



## Board Meeting Minutes

Monday August 12, 2024

**Managers Present:** Peter Fjestad; Catherine Affield; William Davis; Curtis Stubstad.

**Managers Absent:** Gerald Van Amburg (attended remote as citizen); John Hanson; Troy Larson.

**Staff Present:** Kristine Goeden, Administrator; Matthew Schlauderaff, Watershed Specialist.

**Consultants Present:** Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI).

**Others Attending:** Jon Braton, Wilkin County Commission; Paul Krabbenhoft, Clay County Commission; Darryl Johnk.

President Fjestad called meeting to order at 7:03 PM.

**Agenda:** Additions to agenda:

Metro Flood Diversion Authority (MFDA) Survey Request

**Motion** to approve agenda with addition by Stubstad, **Seconded** by Davis. **Motion Carried.**

**Election of Secretary:** Manager Hanson did not seek reappointment, so Board of Managers must fill vacancy of Secretary position. Term for Secretary will expire at Annual Meeting scheduled January 13, 2025. **Motion** to appoint Davis as Secretary to complete term of Hanson by Stubstad, **Seconded** by Affield. **Motion Carried.**

**Budget Hearing:**

President Fjestad called Budget Hearing to Order at 7:06 PM.

Board Set following 2025 Levies:

	<b>2025 Assessments</b>
Administrative	\$420,000.00
MSA 466.06 Liability Insurance	\$ 22,000.00
Basic Water Management Fund #1	\$795,000.00
Basic Water Management Fund #2	\$800,000.00
Pj.01-Wilkin Co Ditch No. 22	\$ 85,000.00
Pj.02-Wilkin Co Ditch No. 13	\$ 30,000.00
Pj.03-Clay Co Ditch No. 65	\$ 40,000.00
Pj.04-Clay Co Ditch No. 51-Lat	\$ 0.00
Pj.07-Clay Co Ditch No. 39	\$ 50,000.00
Pj.14-Clay Co Ditch No. 10	\$100,000.00
Pj. 16 - Stinking Lake Detention	\$ 20,000.00
Pj.19-Becker Co Ditch No. 21	\$ 10,000.00
Pj.20-Clay Co Ditch No. 12	\$ 20,000.00
Pj.21-Wilkin Co Ditch No. 13-Lat	\$ 40,000.00
Pj.23-Becker Co Ditch No. 15	\$ 10,000.00
Pj.24-Wilkin Co Ditch No. 44	\$ 20,000.00
Pj.25-Wilkin Co Ditch No. 42	\$ 10,000.00
Pj.27-Clay Co Ditch No. 55	\$ 20,000.00
Pj.28-Clay Co Ditch No. 2	\$ 25,000.00

	<b>2025 Assessments</b>
Pj.32-Hawley Flood Contr	\$ 5,000.00
Pj.33-Clay Co Ditch No. 50	\$150,000.00
Pj.34-Clay Co No. 41/41-Lat 1	\$ 70,000.00
Pj.35-Clay Co Ditch No. 47	\$ 35,000.00
Pj.36-EDA Clay Co No. 41-Lat 2	\$ 5,000.00
Pj.38, Kragnes Ringdike	\$ 0.00
Pj.38, Anderson Acres	\$ 0.00
Pj.39-Georgetown Levee	\$ 0.00
Pj.40-Clay Co No. 41-Outlet	\$ 25,000.00
Pj.42-Clay Co Ditch No. 67	\$ 5,000.00
Pj.43-Clay Co Ditch No. 30	\$ 5,000.00
Pj.46-Turtle Lake Outlet	\$ 75,000.00
Pj.47-Clay Co Ditch No. 53	\$ 10,000.00
Pj.48-Clay Co Ditch No. 59	\$ 25,000.00
Pj.49-Oakport Township	\$100,000.00
Pj.50, Cromwell High Water	\$ 0.00
Pj.51, Clay Co Ditch No. 68	\$ 15,000.00
Pj.52,Clay Co Ditch No. 69	\$ 10,000.00
Pj.54, Whisky Creek	\$ 55,000.00

