

# RED LAKE WATERSHED DISTRICT

July 28, 2022

9:00 a.m.

## Agenda

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	July 14, 2022 Minutes	Action
	Financial Report dated July 27, 2022	Action
	General Fund Budget as June 30, 2022	Information
	League of Minnesota Cities Property & Casualty Insurance	Info./Action
9:10 a.m.	Rob Sip, RRWMB	Information
	RRWMB 2023 Levy Resolution	Information
	RRWMB Joint Powers Agreement	Action
9:30 a.m.	City of Thief River Falls-Travis Giffen	Info./Action
	Black River Impoundment, RLWD Project No. 176 Hay Construction Update	Information
	Sorum Ring Dike, RLWD Project 129AW-Quotes	Action
	Moose River Impoundment, RLWD Project No. 13-Maintenace	Info/Action
	Demarais Hanson Bank Stabilization, RLWD Project No. 149 Payment Estimate No. 2 Reduce Retainage from 5% to 3% Set Final Payment Hearing	Information Info/Action Info/Action Info/Action
	Impoundment Updates	Information
	Permit No. 22052, Moylan Township	Action
	Permits: No. 22130-22132, 22144-22146, 22148-22154, 22156-22160	Action

Disposal of Excess Property-Office Chairs/Floor Mats	Action
Budget and Salary Recommendations	Action
2023 Proposed General Fund Budget	Action
Administrators Update	Information
Legal Counsel Update	Information
Managers' updates	Information
Adjourn	Action

UPCOMING MEETINGS

July 28, 2022	RLWD Board Meeting, 9:00 a.m.
August 11, 2022	RLWD Board Meeting, 9:00 a.m.
August 23-25, 2022	MAWD/Red River Basin/BWSR Tour
August 25, 2022	RLWD Board Meeting, 9:00 a.m.

# DRAFT

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
July 14, 2022

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: Managers: Dale M. Nelson, Gene Tiedemann, Terry Sorenson, Allan Page, Brian Dwight, LeRoy Ose, and Tom Anderson. Staff Present: Myron Jesme, Tammy Audette, Ann Joppru, and Legal Counsel, Delray Sparby.

The Board reviewed the agenda. A motion was made by Sorenson, seconded by Tiedemann, and passed by unanimous vote that the Board approve the agenda. Motion carried.

The Board reviewed the June 23, 2022, minutes. Motion by Anderson, seconded by Tiedemann, to approve the June 23, 2022, Board meeting minutes with correction. Motion carried.

The Board reviewed the Financial Report dated July 13, 2022. Motion by Ose, seconded by Dwight, to approve the Financial Report dated July 13, 2022, as presented. Motion carried. Staff member Ann Joppru indicated that American Federal Bank increased the interest rate on the District's account from .50% to .70%.

Staff member Ann Joppru reviewed the General Fund Budget as of April 30, 2022. Joppru stated that she is working with staff from Brady Martz to complete the final step of updates to the accounting software to bring the General Fund Budget numbers to date.

The Board reviewed the 2023 Budget and Salary timeline. The Budget and Salary Committee will meet prior to the July 28, 2022 Board meeting to prepare the budget.

Motion by Sorenson, seconded by Anderson, to approve the Letters of Credit to allow for the increase of securities for funds the District has with American Federal Bank. Motion carried.

Staff member Ann Joppru reviewed the League of MN Cities Insurance Trust 2022-2023 Notice of Premium Options for Standard Premiums of less than \$25,000 Workers Compensation. Following questions of the Regular Premium or Deductible Premium options, a motion was made by Tiedemann, seconded by Ose, to select the option of Regular Premium and approve Administrator Jesme to sign the renewal form. Motion carried.

Landowners Dan Bratvold and Dennis Goodyke, appeared before the Board for discussion on flooding in the area of Judicial Ditch 60, located in Polk County northeast of Crookston. Mr. Bratvold questioned why a 2" rain would flood their area and why Judicial Ditch 60 could not handle that amount of water. Administrator Jesme indicated that Judicial Ditch 60 was built in the early 1900's and was most likely designed to handle somewhere around a 3-year rainfall event and most likely a 2" rain would be close to that event. Discussion was held on improving the ditch system or construction of an additional impoundment. Additional discussion was held

on the operation of the Louisville/Parnell Impoundment, RLWD Project No. 121. At the time of the rain event in question, the Parnell Impoundment, RLWD Project No. 81, Lateral 2 weir was contributing very little flow to the system. It was also noted that Polk and Red Lake County has joint jurisdiction of Judicial Ditch 60.

Cassie Ahmed, NRCS Area Engineer, appeared before the Board for discussion on NRCS funded ring dikes. Ahmed stated that she attended the June RRWMB meeting, noting that the RRWMB has \$360,000 from the LCMRR EQIP funds for ring dike construction. The NRCS had two rounds of fundings, which expire July 15th. The NRCS had one landowner apply for ring dike assistance in our District. Ahmed stated that the District could use NRCS technical and engineering but planning and design funding is not an allowable cost share. The NRCS cost share will provide a flat rate based on the cubic yard of fill for construction yards based on the engineering plan. Ring dikes need to be designed to meet NRCS Specifications and that Engineer needs to be TSP certified. No costs can be incurred until September 9, 2022. Funding is only on construction costs, with preliminary numbers required by August 5<sup>th</sup>.

Cassie Ahmed, NRCS Area Engineer, discussed severe erosion on the banks of Burnham Creek/BR 6, RLWD Project No. 43A. Ms. Ahmed stated that Mark Pearson with the NRCS was assigned to review the project. The NRCS will determine a potential cost estimate by the end of August, with a possibility of funding through the NRCS. Manager Dwight asked if they wanted to eradicate the cattails. Ms. Ahmed stated that she would like to see them removed to repair the embankment and look at protection along the entire embankment. Motion by Tiedemann, seconded by Ose, to proceed with the repairs to the Burnham Creek/BR 6, RLWD Project No. 43A. Motion carried.

Administrator Jesme stated that the two land sales on the Thief River Westside Flood Damage Reduction Project, RLWD Project No. 178 have been completed.

The Board reviewed an Engineering Services Proposal in the amount of \$49,533 from HDR Engineering, Inc., for slope stabilization on Polk County Ditch 99, as part of the Red Lake River 1W1P, RLWD Project No. 149. Administrator Jesme indicated that the West Polk SWCD requested that the District take on the project due to the size of the project. Motion by Tiedemann, seconded by Page, to approve the Engineering Services Proposal in the amount of \$49,533 from HDR Engineering, Inc., for the Polk County Ditch 99, Red Lake River 1W1P, RLWD Project No. 149. The Board reviewed proposals for soil borings from Terracon and AET for the slope stabilization on Polk County Ditch 99. Motion by Tiedemann, seconded by Page, to retain AET in the amount of \$18,665, for completion of soil borings on Polk County Ditch 99, Red Lake River 1W1P, RLWD Project No. 149. Motion carried.

The Board reviewed a 10-year Warranty Agreement with Davidson Construction, Inc., for the concrete that was poured during construction of the new structure on Pine Lake, RLWD Project No. 26B. The warranty will cover any defective concrete that should fail due to normal weather and water conditions. Administrator Jesme stated that although the two tests that Davidsons completed on the concrete did not pass the specifications, the numbers did improve on the second test. Motion by Ose, seconded by Anderson, to approve the 10-Year Warranty

Agreement with Davidson Construction, Inc. for the replacement of the structure on Pine Lake, RLWD Project No. 26B. Motion carried.

The Board reviewed Pay Estimate No. 2, in the amount of \$91,534.40 to Davidson Construction, Inc. for the Pine Lake Outlet Structure Project, RLWD Project No. 26B. Motion by Sorenson, seconded by Anderson, to approve Pay Estimate No. 2 in the amount of \$91,534.40, to Davidson Construction, Inc., for the Pine Lake Outlet Structure Project, RLWD Project No. 26B. Motion carried.

Motion by Anderson, seconded by Sorenson, to set the Final Payment Hearing for Davidson Construction, Inc. for the Pine Lake Outlet Structure Project, RLWD Project No. 26B, for August 25, 2022 at 9:30 a.m. at the Red Lake Watershed District office, Thief River Falls, MN.

The Board reviewed two quotes to hire a facilitator for the Project Work Team on the Mud River Restoration Project, RLWD Project No. 180C. Administrator Jesme stated that Andrew Graham, MnDNR, had been assisting with the facilitation, but felt that an outside private facilitator should take over. Motion by Tiedemann, seconded by Sorenson, to hire Houston Engineering, Inc., as facilitator for the Mud River Restoration Project, RLWD Project No. 180C. Motion carried.

Administrator Jesme stated that the Clearwater SWCD has requested that the District be the Fiscal Agent for the Clearwater River 1W1P, RLWD Project No. 149B. Motion by Dwight, seconded by Tiedemann, to be the Fiscal Agent for the Clearwater River 1W1P, RLWD Project No. 149B

Discussion was held concerning the 2006 Elm Lake Outlet Target Elevations study completed by Houston Engineering, Inc. Jesme indicated that due to the recent flooding event and since the study was completed, a new outlet structure was constructed on Elm Lake as well as the replacement of the bridge referred to in the report as Trigger Point 2. Jesme requested the Board to retain Houston Engineering, Inc. to review the report, include information from the new Elm Lake Structure as well as the new box culvert referred to as Trigger Point 2 and make sure all datum on the report is converted to 1988 datum to better align with LIDAR. Motion by Ose, seconded by Tiedemann, to approve Houston Engineering, Inc. to review the 2006 Elm Lake Outlet Target Report for Elm Lake/Farmes Pool Project No. 52 and bring the finding back to the Board at a later date. Motion carried.

Jesme shared with the Board that no bids were received for haying on the Black River Impoundment, RLWD Project No. 175. It was the consensus of the Board to get an estimate to mow.

The Board viewed photos of recent repairs completed on the erosion to the outlet of Red Lake Watershed District Ditch 10, RLWD Project No. 161.

Administrator Jesme stated that the Beltrami SWCD is requesting a letter of support for an America the Beautiful Challenge Grant. Motion by Dwight, seconded by Anderson, to authorize

the submittal of a letter of support for an America the Beautiful Challenge Grant through the Beltrami SWCD. Motion carried.

Administrator Jesme updated the Board on the release of water from the Moose River Impoundment, RLWD Project No. 13.

Manager Anderson stated that he received a phone call from a landowner regarding the increase of water on the Clearwater River over the 4<sup>th</sup> of July weekend. It was determined that the Ke-Wi-Say, which is located on the Red Lake Indian Reservation, had a dike breach, which entered the Clearwater River thus causing significant increase of water elevation on the river.

Staff member Tony Olson discussed RLWD Permit No. 22052, Moylan Township, Marshall County that was previously approved. The original permit called for replacing 2-42" culverts that have failed. Moylan Township has not been able to get 42" culverts but was able to secure 2-48" culverts. Jim Graham, Agassiz National Wildlife Refuge contacted the District with concerns that the installation of 2-48" culvert could affect the trigger points at Agassiz NWR. Motion by Ose, seconded by Anderson, to table RLWD Permit No. 22052, Moylan Township, Marshall County, to allow for further review of the application. Motion carried.

