

# RED LAKE WATERSHED DISTRICT

July 23, 2020

Agenda

9:00 a.m.

Call in 1-218-633-7314 - Conference Number 250 - Password 5800

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	July 9, 2020 Minutes	Action
	Financial Report dated July 22, 2020	Action
	Investment Summary/CD maturity	Info./Action
	General Fund Budget Update	Information
9:15 a.m.	Mike Flaagan, Pennington County Ditch 96 Outlet RRWMB Funding Application Challenger Update, Proj. 122A	Info./Action Information
	Ditch 16, RLWD Project No. 177-Jerry Pribula Pay Estimate No. 4	Information Action
	Thief River Falls Westside FDR Project, RLWD Project No. 178 Pay Estimate No. 6 RJ Zavoral & Sons, Inc. – Completion Date Extension	Information Action Info./Action
	Improvement to Polk County Ditch 39, RLWD Project No. 179	Information
	Black River Impoundment, RLWD Project No. 176	Information
	Burnham Creek, RLWD Project No. 43B	Information
	Impoundment Update	Information
	Table Permit No. 20-130 and 20-131, Dave Faldet	Info./Action
	Table Permit No. 20-156, James Reinbold	Info./Action
	Withdraw Permit No. 20-121, Grove Park Township	Action
	Permits: No. 20116, 20119, 20120, 20128, 20132, 20134, 20138, 20139, 20141-20146, 20148-20150, 20152, 20153, 20157, 20158, 20162, 20163, 20165	Action

2020 Estimated Market Values	Information
Job Descriptions	Action
Budget and Salary Recommendations	Action
2021 Proposed General Fund Budget	Action
Administrators Update	Information
Legal Counsel Update	Information
Managers' updates	Information
Adjourn	Action

**UPCOMING MEETINGS**

July 24, 2020	Final Hearing-Improvement to Polk County Ditch 39, RLWD Project 179
August 13, 2020	RLWD Board Meeting, 9:00 a.m.
August 18, 2020	RRWMB Meeting, Ada, 10:00 a.m.
August 27, 2020	RLWD Board Meeting, 9:00 a.m.
September 10, 2020	RLWD Board Meeting, 9:00 a.m.

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
July 9, 2020

**DRAFT**

President Dale M. Nelson called the meeting to order at 9:00 a.m. at the Red Lake Watershed District Office, Thief River Falls, MN.

Present in person: Dale M. Nelson, Terry Sorenson, Allan Page, and LeRoy Ose. Present via conference call: Gene Tiedemann, Les Torgerson, Brian Dwight. Staff Present: Myron Jesme and Tammy Audette and Legal Counsel, Delray Sparby.

The Board reviewed the agenda. Motion by Ose, seconded by Page, and passed by unanimous vote that the Board approve the agenda. Motion carried.

President Nelson recognized in the audience NRCS Staff, Cassie Ahmed and Abbi Klos and Pennington County Commissioner Darryl Tveitbakk.

The Board reviewed the June 25, 2020 minutes. Motion by Sorenson, seconded by Page, to approve the June 25, 2020 Board meeting minutes. Upon roll call vote, motion carried unanimously.

The Board reviewed the Financial Report dated July 8, 2020. Motion by Sorenson, seconded by Page, to approve the Financial Report dated July 8, 2020. Upon roll call vote, motion carried unanimously.

Engineer Jerry Pribula, Pribula Engineering, PLLC, appeared before the Board to discuss construction on Ditch 16, RLWD Project No. 177 and the lack of progress he is witnessing. Construction has been extremely slow and clearly a lack of equipment and manpower to complete the job. He is also concerned about the lack of hours that are being spent working on the project. Staff leaves at 1:00 on Friday afternoon and arrive around 9:00 am Monday morning. After considerable discussion it was determined that a letter be drafted to Ron Burski, owner of Burski Excavating, Inc. to express our concerns with the completion progress of the project within the allotted 365 working days, as stated in the Contract. Pribula further stated that it is not reasonable to make the landowners pay for a third year of crop damage. Discussion was held on Contract completion dates and the start date of enforcement for liquidated damages at a rate of \$1,000 per day. Motion by Sorenson, seconded by Ose, that all work shall be completed by the extended date of May 18, 2021, with liquidated damages enforced after the extended completion date. Upon roll call vote, motion carried unanimously.

Landowner Eric Larson appeared before the Board, to discuss his drainage concern on Ditch 16, RLWD No. 177. Larson stated that originally the NW1/4 NW1/4 of Section 31, Northland Township, Polk County was left out of the benefited area of the project as all water would flow south along State Highway 220 road ditch to a location approximately 2000 feet south of the project where it would then enter the Grand Marias. Now that the box culvert through HWY #220 was moved 400 feet to the south, it has blocked approximately 20 acres of his drainage in

the NW1/4, Section 31, Northland Township, Polk County. Administrator Jesme stated that due to the USACOE and WCA permitting and wetland impacts associated with that, it was decided to move the culvert thus blocking the drainage. Jesme indicated that Larson had proper drainage prior to moving the culvert in State Highway 220. Jesme indicated that not only does Larson need drainage for the 20 acres that is blocked, he also needs access to his property. Jesme indicated we can either put a culvert through the spoil thus allowing his water to drain into the newly constructed ditch or construct a perimeter ditch along the east side of the soil and install a culvert for access to the property. After considerable discussion of cost for each item, motion by Ose, seconded by Page, to install a 18" field inlet culvert through the spoil of the newly constructed ditch to allow 20 acres of his field to drain into the newly constructed ditch, add this property to the benefited area, with an Addendum to the Viewer's Report to include the area into the assessment of the project with zero benefits from the project, as the landowner had adequate drainage prior. Upon roll call vote, motion carried unanimously.

The Board reviewed Pay Estimate No. 5 in the amount of \$396,399.85 to R.J. Zavoral and Sons, Inc. for construction of the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion by Ose, seconded by Sorenson, to approve Pay Estimate No. 5 in the amount of \$396,399.85 to R.J. Zavoral and Sons, Inc., for construction of the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Upon roll call vote, motion carried unanimously. Engineer Dillion Nelson and Randy Knott, HDR Engineering, Inc., discussed installation of the culvert in Pennington County Road 7, recent rain events and pumping of the water. Nelson stated that boring of the pipe under State Highway 32 has encountered rock.

The Board reviewed two sound system rental proposals from Kezar Music for the Final Hearing for the Improvement to Polk County Ditch 39, RLWD Project No. 179. Administrator Jesme indicated that with Option 1 in the amount of \$330.00, would include Kezar Music being on-site to assist with the operation of the equipment. Motion by Torgerson, seconded by Dwight, to approve Option 1 for rental of a sound system for the Final Hearing for the Improvement to Polk County Ditch 39, RLWD Project No. 179. Upon roll call vote, motion carried unanimously. Jesme indicated that Hearing Notices listed procedures for COVID 19.

Discussion was held on the restoration of an oxbow located within the City of Thief River Falls, RLWD Project No. 92. Pennington County Commissioner Darrel Tveitbakk thanked the Board for their efforts in the project in working with the City of Thief River Falls.

The District has received the U.S. Army Corps of Engineers Permit application for the Black River Impoundment, RLWD Project No. 176. The Step 3 funding submittal will be presented to the RRWMB on July 21, 2020. Pennington County had previously held a hearing and will turn their legal drainage systems over to the District once the project is completed, which will include the benefited area of what used to be referred to as Lateral 3 of Judicial Ditch 25. Engineer Tony Nordby, Houston Engineering, Inc., reviewed the increased costs changes from the Step 2 submittal to the Step 3 submittal. Discussion was held on the RRWMB Star Value and what rate the District should request for funding. The Board reviewed the RRWMB Evaluation Worksheet for FDR Projects. Motion by Sorenson, seconded by Page, to authorize the Step 3 Submittal to

the RRWMB, authorizing President Nelson and Secretary Ose, the authority to sign the RRWMB Evaluation Worksheet for FDR Projects, for construction of the Black River Impoundment, RLWD Project No. 176. Upon roll call vote, motion carried unanimously.

The Board reviewed a MPCA 319 Grant Proposal Workplan for the Red Lake River Targeted Watershed Grant-Phase 1, for the Red Lake River 1W1P, RLWD Project No. 149. Administrator Jesme stated that as part of the grant, the District would be required to be the Fiscal Agent. Motion by Ose, seconded by Dwight, to approval the proposed Workplan with the District being the Fiscal Agent for the MPCA Section 319 Grant for the Red Lake River Targeted Watershed Grant-Phase 1, Red Lake River 1W1P, RLWD Project No. 149. Upon roll call vote, motion carried unanimously.

Staff member Nick Olson discussed the July 1, 2020 rain event, and with the predicted storms for the following weekend, gates on the Euclid East Impoundment, RLWD Project No. 60C, and Brandt Impoundment, RLWD Project No. 60D, were closed. The west gate of the Parnell Impoundment, RLWD Project No. 81, and the south lateral 2 weir gates were also closed. Release of water from the impoundments began on July 6, 2020, except for the Lateral 2 weir. Gates at the south pool of the Moose River Impoundment, RLWD Project No. 13, were also closed on July 1, 2020. Gates on the south and north pool will be opened on July 10, 2020. The Board discussed the outlet of the Brandt Impoundment, and possibility of buying additional easements. Olson stated that the area downstream of the Brandt Impoundment was not inundated, as they acted quickly on closing the gates. A survey of the downstream area has been completed, but contact has not been made with the landowners. Manager Tiedeman asked about the Euclid East Impoundment and discussion with the local landowners. Administrator Jesme indicated that a meeting with the landowners and Polk County will need to be held to discuss the legal drainage system.

Motion by Sorenson, seconded by Ose, to approve Permit No. 20-105 and 20-106, Linda Hanson, Star Township, Pennington County, contingent upon obtaining the signature of the landowner on the permit application. Upon roll call vote, motion carried unanimously.

Motion by Page, seconded by Torgerson, to approve RLWD Permit No. 20-106, Earl Pederson, Lake Pleasant Township, Red Lake County, contingent upon obtaining the signature of an additional landowner on the permit application. Upon roll call vote, motion carried unanimously.

The Board reviewed the permits for approval. Motion by Ose, seconded by Sorenson, to approve the following permits with conditions stated on the permit: No. 20-100, Josh Barrett, Sullivan Township, Polk County; No. 20-102, Jeremy Henry, Moylan Township, Marshall County; No. 20-108, Earl Pederson, Emardville Township, Red Lake County; No. 20-114, Ross Cota, Wylie Township, Red Lake County; No. 20-122 and 20-123, Dan Driscoll, Keystone Township, Polk County; No. 20-124, Dan Stroot, Belguim Township, Polk County; No. 20-127, Earl Pederson, Terrebonne Township, Red Lake County; No. 20-129, Arlen & Jared Eidelbes, Mayfield Township, Pennington County; No. 20-135, Mike Tiedemann, Euclid Township, Polk County; No. 20-136, Jarod Peterson, Northland Township, Polk County; No. 20-137, Donovan Wold,

Keystone Township, Polk County; and, No. 20-140, Robert Johnson, Winsor Township Clearwater County. Motion carried unanimously following roll call vote.

The Board reviewed a request from the City of Crookston to purchase .08 acres of wetland banking credits from the District, RLWD Project No. 147, for the installation of access to the Red Lake River on CSAH 11 at the Gentilly bridge area. This project is part of the Red Lake River Corridor Enhancement Project. Motion by Page, seconded by Tiedemann, to approve selling the City of Crookston, .08 acres of the District's Wetland Banking Credits, RLWD Project No. 147. Motion carried unanimously following roll call vote.

The Board reviewed correspondence from the Minnesota Association of Watershed Districts (MAWD) regarding submittal of 2020 MAWD Resolutions for consideration.

#### Administrators Update:

- Jesme and Manager Ose will attend the July 21, 2020, RRWMB meeting in Ada. The meeting will include a Step III submittal for the Black River Impoundment Project as well as an update of the TRF Westside FDR Project.
- Jesme attended the RRWMB Governing Documents meeting on July 7, 2020, at the District office.
- A Thief River 1W1P Policy Committee meeting will be held on July 14, 2020 at the District office. Review and approval of a cost share policy will be discussed.
- Jesme will participate a meeting following the Board meeting regarding the Moose River Streambank Project identified in the Thief River 1W1P.
- Lisa Frenette was awarded the River Watch Voyageur Award for her work securing funding for the River Watch Program.
- Staff member Olson continues to work with contractors to assure all buffer strips are maintained and inspected for compliance. Included in the packed was a mowing update as of July 7, 2020.

Engineer Jerry Pribula, Pribula Engineering, PLLC, discussed culvert sizes on the westerly portion of Ditch 16, RLWD Project No. 177 from State Highway 220 east to Polk County Road 62. The original ditch was designed with a 3-foot drop per mile with 5:1 slope. Pribula discussed the velocity of the ditch and potential of upsizing the culverts at all crossings to reduce the velocity and projected erosion problems in the future. Pribula determined that it would be cheaper to upsize the culverts then buy additional riprap to prevent erosion, stressing that this change does not affect or change the capacity of the ditch channel as presented at the public hearing. Motion by Sorenson, seconded by Page, to approve the change in culverts sizes from State Highway 220 east to Polk County Road 62 to reduce the velocity of the ditch and projected erosion for Ditch 16, RLWD Project No. 177. Motion carried unanimously following roll call vote.

Red Lake Watershed District

July 9, 2020

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Legal Counsel Sparby stated that the Brief for Judicial Ditch 5 (Four-Legged Lake), RLWD Project No. 102 is due on July 13, 2020, with the Plaintiffs having one week to respond. A Zoom video is scheduled for July 21, 2020.

Manager Sorenson discussed the boundary change with the Sandhill River Watershed District located in Onstad Township, Polk County.

Motion by Page, seconded by Sorenson, and passed by unanimous roll call vote to adjourn the meeting.

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LeRoy Ose, Secretary

**RED LAKE WATERSHED DISTRICT  
Financial Report for July 22, 2020**

<b>Ck#</b>	<b>Check Issued to:</b>	<b>Description</b>	<b>Amount</b>
online	EFTPS	Withholding for FICA, Medicare, and Federal taxes	4,220.07
online	MN Department of Revenue	Withholding taxes	760.70
online	Public Employees Retirement Assn.	PERA	2,718.41
online	EFTPS	Withholding for FICA, Medicare, and Federal taxes	151.48
38286	Oil Boyz Express Lube	Oil change on 2015 Ford pickup	50.20
38287	R.J. Zavoral & Sons, Inc.	Pay request #5, TRF Westside FDR Proj.	396,399.85
38288	Ameripride Services Inc.	Office rug rental	47.39
38289	Roger Beiswenger	Viewers fees and data practices expenses-Proj. 179	2,258.69
38290	Jerry Bennett	Data Practices expenses-Proj. 179	160.00
38291	Cenex Credit Card	Gas for vehicles	238.01
38292	Corporate Technologies LLC	Monthly IT support and Office 365	1,085.00
38293	Further	FSA account fees	11.80
38294	HDR, Inc.	*Engineering fees-see below for explanation	39,239.92
38295	Holthusen Construction Co.	Brush mowing and mulcher-Moose River Impoundment	2,780.00
38296	Houston Engineering, Inc.	**Engineering fees-see below for explanation	17,220.00
38297	League of MN Cities	Workers Compensation insurance	3,705.00
38298	Red River Watershed Mgmt. Board	Additional 1st half of taxes	177,602.83
38299	Marco	Monthly copier expense	104.04
38300	NCPERS Group Life Ins.	Life insurance premium	128.00
38301	Dale M. Nelson	Mileage	52.32
38302	Northwestern Mutual Financial	Deferred Compensation	651.06
38303	Rinke Noonan	Monthly legal services retainer	200.00
38304	RMB Environmental Laboratories	Lab analysis-wq samples	2,993.00
38305	Sun Life Financial	Life insurance premium	144.64
38306	Vonasek Mowing	***Mowing ditch systems	25,937.50
online	Cardmember Services	****See below for explanation	3,046.12
direct	Allan Page	Mileage	71.30
	<b>Payroll</b>		
	Check #11991-11201		<u>13,883.88</u>
	<b>Total Checks</b>		<b>\$ 695,811.01</b>

**\*HDR, Inc.**

Proj. 43A Burnham Creek Habitat	1,531.15
Proj. 26 Pine Lake PWT	2,856.25
Proj. 178 TRF Westside	<u>34,852.52</u>
<b>Total</b>	<b>39,239.92</b>

**\*\*Houston Engineering, Inc.**

Proj. 164-RLWD Ditch 10 outlet repair	1,293.00
Proj. 176 Black River Impoundment	<u>15,927.00</u>
<b>Total</b>	<b>17,220.00</b>

**\*\*\*Vonasek Mowing**

Proj.43B Burnham Creek	10,187.50
Proj. 60FF Grand Marais Cut Channe	500.00
Proj. 81 Parnell Impoundment	1,312.50
Proj. 123 Baatz Petition	250.00
Proj. 166 RLWD Ditch 11	2,500.00
Proj. 169 RLWD Ditch 12	2,562.50
Proj. 175 RLWD Ditch 15	<u>8,625.00</u>
<b>Total</b>	<b>25,937.50</b>



\*\*\*\* **Cardmember Services**

AT&T-Apple iPhone 11 accessories(\$699.99)	189.18
AT&T-SIM cards	21.36
AT&T-Cell phone +2 monthly paymen	397.15
Onset-Batteries for HOBO loggers	641.00
HACH-water quality supplies	22.49
DLT Solutions-Civil 3D software	1,506.99
Quill-copy paper, ribbons,staples,etc.	<u>267.95</u>
<b>Total</b>	<b>3,046.12</b>

**Banking**

**Northern State Bank**

Balance as of July 8, 2020	\$ 245,508.39
Total Checks Written	(695,811.01)
Receipt #989792 Transfer in from American Federal Bank, Fosston	300,000.00
Receipt #989793 Northwest MN Service Cooperative-Worksite Wellness Grant	50.00
Receipt #989794 Transfer in from American Federal	<u>500,000.00</u>
Balance as of July 22, 2020	<u><u>\$ 349,747.38</u></u>

Current interest rate is .30%

**American Federal Bank-Fosston**

Balance as of July 8, 2020	\$ 6,758,796.21
Receipt #989782 Transfer into Northern State Bank	(300,000.00)
Receipt #989794 Transfer into Northern State Bank	<u>(500,000.00)</u>
Balance as of July 22, 2020	<u><u>\$ 5,958,796.21</u></u>

Current interest rate is .75%

Red Lake Watershed District  
as of July 22, 2020

<u>Name of Institution</u>	<u>Purchase/ Current Value</u>	<u>Int. Rate</u>	<u>Mat. Date</u>	<u>*Maturity Amount</u>
10010 Northern State Bank (checking)	\$ 349,747.38	0.30%		\$ 349,747.38
10030 American Federal Bank Fosston	\$ 5,958,796.21	0.75%		\$ 5,958,796.21
10380 Edward Jones (Bank Baroda NY)	\$ 200,000.00	1.75%	7/31/2020	\$ 201,750.00 <b>See quotes below</b>
10260 CDARS-The Park Nat'l Bank, Newark,OH (int.pd quarterly via check)	\$ 200,000.00	2.25%	9/5/2020	\$ 200,000.00
10710 CDARS-Poppy Bank & Park Nat'l Bank (int.pd monthly via check)	<u>\$ 200,000.00</u>	2.50%	10/1/2020	<u>\$ 200,000.00</u>
	<b><u>\$ 6,908,543.59</u></b>			<b><u>\$ 6,910,293.59</u></b>

**As of July 22, 2020:**

General Fund balance	205,081.04	General Fund
Special Revenue fund balance (reserved)	190,042.14	
Special Revenue-Ditch 16 bond (reserved)	1,677,128.63	Fund balance of Proj. 177
Funding for 1W1P (reserved)	800,521.00	TR1W1P=\$535,575. &TR1W1P=264,946.
Capital Projects fund balance (unreserved) (does not include cost share revenue for TR Westside)	<u>4,035,770.78</u>	
	<b><u>6,908,543.59</u></b>	

**Quotes for maturing CD from Edward Jones:**

**Edward Jones**

One Year 0.15%

**Unity Bank**

6 months 0.79%

12 months 0.84%

**2020 GENERAL FUND BUDGET**

as of June 30, 2020

(unaudited)

	<b>2020 BUDGET</b>	<b>2020 Exp</b>	<b>(over) under</b>	<b>2nd Qtr Exp.</b>
		<b>TO 6-30-20</b>		<b>6/30/2020</b>
Manager's fees, salaries	33,400.00	14,820.00	18,580.00	16,700.00
Board of Manager's expense	22,000.00	6,172.31	15,827.69	11,000.00
Staff salaries	460,000.00	224,636.05	235,363.95	230,000.00
Payroll taxes	35,190.00	18,699.45	16,490.55	17,595.00
Employee benefits	60,000.00	32,717.06	27,282.94	30,000.00
Travel and meetings(inc. mileage & exp.	5,000.00	880.39	4,119.61	2,500.00
Audit	9,450.00	9,450.00	0.00	4,725.00
Legal	16,000.00	5,592.00	10,408.00	8,000.00
Office supplies	20,000.00	5,588.41	14,411.59	10,000.00
Office equipment	50,000.00	10,130.90	39,869.10	25,000.00
Appraiser/Viewer Expense	2,000.00	0.00	2,000.00	1,000.00
Professional services (inc. Eng. Fees)	20,000.00	12,947.63	7,052.37	10,000.00
Dues and subscriptions	10,000.00	8,018.00	1,982.00	5,000.00
Insurance and bonds	25,000.00	0.00	25,000.00	12,500.00
Repairs and maintenance-Building	15,000.00	5,518.00	9,482.00	7,500.00
Utilities	10,000.00	4,992.15	5,007.85	5,000.00
Advertising and publications	4,000.00	6,433.98	(2,433.98)	2,000.00
Telephone	11,000.00	4,188.14	6,811.86	5,500.00
Vehicle expense and maintenance	14,000.00	5,374.59	8,625.41	7,000.00
Engineering supplies	3,000.00	801.17	2,198.83	1,500.00
Engineering equipment	18,000.00	876.35	17,123.65	9,000.00
Interest	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>843,040.00</b>	<b>377,836.58</b>	<b>465,203.42</b>	<b>421,520.00</b>
Less: Overhead	690,000.00	350,614.94	(339,385.06)	345,000.00
Less: Miscellaneous revenue	7,000.00	521.40	(6,478.60)	3,500.00
<b>General Fund Budget</b>	<b>146,040.00</b>	<b>26,700.24</b>	<b>119,339.76</b>	<b>73,020.00</b>

		TO 6-30-20
January 1, 2020 Beg. Balance	151,168.90	151,168.90
County levies revenue	100,000.00	40,522.99
Misc. revenue		0.00
Gross balance with revenue		<u>191,691.89</u>
Less net expenses		<u>(26,700.24)</u>
Subtotal- General Fund w/o interest		<b>164,991.65</b>
Plus interest earned-if allocated to GF 100%		<u>51,545.69</u>
General Fund Balance 6-30-20		<u><u>216,537.34</u></u>

*Advertising & Publications-over for advertising for Engineer and Engineering Tech. (\$6,216.48)*

**APPENDIX B**  
**RRWMB FUNDING APPLICATION FORM FOR WATER QUALITY PROJECTS**

1. **Requesting Entity:** Red Lake Watershed District
2. **Program Nam:** CD 96 – Outlet Project
3. **Project Partners:** Pennington County and Pennington County SWCD
4. **Location of Project:** River Falls Township (Section 7), Pennington County
5. **Description of Request:** The proposed project is to repair the south slope on CD 96 from the outlet at the Red Lake River upstream to Trunk Highway 32. The slope has failed due to weak soils and high-water table. The project will improve water quality by strengthening the slope and preventing further erosion.

The project is a phased approach as additional failures have occurred further upstream. As funding becomes available, the additional repairs will be made upstream.