	<b>2025 Assessments</b>
Pj.55, Clay Co Ditch No. 51-Imp	\$ 0.00
Pj.56, Manston Slough	\$ 65,000.00
Pj.57, Mhd I-94 Drainage	\$ 0.00
Pj.58, Riverton Storage Invest	\$ 0.00
Pj.61, Clay Co Ditch No. 11	\$ 40,000.00
Pj.63, Grove Lake	\$ 5,000.00
Pj.64, LaBelle/Boyer Lakes	\$ 5,000.00
Pj.65, Clay/Wilkin Cty Line	\$ 5,000.00
Pj.67, Pete/Randkler/Helgeson	\$ 0.00
Pj.68, Lake Jacobs Outlet	\$ 0.00
Pj.70, Crystal Creek/Oakport	\$ 0.00
Pj.71, 50th AVE S	\$ 10,000.00
Pj.73, Country Heritage Ditch	\$ 0.00
Pj. 78, Clay-Wilkin J.D. No. 1	\$ 0.00
Pj.79, Wolverton Crk Rest	\$ 0.00
Pj. 80-Stony Creek Restoration	\$ 135,000.00
Pj. 81 Whiskey Crk Enhancement	\$149,916.38
Pj. 82, Glyndon East Tributary	\$ 40,000.00
Wilkin Co Ditch No. 01A	\$ 5,000.00
Wilkin Co Ditch No. 01B	\$ 5,000.00
Wilkin Co Ditch No. 01C	\$ 20,000.00
Wilkin Co Ditch No. 02	\$ 10,000.00
Wilkin Co Ditch No. 03	\$ 35,000.00
Wilkin Co Ditch No. 04	\$ 20,000.00
Wilkin Co Ditch No. 05A	\$ 10,000.00
Wilkin Co Ditch No. 06A	\$100,000.00
Wilkin Co Ditch No. 07	\$ 5,000.00
Wilkin Co Ditch No. 12	\$ 20,000.00
Wilkin Co Ditch No. 15	\$ 10,000.00
Wilkin Co Ditch No. 23	\$ 20,000.00
Wilkin Co Ditch No. 26	\$ 10,000.00
Wilkin Co Ditch No. 27	\$ 25,000.00
Wilkin Co Ditch No. 28	\$ 10,000.00
Wilkin Co Ditch No. 29	\$ 20,000.00
Wilkin Co Ditch No. 31	\$ 10,000.00

	<b>2025 Assessments</b>
Wilkin Co Ditch No. 34	\$ 5,000.00
Wilkin Co Ditch No. 37	\$ 10,000.00
Wilkin Co Ditch No. 40	\$ 10,000.00
Wilkin Co Ditch No. 41	\$ 30,000.00
Wilkin Co Ditch No. 43	\$ 10,000.00
Wilkin/Otter Tail JD No. 2	\$100,000.00
Clay Co Ditch No. 03	\$ 60,000.00
Clay Co Ditch No. 05	\$ 25,000.00
Clay Co Ditch No. 09	\$ 15,000.00
Clay Co Ditch No. 16	\$ 20,000.00
Clay Co Ditch No. 17	\$ 10,000.00
Clay Co Ditch No. 20	\$ 30,000.00
Clay Co Ditch No. 21	\$ 30,000.00
Clay Co Ditch No. 22	\$ 15,000.00
Clay Co Ditch No. 23	\$ 25,000.00
Clay Co Ditch No. 28	\$ 10,000.00
Clay Co Ditch No. 32	\$ 10,000.00
Clay Co Ditch No. 33	\$ 10,000.00
Clay Co Ditch No. 34	\$ 10,000.00
Clay Co Ditch No. 35	\$ 10,000.00
Clay Co Ditch No. 36	\$ 15,000.00
Clay Co Ditch No. 40	\$ 15,000.00
Clay Co Ditch No. 49	\$ 10,000.00
Clay Co Ditch No. 51	\$ 20,000.00
Clay Co Ditch No. 54	\$ 10,000.00
Clay Co Ditch No. 57	\$ 5,000.00
Clay Co Ditch No. 58	\$ 50,000.00
Clay Co Ditch No. 60	\$ 15,000.00
Clay Co Ditch No. 63	\$ 5,000.00
Becker Co Ditch No. 05	\$ 15,000.00
Becker Co Ditch No. 06	\$ 0.00
Becker Co Ditch No. 09	\$ 25,000.00
Becker Co Ditch No. 10	\$ 3,000.00
Becker Co Ditch No. 19	\$ 5,000.00

Administrative expenses over the \$420,000.00 will be assessed to projects and ditches based on their annual expenditures as approved at the December 13, 2021 Board Meeting. 2025 Budget includes a 3.0 percent salary increase for staff.

