



1303 4TH Ave. NE
 Barnesville, MN 56514
 218-789-3100
 www.brrwd.org

Budget Hearing and Board Meeting Minutes

Monday August 14, 2023

Managers Present: Peter Fjestad; John Hanson; Troy Larson; Gerald Van Amburg; Mark Hanson; William Davis.

Managers Absent: Catherine Affield.

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

Consultants Present: Erik Jones, Engineer; Bennett Uhler, Engineer, Houston Engineering, Inc. (HEI).

Others Attending: Steven Thompson; Jerry Nordick; Paul Krabbenhoft, Clay County Commissioner; Ed Hirsch; Renee Hirsch; Julie Jerger; Kaylene Motschenbacher

President Fjestad called meeting to order at 7:00 PM.

Agenda: Motion to approve agenda by Davis, **Seconded** by J. Hanson. **Approved.**

Budget Hearing:

President Fjestad called Budget Hearing to Order at 7:00 PM.

Board set following 2024 Levies:

	2024 Assessment
Administrative	\$ 415,000.00
MSA 466.06 Liability Insurance	\$ 22,000.00
Basic Water Management Fund #1	\$ 760,000.00
Basic Water Management Fund #2	\$ 837,519.23
Pj.01-Wilkin Co Ditch #22-Imp	\$ 85,000.00
Pj.02-Wilkin Co Ditch #13	\$ 30,000.00
Pj.03-Clay Co Ditch #65	\$ 40,000.00
Pj.04-Clay Co Ditch #51-Lat	\$ 0.00
Pj.07-Clay Co Ditch #39-Maint	\$ 50,000.00
Pj.14-Clay Co Ditch #10	\$ 100,000.00
Pj. 16 - Stinking Lake Detention	\$ 15,000.00
Pj.19-Becker Co Ditch #21	\$ 10,000.00
Pj.20-Clay Co Ditch #12	\$ 20,000.00
Pj.21-Wilkin Co #13 Lateral	\$ 40,000.00
Pj.23-Becker Co Ditch #15	\$ 15,000.00
Pj.24-Wilkin Co Ditch #44-Imp	\$ 30,000.00
Pj.25-Wilkin Co Ditch #42	\$ 10,000.00
Pj.27-Clay Co Ditch #55	\$ 25,000.00
Pj.28-Clay Co Ditch #2	\$ 25,000.00
Pj.32-EDA Hawley Flood Contr	\$ 2,500.00
Pj.33-EDA Clay Co Ditch #50	\$ 100,000.00

	2024 Assessment
Pj.34-Clay Co #41 & Lat 1	\$ 70,000.00
Pj.35-Clay Co Ditch #47	\$ 35,000.00
Pj.36-EDA Clay Co #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 #41-Outlet Imp	\$ 25,000.00
Pj.42-Clay Co Ditch #67	\$ 5,000.00
Pj.43-Clay Co Ditch #30-Imp	\$ 5,000.00
Pj.46-Turtle Lake Outlet	\$ 75,000.00
Pj.47-Clay Co Ditch #53	\$ 10,000.00
Pj.48-Clay Co Ditch #59	\$ 20,000.00
Pj.49-Oakport Township	\$ 100,000.00
Pj.50, Cromwell High Water	\$ 0.00
Pj.51, Clay 68-City of Glyndon	\$ 10,000.00
Pj.52, Clay 69-Glyndon Twp	\$ 10,000.00
Pj.54, Whisky Creek	\$ 50,000.00
Pj.55, Clay Co Ditch #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

