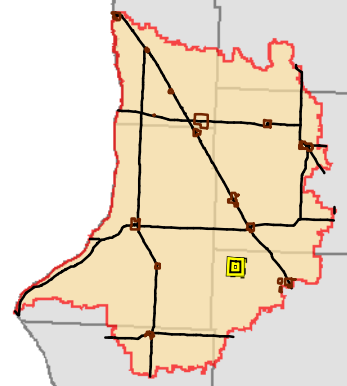


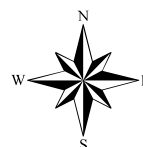
Legend

Structure		Culvert		Drain		
★ Pump/Lift	□ Inlet/Intake	● RCP	● CSP	— 3"	— 10"	— (Tile)
⊕ Control Structure	⊕ Concrete Mat	▲ RCPA	▲ CSPA	— 4"	— 12"	- - - (Dual Wall)
⬠ Dike/Embankment	● Gravity Outlet	■ RCB	◆ Bridge	— 5"	— 15"	— (Non-Perf.)
⬠ Subwatersheds	— Culvert Inventory	● Other	— 6"	— 18"	— Other - Pipe	— Dike
— N.O. Collection Channels	— MN PWI Streams		— 8"	— 24" & Greater		— Ditch/Waterway
						— Other - Misc.
						— Road Permits



PA# 25-017 - Horning, Dave
Section 15, Eldorado Twp
Bois de Sioux Watershed District, MN

Created By: CJH Date Saved: 03/14/25 Date Exported: 03/14/25
 Plotted By: cole.hendrickson Aerial Image: 2013 County NAIP SIDS Elevation Data: IWI Lidar
 Horizontal Datum: NAD 1983 UTM Zone 15N Vertical Datum: NAVD 1988
 T:\BaseData\MN\Bois_de_Sioux\Permits_Project_Map_FINAL_10_4.mxd



**BOIS DE SIOUX WATERSHED DISTRICT
BOARD MEETING MINUTES
March 20, 2025**

CALL TO ORDER The meeting was called to order by President Vavra at 9:00 a.m. Present in the District Office: Linda Vavra, Jason Beyer, Ben Brutlag (arrived later), Doug Dahlen (arrived later), Steven Deal, Scott Gillespie, John Kapphahn, and Allen Wold. Absent: Steven Schmidt. Also present: District Engineer James Guler, Engineer Technician Troy Fridgen, District Attorney Lukas Croaker and Administrator Jamie Beyer.

AGENDA Upon motion by Kapphahn, seconded by Gillespie and carried unanimously, the Agenda was approved with the addition of Ring Dike Program and Eldorado Township Permit.

CONFLICT OF INTEREST No conflicts of interest were declared.

CONSENT AGENDA Upon motion by Beyer, seconded by Gillespie and carried unanimously, the Consent Agenda was approved.

BRUTLAG ARRIVES Board Manager Ben Brutlag arrived.

PUBLIC COMMENT No public comment.

**PA #24-154
K. DEAL TCD #23
PETITION TO
OUTLET** Upon motion by Kapphahn, seconded by Beyer and carried unanimously, the joint hearing was opened to consider the petitions requesting authority to use Traverse County Ditch #23 as an outlet for Kevin and Julie Deal: 120 acres in the SE1/4 of Section 32 and 80 acres in the SW1/4 of Section 33, Redpath Township, Traverse County (Portions of Parcels #10-0146000 & #10-0151000).

DAHLEN ARRIVES Board Manager Doug Dahlen arrived.

Engineering staff presented the location of the proposed project. All of the project's acres in Parcel #10-0151000 are contained within the TCD #23 subwatershed, draining into JD #14 downstream; some acres in Parcel #10-0146000 drain west into JD #14. Neighboring landowner Mr. Chadd Berger requested that a drainage ditch to the north be cleaned, and stated that storage is limited by telephone utility locations. Engineering staff confirmed that there is approximately 3' of fall over the course of 3/4 of a mile. Attorney Lukas Croaker read the proposed orders Authorizing the Use of TCD #23 as an Outlet that included benefits of \$120.00 and an outlet fee of \$4,660.00 for Parcel #10-0146000; benefits of \$80.00 and an outlet fee of \$3,106.67 for Parcel #10-0151000. The order also specified that the petitioner is responsible for administrative and hearing costs. Mr. Kevin Deal stated his intention to clean sediment and debris from the drainage ditch going north. Kapphahn made a motion, seconded by Beyer, to approve the two orders, contingent upon Traverse County issuing a permit for the cleanout and for the cleanout to be completed. All voted aye. Motion carried. Upon motion by Gillespie, seconded by Beyer and carried unanimously, the hearing was closed.

**PA #25-005
K. LEININGER** Permit applicant Mr. Kevin Leininger redesigned a project in collaboration with neighboring landowners. Upon motion by Gillespie, seconded by Kapphahn and carried unanimously, the subwatershed restriction was waived and the permit is approved contingent upon final landowner signatures on the permit, erosion control at the outlet, and a requirement that the landowner monitor the outlet channel and repair any changes.

**LTWQIP NO. 1
PHASE #3
TREE QUOTE** Upon motion by Wold, seconded by Beyer and carried unanimously, the Lake Traverse Water Quality Improvement Project Phase #3 tree/shrub price quote from Traverse SWCD in the amount of \$1,327.30 was approved contingent upon no cottonwoods be included.

**REDPATH PHASE
2B PUNCLIST &
CULVERT** District Engineer James Guler stated that the contractor for Redpath Phase 2B is currently shut down for winter but will continue working on the final punchlist and dirtwork in the spring. District Engineer Technician Troy Fridgen requested that an area blocking drainage into TCD #35 be prioritized; if the contractor isn't able to address this in the near future, it is requested that an outside contractor be hired within the next 2 – 3 weeks.

**REDPATH 15
LEASE BID**

Attorney Lukas Croaker presented terms for the lease of portions of the SW1/4 of Section 15, Redpath Township – owned by the District; a lease term that the land must be worked before the lease's expiration will be emphasized in the bid instructions similar to the draft lease agreement. Upon motion by Kapphahn, seconded by Dahlen and carried unanimously, the Terms & Conditions were approved for advertisement and the draft lease agreement was approved.

**PA #25-010
M. MATHIAS &
640TH AVE ROAD
RAISE**

Engineering staff confirmed receipt and review of Permit Application #25-010, Marilyn Mathias, W1/2 of Section 7, Eldorado Township, Stevens County. A set of draft conditions were sent to the landowner that match the conditions placed on the 640th Ave Road Raise permit (Permit #23-043). The landowner requested that two additional conditions be added: to allow subsurface drainage over/through the project berm, and for easement documents to become invalid if the 640th Ave Road Raise project is not constructed. Gillespie motioned, seconded by Kapphahn, that the permit conditions were approved with the addition that the permit is only valid if the 640th Ave Road Raise project is constructed. Senior Interstate Project Engineer Damon DeVillers stated that he has met with the landowner, and the landowner is willing to sign the temporary and permanent easements. The motion unanimously passed. Senior Interstate Project Engineer Damon DeVillers stated that construction can begin as soon as the easements are signed and the weather allows.

ELDORADO ROAD

Eldorado Township Representative David Horning presented a road raise project; the road raise is intended to establish a baseline level of public safety and access to agricultural fields. Upon motion by Gillespie, seconded by Dahlen and carried unanimously, engineering staff are authorized to provide culvert sizing for the project.

**BDSWD NO. 5
BOND RETURNED**

Some of the BdSWD #5 petitioners were in attendance, and requested that remaining bond funds be returned. Landowners stated frustration with road conditions, public safety, and the negative influence that a downstream ephemeral area deemed "public water" can have on the ability for a project to be permitted through the DNR, even if the project addresses chronic upstream flood conditions and improves downstream water quality. Upon motion by Gillespie, seconded by Beyer and carried unanimously, staff are authorized to return the balance of \$12,029.15 based on the percentage of funds each petitioner provided.

**RRWMB GRANT
APPLICATION:
CULVERT
INVENTORY**

A joint Red River Watershed Management Board grant application will be submitted to support culvert inventory updates. Upon motion by Brutlag, seconded by Gillespie and carried unanimously, staff are authorized to estimate the amount needed for expenses related to culvert inventory updates for: private culvert replacements permitted since the last culvert inventory update; culvert changes implemented with recent District projects; areas that previous engineering firm inventoried; targeted areas for future District projects.

**HAY BID LEASE
TERMS & LICENSE**

Upon motion by Gillespie, seconded by Kapphahn and carried unanimously, the Terms and Conditions for District haying on the North Ottawa collection channel and cell berms and the draft license agreement were approved for use.

