

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

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## MINUTES FOR MANAGERS' MEETING December 11, 2017

The Board of Managers, Buffalo-Red River Watershed District (BRRWD), held their regular meeting on Monday, December 11, 2017, at 7:00 PM in the Barnesville office. BRRWD Managers present were Gerald L. Van Amburg, Mark T. Anderson, John E. Hanson, Catherine L. Affield, Peter V. Fjestad, Jay A. Leitch, and Troy E. Larson. Others attending included: Bruce E. Albright, BRRWD Administrator and Erik S. Jones, Engineer, Houston Engineering, Inc. (HEI); and Shirlee Holland, Ted duCharme, Blayne Tonsfeldt, Bryan Kritzberger, and Paul Anderson.

Chair Van Amburg called the meeting to order at 7:03 PM and announced that the proceedings were being video recorded to aid in preparation of the minutes.

**Secretary's Report.** The Board reviewed draft minutes for the 11/27/17 regular meeting. **Motion** by Leitch to approve the minutes. **Seconded** by Anderson. **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 \$2,053,919.46. Administrative disbursements for the month are \$42,427.90, and for the year total \$457,173.10. Current 2017 accounts receivable totals \$3,250,046. Our total income for the year is \$3,608,322.68. Income since the 11/13/17 meeting was \$976,855.42, including 2<sup>nd</sup> half tax payments for ditches/projects and real property from Otter Tail County (\$17,985.02), Wilkin County (\$285,022.69), Becker County (\$71,185.83), and Clay County (\$376,766.66-property only), the Fargo-Moorhead Diversion Authority (FM DA) for Phase 1 funding for Stony Creek (\$86,800), Upper South Branch of the Buffalo River (\$74,022), and Barnesville Township (\$60,746), and refunds from Xcel Energy for Project No. 49, Oakport Flood Mitigation (\$422.19). The balance of the income came from bank interest and HEI office rent.

The Board discussed the Phase 2 process for the FM DA funding. Jones explained that if we don't move forward on any of the projects for which we received Phase 1 funding, we wouldn't have to pay back the money, but he advised that we should wait to request Phase 2 and 3 funding for those projects until we are further along in the project development process because if we don't complete them, the Phase 2 and 3 funding must be refunded. **Motion** by Anderson to approve the Treasurer's Report. **Seconded** by Affield. **Approved.**

### **Other business brought before the Board included:**

**Project No. 78, Clay/Wilkin Judicial Ditch (J.D.) No. 1 Diversion.** Blayne Tonsfeldt, Bryan Kritzberger, and Paul Anderson attended the meeting to get an update on the status of the J.D. No. 1 Diversion project. Albright provided a brief summary of the history of J.D. No. 1 and the proposed diversion ditch, which would divert water at the Clay/Wilkin County line west to Wolverton Creek. The landowners filed a valid project petition, and HEI is working on the Preliminary Survey Report. He explained that once that report is filed, the Board would hold a landowner hearing to discuss the proposed project. Following the preliminary hearing, if there are no serious landowner objections, the Board would authorize HEI to complete the Engineer's Detailed Report, and the Board would appoint Viewers to determine project benefits and damages. Following completion of the Detailed Engineer's Report and the Viewers' Report, a Final Hearing would be held to review the proposed project and potential assessments. If the project makes it through the Final Hearing, the Board could make a decision to approve an Order to construct the project, which is subject to a 30-day appeal period.

