



1303 4TH Ave. NE
 Barnesville, MN 56514
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 www.brrwd.org

Budget Hearing and Board Meeting Minutes

Monday August 8, 2022

Managers Present: Peter Fjestad; Catherine Affield; John Hanson; Paul Krabbenhoft; Troy Larson; Gerald Van Amburg; Mark Hanson.

Staff Present: Kristine Altrichter, Administrator; Lee Olson, Watershed Specialist; Matthew Schlauderaff, Watershed Specialist.

Consultants Present: Erik Jones, Engineer; Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI).

Others Attending: Brian Opsahl, Auditor, Brady Martz & Associates; Jay Nord; Steve Thompson; Philip Rogers; Lyle Hovland, Wilkin County Commissioner; Jenny Mongeau, Clay County Commissioner (remote).

President Fjestad called meeting to order at 7:00 PM.

Agenda: Additions to agenda Clean Water Fund (CWF) Application for Clay County Ditch No. 41. **Motion** to approve agenda with additions by Van Amburg, **Seconded** by Affield. **Approved.**

Secretary's Report: **Motion** to approve July 11, 2022 Board Meeting Minutes by Affield, **Seconded** by Krabbenhoft. **Approved.**

Treasurer's Report:

2021 Financial Audit. Brian Opsahl provided overview of 2021 Financial Audit. Opsahl recognized that a small staff size can make some internal controls a challenge. It was recommended that bank statements and account reconciliations be reviewed by at least two people. It was also recommended that unclaimed checks be reissued or returned to the State of Minnesota as unclaimed property. Overall, no difficulties were found in audit, report was unmodified, and no issues of noncompliance were identified. **Motion** to approve 2021 Financial Audit by Affield, **Seconded** by J. Hanson. **Approved.**

Financial Report. Account balance was \$3,993,827.78. Income received since July 11, 2022, totals \$284,338.16, and for the year, totals \$2,613,066.65. \$275,872.97 were collected this month from account receivables. **Motion** to approve Financial Report by J. Hanson, **Seconded** by Krabbenhoft. **Approved.**

Budget Hearing:

President Fjestad called Budget Hearing to Order at 7:22 PM.

Board set following 2023 Levies:

	2023 Assessment
Administrative	\$250,000.00
MSA 466.06 Liability Insurance	\$22,000.00
Pj.01-Wilkin Co Ditch #22-Imp	\$75,000.00
Pj.02-Wilkin Co Ditch #13	\$30,000.00
Pj.03-Clay Co Ditch #65	\$40,000.00
Pj.04-Clay Co Ditch #51-Lat	\$-
Pj.07-Clay Co Ditch #39-Maint	\$60,000.00
Pj.14-Clay Co Ditch #10	\$150,000.00
Pj.19-Becker Co Ditch #21	\$10,000.00
Pj.20-Clay Co Ditch #12	\$20,000.00

	2023 Assessment
Pj.21-Wilkin Co #13 Lateral	\$40,000.00
Pj.23-Becker Co Ditch #15	\$15,000.00
Pj.24-Wilkin Co Ditch #44-Imp	\$30,000.00
Pj.25-Wilkin Co. Ditch #42	\$10,000.00
Pj.27-Clay Co Ditch #55	\$25,000.00
Pj.28-Clay Co Ditch #2	\$20,000.00
Pj.32-EDA Hawley Flood Contr	\$-
Pj.33-EDA Clay Co Ditch #50	\$50,000.00
Pj.34-Clay Co #41 & Lat 1	\$70,000.00
Pj.35-Clay Co Ditch #47	\$25,000.00