Staff member Tony Olson presented RLWD Permit No. 22097, Kyle Mehrkens, Rocksbury Township, Pennington County. Olson recommended tabling the permit application, as part of the area to be tiled does not pay benefits into system where the tile would outlet. The applicant has submitted a Petition for Inclusion into the system where it will outlet. Motion by Sorenson, seconded by Page, to Table Permit No. 22097, Kyle Mehrkens, Rocksbury Township, Pennington County. Motion carried. The Board reviewed a Petition for Inclusion into the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Landowners Kyle and Misty Mehrkens are requesting to include a 27-acre tract in the SE1/4 NE1/4, Section 17, Rocksbury Township, Pennington County into the benefitted area of the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178. Motion by Tiedemann, seconded by Sorenson, to approve the Petition for Inclusion into the Thief River Falls Westside Flood Damage Reduction Project, RLWD Project No. 178, from Kyle and Misty Mehrkens, and schedule a hearing for 9:45 a.m., August 25, 2022 at the Red Lake Watershed District office, Thief River Falls, MN. Motion carried.

The Board reviewed the permits for approval. Motion by Ose, seconded by Tiedemann, to approve the following permits with conditions stated on the permit: No. 22055, Farmers Coop Grain and Seed Association, Cloverleaf Township, Pennington County; No. 22095, Ryan Brang, North Township, Pennington County; No. 22096, Marshall County Highway Department, Excel Township, Marshall County; No. 22111, 22112 and 22113, Silverton Township, Pennington County; No. 22115, Aaron Myhre, Poplar River Township, Red Lake County; No. 22116 and 22117, Reiner Township, Pennington County; No. 22118, Greg Hilgeman, Deer Park Township, Pennington County; No. 22119, Mitchell Wavra, Sullivan Township, Polk County; No. 22120, Earl Pederson, Grove Park Township, Polk County; No. 22121, Darin Glass, Lake Pleasant Township, Red Lake County; No. 22122, JS Farmland Holdings GP, Lambert Township, Red Lake County; No. 22123, Gervais Township, Red Lake County; No. 22124, Roger Walter,

Emardville Township, Red Lake County; No. 22126, Lucas Wolf, Silverton Township, Pennington County; No. 22127, Randy Homme, Silverton Township, Pennington County; No. 22128, David Zubrod, Badger Township, Polk County; No. 22135, Ronald Kiesow, Espelie Township, Marshall County; No. 22136, 22137, and 22138, River Falls Township, Pennington County; No. 22139 and 22140, Ryan Kriel, Star Township, Pennington County; and No. 22142 and 22143, Dale M. Nelson, Rocksbury Township, Pennington County. Motion carried.

The Board reviewed the 2022 MAWD Resolution process and timeline.

President Nelson stated that Erik Huseth had accepted the position as Ditch Inspector/Technician II for the District at a starting pay of \$23.50 per hour, plus benefits. Motion by Dwight, seconded by Page, to approve the hiring of Erik Huseth for the Ditch Inspector/Technician II position at starting pay of \$23.50 per hour, plus benefits. Motion carried. Mr. Huseth will begin employment on July 25, 2022. (Wasn't this retroactive to a certain date?)

Administrator Jesme stated that a 6-month performance review was completed on the District's Accounting Officer position and a 1-year performance review for the Engineering Senior/Hydro II position. Jesme requested an increase for both positions of \$.50 per hour as part of the 2023 step payment. Motion by Tiedemann, seconded by Page, to approve an increase of \$.50 per hour for Accounting Officer position and Engineering Senior/Hydro II position, as part of the 2023 step payment effective July 2, 2022. Motion carried.

#### Administrators Update:

- Manager Ose will attend the RRWMB meeting on July 19 in Ada, with Jesme attending via Microsoft Teams. The RRWMB will set their 2023 budget and levy.
- Included in the packet was information on the Red River Valley Ag Water Issues Forum.
- Included in the packet from BWSR was the Taxable Market Value information.
- A subcommittee meeting for Chief's Coulee was held on June 24<sup>th</sup>. Part of the meeting was to develop the alternative, while pursuing and writing a grant application narrative.
- Jesme will participate in a Drainage Workgroup meeting after today's meeting.
- Included in the packet was a letter from Kurt Deter, Rinke Noonan, announcing his retirement.
- Staff member Corey Hanson will be celebrating his 20<sup>th</sup> year of employment with the District on July 15<sup>th</sup>.

Discussion was held on urbanization of Pennington County Highway 62, that was part of Ditch 14, RLWD Project No. 171 and the Thief River Falls Flood Damage Reduction Project, RLWD Project No. 171A. Motion by Tiedemann, seconded by Dwight, to hire HDR Engineering, Inc., to prepare a cost estimate for the potential of an urbanized area along Pennington County Highway 62, with the possibility of adding onto our flood damage component of the Thief River Falls Flood Damage Reduction Project, RLWD Project No. 171A. Motion carried.

Legal Counsel Sparby indicated that a decision should be decided on the Appeal to the Improvement to Polk County Ditch 39, RLWD Project No. 179, by the next Board meeting date.

Red Lake Watershed District

July 14, 2022

Page **6** of **6**

Manager Ose reported that he will be meeting with Troy Daniels, NRCS, to review several projects within the District area.

Manager Dwight discussed the extensive amount of shoreline erosion on the Upper Red Lake due to high water levels. Dwight discussed producing an informational document that would give landowners information on shoreline repair.

Motion by Ose, seconded by Sorenson, to adjourn the meeting. Motion carried.

---

LeRoy Ose, Secretary



**RED LAKE WATERSHED DISTRICT**  
**Financial Report for July 28, 2022**

<b>Ck#</b>	<b>Check Issued to:</b>	<b>Description</b>	<b>Amount</b>
online	EFTPS	Withholding FICA, Fed & Medicare (7-13-22 payroll)	\$ 258.82
online	MN Department of Revenue	Withholding taxes (7-13-22 payroll)	\$ 50.18
online	EFTPS	Withholding FICA, Fed & Medicare (7-20-22 payroll)	4192.46
online	MN Department of Revenue	Withholding taxes (7-20-22 payroll)	734.41
online	Public Employers Retirement Assn.	PERA (7-20-22 payroll)	\$ 2,553.65
online	Further	Employee HSA (7-20-22 payroll)	\$ 175.00
	40258 Davidson Construction	Pay Estimate #2 - Pine Lake Outlet Proj. #26B	\$ 91,534.40
	40259 Corporate Technologies	Managed IT and Microsoft 365	\$ 1,472.50
	40260 Jeremy Rychlock	Read/Observe pool levels, Moose River Proj. #13	\$ 2,025.00
	40261 Les Cota	July Mowing Proj. #171	\$ 1,360.00
	40262 Marco	Telephone expense	\$ 685.96
	40263 Matthew Audette	Mow Watershed property	\$ 599.00
	40264 NCPERS Life Insurance	Life Insurance	\$ 112.00
	40265 Pennington County Highway Dept	Construction Proj. #46R	\$ 124,232.26
	40266 Pitney Bowes	Meter rent for postage machine	\$ 124.53
	40267 Quality Spray	* see below for detail	\$ 24,605.00
	40268 Red Lake County SWCD	Admin, Proj Dev. And T & E Proj. 149	\$ 10,093.70
	40269 Rinke Noonan	Legal Fees Proj.	\$ 216.00
	40270 RMB Environmental Laboratories	Lab analysis of water quality samples	\$ 6,352.00
	40271 Robert Wagner	MN Viewers Assn Meeting - mileage	\$ 333.45
	40272 Sun Life Financial	Life Insurance	\$ 131.76
	40273 Sutton Vettleson	Clean office	\$ 140.00
	40274 Thief River Ford	Tires Vehicle #929	\$ 1,004.50
online	Cardmember Services	** see below for detail	\$ 2,513.64
online	PureWater Technology	H2O for office	\$ 38.00
online	Further	Monthly fee	\$ 8.25
online	Quick Books	Monthly fee	\$ 321.00
online	MN Energy	Heating expense	\$ 20.00
online	AT&T Telephone	Cell phone expense	\$ 398.25
direct	Tom Anderson	Mileage	\$ 131.04
	Staff & Board Payroll	7/20/2022	\$ 14,194.48
	<b>Total Checks</b>		<b>\$ 290,611.24</b>

**\* Quality Spray Foam**

Proj. 178 Fixed outlet pipe	2,936.00
Proj. 149 Ditch 10 outlet	4,305.00
Proj. 149 Ditch 10 outlet	14,552.00
Proj. 149 Ditch 10 outlet	<u>2,812.00</u>
<b>Total</b>	<b>24,605.00</b>

**\*\* Card Member Services**

Grainger-replacement sensor	217.75
Hach Co.- portable turb	139.13
Amazon- kimtech wipes/chargers	127.10
Global Test- Oxygen sensor	1,187.50
Eurofins - Microcystins	376.14
Executive Chair - Myron	<u>466.02</u>
<b>Total</b>	<b>2,513.64</b>

**Banking Northern State Bank**

Balance as of July 14, 2022	\$ 145,674.26
Total Checks Written	\$ (290,611.24)
Receipt #224152 State of MN - 1st 50% funds for TR1W1P Proj #149A	\$ -
Receipt #224158 - Transfer from AFB to NSB	\$ 300,000.00
Balance as of July 28, 2022	<u>\$ 155,063.02</u>

Current interest rate is .20%

**American Federal Bank-Fosston**

Balance as of July 14, 2022	\$ 6,571,356.49
Receipt #224155 Red Board - Pay Request #6 Black River Impoundment	\$ 75,964.07
Receipt #224156 -Clearwater Co -1st half of 2022 Riparian Aid	\$ 6,332.00
Receipt #224157 - Refund from Aramark for rug rental	\$ 53.73
Receipt #224158 - Transfer from AFB to NSB	\$ (300,000.00)
Balance as of July 28, 2022	<u>\$ 6,353,706.29</u>

Current interest rate is .50%

Total Cash \$ 6,508,769.31

2022 GENERAL FUND BUDGET

as of June 30, 2022

(unaudited)

	2022 BUDGET	2022 Exp	(over) under	2nd Qtr Exp.
		TO 6-30-22		
Manager's fees, salaries	40,000.00	19,999.98	20,000.02	20,000.00
Board of Manager's expense	24,200.00	8,857.71	15,342.29	12,100.00
Staff salaries	567,000.00	261,660.66	305,339.34	283,500.00
Payroll taxes	43,375.50	19,507.67	23,867.83	21,687.75
Employee benefits	87,500.00	51,602.03	35,897.97	43,750.00 1
Unemployment Benefits		1,490.00		
Travel and meetings (mileage & exp.)	5,000.00	3,931.82	1,068.18	2,500.00 2
Audit	9,450.00	9,450.00	0.00	4,725.00
Legal	16,000.00	4,978.00	11,022.00	8,000.00
Office supplies	20,000.00	6,239.08	13,760.92	10,000.00
Office equipment	30,000.00	17,667.08	12,332.92	15,000.00 3
Appraiser/Viewer Expense	2,000.00	0.00	2,000.00	1,000.00
Professional services (inc. Eng. Fees)	20,000.00	15,286.25	4,713.75	10,000.00 4
Dues and subscriptions	10,000.00	7,901.00	2,099.00	5,000.00 5
Insurance and bonds	45,000.00	0.00	45,000.00	22,500.00
Repairs and maintenance-Building	15,000.00	12,687.91	2,312.09	7,500.00 6
Utilities	12,000.00	5,369.20	6,630.80	6,000.00
Advertising and publications	4,000.00	4,222.40	(222.40)	2,000.00 7
Telephone	11,000.00	4,636.75	6,363.25	5,500.00
Vehicle expense and maintenance	14,000.00	8,056.47	5,943.53	7,000.00 8
Engineering supplies	3,000.00	475.51	2,524.49	1,500.00
Engineering equipment	40,000.00	1,149.00	38,851.00	20,000.00
Interest	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1,018,525.50</b>	<b>465,168.52</b>	<b>553,356.98</b>	<b>509,262.75</b>
Less: Overhead	850,500.00	332,110.53	(518,389.47)	425,250.00
Less: Miscellaneous revenue	5,000.00	440.53	(4,559.47)	2,500.00
<b>General Fund Budget</b>	<b>163,025.50</b>	<b>132,617.46</b>	<b>30,408.04</b>	<b>81,512.75</b>

TO 6-30-22

January 1, 2022 Beg. Balance	244,098.50	244,098.50
County levies revenue	0.00	66,649.19
Gross balance with revenue		310,747.69
Less net expenses		(132,617.46)
<b>Subtotal- General Fund w/o interest</b>		<b>178,130.23</b>
Plus interest earned-if allocated to GF 100%		9,283.13
<b>General Fund Balance 6-30-22</b>		<b>187,413.36</b>

- 1- Health insurance adjustement
- 2- Travel increased after Covid
- 3- Quick Books training & custom reports
- 4- Brady Martz accounting assistance
- 5- MAWD \$7500, MN viewers \$100, CCOGA membership \$100
- 6- Painting \$4945, snow removal \$1480, mowing \$1200
- 7- Advertising for Ditch inspector
- 8- Increase in gas & vehicle maintenance

## GENERAL FUND EXPENDITURE ACCOUNT EXPLANATION

5020 -Payroll: Managers fees and salaries: Manager's meeting fees charged for Board meetings, other meetings, etc.

