal process with hopes that they can be obtained.

Bret Anderson, Geotechnical Engineer, Northern Technologies, Inc. (NTI), forwarded an estimate for the Phase 4 geotechnical work ranging from approximately \$84,000 to \$116,000, which includes soil borings and compaction testing for the dike construction. This work is required in order to provide documentation for dike certification. Albright explained that this estimate is only for the Board's review, and NTI will submit a contract for the Board's approval in the near future.

The Board had an extended discussion regarding the ongoing easement negotiations with the Fischer family. Albright reported that Leonard Nelson, who is married to Charlotte Fischer Nelson, contacted the office in an effort to resolve the stockpile lease issue. There appears to be a discrepancy regarding the size of the stockpile. The Fischers claim that when the BRRWD initially acquired the temporary easement, it was based on 5.63 acres. When the project engineer, UEI, measured the current stockpile area, it was 4.24 acres. At our 8/10/15 meeting, the Board agreed to make a counter offer of \$20,604.32 (\$638.30 per acre for four years) to the Fischers for their easement, based on 4.24 acres, plus 3.83 acres of untillable land around the stockpile for a total of 8.07 acres. Albright suggested that in an effort to settle this issue, the BRRWD could use the initial 5.63 acres, plus the extra 3.83 acres, for a total of 9.46 acres and pay the Fischers \$24,153.27 for their stockpile lease. **Motion** by Anderson to increase the easement acreage, as referenced and to offer the Fischers \$24,153.27 for their stockpile lease in attempt to settle this issue and avoid litigation. **Seconded** by Hanson. **Approved.** Hanson commented that if this offer doesn't resolve the easement issue with the Fischers, the BRRWD will need to seek other means to obtain their easement, including possible condemnation proceedings. Albright noted that if this issue goes to court, UEI would need to be involved to provide their easement measurements, history of the stockpile, etc.

**Project No. 39, Georgetown Levee.** Albright reported that negotiations between Greywind and US Bank continue regarding Greywind's home loan revision. As part of the condemnation proceeding, the BRRWD was required to submit a check for the appraised value of Greywind's old house (\$20,000) to the Court. If the Court awards Greywind the \$20,000, he can return it to us and not owe the BRRWD anything more for his new house. Albright noted that the DNR has already reimbursed the BRRWD for this expense, so if Greywind remits the \$20,000 back to the BRRWD, we might need to reimburse the DNR for any outstanding balance of our final project expenses.

Opsahl is working on the City of Georgetown's 2011 flood disaster payments from Federal Emergency Management Agency (FEMA) in order to calculate the final local assessments for the project. The Board discussed the final disposition of BRRWD owned properties within the City of Georgetown and a possible Operation and Maintenance (O&M) agreement for project maintenance. Albright suggested that once the local assessments are calculated, the Board could meet with the City to discuss these issues further.

**Project No. 38, Ring Dikes.** Opsahl and Thomas Eskro, Engineer, HEI, continue to meet with ringdike applicants. The RRWMB received a grant through the DNR of \$400,000 following the 2015 Legislative session for ringdikes in the Red River Valley. Jones noted that they have contacted Mark Johnson and Kyle Schiefert, who are both interested in building ring dikes through this grant. Doug Butenhoff is eligible for Environmental Quality Incentives Program (EQIP) funding and is working with Scott Smith, Natural Resources Conservation Service (NRCS). HEI still needs to set up a meeting with Robert Nord, who should also be eligible for EQIP funding. HEI has contacted Andy Liedahl, who is not interested in a ringdike. HEI is still trying to reach the Hoppe family.

**Project No. 30, Clay/Wilkin Judicial Ditch No. 1 (J.D. 1).** Albright plans to set up a meeting on 02/12/16 with the landowners to discuss the diversion petition to take water west along the south side of the County line to Wolverton Creek. Based on discussions with Attorney Norgard, the petition should be redrafted using a different provision under Chapter 103E, Minnesota Drainage Law.

**Project No. 24, Wilkin C.D. No. 44.** Albright is working with Manston Township on a draft petition to abandon the north ditch, remove a deteriorated centerline pipe, and relocate the ditch on the south side of 170<sup>th</sup> ST as part of the legal ditch system in Sections 3 and 10, Manston Township. The PT discussed the potential South Branch of the Buffalo River channel restoration on C.D. No. 44 at their 1/28/16 meeting.