	2024 Assessment
Pj.61, Clay 11N-Imp	\$ 40,000.00
Pj.63, Grove Lake	\$ 5,000.00
Pj.64, LaBelle/Boyer Lakes	\$ 0.00
Pj.65, Clay/Wilkin Cty Line	\$ 5,000.00
Pj.67, Pete/Randkler/Helgeson	\$ 0.00
Pj.68, Lake Jacobs Outlet	\$ 0.00
Pj.71, 50th AVE S	\$ 10,000.00
Pj.73, Country Heritage Ditch	\$ 0.00
Pj. 78, Clay-Wilkin J.D. 1 Outl	\$ 0.00
Pj.79, Wolverton Crk Rest	\$ 99,407.35
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 #01A-Maint.	\$ 5,000.00
Wilkin Co Ditch #01B-Maint.	\$ 5,000.00
Wilkin Co Ditch #01C-Maint.	\$ 20,000.00
Wilkin Co Ditch #02-Maint.	\$ 10,000.00
Wilkin Co Ditch #03-Maint.	\$ 40,000.00
Wilkin Co Ditch #04-Maint.	\$ 20,000.00
Wilkin Co Ditch #05A-Maint.	\$ 10,000.00
Wilkin Co Ditch #06A-Maint.	\$ 100,000.00
Wilkin Co Ditch #07-Maint.	\$ 5,000.00
Wilkin Co Ditch #12-Maint.	\$ 20,000.00
Wilkin Co Ditch #15-Maint.	\$ 10,000.00
Wilkin Co Ditch #23-Maint.	\$ 20,000.00
Wilkin Co Ditch #26-Maint.	\$ 10,000.00
Wilkin Co Ditch #27-Maint.	\$ 25,000.00
Wilkin Co Ditch #40-Maint.	\$ 15,000.00
Wilkin Co Ditch #41-Maint.	\$ 40,000.00

	2024 Assessment
Wilkin Co Ditch #43-Maint.	\$ 20,000.00
Wilkin/Otter Tail Co. JD 2	\$ 75,000.00
Clay Co Ditch #03-Maint.	\$ 60,000.00
Clay Co Ditch #05-Maint.	\$ 30,000.00
Clay Co Ditch #09-Maint.	\$ 20,000.00
Clay Co Ditch #16-Maint.	\$ 20,000.00
Clay Co Ditch #17-Maint.	\$ 10,000.00
Clay Co Ditch #20-Maint.	\$ 35,000.00
Clay Co Ditch #21-Maint.	\$ 35,000.00
Clay Co Ditch #22-Maint.	\$ 5,000.00
Clay Co Ditch #23-Maint.	\$ 25,000.00
Clay Co Ditch #28-Maint.	\$ 10,000.00
Clay Co Ditch #32-Maint.	\$ 10,000.00
Clay Co Ditch #33-Maint.	\$ 10,000.00
Clay Co Ditch #34-Maint.	\$ 10,000.00
Clay Co Ditch #35-Maint.	\$ 10,000.00
Clay Co Ditch #36-Maint.	\$ 15,000.00
Clay Co Ditch #40-Maint.	\$ 15,000.00
Clay Co Ditch #49-Maint.	\$ 10,000.00
Clay Co Ditch #51-Maint.	\$ 25,000.00
Clay Co Ditch #54-Maint.	\$ 10,000.00
Clay Co Ditch #57-Maint.	\$ 0.00
Clay Co Ditch #58-Maint.	\$ 50,000.00
Clay Co Ditch #60-Maint.	\$ 15,000.00
Clay Co Ditch #63-Maint.	\$ 5,000.00
Becker Co Ditch #06-Maint.	\$ 0.00
Becker Co Ditch #09-Maint.	\$ 30,000.00
Becker Co Ditch #10-Maint.	\$ 3,000.00
Becker Co Ditch #19-Maint.	\$ 5,000.00

Administrative expenses over the \$415,000.00 will be assessed to projects and ditches based on their annual expenditures as approved at the December 13, 2021 Board Meeting. 2024 Budget includes a 6.0 percent salary increase for all staff members.

Motion to approve 2024 Budget and Assessments as presented and authorize Fjestad to sign Assessment Resolutions as presented, by Larson, **Seconded** by J. Hanson. **Approved.**

President Fjestad adjourned Budget Hearing at 7:25 PM.

Consent Agenda: Motion to approve consent agenda items:

July 10, 2023 Board Meeting Minutes

July 10, 2023 Hay Creek Water Management District Hearing Minutes

Financial Report

Permits Nos.:

23-040, 702 Communications c/o Mike Day – installation of utility under Clay County Ditch No. 47.

23-041, Minnesota Department of Transportation (MNDOT), District 4 c/o Justin Knopf – storm sewer outfall installation to Red River.