**Citizens to be Heard.**

**Darryl Johnk** asked how assessments were determined for Stony Creek and how assessments differed from general assessments. Goeden stated general assessments include Administrative levee, Insurance levee, and two basic water management levees. These are assessed to all property owners within BRRWD at a rate based on property value. Project and ditch assessments like Stony Creek are assessed to benefited landowners as determined at a project or ditch hearing.

**Motion** to approve 2025 Budget and Assessments as presented and authorize Fjestad to sign Assessment Resolutions as presented, by Davis, **Seconded** by Stubstad. **Motion Carried.**

President Fjestad adjourned Budget Hearing at 7:35 PM.

**Citizens to be Heard:**

None.

**Consent Agenda: Motion** to approve consent agenda items:

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Financial Report

Permit Nos.

- 24-045, Matt Reid – land development, NW ¼, Section 5, Wolverton Township, Wilkin County with conditions;
- 24-064, Benjamin Hanen – land development, NW ¼, Section 4, Spring Prairie Township, Clay County with conditions;
- 24-066, Brad Anderson – tiling, SE ¼, Section 26, Connelley Township, Wilkin County with conditions;
- 24-067, Gabe Foltz – streambank stabilization, SW ¼, Section 22, Kragnes Township, Clay County with conditions;
- 24-069, Kevin Brenden – tiling, NW ¼, Section 20, Trondhjem Township, Otter Tail County with conditions;
- 24-070, Dirk Swanson – tiling, SE ¼, Section 13 and Section 24, Kragnes Township, Clay County with conditions;
- 24-071, Gabe Foltz – streambank stabilization, SW ¼, Section 28, Moland Township, Clay County with conditions;
- 24-072, David Bergquist – field approach and culvert, SE ¼, Section 15, Foxhome Township, Wilkin County with conditions;
- 24-073, Alex LaVoy – land development, SW ¼, Section 2, Cromwell Township, Clay County;
- 24-074, Randy Johnk – tiling, NE ¼, Section 18, Elkton Township, Clay County with conditions;
- 24-075, Case Muscatell – land development, NW ¼, Section 12, Hawley Township, Clay County;
- 24-076, Matt Conzemius – tiling, SW ¼, Section 3, Connelly Township, Wilkin County with conditions;
- 24-078, Philip Rogers – channel cleaning, field approach and culvert installation, SE ¼, Section 27, Atherton Township, Wilkin County with conditions;
- 24-079, Vance Johnson – tiling, W ½ of the W ½, Section 22, Akron Township, Wilkin County with conditions;
- 24-081, Hugh Trowbridge – channel cleaning, field approach and culvert installation, NW ¼, Section 6, Deerhorn Township, Wilkin County with conditions;
- 24-082, Jesse Stuehrenberg – field approach and culvert installation, SE ¼, Section 13, Nordick Township, Wilkin County with conditions

Project No. 54 – Whiskey Creek East Tributary Repair, Pay Estimate No. 1 for \$166,943.60

Project No. 81 – Whiskey Creek Enhancement Phase 3, Pay Estimate No. 8 for \$165,453.33

Clay County Ditch No. 41 Outlet/Snakey Creek, Pay Estimate No. 1 for \$97,067.20

by Davis, **Seconded** by Affield. **Motion Carried.**

**Permits for Discussion:**

**Permit No. 24-084. Darcy Brandt.** Applicant proposing to install culvert in SE ¼, Section 6, Barnesville Township, Clay County in association with a clean out of county road ditch. Uhler recommended approval subject to two culverts being reinstalled on grade with cleanout, with positive drainage to the north as shown on plan, review by BRRWD staff on final culvert elevations, approval from landowner to temporarily remove culvert and work within their property, and approval from County to work in road right-of-way (ROW). **Motion** to approve Permit Nos. 24-084 with conditions outlined by Stubstad, **Seconded** by Affield. **Motion Carried.**

**Permit No. 19-003. MFDA. Southern Embankment Reach-5. Plan Review.** Permit requires MFDA to submit plans to BRRWD engineers for review for portions of project within BRRWD. MFDA submitted 95 percent plans for Southern Embankment-5 (SE-5). BRRWD previously reviewed 65 percent plans and identified localized drainage concerns. These concerns were addressed in updated plans. BRRWD staff will send MFDA approval for this portion of project.