**DISTRICT ROAD
RAISE COST
SHARE POLICY**

Upon motion by Kapphahn, seconded by Gillespie and carried unanimously, staff are authorized to review the current Road Raise Cost Share Policy and provide revisions at a future meeting.

**FIVEMILE CREEK
PILOT PROGRAM**

District Engineer Troy Fridgen is working with Environmental Zoning Administrator Greg Lillemon to identify landowners willing to utilize the District's Fivemile Creek Sediment Removal Pilot Program. Upon motion by Kapphahn, seconded by Dahlen and carried unanimously, engineering staff are authorized to provide recommended culvert sizes for the Fivemile Creek Grant/Traverse County line.

**SOIL LOSS
COMMITTEE RECS**

Administrator Beyer summarized the District's February 25, 2025 Soil Loss Committee meeting in which she showcased the BWSR/MCGA/U of M Alternative Practice Decision Tool. Since that time, she has also reviewed the 1W1Plan "Beast" calculator, that also compares riparian water quality benefits to a list of NRCS practices. Upon motion by Dahlen, seconded by Kapphahn, and carried unanimously, staff are authorized to promote these calculators for use by District landowners.

DORAN CREEK

Engineering, legal, and administrative staff have met to discuss utilization of RIM easement grants and NRCS NWQI practice grants for portions of the Doran Creek Restoration Project. There are two types of easements that must be acquired: a temporary easement for construction and one time access, and a permanent easement for access, construction, and future maintenance. Landowners can enroll Doran Creek Restoration Project lands in a permanent RIM easement with the Board of Water and Soil

Resources, if they desire. If a landowner pursues this type of easement, it is recommended that the District designate a separate easement and payment for narrower access, project construction, and maintenance activities. Upon motion by Gillespie, seconded by Beyer and carried unanimously, the District rate for these easements will be set at 20% of the RIM easement elected by the landowner.

TCD #52 Engineering staff recently met with TCD #52 landowners to discuss areas in need of stabilization. A bridge is to be scheduled to be removed, and a limited channel area is in need of a two-stage ditch design to slow and store flow and prevent erosion. Upon motion by Kappahn, seconded by Deal and carried unanimously, engineering and legal staff are authorized to research project implementation options.

TCD #27 Traverse County Commissioner Dwight Nelson confirmed that Traverse County recently approved the offer to cost-share a TCD #27 culvert that is sitting at the wrong elevation. Upon motion by Kappahn, seconded by Gillespie and carried unanimously, the price quote was approved in the amount of \$42,565.00.

GCD #29 Engineering staff recently met with GCD #29 landowners to discuss areas of repair needed in the public subsurface drainage system. Landowners identified an area that is known to have a suboptimal base, and where tile has been installed and repaired twice due to an extremely sandy soil type. District Engineer James Guler will collect price quotes for soil boring services.

DAHLEN LEFT Board Manager Dahlen left the meeting.

FHM TESTIMONY Board managers watched the recorded testimony provided by Red River Watershed Management Board Executive Director Rob Sip, District Engineer Chad Engels, and Roseau River Watershed Administrator Tracey Halstensgard on Flood Hazard Mitigation requests, House File 692.

RING DIKE COST SHARE Upon motion by Gillespie, seconded by Deal and carried unanimously, engineering staff are authorized to submit requests for up to four District ring dike plan estimates.

UPDATES Board managers provided updates from committees and legislative activities.

Upon motion by Beyer, seconded by Wold and carried unanimously, the meeting was adjourned at 12:33 PM.

The meeting was adjourned.

Linda Vavra, President

Date: _____, 2025

Jamie Beyer, Administrator

Date: _____, 2025



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Bois de Sioux Watershed District

Audit Results

Year Ended December 31, 2024

Table of Contents

- Governance Communications 3
- Financial Statement Highlights 7
- Financial Statement Internal Control and Compliance 13
- Minnesota Legal Compliance 15





Governance Communications



Governance Communications

Our responsibility under Generally Accepted Auditing Standards

- **Express an opinion** on the financial statements in accordance with cash basis reporting.
- Plan and perform the audit to **obtain reasonable, not absolute, assurance**
- **Evaluate internal controls** over financial reporting – no opinion on internal controls
- Utilize a **risk-based** audit approach

Planned scope and timing of the audit

- Performed the audit according to the **planned scope** previously communicated during planning discussions



Governance Communications

Other information in documents containing audited financial statements

- Financial statements may only be **used in their entirety**
- **Our approval** is required in order to use our audit reports in any client prepared documents

Significant accounting policies

- **Management is responsible** for the accounting policies
- Outlined in **Note 1** to the financial statements

Management representation letter

- Management provided a management representation letter in conjunction with the **approval of the audited financial statements**



Governance Communications

We experienced

- **No Delays** in issuing the audit
- **No issues** discussed prior to retention as independent auditors
- **No disagreements** with management regarding accounting, reporting, or auditing matters
- **No consultations** with other independent accountants

Adjusting, proposed, and passed adjusting journal entries

- **Adjusting journal entries** – To properly state cash by \$50,804, beginning fund balance/net position by \$100,804, and expenses by \$50,000.