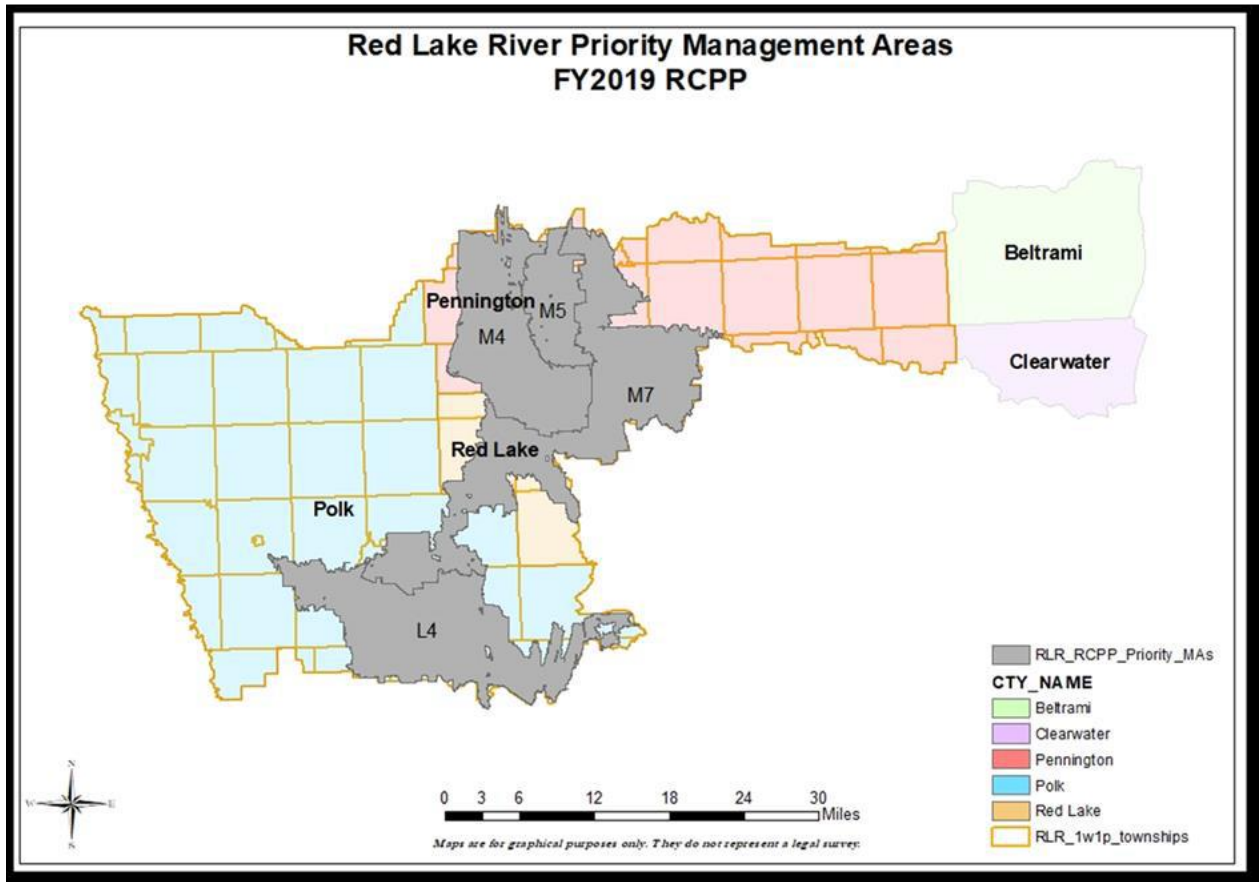
6. **Relation to the RRWMB Vision, Mission, Principle Objective, and Supporting Objectives:** The Red Lake River from County Ditch 96 (Pennington County) to the Clearwater River is on the TMDL Impaired Waters List for Turbidity. This reach is a high priority because of the high importance of the Red Lake River, which provides a domestic supply use of the water source and provides abundant recreational uses. Projects impacting the Red Lake River are being targeted based on data analysis obtained from using the Water Quality Decision Support System (WQDSS) tool, TMDL Impaired Waters List, DNR Stressor ID database, and the Soil and Water Assessment Tool (SWAT) models. The data identified which sub-watersheds were contributing to these impairments, highlighted which fields in those sub-watersheds were contributing the most sediment, and even showed specific locations in the field which were most vulnerable to erosion.

Geotechnical work was be completed last fall utilizing a Clean Water Fund grant from the Red Lake SWCD. Survey and design work will follow the geotechnical report. The stabilization project is expected to exceed the current Clean Water Fund grant and remaining funding will come from Watershed-Based funding.

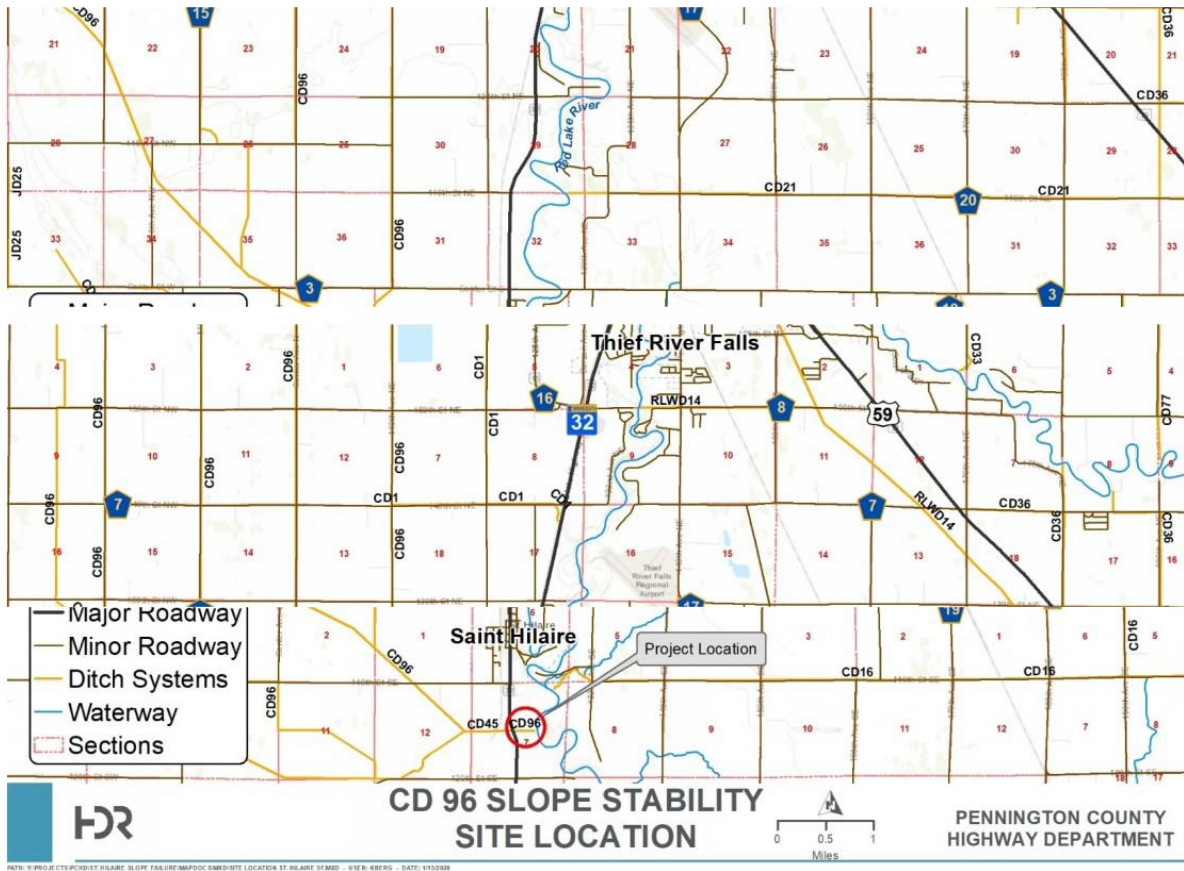
Reduction Estimate: Reduce 233 tons of sediment/year with a management area goal of 458 tons/year. The estimated sediment reduction goal is referenced from the Red Lake River Comprehensive Watershed Management Plan (1W1P).

7. **Relation to Local Plans:** Reducing sediment to restore impaired waters is a top priority in the Red Lake River Comprehensive Watershed Management Plan (1W1P). The Red Lake River is impaired for turbidity downstream of the CD96 outlet making this a priority location as well. Four priority management areas have been identified by the Red Lake River Planning Group and CD96 is one of these areas. The project is identified in the Red Lake River 1W1P Biennial Work Plan for 2018 – 2019 and additional funding was allocated in the 2020 – 2021 Plan to secure completion or move to another phase upstream of the current

location. The sediment reduction estimate for stabilizing the outlet of CD96 is 233 tons of sediment/year with a management area goal of 458 tons/year.



## 8. Project Area Map:



**9. Project Duration and Maintenance:** The Long-Term Goal of the request is to reduce sediment load in the Red Lake River and Red River while repairing the failure and reinforcing past investments in the ditch system.

**10. Drinking Water Benefits:** The project will have a direct benefit to drinking water by preventing future sediment load.

**11. Other Project Benefits:** Additional benefits include the reduction in phosphorus load as the result of the erosion improvements. Also, reestablishing the ditch grade and slopes protects the past investments made by the benefitted landowners.

**12. Monitoring Plan:** SWCD and County staff will be able to monitor project during buffer monitoring, weed control, and annual ditch inspections. Inspections may be conducted by the SWCD with the use of drones, as well as on site monitoring.

**13. Leveraging of Funds:**

The following is a breakdown of the Project Cost:

Estimated Construction Cost and Contingency:	\$175,100
Geotechnical Report and Analysis:	\$30,000
Design/Construction Engineering:	\$35,460
Total:	\$240,560

Funding Source	Amount	Comments
Federal		
State	\$165,807	\$128,100 for Construction
Local	\$13,556	
RRWMB	\$26,313	
Other		
<b>TOTAL</b>	<b>\$205,676</b>	

**14. Project Timeline:** Construction is planned to begin in September of 2020 and completed by November of 2020.

**15. Additional Information:** HDR Engineering performed the original Project Scope report, which recommended the proposed project to repair the slope and install rip rap as reinforcement and erosion prevention in conjunction with a filter barrier.

This project is Phase 1 of a 2 Phase project. The same type of project is planned for the repair of the section of CD 96 from TH 32 west for a ½ mile.

TH 32

STA 0+00.00 - STA 12+33.46  
MILL & OVERLAY, TURN LANE AND  
MULTI-USE PATH CONSTRUCTION,  
PAVEMENT MARKING AND SIGNING  
S.A.P. 057-608-010

STA 12+33.46 - STA 32+50.00  
BRIDGE & STREET CONSTRUCTION, MULTI-USE PATH  
LIGHTING AND DRAINAGE IMPROVEMENTS DONE BY OTHERS  
UNDER SEPARATE CONTRACT (S.A.P. 057-608-009)  
FINAL 2" BITUMINOUS LIFT, PAVEMENT MARKING  
SIGNING, AND LIGHTING  
S.A.P. 057-608-010

STA 32+50.00 - STA 59+24.85  
FULL STREET & INTERSECTION CONSTRUCTION  
MULTI-USE PATH LIGHTING, DRAINAGE IMPROVEMENTS,  
PAVEMENT MARKING AND SIGNING  
S.A.P. 057-608-010

BEGIN S.A.P. 057-608-010  
STA 0+00.00

STATION EQUATION  
120+78.00 BK = 0+00.00 AH

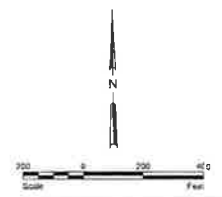
SANFORD PKWY

CLYDE RD

FRED LAKE

137th AVENUE

RIVER



END CONSTRUCTION  
CSAH 17  
STA 409+90.67

END S.A.P. 057-608-010  
STA 59+24.85

BEGIN CONSTRUCTION  
CSAH 17  
STA 400+97.01

H:\BNSF\3816\3816\_013\3816\Phase 3\Scope of Work\400-010\1/27/2020\974\AM\400-010.dwg

No.	Revision	Date	By	<p>I hereby certify that the plans, specifications, or reports were prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Texas.</p> <p><i>[Signature]</i> Date: 1/27/20</p>	 <p>Houston Engineering Inc.</p>	<p>Thief River Falls</p> <p>Drawn by: JER Date: 1/27/20</p> <p>Checked by: AMR/JLL Scale: AS SHOWN</p>	<p>S.A.P. 057-608-010</p> <p>S.P.</p>	<p>SCOPE OF WORK</p> <p>HEI 3816-0013</p>	<p>SHEET</p> <p>G2 of G34</p>
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July 14, 2020

Myron Jesme, Administrator  
Red Lake Watershed District  
1000 Pennington Avenue South  
Thief River Falls, MN 56701

RE: Red Lake Watershed District Ditch No. 16/RLWD Project 177

Dear Myron:

This is in response to your letter dated July 9, 2020, wherein you address some concerns regarding the above-referenced project and request formal approval of revised completion date. First of all, we appreciate and approve the change in start date from the original July 8, 2019, to May 18, 2020, with completion date moved to May 18, 2021. In addition, we don't disagree with your statement that we bid 365 days of work to complete this project; however, we wish to formally state that added materials equal added labor hours, which were not included in our original bid (for total contract time). When requests for additional pipe installation are made, our total contract time needs to be increased accordingly. While our actual cost is covered in the "per foot" price bid (and RLWD has agreed to pay that "per foot" cost add-on), it doesn't account for the fact that we will need additional contract days to complete the additional labor hours required to install the additional material.

To be clear, we do feel, without additional material requests, that we can complete this project as bid by May 18, 2021, even with some inclement weather, but feel it necessary to address your comments regarding "adapting to unfavorable work conditions," as heavy rainfall can literally make it impossible to move heavy equipment—a necessity in completing any excavation project of this size. Simply put, we can't control the weather.

We are happy you are extremely satisfied with the quality of our work. We take great pride in our crew and their ability to achieve excellent results. We are continually monitoring progress on this project, and it is our intention to satisfactorily complete it in a timely fashion.

In conclusion, we would like to set up a meeting on site, with all parties—Pribula, Burski Excavating, you, and any others from the Watershed District you feel should be represented. Please let me know dates and times that work for you.

Thank you for your time and consideration.

Sincerely,

Burski Excavating, Inc.

Nick Biermaier, Estimator



**RED LAKE WATERSHED DISTRICT**  
**Application for Payment**  
**Estimate of Work Completed**

ESTIMATE NUMBER: 4  
 PROJECT NAME: RLWD Ditch 16  
 OWNER: Red Lake Watershed District  
 CONTRACT AMOUNT: \$1,572,196.70  
 CONTRACTOR: Burski Excavating, Inc.

DATE: 7/21/2020  
 PROJECT NUMBER: 177  
 CONTRACT DATE: 6/7/2019  
 WORK COMPLETED: 7/17/2020

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	UNIT PRICE	QUANTITY COMPLETED				TOTAL AMOUNT
					PREVIOUS	CURRENT	TOTAL	%	
1	Traffic Control	LS	1	\$31,138.64	0.50	0.25	0.75	75.00%	\$23,353.98
2	Anchored Silt Fence (Type PA - Preassembled)	LF	1,000	\$2.97	0	0	0	0.00%	\$0.00
3	Anchored 12" Bio-Roll Ditch Block (Type 3)	LF	1,040	\$3.51	0	0	0	0.00%	\$0.00
4	Grass Seed Mixture	LBS	8,600	\$3.15	0	0	0	0.00%	\$0.00
5	Grass Seeding (MndOT 2575.3)	AC	86	\$375.18	0	0	0	0.00%	\$0.00
6	Anchored Wheat Straw Mulch	TON	172	\$178.40	0	0	0	0.00%	\$0.00
7	Riprap, Class 3 (18" & Under) w/type 4 Geotextile	CU.YD.	1,600	\$67.03	0	400	400	25.00%	\$26,812.00
8	Excavation (topsoil conservation-replacement, SWPPP Prep., Erosion Control, Minor Lateral Hauling and Clearing and Grubbing of Trees in Permanent ROW are incidental)	CU.YD.	366,920	\$1.75	48,550	58,600	107,150	29.20%	\$187,512.50
9	Remove Bituminous Pavement	SQ.YD.	316	\$17.30	730	0	730	231.01%	\$12,629.00
10	Bituminous Pavement (Type SP 12.5 Wearing Course Mix)	TON	270	\$108.12	272	0	272	100.74%	\$29,408.64
11	Geogrid-Tensar TX 140 (Install Under Aggregate Base)	SQ.YD.	864	\$3.78	755	0	755	87.38%	\$2,853.90
12	Aggregate Roadway Surfacing (Loose Volume), CL 1	CU.YD.	450	\$34.60	15	0	15	3.33%	\$519.00
13	Salvage & Reinstall Granular & Aggregate Material (CV)	CU.YD.	680	\$27.03	0	0	0	0.00%	\$0.00
14	Granular Backfill (Compacted Volume)	CU.YD.	200	\$38.92	922	0	922	461.00%	\$35,884.24
15	Aggregate Road Base and Shoulder Base (CL 5 MOD)(CV)	CU.YD.	288	\$32.44	277	0	277	96.18%	\$8,985.88
16	18" Corrugated Steel Pipe (CSP) Culvert (16 Gauge)	LF	2,050	\$25.41	0	256	256	12.49%	\$6,504.96
17	80' - 24" SCH 20 Steel Pipe - Directional Bore/Open Cut	EACH	2	\$23,786.46	0	0	0	0.00%	\$0.00
18	24" Corrugated Steel Pipe (CSP) Culvert (16 Gauge)	LF	2,680	\$34.60	0	60	60	2.24%	\$2,076.00
19	36" Corrugated Steel Pipe (CSP) Culvert (14 Gauge)	LF	190	\$60.55	0	0	0	0.00%	\$0.00
20	49"x33" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	70	\$92.98	0	0	0	0.00%	\$0.00
21	53"x41" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	320	\$108.12	0	0	0	0.00%	\$0.00
22	60"x46" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	160	\$123.26	0	0	0	0.00%	\$0.00
23	81"x59" CSAP Culvert (12 Gauge) w/3:1 Step Ends	LF	385	\$161.10	0	0	0	0.00%	\$0.00
24	78" CSP Culvert (12 gauge) w/3:1 step ends	LF	180	\$170.83	0	90	90	50.00%	\$15,374.70
25	18" CSP Standard Flared End Section	EACH	44	\$108.12	0	4	4	9.09%	\$432.48
26	24" CSP Standard Flared End Section	EACH	42	\$151.37	0	1	1	2.38%	\$151.37
27	36" CSP Standard Flared End Section	EACH	6	\$410.86	0	0	0	0.00%	\$0.00
28	18" Exterior Flap-Gate	EACH	44	\$491.95	0	4	4	9.09%	\$1,967.80
29	24" Exterior Flap-Gate	EACH	42	\$589.26	0	1	1	2.38%	\$589.26
30	36" Exterior Flap-Gate	EACH	2	\$1,027.14	0	0	0	0.00%	\$0.00
31	12'x6' Reinforced Conc. Box Culvert (CL 2)	LF	96	\$1,243.38	92	0	92	95.83%	\$114,390.96
32	12'x 6' RC Box Cul. End Sec. (CL 2 w/15 Deg. Skewed End)	EACH	2	\$33,301.04	2	0	2	100.00%	\$66,602.08
					Subtotal				\$536,048.75
Additional Material									\$0.00
					Subtotal				\$0.00
Change Order									
1	Replace 2-15 degree skewed, Type 2, End Sections for the 12'x6'RC Box Culvert	EACH	2	-\$1,974.48	0	2	2	100%	-\$3,948.96
					Subtotal				-\$3,948.96
<b>TOTALS</b>								<b>\$532,099.79</b>	

<b>SUMMARY:</b>	
Total of Work to Date	\$532,099.79
Less 10% Retainage	\$53,209.98
Amount Paid on Previous Payments	\$331,175.33
<b>Amount Due this Estimate</b>	<b>\$147,714.48</b>
Percentage of work completed	34%
Original Contract Amount Due	\$1,572,196.70
Additional Material	\$0.00
Change Orders	(\$3,948.96)
Total Estimated Contract Costs	\$1,568,247.74

<b>RECAP OF PREVIOUS PAYMENTS:</b>		
ESTIMATE NO	DATE	PAYMENT AMOUNT
1	1/31/2020	\$78,333.13
2	6/11/2020	\$86,924.58
3	6/23/2020	\$165,917.62
4		\$0.00
5		\$0.00
FINAL PAYMENT		
<b>TOTAL</b>		<b>\$331,175.33</b>

I concur that there are no pending changed condition claims as of this date of this pay estimate NB (Initial)  
 Approved by Contractor: Ron Burski, Burski Excavating, Inc.

Date: 7-22-2020 Signature: [Handwritten Signature]

I concur that there are no pending changed condition claims as of this date of this pay estimate JP (Initial)  
 Approved by Contractor: <sup>Nide</sup> Jerry Pribula, Pribula Engineering, PLLC

Date: 7/22/20 Signature: [Handwritten Signature]

Approved by Administrator: Myron Jesme, Red Lake Watershed District

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**Contractor's Application and Certificate for Payment Summary**

To (Owner): Red Lake Watershed District	From (Contractor): R.J. Zavoral & Sons, Inc.	Via (Engineer): Nathan P. Dalager
Owner's Project No.: 178	Contractor's Project No.:	Engineer's Project No.: 10134290
For (Contract): Thief River Falls Westside Flood Damage Reduction Project	Application No.: 6	Application Period: 7/2/2020 - 7/16/2020

**Application for Payment  
Change Order Summary**

Change Orders Approved by Owner:			
Number	Date Approved	Additions	Deductions
1	5/5/2020	\$ 173,944.09	\$ -
2	5/14/2020	\$ -	\$ 27,577.00
3	5/28/2020	\$ 12,204.00	\$ -
4	6/8/2020	\$ 15,594.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ 201,742.09	\$ 27,577.00
		\$	\$ 174,165.09

<b>1. ORIGINAL CONTRACT PRICE</b>	\$ 6,632,761.68
<b>2. NET CHANGE BY CHANGE ORDERS</b>	\$ 174,165.09
<b>3. CONTRACT SUM TO DATE (Line 1 ± 2)</b>	\$ 6,806,926.77
<b>4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)</b>	\$ 2,556,858.57
<b>5. RETAINAGE: 5% of Completed Work and Stored Material</b>	\$ 127,842.93
<b>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5)</b>	\$ 2,429,015.64
<b>7. LESS PREVIOUS PAYMENTS</b>	\$ 1,593,178.10
<b>8. AMOUNT DUE THIS APPLICATION</b>	\$ 835,837.55
<b>9. BALANCE TO FINISH</b>	\$ 4,250,068.20
<b>10. PERCENT COMPLETE</b>	37.56%

NET CHANGE BY CHANGE ORDERS

**Contractor's Certification**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Contractor:**

By:	Date:
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Payment of:  
\$ 835,837.55 is recommended.