**Permit No. 24-059. Chuck Steiner.** Applicant proposing to install tile in Section 23, Foxhome Township, Wilkin County. Proposed plan includes outletting water into County Road (CR) 19 road ditch. Downstream landowners are concerned that water from tile will negatively impact their property. Currently, there is a dike on the west side of CR 19 that prevents water from flowing west. Fjestad, Larson, and Schlauderaff met with landowners and there were discussions regarding solutions to downstream landowner concerns. Staff recommended denial of permit and recommend applicant reapply for permit when dike blocking drainage is modified or removed to address concerns. **Motion** to deny permit and recommend applicant reapply for permit when concerns from dike blocking drainage are addressed, by Stubstad, **Seconded** by Affield. **Motion Carried.**

**Projects:**

**Project No. 49 – Oakport Flood Mitigation. Harvest Hope Farm. Grazing Agreement.** In January 2021, Board of Managers approved working with Harvest Hope Farm to develop an agreement to graze portions of Oakport Flood Mitigation site. In February 2022, Board of Managers approved a rental rate of \$10/acre for 22 acres. Harvest Hope Farm now has funding and would like to proceed with agreement. **Motion** to authorize Goeden to sign grazing agreement with Harvest Hope Farm by Stubstad, **Seconded** by Davis. **Motion Carried.**

**Project No. 79 – Whiskey Creek Enhancement. Project Update.** Staff met with landowners along Whiskey Creek to discuss extending project into Sections 12 and 13 McCauleyville Township, Wilkin County. This would extend project from CR 20 to Highway (HWY) 75. Three landowners attended the meeting and in general, landowners present were not in favor of extending the project through this reach. Staff recommended Board of Managers do not extend project through this area at this time. If landowners request work to be completed in this reach of Whiskey Creek in the future, it can be considered at that time.

**Project No. 80 – Stony Creek Restoration. Change Order No. 2 and Pay Estimate No. 7.** **Motion** to approve Change Order No. 2 for 146,970.01 to increase contract amount with ACM, LLC to \$1,110,843.48 by Stubstad, **Seconded** by Davis. **Motion Carried.** **Motion** to approve Pay Estimate No. 7 for \$171,118.92 by Affield, **Seconded** by Stubstad. **Motion Carried.**

**Project No. 82 – Glyndon East Tributary. Landowner Request.** At the June 10, 2024 Board Meeting Board of Managers were notified that Wayne Kuehl, landowner in Section 18, Riverton Township, Clay County requested Board of Managers consider obtaining permanent easement on approximately 1.5 acres of farmland that was cut off from rest of field by Glyndon East Tributary Project. Land is not needed for project, so easement was not obtained during the Project Hearing. Board of Managers approved obtaining a permanent easement at the rate used to acquire land at the Project Hearing. Staff send easement document to Kuehl which included 1.588 acres of land, 1.317 acres that would be obtained at the cropped rate and 0.217 acres that would be obtained at the non-cropped rate. Kuehl requested to be paid the cropped rate for all 1.588 acres. **Motion** to deny request to pay cropped rate for entire easement area by Stubstad, **Seconded** by Affield. **Motion Carried.**

**Project Repair Recommendation.**

Project	Problem/Proposed Work	Estimated Cost
13 - Hay Creek Dam	Clean outlet at south dam.	\$2,000-\$3,000
16- Stinking Lake Detention	Remove cattails blocking outlet structure.	\$2,000-\$3,000

