



Board Meeting Minutes

Monday July 26, 2021

Managers Present: Peter Fjestad, Catherine Affield, John Hanson, Troy Larson, Gerald Van Amburg, Mark Hanson, and Paul Krabbenhoft (remote)

Staff Present: Kristine Altrichter, Administrator, Erik Jones, Engineer, and Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI)

Others Attending: Mark Carr, Elkton Township

President Fjestad called the meeting to order at 7:01 PM and announced that the meeting was being recorded to aid in the preparation of minutes.

Agenda:

Additions to the meeting agenda: Whiskey Creek Enhancement Project, Manston Slough, Wolverton Creek Restoration Change Order and Pay Request, USACE Wetland Credit Update. **Motion** to approve the agenda with additions by Affield, **Seconded** by J. Hanson. **Approved.**

Secretary's Report:

Motion to approve the July 12, 2021 Board Meeting Minutes, the November 23, 2010 Project 68. Lake Jacob Outlet Information Meeting Minutes, and the August 11, 2021 Project 39. Georgetown Flood Control Meeting Minutes by Affield, **Seconded** by Van Amburg. **Approved.**

Treasurer's Report:

Account balance was \$3,116,137.86. Income received since the July 12, 2021 meeting totals \$652,212.47, and for the year, totals \$3,422,055.57. Current Account Receivables collected this month total \$776,860.28.

Citizens to be Heard:

Elkton Township Culvert Replacement, Mark Carr. Township is proposing to replace two culverts on 110th Avenue South between Sections 28 and 33 of Elkton Township. Township is planning to replace the existing culverts with two arch pipe culverts, which will require a hydraulic study and a DNR permit since the crossing is located on a Public Water. Elkton Township is requesting the BRRWD work with the DNR to permit the culvert replacement. BRRWD approved the permit (Permit No. 21-083) during their July 12, 2021 meeting. Jones estimates the cost of the hydraulic study will be \$1,500-\$2,000. **Motion** to pay for hydraulic analysis and work with DNR to permit culvert replacement by Larson, **Seconded** by M. Hanson. **Approved.**

Permits:

Permit No. 21-085, Eric Larson, City of Rothsay. Applicant is proposing to install a new approach with an 18" CMP culvert off County Road 11 in Section 31, Trondhjem Township, Otter Tail County. Uhler recommended approval subject to approval from Wilkin County Highway Department.

Permit No. 21-086, Tyler Zimmerman, Pheasants Forever, Inc. Applicant is proposing to restore seven wetland basins in SE ¼, Section 32, Eglon Township Clay County. Wetland restoration work for most of the basins will involve sediment removal, tile breaks as needed, and some ditch fill. The largest wetland restoration will involve the installation of a sheetpile weir at its outlet. Uhler recommended approval.

Permit No. 21-088, Jason Wang. Applicant is proposing to install pattern tile in Section 16, Moland Township, Clay County. The tile will outlet by way of a liftstation in the northwest corner of the Section. Water from the liftstation will run north in the road ditch to Clay County Ditch No. 3 to which Section 16 is assessed. Uhler recommended approval subject to standard tiling conditions.

Permit No. 21-090, Brian Wang. Applicant is proposing to install pattern tile in the NE ¼, Section 9, Moland Township, Clay County. Water from the gravity tile system will discharge directly into Clay County Ditch No. 3 to which the land involved is assessed. Uhler recommended approval subject to standard tiling conditions.

Permit No. 21-091, Raymond Reading, Bison Ridge Estates, LLC. Applicant is proposing a new subdivision including nine residential lots and a new township road in the SE ¼, Section 8, Hawley Township, Clay County. Applicant is proposing to reroute the drainage around the development to maintain existing drainage and create infiltration basins along the ditch to satisfy stormwater requirements. Matt Jacobson, Clay County Planning and Zoning, indicated that the plan had been approved by Clay County. Uhler recommended approval.