**HDR Engineering, Inc.**

By: *Nathan P. Dalager*

Date: 7/22/2020

**Red Lake Watershed District**

By:

Date:



**Contractor's Application and Certificate for Payment Summary**

To (Owner): Red Lake Watershed District	From (Contractor): R.J. Zavoral & Sons, Inc.	Via (Engineer): Nathan P. Dalager
Owner's Project No.: 178	Contractor's Project No.:	Engineer's Project No.: 10134290
For (Contract): Thief River Falls Westside Flood Damage Reduction Project	Application No.: 6	Application Period: 7/2/2020 - 7/16/2020

**Summary of Previous Payments**

Application No.	Application Period	Payment Amount
1	4/20/2020 - 5/7/2020	\$ 191,120.05
2	5/7/2020 - 5/21/2020	\$ 199,068.23
3	5/21/2020-6/4/2020	\$ 356,473.89
4	6/4/2020-6/18/2020	\$ 450,116.08
5	6/18/2020-7/2/2020	\$ 396,399.85

Application No.	Application Period	Payment Amount



**Contractor's Application and Certificate for Payment**

For (contract):		Thief River Falls Westside Flood Damage Reduction Project					Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		6					Application Period:		7/2/2020 - 7/16/2020					
A			B		C		D	E	F	G	H	I	J	
Item					Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period							
2021.501	MOBILIZATION	LUMP SUM	1	\$259,500.00	\$259,500.00	0.60	0.0	0.0	0.6	60.00%	\$0.00	\$155,700.00	0.40	
2101.501	CLEARING AND GRUBBING	LUMP SUM	1	\$27,725.00	\$27,725.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$27,725.00	0.0	
2104.503	REMOVE 24" CS PIPE CULVERT	LIN FT	68	\$10.00	\$680.00	61.0	0.0	0.0	61	89.71%	\$0.00	\$610.00	7.0	
2104.503	REMOVE 115" x 72" RC ARCH PIPE	LIN FT	92	\$19.00	\$1,748.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	92.0	
2104.503	REMOVE 138" x 88" RC ARCH PIPE	LIN FT	74	\$20.00	\$1,480.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	74.0	
2104.503	REMOVE 154" x 97" RC ARCH PIPE	LIN FT	80	\$23.00	\$1,840.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	80.0	
2104.503	SALVAGE 60" RC ARCH PIPE	LIN FT	150	\$24.50	\$3,675.00	0.0	150.0	0.0	150	100.00%	\$3,675.00	\$3,675.00	0.0	
2104.502	SALVAGE SIGN TYPE A	EACH	14	\$200.00	\$2,800.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	14.0	
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	832	\$2.50	\$2,080.00	176.0	72.0	0.0	248	29.81%	\$180.00	\$620.00	584.0	
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	2946	\$8.65	\$25,482.90	1286.0	0.0	0.0	1286	43.65%	\$0.00	\$11,123.90	1660.0	
2105.607	SPOIL HAULING (P)	CU YD	35480	\$7.95	\$282,066.00	2,500.0	1,500.0	0.0	4,000.00	11.27%	\$11,925.00	\$31,800.00	31480.0	
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	9876	\$1.55	\$15,307.80	0.0	4,844.0	0.0	4844	49.05%	\$7,508.20	\$7,508.20	5032.0	
2105.507	COMMON EXCAVATION (P)	CU YD	595137	\$2.68	\$1,594,967.16	266,155.0	150,000.0	0.0	416,155.00	69.93%	\$402,000.00	\$1,115,295.40	178982.0	
2105.507	COMMON BORROW (CV)	CU YD	10035	\$6.80	\$68,238.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	10035.0	
2118.509	AGGREGATE SURFACING, CLASS 1	TON	90	\$17.80	\$1,602.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	90.0	
2118.509	AGGREGATE SURFACING, CLASS 5	TON	2151	\$11.00	\$23,661.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2151.0	
2211.509	AGGREGATE BASE, CLASS 3	TON	929	\$10.00	\$9,290.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	929.0	
2211.509	AGGREGATE BASE, CLASS 5	TON	1137	\$11.00	\$12,507.00	753.0	0.0	0.0	753	66.23%	\$0.00	\$8,283.00	384.0	
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	367	\$90.00	\$33,030.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	367.0	
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	175	\$90.00	\$15,750.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	175.0	
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	409	\$100.00	\$40,900.00	366.0	0.0	0.0	366	89.49%	\$0.00	\$36,600.00	43.0	
2411.507	STRUCTURAL CONCRETE (3G52) (P)	CU YD	21	\$2,000.00	\$42,000.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	21.0	
2411.508	REINFORCEMENT BARS (EPOXY COATED) (P)	POUND	10270	\$2.15	\$22,080.50	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	10270.0	
2412.502	10X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$16,255.00	\$32,510.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2412.502	12X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$17,600.00	\$35,200.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2412.502	12X10 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	1	\$27,365.00	\$27,365.00	1.0	0.0	0.0	1	100.00%	\$0.00	\$27,365.00	0.0	
2412.503	10X8 PRECAST CONCRETE BOX CULVERT	LIN FT	84	\$1,075.00	\$90,300.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	84.0	
2412.503	12X8 PRECAST CONCRETE BOX CULVERT	LIN FT	102	\$1,125.00	\$114,750.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	102.0	
2412.503	12X10 PRECAST CONCRETE BOX CULVERT	LIN FT	120	\$1,335.00	\$160,200.00	120.0	0.0	0.0	120	100.00%	\$0.00	\$160,200.00	0.0	
2442.501	REMOVE EXISTING BRIDGE	LUMP SUM	2	\$5,700.00	\$11,400.00	1.0	0.0	0.0	1	50.00%	\$0.00	\$5,700.00	1.0	
2451.507	GRANULAR BEDDING (CV)	CU YD	5084	\$11.15	\$56,686.60	654.0	250.0	0.0	904	17.78%	\$2,787.50	\$10,079.60	4180.0	
2461	FLOWABLE FILL CONCRETE	CU YD	211	\$140.00	\$29,540.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	211.0	
2501.502	24" CAS PIPE APRON	EACH	3	\$375.00	\$1,125.00	0.0	2.0	0.0	2	66.67%	\$750.00	\$750.00	1.0	
2501.502	30" CAS PIPE APRON	EACH	2	\$598.00	\$1,196.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0	
2501.502	36" CAS PIPE APRON	EACH	4	\$930.00	\$3,720.00	0.0	2.0	0.0	2	50.00%	\$1,860.00	\$1,860.00	2.0	
2501.502	18" CS PIPE APRON	EACH	18	\$170.00	\$3,060.00	2.0	0.0	0.0	2	11.11%	\$0.00	\$340.00	16.0	
2501.502	24" CS PIPE APRON	EACH	6	\$230.00	\$1,380.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	6.0	





Contractor's Application and Certificate for Payment

For (contract):		Thief River Falls Westside Flood Damage Reduction Project					Contractor:		R.J. Zavoral & Sons, Inc.						
Application No.:		6					Application Period:		7/2/2020 - 7/16/2020						
A			B			C		D	E		F	G	H	I	J
Item			Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)				
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period								
2501.502	36" CS PIPE APRON	EACH	1	\$525.00	\$525.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0		
2501.502	48" CS PIPE APRON	EACH	8	\$1,100.00	\$8,800.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	8.0		
2501.502	FLAP GATE FOR 18"CS PIPE	EACH	16	\$685.00	\$10,960.00	2.0	0.0	0.0	2	12.50%	\$0.00	\$1,370.00	14.0		
2501.502	FLAP GATE FOR 24"CS PIPE	EACH	3	\$760.00	\$2,280.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0		
2501.503	24" CAS PIPE CULVERT	LIN FT	222	\$40.00	\$8,880.00	0.0	136.0	0.0	136	61.26%	\$5,440.00	\$5,440.00	86.0		
2501.503	30" CAS PIPE CULVERT	LIN FT	68	\$55.00	\$3,740.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	68.0		
2501.503	36" CAS PIPE CULVERT	LIN FT	143	\$65.00	\$9,295.00	0.0	73.0	0.0	73	51.05%	\$4,745.00	\$4,745.00	70.0		
2501.503	15" CS PIPE CULVERT	LIN FT	20	\$32.00	\$640.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	20.0		
2501.503	18" CS PIPE CULVERT	LIN FT	1054	\$33.00	\$34,782.00	188.0	0.0	0.0	188	17.84%	\$0.00	\$6,204.00	866.0		
2501.503	24" CS PIPE CULVERT	LIN FT	262	\$40.00	\$10,480.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	262.0		
2501.503	48" CS PIPE CULVERT	LIN FT	271	\$105.00	\$28,455.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	271.0		
2501.503	84" CS PIPE CULVERT (BEVEL CUT ENDS)	LIN FT	636	\$187.00	\$118,932.00	444.0	0.0	0.0	444	69.81%	\$0.00	\$83,028.00	192.0		
2501.503	102" SPAN CS PIPE ARCH CULVERT (BEVEL CUT ENDS)	LIN FT	67	\$220.00	\$14,740.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	67.0		
2501.503	30" STEEL CASING PIPE - JACK INSTALLED	LIN FT	169	\$678.00	\$114,582.00	169.0	0.0	0.0	169	100.00%	\$0.00	\$114,582.00	0.0		
2501.503	30" STEEL CASING PIPE	LIN FT	106	\$772.00	\$81,832.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	106.0		
2501.503	36" STEEL CASING PIPE	LIN FT	59	\$177.00	\$10,443.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	59.0		
2501.503	54" STEEL CASING PIPE - JACK INSTALLED	LIN FT	168	\$1,500.00	\$252,000.00	30.0	42.0	0.0	72	42.86%	\$63,000.00	\$108,000.00	96.0		
2501.515	18" RC PIPE APRON	EACH	3	\$540.00	\$1,620.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0		
2501.515	24" RC PIPE APRON	EACH	8	\$630.00	\$5,040.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	8.0		
2501.515	36" RC PIPE APRON	EACH	3	\$1,160.00	\$3,480.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0		
2503.503	36" CS PIPE SEWER	LIN FT	738	\$67.00	\$49,446.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	738.0		
2503.503	12" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	23	\$50.00	\$1,150.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	23.0		
2503.503	15" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	19	\$55.00	\$1,045.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	19.0		
2503.503	18" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	164	\$58.00	\$9,512.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	164.0		
2503.503	24" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	1020	\$56.00	\$57,120.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1020.0		
2503.503	36" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	823	\$106.00	\$87,238.00	0.0	48.0	0.0	48	5.83%	\$5,088.00	\$5,088.00	775.0		
2503.503	48" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	2036	\$167.00	\$340,012.00	80.0	638.0	0.0	718	35.27%	\$106,546.00	\$119,906.00	1318.0		
2503.503	54" RC PIPE SEWER DESIGN 3006, CLASS III	LIN FT	2284	\$212.00	\$484,208.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2284.0		
2503.503	54" RC PIPE SEWER DESIGN 3006, CLASS IV	LIN FT	108	\$238.00	\$25,704.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	108.0		
2503.503	60" RC PIPE CULVERT DESIGN 3006, CLASS III	LIN FT	16	\$248.00	\$3,968.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	16.0		
2503.602	CONNECT TO EXISTING FORCE MAIN	EACH	2	\$1,800.00	\$3,600.00	2.0	0.0	0.0	2	100.00%	\$0.00	\$3,600.00	0.0		
2506.502	CONSTRUCT DRAINAGE STRUCTURE 36" CS PIPE RISER	EACH	2	\$1,100.00	\$2,200.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0		
2506.502	CONSTRUCT 4X4 DRAINAGE STRUCTURE, PRECAST	EACH	3	\$7,475.00	\$22,425.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0		
2506.502	CONSTRUCT 6X6 DRAINAGE STRUCTURE, PRECAST	EACH	10	\$11,085.00	\$110,850.00	0.0	2.0	0.0	2	20.00%	\$22,170.00	\$22,170.00	8.0		
2506.502	CONSTRUCT 8X6 DRAINAGE STRUCTURE, PRECAST	EACH	10	\$14,815.00	\$148,150.00	1.0	0.0	0.0	1	10.00%	\$0.00	\$14,815.00	9.0		
2506.502	CONSTRUCT 8X8 DRAINAGE STRUCTURE, PRECAST	EACH	2	\$14,400.00	\$28,800.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2.0		
2506.502	CONSTRUCT 10X6 DRAINAGE STRUCTURE, PRECAST	EACH	1	\$15,915.00	\$15,915.00	0.0	1.0	0.0	1	100.00%	\$15,915.00	\$15,915.00	0.0		



Contractor's Application and Certificate for Payment

For (contract):		Thief River Falls Westside Flood Damage Reduction Project				Contractor:		R.J. Zavoral & Sons, Inc.						
Application No.:		6				Application Period:		7/2/2020 - 7/16/2020						
A					B	C		D	E	F	G	H	I	J
Item					Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period							
2506.502	CONSTRUCT 10X8 DRAINAGE STRUCTURE, PRECAST	EACH	1	\$34,850.00	\$34,850.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0	
2506.502	CASTING ASSEMBLY - BEEHIVE GRATE AND FRAME	EACH	3	\$1,250.00	\$3,750.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2506.502	CASTING ASSEMBLY - COVER AND FRAME	EACH	3	\$780.00	\$2,340.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3.0	
2511.507	RANDOM RIPRAP - SPECIAL (CLASS 3)	CU YD	1044	\$105.00	\$109,620.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1044.0	
2511.507	RANDOM RIPRAP - SPECIAL (CLASS 4)	CU YD	362	\$105.00	\$38,010.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	362.0	
2511.507	RANDOM RIPRAP - SPECIAL (D50 = 18")	CU YD	1450	\$105.00	\$152,250.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1450.0	
2511.507	RANDOM RIPRAP (CLASS 2)	CU YD	225	\$85.00	\$19,125.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	225.0	
2511.507	RANDOM RIPRAP (CLASS 3)	CU YD	2057	\$85.00	\$174,845.00	0.0	282.0	0.0	282	13.71%	\$23,970.00	\$23,970.00	1775.0	
2511.507	RANDOM RIPRAP (CLASS 4)	CU YD	1063	\$85.00	\$90,355.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1063.0	
2511.509	GRANULAR FILTER MATERIAL	TON	354	\$85.00	\$30,090.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	354.0	
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	110	\$54.00	\$5,940.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	110.0	
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$25,000.00	\$25,000.00	0.75	0.0	0.0	0.75	75.00%	\$0.00	\$18,750.00	0.3	
2563.601	DETOUR SIGNING	LUMP SUM	1	\$13,550.00	\$13,550.00	0.2	0.5	0.0	0.7	70.00%	\$6,775.00	\$9,485.00	0.3	
2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	6	\$2,600.00	\$15,600.00	3.0	0.0	0.0	3	50.00%	\$0.00	\$7,800.00	3.0	
2573.502	STORM DRAIN INLET PROTECTION	EACH	4	\$125.00	\$500.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	4.0	
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	782	\$5.50	\$4,301.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	782.0	
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	160	\$17.00	\$2,720.00	100.0	0.0	0.0	100	62.50%	\$0.00	\$1,700.00	60.0	
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	2546	\$3.00	\$7,638.00	337.0	0.0	0.0	337	13.24%	\$0.00	\$1,011.00	2209.0	
2574.505	SOIL BED PREPARATION	ACRE	10.8	\$200.00	\$2,160.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	10.8	
2574.508	FERTILIZER, TYPE 1	POUND	18800	\$0.50	\$9,400.00	2800.0	0.0	0.0	2,800.00	14.89%	\$0.00	\$1,400.00	16000.0	
2574.508	FERTILIZER, TYPE 3	POUND	220	\$0.50	\$110.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	220.0	
2575.504	TURF REINFORCEMENT MAT, CATEGORY 4	SQ YD	3200	\$16.00	\$51,200.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	3200.0	
2575.505	SEEDING	ACRE	75.1	\$300.00	\$22,530.00	14.0	0.0	0.0	14	18.64%	\$0.00	\$4,200.00	61.1	
2575.505	DISK ANCHORING	ACRE	75.1	\$20.00	\$1,502.00	14.0	0.0	0.0	14	18.64%	\$0.00	\$280.00	61.1	
2575.508	SEED MIXTURE, 25-131	POUND	2332	\$4.00	\$9,328.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	2332.0	
2575.508	SEED MIXTURE, 25-141	POUND	4388	\$4.00	\$17,552.00	826.0	0.0	0.0	826	18.82%	\$0.00	\$3,304.00	3562.0	
2575.508	HYDRAULIC MULCH MATRIX	POUND	22260	\$0.85	\$18,921.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	22260.0	
2575.509	MULCH MATERIAL TYPE 1	TON	150.2	\$80.00	\$12,016.00	28.0	0.0	0.0	28	18.64%	\$0.00	\$2,240.00	122.2	
2575.523	WATER	M GAL	223	\$50.00	\$11,150.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	223.0	
2575.604	ROLLED EROSION CONTROL PREVENTION CATEGORY 25	SQ YD	5778	\$1.69	\$9,764.82	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	5778.0	
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	1156	\$3.20	\$3,699.20	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1156.0	
2582.503	4" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	265	\$2.00	\$530.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	265.0	
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	115.6	\$2.00	\$231.20	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	115.6	
2722.549	8" PVC SDR-26 FORCE MAIN	LIN FT	2408	\$28.00	\$67,424.00	1,966.0	0.0	0.0	1,966.00	81.64%	\$0.00	\$55,048.00	442.0	
2722.549	8" FORCE MAIN DIRECTIONAL BORE (FUSIBLE PVC C900)	LIN FT	344	\$100.00	\$34,400.00	344.0	0.0	0.0	344	100.00%	\$0.00	\$34,400.00	0.0	
2722.549	20" PVC FORCE MAIN	LIN FT	2437	\$74.00	\$180,338.00	335.0	0.0	0.0	335	13.75%	\$0.00	\$24,790.00	2102.0	
2722.554	DUCTILE IRON FITTINGS (8" & 20")	POUND	2623	\$6.50	\$17,049.50	1652.0	0.0	0.0	1,652.00	62.98%	\$0.00	\$10,738.00	971.0	
2722.563	AIR RELEASE MANHOLE	EACH	1	\$15,250.00	\$15,250.00	0.0	0.0	0.0	0	0.00%	\$0.00	\$0.00	1.0	



**Contractor's Application and Certificate for Payment**

For (contract):		Thief River Falls Westside Flood Damage Reduction Project				Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		6				Application Period:		7/2/2020 - 7/16/2020					
A					B	C	D	E	F	G	H	I	J
Item					Work Completed			Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period						(A - F)
CO-1	SALES TAX REIMBURSEMENT	LS	1	\$173,944.09	\$173,944.09	0.14	0.00	0.0	0.14	14.00%	\$0.00	\$24,352.17	0.86
CO-2	STORM SEWER MANHOLE VALUE ENGINEERING	LS	1	\$27,577.00	\$27,577.00	0.0	0.00	0.0	0	0.00%	\$0.00	\$0.00	1.00
CO-3	30" STEEL CASING PIPE - JACK INSTALLED	LIN FT	18	\$678.00	\$12,204.00	18.0	0.0	0.0	18	100.00%	\$0.00	\$12,204.00	0.00
CO-4	30" STEEL CASING PIPE - JACK INSTALLED	LIN FT	23	\$678.00	\$15,594.00	23.0	0.0	0.0	23	100.00%	\$0.00	\$15,594.00	0.00



Contractor's Application and Certificate for Payment

For (contract):		Thief River Falls Westside Flood Damage Reduction Project - MnDOT Trunk Highway No. 1 (SP 5701-33)					Contractor:		R.J. Zavoral & Sons, Inc.					
Application No.:		6					Application Period:		7/2/2020 - 7/16/2020					
A			B			C		D	E	F	G	H	I	J
Item			Work Completed					Materials Presently Stored (not in C or D)	Total Completed and Stored To Date (C+D+E)	Percent Complete To Date (%)	Total Cost This Period	Total Cost Complete to Date	Balance to Finish (A - F)	
Item No.	Description	Unit	Contract Quantity	Contract Unit Price	Scheduled Value	From Previous Applications	This Period							
2021.501	MOBILIZATION	LUMP SUM	1	\$25,000.00	\$25,000.00	0.0	1	0.0	1	100.00%	\$25,000.00	\$25,000.00	0.0	
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	112	\$2.50	\$280.00	0.0	112	0.0	112	100.00%	\$280.00	\$280.00	0.0	
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	706	\$9.00	\$6,354.00	0.0	706	0.0	706	100.00%	\$6,354.00	\$6,354.00	0.0	
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	826	\$1.55	\$1,280.30	0.0	826	0.0	826	100.00%	\$1,280.30	\$1,280.30	0.0	
2118.509	AGGREGATE SURFACING CLASS 1	TON	75	\$18.00	\$1,350.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	75.0	
2211.509	AGGREGATE BASE, CLASS 5	TON	236	\$11.00	\$2,596.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	236.0	
2232.603	MILLED RUMBLE STRIPS - INTERMITTENT	LIN FT	454	\$5.50	\$2,497.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	454.0	
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	308	\$100.00	\$30,800.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	308.0	
2412.502	12X6 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$12,950.00	\$25,900.00	0.0	2	0.0	2	100.00%	\$25,900.00	\$25,900.00	0.0	
2412.503	12X6 PRECAST CONCRETE BOX CULVERT	LIN FT	98	\$1,070.00	\$104,860.00	0.0	98	0.0	98	100.00%	\$104,860.00	\$104,860.00	0.0	
2451.507	FINE AGGREGATE BEDDING (CV)	CU YD	368	\$15.00	\$5,520.00	0.0	368	0.0	368	100.00%	\$5,520.00	\$5,520.00	0.0	
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	220	\$2.15	\$473.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	220.0	
2511.607	RANDOM RIPRAP - SPECIAL	CU YD	85	\$105.00	\$8,925.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	85.0	
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$11,500.00	\$11,500.00	0.0	1	0.0	1	100.00%	\$11,500.00	\$11,500.00	0.0	
2563.601	DETOUR SIGNING	LUMP SUM	1	\$7,000.00	\$7,000.00	0.0	1	0.0	1	100.00%	\$7,000.00	\$7,000.00	0.0	
2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	2	\$3,900.00	\$7,800.00	0.0	2	0.0	2	100.00%	\$7,800.00	\$7,800.00	0.0	
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	262	\$6.00	\$1,572.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	262.0	
2574.508	FERTILIZER TYPE 3	POUND	50	\$0.50	\$25.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	50.0	
2575.505	SEEDING	ACRE	0.3	\$500.00	\$150.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.3	
2575.505	DISK ANCHORING	ACRE	0.3	\$50.00	\$15.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.3	
2575.508	SEED MIXTURE, 25-141	POUND	15	\$5.00	\$75.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	15.0	
2575.509	MULCH MATERIAL TYPE 1	TON	0.5	\$200.00	\$100.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.5	
2575.604	ROLLED EROSION CONTROL PREVENTION CATEGORY 25	SQ YD	1392	\$1.75	\$2,436.00	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	1392.0	
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	454	\$3.20	\$1,452.80	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	454.0	
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	227	\$0.30	\$68.10	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	227.0	
CO-1	SALES TAX REIMBURSEMENT	LS	1	\$173,944.09	\$173,944.09	0.0	0	0.0	0	0.00%	\$0.00	\$0.00	0.00	



Tuesday, July 14, 2020

Mr. Nate Dalager, PE  
HDR Engineering  
213 LaBree Avenue North, Suite 203  
Thief River Falls, MN 56701

Re: RLWD Project #178 TRF Westside Flood Damage Reduction Project

Dear Mr. Dalager,

The 2020 construction season in the Thief River Falls area has so far has experienced frequent and heavy rainfalls that have significantly affected the progress on the above referenced project. Our crews have made good headway on the project so far, despite the weather. However due to the frequency and amount of rain received, we have lost many working days due to wet conditions and localized flooding. In addition, the bores at TH 32 have been delayed by numerous rocks encountered in the roadway and the flooding of the boring pits multiple times due to localized flooding in the City.

As discussed frequently in our weekly meetings, we consider this rainfall and flooding to be out of the ordinary for the area and a significant hamper to our operations. We plan to continue to progress on this project, however due to these circumstances, we are requesting that the interim completion dates be waived, the substantial completion date to be extended to September 30<sup>th</sup>, and the final completion date to be extended to October 31<sup>st</sup>.

We look forward to your response.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nick Carlin".