5021 -Board of Manager's expense: Mileage and meal expense, goodies for meetings, meeting room expenses

Payroll: Staff salaries: \*Billable to General Fund account, not projects. Administrative work and all Holiday, Sick leave, and vacation pay.

5014 -Payroll taxes: All FICA (Social Security) and Medicare charged (7.65% of gross wages).

5015 -Employee benefits: Public Employees Retirement Association (PERA), Health, life, and dental insurance premiums

5009 mileage 5010 meals 5022 travel Travel and meetings: Expenses for staff to attend seminars and training (i.e. fee to attend, mileage, meals), mileage for personal vehicles when unable to use watershed vehicle

5025 -Audit: CPA annual audit of watershed financials

5026 -Legal fees: Legal services to attend Board meetings and associated expenses and monthly legal services retainer.

5027 -Office supplies: Miscellaneous supplies under \$500, i.e. paper, pencils, office chairs, files, safe deposit box rent, etc.

5028 -Office equipment: larger items purchased that are over \$500, i.e. desks, computers, computer software, etc.

5030 -Appraisers and Viewers: Training expense of appraisers/viewers.

5031 -Professional services: Contracted services- i.e. computer program support, etc.

5032 -Dues and subscriptions: MAWD dues, subscriptions to newspapers, NW Service Cooperative membership, etc.

5033 -Insurance and bonds: insurance for all aspects of the watershed to include building, vehicles, commercial liability, bonding, inland marine, etc.

5046 -Repairs and maintenance-building: Cleaning of office, cleaning supplies, mow lawn, maintenance materials to maintain buildings, etc.. Over \$500 in bldg. equip. will also be in asset account and depreciated. Building payment.

5047 -Utilities: cost of electricity, garbage pickup, sewer, water, heating, etc.

5050 -Advertising and Publications: Cost of ads in newspapers for General Fund budget, other ads in newspapers and trade magazines, permitting fees, etc.

5060 -Telephone: All telephone expense for the watershed, including cell phone, and internet.

5065 -Vehicle expense: Expenses for each vehicle, i.e. gas for vehicle, washes, oil changes, repairs, etc.

6003 -Engineering supplies: Incidental items (under \$5,000) such as survey lathes, engineering books, small tools, misc. surveying items, etc.

6005 -Engineering Fees

6006 -Engineering equipment: Larger depreciable equipment—vehicles, four wheelers, etc. (over \$5,000)

Unemployment benefits paid to ex-employees.

Interest: Interest allocated to General Fund

\* Staff Salaries: The salary of each staff person multiplied by 2.5 (Board of Managers are not included in the 2.5 multiplier)

June 9, 2022 - Board Approved to discontinue reporting depreciated items on the financial but continue to keep a fixed asset listing.



CONNECTING & INNOVATING  
SINCE 1913

25  
7-13

# Invoice

**Member Name and Address**  
Red Lake Watershed District  
1000 Pennington Ave S  
Thief River Falls, MN 56701-4013

**Invoice Date**  
07/15/2022

**Agent**  
Northern State Agency  
Po Box 639  
Thief River Falls, MN 56701-0639  
(218)681-4042

**Account Number:** 40000826  
**Account Type:** Property/Casualty Coverage Premium  
**Current Balance:** \$ 42,172.00  
**Minimum Due:** \$ 42,172.00  
**Due Date:** 08/12/2022

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
		Previous Invoice Balance	38,305.00	
		Payments Received	-38,305.00	
		Total of Transactions and Fees shown on reverse or attached	42,172.00	
See reverse side and attachments for additional information		Current Balance	\$ 42,172.00	\$ 42,172.00

Detach and return this Payment Coupon with your payment	Account Number	Invoice Date	Due Date	Current Balance	Minimum Due	Amount Enclosed
	40000826	07/15/2022	08/12/2022	\$ 42,172.00	42,172.00	\$

**Member Name** Red Lake Watershed District

**BILLING INVOICE - Return stub with payment - make checks payable to:**

Mail payment  
7 days before  
Due Date to  
ensure timely  
receipt



League of MN Cities Insurance Trust P&C  
c/o Berkley Risk Administrators Company  
222 South Ninth Street, Suite 2700  
P.O. Box 581517  
Minneapolis, MN 55458-1517



# Invoice

Detail of activity since last Invoice	Package	Agreement Period	Transaction Amount	Minimum Due
	1003536-5	07/12/2021 - 07/12/2022		
		07/12/2021 - 07/12/2022		
		Agreement Previous Balance	\$ 29,080.00	
		Payment 09/13/2021	\$ -29,080.00	
		Agreement Ending Balance	\$ 0.00	\$ 0.00
	1003536-6	07/12/2022 - 07/12/2023		
		Agreement Previous Balance	\$ 0.00	
		Renewal - PR 07/13/2022	\$ 31,981.00	
		Agreement Ending Balance	\$ 31,981.00	\$ 31,981.00
	1003537-5	07/12/2021 - 07/12/2022		
		07/12/2021 - 07/12/2022		
		Agreement Previous Balance	\$ 9,225.00	
		Payment 09/13/2021	\$ -9,225.00	
		Agreement Ending Balance	\$ 0.00	\$ 0.00
	1003537-6	07/12/2022 - 07/12/2023		
		Agreement Previous Balance	\$ 0.00	
		Renewal - PR 07/13/2022	\$ 10,191.00	
		Agreement Ending Balance	\$ 10,191.00	\$ 10,191.00
	1003538-6	07/12/2022 - 07/12/2023		
		Agreement Previous Balance	\$ 0.00	
		Agreement Ending Balance	\$ 0.00	\$ 0.00
		Total Current Balance	\$ 42,172.00	
		Total Minimum Due		\$ 42,172.00

# An Overview of Revisions to the Governing Documents

A Presentation to RRWMB Member Watershed Districts



Robert L. Sip, Executive Director  
Red River Watershed Management Board

# Joint Powers Agreement (JPA)

- ▶ Updated to Reflect Current RRWMB Membership
- ▶ Voting Requirements Adjusted
- ▶ Powers and Duties of Board
- ▶ Finances
- ▶ Dissolution
- ▶ Additional Participants





# Bylaws

- ▶ 1<sup>st</sup> Bylaws Adopted by RRWMB
- ▶ New to the Governing Documents
- ▶ Incorporates Robert's Rules of Order

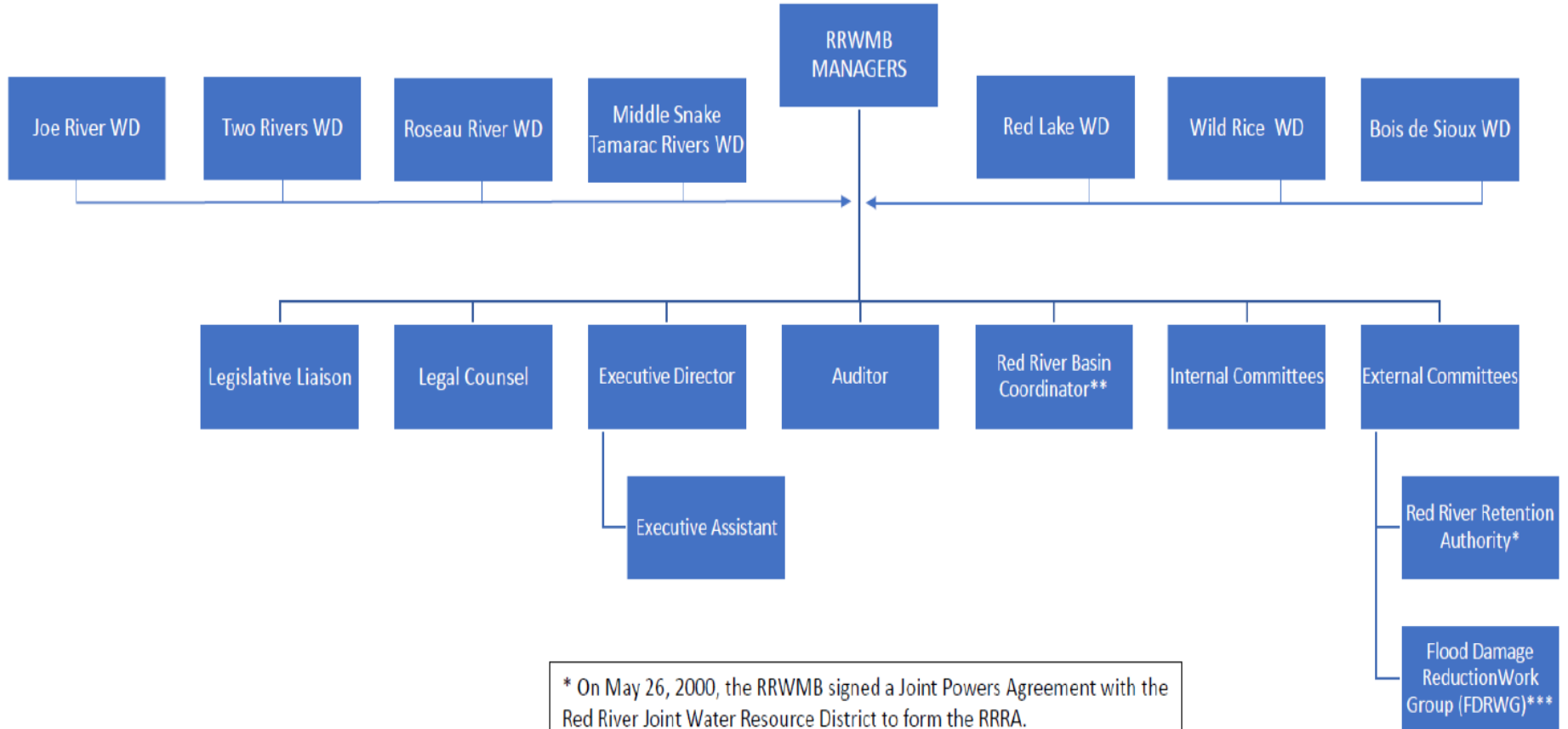


# Policy and Operations Manual

- ▶ Removed Historical Information
- ▶ Reconfigured and Streamlined Goals and Objectives of the RRWMB
- ▶ Incorporated BTSAC Tech Papers
- ▶ Included Executive Director Contracting Authority
- ▶ Adjusted Meal Allowances
- ▶ Updated Flowchart Indicating Organizational Structure
- ▶ Refer to Summary of Changes



# ORGANIZATIONAL STRUCTURE RED RIVER WATERSHED MANAGEMENT BOARD (RRWMB)



\* On May 26, 2000, the RRWMB signed a Joint Powers Agreement with the Red River Joint Water Resource District to form the RRRRA.