23-042, Ellingson CO. c/o Brad Abel – pattern tile.
23-043, Ellingson CO. c/o Brad Abel – pattern tile.
23-044, Dan Rosenfeldt – culvert installation.
23-045, Doug Nordick – tile.
23-046, Larry Heng – field approach and culvert installation.
23-047, Wilkin County Highway Department c/o Troy Wright – culvert installation.
23-048, Wilkin County Highway Department c/o Troy Wright – culvert installation.
23-049, Eric Olson – field approach and culvert installation.
23-050, Justin Phillips – random tile.
23-051, Chad Walkup – pattern tile.
23-053, Ross Aigner – installation of treatment wetland.
23-054, Ryan Hough – erosion repair.
23-056, Kyle Camacho – installation of ring dike.
23-058, Clay County Highway Department c/o Brad Erickson – bridge removal and culvert installation.
23-059, Clay County Highway Department c/o Brad Erickson – culvert removal and installation.
23-060, Dan Bradow – field approach and culvert installation.

Project 81 – Whiskey Creek Enhancement Project Phase 3, Pay Estimate No. 1 for \$26,125.00.

Project 82 – Glyndon East Tributary, Pay Estimate No. 3 for \$315,637.50

South Branch Buffalo River Restoration, Pay Estimate No. 5 for \$202,020.64 by Larson, **Seconded** by Van Amburg.

Approved.

Permits for Discussion:

Permit No. 23-061. Mark Miller. Applicant proposing to install tile in NW ¼, Section 13, Roberts Township, Wilkin County. Natural flow path of water remains unchanged. Downstream Landowner Notification (DLN) form was not received. Uhler recommended approval subject to standard tile conditions, approval from County and Township to work within road right-of-way (ROW) and receiving supportive DLN form.

Permit No. 23-063. Doyle Nordick. Applicant proposing to install tile in NW ¼, Section 24, Connelly Township, Wilkin County. Natural flow path of water remains unchanged. Proposed tile outlets into Wilkin County Ditch No. 31, which is an adequate outlet. Property is included in benefit area. Uhler recommended approval subject to standard tile conditions and approval from Township to work within road ROW.

Permit No. 23-064. Troy Larson. Applicant proposing to install tile in SE ¼, Section 1, Andrew Township, Wilkin County. Natural flow path of water remains unchanged. Proposed tile previously approved under Permit No. 13-098 but work was not completed. Uhler recommended approval subject to standard tile conditions.

Permit No. 23-065. Gary Wyland. Applicant proposing to install side inlets in NE ¼ Section 1, Glyndon Township and NW ¼, Section 6 Riverton Township, Clay County. Installation of two 18" culverts (side inlet structures) into Buffalo River to repair existing field erosion. Recommend approval subject to applicant receiving Public Waters Work Permit from DNR.

Motion to approve Permit Nos. 23-061, 23-063, 23-064, 23-065 with conditions outlined above by M. Hanson, **Seconded** by J. Hanson. **Approved.**

Projects:

Project No. 31 – Deerhorn Creek Project. Repair Recommendation. During spring flood event, BRRWD staff was notified by Dennis and Kaylene Motschenbacher, landowners in the SW ¼, Section 20, Atherton Township, Wilkin County that levee constructed as part of Deerhorn Creek Project on their property has settled near the outlet culvert. Upon inspection, it was determined that an area of approximately 200' long has settled and is up to one foot lower than original design elevations. There was also a small area where water overtopped levee and caused erosion on levee slope. Estimated cost is \$5,000.00 to \$6,000.00. During repair, additional settling may be found. It is recommended that Board of Managers authorize repairs as presented and any other repairs on their levee that may be found during construction to repair the levee to original design elevations. **Motion** to repair levee as presented and authorize coordination of other repairs that may be discovered to repair levee to original design elevations on the Motschenbacher property by Larson, **Seconded** by Davis. **Approved.** Ed and Renee Hirsh noted water overtopped levee around their property associated with the Deerhorn Creek

Project this spring. They requested BRRWD repair levee as a project expense. **Motion** to survey levee on Hirsh property in SE ¼, Section 20, Atherton Township, Wilkin County to draft repair recommendation for Board consideration by Larson, **Seconded** by J. Hanson. **Approved.**