Jones has the draft report about 95% completed, but he needs to discuss the project cost with the petitioners, as it has increased. Using the overhead monitors, Jones presented the draft report. He explained that the report analysis is based on LiDAR data HEI acquired from a 2014 study conducted for the potential diversion along the same alignment. HEI also conducted a limited survey this year just to pick up some culvert and edge of road elevations, and section corners to determine right-of-way (R/W) acreage. The proposed project consists of a diversion ditch along the south side of the existing road on the Clay/Wilkin county line. The drainage area south of the County line in Wilkin County totals approximately 8,853 acres or 13.8 square miles (sq. mi.) and north of the line in Clay County, there is 6,809 acres or 10.6 sq. mi. Jones has investigated several project alternatives, and focused primarily on a diversion ditch that would drain only a portion of the J.D. No. 1 flows to the west to Wolverton Creek. This first alternative would be in Sections 1, 2, 3, and 4, Wolverton Township, Wilkin County. The ditch would have a 15' bottom with 4V:1H sideslopes to avoid future slumping problems, given the area soil type. Jones proposed a channel bottom slope of 0.05% from Wolverton Creek east to J.D. No. 1, which would require excavation depths of 4.5'-11'. He noted that there is a ridge that will require more excavation. The first alternative (Alternative 1) leaves one pipe open to the north at the county line road. Jones determined that if all the flows were diverted west, conditions would be worse in Wilkin County. With one culvert blocked, the proposed project would maintain the current drainage capacity for lands to the south in Wilkin County, but it would reduce the amount of water flowing north into Clay County by about half.

Albright explained that the landowners are concerned that drainage in Wilkin County is restricted at the County line during high water events, and they want the diversion to take the high flows west to Wolverton Creek to keep water from ponding on both sides of the county line for up to several days following a significant rainfall. Bryan Kritzberger reviewed Jones's aerial photographs showing where the crops were affected by the ponding even for a rainfall event of about 3". Kritzberger explained that the problems weren't caused entirely by high rainfall amounts, but to the time water remained on the fields in Clay County after the rainfall. Jones explained that with the first alternative, the ditch is designed so that there would be 2' of water in the bottom of J.D. No. 1 before it would drain west. Total ditch width, including the buffers, would be approximately 120'-150'. There would be 36 acres in the project R/W, in addition to the existing road R/W, and 50 acres of temporary R/W. The ditch would be approximately 3 miles long with approximately 260,000 cubic yards (c.y.) of excavated material. Albright noted that the R/W could be hayed. The total estimated cost for this alternative is \$1.9 million. The benefit area is approximately 30 sq. mi, and the total cost per acre for Alternative 1 would be \$120.26 per acre, or about \$15.14/acre/year for 10 years.

Alternative 2 would block both existing culverts in the county line and divert all the flows in Wilkin County to Wolverton Creek. Jones explained that this option would be more expensive to construct because it would require significantly more excavation (360,000 c.y.), which would increase the cost about \$400,000-\$500,000.

The group discussed the benefits of each alternative. Albright noted that when Jones completes the project modeling, we should be able to understand what the real project benefits will be. He suggested that the Board schedule a meeting with the petitioners on 12/21/17 at 8:00 AM to consider the proposed project regarding upstream/downstream impacts and costs. Jones noted that it appears from the preliminary modeling that water from the diversion would enter Wolverton Creek ahead of the peak upstream flows, and he estimated that water from high rainfall events could drain off the benefited cropland approximately 16 hours sooner than without the project.

Manager Anderson, who serves on the Governors' Diversion Task Force, mentioned that potential changes in the diversion channel alignment could include the construction of a tieback levee east of Comstock, which could impact J.D. No. 1 and Clay County Ditch (C.D.) No. 53 drainage. He noted that the FM DA might potentially have funding available in the future for the J.D. No. 1 diversion since it could reduce downstream flows. Later in the meeting, the Board discussed project costs and potential landowner opposition.

