

**BOIS DE SIOUX WATERSHED DISTRICT  
BOARD MEETING MINUTES  
January 26, 2017**

- Call to Order** 9:00 am Present:  
Board members: Linda Vavra, Jerome Deal, Allen Wold, Steven Schmidt, Doug Dahlen, John Kapphahn, Jason Beyer, Scott Gillespie  
Engineer: Chad Engels  
Administrator Michelle Swenson, Technician Troy Fridgen, Attorney Tom Athens, Accountant Renee Kannegiesser  
  
Absent board members: Kurt Erlandson
- AGENDA** Motion to accept the Agenda with the addition of Tracey VonBargen speaking during the Public Comment period was made by Dahlen, second by Wold, motion carried.
- CLAIMS** Motion to accept Claims of January 26, 2017 was made by Gillespie, second by Schmidt, motion carried.
- MINUTES** Motion to accept the minutes of meeting held on 12/15/2016 was made by Deal, second by Gillespie, motion carried.
- TREASURER'S REPORT** Motion to accept the Treasurer's Report was made by Wold, second by Beyer, motion carried. Swenson explained the amount in the JD 4 account is being researched by Wilkin County for correction.
- ACCOUNTANT'S REPORT** Renee said the discrepancies between QuickBooks and the audits have been resolved. Wold asked if she was done with the Accounting, Renee said yes but would continue to do grant reporting and payroll. Motion to accept Accountant's Report was made by Wold, second by Deal, motion carried.
- Public Comment Period:** Tracey VonBargen, Grant County Highway Department, stated the Mustinka River Study performed with DNR showed CR 1 and TH 54 are disintegrating rapidly due to flooding, to improve TH 1 would cost \$1.5MM. Bridge L699 to the dam is approved to be improved. This area is in the Redpath footprint, he requested the BdSWD contribute \$25,000 of participation. This is a culvert sizing project which would reduce flood flows and road topping. Red board construction fund could be used. Kapphahn made a motion to participate at \$25,000, second by Gillespie, Vavra opened discussion. Engels stated ME is performing the H&H study and feels this project would support our Redpath project. Gillespie said public communication will be imperative. Motion carried.
- BWSR** Pete Waller discussed the 1W1P, 13 entities within our two major watersheds met to discuss drafting a water plan together. BdSWD requested an extension until 2022, but was granted until 2020. The open RFP cycle is through April 19. The group would like to pursue one plan for the Mustinka and Bois de Sioux, with smaller regions within the watershed. Swenson and House will work on the grant application, Sara and Bruce will work on the MoA. The plan is good for 10 years with a review in 5. This will develop working relationships within local agencies. Sara stated this will preclude duplication of work on water plans. Pete also discussed the self-assessment and will meet with Swenson and Vavra on Feb. 1<sup>st</sup>.

**Engineer's Report** - see page 1 and 2 of Engineer's Report

- Ditches** 2016 Cost Allocation - Tile \$24,760 Surface Drainage \$23,600 Complaint Investigation - \$500  
67 Tile permits @ \$370 each 29 Surface Drainage @\$815 each  
Future GIS work will be given to Fridgen.  
Motion made by Gillespie to make Fridgen the Ditch Inspector, second by Schmidt, motion carried.  
ME did a thorough inspection last year to start GIS mapping of all ditches, except for off road ditches.  
Motion made by Gillespie to have all off road ditches plus Area1 inspected, second by Dahlen, motion carried.  
Engels presented the rate increases that will take effect in June 2017.
- JD 11 Lat 6** Culverts seem undersized, would like to have a landowner meeting as the opinion of cost to remove 1 foot of silt is ~\$67,000.
- WCD 20** Main channel not the laterals, RFM in section 11. Culverts are undersized, silt removal and rip rap for blow out opinion of cost is ~\$90,000.
- WCD 8** Preliminary work for a retrofit is complete, could require a redetermination of benefits. Athens discussed a possible improvement option that could go 1 mile past the end. With an excavation to a .05 slope, removing 1 to 2 feet of silt, the preliminary opinion of probable cost is ~\$1.8MM. This estimate included culvert replacements along the entire reach of the ditch system. The benefits are currently \$100,000. Two hearings are required for a retrofit or an improvement. Waller stated an improvement might not get a BWSR grant.  
Motion made by Deal to conduct landowner meetings for JD 11 Lat 6, WCD 20 and WCD 8, three meetings in one day, second by Dahlen, motion carried. Meeting to be scheduled Feb. 9<sup>th</sup> at 9:30 am. Beyer agreed to attend.
- Attorney's Report** Athens to draw up a petition for repair and request of redetermination for WCD 9 to be signed by landowners. The current benefit is \$40,000. The landowners have requested a retrofit.
- Beavers** If not trapping beavers within a ditch, there is no authority to charge the cost to a ditch. Must be charged to the construction fund. Keep on agenda for Feb., Swenson to ask advice from other watersheds.
- Redpath** \$1M in Governor's budget yet to be approved. The project requires a total of 18 pieces of land, 13 have been closed and 2 more closings are coming. Gillespie suggested selling land to buy the remaining pieces. Engels stated after the land purchases there should be grant funds available for project development in the amount of \$500,000.
- Data Requests** Gillespie made a motion that all requests for data under 10 sheets are free, over 10 will cost \$0.25 each, a log will be kept of requests, second by Deal motion passed.
- TCD 52** Engineer's review of the legal grade line is complete.