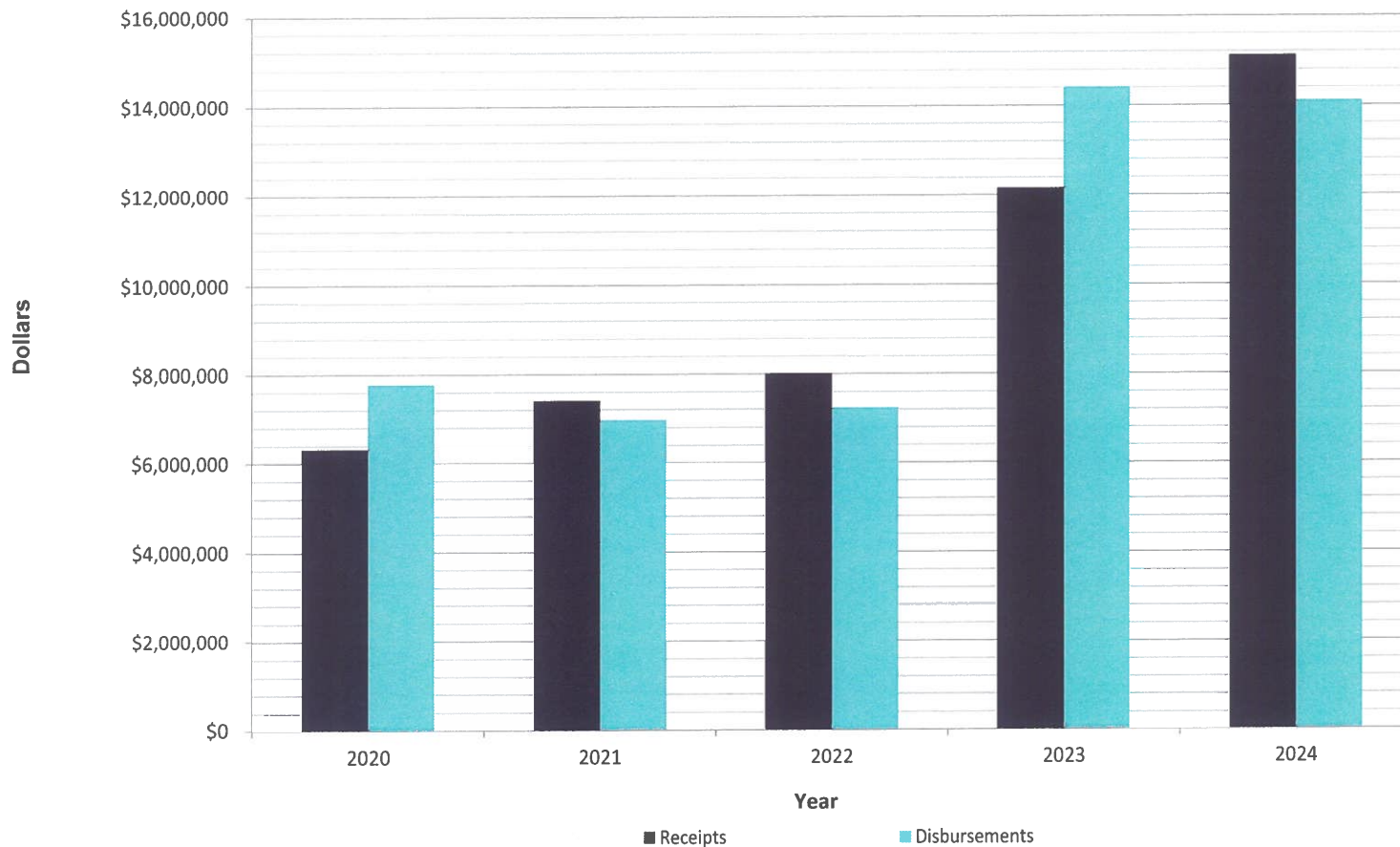
Financial Statement Highlights



Financial Statement Highlights

Total Receipts and Disbursements

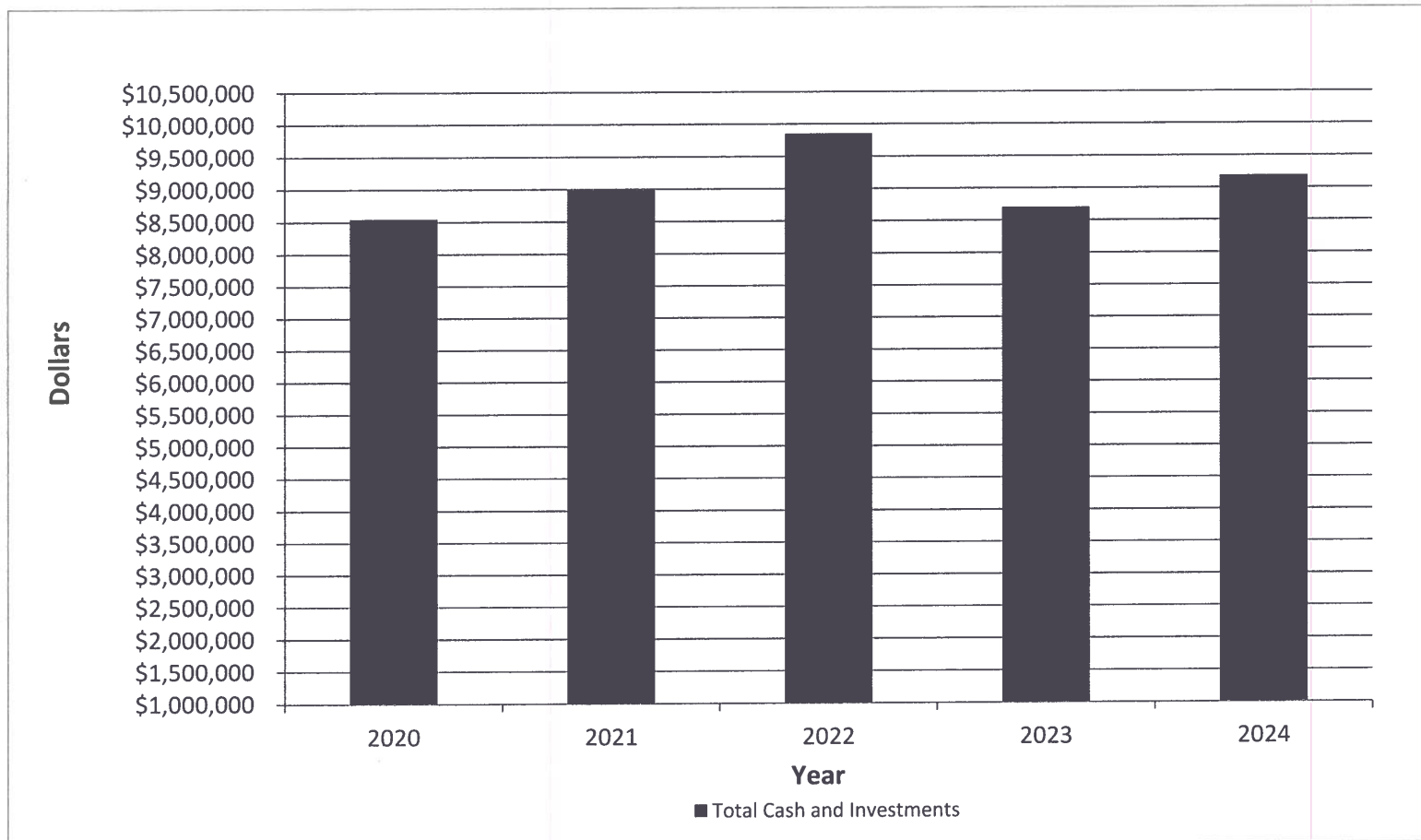
	2020	2021	2022	2023	2024
Receipts	\$ 6,306,683	\$ 7,404,976	\$ 7,998,548	\$ 12,152,259	\$ 15,103,068
Disbursements	7,783,695	6,968,768	7,231,635	14,406,397	14,100,546



Financial Statement Highlights

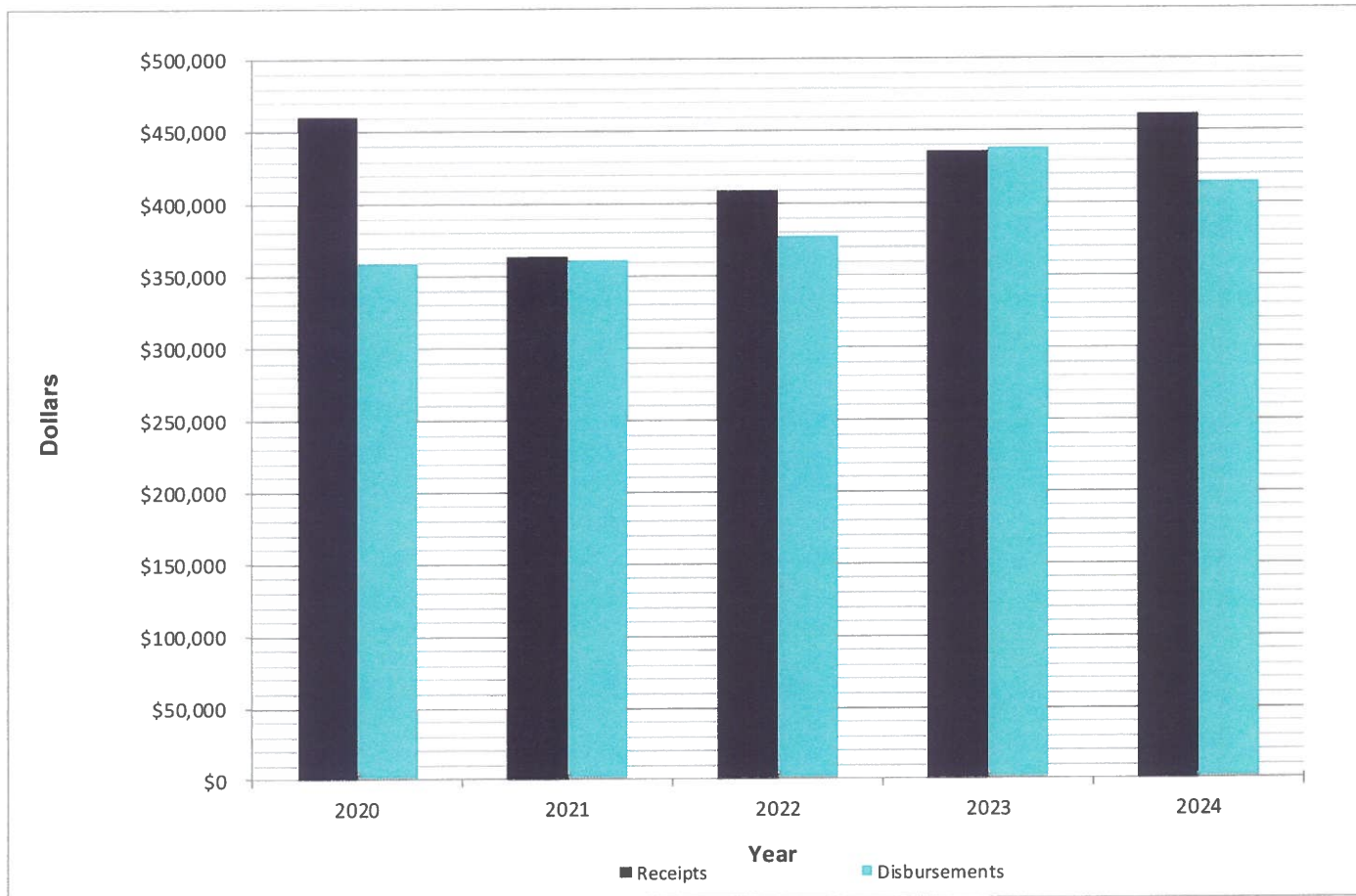
Total Cash Levels at Year-End

	2020	2021	2022	2023	2024
Total Cash and Investments	\$ 8,543,603	\$ 8,979,811	\$ 9,851,528	\$ 8,691,976	\$ 9,182,912