Nick Carlin | RJ Zavoral & Sons, Inc. | Project Manager

Red Lake Watershed District  
Black River Impoundment Project

Project Right of Way

H 3 Diversion Ditch						
Negotiation No.	Land Owner	Location	County Parcel No.	Temporary R/W (acres)	Permanent R/W (acres)	Comment
1	Craig A. Swanson	S1/2, SE 1/4, Sect. 35, Bray Twp.	0203515801	3.811	5.352	Includes 1/4 mile of ditch along Co. Road 68
2	Curtis W. & Marilyn R. Swanson	SW 1/4, Sect 36, Bray Twp.	0203616400	3.401	4.063	
3	Curtis W. & Marilyn R. Swanson	SE 1/4, Sect 36, Bray Twp.	0203616300	4.240	4.962	Includes Approx. 800' feet of ditch along CSAH 12
<b>Total Right of Way CSAH 3 Div.</b>				<b>11.452</b>	<b>14.377</b>	

County Road 68 Diversion Ditch						
Negotiation No.	Land Owner	Location	County Parcel No.	Temporary R/W (acres)	Permanent R/W (acres)	Comment
4	Thomas A. Scholin	NE 1/4 of the SE 1/4 and W1/2 of the NE 1/4, Sect. 35, Bray Twp.	0203515500	4.078	4.925	
5	Thomas A. & Lucille V. Scholin	SW 1/4, Sect. 25 Bray Twp.	0202511400	2.038	2.757	
6	Michael A. & Lori A. Brooks	NW 1/4, Sect. 25 Bray Twp.	0202511200	2.276	2.516	
7	Bray Township, David Erickson, Clerk	2.5 Acre Tract in SW1/4 of the SW 1/4, Sect. 24, Bray Twp.	0202410700	0.056	0.301	
8	Michael A. & Lori A. Brooks	W1/2 of the SW 1/4 & SW 1/4 of the NW1/4, Sect. 24, Bray Twp., less 2.5 ac. Tract	0202410500	1.498	1.978	
<b>Total Right of Way County Road 68 Div.</b>				<b>9.946</b>	<b>12.477</b>	

CSAH 12 Diversion Ditch						
Negotiation No.	Land Owner	Location	County Parcel No.	Temporary R/W (acres)	Permanent R/W (acres)	Comment
9	Chad D. & Ruth E. Broadwell	Lots 3 & 4, Sect. 31, Sanders Twp.	1703119600	3.046	3.002	
10	Keith L. & Lorraine M. Langseth	Lots 1 & 2, Sect. 31, Sanders Twp.	1703119400	5.998	4.439	
11	Keith L. & Lorraine M. Langseth	Lots 3 & 4, Sect. 30, Sanders Twp.	1703019100	4.130	4.661	
12	Keith L. & Lorraine M. Langseth	Lots 1 & 2, Sect. 30, Sanders Twp.	1703018900	5.070	4.115	
13	Raymond P. & Katherine M. Kvalvog	Lot 4, Sect. 19, Sanders Twp.	1701913000	2.209	1.533	
14	Raymond P. & Katherine M. Kvalvog	Lot 3, Sect. 19, Sanders Twp. Less an 8.84 ac. Tract	1701913100	2.783	1.368	
15	Richard & Debbra Filpula	An 8.84 acre Tract in N. 500' of W. 770', NW1/4 of the SW 1/4, Sect. 19, Sanders Twp.	1071313101	0.000	0.562	
16	Raynold & Kathryn Ulrich	Lots 1 & 2, Sect. 19, Sanders Twp.	1701912800	3.546	2.935	
17	Raynold & Kathryn Ulrich	Lot 4, Sect. 18, Sanders Twp. Less 4.02 ac. Tract	1701812500	0.889	1.452	
18	Darrel A. Mehrkens	Lot 3, Sect. 18, Sanders Twp.	1701812400	1.064	0.730	
19	Albert E. & Kathleen M. Mehrkens	Lot 2, Sect. 18, Sanders Twp.	1701812401	0.757	1.029	
20	R. Clark Carpenter	Lot 1, Sect. 18, Sanders Twp. Less 5.64 ac. Highway R/W	1701812300	0.598	0.833	
<b>Total Right of Way CSAH 12 Div.</b>				<b>30.090</b>	<b>26.659</b>	

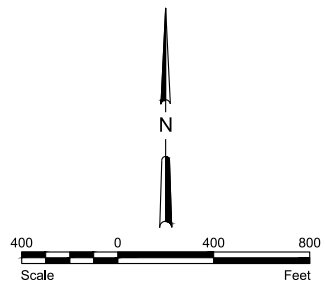
South Diversion Ditch (Co. Road 55)						
Negotiation No.	Land Owner	Location	County Parcel No.	Temporary R/W (acres)	Permanent R/W (acres)	Comment
21	The Swedish Luthern Church	5.00 Ac. Parcel in the SW1/4 of the SW1/4, Sect. 2, Polk Centre Twp.	1300200901	0.355	1.369	
22	The Swedish Luthern Church	5.00 Ac. Parcel in the SW1/4 of the SW1/4, Sect. 2, Polk Centre Twp.	1300200900	0.138	0.380	
23	Kristin R. (Naplin) Knott	SW1/4 of the SW1/4, Sect. 2, Polk Centre Twp. Less 10 ac.	1300201100	1.296	2.266	
24	Pamela A. Naplin	E1/2 of the SW1/4, Sect. 2, Polk Centre Twp.	1300201101	1.658	2.170	
25	Kristin R. (Naplin) Knott	SE1/4, Sect. 2, Polk Centre Twp. Less 10.46 ac. Tract	1300201001	3.177	3.495	
26	Gary & Lyla Mosbeck	675' X 675' tract in the SE1/4, Sect. 2, Polk Centre Twp.	1300201000	0.299	0.851	
27	John E. & Myrna M. Erickson	SW 1/4, Sect. 1, Polk Centre Twp.	1300100600	3.616	4.631	
28	Fair Creek, LLP	W1/2, SE1/4, Sect. 1, Polk Centre Twp.	1300100500	1.704	2.585	
29	Walter G. & Janet M. Osborn	E1/2, SE1/4, Sect. 1, Polk Centre Twp.	1300100400	1.189	2.586	
30	Roy V. & Elizabeth A. Quick	E1/2, SW1/4, & Lots 5,6 & 7 Sect. 6, Black River Twp.	0100603100	3.023	3.960	

31	John E. & Myrna M. Erickson	SE 1/4, Sect. 6, Black River Twp.	0100603200	3.888	4.310	
32	John E. & Myrna M. Erickson	S1/2, SW 1/4, Sect. 5, Black River Twp.	0100502800	3.008	4.030	
33	John E. & Myrna M. Erickson	W 60 Rods of the SE 1/4, Sect. 5, Black River Twp.	0100502700	1.374	1.309	
<b>Total Right of Way South Div.</b>				<b>24.725</b>	<b>33.942</b>	

<b>Outlet Channel</b>						
Negotiation No.	Land Owner	Location	County Parcel No.	Temporary R/W (acres)	Permanent R/W (acres)	Comment
34	Sorvig Family LLP	W 1/2, SE 1/4, Sect. 4 Polk Centre Twp.	1300402101	2.038	2.757	
35	Sorvig Family LLP	SW 1/4, Sect. 4 Polk Centre Twp.	1300402400	2.276	2.516	
<b>Total Right of Way Outlet Channel</b>				<b>4.314</b>	<b>5.273</b>	

<b>Total Right-of-Way for All Diversion Ditches &amp; Outlet Ditch</b>	<b>80.527</b>	<b>92.728</b>
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Parcel Line Table		
Line #	Length	Direction
L1	198.00	S89°59'21"W
L2	660.00	N00°04'47"E
L3	198.00	N89°59'21"E
L4	660.00	S00°04'47"W
L5	800.00	N00°04'47"E
L6	140.00	N00°04'47"E
L7	600.00	S89°59'21"W
L8	420.00	S00°04'47"W
L9	2005.39	S89°59'21"W
L10	380.00	S00°03'14"E
L11	95.00	N89°49'45"W



FOUND IRON MONUMENT ●

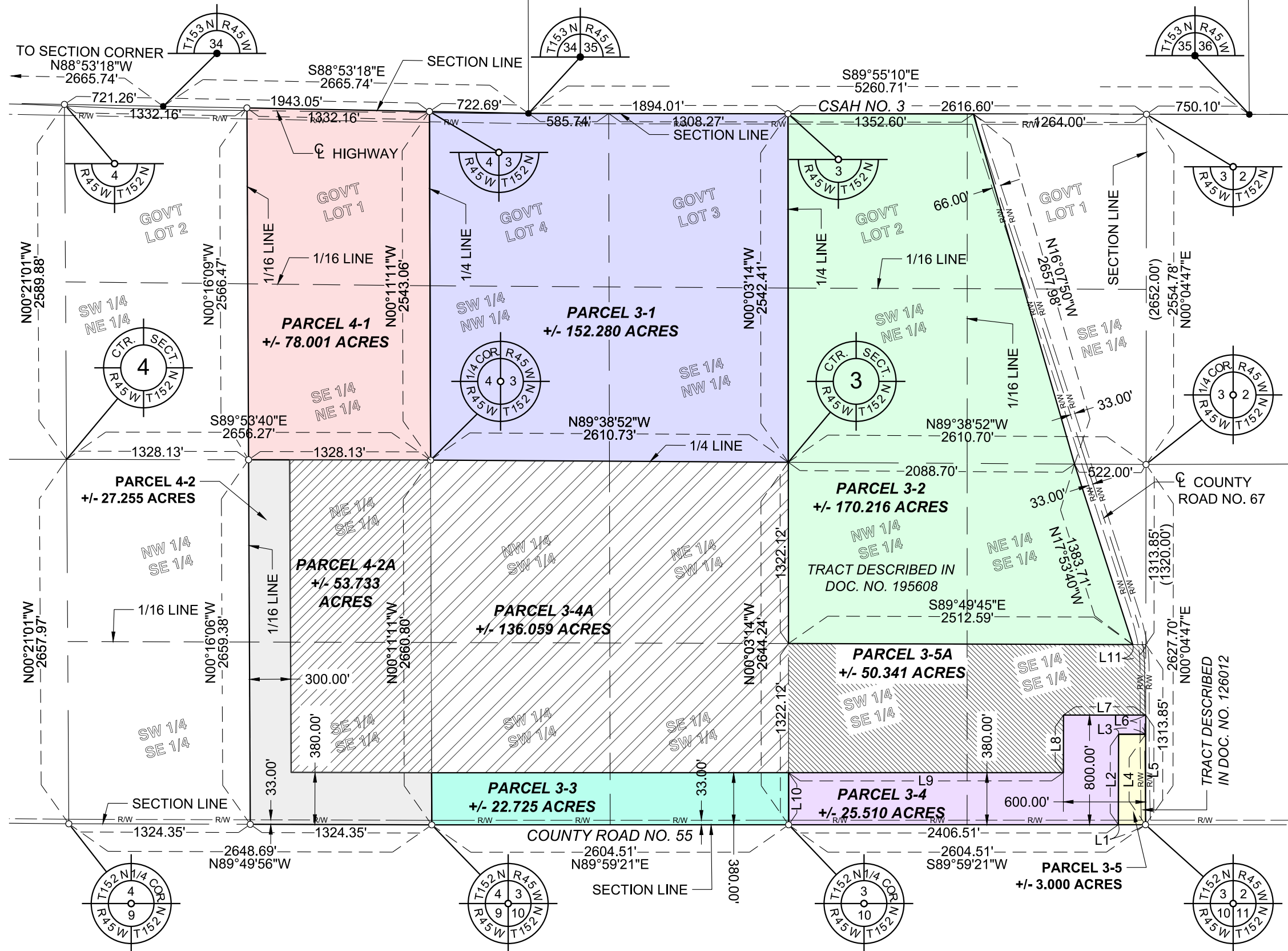
1/2" I.D. IRON PIPE SET ○

MEASURED BEARING N88°06'54"E  
PLAT BEARING (N88°06'01"E)

MEASURED DISTANCE 151.04'  
PLAT DISTANCE (151.04')

MEASURED BEARINGS SHOWN ARE BASED ON THE PENNINGTON COUNTY COORDINATE SYSTEM.


MEASURED DISTANCES SHOWN ARE GROUND DISTANCES IN TERMS OF U.S. SURVEY FEET.



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No.	Revision	Date	By	I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota. <i>Curtis A. Skorghol</i> 6-19-2017 Date	Houston Engineering Inc.	Fargo P: 701.237.5065 F: 701.237.5101	Drawn by PAJ Checked by CAS Date 6-19-17 Scale AS SHOWN	BLACK RIVER IMPOUNDMENT RED LAKE WATERSHED DISTRICT THIEF RIVER FALLS, MINNESOTA	CERTIFICATE OF SURVEY PROJECT NO. 3655-091	SHEET 1 of 3
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Parcel 4-1 (Purchase Parcel) 


Landowner: Craig A. Swanson

Area: +/- 78.001 Acres

Description:

Government Lot 1 and the Southeast Quarter of the Northeast Quarter of Section 4, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota.

Said tract of land contains 78.001 acres, more or less, and is subject to easements as may be of record

Parcel 4-2 (Purchase Parcel) 

Landowner: R. Scott Sorvig & Dorinda K. Sorvig

Area: +/- 27.255 Acres

Description:

That part of Section 4, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

The West 300.00 feet of the East Half of the Southeast Quarter of said Section 4.

together with

The South 380.00 feet of the East Half of the Southeast Quarter of said Section 4.

Said tracts of land contain 27.255 acres, more or less, and is subject to easements as may be of record.

Parcel 3-1 (Purchase Parcel) 

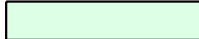
Landowner: Craig A. Swanson

Area: +/- 152.280 Acres

Description:

Government Lots 3 and 4 and the South Half of the Northwest Quarter of Section 3, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota.

Said tract of land contains 152.280 acres, more or less.

Parcel 3-2 (Purchase Parcel) 

Landowner: Thomas A. Scholin & Lucille V. Scholin

Area: +/- 170.216 Acres

Description (Per Document No. 195608):

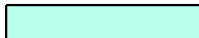
The Northeast Quarter (NE1/4), also known as Lots One (1) and two (2) and the South Half of the Northeast Quarter (S1/2NE1/4), and the North Half of the Southeast Quarter (N1/2SE1/4) of Section Three (3), Township One Hundred Fifty-two (152) North of Range Forty-five (45), West of the Fifth Principal Meridian EXCEPTING THEREFROM THE FOLLOWING TWO TRACTS:

Commencing at a point on the north line of Section Three (3) above described 1264 feet West of the northeast corner of said Section Three (3); thence east 1264 feet, thence South 2652 feet to the quarter Section corner; thence West 522 feet; thence northwesterly to the point of beginning.

AND

Beginning at a point 522 feet West of the quarter section corner on the East line of Section Three (3) above described, thence East 522 feet; thence South 1320 feet; thence West 95 feet; thence northwesterly to point of beginning, said last excepted tract containing 9.34 acres; both of said excepted tracts having been heretofore conveyed to Oscar Peterson, by deed recorded in office of Registrar of Deeds of Pennington County in Book 62 of Deeds on Page 478.

Said tract of land contains 170.216 acres, more or less, and is subject to easements as may be of record.

Parcel 3-3 (Purchase Parcel) 

Landowner: R. Scott Sorvig & Dorinda K. Sorvig

Area: +/- 22.725 Acres

Description:

The South 380.00 feet of the Southwest Quarter of Section 3, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota.

Said tract of land contains 22.725 acres, more or less, and is subject to easements as may be of record.

Parcel 3-4 (Purchase Parcel) 

Landowner: R. Scott Sorvig & Dorinda K. Sorvig

Area: +/- 25.510 Acres

Description:

That part of the South Half of the Southeast Quarter of Section 3, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Commencing at the southeast corner of said Section 3; thence South 89°59'21" West, along the Southerly line of the Southeast Quarter of said Section 3, for a distance of 198.00 feet to the true point of beginning; thence North 00°04'47" East, parallel with the easterly line of the Southeast Quarter of said Section 3, for a distance of 660.00 feet; thence North 89°59'21" East, parallel with the southerly line of the Southeast Quarter of said Section 3, for a distance of 198.00 feet to a point of intersection with the easterly line of the Southeast Quarter of said Section 3; thence North 00°04'47" East, along the easterly line of the Southeast Quarter of said Section 3, for a distance of 140.00 feet; thence South 89°59'21" West, parallel with the southerly line of the Southeast Quarter of said Section 3, for a distance of 600.00 feet; thence South 00°04'47" West, parallel with the easterly line of the Southeast Quarter of said Section 3, for a distance of 420.00 feet; thence South 89°59'21" West, parallel with the southerly line of the Southeast Quarter of said Section 3, for a distance of 2005.39 feet to a point of intersection with the westerly line of the Southeast Quarter of said Section 3; thence South 00°03'14" East, along the westerly line of the Southeast Quarter of said Section 3, for a distance of 380.00 feet; thence North 89°59'21" East, along the southerly line of the Southeast Quarter of said Section 3, for a distance of 2406.51 feet to the true point of beginning.

Said tract of land contains 25.510 acres, more or less, and is subject to easements as may be of record.

Parcel 3-5 (Purchase Parcel) 

Landowner: Black River Lutheran Church

Area: +/- 3.000 Acres

Description (Per Document No. 126012):

Three (3) acres out of the South Half of the Southeast Quarter (S1/2SE1/4), Section Three (3), Township One Hundred Fifty-Two (152), Polk Center, Range Forty-five (45). Said property described as follows: Commencing at the Southeast corner of said S1/2SE1/4; thence running in a Westerly direction 198' or 12 rods; thence running in a Northerly direction 660' or 40 rods; thence running in an Easterly direction 198' or 12 rods; thence running in a Southerly direction 660' or 40 rods to the point of beginning.

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No.	Revision	Date	By

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Curtis A. Skorghol* 6-19-2017  
 Curtis A. Skorghol  
 MN LS No. 42303



Fargo	Drawn by PAJ	Date 6-19-17
P: 701.237.5065 F: 701.237.5101	Checked by CAS	Scale AS SHOWN

BLACK RIVER IMPOUNDMENT  
 RED LAKE WATERSHED DISTRICT  
 THIEF RIVER FALLS, MINNESOTA

CERTIFICATE OF SURVEY  
 PROJECT NO. 3655-091

SHEET  
 2 of 3

Parcel 4-2A (Flowage Easement)



Landowner: R. Scott Sorvig & Dorinda K. Sorvig

Area: +/- 53.733 Acres

Description:

The East Half of the Southeast Quarter of Section 4, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota, less the following described tracts of land:

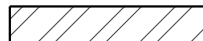
The West 300.00 feet of the East Half of the Southeast Quarter of said Section 4.

together with

The South 380.00 feet of the East half of the Southeast Quarter of said Section 4.

Said tract of land contains. 53.733 acres, more or less.

Parcel 3-4A (Flowage Easement)



Landowner: R. Scott Sorvig & Dorinda K. Sorvig

Area: +/- 136.059 Acres

Description:

The Southwest Quarter of Section 3, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota, less the following described tract of land:

The South 380.00 feet of the South Half of the Southwest Quarter of said Section 3.

Said tract of land contains 136.059 acres, more or less.

Parcel 3-5A (Flowage Easement)



Landowner: R. Scott Sorvig & Dorinda K. Sorvig

Area: +/- 50.341 Acres

Description:

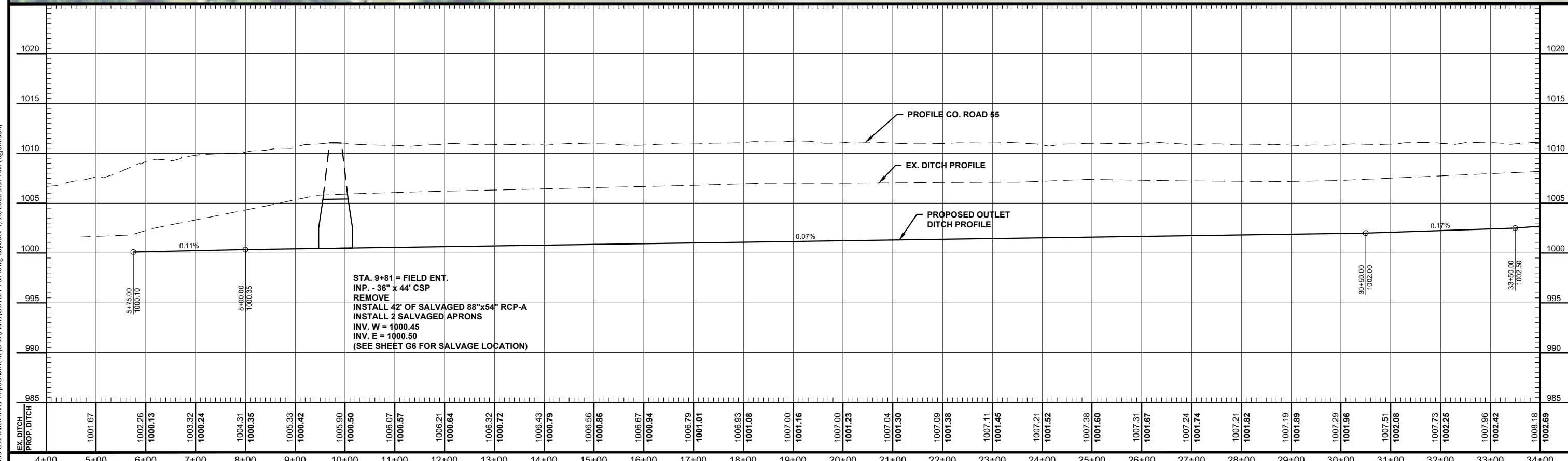
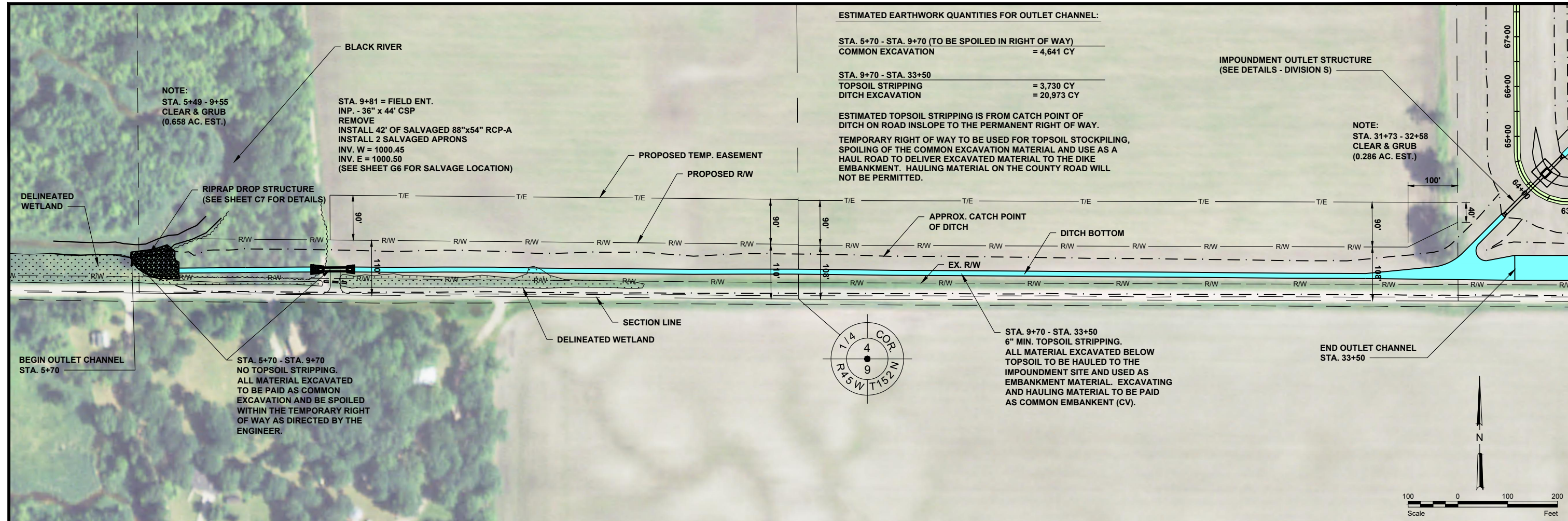
The South Half of the Southeast Quarter of Section 3, Township 152 North, Range 45 West of the Fifth Principal Meridian, Pennington County, Minnesota, lying northerly of the following described line:

Commencing at the southeast corner of said Section 3; thence North 00°04'47" East, along the easterly line of the Southeast Quarter of said Section 3, for a distance of 800.00 feet to the true point of beginning of the line to be described; thence South 89°59'21" West, parallel with the southerly line of the Southeast Quarter of said Section 3, for a distance of 600.00 feet; thence South 00°04'47" West, parallel with the easterly line of the Southeast Quarter of said Section 3, for a distance of 420.00 feet; thence South 89°59'21" West, parallel with the southerly line of the Southeast Quarter of said Section 3, for a distance of 2005.39 feet to a point of intersection with the westerly line of the Southeast Quarter of said Section 3, said line there terminating.

