

BUFFALO-RED RIVER WATERSHED DISTRICT

BARNESVILLE, MINNESOTA 56514

1303 4th AVE NE
Email: general@brrwd.org

PO BOX 341

PHONE 218-354-7710
Website: www.brrwd.org

MINUTES FOR MANAGERS' MEETING November 12, 2018

The Board of Managers, Buffalo-Red River Watershed District (BRRWD), held their regular meeting on Monday, November 12, 2018, at 7:00 PM in the Barnesville office. BRRWD Managers present were Jay A. Leitch, Mark T. Anderson, John E. Hanson, Gerald L. Van Amburg, Catherine L. Affield, Peter V. Fjestad, and Troy E. Larson. Others attending included: Bruce E. Albright, BRRWD Administrator, Kathleen K. Fenger, Assistant Administrator, and Erik S. Jones, Engineer, Houston Engineering, Inc. (HEI).

BRRWD President Leitch called the meeting to order at 6:58 PM and announced that the proceedings were being video recorded to aid in the preparation of the minutes.

Agenda. President Leitch asked for comments or additions to the meeting agenda. There being none, the agenda was adopted.

Secretary's Report. The Board reviewed draft minutes for the 10/22/18 regular Board meeting. **Motion** by Manager Fjestad to approve the minutes. **Seconded** by Manager Van Amburg. **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 \$2,084,112.74. Administrative disbursements for the month are \$24,728.98 and for the year total \$316,395.37. Current 2018 accounts receivable are \$3,518,729. Income received since the 10/9/18 meeting totaled \$93,448.81 from Otter Tail County (\$10,672) and Wilkin County (\$69,607.54) for their 2018 property/ditch system 2nd half tax settlements and a 2018 State Market Value Credits payment (\$8,664.09). The balance of income came from Midwest Bank account interest (\$2,894.19) and HEI office rental (\$225). Total income this year is \$2,957,753.82. **Motion** by Hanson to approve the Treasurer's Report. **Seconded** by Fjestad. **Approved.**

Other Business brought before the Board included:

Permit No. 18-105, Wilkin County Highway Department. Applicant proposes to install a 40" dia. steel liner/grout in each of the two lines of 48" dia. sectional reinforced concrete pipe (RCP) on the east side of Interstate-94 (I-94) in the SE¼, Section 15, Prairie View Township, Wilkin County, on County Road (C.R.) No. 188. The County contacted the upstream landowner, who approved the proposed work. They have already installed the liner in one of the pipes, and the other will be done in the spring when conditions allow. Jones recommended permit approval, subject to a possible change next spring if the second pipe lining can't be accomplished, and they need to try another solution.

Permit No. 18-106, Ron Konzemius. Applicant proposes to install 125 acres of pattern tiling in the SW¼, Section 27, Manston Township, Wilkin County, along County State Aid Highway (CSAH) No. 26, outletting to a natural waterway. Jones noted that the tile water will drain to the west, which is the same direction as the surface water currently drains. Jones recommended permit approval, subject to our standard tiling disclaimer with the stipulation that the natural waterway outlet on the property needs to be maintained to provide adequate upstream drainage.

Permit No. 18-107, Luther Blilie. Applicant proposes to lower an existing 24" dia. driveway culvert along Trunk Highway (T.H.) No. 75 by approximately 0.52' and to clean the ditch bottom to grade in the NW¼,

Section 5, Wolverton Township, Wilkin County. The office assisted Blilie to file a Minnesota Department of Transportation (MNDOT) permit application for the work. Jones recommended permit approval, subject to MNDOT approval to work within their road right-of-way (R/W).

Motion by Fjestad to approve Permit Nos. 18-105, 18-106, and 18-107, subject to the referenced standard disclaimers and conditions. **Seconded** by Affield. **Approved.**

Ditching Complaint. Albright reported that a ditching complaint was filed regarding work being done by the Haugrud family in Section 17, Norwegian Grove Township, Otter Tail County. He conducted a field review of the Haugruds' work, which will drain more water into a downstream landlocked wetland basin, causing higher water to impact the surrounding cropland. Albright distributed photographs of the ditching project, and the Board discussed the complaint. He will contact the Haugruds, and Fjestad will contact the Otter Tail Soil and Water Conservation District (SWCD) regarding a potential Wetlands Conservation Act (WCA) violation.