**Motion** to approve repairs as presented, by Affield, **Seconded** by Davis. **Motion Carried.**

**Ditches:**

**Becker County Ditch No. 5. United States Fish and Wildlife Service (USFWS) Culvert Repair Request.** USFWS and Pheasant’s Forever (PF) purchased a property along Becker County Ditch No. 5 to expand Audubon Waterfowl Protection Area. As part of this plan, USFWS and PF plan to restore wetlands and repair a crossing on Becker County Ditch No. 5. USFWS and PF would like to replace the existing 48” corrugated metal pipe (CMP) culverts with two 36” CMP culverts to allow more coverage on culverts, allow water to flow through the system, and reduce erosion. They also hope to install a

rock emergency spillway to further reduce erosion on the crossing. Due to the soils in the area, USFWS and PF are proposing to use aluminized CMP versus galvanized to improve longevity of culverts. USFWS and PF requested BRRWD purchase culverts for Becker County Ditch No. 5 and PF will hire contractor and complete the dirt work. Estimated cost is \$6,400. **Motion** to purchase culverts as requested, by Stubstad, **Seconded** by Davis. **Motion Carried.**

**Becker County Ditch No. 19. Buffalo Lake Dam Modification.** Buffalo Lake Dam is owned by Minnesota Department of Natural Resources (MN DNR) and maintained by BRRWD as outlet to Becker County Ditch No. 19. Landowners near outlet requested fish fingers be removed from dam. MN DNR has said BRRWD can remove fish fingers, however, a MN DNR permit will be required and BRRWD will be responsible for expenses. MN DNR will waive permit fee. **Motion** to authorize removal of fish fingers from dam as a ditch expense by Davis, **Seconded** by Stubstad. **Motion Carried.**

**Project No. 1 – Wilkin County Ditch No. 22. Slope Failure Discussion.** BRRWD completed a culvert repair on Wilkin County Ditch No. 22 in Section 26, Wolverton Township in 2023. Prior to construction, there was a slope failure along CR 30. Slope was repaired during culvert installation, however, slope has now failed in same location. Uhler is investigating options to cost-effectively repair slope.

**Drainage Repair Recommendations**

Drainage System	Township	Section	Problem/Proposed Work	Estimated Cost
Clay County Ditch No. 32	Kurtz	13 and 14	Channel cleanout needed for 1.5 mile.	\$21,000 - \$23,000
Wilkin County Ditch No. 4A	Foxhome	4	Repair scourhole on outlet end of culvert. Install 15 yards clay and 15 yards Class 3 rip rap.	\$2,500 - \$3,000
Wilkin County Ditch No. 23	Nordick	22	Replace 20 failing bridge planks.	\$8,000 - \$10,000

**Motion** to approve repairs as presented, by Affield, **Seconded** by Davis. **Motion Carried.**

**Other:**

**Conservation Reserve Program (CRP). State Incentive Program. Authorize Grant Agreement.** Buffalo-Red River Watershed (BRRW) received \$30,000.00 for CRP incentives in September 2023 through Board of Water and Soil Resources (BWSR). This pilot program, made BRRW eligible for an additional \$100,000.00 in CRP incentives. BRRWD is the grant holder for BRRW and the Soil and Water Conservation District (SWCD) Partners enroll landowners in program. Currently, all \$30,000.00 is encumbered from the pilot program. **Motion** to authorize Goeden to sign grant agreement by Davis, **Seconded** by Affield. **Motion Carried.**

**MFDA Survey Request.** MFDA is required to obtain additional survey along Wolverton Creek and the Oakport Coulee (Clay County Ditch No. 20) to update modeling for their project. MFDA requested BRRWD consider obtaining survey from land that BRRWD already has easements. MFDA will reimburse BRRWD for all expenses incurred to complete survey. **Motion** to complete survey work as requested for land within BRRWD easements on Wolverton Creek Restoration and Clay County Ditch No. 20 by Stubstad, **Seconded** by Affield. **Motion Carried.**

**Minnesota Watersheds. Annual Conference.** Minnesota Watersheds will host their annual conference at Grand View Lodge in Nisswa December 4 through December 6. Fjestad, Affield, and Stubstad plan to attend.

**Bills. Motion** to approve bills totaling \$891,374.32 by Stubstad, **Seconded** by Affield. **Motion Carried.**

**Georgetown Flood Mitigation Landowner Meeting.** Davis noted staff may want to consider inviting MFDA engineers to landowner meeting in Georgetown in August.

**Next Regular Meeting.** Monday September 9, 2024, at 7:00 PM in the Barnesville office.

President Fjestad adjourned meeting at 8:43 PM.

/s/ William Davis \_\_\_\_\_  
Secretary