\*\*The Red River Basin Coordinator facilitates the Technical Advisory Committee, which is appointed by the RRWMB Managers.

\*\*\* The RRWMB is the fiscal agent for the FDRWG, which is facilitated by the Red River Basin Coordinator along with the FDRWG Co-chairs.

Note: Refer to the RRWMB Committee list for full details about internal RRWMB Committees and RRWMB involvement in external committees.

# Funding Procedures

- ▶ Refer to Summary of Changes.

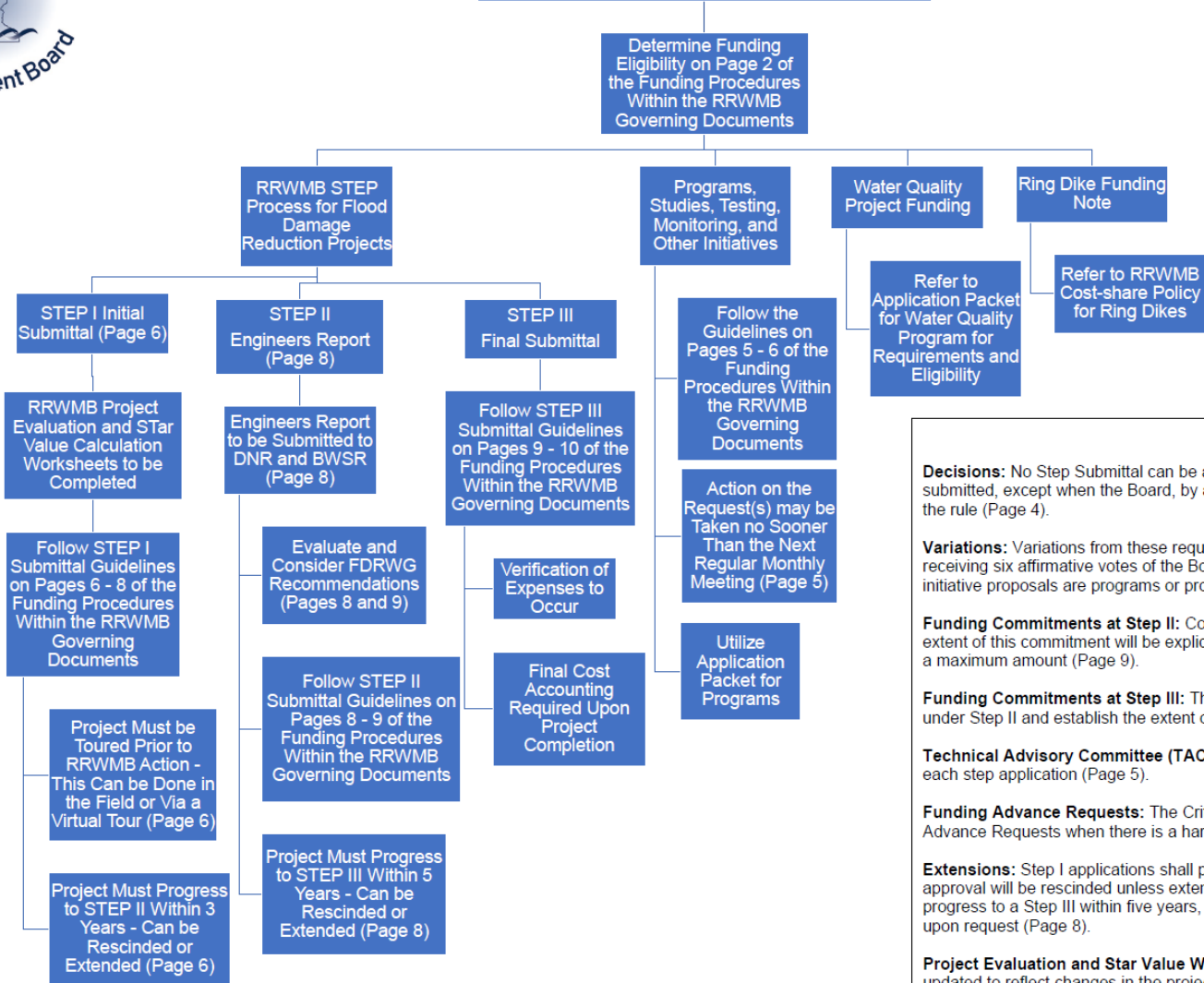


# To be Updated



## MARCH 2021 RRWMB FUNDING PROCESS: QUICK GUIDE

**Where can I Find This Information?** Refer to the RRWMB Governing Documents related to Funding Procedures for Flood Damage Reduction Projects and Related Programs for more detailed information.



**NOTES**

**Decisions:** No Step Submittal can be acted on at the same meeting at which the request was submitted, except when the Board, by a resolution duly passed, has authorized an exception to the rule (Page 4).

**Variations:** Variations from these requirements may be allowed for all proposals but only when receiving six affirmative votes of the Board. The Board shall make the decision on whether initiative proposals are programs or projects for the purposes of funding (Page 6)

**Funding Commitments at Step II:** Commit funds conditionally to support the project. The extent of this commitment will be explicitly stated by the Board as a percent of project cost up to a maximum amount (Page 9).

**Funding Commitments at Step III:** The Board may obligate the funds committed to the project under Step II and establish the extent of financial participation by the Board (Page 9).

**Technical Advisory Committee (TAC):** Must have a completed evaluation from the TAC at each step application (Page 5).

**Funding Advance Requests:** The Criteria for Accepting and Processing Loan or Funding Advance Requests when there is a hardship case or urgent need (Page 10).

**Extensions:** Step I applications shall progress to a Step II within three years, or the Step I approval will be rescinded unless extended upon request (Page 6). All Step II applications shall progress to a Step III within five years, or the Step II approval will be rescinded unless extended upon request (Page 8).

**Project Evaluation and Star Value Worksheets:** To be provided when the worksheets are updated to reflect changes in the project (Pages 8 and 9).

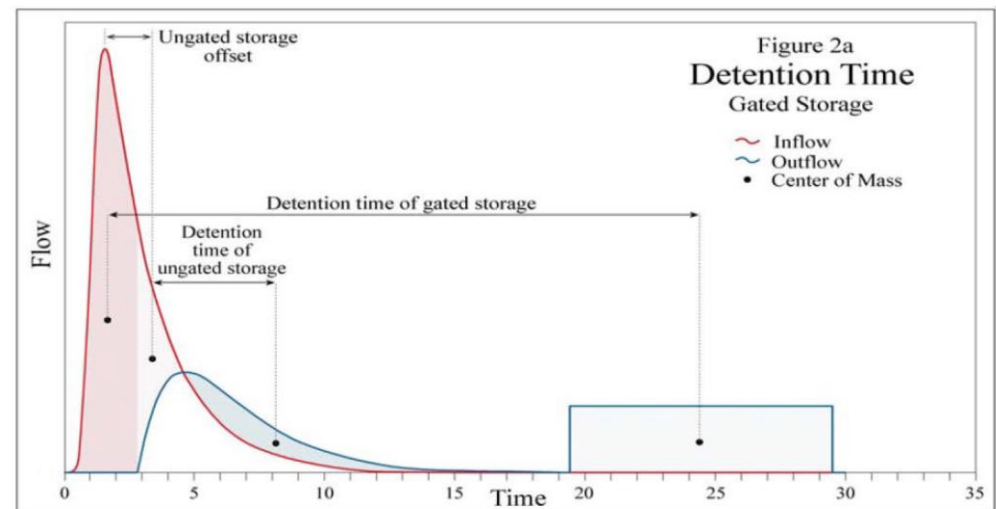
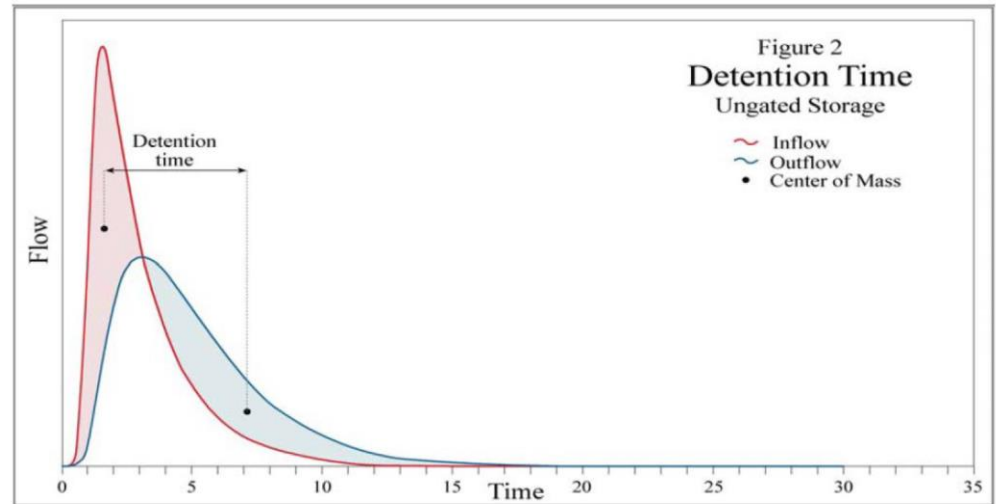
# Records Management and Retention Policy

- ▶ Minor updates and adjustments included.
- ▶ Records Retention Schedule adopted on October 16, 2022.
- ▶ To be included in Governing Documents.



# STar Value

- ▶ Introductory language adjusted for ease of reading.
- ▶ Correct graphics and illustrations now included.



# Treasurers Manual

- ▶ The RRWMB wholly replaced the former Treasurers Manual with the Internal Controls and Treasurers Policy Manual that was adopted on August 21, 2018.
- ▶ Amendments approved on:
  - April 16, 2019
  - July 16, 2019
  - October 19, 2021.

## INTERNAL CONTROLS AND TREASURERS POLICY MANUAL



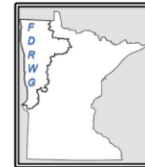
Original Document Approved on  
August 21, 2018





# Mediation Agreement

- ▶ An Addendum to the Mediation Agreement was previously approved by the RRWMB and Flood Damage Reduction Work Group.
- ▶ The Addendum will be included in the updated GD's.
- ▶ No changes have been made to the Mediation Agreement.



**Addendum No. 1  
To 1998 Mediation Agreement**

Red River Basin Flood Damage Reduction Work Group

Approved December 9, 2020

# Red River Retention Authority Joint Powers Agreement

- ▶ No changes have been made to this Agreement.
- ▶ This is the Agreement between the RRWMB and the Red River Joint Water Resource District (RRJWRD) that created the Authority.
- ▶ The Authority plays a federal coordination role.
- ▶ The RRWMB allocates \$40,000 to \$50,000 annually to the Authority for operations.
  - Matched by the RRJWRD.



**RED RIVER**  
**RETENTION AUTHORITY**

# Member Watershed District Directory

- ▶ This section is not included because the RRWMB prepares an updated list of committees each January and this includes information about:
  - RRWMB membership.
  - Internal and external committee assignments.
  - Official delegates and alternates.



## COMMITTEE INFORMATION



January 11, 2022

# Authorizing Legislation

- ▶ The only change is that the entire section has been placed in a table format for ease of reading.