Financial Statement Highlights General Fund Receipts and Disbursements

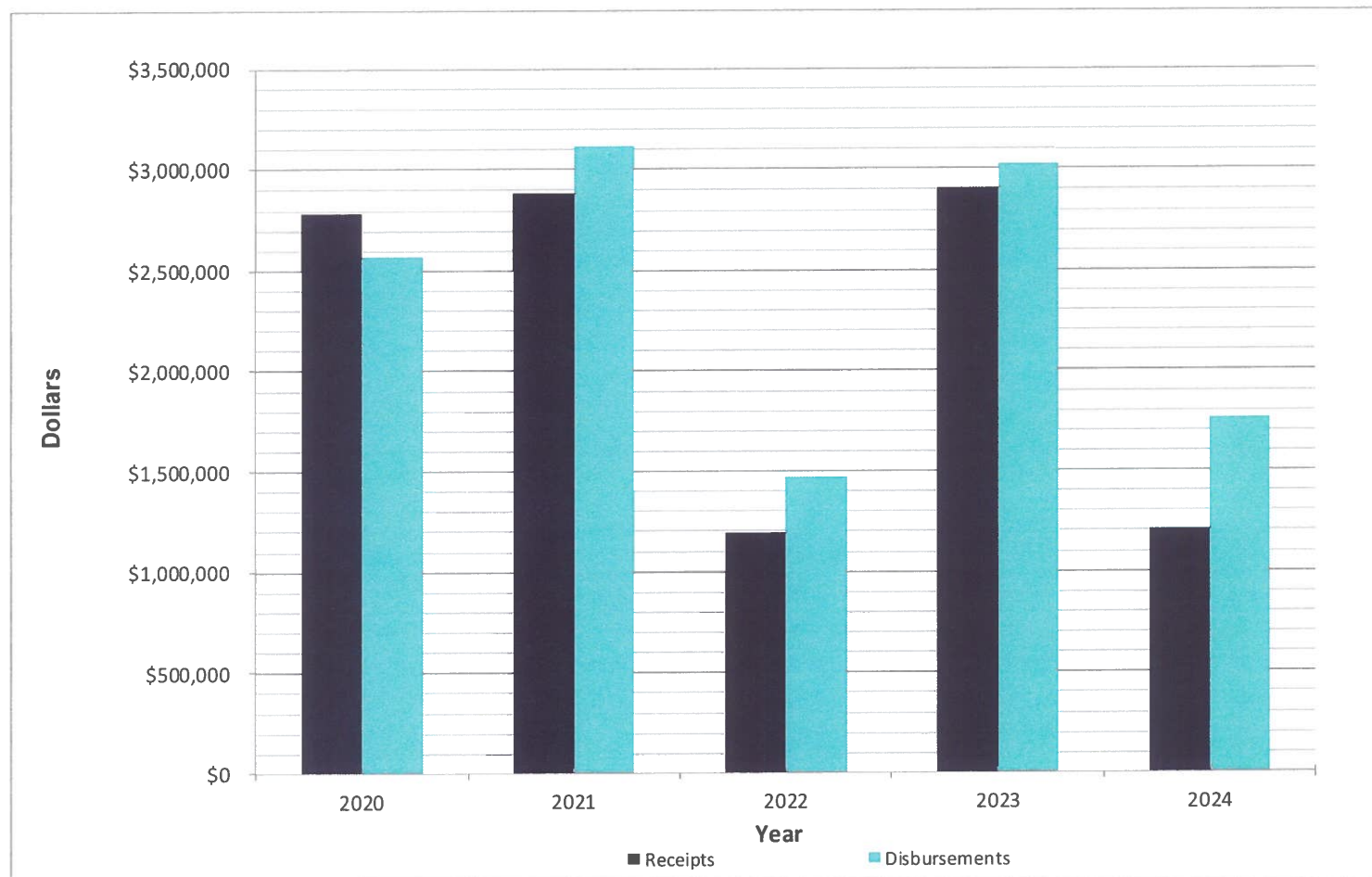
	2020	2021	2022	2023	2024
Receipts	\$ 460,582	\$ 363,853	\$ 409,411	\$ 435,270	\$ 460,929
Disbursements	358,566	361,263	377,007	438,517	415,430



Financial Statement Highlights

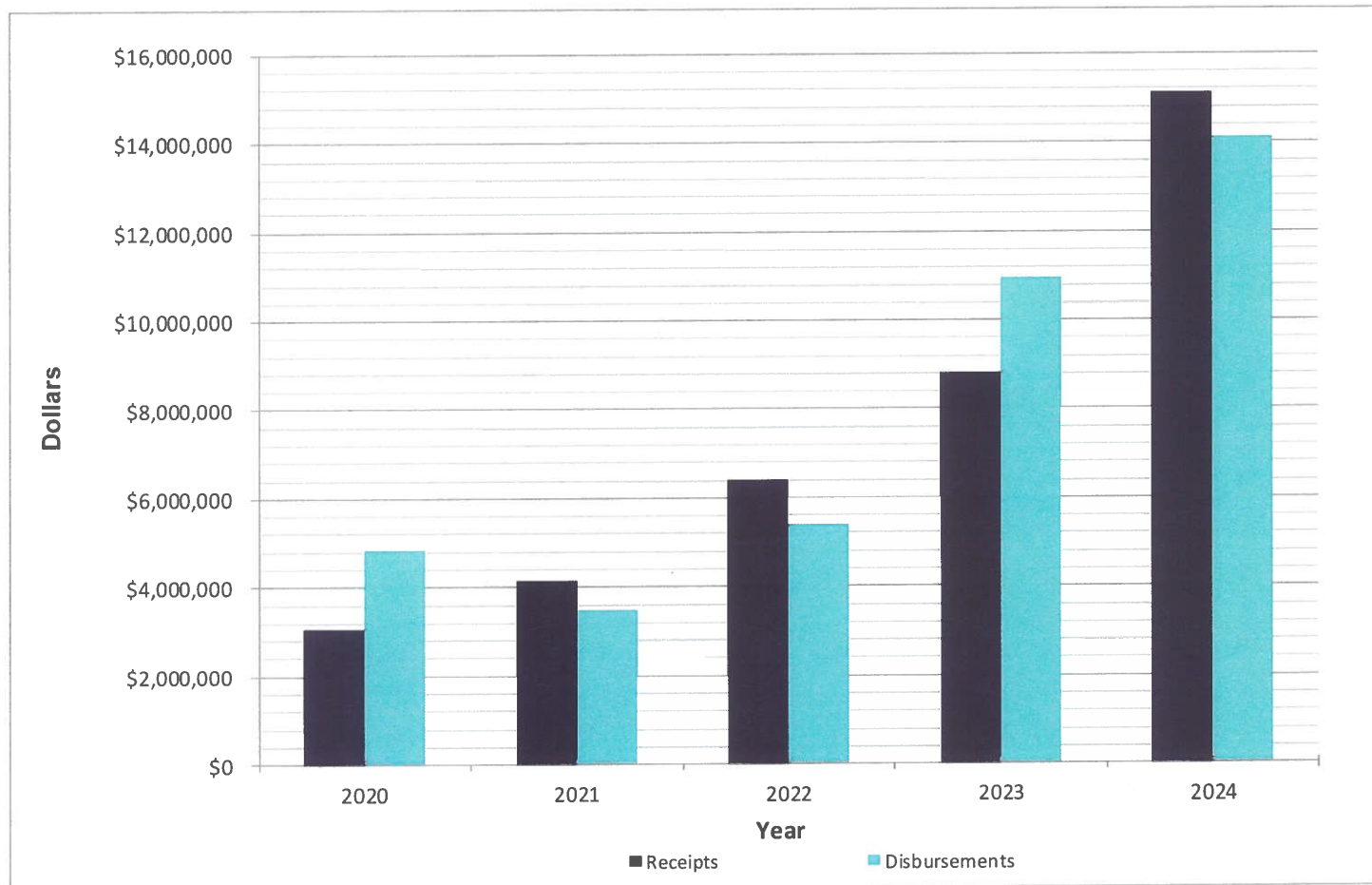
Ditch Fund Receipts and Disbursements

	2020	2021	2022	2023	2024
Receipts	\$ 2,779,535	\$ 2,886,453	\$ 1,190,193	\$ 2,905,769	\$ 1,205,607
Disbursements	2,572,354	3,114,591	1,475,262	3,019,783	1,762,692



Financial Statement Highlights Construction Fund Receipts and Disbursements

	2020	2021	2022	2023	2024
Receipts	\$ 3,066,566	\$ 4,154,670	\$ 6,398,944	\$ 8,811,220	\$ 15,103,068
Disbursements	4,852,775	3,492,914	5,379,366	10,948,097	14,100,546





Financial Statement Internal Control and Compliance



Financial Statement Internal Control and Compliance

- Material Weaknesses
 - 2024-001: Financial Reporting Process
 - 2024-002: Limited Segregation of Duties
 - 2024-003: Material Audit Adjustment
- Significant Deficiency
 - None reported





Minnesota Legal Compliance



Minnesota Legal Compliance

- Compliance Findings
 - None in 2024



Thank you!