**Mediation PT.** The next PT meeting will be held on Thursday, April 7, 2016, in the Barnesville office at 1:30 PM.

**South Branch of the Buffalo River.** Albright reported that the PT discussed the possible river channel restoration east of T.H. No. 9, and the retention capabilities in Sections 10 and 11, Manston Township (Deutsch property). A meeting with the Lessard-Sams Outdoor Heritage Council (LSOHC) could be scheduled once a plan is finalized to see if they would allow a waiver to the Reinvest In Minnesota (RIM) funding guidelines to allow for a larger project that includes river restoration and retention. Jones noted that DNR personnel were also interested in including their Wildlife Management Area (WMA) into the proposed larger restoration/retention project.

**Barnesville Township Area Study.** Last week, Albright and Jones participated in conference calls with the NuStar and Magellan pipeline companies. He learned that the pipelines were installed in 1945-1946. Both companies indicated that temporary water storage on their pipeline r-o-w would be acceptable, and there would also be no problem with building an embankment, levee, or road raise over the pipeline. The companies want periodic updates regarding the BRRWD's project plans. Moving/lowering sections of the pipeline could cost approximately \$250,000.

Albright suggested that the BRRWD schedule a bus tour of the North Ottawa retention project on Friday, April 8, 2016. Jon Roeschlein, Bois de Sioux Watershed District (BDSWD), would be willing to attend the tour to give the public a chance to see a large scale retention project. Albright felt the public, PT members, and proposed retention site landowners would be invited to attend.

**WRP Projects.** Albright noted that Cathee Pullman, NRCS State Conservationist, plans to attend the RRWMB/Red River Basin Flood Damage Reduction Work Group (RRBFDRWG) 2016 Annual Conference at the Courtyard by Marriott, Moorhead on March 23-24, 2016.

**Stony Creek Comprehensive Project.** HEI has been working with the DNR regarding their decision to classify the embankment as a high hazard dam. Jones noted that it would require very minor modifications to the inlet structure to reclassify the embankment to either medium or low hazard.

Albright met with Darla Manston Woodson on 01/29/16 regarding the proposed retention area on her property. Woodson had questions regarding the project and indicated that she was not opposed to the proposal.

Albright is working on developing an easement value worksheet. Chuck Anderson, ARC Appraisals, has provided recent land sale information to Albright in the proposed project area. The Board discussed some of the variables that they could consider when setting easement rates, including RIM values.

**Revised Watershed Management Plan (RWMP)/Watershed District Enlargement (WDE).** Jones has provided several more sections of the draft RWMP for Albright review. Albright and Jones expect to have the draft plan finalized by the 03/14/16 BRRWD meeting. Albright noted that while our new Plan isn't totally in compliance with BWSR's new One Watershed, One Plan (1W1P) initiative, our revised Plan is very close to meeting those guidelines, which are not yet official. Jones explained that BWSR is still taking comments on the 1W1P guidelines.

Albright reported that the full BWSR Board met on 01/27/16, and we recently received notice that they approved the southern BRRWD boundary corrections. He will check with Wilkin and Otter Tail Counties and the State Auditor's Office to be sure the legal parcel descriptions are updated.

**Buffalo River/Upper Red River Total Maximum Daily Load (TMDL)/Watershed Restoration and Protection Strategies (WRAPS).** The Upper Red River TMDL should be out for public comment and should be completed by the deadline of 06/30/16.

Albright checked with Jim Ziegler, Minnesota Pollution Control Agency (MPCA), regarding the status of TMDL for the Buffalo River. It appears that the Environmental Protection Agency (EPA) is now in charge of finalizing the TMDL/WRAPS documents, which is holding up the final approval. Because the Buffalo River TMDL is not completed, the BRRWD is missing out on some grant opportunities.

**Elkton Township Wetland Restoration.** Changes to BWSR staff and their review process have delayed approval of the BWSR easement title opinions.

Chuck Anderson is still waiting for a response from Ziegler Construction's insurance company, Auto Owners Insurance, regarding his crop loss claim. Albright noted that the insurance adjustor shouldn't need anything more from the BRRWD. Auto Owners Insurance has hired a crop consultant to review Anderson's numbers.

**2015 Bufferstrip Legislation.** The Board discussed Governor Dayton's recent change in the bufferstrip initiative legislation. It now appears that private ditches within legal drainage system benefitting areas are exempt from the new legislation. The BRRWD will work with the County SWCDs to go forward with mapping efforts for protected waterways (50' buffer), legal ditch systems (16.5' buffer), and waterways not on the other two lists that the local SWCDs determine should be buffered. The SWCDs only need to develop the map, and the individual counties will decide if they want to set an ordinance regarding mandatory buffering on these ditches.