# Other New Items

- ▶ Data Request Form
- ▶ Extension Request Form
- ▶ Criteria for Accepting and Processing Loan or Funding Advance Requests (Hardships and Variances from Funding Procedures)
- ▶ Factsheets, Annual Reports, and Related Items



**APPLICATION PACKET  
FOR PROGRAMS**

**MAY 21, 2019**



**APPLICATION PACKET  
FOR WATER QUALITY PROGRAM**

**APPROVED MARCH 10, 2020**

# Contact Information

Robert L. Sip  
Executive Director  
Red River Watershed Management Board

Office Address:  
11 5<sup>th</sup> Avenue East, Suite B  
Ada, MN 56510

[rob.sip@rrwmb.us](mailto:rob.sip@rrwmb.us)

[www.rrwmb.us](http://www.rrwmb.us)

<https://www.facebook.com/RedRiverWatershedManagementBoard>

218-474-1084 (Cell)

218-784-9501 (Office)

218-784-9502 (Fax)





**Date:** July 19, 2022

**To:** Red River Watershed Management Board (RRWMB) Member Watershed Districts

**From:** Robert L. Sip, RRWMB Executive Director

**Subject:** 2023 Red River Levy Notice

On July 19, 2022, the RRWMB Managers approved Resolution 2022R-19 (attached), requesting that its member watershed districts set the 2022 Red River Levy at 75 percent (0.0003627).

Additional information about the 2023 Operating and Program Budget and Project Spending Plan is forthcoming. In August and September 2022, the RRWMB will be attending your regular board meetings to present the 2023 Budget and Levy to your Managers. Should you have any questions about the 2023 Budget or Levy in the interim, please contact me.





## **RRWMB RESOLUTION 2022R-19**

### **Resolution to Recommend the 2023 Red River Levy to Member Watershed Districts**

**WHEREAS**, the Red River Watershed Management Board (RRWMB) of Managers have determined that the 2023 Operating and Program Budget and 2023 Project Spending Plan are critical to implementing the RRWMB Strategic Plan, vision, mission, goals, and supporting objectives, and approved the Budget on July 19, 2022 to be effective on January 1, 2023;

**WHEREAS**, the RRWMB has given careful consideration to the various budget and financial requirements needed to continue appropriate staff levels to fulfil its Strategic Plan, vision, mission, goals, and objectives; maintain an office in a public setting; and to operate for purposes of providing and enhancing services to its member watershed districts for calendar year 2023 in accordance with RRWMB policies, enabling legislation, and RRWMB joint powers agreement;

**WHEREAS**, the RRWMB has given careful consideration to current funding commitments and financial needs of its member watershed districts as they plan water storage and water quality projects related to the RRWMB Strategic Plan, vision, mission, goals, and supporting objectives of the RRWMB;

**WHEREAS**, the RRWMB has thoughtfully discussed and carefully considered the need to provide funds for annually funded projects, programs, and initiatives that meet the Strategic Plan, vision, mission, goals, and supporting objectives of the RRWMB for calendar year 2023 including flood damage reduction and water quality projects;

**WHEREAS**, overall water storage and water quality project costs are affected by land acquisition and easement prices, permitting costs, environmental review timelines, archeological or cultural investigations, construction costs, and other factors that are out of control of the RRWMB and its member watershed districts, and State of Minnesota and federal funding has become unstable and has decreased in recent years;

**WHEREAS**, the RRWMB Budget and Finance Committee reviewed RRWMB finances and funding commitments on June 22, 2022 and recommended that the 2023 Red River Levy be set at 75 percent or 0.0003627 times the taxable market value on all taxable property within RRWMB member watershed districts;



**THEREFORE, BE IT RESOLVED** that the RRWMB Board of Managers hereby requests that member watershed districts operating pursuant to the RRWMB joint powers agreement levy an ad valorem tax in the amount of 0.0003627 times the taxable market value on all taxable property within their respective districts in accordance with provisions of Minnesota 1976 Sessions Law, Chapter 162, Section 1; as amended by laws of 1982, Chapter 474, Section 1; laws of 1983, Chapter 338; and laws of 1989 First Special Session, Chapter 1, Article 5, Section 45;

**BE IT FURTHER RESOLVED** that in accordance with said law each member watershed district retains one-half of the proceeds of said levy crediting those funds to the individual district's construction fund to be used for the development, construction, and maintenance of projects and programs of benefit to the district; and the proceeds from the remaining one-half of this levy be transmitted to the Red River Watershed Management Board, Robert L. Sip, Executive Director, 11 5<sup>th</sup> Avenue East, Suite B, Ada, MN 56510, to be credited to the general fund of the Red River Watershed Management Board and to be used for the development, construction, and maintenance of projects and programs of benefit to the Red River basin.

Resolution Number 2022R-19 was moved by Manager Vavra, and seconded by Manager Petersen.

The question was on the adoption of the resolution and there were 7 yeas and 0 nays as follows:

WATERSHED DISTRICT (WD)	YEA	NAY	ABSTAIN	ABSENT
<b>Bois de Sioux WD:</b>				
• Linda Vavra (Delegate)	X			
• Jason Beyer (Alternate)				
<b>Joe River WD:</b>				
• John Finney (Delegate)	X			
• Shawn Stewart (Alternate)				
<b>Middle-Snake-Tamarac Rivers WD:</b>				
• Bill Petersen (Delegate)	X			
• John Nelson (Alternate)				
<b>Red Lake WD:</b>				
• LeRoy Ose (Delegate)	X			
• Dale Nelson (Alternate)				
• Gene Tiedemann (Alternate)				
<b>Roseau River WD:</b>				
• Jason Braaten (Delegate)	X			
• LaVerne Voll (Alternate)				



WATERSHED DISTRICT (WD)	YEA	NAY	ABSTAIN	ABSENT
<b>Two Rivers WD:</b>				
• Roger Anderson (Delegate)	X			
• Dan Money (Alternate)				
<b>Wild Rice WD:</b>				
• Greg Holmvik (Delegate)	X			
• Raymond Hanson (Alternate)				

Upon vote, the Chair declared the Resolution:

Passed

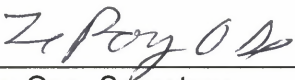
Failed

Dated: July 19, 2022

\* \* \* \* \*

I, LeRoy Ose, Secretary of the Red River Watershed Management Board, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcription thereof.

IN TESTIMONY WHEREOF, I set my hand this 19<sup>th</sup> day of July 2022.

  
 \_\_\_\_\_  
 LeRoy Ose, Secretary

# JOINT POWERS AGREEMENT



Adopted 1976  
Revised 1994, 2004, 2014, 2015, and 2022

This Page Left Intentionally Blank

## TABLE OF CONTENTS

<b>Terms of Office</b>	<b>4</b>
<b>Joint and Cooperative Agreement for the Establishment of the Red River Watershed Management Board</b>	<b>5</b>
<b>Intent of Agreement</b>	<b>5</b>
<b>Joint and Cooperative Agreement</b>	<b>6</b>
<b>Establishment of Board</b>	<b>6</b>
<b>Definitions</b>	<b>6</b>
<b>Membership</b>	<b>6</b>
<b>Watershed Management Board</b>	<b>7</b>
<b>Powers and Duties of Board</b>	<b>7</b>
<b>Projects</b>	<b>9</b>
<b>Finances</b>	<b>9</b>
<b>Duration</b>	<b>10</b>
<b>Dissolution</b>	<b>10</b>
<b>Additional Participants</b>	<b>10</b>
<b>Effective Date</b>	<b>10</b>
<b>Membership Signatures</b>	<b>11</b>

## TERMS OF OFFICE – THREE YEARS

Expire on December 31<sup>st</sup> of each year noted.

- **2024, 2027, 2030, and 2033**  
Bois de Sioux Watershed District  
Joe River Watershed District
- **2022, 2025, 2028, and 2031**  
Middle-Snake-Tamarac Rivers Watershed District  
Roseau River Watershed District
- **2023, 2026, 2029, and 2032**  
Red Lake Watershed District  
Two Rivers Watershed District  
Wild Rice Watershed District

## **JOINT AND COOPERATIVE AGREEMENT FOR THE ESTABLISHMENT OF THE RED RIVER WATERSHED MANAGEMENT BOARD**

**I. INTENT OF AGREEMENT:** The Red River of the North leaves the juncture of Bois de Sioux and Otter Tail Rivers and flows northward through Canada into Hudson Bay. The topography of the area through which the Red River flows is generally flat with a number of tributaries contributing waters to the main channel. The topography of the area has been altered by the construction of roads, bridges, municipal sites, railroads, and the like. The natural flow of water has been altered by drainage systems constructed within the area in which systems all flow into either tributaries of the Red River or into the Red River itself. There have been no improvements made within the channel of the Red River of the North.

Approximately two-thirds of the land within the Red River Valley is rich tillable soil consisting of Fargo and Bearden clay. Much of the land is devoted to the raising of small grains, beans, corn, potatoes, and sugar beets. There is a need for water supply and retention areas for agriculture and related industries which are the principal sources of income of the residents within the Red River Valley as well as for the municipal and urban centers within the Valley which presently have inadequate water supplies.

The problem of flooding along the Red River of the North has become an annual occurrence. Frequent flooding of the tributaries together with the main stream affects much of the Red River Valley. Flooding consists of the spring runoff floods and seasonal floods wherein the tributaries and the Red River of the North overflow their banks. Flooding has caused damage to farmsteads, lands, roads, bridges, municipal sites, and in general, to much of the area adjacent to the tributaries or to the Red River. It is estimated that the flood of 1997 caused damage to the area in excess of 4 billion dollars. Flooding has had an extremely adverse effect upon the economic and social lives and wellbeing of the agricultural producers, businesses and industries, and the individual residents of the Red River Valley. Our Canadian neighbors suffer extensively from such flooding and the abatement of the flooding will be of significant benefit to them and should improve international relations.

Studies have been conducted by the participants of this agreement, as well as by the United States Army Corps of Engineers, as well as other commissions and governmental bodies. Each year it becomes more apparent that solutions must be sought to allow for more orderly and efficient water management and flood control policies. It is apparent to all of the participants to this agreement that planning and construction to control the floods along the Red River of the North and its tributaries cannot be done on the basis of each district working on its individual problems, but that these problems must be looked at and solved on a regional basis in cooperation and in coordination with the individual participants to this agreement.

In seeking solutions to the overall problem, it becomes apparent that the only way the problems can be solved is by joint cooperation, joint financing, and a sincere desire on the part of each participant to this agreement to solve the overall flooding problem within the Red River of the North Watershed in the state of Minnesota. The participants to this agreement recognize that the control and abatement of such inundation caused by floods, together with the beneficial use and application of the waters of the Red River of the North for the protection of the public health, safety, and welfare is commonly sought by each and may be best achieved by the cooperative efforts of all.



The parties to this agreement are watershed districts within the state of Minnesota which share the interest and goal of controlling flooding along the Red River of the North and its tributaries and managing the waters thereof. The participants to this agreement realize that the success or failure of this water management board is dependent upon the sincere desire of each participant to cooperate in the exercise of a joint power to solve a joint problem. Each participant to this agreement pledges its cooperation.

**II. JOINT AND COOPERATIVE AGREEMENT:** The participants to this agreement are units of government of the state of Minnesota, and govern lands which drain water into the Red River of the North or its tributaries and all have power to construct, reconstruct, extend, maintain, and manage drainage facilities. This agreement is made pursuant to the authority conferred upon participants by Minnesota Statutes Section 471.59 and Chapter 103D.

**III. ESTABLISHMENT OF BOARD:** For the purpose of accomplishing the objectives and intents of this agreement, the participants hereto establish the Red River Watershed Management Board. The geographical jurisdiction of the Board shall be coextensive with the geographical boundaries of eligible taxing authority counties within each of the participants to this agreement

**IV. DEFINITIONS:** For the purposes of this agreement, the terms used herein shall have the meanings as defined in this article.

Subdivision 1. “Participant” means a watershed district of the state of Minnesota created under Chapter 103D.