	2023 Assessment
Pj.36-EDA Clay Co #41-Lat 2	\$5,000.00
Pj.38, Kragnes Ringdike	\$-
Pj.38, Anderson Acres	\$-
Pj.39-Georgetown Levee	\$-
Pj.40-Clay Co #41-Outlet Imp	\$-
Pj.42-Clay Co Ditch #67	\$5,000.00
Pj.43-Clay Co Ditch #30-Imp	\$5,000.00
Pj.46-Turtle Lake Outlet	\$75,000.00
Pj.47-Clay Co Ditch #53	\$5,000.00
Pj.48-Clay Co Ditch #59	\$20,000.00
Pj.49-Oakport Township	\$150,000.00
Pj.50, Cromwell High Water	\$-
Pj.51, Clay 68-City of Glyndon	\$5,000.00
Pj.52, Clay 69-Glyndon Twp	\$10,000.00
Pj.54, Whisky Creek	\$30,000.00
Pj.55, Clay Co Ditch #51-Imp	\$-
Pj.56, Manston Slough	\$75,000.00
Pj.57, Mhd I-94 Drainage	\$-
Pj.58, Riverton Storage Invest	\$-
Pj.61, Clay 11N-Imp	\$50,000.00
Pj.62, J.D. 1-Branch 4 Imp	\$-
Pj.63, Grove Lake	\$-
Pj.64, LaBelle/Boyer Lakes	\$-
Pj.65, Clay/Wilkin Cty Line	\$-
Pj.67, Pete/Randkler/Helgeson	\$-
Pj.68, Lake Jacobs Outlet	\$-
Pj.70, Crystal Creek/Oakport	\$-
Pj.71, 50th AVE S	\$10,000.00
Pj.73, Country Heritage Ditch	\$-
Pj. 78, Clay-Wilkin J.D. 1 Outl	\$-
Pj.79, Wolverton Crk Rest	\$99,407.00
Pj. 81 Whiskey Crk Enhancement	\$149,916.38
Pj. 82, Glyndon East Tributary	\$40,000.00
Wilkin Co Ditch #01A-Maint.	\$5,000.00
Wilkin Co Ditch #01B-Maint.	\$5,000.00
Wilkin Co Ditch #01C-Maint.	\$20,000.00
Wilkin Co Ditch #02-Maint.	\$5,000.00
Wilkin Co Ditch #03-Maint.	\$40,000.00
Wilkin Co Ditch #04-Maint.	\$20,000.00
Wilkin Co Ditch #05A-Maint.	\$10,000.00
Wilkin Co Ditch #06A-Maint.	\$100,000.00
Wilkin Co Ditch #07-Maint.	\$5,000.00
Wilkin Co Ditch #12-Maint.	\$20,000.00
Wilkin Co Ditch #15-Maint.	\$10,000.00

	2023 Assessment
Wilkin Co Ditch #23-Maint.	\$20,000.00
Wilkin Co Ditch #26-Maint.	\$10,000.00
Wilkin Co Ditch #27-Maint.	\$25,000.00
Wilkin Co Ditch #28-Maint.	\$10,000.00
Wilkin Co Ditch #29-Maint.	\$20,000.00
Wilkin Co Ditch #31-Maint.	\$10,000.00
Wilkin Co Ditch #34-Maint.	\$-
Wilkin Co Ditch #37-Maint.	\$10,000.00
Wilkin Co Ditch #40-Maint.	\$15,000.00
Wilkin Co Ditch #41-Maint.	\$40,000.00
Wilkin Co Ditch #43-Maint.	\$20,000.00
Wilkin/Otter Tail Co. JD 2	\$50,000.00
Clay Co Ditch #03-Maint.	\$60,000.00
Clay Co Ditch #05-Maint.	\$30,000.00
Clay Co Ditch #09-Maint.	\$20,000.00
Clay Co Ditch #16-Maint.	\$20,000.00
Clay Co Ditch #17-Maint.	\$10,000.00
Clay Co Ditch #20-Maint.	\$35,000.00
Clay Co Ditch #21-Maint.	\$35,000.00
Clay Co Ditch #22-Maint.	\$5,000.00
Clay Co Ditch #23-Maint.	\$20,000.00
Clay Co Ditch #28-Maint.	\$10,000.00
Clay Co Ditch #31-Maint.	\$5,000.00
Clay Co Ditch #32-Maint.	\$10,000.00
Clay Co Ditch #33-Maint.	\$10,000.00
Clay Co Ditch #34-Maint.	\$10,000.00
Clay Co Ditch #35-Maint.	\$20,000.00
Clay Co Ditch #36-Maint.	\$15,000.00
Clay Co Ditch #40-Maint.	\$15,000.00
Clay Co Ditch #49-Maint.	\$10,000.00
Clay Co Ditch #51-Maint.	\$25,000.00
Clay Co Ditch #54-Maint.	\$10,000.00
Clay Co Ditch #57-Maint.	\$-
Clay Co Ditch #58-Maint.	\$50,000.00
Clay Co Ditch #60-Maint.	\$15,000.00
Clay Co Ditch #63-Maint.	\$5,000.00
Becker Co Ditch #05-Maint.	\$20,000.00
Becker Co Ditch #06-Maint.	\$-
Becker Co Ditch #09-Maint.	\$30,000.00
Becker Co Ditch #10-Maint.	\$3,000.00
Becker Co Ditch #19-Maint.	\$5,000.00
MSA 103D.905 Subd. 3 #1	\$754,234.61
MSA 103D.905 Subd. 3 #2	\$754,234.61

Administrative expenses over the \$250,000 will be assessed to projects and ditches based on their annual expenditures as approved at the December 13, 2021 Board Meeting. 2022 Budget includes a 4.0 percent salary increase for all staff members.