Shawna Jenson, CPA

Director

320-759-5108

shawna.jenson@CLAconnect.com

Doug Host, CPA

Principal

218 825-2948

doug.host@CLAconnect.com



CLAconnect.com



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**BOIS DE SIOUX WATERSHED DISTRICT
2025 BILLING RATES**

(based on 2024 Audit and BWSR Calculator)

	District Administrator	District Office Manager	District Engineer Tech
Salary + Benefits	\$ 45.00	\$ 31.35	\$ 60.07
Salary + Benefits + Facilities	\$ 77.65	\$ 61.02	\$ 89.74
Salary + Benefits + Facilities + Administration	\$ 82.12	\$ 68.47	\$ 97.19

Historical Rates

2024 Salary + Benefits + Facilities + Administration	\$ 86.28	\$ 69.65	\$ 98.37
2023 Salary + Benefits + Facilities + Administration	\$ 85.75	\$ 68.24	\$ 95.97
2022 Salary + Benefits + Facilities + Administration	\$ 81.81	\$ 60.75	\$ 87.69
2021 Salary + Benefits + Facilities + Administration	\$ 74.49	\$ 56.45	\$ 82.46
2020 Salary + Benefits + Facilities + Administration	\$ 74.79	\$ 56.18	\$ 81.75
2019 Salary + Benefits + Facilities + Administration	\$ 74.52	\$ 55.78	\$ 80.05
2018 Salary + Benefits + Facilities + Administration	\$ 140.51	\$ -	\$ 130.30



February 13th, 2025

Tera Ostendorf
Environmental Group Leader
Moore Engineering, Inc.
3315 Roosevelt Rd Suite 300
St. Cloud, MN 56301
Meaghan.Dietrich@mooreengineeringinc.com

Re: Proposal for a Phase I Archaeological Survey for the Doran Creek Development, Wilkin County, Minnesota.

Project Description

At the request of Moore Engineering, In Situ Archaeological Consulting, LLC (In Situ) is pleased to submit our Scope of Work (SOW) and cost proposal for the above-referenced project. The proposed survey is for a large development project in Wilkin County, Minnesota, located along Doran Creek. The centerline for the project measures approximately 20.98 miles in length.

The SOW includes the following tasks to be completed to the guidelines of the Minnesota State Historic Preservation Office (SHPO):

- Task 1: Phase I Archaeological Survey within the proposed project boundary;
- Task 2: Report Preparation and completion of Minnesota site forms, dependent on survey results.

Scope of Work

Task 1 – Phase I Archaeological Survey. Following receipt of detailed GIS mapping depicting the extent of the project and survey area, a Phase I archaeological survey for this project will be completed to the guidelines provided by the Minnesota SHPO. The survey will be completed using the following methods:

- *Visual Inspection* – Locations where cultural resources were not expected, such as disturbed areas, areas with a slope greater than 20 degrees, and low/wet areas will be walked over and visually inspected. This method will be used to verify the absence or likelihood of any cultural resources within these areas. This method will also be utilized to document the general terrain and the surrounding area.
- *Pedestrian Survey* – this method is used to survey landforms having slopes less than 20 degrees where surface visibility is 25% or greater (e.g., plowed field). The survey transect intervals will range between 5 to 15 m. All identified artifacts are to be documented with a sub-meter GPS unit and collected.
- *Shovel Testing* – this method is used to sample subsurface contexts in areas with slopes less than 20 degrees and ground surface visibility of less than 25%. A shovel test (ST) is



30-40 cm in circular diameter. The STs are excavated on a grid at 15 m intervals – additional radial STs are conducted at 5 m intervals when any artifacts are discovered. All positive STs are to be documented using a sub-meter GPS unit. Excavated soil is screened through a 0.25-inch mesh. STs are to be excavated no deeper than 1 m or 10 cm into sterile subsoils.

It is expected that a single crew consisting of a crew chief and two field technicians will be used. The crew will be directly supervised in the field by a qualified archaeologist who meets the requirements for the Secretary of the Interior's Guidelines for Professional Qualifications in Archaeology. A sub-meter GPS unit will be used to ensure field personnel maintain accurate survey tracts and do not survey outside the project area.

Task 2 – Report Preparation. The results and recommendations Phase I archaeological survey will be presented in a detailed technical report prepared in accordance with Minnesota SHPO guidelines. The final report will be created in Microsoft Word and single-spaced on standard-sized (8.5 x 11 inch) white paper. Page numbers will appear on all pages. Maps, photographs, and other graphics will be clearly presented. Maps will include the locations of all recorded resources and detailed GIS maps. The final reports will be suitable for submission to the Minnesota SHPO. Minnesota site forms will be completed and submitted to the Minnesota OSA if any sites were encountered and recorded.

Time Schedule

Provided weather and ground conditions are suitable, Task 1 can be completed within 20-30 business days. Task 2 can be completed within 20-30 business days after the completion of Task 1. Overall, In Situ can complete Tasks 1-2 within **40 to 60 business days after the notice to proceed is given.**

Deliverables

In Situ will submit an electronic copy of the Draft Report to Moore Engineering for review and consultation with their client and Minnesota SHPO. Upon receipt of comments, one copy of the Final Draft Report will be produced for Moore Engineering for submission to the Minnesota SHPO for review. In Situ will make any necessary revisions to the report that is requested by Minnesota SHPO following their review. Submission of the Final Report to Moore Engineering will consist of one bound color copy and one electronic copy. **Additional bound copies may be submitted upon request.**



Cost Proposal

For this SOW, In Situ can complete Tasks 1-2 for **\$68,919.00** as detailed in the table below. The cost estimates provided are a not-to-exceed and invoices will be based on time and materials.

	Phase I Survey
Task 1. Phase I Survey*	\$61,175.00
Task 2: Report Preparation, Submittal, Revisions **	\$7,744.00
Total Cost (estimated)	\$68,919.00

* Assuming three mobilization and no lost field days due to inclement weather.


** Assuming the production of 15 archaeological site forms. If more than 15 archaeological site forms are needed, and additional \$250 per archaeological site form will be added to the cost.

These prices are valid until **December 31st, 2025**. Unless agreed to otherwise, terms are payment in full within 60 calendar days of the receipt of In Situ’s invoice, which will be submitted to Kimley-Horn upon completion of the project. A late fee of 1.5% per month on any unpaid balance will be applied. In the event that the client does not honor these terms of payment, the client agrees to pay any additional collection, attorney, court costs, and/or interest charges.