The Clay SWCD has scheduled a meeting on February 23, 2016, at 9:00 AM with the Clay County Board of Commissioners to discuss compliance with the bufferstrip legislation. Rodger Hemphill, DNR, and BWSR personnel will attend. Albright also plans to attend.

Manager Larson noted that a Farm Bureau representative contacted him regarding a possible meeting with all four Counties and the BRRWD to discuss the new legislation implementation and consistent enforcement throughout the BRRWD. Jones provided Lynn Foss, Clay SWCD, information on HEI's 2012 terrain analysis, which includes information regarding alternative practices for the landowners to consider instead of buffers using the Stream Power Index (SPI).

Albright noted that HEI has been out surveying ditches to comply with the new Legislation, including Clay C.D. No. 11, to provide information to prepare the easement exhibits for the legal descriptions. Wilkin County has provided easement exhibits for C.D. Nos. 3-Lateral No. 3, 12, and 28. The office will forward those documents to the landowners for signature, and then we will record them with the County.

**Wolverton Creek/Comstock Coulee.** Albright and Jones have a meeting scheduled with Brian Dwight and Pete Waller, BWSR, on February 22, 2016, at 9:30 AM in the BRRWD office to discuss our Targeted Watershed Program application. The application period ends March 3, 2016, with the BWSR Board selecting watersheds for funding at their May 25, 2016, meeting. Projects under consideration for the program applications include Wolverton Creek Restoration and Stony Creek.

The Board plans to schedule a meeting with the Phase 1 landowners before spring field work starts to assist them in submitting EQIP applications to NRCS by the 08/01/16 ranking/scoring signup period. Potential funding is also available from the Legislative-Citizen Commission on Minnesota Resources (LCCMR), whose application deadline is March 21, 2016. They will accept "pre-applications" for review and feedback until March 11, 2016. The LSOHC typically accepts applications around June 1, 2016. Amanda Hillman, DNR, who assisted the BRRWD with funding for the Hawley Buffalo River Restoration project, has contacted Albright regarding possible funding assistance for Wolverton Creek Restoration using the LSOHC.

Albright noted that once the staff has completed the RWMP review and has submitted it to BWSR, we plan to focus on setting up the watershed management districts (wmd) to provide a taxation mechanism to provide for the local share of project costs.

**Otter Tail River Restoration.** The BRRWD has scheduled a landowner informational meeting for Thursday, February 25, 2016, at 7:00 PM in the County Court Room, Breckenridge. Notices will be sent to the affected landowners.

**BRRWD Rules Update.** Albright noted that Chairman Van Amburg provided him with a list of questions/revisions for the current draft of the BRRWD Rules. Staff will incorporate those changes and provide a new draft for the Board's review. Anderson asked if the BRRWD should charge a fee for our permit applications. Fjestad wondered if it would discourage the public from obtaining permits for their projects. Albright suggested that the Board can review this issue at the 02/22/16 meeting during their special agenda discussion. Once the Rules are completed, the BRRWD will submit the draft to BWSR/cities/agencies for a 60-day review period. The BRRWD is also required to hold a public hearing prior to final BWSR approval.

**Flood Damage Reduction/RRWMB Meetings/Agenda.** At their 1/25/16 meeting, the Board discussed holding a series of informational meetings with area landowners regarding a number of issues: the new RWMP, the new 2015 Buffer Strip Legislation, the BRRWD's long range plan regarding our flood damage reduction (fdr) goals, and to discuss ways to possibly finance fdr projects, including RRWMB membership. Albright is still working on a draft agenda and venues for these meetings.

**FM Diversion Authority (DA).** Albright noted that the Board voted not to approve the 2016 DA Budget at our 01/25/16 meeting. The Board briefly discussed area reactions to the BRRWD decision. The City of Moorhead's attorney is working on a new Joint Powers Agreement. The 2017 Federal Budget will be released tomorrow, which could include the Army Corps of Engineers' (COE) funding for the Diversion. A local media press conference is scheduled for tomorrow at 4:00 PM regarding this issue.

**RRWMB/RRBFDRWG 2016 Annual Conference.** The Annual Conference will be held March 23-24, 2016, at the Courtyard by Marriott, Moorhead.

**State Bonding Article.** Albright provided an article regarding the state bonding process for the Board's review. He noted that the BRRWD will not have any projects in the bonding bill this year.

**2016 Minnesota Association of Watershed Districts (MAWD) Legislative Reception and Breakfast.**

The MAWD Day at the Capitol is scheduled for Wednesday and Thursday, March 30-31, 2016, in St. Paul. The office will handle Manager reservations and registrations. Hanson and Fjestad plan on attending.