Project No. 79, Wolverton Creek Restoration. The group discussed Donald Hoppe's request for the contractor to level out the spoil along the channel in Section 10, Wolverton Township, Wilkin County. Sellin Brothers, Inc. should complete that work this week. HEI submitted Pay Request No. 3 in the amount of \$315,825.41 for Sellins. Jones noted that the contractor may file a contract deadline extension request at the 11/26/18 meeting, depending on weather conditions in the next few weeks. **Motion** by Fjestad to approve the referenced pay request. **Seconded** by Anderson. **Approved.**

Albright met with BRRWD Attorney Corey Elmer, Vogel Law Firm, on 11/1/18 to review the proposed buyout agreement for the Todd Blilie farmstead (Section 10, Wolverton Township, Wilkin County), associated with the Phase 1 easement acquisitions. He is working with Blilie and Kristi Bixby to complete the purchase. He will need a copy of the property survey and abstract from Blilie. BRRWD Attorney Tami Norgard, Vogel Law Firm, has confirmed that the proposed buyout meets the legal requirements. **Motion** by Van Amburg to approve the proposed buyout of the Blilie property and sale of the farmstead to Bixby, as discussed at the 10/09/18 and 10/22/18 Board meetings. **Seconded** by Anderson. The group discussed the purchase agreement. **Approved.**

Red River Watershed Management Board (RRWMB) Strategic Plan Input. The Board reviewed the 2018 RRWMB Strategic Plan Input questionnaire. Leitch suggested that the Board revisit the questionnaire at our 11/26/18 meeting, focusing on Questions 1 and 2.

MAWD Annual Meeting. The Minnesota Association of Watershed Districts (MAWD) is holding their 2018 Annual Convention and Trade Show on November 29-December 1, 2018, at the Arrowwood Resort, Alexandria, MN. Managers Leitch, Fjestad, Van Amburg, Hanson, and Anderson plan to attend. **Motion** by Fjestad to appoint Hanson and Anderson to be the BRRWD's delegates with Van Amburg as the alternate. **Seconded** by Larson. **Approved.** The Managers reviewed the proposed 2019 MAWD budget and agreed that the budget could be approved. They also considered the nine MAWD Resolutions and the Resolutions Committee's recommendations, plus the proposed changes to the MAWD Bylaws. The Managers agreed to have a free booth at the trade show. **Motion** by Fjestad to approve a booth at the Trade Show, but not provide promotional items. **Seconded** by Van Amburg. **Approved.** Van Amburg suggested that in the future, the BRRWD should consider developing an educational video that could be placed on the Website and used as a promotional display for various events. At this time, none of the Managers plan to attend the workshops on 11/29/18.

IWI Funding Request. The International Water Institute (IWI) submitted their annual request for a contribution from the BRRWD to support the River Watch Forum, scheduled for February 27, 2019, at the Alerus Center in Grand Forks, ND. After discussion, **motion** by Van Amburg to increase our support from the Bronze Level (\$500) to the Silver Level (\$750). **Seconded** by Anderson. Fjestad **opposed.** **Approved.**

The following bills were presented for approval:

Accounts Payable	Description	Account	Amount
AmeriPride	#160486978, Oct. rug billing	Admin.	\$ 75.84
Bob Bowers	Beaver Control	Varies	\$ 2,100.00
Bruce E. Albright	MAWA registrations (2)	Admin.	\$ 50.00
Carmen Pattengale	October Office Cleaning (2)	Admin.	\$ 130.00
Catherine L. Affield	Voucher #18-30, 09/01/18-10/31/18	Admin.	\$ 377.33
City of Barnesville	#10023159, 10/25/18 Phone/Utilities	Admin.	\$ 664.04
City of Dilworth	Clean up/Mowing - May thru Sept.	Clay C.D. No. 50	\$ 7,850.00
Fuchs Sanitation	#23702, 10/31/18 garbage billing	Admin.	\$ 51.48
HEI	November Billing	Varies-See Attached	\$ 139,177.60
IWI	River Watch Forum Sponsorship	M.S.A 103D.905, Sub. 3	\$ 750.00
Jay A. Leitch	Voucher #18-35, 09/01/18-10/31/18	Varies	\$ 665.58
John E. Hanson	Voucher #18-33, 09/01/18-10/31/18	Admin.	\$ 628.12
MAWD	MAWD Annual Convention Reg. (6)	Admin.	\$ 1,540.00
Moorhead Public Service	09/19/18-10/14/18 Service	Pj. 49, Oakport	\$ 30.20
Northern States Excavating	#0189, Ditch Clean out	Clay C.D. No. 34	\$ 1,352.50
Northern States Excavating	#0190, Clean out	Pj. 54, Whisky Creek	\$ 15,902.50
Peter V. Fjestad	Voucher #18-32, 09/01/18-10/31/18	Admin.	\$ 585.61
Pitney Bowes	#3102545409, 11/20/18-02/19/19 lease	Admin.	\$ 129.00
Prairie Restorations, Inc.	#15576, Spraying, tillage, seeding	Pj. 49, Oakport	\$ 6,100.00
Premium Waters, Inc.	#366590-10-18, October billing	Admin.	\$ 50.24
RMB Environmental Labs	#428843, WQ Analysis	M.S.A 103D.905, Sub. 3	\$ 410.00
RMB Environmental Labs	#429095, WQ Analysis	M.S.A 103D.905, Sub. 3	\$ 342.00
RMB Environmental Labs	#429237, WQ Analysis	M.S.A 103D.905, Sub. 3	\$ 474.00
RMB Environmental Labs	#429698, WQ Analysis	M.S.A 103D.905, Sub. 3	\$ 552.00
RMB Environmental Labs	#429735, WQ Analysis	M.S.A 103D.905, Sub. 3	\$ 632.00
RMB Environmental Labs	#421056, WQ Analysis	M.S.A 103D.905, Sub. 3	\$ 316.00
Roger Lundberg	Beaver Control	Becker C.D. No. 5	\$ 918.93
RRVCPA	10/1/18-11/1/18 Service	Pj. 49, Oakport	\$ 79.68
Sellin Brothers, Inc.	Pay Request No. 3	Pj. 79, Wolverton	\$ 315,825.41
True North Steel	#FP0000014139, Culverts	Wilkin C.D. No. 6A	\$ 151.58
Ulteig Engineering, Inc.	#78504, Phase 4 thru 9/30/18	Pj. 49, Oakport	\$ 375.75
Wilkin County Hwy Dept.	Repairs	Wilkin C.D. No. 15	\$ 1,422.50
WREC	09/18/18-10/18/18 Service (2)	Pj. 46, Turtle Lake	\$ 68.50
Xcel Energy	Office Service 9/24/18-10/23/18	Admin.	\$ 63.51
			\$ 499,841.90

Motion by Anderson to approve payment of the bills. **Seconded** by Hanson. **Approved.**

Project No. 19, Becker County Ditch (C.D.) No. 21, Repair. Ditch system landowners have requested beaver dam removal and ditch cleaning in Section 3, Riceville Township. Jones recommended repairs for about 1 mile of the ditch in this area. The estimated repair cost is \$10,000-\$12,000. **Motion** by Hanson to authorize the referenced repair. **Seconded** by Fjestad. **Approved.**

Performance Review and Assistance Program (PRAP). The Board watched a Minnesota Board of Water and Soil Resources (BWSR) training video regarding the Data Practices Act-Laws and Terms: Employment Records of Government Employees. The videos are designed to provide Watershed Boards with free training on these topics to meet the Level II PRAP performance standards for "Board Training".

Comments/Announcements. Hanson noted that there is a beaver dam in his area that needs to be removed on Becker C.D. No. 15. Leitch noted that some of the Managers will be on vacation in February and

suggested the Board cancel their 2/25/19 meeting. **Motion** by Leitch to cancel the 2/25/19 meeting. **Seconded** by Anderson. **Approved.**

BRRWD Staff Outsourcing. Using the white board, Leitch presented his calculations regarding the BRRWD's cost for a HEI field technician, who works primarily on BRRWD projects. He feels that the BRRWD is paying more for HEI employees than it would cost the District to hire our own employees. Leitch confirmed with Jones that the BRRWD paid HEI for 1,966.25 hours of an HEI technician's time at \$91/hour for a total of \$178,928.75 in 2017. That technician has a two-year degree and six years of experience. Leitch's opinion is that the BRRWD could hire our own technician for \$75,000, including fringe benefits, saving the BRRWD over \$103,000/year on that one position.

Next Meeting. The next regular BRRWD meeting will be held on Monday, November 26, 2018, at 7:00 PM in our Barnesville office.

Adjournment. President Leitch adjourned the meeting at 8:50 PM.

Respectfully submitted,

John E. Hanson, Secretary