Project No. 79 – Wolverton Creek Restoration. Water Management District Amendment. Set Time and Date for Hearing. **Motion** to approve Order to set Hearing to amend the Wolverton Creek Water Management District for Monday September 11, 2023 at 5:00 PM at the BRRWD Office by Davis, **Seconded** by Van Amburg. **Approved.**

Project No. 81 – Whiskey Creek Enhancement. Phase 3 Change Order No. 1. Uhler presented proposed Change Order No. 1 to add Phase 4 construction to the Phase 3 contract with Ehler Excavating Inc. Change Order No. 1 is in the amount of \$1,879,963.50 for a total contract amount of \$2,573,081.50. **Motion** to approve Change Order No. 1 as presented, by Larson, **Seconded** by Van Amburg. **Approved.**

Project No. 80 – Stony Creek Restoration. Easement Expansion Request. On July 25, 2023 BRRWD received a request from Steven Thompson, Whiskey Creek Supply, to expand easement area for the Stony Creek Project in NW ¼, Section 4, Barnesville Township, Clay County. Staff investigated request and discovered an ongoing property line dispute between neighbors. For this reason, it was recommended Board of Managers do not expand easement. Board of Managers discussed request and decided to not acquire easement. If land dispute is resolved, Board of Managers would consider easement expansion in the future.

Project No. 80 – Stony Creek Restoration. Award Contract. Motion to award bid to apparent low bid, ACM, LLC of Princeton, MN with a bid of \$878,255.65 by Van Amburg, **Seconded** by J. Hanson. **Approved.** Uhler noted ACM, LLC is prepared to begin construction in August. Due to BRRWD funding deadlines, a large portion of construction must be completed by fall 2023. Uhler recommended Board of Manager approve signing contract with ACM, LLC subject to contractor obtaining required bond and meeting insurance requirements. Notice to Proceed would not be issued until conditions are met. **Motion** to authorize signing contract subject to conditions as presented, by M. Hanson, **Seconded** by Larson. **Approved.**

Project No. 80 – Stony Creek Restoration. Pre-Construction Drone Flight. Altrichter presented option for Board of Managers to consider a pre-construction flight of the Stony Creek Project area. Images could be used to compare pre-project and post-project conditions. Estimated cost is \$5,000.00. **Motion** to authorize HEI to complete a drone flight of Stony Creek Project area prior to construction by Davis, **Seconded** by J. Hanson. **Approved.**

Project No. 82 – Glyndon East Tributary. Change Order No. 1. Uhler presented proposed Change Order No. 1 to add removal of Ganz Dam to contract for Glyndon East Tributary with States Boarders Construction, Inc. Change Order No. 1 is in the amount of \$97,250.00. BRRWD received funding from Minnesota Department of Natural Resources (MN DNR) to complete the removal. **Motion** to approve Change Order No. 1 as presented, by J. Hanson, **Seconded** by Larson. **Approved.**

Silver Lake Outlet. Award Contract. Motion to award contract to apparent low bid, Lyle Wilkens, Inc. of Crookston, MN for a bid of \$244,388.00 by Davis, **Seconded** by Van Amburg. **Approved.**

Upper Buffalo River Restoration. Project Update. At the February 14, 2022 Board Meeting, Board of Managers heard proposal from Ecosystem Investment Partners (EIP) to partner with BRRWD on Upper Buffalo River Restoration Project. EIP identified Upper Buffalo River Restoration as a project that could generate phosphorus offsets for permit holders in the Red River Basin. EIP proposed to assume responsibility for implementation of upstream portion of project in Callaway and Riceville Townships, Becker County. EIP proposed to fund, design, permit, construct, monitor, and maintain project until performance standards are met. EIP also proposed to establish an endowment for long-term management. BRRWD would assist with acquisition of easements and be responsible for long-term maintenance once performance standards are met. Board of Managers authorize BRRWD staff to coordinate with EIP to determine if BRRWD should partner with EIP to complete a portion of the Upper Buffalo River Restoration. Since then, EIP has been working with Minnesota Pollution Control Agency (MPCA) to determine if project would qualify for phosphorus offsets and BRRWD developed the Engineer's Report. Altrichter communicated with EIP in June 2023 and was informed that EIP was still working with their investors to determine if they would like to move forward with the project. BRRWD is ready to move forward, however,