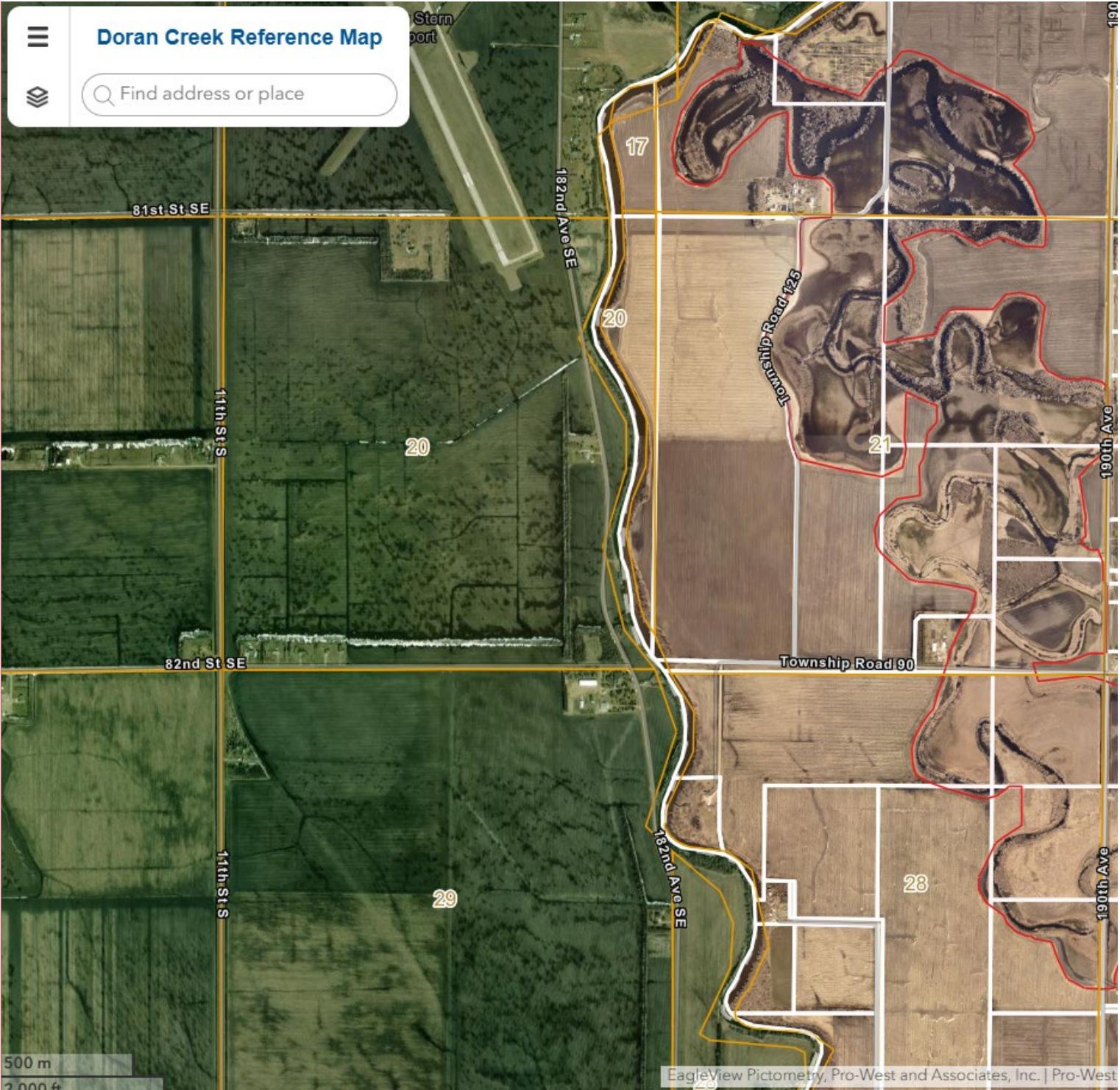
Project Assumptions

- Project supervision will be overseen by an SOI-qualified archaeologist.
- In Situ will make every effort to avoid all crop damage but is not responsible for any damage to crops resulting from the survey.
- No human remains will be identified within the project area.
- Assuming there are no lost field days due to inclement weather and no snow on the ground.
- At this time, the survey does not include an architectural component.
- Assuming active residences are not surveyed.
- Archaeological fieldwork is expected to take no more than twenty field days.
- Revisions to the proposed project that significantly increase the size of the survey would require a modification of this proposal.
- Any delays caused by the client that affect In Situ’s field schedule and/or cause additional trips between the office and project may result in a change order.

For In Situ Archaeological Consulting, LLC.:

Signed:  _____

Name: Abraham Ledezma, M.S., RPA
Position: Principal Investigator, Archaeology



Doran Creek Reference Map

Find address or place

500 m
2,000 ft

MEMORANDUM



DATE: April 1, 2025
TO: Minnesota Watersheds Members
FROM: Don Pereira and Michelle Overholser Resolutions and Legislative Committee Co-Chairs
RE: **2025 REQUEST FOR RESOLUTIONS**

It is the time of year for Minnesota Watersheds members to submit their policy recommendations through our resolutions process. This is YOUR organization and policy statements start with YOU! Here are the next steps and timeline:

- April / May** Members write, discuss, and approve resolutions at your WD/WMO meetings. As you are aware, a well-written, well-researched, concise resolution will fare better in the review process.
- June 2** Administrators submit resolutions and background information documents to Jan Voit, Executive Director at jvoit@mnwatersheds.com by **June 2**. The submitted resolutions will be compiled and distributed to members as soon as possible.
- NOTE: If all the requested information is not included, the resolution will NOT be accepted.**
- June 13** Deadline for members to submit comments during the 10-day early review of resolutions.
- The Legislative and Resolutions Committee will review the resolutions, gather more information, or ask for further clarification when deemed necessary; work with the submitting watersheds to combine similar resolutions; reject resolutions already active; and discuss and make recommendations to the membership on the passage of resolutions.
- July 1** Resolutions (with committee feedback) will be emailed to each Minnesota Watersheds member organization by **July 1**.
- NOTE: If possible, please hold a regional meeting to discuss the resolutions BEFORE the Annual Meeting on Resolutions and Petitions.**
- July** Members should discuss the resolutions at their July meeting(s) and decide who will be voting on their behalf at the Annual Meeting on Resolutions and Petitions (2 voting members and 1 alternate are to be designated by watershed organization)
- Early August** Delegates discuss and vote on resolutions at the **Annual Meeting on Resolutions and Petitions** hearing. Please be prepared to present and defend your resolution.
- November** The Resolutions and Legislative Committee will review existing and new resolutions and make a recommendation to the Minnesota Watersheds members for the 2026 legislative priorities.
- December** Minnesota Watersheds membership will vote on legislative priorities at the Annual Business Meeting. The Board of Directors will finalize the 2026 legislative platform.

NOTE: Resolutions passed by the membership will remain Minnesota Watersheds policy for five years after which they will sunset. If a member wishes to keep the resolution active, it must be resubmitted and passed again by the membership. Enclosed with this memorandum are the **active resolutions** and **those that will sunset on 12/31/25**. Also enclosed is the **Legislative Platform** that was adopted in 2024. If you have questions, Please feel free to contact co-chairs at dpereira@vbwd.org or 651-968-9788, michelle.overholser@ymrwd.com or 320-226-8223, or our executive director at jvoit@mnwatersheds.com or 507-822-0921.

THANK YOU FOR YOUR EFFORTS IN OUR POLICY DEVELOPMENT!



Bois de Sioux Watershed District Permit Application Form (Amended Sept. 8, 2017)

Instructions: For all permits complete “Section 1–General Information”, “Section 8–Existing Culvert Information”, “Section 9–Permit Certification and Signature”, and any additional sections that are applicable to your project. The District will begin processing this application once a **complete** application is submitted. Failure to provide all information requested will delay processing. Inaccurate information may be cause for denial.

Mapping: This application must be accompanied by ~~FSA~~ aerial photo or equivalent map showing ~~all pertinent features.~~ **project area**
~~yes~~ An FSA aerial photo or equivalent map has been included with this application.

Section 1 – General Information

A. Applicant Information:

1. Applicant Name _____
2. Applicant Mailing Address _____
City... _____ State... _____ Zip Code... _____
3. Applicant Mobile Phone No. _____ Applicant Telephone No. _____
4. Applicant E-mail _____
5. Landowner Name _____

B. Project Location:

1. County _____ Township Name _____
2. Twp # _____ Range # _____ Section # _____ Quarter _____ (i.e. N ½ of SW ¼, etc.)
3. E-911 Address of Property if Applicable _____

C. Project Type: Check **all** below that apply & complete selected sections in following pages

1. Tiling/including surface inlets (Section 2)
2. Surface Drainage / Ditching (Section 3)
3. Culvert, Bridge, and Road Improvements (Section 4)
4. Ring Dikes and Levees (Section 5)
5. River, Stream, Wetland, Lake, Shoreline Alterations (Section 6)
6. Traps/Flap Gates (Section 7)
7. Land forming (Section 7)
8. Other (Section 7) _____

D. Describe in detail the purpose for the project and work to be performed. Use additional sheets if needed.

Section 2 – Tiling

Notice: The District encourages gate or pump controls on all tile projects. Tile projects that include controls which allow for the tile system to be “shutoff” when necessary are not restricted by drainage coefficient (D_c) limitations. Tile projects that do not include controls are restricted to a $\frac{1}{4}$ inch per day D_c . The D_c limitation applies to the design of the project outlet only.

$$\text{Drainage coefficient} = (\text{design flow at the outlet in cfs}) / (\text{acres drained}) / (0.042)$$

Features

A. Project Type (check all that apply):

- re-number:
1. Control structure 1. Gravity pattern tile with control structures (i.e. gates, stop-logs, etc.)
 2. Pumped outlet 2. Gravity pattern tile without control structures (limited to $\frac{1}{4}$ inch per day drainage coefficient) **Ditching**
 3. Surface Inlets 3. Pattern tile project with pumped outlet
 4. Culverts 4. Random tile project with control structures **Culverts**
 5. Ditching 5. Random tile project without control structures (limited to $\frac{1}{4}$ inch per day drainage coefficient) **Dike/Levee**
 6. Dike/Levee 6. Surface inlets (limited to 1 inch per day drainage coefficient)
 7. Other: _____

B. Project Map

yes The required ~~accurate to scale~~ map showing the following project features is included:

1. ~~Date of the tile design is required on the map~~
2. ~~Location and spacing of all tile lines including mains and individual laterals~~
3. ~~Diameter of all tile lines including mains and individual laterals~~
4. Location and type of all surface inlets
5. Location of any man-made dikes or diversions ~~intended to direct water to surface inlets~~
6. Location of all tile outlets
7. Location of control structures such as gate structures and lift stations
8. ~~Description of tile material (i.e. plastic, concrete, metal, etc.)~~
9. ~~Description of tile type (perforated, non perforated, single wall, dual wall, etc.)~~
10. ~~Trace the flow path for the first mile downstream of all project outlets and include location and size of culverts~~

add:

Location of any proposed alterations to culverts larger than 18" in diameter

Location of any ditching activities

ctors and will expedite processing.

