

**BOIS DE SIOUX WATERSHED DISTRICT
BOARD MEETING MINUTES
September 7, 2017**

- CALL TO ORDER** The Special meeting was called to Order by President Vavra at 8:00 a.m. Present: Linda Vavra, Doug Dahlen, Jerome Deal, John Kapphahn, Steven Schmidt, and Allen Wold. Absent: Jason Beyer, Kurt Erlandson, Scott Gillespie. Also Present: District Engineer Troy Fridgen, Moore Engineers James Guhler and Chad Engels, Accountant Renee Kannegiesser and Interim Administrator Jamie Beyer.
- 2018 BUDGET HEARING** The purpose of the meeting was to hold a hearing on the 2018 Budget and Tax Levy. Upon motion by Dahlen, seconded by Kapphahn and carried unanimously, the hearing was opened. Accountant Renee Kannegiesser described changes to the 2018 budget, based on collaboration with Engineer Chad Engels and District Manager John Kapphahn. Figures of \$133,920 and \$158,000 were moved from the Viewers Expense Redeterminations row to the Wages and Salaries and related expenses row, for 2017 and 2018 respectively. Upon motion by Deal, seconded by Wold and carried unanimously, the 2018 Budget was approved as corrected. Upon motion by Deal, seconded by Wold, the public hearing was closed.
- RES. TO ESTABLISH ESCROW ACCOUNT** Wold made motion, seconded by Dahlen, to approve a Resolution to Establish Escrow Account. Roll call vote – Wold, aye; Schmidt, aye; Kapphahn, aye; Deal, aye; Dahlen, aye; Vavra, aye.
- Upon motion by Wold, seconded by Dahlen and carried unanimously, the meeting was adjourned at 8:56 am.

**BOIS DE SIOUX WATERSHED DISTRICT
BOARD MEETING MINUTES
September 21, 2017**

CALL TO ORDER The meeting was called to Order by President Vavra at 8:00 a.m. Present: Linda Vavra, Jason Beyer, Doug Dahlen, Scott Gillespie, John Kapphahn, Steven Schmidt, and Allen Wold. Also Present: Attorney Thomas C. Athens, Engineer Chad L. Engels, Engineer Jim Guler, Engineer Technician Troy Fridgen, Accountant Renee Kannegiesser, and Interim Administrator Jamie Beyer. Absent: Jerome Deal.

**TCD #37
TOPSOIL
REMOVAL** The meeting was opened and comment received from Engineer Chad Engels, Contractor Brad Krenz, and Property Owner Scott Leininger. Engels reported that topsoil was removed from the construction site at TCD #37, in violation of the construction contract; the contract allows for the landowner to be put whole. Krenz responded that two loads of topsoil were taken out and replaced with two loads of clay, due to a change order to install a culvert. Krenz stated that six loads of dirt were taken from the site and brought to a dairy. Engels relayed that some of that topsoil would be the property of BDSWD and some would be the property of the landowners. Leininger reiterated that no topsoil was to be removed, and questioned that amount of topsoil that was removed. Krenz offer to provide 10 loads of topsoil. Leininger stated that he would speak with his family. The matter is to come back to the October board meeting for more discussion.

**MINUTES &
CLAIMS** Upon motion by Wold, seconded by Gillespie and carried unanimously, the Claims of September 21, 2017 were approved as presented. Upon motion by Schmidt, seconded by Wold and carried unanimously, the Minutes of August 17, 2017 and September 7, 2017 were approved as presented.

**#17-040
SCHMEISSING** Permit #17-040 filed by Randy Schmeissing. Stevens County Engineer Todd Larson voiced concerns. Upon motion by Kapphahn, seconded by Dahlen and carried unanimously, the permit was approved upon the condition that the private ditch be cleaned and maintained from the road culvert to the first bend.

**#17-052
BACKMAN** Permit #17-052 filed by Michael & Tim Backman. Upon motion by Gillespie, seconded by Kapphahn and carried unanimously, the permit was approved.

**#17-068
VOLD** Permit #17-068 filed by Greg Vold. Upon motion by Gillespie, seconded by Dahlen and carried unanimously, the permit was approved.

**VIPOND
CLEAN-OUT** Engels presented survey information gathered after a private ditch was cleaned-out by Larry Vipond. Engels reported that clay was disturbed. Vipond submitted an After-the-Fact Permit and \$250 permit fee and stated that he would not pay for engineering costs.

WAGNER CONST. James Lubenow, of Wagner Construction, reported that his crew laid gravel on the wrong North Ottawa Road, at a cost of \$4,414. Upon motion by Kapphahn, seconded by Dahlen and carried unanimously, payment in the amount of \$2,207 was approved.

**BUFFER COST-
SHARE** Wold presented a Buffer Cost Share Program, reimbursing for grass seed only. Upon motion by Beyer, seconded by Schmidt and carried unanimously, the program was approved.

**NDSU DATA
REQUEST** Board Managers reviewed a data request from NDSU. Upon motion by Gillespie, seconded by Schmidt and carried unanimously, Moore Engineering was authorized to provide the requested data.