**Braton Property Acquisition.** The Board discussed a possible BRRWD purchase a 40-acre parcel in the SE $\frac{1}{4}$ SE $\frac{1}{4}$ , Section 22, Barnesville Township, Clay County, with the owner, Shirlee Holland, and Realtor Ted duCharme. The acreage has been enrolled in Reinvest In Minnesota (RIM) since 1993. Approximately 4.6 acres of the tract is under a BRRWD easement for Clay C.D. No. 34/Whisky Creek and could not be enrolled in RIM. Albright and Jones discussed a RIM easement alteration request for this tract with John Voz, RIM Easement & Working Lands Specialist, Minnesota Board of Water and Soil Resources (BWSR) and Bill Penning, Conservation Easement Section Manager, BWSR. BWSR appears to be willing to work with the BRRWD to convert some of the RIM acreage on this tract for additional ditch R/W and a possible retention site inlet channel for the Barnesville Township Comprehensive project, subject to mitigation. Van Amburg commented that BWSR is considering changes to the RIM rules in the next few weeks that will make easement alterations easier to accomplish.

Albright discussed the benefits of working with a willing landowner to acquire the needed R/W acreage for the Barnesville Township project. Historically, the BRRWD has avoided property acquisition for our projects, but to be proactive, it makes sense to purchase the land, use what we need for our project, and then, we could potentially resell the remaining acreage when we have completed our project. Both Managers Anderson and Van Amburg noted that the BRRWD wouldn't be competing with area landowners for prime cropland. Manager Leitch didn't feel that the expenditure would be warranted if the main reason for the purchase was to create a "distributive storage" site. The group discussed land values. The assessed value on the 40-acres is \$18,500, or \$462.50/acre. Albright explained that if the retention site was not included in the Barnesville project, the project would still need approximately 5.3 acres of additional R/W for the Whisky Creek channel restoration. Manager Larson commented that there were three Wetlands Reserve Program (WRP) sites that were sold in 2013/2014 in Sunnyside and Tanberg Townships, Wilkin County. The properties sold at \$106, \$174, and \$175/acre. He questioned the advisability of purchasing the property considering current RIM land values and the uncertainty surrounding the Barnesville Township Retention project development timeline. After an extended discussion, the Board decided not to make an offer on the Braton property at this time.

**Permit No. 17-130, Clay County Highway Department.** Applicant proposes the reconstruction of County State Aid Highway (CSAH) No. 19 from Trunk Highway (T.H.) No. 10 to 12<sup>th</sup> ST S through the City of Glyndon. The County has not yet submitted the project plans. The project start date is June 2018. **Action Postponed.**

**Permit No. 17-119, Robert Yaggie.** The Board discussed the issues still surrounding this tiling project in the SW $\frac{1}{4}$ , Section 26, Manston Township, Wilkin County. Albright commented on the downstream landowners' request to have the outlet ditch lowered before the tile pump could be operated. The Board discussed the 11/15/17 field meeting agreement where a 0.09% ditch grade had been discussed versus the Yaggies' actual cleanout grade.

Albright discussed wetland issues on a natural waterway on the Nielsen/Abel property in the NW $\frac{1}{4}$ , Section 27, which is the outlet of the CSAH No. 26 ditch. HEI has completed a wetland delineation for this property, and Jones has prepared the Local/State/Federal (LSF) notification forms for the landowner to submit to the Wilkin County Environmental Office and the Army Corps of Engineers (COE) to clean the ditch. The landowner, Terry Nielsen, still has not signed the LSF form. He pointed out that this work does not really benefit him, as he doesn't farm the waterway area. Nielsen doesn't feel he should have to assume the full expense of the cleanout, as the work only benefits the upstream landowners.

Albright noted that as the project currently stands, the Yaggies can't operate their tile pump until the downstream issues are resolved, and the Wilkin County Highway Department will have to approve the new project based on the proposed profiles, as the existing permit was based on an altered profile map, showing the "culvert to culvert" ditch grade. The County has also offered to provide new culverts/extensions at two locations, but they won't install the pipes. Albright recommended that the Board schedule a meeting with the

area landowners before spring to finalize the agreement regarding this project. **Action postponed.** A meeting will not be scheduled until we determine the status of the Nielsen/Abel LSF notifications.