**BRRWD Advisory Committee.** The Board tentatively scheduled their annual Advisory Committee meeting for April 1, 2016, at 1:30 PM in the BRRWD Office in Barnesville. Albright noted that there are some additional members needed for Clay and Becker Counties. The Managers reviewed the membership list. Following the meeting, the Eagle Café will cater supper.

**Clay C.D. No. 10 Repair Investigation.** Jones presented a report regarding repair plans for two slope failure areas ("west" and "east") along C.D. No. 10. The west site is located along the Betty L. Nelson property south of 130<sup>th</sup> AVE N approximately 650' west of 50<sup>th</sup> ST N in Section 13, Kragnes Township. The north slope of the channel is failing and impacting the south side of 130<sup>th</sup> AVE N. The west site involves approximately 100' of the slope repair. The estimated cost for this alternative is \$30,000 to \$40,000. The east site is located south of 130<sup>th</sup> AVE N approximately 2,200' west of 80<sup>th</sup> ST N adjacent to Donna K Kucharz Family Trust in Section 16, Morken Township. The north slope is failing and impacting the south side of 130<sup>th</sup> AVE N. The east site involves approximately 120' of the slope repair. The estimated cost is \$38,000 to \$48,000. HEI, with geotechnical review from Terracon, Inc., determined that the most cost effective alternative would be to restore the existing roadway instead of relocating it. Fat clay fill will be used beneath the roadbed, and a combination of granular fill and cellular concrete would be used to restore the ditch slope. HEI determined that instead of the recommended lean clay cap over the fill, we could use a less expensive fat clay material with a thin layer of black organic topsoil to promote grass growth and lower the potential for slope erosion. Both sites should be bid as one project, and the BRRWD will need to work with Morken and Kragnes Townships since the repairs will affect their roadway. Albright suggested that the Board invite the Townships to a future meeting to discuss the recommended repairs and possible cost share agreement.

**Clay C.D. No. 32 Repairs.** Jones presented repair recommendations for three slope failure sites along C.D. No. 32 on County Road (C.R.) No. 67. Site 1 is located in Section 17, Kurtz Township, on the south side of 80<sup>th</sup> AVE S (C.R. No. 67) and immediately west of 14<sup>th</sup> ST S near an existing 12' x 9' box culvert crossing 14<sup>th</sup> ST S. Karlstrom Farms, Inc. owns the adjacent agricultural property. The north slope is failing for approximately 100' and impacting the south side of 80<sup>th</sup> AVE S. Site 1 is estimated to cost \$37,000-\$47,000.

Site 2 is located on the south side of 80<sup>th</sup> AVE S, approximately 100' east of the intersection of 80<sup>th</sup> AVE S and 14<sup>th</sup> ST S, adjacent to property owned by Daniel J and Laurie A Moore in Section 16, Kurtz Township. The north slope is failing for approximately 225' and impacting the south side of 80<sup>th</sup> AVE S. The estimated cost for this repair is \$85,000 to \$95,000.

Site 3 is located on the south side of 80<sup>th</sup> AVE S, approximately 1,000' east of the intersection of 80<sup>th</sup> AVE S and 14<sup>th</sup> ST S, adjacent to property owned by the Nokken Farms, Inc. in Section 16, Kurtz Township. The north slope is failing for approximately 210' and impacting the south side of 80<sup>th</sup> AVE S. The estimated cost for this repair is \$80,000 to \$90,000.

Jones recommended the same repair methods for these sites as discussed for C.D. No. 10. He also recommended that the BRRWD review the proposed repairs with the Clay County Highway Department, since the work will impact their road slope.

**Clay C.D. No. 33 Repair.** Nancy Wills, HEI, is working on four slope repairs along C.D. No. 33 in Kurtz Township, along 90<sup>th</sup> AVE S. The cost estimate for those repairs is \$390,000-\$465,000. Albright recommended that the Board schedule a meeting with Kurtz Township to discuss this repair.

**Grant Applications.** Jones plans to ask the County SWCDs to provide letters of support for our various upstream grant applications.