Motion to approve 2023 Budget and Assessments as presented and authorize Fjestad to sign Assessment Resolutions by Larson, **Seconded** by Van Amburg, **Approved.**

President Fjestad adjourned Budget Hearing at 7:43 PM.

Citizen to be Heard:

Jenny Mongeau. Mongeau notified BRRWD Board of Managers of a Clay County Ditch No. 11 culvert through County Road 8 that separated.

Permits:

Permit No. 22-033. Matt Conzemius. Applicant proposing to pattern tile SE ¼, Section 31, Alliance Township, Clay County. Natural flow path of water remains unchanged. Proposed tile outlets into Judicial Ditch No. 1, which is an adequate outlet. Land is included in benefit area for Judicial Ditch No 1. Downstream landowner approval received, no concerns identified. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-050. Jeff Lavigne. Applicant proposing to lower culvert through 200th St. and cleaning ditch for approximately 1,300 feet in SE ¼, Section 32, Humbolt Township, Clay County. Uhler recommended approval subject to downstream landowner approval, approval from Township to work within road right-of-way (ROW), and approval from United States Department of Agriculture (USDA) Farm Service Agency (FSA) and Clay County Soil and Water Conservation District (SWCD) for possible wetland related impacts.

Permit No. 22-054. Kelly Miller. Applicant proposing to pattern tile SW ¼, Section 9, Alliance Township, Clay County. Natural flow path of water remains unchanged. Proposed tile outlets into South Branch Buffalo River, which is an adequate outlet. Downstream landowner approval received, no concerns identified. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-070. Jay Nord. Applicant proposing to random tile NE ¼, Section 21, Wolverton Township, Wilkin County. Natural flow path of water remains unchanged. Downstream landowner approval received, no concerns identified. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-076. Jessie Stuehrenberg. Applicant proposing to pattern tile NE ¼, Section 23, Nordick Township, Wilkin County. Natural flow path of water remains unchanged. Downstream landowner approval received, no concerns identified. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-077. Karlo Etten. Applicant proposing to pattern tile SE ¼, Section 16, Foxhome Township, Wilkin County. Natural flow path of water remains unchanged. Downstream landowner approval received, no concerns identified. Uhler recommended approval subject to standard tile conditions and approval from County to work within road ROW.

Permit No. 22-080. Clay County Highway Department. Applicant proposing removal of Broadway bridge in Section 19, Oakport Township, Clay County. Bridge removal will not have negative impacts on drainage. Uhler recommended approval.

Permit No. 22-081. Paul Tschackert. Applicant proposing to install two additional 36” corrugated metal pipe (CMP) culverts in E ½, Section 18, Nordick Township, Wilkin County. Installation of two 36” culverts for a total of three 36” culverts including existing pipe will improve drainage. Upstream crossing through road has a 36” and a 48” culvert. Uhler recommended approval.

Permit No. 22-082. Doug Nordick. Applicant proposing to install culvert for new approach in NE ¼, Section 3, Roberts Township, Wilkin County. Uhler recommended approval of 18” culvert subject to approval from County to work within road ROW.

Permit No. 22-083. Michael Yaggie. Applicant proposing to install culvert for new approach in SE ¼, Section 33, Meadows Township, Wilkin County. Uhler recommended approval of 77” x 52” CMP arch culvert subject to approval from County to work within road ROW.

Permit No. 22-084. Andy Maier. Applicant proposing to pattern tile W ½, Section 4, Atherton Township, Wilkin County. Natural flow path of water remains unchanged. Downstream landowner approval received, no concerns identified. Uhler recommended approval subject to standard tile conditions and approval from Township to work within road ROW.