Subdivision 2. “Board” means the watershed management board created by this agreement, the full name of which is the “Red River Watershed Management Board (RRWMB)” consisting of one member from each of the watershed districts participating in this agreement.

Subdivision 3. “Appointing Board” means the board of managers of the watershed district which is a participant to this agreement.

Subdivision 4. “Districts” means a watershed district created under Minnesota Statutes, Chapter 103D.

**V. MEMBERSHIP:** The membership of the Board shall consist of the following watershed districts as shall elect, through resolution or ordinance adopted by their respective governing bodies, to become members:

- Bois de Sioux Watershed District
- Joe River Watershed District
- Middle-Snake-Tamarac Rivers Watershed District
- Red Lake Watershed District
- Roseau River Watershed District
- Two Rivers Watershed District
- Wild Rice Watershed District

No change in geographic boundaries or board composition shall affect the eligibility of any watershed district listed above to be represented on the Board, so long as such district continues to exist as a separate political subdivision and watershed district.

## **VI. WATERSHED MANAGEMENT BOARD:**

Subdivision 1. The Board shall be representative of the participants to this agreement with one member each to be appointed by the board of managers of each participating district. Each appointing board shall also appoint an alternate member who shall serve and be entitled to vote in the regular member's absence.

Subdivision 2. The appointing boards shall determine the eligibility or qualifications of its representative member and alternate, provided that the representative shall be a current member of the appointing watershed district's board of managers. The alternate member may be a person other than a current manager. Alternates shall be entitled to vote in the regular member's absence, provided that only current managers may vote on the RRWMB's annual budget and levy. The terms of each member and alternate appointed shall be established by this agreement.

Subdivision 3. The term of each member and alternate appointed shall be three years and until their successors are selected and qualified. Any vacancy shall be filled for the unexpired term by the appointing board.

Subdivision 4. Each member shall hold his or her office on the Board at the pleasure of the appointing board.

Subdivision 5. Board members may receive compensation and reimbursement of their expenses from Board funds as determined by the rules or regulations of the Board.

Subdivision 6. Each appointing board shall, within thirty days of appointing, file with the secretary of the Board a record of the appointment of its representative member and alternate.

Subdivision 7. The policies, bylaws, rules and regulations adopted by the Board may be amended from time to time and at either a regular or special meeting of the Board provided that a thirty-day prior notice of the proposed amendment has been furnished to each person to whom notice of the Board meeting is required to be sent. A two-thirds majority vote of all eligible votes shall be sufficient to adopt any proposed amendments to such policies, bylaws, rules, or regulations. At the organizational meeting and in January of each year thereafter, the Board shall elect from its members a president, a vice president, a secretary, and a treasurer, and such other officers as it deems necessary to conduct its meetings and affairs.

## **VII. POWERS AND DUTIES OF THE BOARD:**

Subdivision 1. The Board, acting by its duly appointed watershed management Board, shall, as it relates to flood control, water conservation and supply and construction of related initiatives and programs, facilities on the Red River of the North and its tributaries, have the powers and duties set forth in this article.

Subdivision 2. It may employ such persons on a full time, part time or consulting basis, as the Board deems necessary.

Subdivision 3. It may contract for and acquire necessary personal property to carry out its powers and duties.

Subdivision 4. It may make necessary surveys or utilize other reliable surveys and data and develop projects to accomplish the purposes and intent of this agreement.

Subdivision 5. It may cooperate or contract with any state or subdivision thereof, the Province of Manitoba, Canada, the Dominion of Canada, federal agencies of the United States or Canada, and private or public corporations or cooperative associations.

Subdivision 6. It may establish and maintain programs for acquiring and recording hydrological data.

Subdivision 7. It may apply for and accept funds from the federal government and other governmental sources, and it may accept funds from private sources and may secure funds in any manner authorized by Chapter 103D and may expend such funds pursuant to Chapter 103D and the provision of this agreement.

Subdivision 8. It may receive, administer and disburse any monies authorized by Minnesota law to be contributed to an association of watershed districts.

Subdivision 9. It may adopt policies, bylaws, rules and regulations to effectuate the purpose of this agreement.

Subdivision 10. It may exercise all of the powers authorized under Chapter 103D given to a board of managers of a watershed district which are consistent with the purposes of this agreement.

Subdivision 11. It may provide any participating watershed district of any other unit of government with technical data or any other information of which the Board has knowledge which will assist the governmental unit with water-related projects.

Subdivision 12. It may provide legal and technical assistance in connection with litigation or other proceedings between one or more of its participating members and any other political subdivision, commission, board, or agency relating to the planning or construction of facilities related to flood control and water conservation and supply. The use of Board funds for litigation shall be only upon a favorable vote of a majority of the eligible votes of the governing bodies of the participants to this agreement.

Subdivision 13. It may accumulate reserve funds for the purposes herein mentioned and may invest funds of the Board not currently needed for its operation pursuant to Minnesota Statutes Chapter 118A.

Subdivision 14. It may make contracts, incur expenses and make expenditures necessary and incidental to the effectuation of these purposes and powers and may disburse therefore in the manner hereinafter provided.

Subdivision 15. It shall cause to be made an annual review of the books and accounts of the Board and shall make and file a report with its participating districts and the Board of Water and Soil Resources at least once each year including the following information:

- a. Financial condition of the Board.
- b. The status of all Board projects and work within the watershed.
- c. The business transacted by the Board in other matters which affect the interest of the Board.

Copies of said report shall be transmitted to the secretary of each participating district, and the executive director of the Board of Water and Soil Resources.

Subdivision 16. Its books, reports, and records shall be available for and open to inspection by its participating districts at all reasonable times.

Subdivision 17. It may recommend changes in this agreement to its participating districts.

Subdivision 18. Each participating district reserves the right to conduct separate or concurrent studies of any matter under study by the Board.

Subdivision 19. It may exercise all other powers necessary and incidental to the implementation of the purposes and powers set forth herein.

**VIII. PROJECTS:** The Board shall have power to initiate projects or improvements of benefit to the Red River Basin as long as the proposed project or improvement receives a three-fourths majority vote of the Board. All such proceedings shall be in conformance with Minnesota Statutes, Chapter 103D, and any special legislation duly passed.

**IX. FINANCES:**

Subdivision 1. Each participant to this agreement shall cause its respective county auditor to make annual levies of ad valorem taxes authorized by Minnesota law for the benefit of this association of watershed districts, as determined by resolution of the Board. The tax rate to be equal and uniform over all the property of the participants to this agreement.

Subdivision 2. Such funds shall be deposited and/or invested as stipulated in the RRWMB Internal Controls and Treasurer's Policy Manual.

Subdivision 3. The Board, by its treasurer, shall account for, administer, and disburse said funds with each expenditure to be in the form of a check signed as per the Internal Controls and Treasurer's Policy Manual.

Subdivision 4. The Board may disburse funds only for such projects of improvements for which a preliminary engineering report has been prepared and which is in conformity with the watershed management plan of the proponent's watershed district and for initiatives and programs related to and supporting member districts activities. For such projects, funds may be disbursed upon a simple majority vote of the Board. The Board may also advance funds to facilitate land acquisition for projects that are identified in the proponent watershed district's flood reduction strategy or are otherwise in conformity with its watershed management plan, prior to completion of a preliminary engineering report, provided that no such disbursement shall be made unless a two-thirds majority vote of the Board is received.

Subdivision 5. The Board may disburse funds necessary for its operational expenses as well as compensation of its members and reimbursement of their expenses.

Subdivision 6. The Board shall have the power to cause the participants to this agreement to cease making annual ad valorem tax levies upon a three-fourths majority vote of the Board.

**X. DURATION:** Any member district may withdraw from participation herein by filing its withdrawal resolution(s) with the Secretary of the Board and with each member district on or before April 1<sup>st</sup> of any year this agreement is in force. Such withdrawal to be effective the following October 1<sup>st</sup>, provided, however, any district withdrawing shall forfeit its investment in Board funds and assets and further, shall not affect any levy in process as of the date of said resolution.

**XI. DISSOLUTION:** Upon dissolution of the Board, all property of the Board shall be sold and the proceeds thereof together with the monies on hand shall be distributed to the respective governing bodies of the participants to this agreement in proportion to the member district's historic contribution raised by annual ad valorem tax levy for the previous ten (10) full calendar years.

**XII. ADDITIONAL PARTICIPANTS:** In the event any watershed areas become districts under the provisions of Minnesota Statutes, Chapter 103D, districts shall be invited to become participants to this joint and cooperative agreement to the end that all watersheds, tributaries to the Red River of the North, are participants and in accord with the spirit and intent of this undertaking. Should such districts, so created, desire to become participants herein, this agreement shall be amended to include such districts. Any other watershed district located both within the counties of Kittson, Marshall, Polk, Pennington, Red Lake, Norman, Clay, Mahnomen, Clearwater, Roseau, Wilkin, Otter Tail, Becker, Koochiching, Beltrami, Traverse, Grant, Big Stone, Stevens, or Itasca, and within the hydrologic basin of the Red River of the North may become a participant herein by amendment of this agreement.

**XIII. EFFECTIVE DATE:** This agreement shall be in full force and effect upon execution by the respective governing bodies of all the undersigned participants. Upon execution of this agreement, each governing body of each participant shall furnish the names and addresses of the regular member appointed to the Board as well as the alternate appointed.

**IN WITNESS WHEREOF**, the undersigned watershed districts, by action of their governing body, have caused this agreement to be executed in accordance with the authority of Minnesota Statutes Section 471.59 and Chapter 103D.