**DITCH RFM:
TCD #28
TCD #29
TCD #30** Fridgen introduced three Requests for Ditch Maintenance. Upon motion by Gillespie, seconded by Schmidt and carried unanimously, a two-mile clean-out of TCD #28 was approved for \$9,000. Upon motion by Schmidt, seconded by Beyer and carried unanimously, Fridgen is authorized to survey 2 ¼ miles of TCD #29. Upon motion by Beyer, seconded by Gillespie and carried unanimously, a clean-out of TCD #30 was approved for \$7,000.

Updates were also given on:

- TCD #16**
 - N.O. DITCH**
 - JD #12**
 - TCD #31**
- TCD #16 – upstream is done and after combining, spoils will be leveled
 - N.O. – work is being done to remove a sediment pile
 - JD #12 on Hwy 27 – working with MN-DOT, collecting spoils agreement, and engineers are starting Stormwater and Swift permit applications
 - TCD #31 – project costs are being negotiated between private landowners and the Traverse County Highway Department

TCD #53 Upon motion by Gillespie, seconded by Beyer and carried unanimously, a survey of TCD #53 was authorized following removal of a beaver dam.

TCD #37 Guhler reported that construction on TCD #37 has not met the September 15, 2017 substantial completion deadline. Upon motion by Dahlen, seconded by Gillespie and carried unanimously, staff are directed to send a notice to the contractor.

JD #12 LAT. 1 Upon motion by Kapphahn, seconded by Dahlen and carried unanimously, Fridgen is authorized to collect cost estimates to repair three scour holes on JD #12 Lateral 1.

Dahlen left the meeting.

WCD #1 Upon motion by Beyer, seconded by Kapphahn and carried unanimously, the Bois de Sioux Watershed will pay project costs for repair of WCD #1, less the cost of a 24" culvert for the field approaches (to be paid by landowners) and less the cost of the actual culvert for the road crossing (to be paid by the township).

WCD #8 Athens will begin preparing right of way easements for WCD #8, once legal descriptions are done.

NORTH OTTAWA Engels discussed upcoming FHM/NRE negotiation offers for North Ottawa.

JOHNSON LETTER An email submitted by Alan Johnson was reviewed, regarding a real estate transaction that took place last year. Athens gave a background on the situation, and stated that the watershed has responded twice in writing to Mr. Johnson. Office staff will draft a response.

Board Manager Schmidt left the meeting.

1W1PLAN Engels gave an update on 1W1P, asking the board to consider finishing the culvert inventory for the district. Fridgen offered to map Monson Township. Upon motion by Gillespie, seconded by Beyer and carried unanimously, completion of Phase 3 & 4 of the culvert inventory was approved.

AUDIT ADJUSTMENTS Kannegiesser presented bookkeeping adjustments and account changes based on auditor recommendations. Upon motion by Kapphahn, seconded by Beyer and carried unanimously, the updates were approved. Upon motion by Beyer, seconded by Kapphahn and carried unanimously, Kannegiesser' recommended transfer to clear-up North Ottawa irregularities was approved.

VACATION POLICY Vavra reported that a new vacation policy has been proposed, requiring employees to fill-out a written request to use vacation time; the request must be submitted to the Personnel Committee, copied to the Payroll Department, and kept in the Personnel File. Upon motion by Beyer, seconded by Gillespie and carried unanimously, the policy was approved.

1W1PLAN Wold gave an updated on the Drainage Workgroup and RRWMB. Vavra gave an updated on 1W1P, volunteering BDSWD as a possible office location, staff to write minutes, and acting as the fiscal agent. Grant County will act as the head administrator.

TCD #37 Athens stated the petition for an outlet to TCD #37, submitted by Mark Lampert. Athens requires a public hearing be scheduled. Administrator is to set it for the October meeting.

CELL & DATA REIMBURSEMENT Upon motion by Kapphahn, seconded by Gillespie, to compensated Fridgen \$50/month for his cell phone and data plan. Motion carried.

SERVICE AGREEMENT Upon motion by Beyer, seconded by Gillespie and carried unanimously, the Professional Services Agreement with Jamie Beyer was approved.

STORAGE SHED LEASES Board Managers reviewed current shed storage lease agreements. A request has been received for one of the tenants to store an additional piece of equipment; Board Managers requested that \$200 be charged for the additional equipment, and that all leases be contingent upon proof of insurance.

DITCH #41 Ditch #41 was discussed; a culvert is too high. Fridgen will get a price to repair the situation.

BACKUP SYSTEM Kannegiesser read a price quote from Lakes Country Technology, for a redundant backup system for the price of \$1670 in equipment and an annual subscription of \$150. Upon motion by Kapphahn, seconded by Beyer and carried unanimously, the quote was approved.

**SWENSON
PAYCHECK** Kannegiesser presented the calculation for Michelle Swenson's final paycheck. Gillespie made motion, seconded by Kapphahn and carried unanimously, payment was authorized as long as it does not interfere with the proceedings of the criminal case.

Beyer made motion, seconded by Kapphahn and carried unanimously, the meeting was adjourned at 3:26 pm.