- TCD 37** The land rights are now final. Gillespie made a motion for Athens to contact bond attorneys to get quotes, second by Beyer, motion passed.
- Technician** Gillespie made a motion to accept the Employment Contract for Troy Fridgen, second by Beyer, motion carried.
- Drainage Committee** Gillespie made a motion to accept the recommended changes to the drainage policy, second by Schmidt, motion carried. The Drainage Committee will meet following the Feb. board meeting.
- JD 14** Lundquist filed followed by Athens filing. Gillespie made a motion that Athens responds to the filing, second by Dahlen, motion carried.
- Redpath** Motion made by Gillespie to rent out the land coming out of CRP to the current operators for \$100 per acre, second by Dahlen, motion carried. Fridgen to rent out the CRP land.
- Johnson** Gillespie made a motion to have Swenson write a letter explaining the board is not allowed to pay for Johnson's legal fees as per the purchase agreement, second by Dahlen, motion carried. The letter must be reviewed by Athens.
- Bank** Motion made by Gillespie to require two authorized signature (1 board 1 staff) on each check except under the direct supervision of the BdSWD attorney, adding Swenson as an authorized signer, second by Deal, motion carried.
- POA** Motion made by Deal to give Swenson the Power of Attorney in order to sign USDA contracts, second by Gillespie, motion carried. Swenson directed to bring paperwork to USDA office.
- Envirothon** Motion made by Deal to contribute the requested \$200 to the educational event, second by Kappahn, motion carried.
- MAWD** Motion made by Gillespie to write a letter to MAWD that the BdSWD cannot support the \$10 million to enforce buffers and recommend that this line be removed from their publication, second by Kappahn, motion carried.
- Flag** Gillespie made a motion to purchase a new flag as the old one was tattered, second by Beyer, motion carried. Fridgen will bring the old flag to the Legion for proper disposal.
- Adjourn** Dahlen made a motion to adjourn, second by Beyer and carried.

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Linda Vavra, President

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Michelle Swenson, Administrator

Motion:

Second:

Date:

**BdSWD Board Meeting  
January 26, 2017  
Engineer's Report**

- 1.) Permitting Update** a. 98 Permits Total for 2016 – present 2016 cost summary.
- b. 1 permit so far in 2017
- 2.) Stream Gage Repairs** a. Board authorized repair of all gages at August meeting. Will complete before spring with Troy
- 3.) 2017 Ditch Inspections** a. Spring Ditch Inspection – Authorization to complete off-road areas and complete area 1 of 3 with Troy
- 4.) 2017 Culvert Inventory** a. Anticipate final project completion in 2017, need 2017 work authorization for spring survey.
- 5.) Drainage Committee Tasks** a. Request for maintenance procedure (Policy updated at December Meeting)
- b. Ditch Fund Balance Policy (discussed 12/22/16). Review with Board and adopt recommendations.
  - c. Schedule drainage committee meeting
  - d. Tile pump shutoff
  - e. Beaver Dam removal procedure that does not require board approval
  - f. Permit policy for land in the watershed but not the benefit area of ditch system
  - g. Ditch inspection procedures
  - h. Dike/Dam definition for permitting
  - i. Stream gage location, monitoring, flow measurement, contacts
- 6.) TCD 37 Repair Petition** a. TCD #37 Hearing was held Aug. 18<sup>th</sup>, Sept. 15<sup>th</sup>, and Oct. 24<sup>th</sup>. Redetermination & Repair approved 10/24/2016.
- b. Clean Water Fund MDM Grant application submitted August 8<sup>th</sup>, 2016. Grant awarded!
  - c. Need authorization to advertise for bid once project financing is complete.
- 7.) Ditches** a. Maintenance Work In Progress (Complete in Spring 2017) – Troy can complete inspection/coordination.
- i. TCD 41 – Seeding
  - ii. TCD 16 – Excavation and Seeding
  - iii. JD 11 Lateral 7 and 8 – Spoil leveling & seeding
  - iv. TCD 23 – Excavation and Seeding
  - v. JD 6 - Seeding
  - vi. WCD 9 – Spoil leveling & seeding
- b. RFM Investigation In Progress
- i. JD 11 Lat 6 – Present to board @ January meeting, schedule landowner meeting
  - ii. TCD 27 – Present to board @ February meeting, schedule landowner meeting
  - iii. WCD 8 – Present to board @ January meeting, need authorization for landowner meeting
  - iv. WCD 20 – Present to board @ January meeting, schedule landowner meeting
  - v. JD 12 – Tom and Chad to work out plan for moving forward with a retrofit repair.
- 8.) North Ottawa** a. Kiosk site poster complete, needs to be printed on a site poster.
- b. MEI/Admin developing operation tracking procedure in conjunction with website
  - c. Update on WSN work tasks at March meeting.
  - d. Estimated annual O&M cost completed
  - e. Brian Kjesbo SW ¼ Section 10, Gorton Twp. Board authorized investigation – Analysis complete, need meeting
  - f. Work with Troy to transfer responsibilities
- 9.) Moonshine Lakebed** a. Analysis was presented to board at June 16<sup>th</sup> meeting. Scott G. will speak with landowners.

**10.) Redpath** a. Wetland Mitigation Plan finalized – Approved April 19<sup>th</sup> WCA

- b. MEI and Accountant has determined remaining reimbursable grant budget to be approximately \$500,000. Project development work has moved forward again (starting in October) until funds run out.
- c. Working on FM Diversion Funding with Tom (Approved for Phase 1 funding – 5% of \$1,800,000)
- d. 4 property acquisitions remaining for the project.
- e. Bonding bill needed. Funding is an issue for project development. Ideal request is \$2.0 Million.
- f. CRP property line has been staked, working on CRP contract boundaries.

**11.) Big Lake** a. Need to meet with DNR as a small group.

- b. EAW Proposal presented at May 19<sup>th</sup> meeting. Need board decision on this.

**12.) Overall Plan** a. Board authorized moving forward with 1W1P at Sept. 15<sup>th</sup> board meeting.

- b. Board passed resolution to request BWSR deadline extension for overall plan update 10/24/2016.
- c. Moore/Barr to develop task/schedule guidance at the appropriate time.
- d. Kickoff meeting 9:30 AM January 25<sup>th</sup> at Traverse County SWCD office.

**13.) BdS Direct - NRCS RCPP Watershed Planning** a. Kickoff Agency Scoping Meeting held June 8, 2016

- b. Project Team Meeting 1 – Problem Definition – Held July 13, 2016 9:00 AM Breckenridge, MN
- c. Public Meeting 1 – Problem Definition – Held July 27, 2016 9:00 AM Breckenridge, MN
- d. Project Team Meeting 2 – Draft Purpose & Need, Held August 23, 2016 8:30 AM Breckenridge, MN
- e. Project Team Meeting 3 – Final Purpose & Need / Alternatives, November 2, 2016 8:30 AM Breckenridge, MN
- f. Project Team Meeting 4 – Alternatives, March 2017.
- g. Working on FM Diversion Funding with Tom (Brandrup 9 approved for Phase 1 funding – 5% of \$659,900)

**14.) Traverse County Ditch 52** a. Walls Windsor Watershed Improvement Project – Impoundment and Erosion Control i. Landowner meeting held on April 1<sup>st</sup>. Need landowner support for impoundment configuration, waiting.

- b. 103E Project – Drainage Improvement Upstream of Impoundment i. Awaiting Landowner Petition and Bond (no rush)
- c. Moore authorized to re-evaluate legal grade line. Determine if it is smart to make formal request to DNR which is required because it is public waters.