**Wentz Tile Complaint.** Albright had invited the affected parties to tonight's meeting, but he received a phone call from John Steffl this morning, who explained that he had a prior meeting scheduled for tonight and wouldn't be able to attend our meeting. They discussed the Board's Order for him to file an after-the-fact permit application for the tiling project he installed in 2016 without a BRRWD permit that outlets via existing ditches to NRCS designated wetlands on Harlan Wentz's property in the SE<sup>1</sup>/<sub>4</sub>, Section 3, Callaway Township, Becker County. Steffl promised Albright that he would file the application in the next few weeks. The other neighbor, Eugene Kaiser, who also installed tiling that outlets to Wentz's property, has filed Permit No. 16-126 as an after-the-fact application, which is still pending because of Steffl's application. He also called this morning and couldn't come to tonight's meeting either. Albright contacted Harlan Wentz to notify him that Steffl and Kaiser weren't going to be at the meeting, so he didn't need to attend. Wentz will be leaving for Texas after the Holidays and won't be back until the end of March. Albright recommended that the Board meet with the neighbors next spring when Wentz returns to get this issue resolved. By then, hopefully, we will have the Steffl application.

**2017 Pending Permits.** Albright plans to review the other pending 2016/2017 permit applications to get the majority resolved before the end of the year.

**Duane Boeder Complaint.** Albright met with Kevin Boeder regarding his family's concerns about Frank Schindler's removal of a dry approach on their property in the SW<sup>1</sup>/<sub>4</sub>, Section 33, Barnesville Township, Clay County. Boeder agreed to work with the BRRWD to get this issue resolved. Albright suggested that the Board will probably need to invite the Boeders and Schindler to a meeting this winter to discuss this issue further.

**220<sup>th</sup> ST Ditch Investigation.** In response to downstream landowner concerns regarding Permit No. 17-028 for Robert and Bruce Yaggie's tile outlet in Section 28, Mitchell Township, Wilkin County, the Board authorized HEI to investigate a new ditch system that would route water west along 220<sup>th</sup> ST in Sections 31 and 32, Mitchell Township, outletting to Whiskey Creek. On 8/10/17, the Board met with the landowners regarding this proposal. Tom Paulson recently met with State Senator Wenstrom and Representative Backer regarding the proposed project. They indicated that they might be able to find some State funding for the project and asked for more information. Paulson asked if HEI could prepare a one-page factsheet regarding the proposed project for the Legislators. The Board discussed which features of the ditch project might be eligible for state funding. **Motion** by Fjestad to authorize Jones to prepare the referenced fact sheet. **Seconded** by Leitch. **Approved.**

**Project No. 79, Wolverton Creek Restoration.** The Wilkin County Environmental Office held the Conditional Use Permit (CUP) hearing on 12/6/17. The County Planning Commission is scheduled to make a recommendation to the Board of Commissioners tomorrow (12/12/17). Albright plans to attend the meeting to answer any possible questions. Albright and Jones are working on a flowchart regarding the easement process/categories/values. Jones has forwarded information to Craig Lingen, Resource Specialist, Wilkin Soil and Water Conservation District (SWCD), who will oversee the acquisition of any Conservation Reserve Enhancement Program (CREP) easements. The BRRWD has decided to secure temporary landowner easements to expedite Phase 1 construction. The temporary easements will remain in effect until the permanent easements are secured. While the BRRWD will concentrate efforts on Phase 1 of the project, we also plan to begin the Phase 2 easement acquisition process so we are ready to proceed with this phase next year once Phase 1 construction is completed. Albright noted that potential project funding from the Natural Resources Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP) has been abandoned, given the program's funding limitations and uncertainty. We are now focusing on BWSR's CREP funding for the project, which is implemented locally by the SWCDs using conservation practices including buffer strips and habitat restoration. Albright noted that BWSR and the BRRWD will develop a Memorandum of Understanding (MOU) regarding future project maintenance.