cannot proceed without knowing if EIP will be a partner. It is recommended that Board of Managers give EIP until October 1, 2023 to determine if they would like to partner with BRRWD. If they opt out, BRRWD will proceed with project. If they opt in, BRRWD will coordinate the details so Board of Managers can determine if this is a viable funding source. **Motion** to authorize Altrichter to present October 1, 2023 deadline to EIP, by Van Amburg, **Seconded** by Davis. **Approved.** It was also recommended that Board of Managers hold an informational meeting with affected landowners. **Motion** to hold informational meeting on November 13, 2023 at 5:00 PM at the BRRWD office in Barnesville by Larson, **Seconded** by J. Hanson. **Approved.**

Barnesville Township. Project Discussion. Derek Syverson attended the June 12, 2023 Board Meeting and discussed flooding concerns on his property in SW ¼ Section 17, Barnesville Township, Clay County. During conversation, Jones noted that BRRWD has design plans for a project in this area. Board of Managers authorized staff to collect more information to move forward with the long-term solution. A list of potential grants was presented to Board of Managers. BRRWD currently has funds through Lessard-Sams Outdoor Heritage Council (LSOHC) Outdoor Heritage Fund to acquire land through Reinvest in Minnesota (RIM) Program. It is recommended that Board of Managers consider offering an incentive to landowners to utilize the RIM Program for project land acquisition. **Motion** to authorize staff and HEI to pursue project funding from Minnesota Department of Natural Resources (MN DNR) Flood Hazard Mitigation (FHM) Program, MN DNR Stream Habitat Program, and Board of Water and Soil Resources (BWSR) Accelerated Water Storage and Treatment Grant Program by Davis, **Seconded** by Van Amburg. **Approved.**

Ditches:

Wilkin County Ditch No. 7. Accept Petition and Set Time and Date for Hearing. Board of Managers reviewed petition submitted by Kevin Etzler landowner in NW ¼, Section 34, Andrea Township, Wilkin County, for authority to use Wilkin County Ditch No. 7 as an outlet. **Motion** to accept petition and set Hearing for Monday September 11, 2023 at 7:00 PM to be held in concurrence with the regular Board Meeting at BRRWD office by J. Hanson, **Seconded** by Davis. **Approved.**

Drainage Repair Recommendations.

Drainage System	Township	Section	Proposed Work	Estimated Cost
CCD2	Spring Prairie	28/33	Additional ditch spraying	<\$500
CCD3	Spring Prairie	15/16	Additional ditch spraying	<\$500
CCD20	Kragnes	29/30	Sediment in channel. Channel cleanout	\$4,000 - \$5,000
CCD51	Kragnes	21/28	Remove gravel from channel	\$2,000 - \$2,500
CCD65	Moland	6	Rotting wood planks. Replace 7 planks.	\$2,000 - \$2,500
CCD65	Moland	3	Install new 24" flapgate.	\$2,000
WCD1B	Meadows	33	Small scours occurring at pipes by approach and under township road. Apply rip rap to stop the scouring.	\$2,500 - \$3,000
WCD1C	Connelly	14	Bent pipe end. Install new 18" x 8' cmp with 18" flapgate.	\$3,000 - \$4,000
WCD1C	Nilsen	7	30" flapgate fell off. Remount flapgate.	\$500
WCD2	Sunnyside	9	Tree growth along banks. Remove trees from ditch banks.	\$30,000
WCD3	Nilsen	15	Small washout along buffer. Apply a couple cubic yards of fill material to repair washout.	\$1,000 - \$2,000
WCD6A	Meadows	9	Trees lodged into inlet side of pipe. Remove trees.	\$500
WCD27	Foxhome	14	Inlet pipe washed out.	\$5,000
WCD28	Connelly	26	Washout occurring at approach. Install 30 cubic yards of fill material.	\$2,500 - \$3,000
WCD37	Nilsen	31, 33, 34	Damaged pipe and 3 flapgates have fallen off. Cut off 1' cmp, remount 1' cmp, and replace flapgates.	\$5,000 - \$6,000