Permit No. 22-085. Wes Drake, Becker SWCD. Applicant proposing to install water and sediment control basins (WASCOB) in N ½, Section 36, Riceville Township, Becker County. Project has been designed to Natural Resources Conservation Service (NRCS) standards. Natural flow path of water remains unchanged. Applicant received approval from County to work within road ROW. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-086. Wes Drake, Becker SWCD. Applicant proposing to install WASCOBs in SE ¼, Section 28, Hamden Township, Becker County. Project has been designed to NRCS standards. Natural flow path of water remains unchanged. Applicant received approval from Township to work within road ROW. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-087. Randy Nordick. Applicant proposing to clean ditch along County Road 18 for approximately 1,200 feet and lower two culverts in SW ¼, Section 35, Meadows Township, Wilkin County. Work was originally approved under Permit NO. 19-022 but work was not completed. Uhler recommended approval subject to approval from County to work within road ROW.

Permit No. 22-088. Dan Rosenfeldt. Applicant proposing to extend existing culvert in NW ¼, Section 1, Kurtz Township, Clay County. Project will add 20' on to existing culvert. Uhler recommended approval subject to approval from County to work within road ROW.

Permit No. 22-089. Mike Mack, Dakota Carrier Network, LLC. Applicant proposing to install underground utilities across Clay County Ditch No. 50 in SW ¼, Section 2, Moorhead Township. Uhler recommended approval subject to standard utility conditions and approval from County to work within road ROW.

Permit No. 22-090. Brad Nelson. Applicant proposing to install approach and culvert in NW ¼, Section 5, Mitchell Township, Wilkin County. Uhler recommended approval subject to using 24" culvert and approval from Township to work within road ROW.

Permit No. 22-091. Mark Carr, Elkton Township. Applicant proposing to remove and replace existing culvert with culvert of the same size, length, and type. The inverts will remain the same. Uhler recommended approval subject to use of 24" culvert.

Permit No. 22-092. John Ready. Applicant proposing to install approach and culvert in SW ¼, Section 12, Holy Cross Township, Clay County. Uhler recommended approval of 24" culvert subject to approval from Township to work within road ROW.

Permit No. 22-094. Jesse Helland, Rice Companies, Inc. Applicant proposing to complete earthwork and install utilities for site development in SE ¼, Section 2, Moorhead Township, Clay County. Proposed stormwater pond has been designed to decrease runoff rates from project site. Design does not satisfy City of Dilworth requirements for total phosphorus reduction. Uhler recommended approval subject to approval from City of Dilworth based on their total phosphorus requirement.

Permit No. 22-095. Todd Klein. Applicant proposing to remove and replace culvert in NE ¼, Section 29, Nilsen Township, Wilkin County. Existing culvert will be removed and replaced with long culvert at a different angle. Uhler recommended approval subject to approval from Township to work within the road ROW.

Permit No. 22-096. Luke Brakke. Applicant proposing to install approach and culvert in S ½, Section 5, Deerhorn Township, Wilkin County. Uhler recommended approval subject to use of 36" culvert and approval from County to work within road ROW.

Permit No. 22-098. Bryan Henderson. Applicant proposing to install approach and culvert in NW ¼, Section 23, Andrea Township, Wilkin County. Uhler recommended approval subject to use of a 36” culvert and approval from County to work within road ROW.

Permit No. 22-099. Luke Langerude, Audubon Township. Applicant proposing to replace existing 24” and 15” culverts with one larger culvert in SE ¼, Section 10, Audubon Township, Becker County. Uhler recommended approval of 36” culvert or equivalent arch pipe (42” x 29”) subject to approval from Township to work within road ROW.

Permit No. 22-107. Troy Larson. Applicant proposing to pattern tile NW ¼, Section 35, Akron Township, Wilkin County. Work previously approved under Permit No. 18-073 but not completed. Proposed tile outlets into creek east of field, which is an adequate outlet. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-108. Troy Larson. Applicant proposing to pattern tile SW ¼, Section 35, Akron Township, Wilkin County. Work previously approved under Permit No. 15.073 but not completed. Proposed tile outlets into creek west of field, which is an adequate outlet. Uhler recommended approval subject to standard tile conditions.

Permit No. 22-110. Matt Bjerke, Becker SWCD. Applicant proposing installation of WASCObS in NW ¼, Section 6, Cormorant Township, Becker County. Project has been designed to NRCS standards. Natural flow path of water remains unchanged. Uhler recommended approval subject to standard tile conditions.