**Wilkin C.D. No. 42 Outlet Concerns.** On 07/09/14, Albright and Opsahl met with Ron Erdman regarding outlet problems he had in the NE¼, Section 22, Atherton Township, on property he rents from the Fankhanel family. They discussed possible repairs, which included building up the ditch berms, and new inlet pipes. Erdman claimed that water broke out of C.D. No. 42 outlet and drowned out his new alfalfa seeding. The Board reviewed a LiDAR map of the area on the overhead monitors. Albright explained that the office started receiving calls about the work that Erdman was doing in the ditch channel. Apparently, he reworked the entire ditch channel in this area and then sent a bill to the BRRWD for \$14,680. Erdman did not have a permit to work in the ditch, and his project exceeded the agreed upon repair work. Albright will contact Erdman to discuss this issue, and Erdman's bill will be held until this issue is resolved.

**The following bills were presented for approval:**

<b>Accounts Payable</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Ackerman Land Surveying, Inc.	#16014, R/W Surveying	Wilkin C.D. No. 2	\$ 2,200.00
AmeriPride	January billing-office rugs (2)	Admin.	\$ 53.44
Barnesville Phone Co.	01/25/16 billing	Admin.	\$ 290.75
Barnesville Record-Review	Open House Notice	URRW	\$ 54.00
City of Barnesville	11/29/15-12/29/15	Admin.	\$ 647.60
HEI	January billing Statement	Varies-see attached	\$ 176,615.72
Jason Rick	January Snow Removal (5)	Admin.	\$ 450.00
Liberty Business Systems, Inc.	#227352, printer repairs	Admin.	\$ 141.61
MAWD	2016 Membership dues	Admin.	\$ 4,000.00
MN DNR	4th payment, Stream gauge contract	M.S.A. 103D. 905, Sub. 3	\$ 10,150.00
New Century Press	Open House Notice	URRW	\$ 126.00
Petty Cash	Postage, supplies, etc.	Admin.	\$ 100.00
Premium Waters, Inc.	#366590-01-16, January	Admin.	\$ 34.37
Purchase Power	02/01/16 Billing, Postage	Admin.	\$ 100.00
RRVCPA	01/01/16-02/01-16 billings (3)	Pj. 49, Oakport	\$ 248.77
Salber & Associates, Inc.	#3306, 2015 1099's/W-2's	Admin.	\$ 428.00
SECAP Finance	#2481200-JA16, postage meter	Admin.	\$ 112.22
UEI	#55519, Phase 4, payment error	Pj. 49, Oakport	\$ 60.00
Vogel Law Firm	#169601, January Billing	Elkton Wetland	\$ 460.00
Vogel Law Firm	#169600, January Billing	Pj. 39, Georgetown	\$ 336.00
Wm. Nichol Excavating, Inc.	#187, beaver dam removals	Varies	\$ 5,625.00
WREC	12/18/15-01/18/16 service (2)	Pj. 46, Turtle Lake	\$ 60.53
Xcel Energy	Office Service 12/27/15-01/26/16	Admin.	\$ 80.41
			<b>\$ 202,374.42</b>

**Motion** by Affield to approve payment of the bills. **Seconded** by Larson. **Approved.**

**Office Staff.** Albright reported that the new office staffing is working out well. Part-Time Administrative Assistant Danielle Scheffler will be returning on 02/16/16 after her maternity leave. Albright noted that Scheffler will probably continue her work on the 2015 annual report. Harold Rotunda, CPA, will start his work on the 2015 audit in the next several weeks.

**BWSR Grant Verification Audit.** Jones discussed a minor payment discrepancy BWSR noted for the John Bohn sediment control basin invoice during their grant verification audit. Once Jones obtained the original contractor invoice from the West Otter Tail SWCD, he was able to work with BWSR to resolve that issue. In the future, we will submit the original contractor invoices, and not the SWCD invoices when billing BWSR for grant payments.



**BWSR Performance Review and Assistance Program (PRAP).** The Board briefly discussed BWSR's PRAP performance review process. Albright observed that the BRRWD will probably be selected for a Level I review in the near future, which involves more detail than the other review levels.

**Laserfiche.** The Laserfiche salesman, Joel Blackford, OPG-3, has not yet contacted Albright to schedule a meeting to discuss the Laserfiche electronic document management system (EDMS) to address office paperwork storage. The Board discussed the potential system benefits, and the current capabilities of the BRRWD's permit suite that HEI developed, which allows landowners to fill out and submit their permit applications online. The permit suite is also searchable by a variety of advanced parameters.

**Next Meeting.** The BRRWD will hold their next regular meeting on Monday, February 22, 2016, at 7:00 PM in our Barnesville office. Affield noted that she will be late for the next meeting.

**Adjournment. Motion** by Anderson to adjourn the meeting. **Seconded** by Larson. **Approved.** Vice Chairman Fjestad adjourned the meeting at 9:15 PM.

Respectfully submitted,

John E. Hanson, Secretary