C. Contractor Information

1. Name, address, e-mail and phone number of designer/installer if other than applicant

D. General Project Information

1. yes no Does the project include a lift/pump station?
2. yes no n/a For gravity outlet projects, does the project include control structures or gates?
3. yes no Does the project include surface inlets?
 - a. If yes, what type of surface inlets (i.e. French, Hickenbottom, open inlet w/trash guard):

 - b. yes no Does the project include dikes to direct flow to surface inlets?
4. Date of the tile design (required to also be shown on project map) _____
5. How many tile outlets are there? _____

E. Subsurface Tile Design Information

Outlet 1

Outlet 2

Outlet 3

- 1. Subsurface area drained by the project, acres..... _____
- 2. Design flow at the outlet, cfs..... _____
- 3. Drainage coefficient, in/day ($D_c = \text{cfs} / \text{acres} / 0.042$)..... _____
- 4. Diameter of outlet tile line, inches..... _____
- 5. Gradient (slope) of outlet tile line, %..... _____

- 6. Elevation of outlet tile line invert, NAVD 88 datum..... _____
- 7. Elevation of highest tile line invert, NAVD 88 datum..... _____
- 8. Overflow elevation of outlet control structure or pump..... _____

Note: The overflow elevation of control structures must be higher than the highest tile line elevation as measured at the tile invert to meet the definition of "controlled". Label outlets and surface inlets accordingly on the project map.

F. Surface Inlet Design Information

Inlet 1

Inlet 2

Inlet 3

- 1. Surface area (watershed) drained by the surface inlet, acres.. _____
- 2. Design flow of receiving tile line at the inlet, cfs..... _____
- 3. Drainage coefficient, in/day ($D_c = \text{cfs} / \text{acres} / 0.042$)..... _____

G. Standard Permit Conditions:

- 1. Proper sizing of the **Tile** invert downstream of the project is required. The applicant agrees to modify the downstream culvert to comply with the District's surface water management goals. Assistance will be provided by the District Engineer.
- 2. Erosion protection at the outlet in the form of riprap or equivalent is required. Any damage caused to public facilities (including legal assessment drains) shall be paid for and remedied by the applicant.
- 3. Projects that do not include lift stations or gated controls are limited to 1/4 inch per day drainage coefficient at the outlet.
- ~~4. Surface inlets are limited to 1 inch per day drainage coefficient~~
- 5. All pumps must be turned off, and gates closed, during all times the district determines flood conditions exist downstream. Determinations that flood conditions exist shall be shown on the District website www.bds wd.com. All pump/gate owners and operators are required to either check the website or telephone the District office during the spring runoff and in the event of summer heat.
- 6. Projects with pump outlets must be "shut-off" if downstream culverts are being impacted by ice-buildup due to freezing of tile discharge water

Update, these don't work. or provide cell number for text alerts

I accept and agree to comply with the above Standard Permit Conditions:

Applicant Signature _____

Landowner Signature _____



To sign up to receive flooding alerts via text messages visit the BdSWD website or scan the QR Code above

Section 3 – Surface Drainage (ditching)

Notice: *Excavation of ditches may cause problems with soil erosion. Applicant is encouraged to take steps to minimize the potential for erosion. Applicant must also complete “Section 2” if the project includes tile or surface inlets and “Section 4” if the project includes culvert replacements or improvements.*

Reminder: The applicant must also complete Section 8 “Existing Culvert Information”.

A. Project Map

yes The required accurate to scale map showing the following project features is included:

1. A date is required on the map
2. Location of all surface drains to be constructed
3. Location of any man-made dikes intended to re-direct water
4. Location of control structures such as sluice gates, flap gates, etc.
5. Trace the flow path for the first mile downstream of all project outlets and include location and size of culverts along the flow path (may require a separate map)

B. Contractor Information

1. Name, address, e-mail, and phone number of contractor if other than applicant

C. General Project Information

1. What will you do with the spoil (how will it be used)?

D. Design Information

1. Watershed area drained by the project, acres.....
2. Channel bottom width, ft.....
3. Channel profile grade, % (vertical ft / horizontal ft x 100)....
4. Average channel depth from field elevation, ft.....
5. Channel side slopes, Horizontal:Vertical (i.e. 3:1).....

E. Standard Surface Drain Permit Condition:

1. Proper sizing of the first culvert downstream of the project is required. The applicant agrees to modify the downstream culvert to comply with the District’s surface water management goals. Assistance will be provided by the District Engineer.

I accept
Applicant

Add conditions:
2. Comply with all appropriate road authority requirements
3. Applicant is responsible for erosion monitoring and remediation surround proposed project areas.

Landowner Signature

Section 4 – Culvert, Bridge, and Road Improvements

Notice: ~~District policy requires that culvert sizing conforms to the District's surface water management goals. As such, proposed culverts will be reviewed by the District Engineer for conformance with District policy and objectives. Applicant must contact proper authority when working in public right-of-way.~~

The District may provide cost share for private crossings when culverts are larger than 24 inches in diameter if they are located along the course of legal drains defined by Minnesota Statutes Chapter 103E. Check with the District Administrator to determine eligibility for cost share.

Changes to road elevations or construction of new roads can significantly impact flooding. The District may require the applicant to submit additional technical information in order to assess impacts.

A. Project Map

yes The required accurate to scale map showing the following project features is included:

1. Location of all proposed culverts/bridges to be added, replaced, or improved
2. Label size and type of all proposed culvert replacements/additions (i.e. round, arch, CMP, etc.)
3. Location of control structures such as sluice gates, flap gates, etc.
4. Location and length of road grading or road construction project (if applicable)
5. Trace the flow path for the first mile downstream of project, include location and size of culverts along the flow path (may require a separate map)
6. A date is required on the map

B. Contractor Information

1. Name, address, e-mail, and phone number of contractor if other than applicant

C. Culvert Design Information

1. Watershed upstream of proposed culvert, acres..... _____
2. Proposed upstream culvert invert elevation if known, NAVD 88 datum..... _____
3. Proposed downstream culvert invert elevation if known, NAVD 88 datum..... _____
4. Size of proposed culvert..... _____

D. Road Design Information (This section is for road improvement projects only)

1. Describe the road project (start and stop locations, re-grade, overlay, complete reconstruction, new road)

2. Length of Road Project, feet..... _____
3. Existing road centerline elevation at the lowest point, NAVD 88 datum..... _____
4. Proposed road centerline elevation at the lowest point, NAVD 88 datum..... _____
5. yes no Does the road construction project include re-grading or reconstruction of ditches?
6. **yes** Construction plans showing profiles, cross-sections, plan views, and culverts are included

Section 5 – Ring Dikes and Levees

Notice: *The District supports ring dike and levee projects that reduce flood risks to developed properties. However, proposed levee projects designed to protect undeveloped lands from flooding tend to cause adverse flood impacts in other areas and therefore will generally not be permitted.*

Levees placed along channels or river banks are susceptible to failure. The district strongly recommends that applicants consult with a geotechnical engineer for the design and testing of their ring dike or levee.

The applicant must notify the local land use Zoning Office or Minnesota Department of Natural Resources when seeking to construct a ring dike or levee. Floodplain regulations may apply to your project.

A. Project Map

yes The required accurate to scale map showing the following project features is included:

1. Location of the proposed levee or ring dike
2. Location of culverts & closure structures (gates) through levee
3. Clearly identify the area you are trying to protect and the flooded area
4. Location of Flood Insurance Rate Map (FIRM) 100-yr floodplain and floodway (if it exists)
5. A date is required on the map

B. Contractor Information

1. Name, address, e-mail, and phone number of contractor if other than applicant

C. Ring Dike or Levee Design Information

1. Length of the levee or ring dike project, feet.....

2. Proposed top of levee elevation, NAVD 88 datum.....

3. Proposed top width of levee, feet.....

4. Proposed levee side slopes , H:V.....

5. 100-yr flood elevation (if known), NAVD 88 datum.....