Motion to approve Permit Nos. 22-033, 22-050, 22-054, 22-070, 22-076, 22-077, 22-080, 22-081, 22-082, 22-083, 22-084, 22-085, 22-086, 22-087, 22-088, 22-089, 22-090, 22-091, 22-092, 22-094, 22-095, 22-096, 22-098, 22-099, 22-107, 22-108, 22-110 with conditions outlined above by J. Hanson, **Seconded** by M. Hanson. **Approved.**

Ditches:

Clay County Ditch No. 10. Braun Intertec Corporation Geotechnical Review. During their June 13, 2022 Board Meeting, Board of Managers authorized Braun Intertec Corporation to review geotechnical repair recommendation from Terracon to address slope failure along Clay County Ditch No. 10 and provide alternatives to recommendation. Braun Intertec provided a solution that would replace the granular concrete with a granular fill. Material is expensive than concrete solution but would still have significant cost. Uhler recommended BRRWD continue to monitor failing slopes. Slopes have failed in the past and then been stable for a number of years. It was recommended that Board of Managers utilize the solution from Braun Intertec Corporation if a future slope failure requires repair for safety reasons. In the future, Board of Managers may consider improving ditch to have 4:1 slopes on both sides of ditch.

Clay County Ditch No. 31. Use as an Outlet Findings and Order. Motion to accept Findings and Order for W ½ SW ¼ SW ¼, Section 11, Barnesville Township and SE ¼ SW ¼, Section 11, Barnesville Township to use Clay County Ditch No. 31 as an outlet with a benefit rate of \$0.64 per acre (60 acres total; total benefits \$38.40) by Van Amburg, **Seconded** by Krabbenhoft. **Approved.**

Clay County Ditch No. 41. Change Order No. 1 and Pay Request No. 1. Motion to approve Change Order No. 1 for \$3,425.00 and authorize payment of Pay Request No. 1 to Hough Inc. for \$22,230.00 by J. Hanson, **Seconded** by Larson. **Approved.** Five percent was held as retainage until vegetation is established.

Clay County Ditch No. 47. Redetermination of Benefits. Motion to accept Viewer’s Report as presented and set hearing for September 12, 2022 at 5:30 PM at the Watershed District office by Larson, **Seconded** by M. Hanson. **Approved.**

Judicial Ditch No. 2. Appointing Manager to Drainage Authority. Motion to appoint Affield to the Joint Drainage Authority for Judicial Ditch No. 2 by Larson, **Seconded** by Van Amburg. **Approved.**

Projects:

Whiskey Creek Enhancement Project. Pay Request No. 4. Motion to authorize payment of Pay Request No. 4 to Ehlert Excavating Inc. for \$245,883.27 by Affield, **Seconded** by Larson. **Approved.**

Whiskey Creek Enhancement Project. Landowner Meeting. Uhler and Altrichter met with landowners in Sections 19, 29, 30, and 32, Nordick Township, Wilkin County. Landowners expressed interest in extending Whiskey Creek Enhancement Project to this tributary. Uhler and Altrichter will continue to work with landowners to ensure interest and work on design to verify interest.

Other:

CWF Applications. Otter Tail County Ditch No. 64. Wetland Restoration Proposal with United States Fish and Wildlife Service (USFWS) and Clay County Ditch No. 41 Outlet. During the July 11, 2022 Board Meeting, Stacy Salvendy, USFWS, requested to partner with BRRWD on a CWF application to restore wetlands and repair Otter Tail County Ditch No. 64. It was requested that BRRWD be the grantee on the application. Jones provided a draft CWF application for the outlet of Clay County Ditch No. 41. Proposed project would stabilize slopes near the outlet and reduce sediment into Red River. BRRWD would partner with Clay SWCD. Clay SWCD would be grantee on application. **Motion** to approve BRRWD as grantee on Otter Tail County Ditch No. 64 Wetland Restoration CWF Application and partnering with Clay SWCD to submit application for Clay County Ditch No. 41 outlet with Clay County Ditch No. 41 providing the 25 percent grant match by J. Hanson, **Seconded** by Larson. **Approved.**

Minnesota Association of Watershed Districts (MAWD). Strategic Plan. MAWD distributed their strategic plan to watershed districts. They would like comments by the end of August. Board of Managers will send comments to Altrichter for submittal.

Bills. Motion to approve bills totaling \$482,985.32 by Affield, **Seconded** by J. Hanson. **Approved.**

Next Regular Meeting. Monday September 12, 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 8:57 PM.

/s/ John Hanson
Secretary