**Project No. 49, Oakport Flood Mitigation.** The 12/05/17 preconstruction meeting was postponed because of inclement weather. Pat Lynch, Financial Coordinator, Minnesota Department of Natural Resources (DNR) Waters, contacted Albright to discuss a possible completion date for the project so that the DNR can close out the grant contract. Albright told him that we had let bids for the removal of material from the temporary spoil storage sites, and we expect to be able to close out the project by July 2018.

Gladen Construction, Inc., has agreed to work with the owners of one site where they will have to cross cropland to access the spoil disposal site. Van Amburg noted that the Audubon Society received a Conservation Partners Legacy (CPL) grant to complete their native grass seeding. Albright will meet with Audubon next week at North Dakota State University (NDSU) to coordinate access to the project property for small mammal trapping/population counts.

The Board briefly discussed the Kopperud/Larson lawsuit. Recently, the case was reassigned to Judge Vaa.

**Project No. 21, Wilkin C.D. No. 13-Lateral.** Wade Opsahl, Technician, HEI, has reported that 2017 construction is nearly finished. He talked to landowner John Thompson regarding the channel repair and inlet pipe installation along his property on C.D. No. 13-Lateral, and Thompson still refuses to allow the contractor access. Albright said he would discuss this issue with Thompson, but no more work would be possible now until next spring. He noted that upstream landowners might have concerns about the channel blocks along the Thompson property during next spring's runoff.

**Project No. 1, Wilkin C.D. No. 22 Repair.** William Nichol Excavating, Inc., plans to start the main ditch repair tomorrow (12/12/17). He will continue to work upstream as weather allows.

**F-M Diversion.** Manager Anderson reported that the Task Force has completed their work and forwarded their recommendations to the Diversion Authority (DA). The DA and the DNR will review an executive summary from the Task Force. Anderson noted that one of the proposals changes the diversion channel alignment, which could impact both J.D. No. 1 and Clay C.D. No. 53.

**Upper South Branch of the Buffalo River.** Thomas Eskro, Engineer, HEI, contacted the Rogelstad family regarding their interest in a project on their property. They plan to consider the proposal over the Holidays. Albright noted that the BRRWD plans to present the family with several acquisition options with the hope that our project can move forward.

**Wilkin County Ditch Repairs.** Jones reported that the Wilkin Ditch buffer/side inlet installations for C.D. Nos. 40, 41, 42, 44, 13, and 13-Lateral have been completed. He noted that the remaining BWSR 2013 Clean Water Fund (CWF) grant (\$150,000) will be used to help pay for the construction costs. The easement acquisition costs can count as the BRRWD's cost share for the grant. There are a few landowner easement concerns that still need to be addressed.

DM Enterprises submitted Pay Request No. 3 in the amount of \$19,751.70 and Change Order No. 2, for a net contract reduction of -\$6,848. The costs were adjusted to match the actual installed quantities. **Motion** by Fjestad to approve the referenced pay request and change order. **Seconded** by Anderson. **Approved.**

**Easement Consultant.** The Board has scheduled a special meeting with Steven J. Taff, Associate Professor Emeritus, Department of Applied Economics, University of Minnesota, on 1/08/18 at 5:30 PM prior to our annual meeting to review his final easement value study. Staff will arrange for a catered meal for the group. Dr. Taff has been hired to provide consulting services to look at the value of easements on flood damage reduction (fdr) and natural resource enhancement (nre) projects, primarily on areas that will remain as cropland.

**One Watershed, One Plan (1W1P).** The draft Memorandum of Agreement (MOA), draft By-Laws, and scope of work have been completed and are ready to be distributed to the SWCDs and Counties for their review and signature. Albright intends to review the documents before they are sent out for signature.