Permit No. 21-092, Kevin Lunde. Applicant is proposing to install a water and sediment control basin and underground outlet in the NW ¼, Section 4, Lake Park Township, Becker County. Uhler recommended approval subject to standard tiling conditions.

Permit No. 21-093, Charles Schreiber. Applicant is proposing a phased tile plan to add a gravity pattern tile system in the S ½, Section 36, Foxhome Township, Wilkin County. System will outlet into the Otter Tail River. Uhler recommended approval subject to standard tiling conditions and approval from Township to install tile through the road right-of-way.

Motion to approve Permit Nos. 21-085, 21-086, 21-088, 21-090, 21-091, 21-092, 21-093 with conditions outlined above by J. Hanson, **Seconded** by Larson. **Approved.**

Projects and Ditches:

Clay Co. Ditch 5, 2, 3, 35, 65 Appeal. Altrichter provided an update on Gerald and Sharry Zimmerman's appeal of the Incremental Implementation of Vegetated Ditch Buffer Strips for Clay Co. Ditch 2, 3, 5, 35, and 65. BRRWD attorney, Tami Norgard sent letter to landowners outlining options to settle appeal. Landowners were given a deadline of August 1, 2021 to make decision on their preferred option.

Clay Co. Ditch 50 Culvert Replacement. City of Dilworth is planning to improve 7th Street. To do this, Clay Co. Ditch 50 needs to be moved east, which would be considered an improvement, or be partially abandoned on the east side of 7th Street and replace with a storm sewer. If the ditch is partially abandoned, the drainage benefits would be maintained by the City of Dilworth. **Motion** to work with City of Dilworth on a partial abandonment of Clay Co. Ditch 50 by Krabbenhoft, **Seconded** by Van Amburg. **Approved.**

Wilkin Co. Ditch 27 Outlet Riprap Installation. The east side of the ditch outlet of Wilkin Co. Ditch 27 into the Otter Tail River in Section 26, Foxhome Township, Wilkin County is eroding. To protect the slope, Jones recommends installing approximately 150 feet of rock riprap. It is estimated the cost will be \$5,000-\$8,000. **Motion** to install riprap at the outlet of Wilkin Co. Ditch 27 and hire the Wilkin County Highway Department to complete the work by Larson, **Seconded** by Affield. **Approved.**

Glyndon East Tributary Restoration Archaeological Contract. During the July 12, 2021 Board meeting, BRRWD approved the quote from In Situ Archaeological Consulting to conduct the archaeological study for the Glyndon East Tributary Restoration. **Motion** to sign the contract with In Situ Archaeological Consulting to complete the archaeological study for the Glyndon East Tributary Restoration by J. Hanson, **Seconded** Van Amburg. **Approved.**

USACE Wetland Credit Purchase. United States Army Corps of Engineers (USACE) is preparing the documents to purchase wetland credits from the BRRWD wetland bank. USACE determined that they will need to purchase 0.28 credits. **Motion** to authorize Altrichter to sign the Transaction Form to Withdraw Credits at the agreed upon purchase price of \$50,000 per credit plus fees by Van Amburg, **Seconded**, by M. Hanson. **Approved.**

Whiskey Creek Enhancement. Wilkin Soil and Water Conservation District (SWCD) has offered to mow the temporary easements along Whiskey Creek as a way to manage these areas during construction. Estimated cost to mow will be \$12-\$15 per acre depending on site conditions. Mowing costs on previous projects have ranged from \$50 to \$100 per acre. **Motion** to contract with Wilkin SWCD to mow temporary easements along Whiskey Creek and to authorize Altrichter and HEI to develop a weed management policy by Larson, **Seconded** by Affield. **Approved.**

Manston Slough. DNR is working on a Joint Powers Agreement (JPA) with BRRWD to complete connectivity work within Manston Slough. Proposed work is to improve the drainage by cleaning out the sediment and cattails north of the south control structure and reconnect it to the Wilkin Co. Ditch 13 Lateral as well as to improve general hydrologic connectivity within the project area. Project will be funded through a DNR grant funded through the Duck Stamp Program. **Motion** to authorize Altrichter to sign the JPA to complete the work in Manston Slough and work with Wilkin County Highway Department to complete work by Van Amburg, **Seconded** by Larson. **Approved.**

BRRWD discussed the encroachment of trees within Manston Slough. BRRWD authorized staff to work with the management committee to figure out the best way to address tree encroachment.