Said tract of land contains 50.341 acres, more or less.

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No.	Revision	Date	By	I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  Curtis A. Skorghol MN LS No. 42303 Date 6-19-2017	 Houston Engineering Inc.	Fargo P: 701.237.5065 F: 701.237.5101	Drawn by PAJ Checked by CAS	Date 6-19-17 Scale AS SHOWN	BLACK RIVER IMPOUNDMENT RED LAKE WATERSHED DISTRICT THIEF RIVER FALLS, MINNESOTA	CERTIFICATE OF SURVEY PROJECT NO. 3655-091	SHEET 3 of 3
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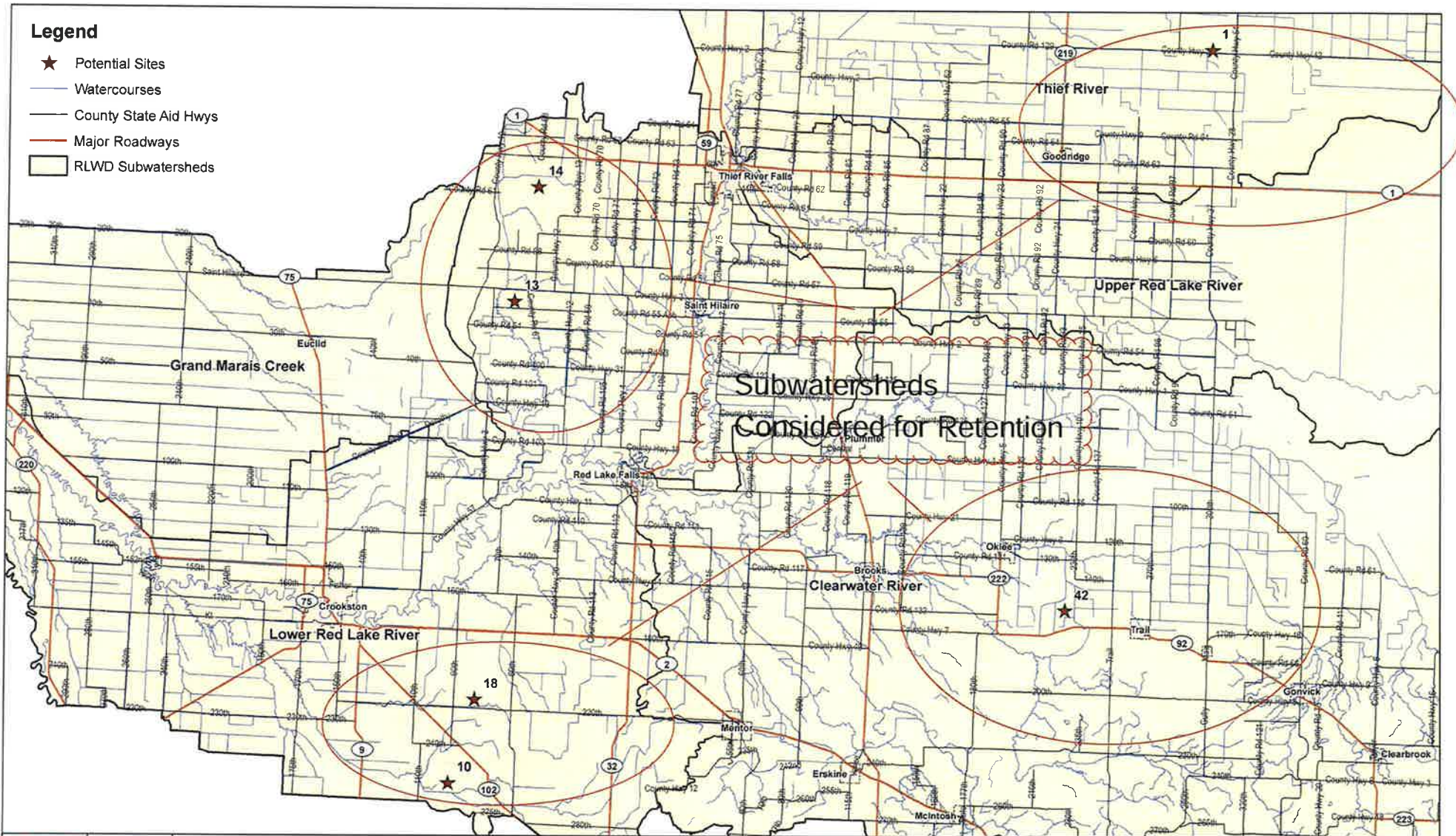


No.		Revision		Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. <i>Tony A. Nordby</i> Tony A. Nordby License No. 51392		Date	6/6/19			Thief River Falls P: 218.681.2951 F: 218.681.2987	Drawn by BGJ Checked by TAN	Date 5-25-18 Scale AS SHOWN	BLACK RIVER IMPONDMENT PROJECT RED LAKE WATERSHED DISTRICT THIEF RIVER FALLS, MINNESOTA	OUTLET CHANNEL PLAN & PROFILE PROJECT NO. 3655-091	0 1
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**Legend**

- ★ Potential Sites
- Watercourses
- County State Aid Hwys
- Major Roadways
- RLWD Subwatersheds



**Red Lake Watershed District  
Retention Study 2013**

Project Manager  
N. Dalager  
Drawn By: M. Peterson  
QA/QC: R. Knott  
Date: January 2013



**Potential Site Locations**

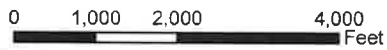
Scale: As Shown	Project No.:	Drawing No.	Issue
Filename: mxd			



Site Information:  
 Footprint Area: 1280 Acres  
 Acre-Feet of Storage: 5600  
 Drainage Area: 39.4 Square Miles  
 Number of Homes Near Site: 4  
 Elevation Drop Across Site: 10 feet  
 Source: Burnham Creek



Project Manager:  
N. Dalager  
 Drawn By: M. Peterson  
 Checked By: R. Knott  
 Date: January 2013



**RLWD Water Retention Study**

**Potential Water Retention Site #10  
 2-Square Mile On Channel Option**

Project No.	Drawing No.
Filename: Potential Sites Map Site6.mxd	Issue

		SITE #10		BUSSIA TOWNSHIP			
FILE NAME	DATE	SECTION	TOWNSHIP	RANGE	PROPERTY OWNER	ACRES	VALUE
18 POLA	11	142N	66W		EJOOAN APPLQUIST	13313 1ST HWY 102 SW, COOPERSTON MN, 56734	62,8055,00
	11	142N	46W		ELIZABETH GURK	13811 3RD STREET SE, COOPERSTOWN ND, 58425	720
					ELIZABETH GURK	13811 3RD STREET SE, COOPERSTOWN ND, 58425	480
					LARDY OLVEN TRUST		160



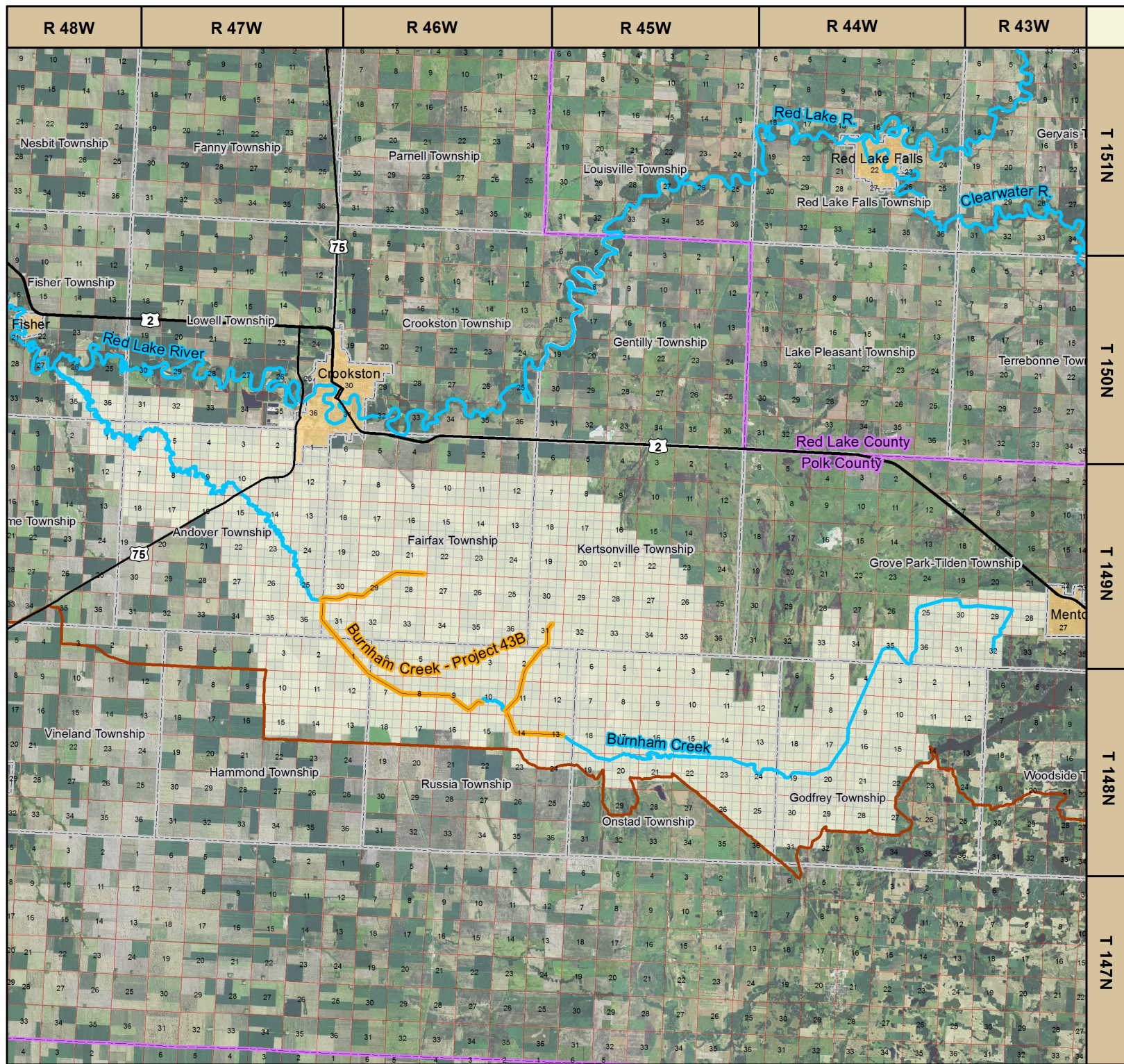
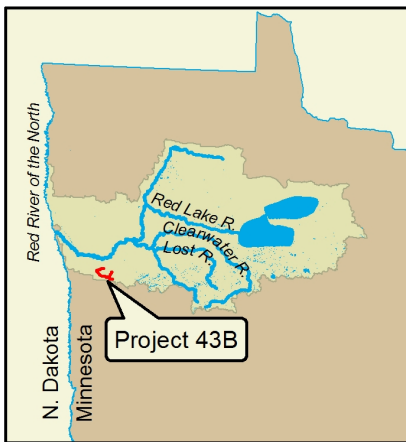
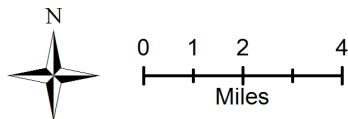
# Red Lake Watershed District

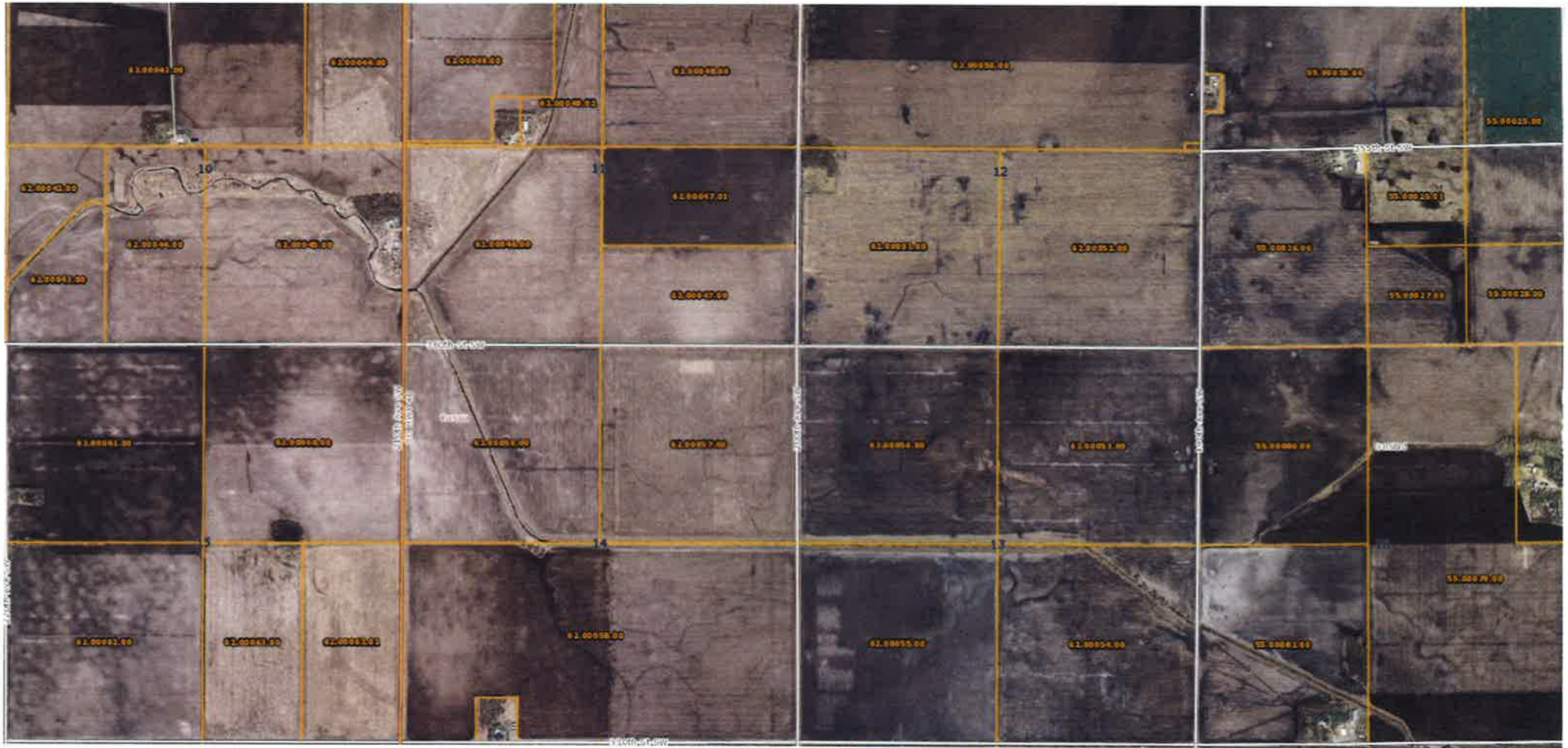
RLWD Project 43B  
Burnham Creek

Polk County

Red Lake River Subwatershed

- Roads
- Project 43B
- River/Streams
- RLWD Boundary
- County
- Townships
- Sections
- Benefited Areas









Permit # 20-130

Status Report: **Tabled**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Dave Faldet		27518 290th Street SE McIntosh, MN 56556		tel:218-698-4628 mobile: fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk** Township: **Lessor** Range: **41** Section: **3 1/4**:

(4) Describe in detail the work to be performed. **Install pattern tile with gravity outlet.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

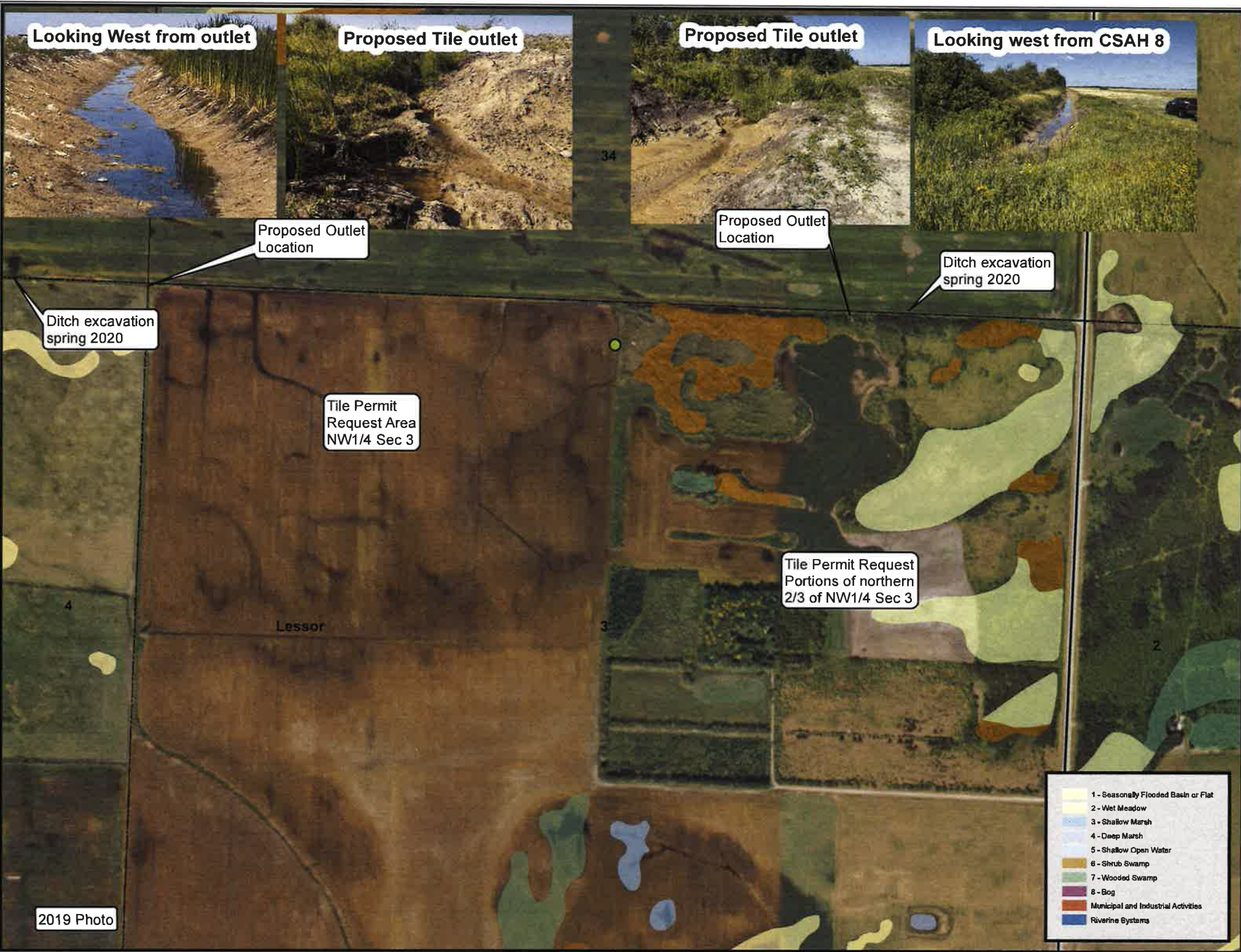
**Status**

Status	Notes	Date
<b>Tabled</b>		<b>July 20, 2020</b>
Received	None	June 25, 2020

**Conditions**

**The Red Lake Watershed District (RLWD) tables the permit application for a tile drainage system in the North Half of Section 3, Lessor Township pending review of wetlands by the East Polk SWCD.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Looking West from outlet

Proposed Tile outlet

Proposed Tile outlet

Looking west from CSAH 8

Proposed Outlet Location

Proposed Outlet Location

Ditch excavation spring 2020

Ditch excavation spring 2020

Tile Permit Request Area NW1/4 Sec 3

Tile Permit Request Portions of northern 2/3 of NW1/4 Sec 3

Lessor

2019 Photo

- 1 - Seasonally Flooded Basin or Flat
- 2 - Wet Meadow
- 3 - Shallow Marsh
- 4 - Deep Marsh
- 5 - Shallow Open Water
- 6 - Shrub Swamp
- 7 - Wooded Swamp
- 8 - Bog
- Municipal and Industrial Activities
- Riverine Systems



Permit # 20-131

Status Report: **Tabled**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Dave Faldet		27518 290th Street SE McIntosh, MN 56556		tel:218-698-4628 mobile: fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk Township: Lessor Range: 41 Section: 9 1/4: NW1/4**

(4) Describe in detail the work to be performed. **Install pattern tile with gravity outlet.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage.**

**Status**

Status	Notes	Date
Tabled		July 20, 2020
Received	None	June 25, 2020

**Conditions**

**The Red Lake Watershed District (RLWD) tables the permit application for a tile drainage system in the NW ¼ Section 9, Lessor Township pending review of wetlands by the East Polk SWCD.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Ditch excavated  
between 2015 Photo  
and 2017 photo  
Outlet for Tile PA 18-124

Ditch excavated  
between 2015 Photo  
and 2017 photo  
Outlet for Tile PA 18-124

Aerial Photo  
Wetland  
Signatures

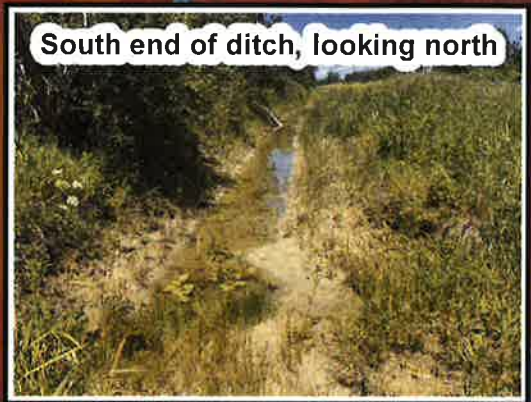
Photo location

New ditch needed  
to connect to ditch for  
outlet to work

Proposed Outlet  
Location

Lessor

South end of ditch, looking north



Tile Permit  
Request Area  
NW1/4 Sec 9

2017 CIR Photo

- 1 - Seasonally Flooded Basin or Flat
- 2 - Wet Meadow
- 3 - Shallow Marsh
- 4 - Deep Marsh
- 5 - Shallow Open Water
- 6 - Shrub Swamp
- 7 - Wooded Swamp
- 8 - Bog
- Municipal and Industrial Activities
- Riverine Systems

**RED LAKE WATERSHED DISTRICT**  
Subsurface Tile Drainage Application

Landowner Name: James Reinbold Phone: 218-688-0903

Address (Street, City, State, Zip): 32616 180<sup>th</sup> ST SE

Name of designer: Field Drainage Phone: \_\_\_\_\_

Name of installer: Field Drainage Phone: \_\_\_\_\_

Legal description and site map and/or GPS coordinates to accurate scale showing location of all tiles, surface water inlets, outlet(s), lift stations, pumps, and flow control devices; (attach maps): \_\_\_\_\_

Section # 9 Township (Name & #) 151 - Equality Range # 40 County Red Lake

Land area to be tiled (acres): 250

Type of tiling (circle)  Pattern Tile  Random Tile

Type of outlet (circle)  Lift Station/Pump  Gravity  Other \_\_\_\_\_

Date proposed plan submitted: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Pump/lift station outlet flow capacity (GPM) \_\_\_\_\_

- All subsurface tile drainage systems must protect from erosion and include RLWD approved erosion control measures.
- All subsurface tile outlets including lift station pumps, must be located out of a legal drainage system and governmental roadway right of way unless approved by District and must be visibly marked.
- It is recommended that after harvest, tile outlet controls, including lift station pumps, be opened or turned on to remove water from the system unless downstream culverts are freezing.
- Obtaining a permit from the RLWD Managers does not relieve the applicant from the responsibility of obtaining any other additional authorization or permits required by law. (Ex: NRCS, SWCD, Township, County, State, etc.)
- Upon completion of the project, "As Built" plans must be provided to the District.
- Consideration must be made for turning off pumps for short period of times during the summer so maintenance can be performed on public, legal and private drainage ways, such as road ditches or private natural field drains.