**Red River Basin Commission (RRBC) Conference.** The RRBC is holding their 35<sup>th</sup> Annual Land & Water International Summit Conference on January 23-25, 2018, at the Fort Garry Hotel, Winnipeg, Manitoba. Albright and Managers Hanson and Fjestad plan to attend. The Board discussed having a booth at the conference this year, as there is no fee. Conference registrations were sent in for Manager Van Amburg, but he is now unable to attend. Anderson will check his schedule. Albright will also now make the room reservations.

**Total Maximum Daily Load (TMDL)/Watershed Restoration and Protection Strategies (WRAPS).** HEI has completed their work to prepare a response to agency comments regarding the Upper Red River Study, and now MPCA will need to finalize the report.

**2015 Buffer Law.** Albright noted that the BRRWD must hold hearings for each of our 90-plus ditch systems by the 11/01/18 deadline for our buffers to be in place. He plans to develop a calendar/schedule for those hearing dates.

**BRRWD Office Security System.** Albright reported that our current office security system is not working correctly. The Board discussed three options to update system: replacing the current hand-held remote device (\$795.64-Twin City Hardware, Oakdale, MN), purchasing a new online security system (\$2,998.40-Night Owl Security, Fargo, ND); upgrading our current security system to an online system, and eliminating the hand-held device (\$3,261.20-Twin City Hardware). After a brief discussion, the Board agreed to continue with our current system and order a new hand-held remote device. **Motion** by Anderson to order the referenced remote device, and in the event the new equipment doesn't work, we should contact the Fargo security company. **Seconded** by Hanson. **Approved.**

**Project No. 30, Clay/Wilkin J.D. No. 1/Clay C.D. No. 53 Outlet Stabilization.** The BRRWD worked with the Wilkin SWCD for a BWSR Conservation Practices Assistance grant, which covered 75% of the repair costs for J.D. No. 1 and C.D. No. 53. **Motion** by Fjestad to authorize signature of the practice certification form and the reimbursement request to Wilkin County for the practices cost share (\$36,424.88) and technical and engineering assistance (\$25,792.21). **Seconded** by Anderson. **Approved.**

**Red River Watershed Management Board (RRWMB).** Rob Sip, the new RRWMB Executive Director, plans to meet with the BRRWD at our 1/22/18 regular meeting.

**Mediation Project Team (PT).** The next PT meeting will be held on 12/14/17 at 1:30 PM in the BRRWD office. Albright noted that he plans to submit a reimbursement request to the Red River Basin Flood Damage Reduction Work Group (RRBFDRWG) for first and second quarter PT expenses.

**Drainage and Water Conference.** The Rinke Noonan Law Firm is hosting a Drainage and Water Conference at the St. Cloud River's Edge Convention Center on February 15, 2018. There is a \$96 registration fee. **Motion** by Anderson to authorize Albright to attend the conference and any Managers who are interested. **Seconded** by Fjestad. **Approved.** Manager Leitch also plans to attend.

**Permit Enforcement Survey.** Albright distributed a state-wide permit enforcement survey that the Capitol Region Watershed District compiled.

**BWSR Grant Awards.** Albright reported that the BRRWD didn't get funding for the two projects we submitted for 2018 CWF grants, but both Wilkin and Becker SWCDs were successful in obtaining funds for their CWF projects, including Wilkin County's Lower Otter Tail Gully Stabilization project (\$185,000), and Becker County's Buffalo-Red Shallow Lakes and Mainstem Improvement Strategies-Phase 2 (\$398,000) and

the Targeted Phosphorus Reduction and Lake Protection project (\$376,250). The BRRWD assisted with the grant applications and is partnering with the SWCDs on these projects.

Van Amburg noted that Peter Mead, Becker SWCD District Administrator, was named the SWCD Employee of the Year at the 2017 Minnesota Association of SWCDs, and Paul Krabbenhoft, Clay SWCD Supervisor, was named Outstanding SWCD Supervisor of the Year.