Wolverton Creek Restoration. Gladen Construction, Inc. submitted a Change Order #3 for -\$89,662.60, and Pay Request #3 for \$164,871.58. **Motion** to approve Change Order #3 and Pay Request #3 by J. Hanson, **Seconded** by Affield. **Approved**

Other:

Administrative Fee. Altrichter provided the Board with an analysis of the current Administrative Fee of 1%. The Board discussed raising the Administrative Fee charged to projects to cover more of the associated administrative costs of projects. Board will discuss the Administrative Fee further at the Budget Hearing.

Budget Hearing. Altrichter provided the Board with the materials that will be reviewed at the Budget Hearing. Board set the Budget Hearing to be held August 23, 2021 at 8:00pm at the Barnesville Office. There will also be an option to attend remotely.

Staff Transition. Altrichter provided an update on the staff transition. Julie Jerger, Senior Administrative Assistant will retire as of July 29, 2021. Zachary Anderson, Watershed Specialist, has resigned effective August 5, 2021. Altrichter worked with HEI to allow Anderson to remain an HEI employee through August 5, 2021. On June 28, 2021, the Board approved the staff transition date of July 29, 2021. As of July 29, 2021 Altrichter, and RaeAnn Berg, Administrative Assistant, will transition to watershed employees.

The Board approved a Health Savings Account Benefit Plan during the June 14, 2021 meeting. Employers are required to have a written Plan Document on file outlining the plan and a summary of benefits. **Motion** to adopt the Plan Document by Affield, **Seconded** by Van Amburg. **Approved.**

Board approved working with High Road Partners for human resources services, including payroll services, during their June 14, 2021 meeting. For tax filing purposes, managers will be included in the payroll services provided by High Road Partners. This increased the implementation fee to \$750, however, the monthly fee will remain \$240. Managers will now be paid quarterly with a regular payroll cycle via direct deposit.

Altrichter notified the Board of their right as appointed officials to enroll in in the Public Employee Retirement Association Defined Contribution Plan.

HEI has paid the BRRWD \$225 per month in rent so that HEI business could be conducted in the office. **Motion** to no longer charge HEI monthly rent effective August 1, 2021 by Van Amburg, **Seconded** by Larson. **Approved.**

Upper South Branch Watershed Clean Water Fund. Uhler has been working with the Wilkin SWCD in Prairie View Township, Wilkin County, to address landowner erosion concerns. Uhler proposed submitting a Clean Water Fund application for the Upper South Branch Watershed. This would allow the BRRWD to target more erosion concerns within the watershed. **Motion** to partner with Wilkin SWCD to submit Clean Water Fund Application for the Upper South Branch Watershed by J. Hanson, **Seconded** by Larson. **Approved.**

Bills. Motion to approve bills totaling \$418,601.13 by Affield, **Seconded** by J. Hanson. **Approved.** See detailed bill list below.

Otter Tail/Wilkin Judicial Ditch (J.D.) No. 2 Wetland. Fjestad, Larson, Jones, and Altrichter met with the Bradows and Yaggies to discuss options to establish a wetland bank along J.D. No. 2. Landowners inquired if BRRWD would be willing to give some of the credits upfront for a reduced percentage of the credits. Board discussed a willingness to work with landowners on this inquiry.

Next Regular Meeting. Monday, August 9, 2021, at 7:00 PM in the Barnesville office. The conference line phone number is 1-701-404-1699. Conference ID: 703 632 844#. More information will be posted on the BRRWD's website prior to the meeting at www.brrwd.org.

President Fjestad adjourned the meeting at 8:30 PM.

John Hanson
Secretary