6. Source for determining 100-yr flood elevation (USGS gage, FIRM, etc.).....

7. Approximate flood of record elevation (if known), NAVD 88 datum.....

8. yes no Are you using any public roads as a part of your levee or ring dike? If yes, contact road authority for permission
9. yes no Have you determined if a Flood Insurance Rate Map (FIRM) exists for the project area?
10. yes Construction plans showing profiles, cross-sections, plan views, and culverts are included
11. yes no A geotechnical engineer was utilized for the design of the ring dike or levee

Section 6 – River, Stream, Wetland, Lake, and Shoreline Alterations

Notice: *In addition to this permit application, the applicant may need to notify the proper Federal, State and County officials when planning work in and around rivers, streams, wetlands, lakes, and shorelines.*

A. Project Map

yes The required accurate to scale map showing the following project features is included:

1. Location and extents of the intended work area
2. Location and extents of excavation areas
3. Location and extents of fill areas
4. Location of riprap, culverts, and any other installations
5. A date is required on the map

B. Contractor Information

1. Name, address, e-mail, and phone number of contractor if other than applicant

C. Project Design Information

1. **yes** A survey was completed for the project and survey drawings are included
2. **yes** Construction plans showing profiles, cross-sections, plan views, and culverts are included
3. **yes** A design date is included on the construction plans

D. Adjacent landowner Information

- a. Please provide the names and addresses of neighboring landowners on the space provided below

1. _____
2. _____
3. _____
4. _____
5. _____

Section 7 – Other (Including Culvert Traps / Flap Gates, Land Forming, Misc.)

Notice: *The use of culvert traps and flap gates may cause adverse downstream flood impacts because they remove floodplain storage. The District will review flap gate installations from the standpoint of potential downstream adverse impacts.*

A. Project Map

yes An accurate to scale map showing relevant project features has been included

1. Location and extents of the intended work area
2. Location and extents of excavation areas
3. Location and extents of fill areas
4. Location of all relevant culverts and proposed flap gate installations (gates)
5. Clearly identify the area you are trying to protect from flooding if applicable
6. Trace the flow path for the first mile downstream of project, include location and size of culverts along the flow path (may require a separate map)
7. A date is required on the map

B. Contractor Information

- a. Name, address, e-mail, and phone number of contractor if other than applicant

C. Project Design (use this section for land forming or other projects requiring major excavations & fills)

- a. **yes** A survey was completed for the project and survey drawings are included (if applicable)
- b. **yes** Construction plans showing profiles, cross-sections, plan views, and culverts are included
- c. **yes** A design date is included on the construction plans (if applicable)

D. Project Information

- a. Describe the purpose for the project and the work to be completed

Section 8 – Existing Culvert Information

Remove Sheet

Notice: You must provide any and all culvert/bridge information for culverts/bridges that are above, below, or associated with the project area. Be sure to include all culverts affecting the property even if not directly up or down stream. You must describe the culvert/bridge as instructed below. Measure all culverts/bridges to insure accuracy. Incorrect information may result in an invalid permit.

Number the culverts on the required map and place the description information here. Use additional sheets if necessary:

1. a. Type: **Round** **Arch** **Box** **Other** _____

b. Material: **Concrete** **Metal** **Plastic** **Other** _____

c. Dimensions, inches: **Diameter (round culverts only)** _____ **Height x Width** _____

d. Owner: **Township** **County** **State** **Other** _____

e. Application: **Centerline** **Approach** **Other** _____

f. Direction of flow: _____ Approx. drainage area, acres _____

g. Does this culvert have a flap gate/trap? yes no

2. a. Type: **Round** **Arch** **Box** **Other** _____

b. Material: **Concrete** **Metal** **Plastic** **Other** _____

c. Dimensions, inches: **Diameter (round culverts only)** _____ **Height x Width** _____

d. Owner: **Township** **County** **State** **Other** _____

e. Application: **Centerline** **Approach** **Other** _____

f. Direction of flow: _____ Approx. drainage area, acres _____

g. Does this culvert have a flap gate/trap? yes no

3. a. Type: **Round** **Arch** **Box** **Other** _____

b. Material: **Concrete** **Metal** **Plastic** **Other** _____

c. Dimensions, inches: **Diameter (round culverts only)** _____ **Height x Width** _____

d. Owner: **Township** **County** **State** **Other** _____

e. Application: **Centerline** **Approach** **Other** _____

f. Direction of flow: _____ Approx. drainage area, acres _____

g. Does this culvert have a flap gate/trap? yes no

4. a. Type: **Round** **Arch** **Box** **Other** _____

b. Material: **Concrete** **Metal** **Plastic** **Other** _____

c. Dimensions, inches: **Diameter (round culverts only)** _____ **Height x Width** _____

d. Owner: **Township** **County** **State** **Other** _____

e. Application: **Centerline** **Approach** **Other** _____

f. Direction of flow: _____ Approx. Drainage area, acres _____

g. Does this culvert have a flap gate/trap? yes no

Section 9 – Permit Certification & Signature

Notice: *Watershed rules are not designed to resolve all issues between neighbors. Therefore, it remains your responsibility to resolve any issues with your neighbors that result from any work which you perform with a permit. If you have not contacted your neighbors about your project, or if you have neighbors that object to your project, you may have to attend a Bois de Sioux Watershed District board meeting with the objecting neighbors present to seek approval for your permit and this may delay processing of your application.*

A. List any and all other landowners and/or their addresses that may be affected by this work. Use additional sheets if necessary.

1. _____
2. _____
3. _____

B. Have you notified your neighbors that may be affected by this project? **yes** **no**

Checking no or not answering question B (above) may significantly delay a decision on this application.

C. Do any of your neighbors object to this project? **yes** **no**

D. If neighbors object, explain why you do not consider the objection valid

E. Date you intend to start work: _____

F. Certification

I believe that the work described above is in accordance with the general purposes and Overall Plan of the Bois de Sioux Watershed District. I certify that all information on this application is complete and accurate. I understand that if said information is found to be incomplete or inaccurate, the permit application will be denied or considered "invalid" should a permit be approved. Upon completion of the work I will fill out and return the completion report post card attached to my approved permit. Starting work prior to receipt of an approved permit may subject me to "after the fact" fees which includes \$250.00 plus engineer and/or attorney fees incurred in processing this application.

I understand that this application only satisfies Bois de Sioux Watershed District permitting requirements and that I may need additional permits from County, State, Federal, or other agencies.

Are you (the applicant) the: **Owner** **Operator** **Contractor**

Signature of Applicant _____ Date _____

Signature of Landowner (Required) _____ Date _____

Submit completed application and all supporting data to: Bois de Sioux Watershed District, 704 Highway 75 South, Wheaton, MN 56296. Any questions or concerns regarding the filing of this permit application should be directed to the Bois de Sioux Watershed District Office at 320-563-4185.

Applications may be filled out electronically but a copy must be printed and submitted. Electronic copies will NOT be accepted.

Attorney General Ellison forms Task Force on Future of Minnesota's Water

Solicits applications through Open Appointments process; sets April 30 application deadline and June start to work of Task Force

Task Force to study issues affecting the stewardship of Minnesota's water resources; to be 'not about regulation, but imagination'

March 31, 2025 (SAINT PAUL) – Minnesota Attorney General Keith Ellison announced today that he is forming a new Advisory Task Force on the Future of Minnesota's Water. He is soliciting applications to serve on the Task Force through the State of Minnesota Open Appointments process. The deadline for applying is April 30, 2025. The Task Force will begin its work in June 2025.

Members of the task force will study issues affecting the stewardship of Minnesota's water resources, explore best practices from examples in practice in Minnesota and other states, and collaborate to develop a broad set of recommendations for policymakers and regulators, advocacy groups and business leaders, communities and individuals.

"I'm forming this task force to jumpstart an important conversation about how we steward our precious water resources into the future, especially in the context of pressures like increasing demand and global climate change. I realize that when an attorney general gets involved in an issue, people think it will be about the fine print of rules and statutes — but that's not the vision for this task force. Instead, I want it to be not about regulation, but imagination; not about pointing fingers or assigning blame, but about our best thinking for expanding what's possible for us as stewards of Minnesota's water," **Attorney General Ellison said.**

Applying for the Task Force

Fifteen positions on the Task Force will be filled through the State of Minnesota Open Appointments process. Attorney General Ellison is seeking people to serve from the following backgrounds:

- Three experts or advocates in water conservation
- Three experts or advocates in farming and agriculture
- Three county environmentalists/regulators (must be from different counties and at least one from Greater Minnesota)
- Three experts or advocates in water quality

- Three experts or advocates in tribal issues

The remaining positions on the Task Force will be reserved for four state legislators and representatives of the Minnesota Department of Agriculture, the Minnesota Department of Health, the Minnesota Department of Natural Resources, and the Minnesota Pollution Control Agency, as well as staff of the Attorney General's Office.

People interested in serving on the Task Force may apply by April 30, 2025 via the Open Appointments process on the Secretary of State's website.