Motion to authorize repairs as recommended, by Larson, **Seconded** by Davis. **Approved.**

Viewer Recruitment Update. A press release was published in Barnesville Record Review regarding approval to recruit additional Viewers for drainage projects. A notice was also published on BRRWD's website and Facebook page. Staff also sent letters to Township clerks to distribute recruitment information to Township officials. From these efforts, three individuals have contacted BRRWD staff. Altrichter recommended Board of Managers consider how many Viewers they want to recruit at this time. Altrichter recommended recruiting four to eight individuals and creating a list of additional interested individuals in case more are needed in the future. Board of Managers discussed recruiting enough Viewers to have two teams.

Other:

Clean Water Fund (CWF) Application. Lower Otter Tail River Restoration, Head-cut Stabilization. Uhler presented draft CWF application for the head-cut stabilization portion of the Lower Otter Tail River Restoration. Application is in partnership with Wilkin Soil and Water Conservation District (SWCD). Funding request is in the amount of \$400,000.00 with a 10 percent match (\$40,000.00). Uhler recommended using funding from Metro Flood Diversion Authority (MFDA) as match for the grant. **Motion** to authorize submittal of CWF application as presented, by Larson, **Seconded** by J. Hanson. **Approved.**

CWF Application. South Branch Buffalo River Watershed Restoration, Phase 2. Uhler presented draft CWF application for Phase 2 of the upland work in the South Branch Buffalo River Watershed. Application is in partnership with Wilkin SWCD, West Otter Tail SWCD, and Natural Resources Conservation Service (NRCS). Funding request is in the amount of \$450,000.00 with a 10 percent match (\$45,000.00). **Motion** to authorize submittal of CWF application as presented, by J. Hanson, **Seconded** by Davis. **Approved.**

Clay SWCD. Technical Assistance Funding Request. Clay SWCD requested \$20,000.00 for technical assistance on projects associated with Buffalo-Red River Comprehensive Watershed Management Plan (BRR CWMP). **Motion** to approve funding request in a lump sum payment as requested, by Van Amburg, **Seconded** by Davis. **Approved.**

North Dakota State University (NDSU). Request for Research Proposal. Dr. Zhulu Lin requested BRRWD Board of Managers serve on an Advisory Committee if a research proposal titled "Partnership: Managing Vegetated Buffer Strips to Reduce Phosphorus Contributions from Agricultural Land in Cold Climate Regions" is funded. Proposal includes scheduling Advisory Committee meetings that coincide with regular monthly Board Meetings. Dr. Lin anticipates that meetings will be held four times per year for 15 to 30 minutes. During Advisory Committee meetings, Dr. Lin would provide Board of Managers with research updates and request feedback. Dr. Lin is budgeting \$500 per year per person to compensate BRRWD for manager staff time and attendance. If funded Advisory Committee will meet between March 2024 and February 2027. **Motion** to approve request for BRRWD Board of Managers to serve on the Project Advisory Committee as presented, by Van Amburg, **Seconded** by Davis. **Approved.**

Senate Capital Investment Committee Tour. BRRWD will be hosting the Senate Capital Investment Committee on August 16, 2023 at 3:00 PM. Altrichter and Uhler will present an overview of the District, upcoming funding needs for the South Branch Buffalo River Restoration.

Bills. Motion to approve bills totaling \$1,393,196.42 by J. Hanson, **Seconded** by Larson. **Approved.**

Board of Managers recognized the life of Lyle Hovland, Wilkin County Commissioner, for his years of service and support of BRRWD. Hovland was a tremendous advocate for BRRWD and BRRWD projects.

Board of Managers went into a Closed Executive Session for Project No. 79 – Wolverton Creek Restoration. Purchase Agreement Discussion.

Board of Managers discussed sale of property in Section 10, Wolverton Township, Wilkin County.

Next Regular Meeting. Monday September 11, 2023, at 7:00 PM in the Barnesville office. Agenda will be posted on BRRWD's website prior to meeting.

President Fjestad adjourned meeting at 9:08 PM.

/s/ John E. Hanson
Secretary