**Drainage Complaint.** Barrett Sharp, a landowner on Becker C.D. No. 5, contacted the office regarding his concerns about a ditch cleanout project that took place this year along his property without his permission. Albright will work with Sharp to address his concerns.

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

<b>Accounts Payable</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Agassiz Mechanical, Inc.	#220258, 10/10/2017 Furnace Serv.	Admin.	\$ 410.00
American Enterprise	#1720, Mowing	Pj. 51, Clay C.D. 68	\$ 600.00
American Enterprise	#1721, Maintenance	Pj. 49, Oakport	\$ 4,562.50
AmeriPride	November rug billing (2)	Admin.	\$ 64.42
Braun Intertec	#B113336, services thru 12/6/17	Pj. 71, Mhd 50th AVE	\$ 533.75
Bruce E. Albright	MAWD Lodging/meals	Admin.	\$ 999.71
Carmen Pattengale	November cleaning (2)	Admin.	\$ 130.00
Catherine L. Affield	Voucher #17-15, 05/01-06/30/17	Varies	\$ 358.37
Catherine L. Affield	Voucher #17-22, 07/01-08/31/17	Varies	\$ 538.62
Catherine L. Affield	Voucher #17-29, 09/01-10/31/17	Varies	\$ 281.62
Catherine L. Affield	Voucher #16-39, 11/01-12/31/16	Admin.	\$ 188.20
Catherine L. Affield	Voucher #17-01, 01/01-02/28/17	Admin.	\$ 93.87
Catherine L. Affield	Voucher #17-08, 03/01-04/30/17	Admin.	\$ 187.74
City of Barnesville	11/25/2017 Billing	Admin.	\$ 777.72
DM Enterprises	Payment No. 3-Final	Wilkin C.D. No. 41	\$ 19,751.70
Ever Bank Commercial Finance, Inc.	#4883933, Copier lease	Admin.	\$ 1,070.14
HEI	November Billing	Varies-See attached	\$ 107,295.33
Jason Rick	November Snow Removal (3)	Admin.	\$ 200.00
Moorhead Public Service	11/01/17-12/04/17 Service (4)	Pj. 49, Oakport	\$ 146.51
Northern States Excavating	Repairs (6)	Varies	\$ 26,905.20
Pitney Bowes	11/24/17 late fee	Admin.	\$ 34.36
Premium Waters, Inc.	#366590-11-17, office water	Admin.	\$ 41.62
RRVCPA	#195194, Moving anchors	Clay C.D. No. 5	\$ 740.00
RRVCPA	11/01/17-12/01/17 Service	Pj. 49, Oakport	\$ 84.15
Vogel Law Firm	#207339, November Billing	Pj. 39, Georgetown	\$ 35.00
Wilkin County Highway Dept	Repairs/Maintenance (2)	Varies	\$ 46,856.10
Wm. Nichol Excavating	Culvert Repairs (5)	Varies	\$ 7,985.00
WREC	10/18/17-11/18/17 Service (2)	Pj. 46, Turtle Lake	\$ 71.09
			<b>\$ 220,942.72</b>

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

**BRRWD 2018 Goals.** Albright plans to summarize possible 2018 goals for the Board's review. He noted that the ditch buffers effort will be an important goal to complete this coming year.

**Office Staffing.** The Board discussed possible options/timeline/salary range regarding the hiring of an assistant administrator. They also discussed the issue of the new hire being a BRRWD employee or continuing the current arrangement with HEI for office staff.

**Next Meeting.** The next regular meeting will be held on Monday, January 8, 2018, at 7:00 PM in our Barnesville office. The 2018 annual meeting will also be held, including the election of officers, appointment of consultants, and designation of depositories.

**Adjournment. Motion** by Leitch to adjourn the meeting. **Seconded** by Anderson. **Approved.** Chairman Van Amburg adjourned the meeting at 9:40 PM.

Respectfully submitted,

John E. Hanson, Secretary