**BOIS DE SIOUX WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

---

**JOE RIVER WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

---

**MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

---

**RED LAKE WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

---

**ROSEAU RIVER WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

---

**TWO RIVERS WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

---

**WILD RICE WATERSHED DISTRICT**

By: \_\_\_\_\_  
President

ATTEST: Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

## City of Thief River Falls/Red Lake River Projects

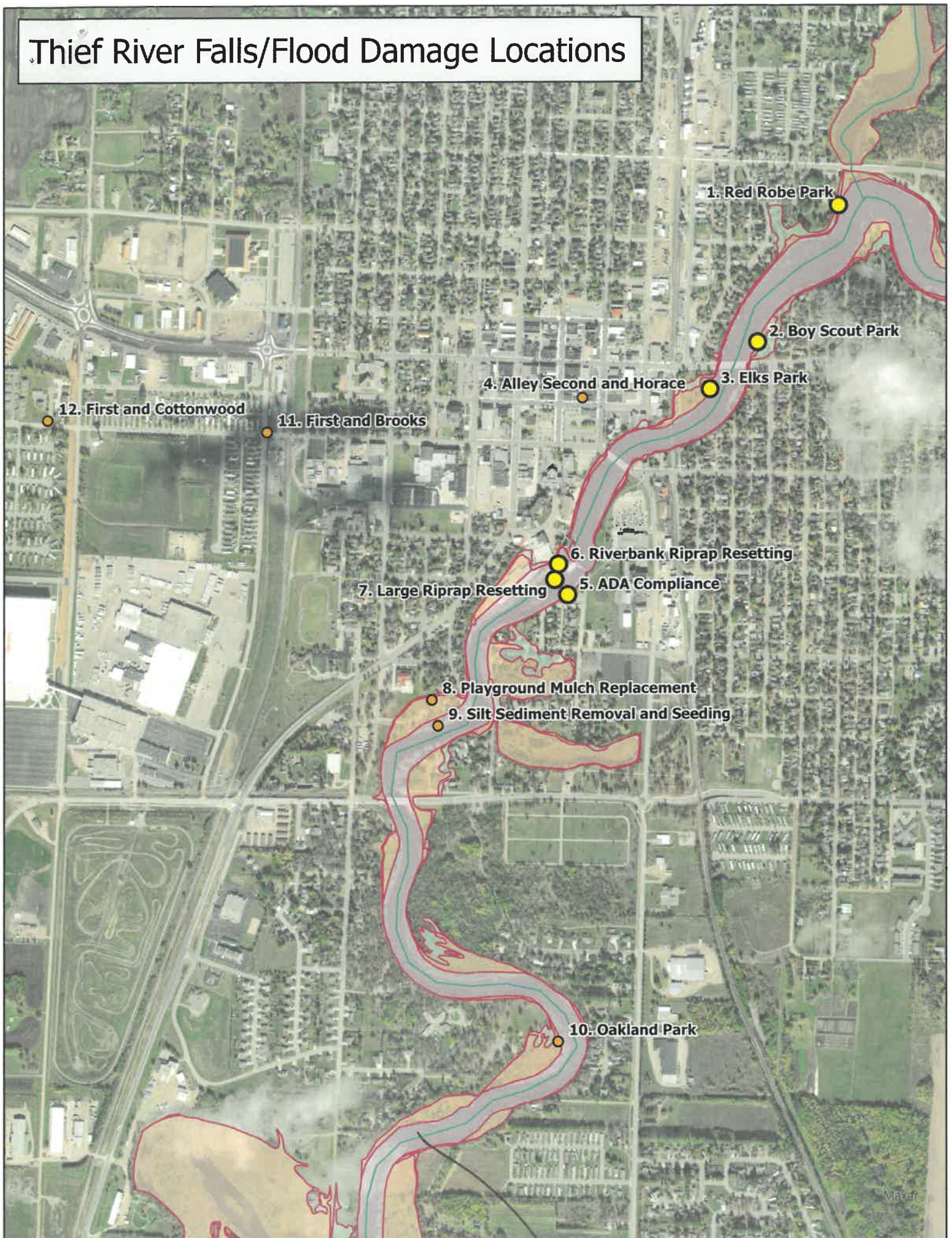
<b>Project No.</b>	<b>Project Name</b>	<b>Description</b>	<b>Date</b>
79	Thief River Streambank Project	West side below the dam-remove concrete slab, slope riverbank, install riprap along 1,000 feet of riverbank, install 100' retaining wall at north end of project	1989
89	Red Lake Riverbank Stab. Centennial	8 <sup>th</sup> Street/Hwy 1 east near the boat ramp-install 3'x4' gabion basket retaining wall with natural rock riprap toe protection along 650' of shoreline	1991
91	TRF Friendship Garden Park	Project dropped - aesthetics	1991
97	Red Lake River East Bank	East bank below the dam. Excavate, fill and shape along 1800 feet of riverbank. Sandbar/island removed from the channel and used to construct the east bank slopes.	1992
97A	Red Lake River Fishing Pier	East bank below the dam. Construct handicap accessible fishing pier and access ramp to include reinforced concrete curb and walkway, steel sheet pile, riprap, and removable railings.	1996
97B	Jerome Street/Red Lake Riverbank Stab.	Across the river from Hartz Park/south of Armory. Install 15' wide berm and riprap along approximately 700' of shoreline to create a floodplain. On top of floodplain will be woody vegetation (live poles) and grass.	2007 Completed in 2010
118	Bill LaFave Park Riprap	Tindolph Beach – shape riverbank, install rock riprap along 324 feet of riverbank	1994

Various funding partners:

- City of Thief River Falls
- TRF School District
- Pennington SWCD
- MNDNR
- RLWD



# Thief River Falls/Flood Damage Locations



5. TRF Ramp and Fish Walk Project







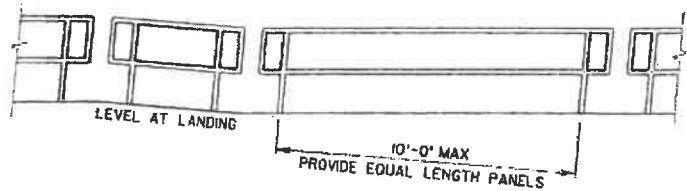
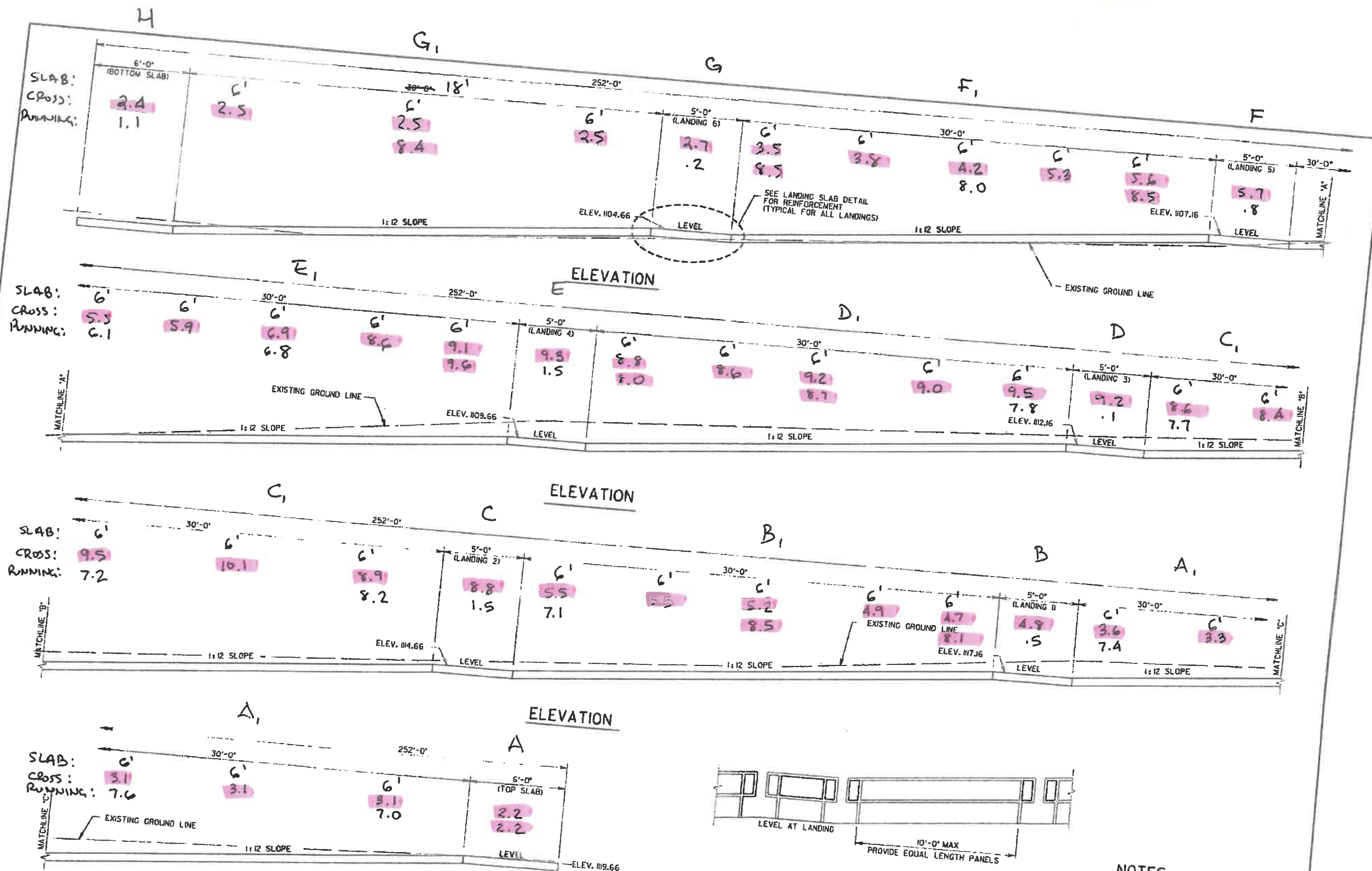


(E<sub>1</sub>) July 27, 2022



(D<sub>1</sub>) July 27, 2022





RAMP RAILING ELEVATION  
FOR INFORMATION NOT SHOWN  
SEE STANDARD PLATE B4000

NOTES:  
SEE SHEET 4 FOR BOTTOM AND TOP  
SLAB DETAILS.  
SEE SHEET 6 FOR LANDING DETAILS.  
SEE SHEET 6 FOR RAILING DETAILS.

**HDR**  
HDR Engineering, Inc.  
DATE: 2/16/98  
JOB NO: 22617

TITLE:  
**ACCESS RAMP  
PROFILE**

DES: RCE  
CHK: JMR  
DATE: 2/16/98  
JOB NO: 22617

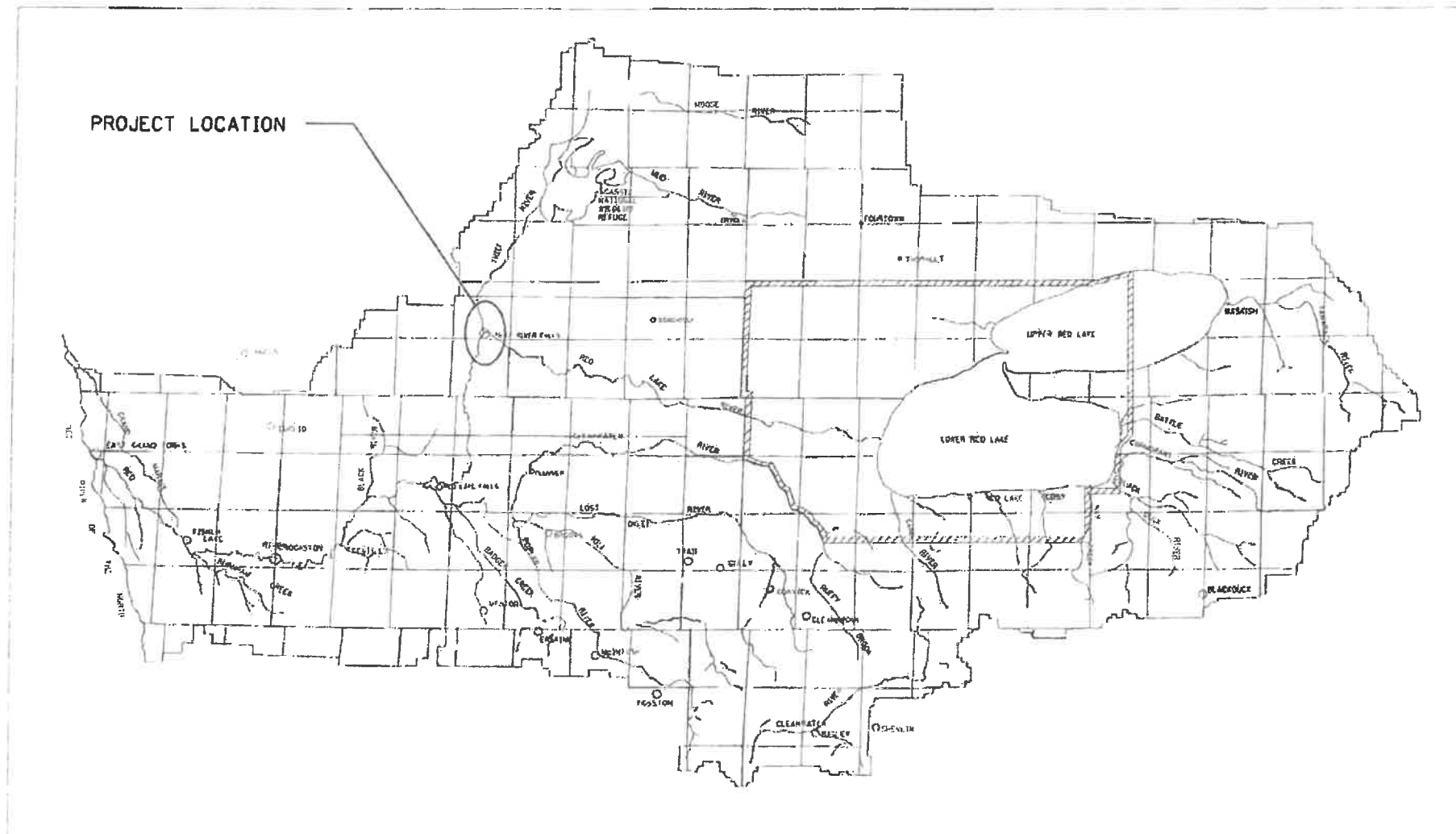
APPROVED:

RED LAKE  
WATERSHED  
DISTRICT

SHEET NO 7 OF 7 SHEETS

# RED LAKE WATERSHED DISTRICT

## RED LAKE RIVER TRF RAMP AND FISH WALK PROJECT PROJECT 97



### INDEX OF SHEETS

- SHEET 1 - TITLE SHEET
- SHEET 2 - PROJECT LOCATION AND QUANTITIES
- SHEET 3 - SITE PLAN
- SHEET 4 - DETAILS
- SHEET 5 - DETAILS
- SHEET 6 - STAIR PROFILE AND DETAILS
- SHEET 7 - ACCESS RAMP PROFILE

-- SPECIFICATIONS --

THE 1988 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" ALONG WITH THE  
SUPPLEMENTAL SPECIFICATIONS DATED JAN. 2, 1991 AND  
MAY 2, 1994 SHALL GOVERN.