EXHIBITS. The following exhibits may be requested to accompany the permit application. Two copies, (standard paper size of 8.5 inches by 11 inches), which include:

Signature of Owner  Date: 7-14-20

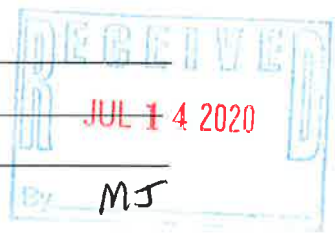
**RLWD staff use:**

Permit # 20-156 Date received: 7/14/20

Drain tile outlets to: \_\_\_\_\_

Legal System (Benefited Area): \_\_\_\_\_

Culvert size upstream and downstream of tile outlet: \_\_\_\_\_





Jim Reinbold  
Equality 9E

- 4" — 10"
- 5" — 12"
- 6" — 12" DW
- 8" — 15" DW



NE 1/4  
Pays to JED #3

SE 1/4  
Pays to RLWD  
Ditch #7

Existing

Pipe



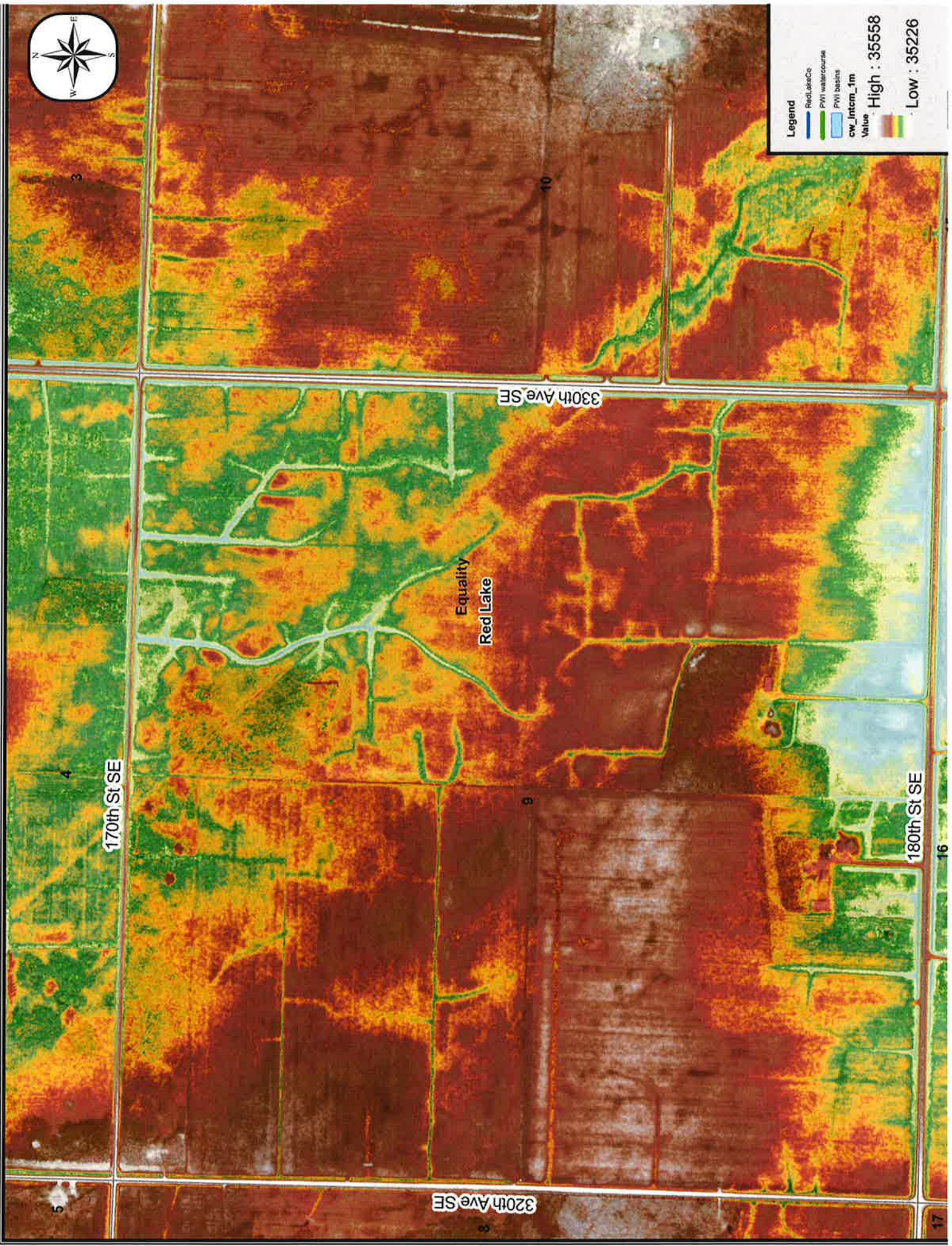
**Legend**

- RedLakeCo
- PWI watercourse
- PWI basins
- cw\_intcm\_1m

Value

High : 35558

Low : 35226

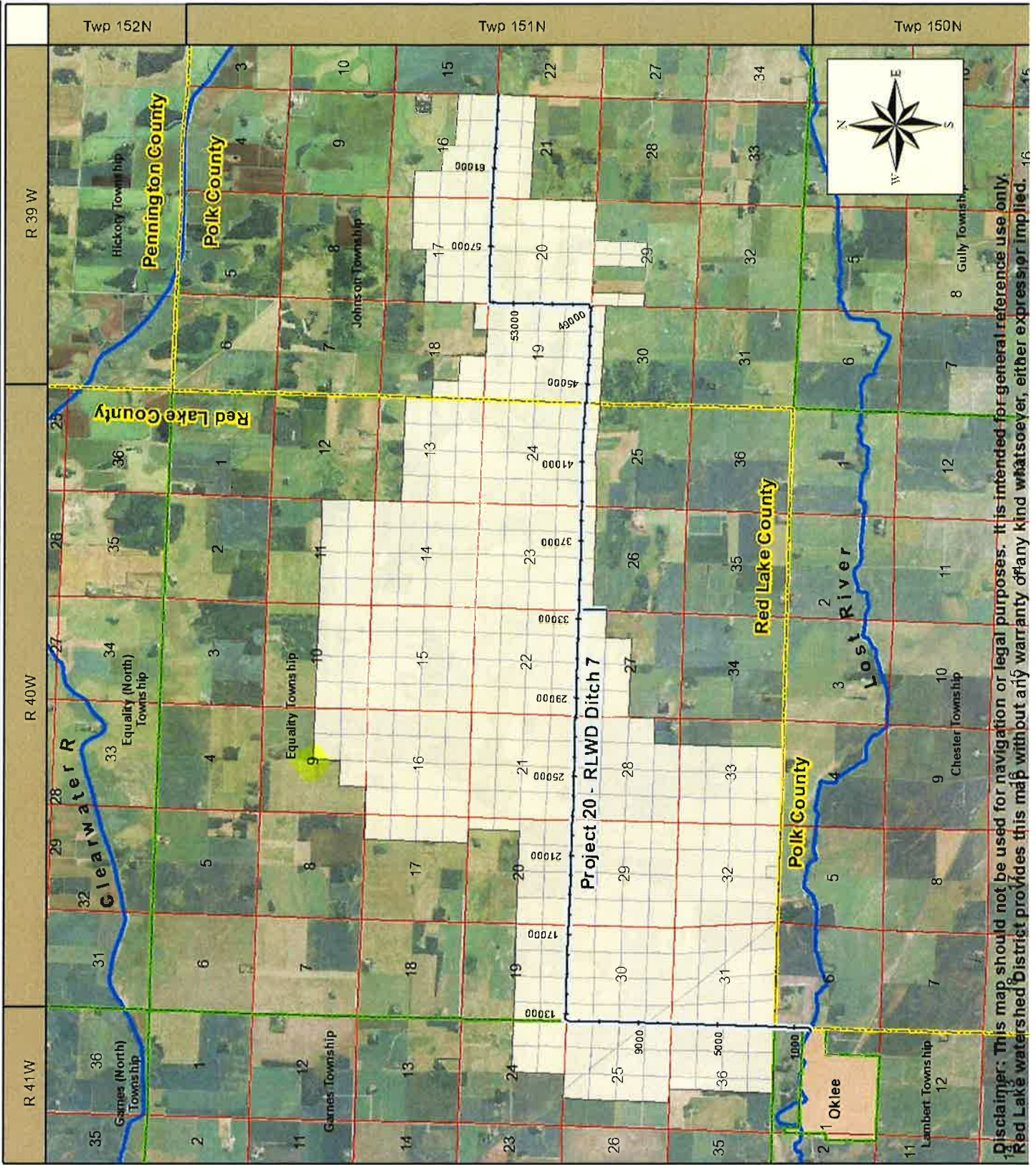




**Red Lake Watershed District**  
**Project 20 - RLWD Ditch 7**  
 Red Lake/Polk Counties  
 Clearwater River Subwatershed

Scale: 1:84,000

- Project 20
- Benefited Areas
- Counties
- Townships
- Sections
- Towns/Cities



Disclaimer: This map should not be used for navigation or legal purposes. It is intended for general reference use only. Red Lake Watershed District provides this map without any warranty of any kind whatsoever, either expressed or implied.



JOINT COUNTY DITCH # 3

BENEFITED AREA MAP - 1978

TOTAL BENEFITS DETERMINED

\$389,533.00

JA #3

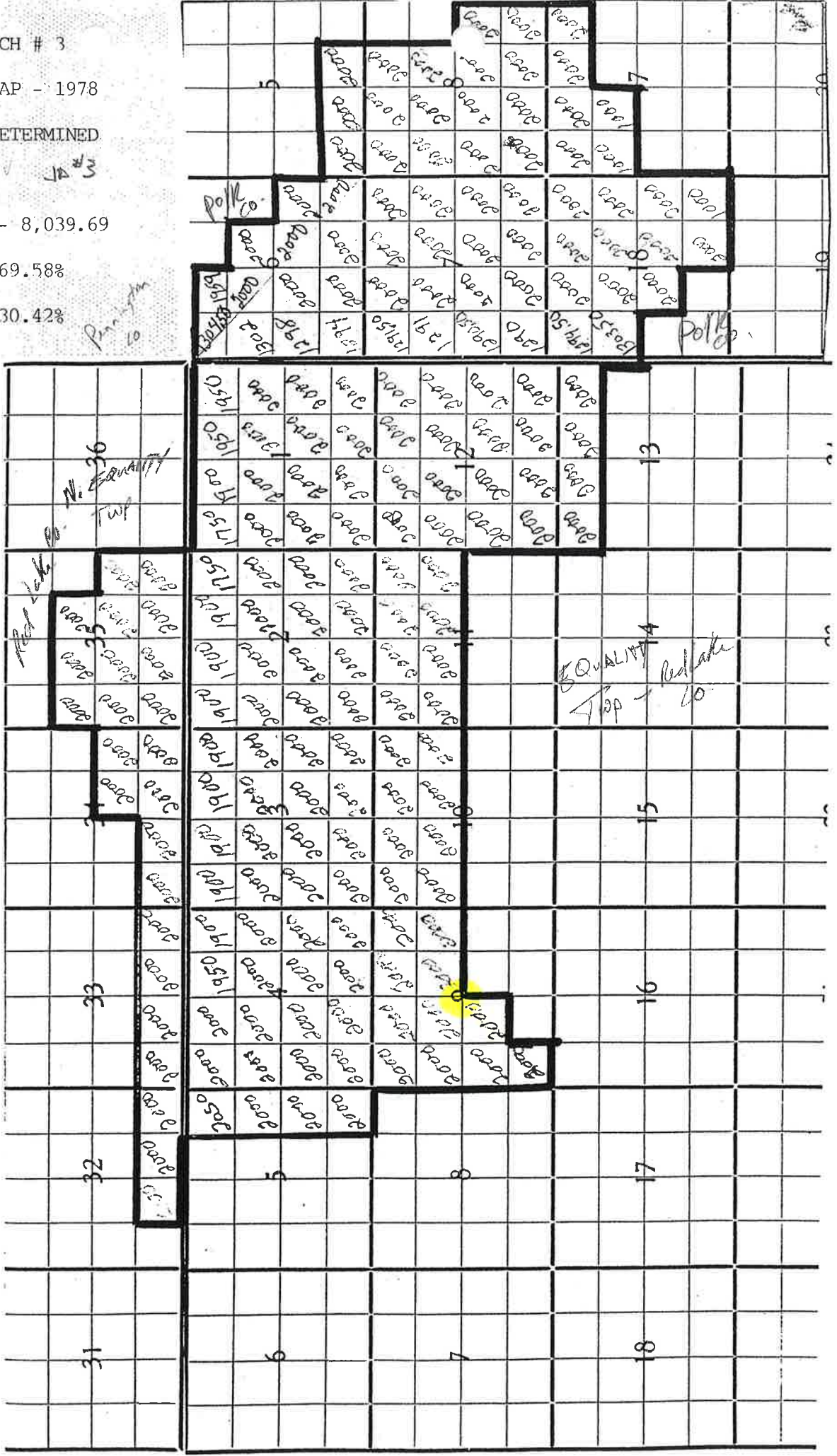
ACRES BENEFITED - 8,039.69

RED LAKE COUNTY 69.58%

POLK COUNTY 30.42%

*Princeton Co*

*Princeton Co.*



*N. 30 EQUALITY TWP*

*Red Lake Co.*

*RED LAKE Co.*

*POLK*

33

32

31

5

6

8

7

15

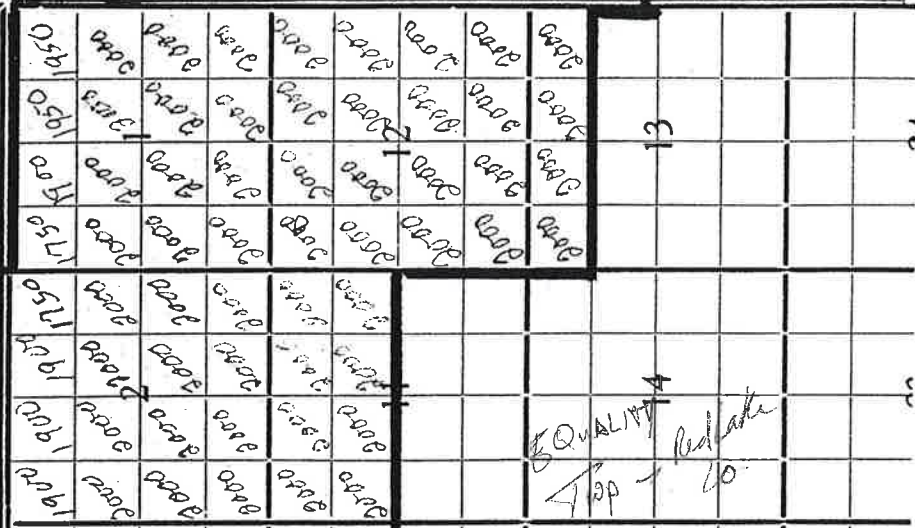
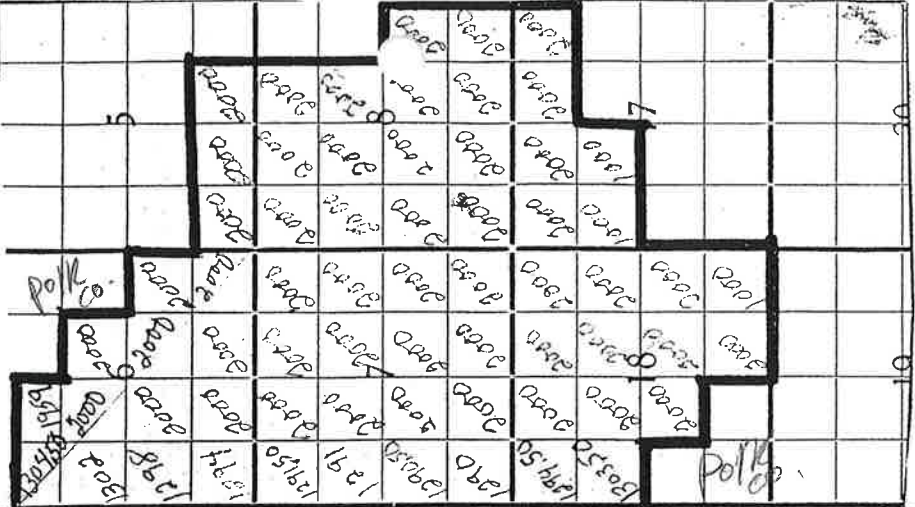
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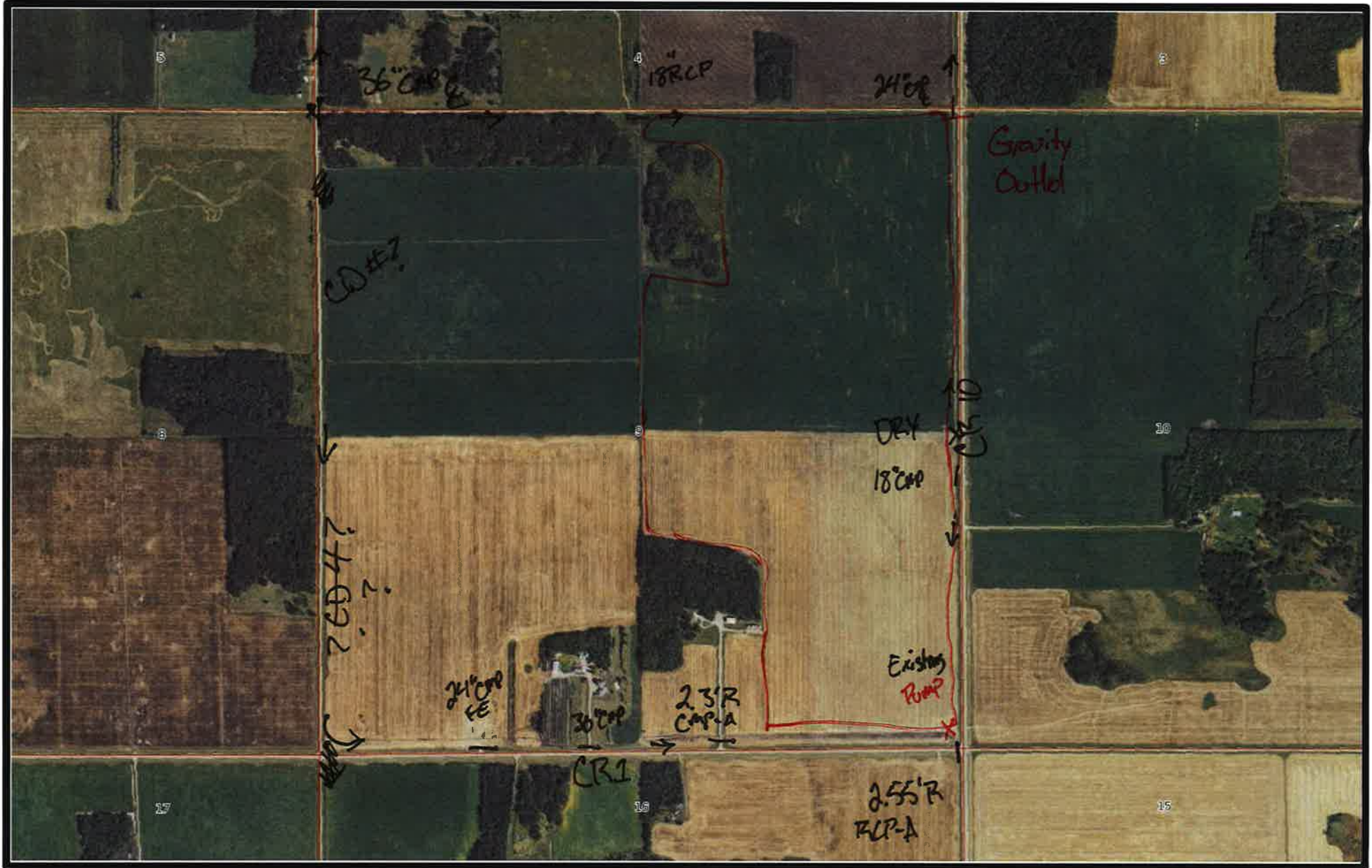
17

18

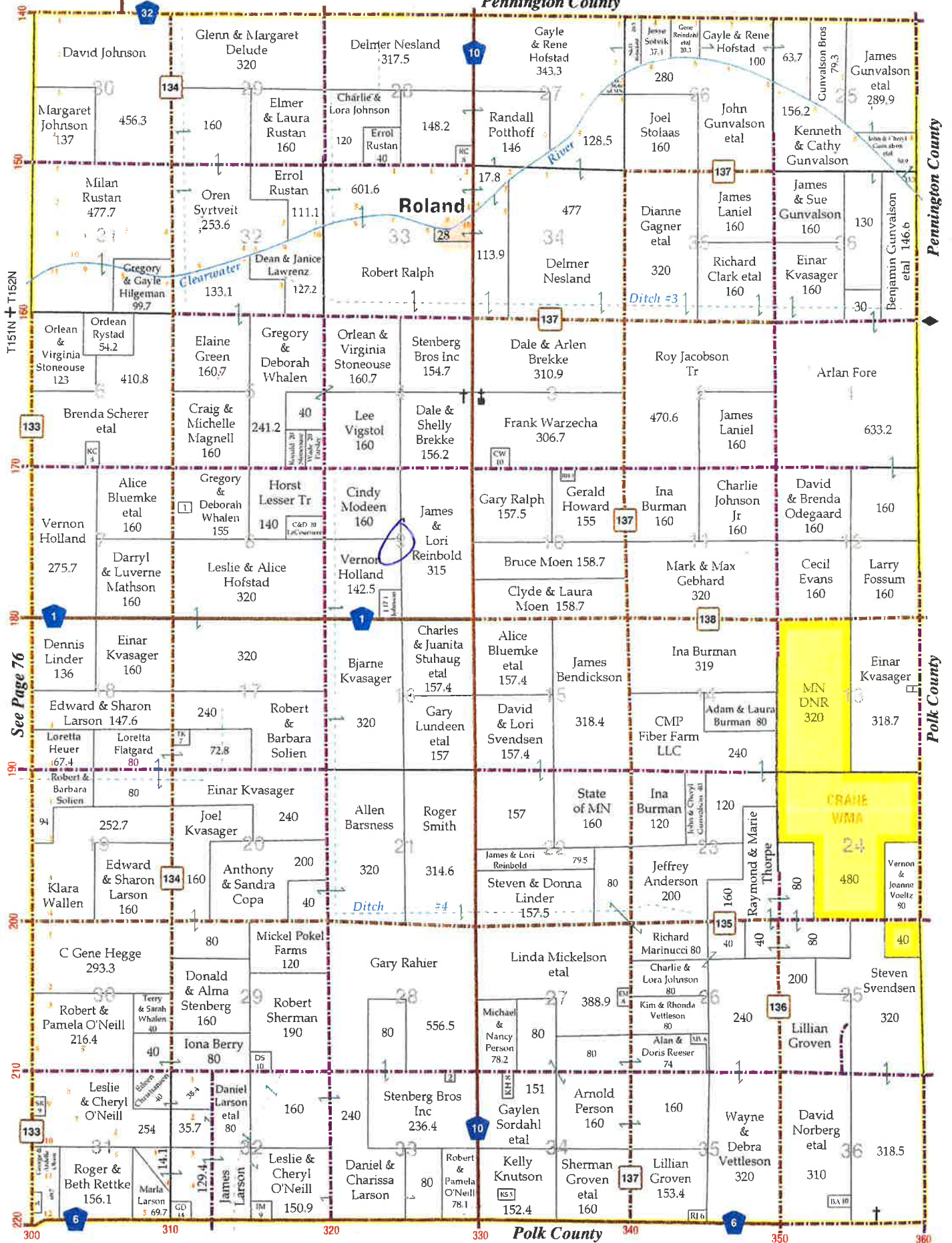
13

14





Pennington County



Red Lake, MN



Permit # 20-121

Status Report: **Withdrawn**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
	Grove park Township	17742 US Hwy 2 Se Mentor, MN 56736		tel: mobile: 218-637-0558 fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Grove Park** Range: **43** Section: **None** 1/4:

(4) Describe in detail the work to be performed.

