

**BOIS DE SIOUX WATERSHED DISTRICT**  
**BOARD MEETING MINUTES**  
**January 11, 2019**

**CALL TO ORDER** The meeting was called to order by President Vavra at 9:00 a.m. Present: Linda Vavra, Doug Dahlen, Jason Beyer, Scott Gillespie, Steven Schmidt, and Allen Wold. Absent: Jerome Deal. Also present: Engineer Chad Engels, Engineer James Guler, Technician Troy Fridgen, Attorney Lukas Croaker, and Administrator Jamie Beyer.

**1W1PLAN: HEI CONTRACT, BUDGET & SCHEDULE** Board managers reviewed Houston Engineering's Professional Services Agreement Appendix A Scope of Work, Appendix B General Terms & Conditions, Consultant Budget and Proposed Schedule. Contract cost: \$209,902. Beyer presented the contract changes that have been made to accommodate the requests of the 1W1Plan Policy Committee, including: payment to HEI only upon completion of deliverables, waiver of interest, penalties, and late fees, group consensus instead of voting, LGU approval prior to BWSR submission, 10-day lead time on meeting materials, and inclusion of common-sense language in the final plan. The 1W1Plan Policy Committee approved these documents at their January 10, 2019 meeting. Upon motion by Gillespie, seconded by Dahlen and carried unanimously, the Houston Engineering, Inc. Contract, Budget and Timeline were approved contingent upon review by Attorney Croaker.

At 9:30 am, Board Manager John Kapphahn joined the meeting.

**1W1PLAN: BWSR WORK PLAN, BUDGET, TIMELINE, & GRANT AGREEMENT** Board managers reviewed the Bois de Sioux & Mustinka Watersheds Plan Development: Work Plan, Grant Budget, Plan Development Timeline, and Grant Agreement. The work plan is based on Houston Engineering's Scope of Work. The Grant Budget total of \$271,879.30 includes the above Houston Engineering contract costs. Also included: costs incurred by BdSWD for meeting administration, fiscal hosting, grant administration, compilation of the plan's the Land & Water Resource Inventory, and attorney services (for one implementation plan meeting). We will need to request a grant extension, and monthly meetings will be scheduled from March 2019 – November 2020, in order to meet BWSR plan approval by January 2021. The 1W1Plan Policy Committee approved these documents at their January 10, 2019 meeting. Upon motion by Gillespie, seconded by Dahlen and carried unanimously, the Work Plan, Budget, and Timeline were approved.

**WATER MANAGEMENT DISTRICTS** Engineer Engels reported on a meeting with the Buffalo Red Watershed District, in which water management districts are used. The Buffalo Red Watershed District employs: 1) Project-Specific Districts (for eg, the Wolverton Creek Project), and 2) Watershed-Wide Districts (for general water quality and water quantity projects). Board managers discussed the three phases of repair needed in the area of TCD #52, and the MPCA 319 Grant and BWSR Project and Practices grants that were not awarded. Engels described three funding options for Phase 1, \$500,000: 1) Based on area hydrology, create a project-specific taxing district, or 2) Allocate Construction Funds, or 3) Find outside funding from RRWMB or the next grant rounds for the MPCA 319 Grant and BWSR Projects and Practices Grant. Board managers expressed a need to explore these options, as similar future projects include: 5-Mile Creek, 12-Mile Creek, and Doran Creek. Upon motion by Dahlen, seconded by Beyer and carried unanimously, staff are authorized to research these funding strategies and the process to update the District's overall plan.

Schmidt left the meeting at 10:50 am.

**CULVERT SIZING COST SHARE POLICY** Board managers reviewed the draft Culvert Cost Share Policy, which encourages assessed drainage ditch landowners to initiate repairs and improvement projects that result in the proper sizing of culverts. Proper districtwide culvert sizing reduces peak flows and provides temporary water storage. Upon motion by Wold, seconded by Dahlen and carried unanimously, the Culvert Cost Share Policy was approved.

**CLEAN WATER COST SHARE POLICY** Due to increased competition for BWSR's Multipurpose Drainage Management Grant, Engineer Engels presented the possibility of using the District's Construction Fund to finance Clean Water grant-eligible aspects of drainage ditch retrofits. Upon motion by Beyer, seconded by Dahlen and carried unanimously, staff are authorized to write a draft policy.

Upon motion by Dahlen, seconded by Kapphahn and carried unanimously, the meeting was adjourned at 11:30 am.