(5) Why is this work necessary? Explain water related issue/problem being solved.

### Status

Status	Notes	Date
<b>Withdrawn</b>		<b>July 15, 2020</b>
Received		June 24, 2020

### Conditions

**I recommend that this permit be withdrawn, applicant will not replace the failed culvert this construction season. N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-116

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
	John & Cheryl Gunvalson Land Holdings, LCCP	11617 506th Street Gonvick, MN 56644		tel:218-368-0645 mobile: fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk Township: Gully Range: 39 Section: 17 1/4: SE1/4**

(4) Describe in detail the work to be performed. **Install centerline culvert through township road 250th Street SE**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Field drainage needs to be improved.**

### Status

Status	Notes	Date
Approved		June 29, 2020
Received		June 23, 2020

### Conditions

**RLWD approval to install an 18" diameter centerline culvert, as per approval of Gully Township; proposed work is within Township Road Right-of-Way. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-119

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Grove Park Township	17742 US Hwy 2 SE Mentor, MN 56736		tel: mobile: 218-637-0558 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: Polk Township: Grove Park Range: 43 Section: 7 1/4: SE1/4

(4) Describe in detail the work to be performed. **Replace existing 48" dia. centerline culvert with new longer culvert. Culvert drains into Judicial Ditch 64.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Rain and traffic caused a sink hole in 130th Avenue SE.**

**Status**

Status	Notes	Date
Approved		July 13, 2020
Received		June 24, 2020

**Conditions**

**RLWD approval to remove a 48" CMP centerline culvert & replace it with a 54" diameter culvert. Applicant shall contact Judicial Ditch #64 Authority for their approval and meet their spec's/conditions; proposed work is within Polk County Ditch 64, Lateral E. Filter fabric & Rock Riprap shall be placed at the outlet end of the permit culvert for erosion protection. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-120

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Grove Park Township	17742 US Hwy 2 SE Mentor, MN 56736		tel: mobile: 218-637-0558 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Grove Park** Range: **43** Section: **None** 1/4:

(4) Describe in detail the work to be performed.

(5) Why is this work necessary? Explain water related issue/problem being solved.

**Status**

Status	Notes	Date
Approved		July 13, 2020
Received		June 24, 2020

**Conditions**

**RLWD approval to remove two 48" diameter CMP centerline culverts and replace them with a single line of 83"X57" CMP-Arch. Applicant shall contact Polk County Ditch Authority for their approval & meet their specs/conditions, permit location is within Polk County Ditch 14 Right-of-Way. Filter fabric & Rock Riprap shall be placed at the outlet end of the permit culvert for erosion protection. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-128

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Evelyn Johnson		14400 County Road 8 Greenbush, MN 56726		tel:218.222.3556 mobile: fax:

**General Information**

- (1) The proposed project is a:  
**Surface Drainage (New Ditch or Improvement)**
- (2) Legal Description
- (3) County: **Polk** Township: **Badger** Range: **42** Section: **20** 1/4:
- (4) Describe in detail the work to be performed. **Clean township road ditch.**
- (5) Why is this work necessary? Explain water related issue/problem being solved. **Improving drainage.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 22, 2020</b>
Received		June 25, 2020

**Conditions**

**RLWD approval to clean township road ditches in three locations, as per approval of Badger Township's specifications/conditions; proposed work is within township road right-of-way. All excavation shall be consistent with the existing road and ditch slopes, there shall be no vertical excavation faces. Existing drainage/flow patterns shall not be changed or diverted. A survey of the ditch bottom profile has been completed by the RLWD and a copy of the profile will be sent to the applicant. Applicant shall ensure that all disturbed areas are seeded. Applicant initially applied to remove two "Dry Crossings" and to also lower and extend a centerline culvert through a township road. This is not permitted within the permit. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.





Permit # 20-132

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Maxply Farmland Holdings GP	18 Crescent Key Bellevue, WA 98006		tel: mobile: fax:

**General Information**

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Marshall** Township: **Agder** Range: **42** Section: **18 1/4: NE1/4**

(4) Describe in detail the work to be performed. **Install a sump basket with pump to remove surface water from hard rainfalls up and over the berm.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **In the event of hard rainfall, outlet pipe can't handle all of the water. This causes water to stay in the field over 3-5 days.**

**Status**

Status	Notes	Date
Approved		July 22, 2020
Received		June 26, 2020

**Conditions**

**RLWD approval to install a sump basket with pump to alleviate high surface water by pumping it over the berm, as per approval of Marshall County Ditch Authority; proposed work is within MJD 11, Branch 227. Applicant shall install filter fabric and rock rip rap at the outlet of the pump for erosion protection. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-133

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
John Eldon Vigstol		14151 US Hwy 59 SE Plummer, MN 56748		tel: mobile: 218-686-3032 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Poplar River** Range: **42** Section: **6 1/4**:

(4) Describe in detail the work to be performed. **Install and construct access to property direction from township right of way. Repair erosion problems where ditches meet.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Erosion problems worsening.**

**Status**

Status	Notes	Date
Approved		July 21, 2020
Received		June 29, 2020

**Conditions**

**RLWD approval to install a 24" culvert for access. Proposed culvert is on private land. Applicant shall install proper erosion control measures to protect against erosion. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-134

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Mike Tiedemann		27470 132nd Street SW Euclid, MN 56722		tel: mobile: 218-289-1301 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Wylie** Range: **45** Section: **31 1/4: SW1/4 SW1/4**

(4) Describe in detail the work to be performed. **Install culvert in alternate Ditch 60 to construct a field approach. Need help sizing the culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Approach is needed.**

**Status**

Status	Notes	Date
Approved		July 13, 2020
Received	None	June 29, 2020

**Conditions**

The Red Lake Watershed District (RLWD) approves a 71"x47" arch pipe culvert to be placed in JD60 Lat. 2 near the SW corner of Section 31 to create a field approach. The upstream culvert is a 24" CMP through 190th Ave SW. The next culvert downstream is a 66" CMP at the confluence of JD 60 Main and JD60 Lat2. Bob Proulx stated he have Tiedemann access across their property in the NW ¼ Section 6. Work within the public ditch Right-of-Way shall be coordinated with the ditch authority for their approval and must meet their specs/conditions. Erosion protection shall be used around the culvert ends. For proposed work on lands not owned by applicant, he/she must obtain, in writing, permission from the affected landowners to perform proposed work. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) D.T.M.

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-138

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Scott G. Olson		16395 110th Avenue NW Thief River Falls, MN 56701		tel: mobile: 218-289-0964 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Norden** Range: **44** Section: **33 1/4: SE1/4 SW1/4**

(4) Describe in detail the work to be performed. **Remove existing culvert in drive way and replace with 24" culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Pipe in crossing is collapsing. Replace new pipe at same grade as existing pipe.**

**Status**

Status	Notes	Date
Approved		July 10, 2020
Received	None	June 30, 2020

**Conditions**

**RLWD approval to replace a 20" diameter steel pipe field entrance culvert with a 24" CMP pipe culvert, as per Township road authority specs/conditions and Pennington County as CD 96 ditch authority; proposed work is within Township Road right-of-way. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-139

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Minnesota Department of Transportation	3920 Hwy 2 West Bemidji, MN 56601		tel:218-755-6527 mobile: fax:

**General Information**

(1) The proposed project is a:

**Road Grading**

(2) Legal Description

(3) County: **Polk** Township: **Knute** Range: **42** Section: **None** 1/4:

(4) Describe in detail the work to be performed. **Overall project will include mill and overlay of TH 59. A 18" entrance culvert will be replaced with a 24" culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Extend the useful service life of the pavement.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 21, 2020</b>
<b>Received</b>		<b>June 30, 2020</b>

**Conditions**

**RLWD approval to remove an 18" diameter CMP centerline culvert and replace it with a 24" diameter RCP. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-141

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Kristel Kaizer		12916 250th Avenue NE Goodridge, MN 56725		tel: mobile: 218-684-1473 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Kratka** Range: **41** Section: **21 1/4: NW1/4 NW1/4**

(4) Describe in detail the work to be performed. **Replace existing driveway culvert**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is failing.**

**Status**

Status	Notes	Date
Approved		July 9, 2020
Received	None	June 30, 2020

**Conditions**

**RLWD approval to replace a 24" diameter driveway culvert, as per Pennington County Highway Department specs/conditions; proposed work is within County Road #22 Right-of-way. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Dan Ewings		N2559 Hutchinson Road South Bruce, WI 54819		tel:715-415-0622 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Kratka** Range: **41** Section: **3 1/4**: **SW1/4**

(4) Describe in detail the work to be performed. **Remove and replace culvert in field access.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert failure.**

**Status**

Status	Notes	Date
Approved		July 9, 2020
Received	None	July 1, 2020

**Conditions**

**RLWD approval to replace a 36" diameter field entrance culvert, as per Pennington County Highway Department specs/conditions; proposed work is within County Road #61 Right-of-way. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # **20-143**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
	<b>Gervais Township</b>	<b>21259 165th Avenue SE Red Lake Falls, MN</b>		tel: mobile: <b>218-689-3441</b> fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **23 1/4** **NE1/4**

(4) Describe in detail the work to be performed. **Replace culvert under township road.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is rotten.**

### Status

Status	Notes	Date
<b>Approved</b>		<b>July 21, 2020</b>
<b>Received</b>		<b>July 2, 2020</b>

### Conditions

**RLWD approval to remove and replace a 24" diameter centerline culvert, in kind, at the same elevation. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.





Permit # 20-144

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Gervais Township	21259 165th Avenue SE Red Lake Falls, MN 56750		tel: mobile: 218-689-3441 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **24 1/4: NW1/4**

(4) Describe in detail the work to be performed. **Replace rotten culvert access road.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is rotten**

**Status**

Status	Notes	Date
Approved		July 21, 2020
Received		July 2, 2020

**Conditions**

**RLWD approval to remove and replace an 18" diameter centerline culvert, in kind, at the same elevation. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-145

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Ryan Brang		110 Snetting Drive Thief River Falls, MN 56701		tel: mobile: 218-688-2712 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **North** Range: **43** Section: **14 1/4: SW1/4**

(4) Describe in detail the work to be performed. **Site 1 - install culvert and field approach Site 2 - Extend and/or replace culvert in driveway**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Need field approach for access for farming. Make existing driveway wider.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 10, 2020</b>
Received	None	July 7, 2020

**Conditions**

**RLWD approval to replace a 36" diameter driveway culvert and add one additional field entrance approximately 300' east of the driveway with a 36" diameter culvert. Installation shall be as per Pennington County Highway Department specs/conditions; proposed work is within County Road #64 Right-of-way. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-146

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Lars & Nicole Toft		25602 170th Street SE Plummer, MN 56748		tel: mobile: 218-686-4086 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Garnes** Range: **44** Section: **5 1/4**:

(4) Describe in detail the work to be performed. **Install culvert and crossing into yard.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Additional access to property.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 20, 2020</b>
Received		July 7, 2020

**Conditions**

**RLWD approval to install an 18" diameter driveway culvert, as per approval of Garnes Township; proposed work is within township road right-of-way. Applicant shall install appropriate erosion control measures. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # **20-148**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Brian Nelson		42366 130th Street SW East Grand Forks, MN 56721		tel: mobile: fax:

### General Information

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)  
Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Sullivan** Range: **49** Section: **17 1/4**: **SE1/4**

(4) Describe in detail the work to be performed. **Lower culvert on west side of yard. Drain water to west to Grand Marais. Clean out ditch.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Better drainage.**

### Status

Status	Notes	Date
Approved		July 22, 2020
Received		July 9, 2020

### Conditions

**RLWD approval to lower an 18" diameter field entrance culvert and grade the north ditch bottom to the west, as per approval of Sullivan Township; proposed work is within township road right-of-way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert and ensure that all disturbed areas are seeded. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-149

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Mitchell Kotrba		1055 North 7th Street Warren, MN 56762		tel: mobile: 701-740-1414 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Northland** Range: **49** Section: **26 1/4: NE1/4 SE1/4**

(4) Describe in detail the work to be performed. **Install additional crossing into south east corner of the yard.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Need larger crossing for farm equipment.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 22, 2020</b>
Received		July 9, 2020

**Conditions**

**RLWD approval to install a 30" diameter driveway culvert, as per approval of Northland Township specifications/conditions; proposed work is within township road right-of-way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Douglas Peterson		44194 140th Street SW East Grand Forks, MN 56721		tel:218-779-1993 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk Township: Grand Forks Range: 50 Section: 14 1/4:**

(4) Describe in detail the work to be performed. **Add a 24" culvert along side of 18" culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Current culvert is too small as the water drowns out my crop before the water can go through culvert. Ditch is plenty big enough to handle the water.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 22, 2020</b>
Received		July 9, 2020

**Conditions**

**RLWD approval to install an additional 24" diameter culvert alongside an existing 18" diameter culvert in two locations (see map), as per approval of Grand Forks Township specifications/conditions; proposed work is within township road right-of-way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culverts. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-152

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	<b>Gully Township</b>	<b>41577 265th Street SE Gully, MN 56646</b>		tel: <b>218-230-4762</b> mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk Township: Gully** Range: **39** Section: **24 1/4: SE1/4 SE1/4**

(4) Describe in detail the work to be performed. **Replace existing 4' x 50' culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is rusted out and the road is falling through the culvert.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 22, 2020</b>
Received	None	July 13, 2020

**Conditions**

**RLWD approval to remove and replace a 48" CMP centerline culvert on 420th Ave. SE with a 48" CM pipe culvert. Culvert is located in PCJD72, Br. 16. The applicant shall contact the ditch authority for their approval. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-153

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Red Lake County Highway Department	204 7th Street SE Red Lake Falls, MN 56750		tel:218-253-2697 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Red Lake Falls** Range: **44** Section: **1 1/4: NW1/4**

(4) Describe in detail the work to be performed. **Replace 36" culvert at the intersection of County Road 106 and 160th Street SE on east side of intersection.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is rusted out causing a hole in road.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 21, 2020</b>
Received		July 14, 2020

**Conditions**

**RLWD approval to replace an existing 36" diameter centerline culvert. Applicant shall install appropriate erosion control measures. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.





Permit # 20-155

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Scott Strand		22547 300th Street SE Erskine, MN 56535		tel: mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Badger** Range: **42** Section: **22 1/4: N1/2**

(4) Describe in detail the work to be performed. **Install 18" x 60' field approach.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Safety for trucks and large farm equipment coming in and out of field.**

**Status**

Status	Notes	Date
Approved		July 22, 2020
Received	None	July 14, 2020

**Conditions**

**RLWD approval to install an 18" culvert in the south road ditch along the north side of Section 22 for a field approach. For work within the public road Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval, and must meet their specs/conditions. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) D.T.M.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-157

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Roland Brule		17682 218th Street SW Red Lake Falls, MN 56750		tel:218.686.0690 mobile: fax:

### General Information

(1) The proposed project is a:

**Surface Drainage (New Ditch or Improvement)**

(2) Legal Description

(3) County: **Red Lake** Township: **Louisville** Range: **45** Section: **33 1/4**:

(4) Describe in detail the work to be performed. **Clean north road ditch.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Poor Draiage.**

### Status

Status	Notes	Date
<b>Approved</b>		<b>July 21, 2020</b>
Received		July 15, 2020

### Conditions

**RLWD approval to clean the north road ditch along a township road, as per approval of Louisville Township; proposed work is within township road right-of-way. Applicant shall install appropriate erosion control measures. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-158

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Red Lake County Highway Department	204 7th Street SE Red Lake Falls, MN 56750		tel:218-253-2697 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Garnes** Range: **41** Section: **13 1/4**:

(4) Describe in detail the work to be performed. **Replacement of 24" CMP centerline culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert is failing.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 20, 2020</b>
Received		July 15, 2020

**Conditions**

**RLWD approval to replace an existing 24" diameter centerline culvert, in kind, at the same elevation. Applicant shall install appropriate erosion control measures. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-162

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
	Red Lake County Highway Department	204 7th Street SE Red Lake Falls, MN 56750		tel:218-253-2697 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Red Lake Falls** Range: **44** Section: **3 1/4: SW1/4**

(4) Describe in detail the work to be performed. **Install new 24" centerline culvert**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Overland flooding from east causes water to go over road and washes it out. There are 2-24" centerlines in this area draining to a 48" downstream**

**Status**

Status	Notes	Date
Approved		July 22, 2020
Received		July 15, 2020

**Conditions**

**RLWD approval to install a 24" diameter centerline culvert. Culvert shall be placed above the adjacent ditch bottom so that the low flows will not enter. Culvert shall be placed in a manner that the maximum cover over the top of the pipe is 2'. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-163

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Dan Larson		21333 320th Avenue SE Oklee, MN 56701		tel:218-791-3368 mobile: fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Equality** Range: **40** Section: **32 1/4**:

(4) Describe in detail the work to be performed. **Install field access.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **No Access.**

### Status

Status	Notes	Date
<b>Approved</b>		<b>July 21, 2020</b>
Received		July 15, 2020

### Conditions

**RLWD approval to install a 24" diameter field entrance culvert, as per approval of Equality Township; proposed work is within township road right of way. Applicant shall install appropriate erosion control measures. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.



Permit # 20-165

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Duane Finkenbinder	D.R. Finkenbinder, Inc.	30702 290th Street SW Crookston, MN 56716		tel: mobile: 218-280-0711 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk Township: Andover** Range: 47 Section: 24 1/4: **SE1/4**

(4) Describe in detail the work to be performed. **Replace existing culvert, with longer culvert.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Existing culvert is not long enough.**

**Status**

Status	Notes	Date
<b>Approved</b>		<b>July 22, 2020</b>
Received		July 15, 2020

**Conditions**

**RLWD approval to remove and replace an 18" diameter field entrance culvert, as per approval of Andover Township; proposed work is within township road right of way. Applicant shall install rock riprap with filter fabric at the outlet end of the permitted culvert. Applicant is responsible for utility locates by calling Gopher 1 at (1-800-252-1166) N.J.O./L.S.**

NOTE: This permit does not relieve the applicant of any requirements for other permits which may be necessary from Township, County, State, or Federal Government Agencies.

## Memo

Date: July 13, 2020

To: Watershed District Administrators and Managers

From: Annie Felix-Gerth, Water Programs Coordinator

Cc: Emily Javens, MAWD

Rob Sip, RRWMB

BWSR: John Jaschke, Angie Becker Kudelka, Kevin Bigalke, Dave Weirens, Jeremy Olson,  
Regional Managers and Board Conservationists

### RE: 2020 Estimated Market Values

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Please find attached a table containing the recently released total estimate market values (EMV) for 2020 from the Minnesota Department of Revenue. The 2020 abstract of tax lists was used as the basis for calculating the table.

In order to determine the annual maximum General Fund levy for a watershed district, the EMV listed in the table must be multiplied by 0.048 percent (0.00048) and then compared to the maximum General Fund levy limit of \$250,000. Use whichever value is less. See Minn. Stat. § 103D.905, Subd. 3 for reference.

Please contact me if you have any questions,

Annie Felix-Gerth

[Annie.Felix-gerth@state.mn.us](mailto:Annie.Felix-gerth@state.mn.us) | 651-238-0677

Attachment: Taxes Payable 2020 Estimated Market Values for Watershed Districts in Minnesota

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## Taxes Payable 2020 - Estimated Market Values for Watershed Districts in Minnesota

<b>Watershed Name</b>	<b>Total EMV (\$)</b>	<b>Watershed Code</b>
Bear Valley Watershed District	222,594,100	001
Belle Creek Watershed District	411,394,500	003
Bois De Sioux Watershed District	4,625,778,400	031
Browns Creek Watershed District	2,074,127,200	069
Buffalo Creek Watershed District	2,393,395,400	005
Buffalo-Red River Watershed District	9,116,494,200	007
Capitol Region Watershed District	23,996,878,400	070
Carnelian-Marine-St. Croix Watershed District	1,879,165,600	010
Cedar River Watershed District	3,015,157,400	002
Clearwater River Watershed District	1,729,268,500	009
Comfort Lake-Forest Lake Watershed District	2,200,044,800	071
Coon Creek Watershed District	17,432,688,900	013
Cormorant Lakes Watershed District	608,601,300	015
Crooked Creek Watershed District	379,453,800	016
Heron Lake Watershed District	2,486,913,400	024
High Island Watershed District	1,226,992,800	018
Joe River Watershed District	230,235,300	020
Kanaranzi-Little Rock Watershed District	1,756,026,500	021
Lac qui Parle-Yellow Bank Watershed District	3,021,146,100	022
Lower Minnesota River Watershed District	11,153,522,500	060
Middle Fork-Crow River Watershed District	1,876,963,700	074
Middle-Snake-Tamarac Rivers Watershed District	2,648,157,700	026
Minnehaha Creek Watershed District	57,737,024,300	062
Nine Mile Creek Watershed District	21,948,107,900	058
North Fork Crow River Watershed District	1,465,665,100	008
Okabena-Ocheda Watershed District	999,430,600	028
Pelican River Watershed District	2,334,954,900	030
Prior Lake-Spring Lake Watershed District	4,463,654,400	032
Ramsey-Washington Metropolitan Watershed District	17,880,542,700	034
Red Lake Watershed District	8,358,876,700	036
Rice Creek Watershed District	24,568,396,300	038
Riley-Purgatory-Bluff Creek Watershed District	15,768,604,000	064
Roseau River Watershed District	783,821,000	040
Sand Hill Watershed District	1,177,940,700	042
Sauk River Watershed District	9,116,910,400	043
Shell Rock River Watershed District	2,158,112,600	073
South Washington Watershed District	13,806,554,400	014
Stockton-Rollingstone-Minnesota City Watershed District	558,276,200	044
The Two Rivers Watershed District	1,550,473,100	050
Turtle Creek Watershed District	1,267,134,900	048
Upper Minnesota River Watershed District	1,402,018,300	052
Valley Branch Watershed District	5,244,764,800	054
Warroad Watershed District	379,251,500	056
Wild Rice Watershed District	3,759,509,200	066
Yellow Medicine River Watershed District	2,569,424,900	068

SOURCE: 2020 PRISM SUBMISSION #3 - FINAL ASSESSMENT AND TAXATION



**ENTRY SALARY LEVELS**

<b><u>Position</u></b>	<b><u>*Salary Structure</u></b>
Administrator	\$56,851 – \$92,327
Accounting Officer	\$42,533 - \$62,690
Administrative Assistant/Office Manager	\$40,632 - \$58,777
Office & Administrative Spec. Int	\$21,099 – 31,200
Ditch Inspector/Technician II	\$38,467 – \$54,661
Engineering Specialist	\$43,091 – \$60,327
Engineering Senior/Hydro II (Dave)	\$51,219 – \$75,358
Water Quality Program Coordinator	\$47,287 – \$70,199
Natural Resource Technician	\$38,467 – \$54,661
Summer College Intern	\$12.50 per hour – up

Revised August 9, 2012  
Revised January 8, 2015  
Revised July 23, 2020

## 7. STAFF -- JOB DESCRIPTIONS

JOB DESCRIPTION

- Job Title:** **Administrator**
- Location:** 1000 Pennington Avenue South, Thief River Falls
- General Function:** Administration of the day to day operations of the Red Lake Watershed District under the general direction of the District's Board of Managers.
- Salary:** \$56,851 – \$92,327
- Accountability:** Board of Managers
- Authorities:** Supervise employees of the District. Prepares budgets, broad authority to hire, discipline and dismiss personnel. Implements policy as directed by the Board of Managers, evaluates the performance of staff members and provides overall control and direction for the personnel function of the District, including active participation in or approval of personnel action. Sign payroll and payroll tax checks, staff travel checks, and checks under \$1,000 for monthly operating expenses unless prior approval of the Board of Managers.
- Responsibilities:**
- A. Manage, supervise and be in charge of the Administration of District activities, including but not limited to:
    - 1. Provide assistance to the District secretary and treasurer including payroll, disbursements and records.
    - 2. Provide information and assistance to residents of the District with related problems.
    - 3. Provide information, assistance, and work with, when necessary, governmental agencies.
    - 4. Assure each project/petition progressing in planned schedule.
  - B. Use technical and professional training to full capacity as Administrator of the District.
  - C. Direct representative of the Board of Managers of the District with authority to handle day to day administrative problems.
  - D. Share all resources available as Administrator to help the District function as a successful District.
  - E. Shall have the authority to hire and discharge staff, subject only to the provisions of paragraph I.
  - F. Shall have the authority to hire and discharge consultants for services, subject only to the provisions of paragraph I.
  - G. Shall carry out the directives and objectives of the Board of Managers of the District. This includes, but not limited to:

1. Arrange for supportive information to the Board for items on the agenda.
  2. Carry out Board actions, as directed by Board with assistance from the President.
  3. Provide progress reports on all Board directives and project activities as necessary to the mission of water management.
  4. Assigns the workload to the District's project and consulting engineers and coordinates the timetable for completion of work.
  5. Supervise Consulting Engineers with progress steps for active projects with persons or agencies involved.
  6. Make recommendations to the Board for orderly and efficient improvements of the administrative and operational procedures.
  7. Provide the necessary recommendations on budgets and projected fund levies.
  8. Assist and cooperate with appointed committees.
  9. Provides opportunities and recommendations for ongoing training for Board and staff.
- H. Attend meetings to keep informed on matters regarding the District
- I. The above authority and responsibilities of the Administrator shall be subject only to such policies as may be adopted and such orders as may be issued by the Board of Managers.

Essential Qualifications:

4-year Administrative Business Degree or considerable work-related experience and knowledge of watershed district duties  
Working knowledge of computers and software programs (such as Excel and Word)  
Knowledge or experience with Minnesota Drainage Law  
Experience in personnel management and Experience in Project Management  
Extensive experience in engineering, construction inspection and knowledge of field equipment  
Valid Minnesota Driver's License

January 23, 1997

Revised August 9, 2012

Revised January 1, 2019

JOB DESCRIPTION

Job Title: **Accounting Officer**

Classification: Full time

Location: 1000 Pennington Avenue South, Thief River Falls

Work Hours: 8:00 a.m. to 4:30 p.m.

General Function: Perform variety of accounting and administrative support for the Red Lake Watershed District.

Salary: \$42,533 - \$62,690

Accountability: Reports to Administrator  
Instructs Office & Admin Spec. Int.

Examples of Work:

- A. Coordinates and maintains the finances of the Red Lake Watershed District which includes accounts receivable, accounts payable, making journal entries, generating and preparing financial statements, budgets, submit billings for grants, personnel files, coordinating annual audits, investment reports and general administrative services. Advises on budget issues and assists in the development of the yearly budgets.
- B. Process and generate payroll, compile all required payroll reports for State and/or Federal agencies. Maintain records for personnel leaves of absence.
- C. Receipts and reports incoming revenue and prepares bank deposits.
- D. Process checks and prepare associated financial reports for Board.
- E. Implements all accounting policies.
- F. Provide secretarial support as directed by the Administrator.
- G. Administers benefit plans to employees, completes proper documents to enroll individuals in the plans, submits appropriate information to proper State and or Federal agencies, and maintains employee records regarding use of benefits.

- H. Maintains the Special Revenue assessments and assists in preparing annual tax levies. Prepare documents for levy requests and final levies to counties. Document and record tax levy receipts.
- I. Maintains and updates fixed asset inventories and records.
- J. Assist with of Board of Manager meetings, minutes, agendas, and associated duties when requested.
- K. Assist with the transition and maintenance of Districts M-Files system.
- L. Manages and arranges for external, independent and annual audits. Completes and issues 1099 forms, W-2 forms, and other State/Federal forms necessary for complying with State and Federal laws.
- M. Maintains all insurance files and coverage, corresponds with insurance agents and takes lead in audits of insurances.
- N. Notary for the RLWD if requested by District Administrator.
- O. Keep abreast of changing rules, statutes or state guidelines pertaining to accounting functions.

Essential Qualifications:

- 4-year degree in business, secretarial or management, accounting fields or experience of equal value with extensive experience in using a variety of software packages (Microsoft Office) to produce correspondence and documents, and maintain presentations, spreadsheets and databases.

May 9, 1991

Revised September 30, 1991

Revised August 12, 1993

Revised July 15, 1996

Revised August 9, 2012

Revised January 1, 2019

JOB DESCRIPTION

Job Title: **Administrative Assistant /Office Manager**

Classification: Full Time

Accountability: Reports to Administrator

Salary: \$40,632 - \$58,777

Location: 1000 Pennington Avenue South, Thief River Falls

Work Hours: 8:00 a.m. to 4:30 p.m.

General Function: Works under the direct supervision of Administrator.

This position will serve as Assistant to the Administrator of the Red Lake Watershed District as well as Office Manager to the District. Task includes assisting the Administrator with management operational, analytical, outreach policy and staffing issues. This position will also be responsible for directing the Boards operations in the absence of the Administrator

- Leads a project or program, including development or improvement of procedures and processes.
- Assists in the organization of budgeting process, including planning the budgetary needs of the District, purchasing of supplies and equipment.
- Make decisions and solve problems in the absence of the Administrator.
- Leads in management of software systems, including word processing, M-File management, spreadsheets, and ability to utilize presentation software.
- Leads in data entry and databases sufficient to accurately enter data element into database; and database management sufficient to understand and recommend changes to a regulatory database.
- Lead staff person in customer service (phone, in person) and conveys complex information in an understandable manner, answer questions and act as a resource to outside agencies and individuals.
- Assists Administrator in organization public hearings and compliance of drainage law associated with establishing projects, takes the lead in healthcare data privacy and data practices laws. Evaluates, develops, and implements changes in office procedures and equipment to improve productivity and workflow, simplify procedures, or reduce costs.
- Plans and conducts administrative studies and maintains administrative systems and policies such as recordkeeping, retention schedules, and departmental forms and document control.
- Assists Administrator in gathering information for public hearings and takes lead in public hearing notices.

- Assists with administration of support staff to include, assigning, and reviewing duties, scheduling, training, and managing employee performance.
- Submits and reviews staff documentation in preparing annual reports.
- Recommend and implement policies and procedures; ensuring staff are trained.
- Performs variety of administrative and assists in accounting support functions.
- Perform a variety of research related to assigned area of responsibility; compiles findings and make recommendations based on findings for management of the Wild Rice Allocation Program administrative system and policies.
- Perform a variety of administrative administrator activities, which may include monitoring project timelines and identifying and resolving issues and coordinating cross department services.
- Planning and coordinating events.
- Management of RLWD records, filing and information retrieval system, both manual and automated (computer). Document, maintain and oversee office management systems, policies, and procedures, to maintain an efficient level of operation.
- Oversee and manage RLWD phone system, e-mail, and internet system.
- Oversee or assist Administrator in utilities and building maintenance.
- Coordination and maintenance of RLWD Permit database and files.

## **TRAINING AND EXPERIENCE**

High School diploma or GED equivalent. Five (5) years of experience as secretary to department head or higher-level executive experience. Extensive knowledge in Minnesota Statutes 103D and 103E. Preferred experience with small local units of government, secondary education, and office management experience.

## **LICENSING REQUIREMENTS**

Valid Minnesota Driver's License.

July 23, 2020



JOB DESCRIPTION

Job Title: **Office & Admin Spec. Int.**

Location: 1000 Pennington Avenue South, Thief River Falls

Classification: Permanent Part time

Salary: \$31,200 - \$41,600

Work Hours: 8:00 a.m. to 4:30 p.m.

General Function: To provide clerical and secretarial services related to the Red Lake Watershed District; to do all necessary correspondence, typing, copying, and other general office duties.

Accountability: Reports to Administrator or full-(time office staff

Responsibilities:

- A. Provide secretarial and clerical service for the Red Lake Watershed District.
- B. Answer incoming telephone calls and transfer to appropriate party.
- C. Take dictation, type all correspondence, and follow through on a timely mailing.
- D. Knowledge of computer operator functions and responsibilities.
- E. Handle incoming and outgoing mailing and associated postage meter duties. Bids or personal mail should remain unopened. Maintain update all mailing lists, such as “Draft” agenda mailing list, etc.
- F. Maintain bulletin board information and scrapbook.
- G. Reception and hosting of office visitors.
- H. Take staff meeting minutes. Upon approval of Administrator, distribute to each staff person.
- I. Review each set of approved minutes, make a copy of minutes, and highlight where it pertains to a project so it can be filed in the project file.
- J. File correspondence.
- K. Register board and staff for seminars, meetings, etc.

May 9, 1991

Revised September 30, 1991

Revised July 15, 1996

Revised August 9, 2012

Revised January 1, 2019

Revised July 23, 2020

JOB DESCRIPTION

**Job Title:**                    **Engineering Senior/Hydro II**

**Location:**                    1000 Pennington Avenue South, Thief River Falls

**Classification:**            Full time

**Salary:**                      \$51,219 – \$75,358

**Work Hours:**               8:00 a.m. to 4:30 p.m.

**Accountability:**           Responsible to Administrator  
Supervise Ditch Inspector and other technical aides, part-time staff, and dam tenders

**General Function:**        Aid Consulting Engineer in all engineering activities, as assigned by Administrator

**Examples of Work:**        Coordinate all project data collection, surveys & reports  
Lead and assist in all permitting functions  
Complete payment requests and submit to Accounting Department three days prior to any scheduled Board meeting  
Highly proficient in use of ArcGIS and AutoCad with ability to complete high level plans and drawings utilizing CAD software  
Knowledge in reviewing detailed plans and specification  
Construction inspection of variety of project  
Ability to read and interpret construction plans  
Flood surveys and project surveying  
Wetland Delineation experience and ability to assist or lead in wetland delineation reporting and permitting  
Drafting data base development  
Assist in water allotments for wild rice on Clearwater River & assist Engineer in calibrating pumps.  
Stream gauging  
Operate watershed impoundment projects – coordinate with State and Federal Agencies, local cities, counties, & landowners for the timing of gate closure's and releases & schedule and prepare annual meeting.  
Assist in data gathering & preparing engineer reports.  
Coordinate all RLWD ditch inspection annually with Ditch Inspector  
Assist with water quality projects – gather data and survey information

Permit Program: Review, inspect, survey (as needed) RLWD permits  
Meet with landowners, schedule and present information at Board meetings, recommend solutions for problems, and assist with on-site installations.

Essential Qualifications:

Graduation from high school  
Supervisory experience  
Considerable related work experience  
Working knowledge of computers and programming  
Considerable experience of engineering practices & GPS surveying skills  
Knowledge of construction materials, methods, & Inspection  
High level skilled in use of field, office & computer aided drafting software  
Ability to tolerate and work safely in a construction area  
Ability to direct moderately difficult tasks in construction area  
Ability to stand and walk for long periods of time be able to lift upwards of 70 lbs. Valid Minnesota Driver's License

Desirable Qualifications:

Four-year degree in Engineering with two-year construction experience, or graduation from a two-year technical college with three years of GPS surveying and construction experience, or GPS surveying and construction experience of at least 10 years.

JOB DESCRIPTION

**Job Title:**               **Engineering Specialist**

**Location:**               1000 Pennington Avenue South, Thief River Falls

**Classification:**       Full time

**Salary:**                 \$43,091 – \$60,327

**Work Hours:**         8:00 a.m. to 4:30 p.m.

**Accountability:**       Responsible to Administrator  
Supervise Ditch Inspector and other technical aides, part-time staff, and dam tenders

**General Function:**    Provides assistance to Consulting Engineer & Engineering Senior in all engineering activities, as assigned by Administrator

**Examples of Work:**    Coordinate project inspection, surveys & reports  
Lead in all permitting functions  
Complete payment requests and submit to Accounting Department three days prior to any scheduled Board meeting  
Computer aided drafting  
Construction inspection of variety of project  
Ability to read and interpret construction plans  
Flood surveys and project surveying  
Drafting data base development  
Assist in water allotments for wild rice on Clearwater River & assist Engineer in calibrating pumps.  
Stream gauging  
Operate watershed impoundment projects – coordinate with State and Federal Agencies, local cities, counties, & landowners for the timing of gate closeures and releases & schedule and prepare annual meeting.  
Assist in data gathering & preparing engineer reports.  
Coordinate all RLWD ditch inspection annually with Ditch Inspector  
Assist with water quality projects – gather data and survey information

**Permit Program:**    Review, inspect, survey (as needed) RLWD permits  
Meet with landowners, schedule and present information at Board meetings, recommend solutions for problems, and assist with on-site installations.

**Essential Qualifications:**  
Graduation from high school

Supervisory experience  
Considerable related work experience  
Working knowledge of computers and programming  
Considerable experience of engineering practices & GPS surveying skills  
Knowledge of construction materials, methods, & Inspection  
Skill in use of field, office & computer aided drafting  
Ability to tolerate and work safely in a construction area  
Ability to direct moderately difficult tasks in construction area  
Ability to stand and walk for long periods of time be able to lift upwards of 70 lbs.  
Valid Minnesota Driver's License

Desirable Qualifications:

Four-year degree in Engineering with two-year construction experience, or graduation from a two-year technical college with three years of GPS surveying and construction experience, or GPS surveying and construction experience of at least 5 years.

May 9, 1991  
Revised May 1993  
Revised January 1, 1996  
Revised March 9, 1998  
Revised August 9, 2012  
Revised July 23, 2020

JOB DESCRIPTION

Job Title: **Ditch Inspector/Engineering Technician II**

Classification: Full time

Location: 1000 Pennington Avenue South, Thief River Falls

Work Hours: 8:00 a.m. to 4:30 p.m.

Salary: \$38,467 – \$54,660

Accountability: Responsible to: Administrator  
Reports to: Administrator

General Function: Survey Crew, Yearly inspection of all legal drainage systems and coordinate maintenance as directed by Administrator.

Examples of Work: Construction inspection and staking  
Field surveys  
Extensive knowledge in maps and construction plans  
Stream gauging  
Operating watershed projects  
Data base management and analysis  
Assist in preparing engineer reports  
Water Quality sampling, analysis, and reporting  
Presentations of information to the public  
Assist Engineering Specialist with permit inspection

Sentence to Serve Program: Coordinate with STS supervisors and crew chiefs and provide drawings, maps, etc.

Ditch Inspection: Review yearly ditch inspection reports and inspect problem areas. Recommend corrective action to Administrator. Compile drawings, maps, quote forms for contractors. Meet with contractor to view and explain work, survey and inspection as necessary.

Essential Qualifications: Graduation from high school  
Considerable related work experience  
Some knowledge of construction materials and methods  
Skill in use of field, office, drafting, and laboratory equipment  
Ability to tolerate and work safely in a construction area  
Ability to direct moderately difficult construction area  
Working knowledge of computers and programming

Working knowledge of simple engineering practices & GPS survey equipment

Ability to lift upwards of 50 pounds

Valid Minnesota Drivers License

Desirable Qualifications:

Graduation from a two-year technical college or 2 years' experience  
GPS surveying and construction experience.

May 9, 1991

Revised May 1993

Revised July 1996

Revised December 23, 1996

Revised August 9, 2012

Revised July 23, 2020

**JOB DESCRIPTION**

**Job Title:** Water Quality Program Coordinator

**Classification:** Full Time

**Location:** 1000 Pennington Avenue South, Thief River Falls

**Work Hours:** 8:00 a.m. – 4:30 p.m.

**Salary:** \$47,287 – \$70,930

**Accountability:** Responsible to Administrator

**General Function:** Establish criteria and projects to assist the Red Lake Watershed in achieving water quality goals as outlined in the Ten-Year Overall Plan.

**Examples of Work:**

- River and lake water quality sampling and field water quality measurements
- Calibration of water quality monitoring equipment
- Water quality data entry and management & submittal to EPA STORET database
- Analyze water quality/quantity data
- Operation and maintenance of continuous water quality monitoring equipment
- Stream gauging/flow measurement
  - Create flow rating curves for monitoring sites
  - Install and operate continuous stage monitoring equipment.
- Conduct field surveys
- Mathematical computer modeling of lakes and rivers
- Initiate and coordinate water quality improvement projects
- Prepare grant applications for water quality initiatives in the RLWD area
- Project management and reports
- Submit semi-annual reports to funding sources (MPCA, BWSR, NMF) for grant-funded projects
- Total Maximum Daily Load (TMDL) studies and Watershed Restoration and Protection Strategy (WRAPS) projects and reports
- ArcGIS mapping
- Writing comprehensive water quality reports
- Contributing articles to RLWD Annual Reports
- Website maintenance
- Provide technical advice to planning bodies/organizations
  - Red River Basin Water Quality Team
  - Red River Basin Monitoring Advisory Committee
  - Red Lake River Corridor Enhancement Joint Powers Group



- Presentations to the Board of Managers and other groups
- Use of Microsoft Excel, Word, Access, and Power Point software
- Public education through participation in county outdoor education days, Northwest Minnesota Water Festivals, Envirothon, civic engagement, etc.
- Coordinate all project activities and report to Administrator
- Report progress accomplishments to Administrator where funding has been obtained.
- Coordinate multi-agency monitoring efforts within the District
- Stressor Identification
- Geomorphological assessment
- Coordinate public water quality meetings

Essential Qualifications:

- Skills and knowledge of water quality sampling and analysis
- Skills and knowledge of chemistry, limnology, and aquatic biology
- Skills in grant applications
- Program coordination
- Supervisory Experience
- Oral communication skills
- Ability to lift upwards of 70 pounds

Desirable Qualifications:

Bachelor of Science Degree with emphasis in Environmental/Water Quality studies or related field or equivalent training and experience. Working knowledge of computer software and programs such as Excel, Word, Working knowledge of ArcView, GIS, and GPS, knowledge of water sample collection, data analysis, ability to assist in surveying department, and Valid Minnesota Drivers License. Basic understanding and skills in GIS, ArcView and HTML as well as skills and knowledge in use of GPS equipment.

May 9, 1991

Revised December 23, 1996

Revised August 9, 2012

Revised January 1, 2019

Revised July 23, 2020

JOB DESCRIPTION

Job Title: **Natural Resource Technician**

Classification: Full Time

Location: 1000 Pennington Avenue South, Thief River Falls, MN 56701

Work Hours: 8:00 – 4:30

Salary: \$38,467 – \$54,660

Accountability: Responsible to Administrator and/or Water Quality Program Coordinator

Supervises: Other District employees as may be assigned

General Function: Water Quality and Other Data Collection  
GIS Technician  
Data Management  
Web Site Development/Management

Examples of Work: Water quality sampling  
Stream gauging  
Conduct field surveys  
GIS database development and management  
Map development  
Spatial analysis  
Website maintenance as directed by Administrator or Administrative Assistant  
Coordinates entire River Watch Program  
GPS data collection  
Assist in preparing engineering and scientific reports

Essential Qualifications:  
Graduation from high school  
Considerable related work experience  
Working knowledge of computers and software programs (such as Excel, ArcGIS, Spatial Analyst and Word)  
Skills and knowledge of water quality data collection  
Skills in the use of field equipment  
No physical handicaps in relation to the tasks to be performed  
Valid Minnesota Driver's License

Desirable Qualifications:

2 yr degree in Natural Resources, Water Resources related field, or comparable experience. Working knowledge of computer software and programs such as Excel, Word, working knowledge of ArcView, GIS, and GPS, knowledge of water sample collection, data analysis, ability to assist in surveying department, and Valid Minnesota Drivers License.

Graduation from a two-year college or four-year technical college

Some basic understanding and skills in GIS, ArcView and HTML

Skills and knowledge in use of GPS equipment

August 1, 2001

Revised August 9, 2012

Revised January 1, 2019

Revised July 23, 2020

JOB DESCRIPTION

Job Title: **Summer College Intern**

Classification: Part time

Location: Thief River Falls District office

Work Hours: 8:00 – 4:30

Salary: \$12.50 per hour – up

Accountability: Responsible to: Administrator or Full-Time staff as directed by the Administrator.

General Function: Assist full time staff with various District activities and projects.

Examples of work: (Illustrative only)  
Field surveys  
Assist in low level water quality tasks  
Drafting maps and plans  
Assist with office tasks  
Stream gauging

May 28, 1987  
Revised August 9, 2012  
Revised January 1, 2019  
Revised July 23, 2020

## 2020 Red Lake Watershed District Salary Structure

Position	Minimum	Maximum	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Salary	Salary										
*Administrator	\$56,851	\$92,326	\$60,399	\$63,946	\$67,494	\$71,041	\$74,589	\$78,136	\$81,684	\$85,231	\$88,779	\$92,326
*Accounting Officer	\$42,533	\$62,690	\$44,549	\$46,564	\$48,580	\$50,596	\$52,612	\$54,627	\$56,643	\$58,659	\$60,674	\$62,690
Administrative Assistant/Office Manager	\$40,632	\$58,777	\$42,447	\$44,261	\$46,076	\$47,890	\$49,705	\$51,519	\$53,334	\$55,148	\$56,963	\$58,777
Natural Resource Technician	\$38,467	\$54,661	\$40,086	\$41,706	\$43,325	\$44,945	\$46,564	\$48,183	\$49,803	\$51,422	\$53,042	\$54,661
Ditch Inspector/Technician II	\$38,467	\$54,661	\$40,086	\$41,706	\$43,325	\$44,945	\$46,564	\$48,183	\$49,803	\$51,422	\$53,042	\$54,661
Engineering Senior/Hydro II	\$51,219	\$75,358	\$53,633	\$56,047	\$58,461	\$60,875	\$63,289	\$65,702	\$68,116	\$70,530	\$72,944	\$75,358
Engineering Specialist	\$43,091	\$60,327	\$44,815	\$46,538	\$48,262	\$49,985	\$51,709	\$53,433	\$55,156	\$56,880	\$58,603	\$60,327
Water Quality Program Coordinator	\$51,219	\$70,199	\$53,117	\$55,015	\$56,913	\$58,811	\$60,709	\$62,607	\$64,505	\$66,403	\$68,301	\$70,199

\* All staff that have reached their 10 year step will receive a raise of 1.6% COLA

Red Lake Watershed District  
2021 General Fund Budget

	Approved 2020	Proposed 2021	*notes
Manager's fees and salaries	33,400.00	40,000.00	*
Board of managers' expense	22,000.00	24,200.00	
Staff salaries	460,000.00	558,000.00	**
Payroll taxes	35,190.00	42,687.00	
Employee benefits	60,000.00	85,000.00	***
Travel and meetings (inc. mileage & exp.)	5,000.00	5,000.00	
Audit	9,450.00	9,450.00	
Legal	16,000.00	16,000.00	
Office supplies	20,000.00	20,000.00	
Office equipment	50,000.00	30,000.00	****
Appraisers and Viewers	2,000.00	2,000.00	
Professional services	20,000.00	20,000.00	
Dues and subscriptions	10,000.00	10,000.00	
Insurance and bonds	25,000.00	25,000.00	
Repairs and maintenance-building	15,000.00	15,000.00	
Utilities	10,000.00	12,000.00	
Advertising and publications	4,000.00	4,000.00	
Telephone	11,000.00	13,000.00	
Vehicle expense & maintenance	14,000.00	15,000.00	
Engineering supplies	3,000.00	3,000.00	
Engineering Equipment	18,000.00	40,000.00	*****
<b>TOTAL</b>	<b>843,040.00</b>	<b>989,337.00</b>	

LESS ESTIMATED OVERHEAD (690,000.00) (837,000.00)

Less: Miscellaneous revenue (7,000.00) (7,000.00)

GENERAL FUND LEVY 146,040.00 145,337.00

\* Due to the fact we have had restriction in conferences and other meetings due to COVID 19, we feel this should be increased.

\*\* This number has changed substantially due to Loren, Tammy and Dave salaries.

\*\*\* Dave benefit package is reflected in the increase.

\*\*\*\* 2020 was so high due to anticipated cost of technology in Board room that we decided wasn't needed.

\*\*\*\*\*Vehicle (new, used or nothing?) WQ truck is over 100,000 do we keep that, trade in Equinox for a new Truck?