**HDR**  
HDR Engineering, Inc.  
DATE: 2/16/96

I HEREBY CERTIFY THAT THIS PLAN 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.  
*[Signature]*  
No. 22617

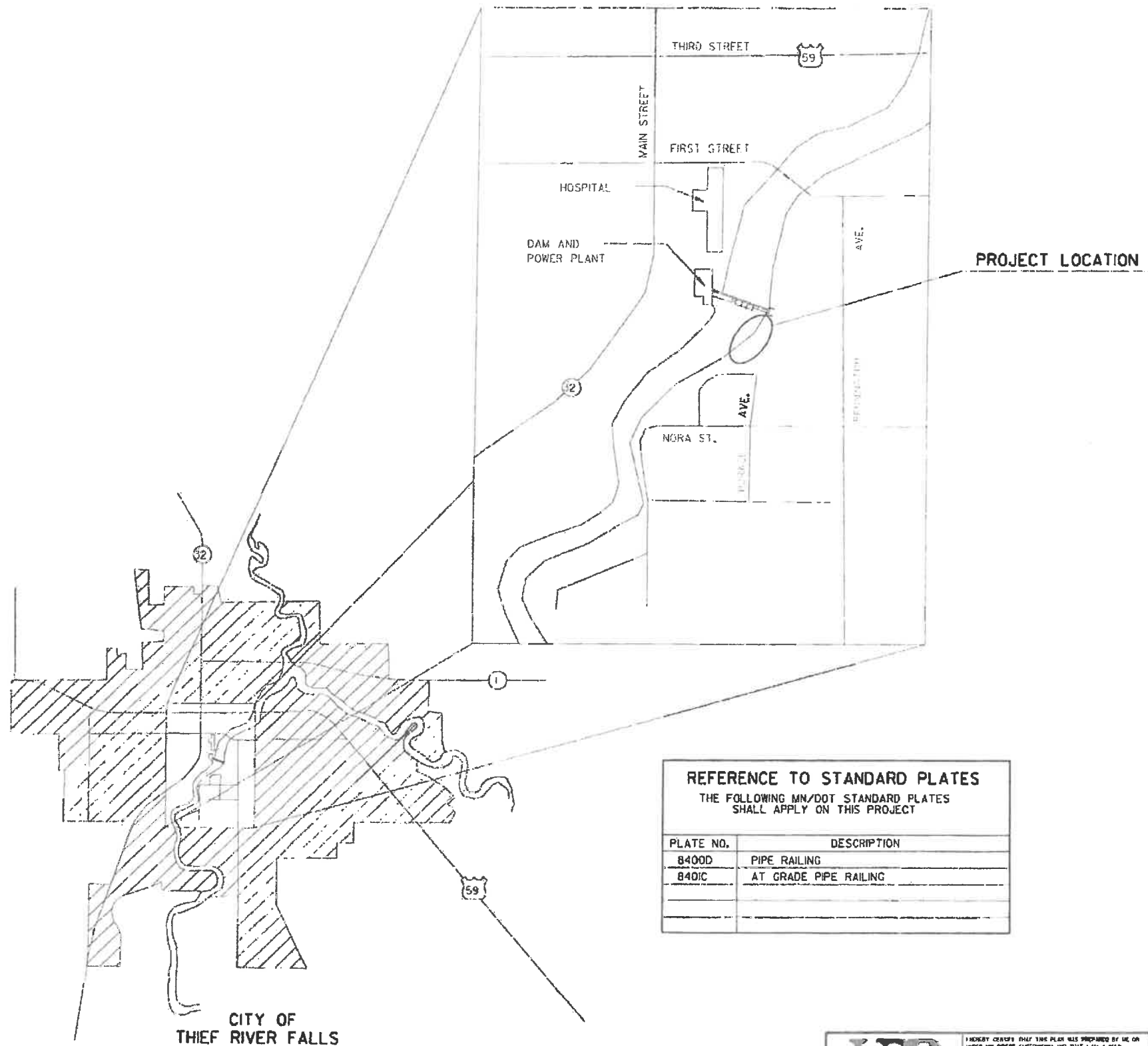
TITLE: TITLE SHEET

DES: RCE	DR: JMR	APPROVED:
CHK:	CHK:	
SHEET NO 1 OF 7 SHEETS		

RED LAKE  
WATERSHED  
DISTRICT



**PROJECT LOCATION**



**REFERENCE TO STANDARD PLATES**

THE FOLLOWING MN/DOT STANDARD PLATES SHALL APPLY ON THIS PROJECT

PLATE NO.	DESCRIPTION
B400D	PIPE RAILING
B40IC	AT GRADE PIPE RAILING

**ESTIMATED QUANTITIES**

ITEM NO.	DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	TOTAL FINAL QUANTITY
2021.501	MOBILIZATION	LUMP SUM	1	
(1) 2021.533	SALVAGED AGGREGATE	CUBIC YARD	203	
2105.521	GRANULAR BORROW (CV)	CUBIC YARD	140	
2105.523	COMMON BORROW (CV)	CUBIC YARD	50	
2105.535	SALVAGED TOPSOIL	CUBIC YARD	57	
2402.585	PIPE RAILING	LIN. FEET	617	
2452.603	STEEL SHEET PILING	SO. FT.	780	
(2) 2461.501	CONCRETE, MIX, NO. 3Y42	CUBIC YARD	84	
2461.502	CONCRETE (3A GROUT)	CUBIC YARD	16	
2472.501	REINFORCEMENT BARS	POUND	6580	
(3) 2573.501	BALE CHECK	EACH	20	
(3) 2575.555	TURF ESTABLISHMENT	LUMP SUM	1	
<b>OPTION ONE</b>				
(4) 2461.502	CONCRETE (3A GROUT)	CUBIC YARD	70	

**QUANTITY NOTES:**

- (1) INCLUDES ALL RIPRAP AND GRANULAR MATERIAL.
- (2) INCLUDES CONCRETE WALK TO MATCH BITUMINOUS WALKWAY WITH TOP SLAB, AS DIRECTED BY ENGINEER.
- (3) AS DIRECTED BY ENGINEER IN FIELD.
- (4) OPTION ONE BID ITEM, PLACEMENT AS DIRECTED BY ENGINEER.

**NOTES:**

PROVIDE CONTRACTION JOINTS @ 6'-0" ON CENTER MAX..

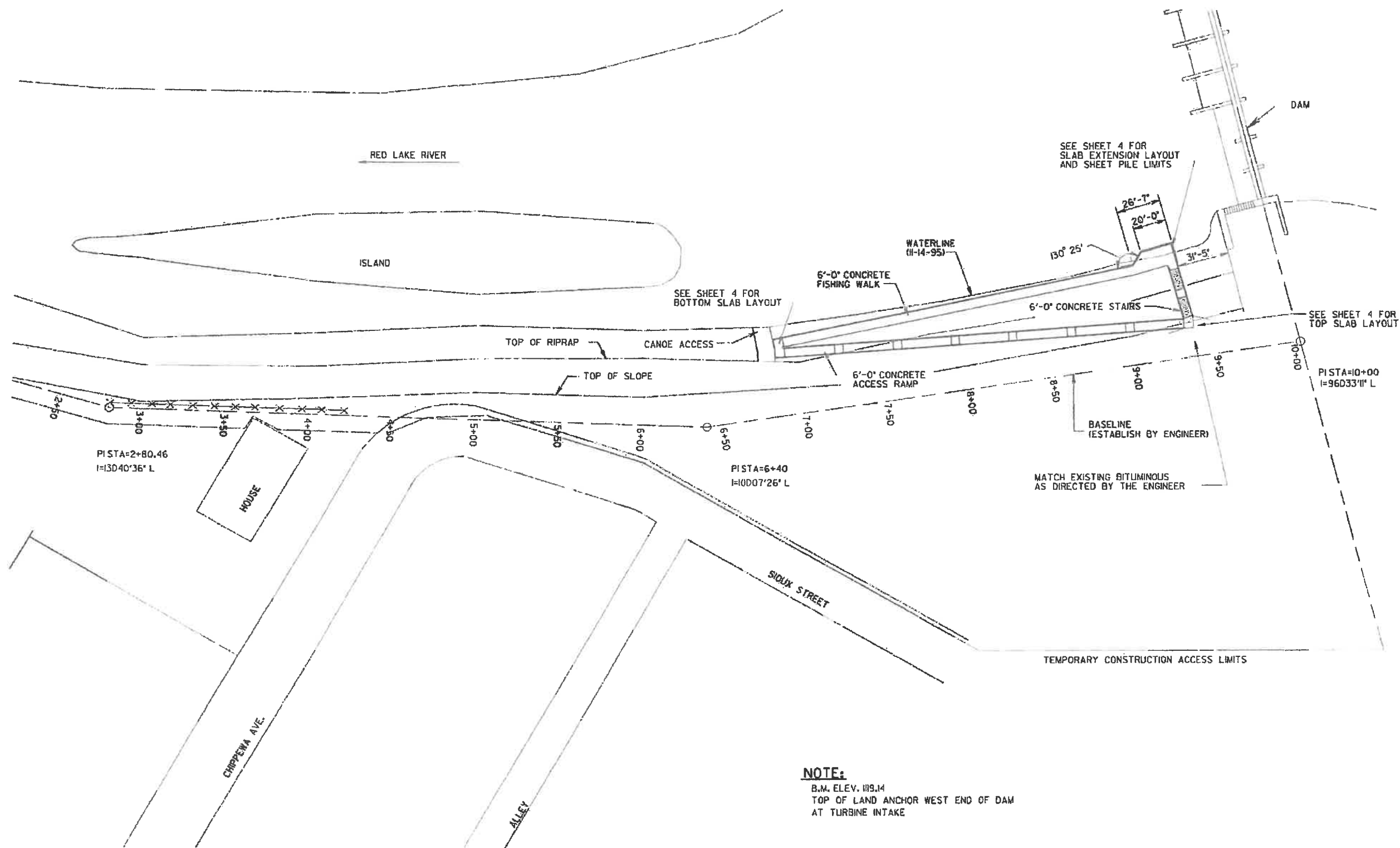
CITY OF THIEF RIVER FALLS

**HDR**  
HDR Engineering, Inc.  
DATE: 2/16/96 REG. NO. 22417

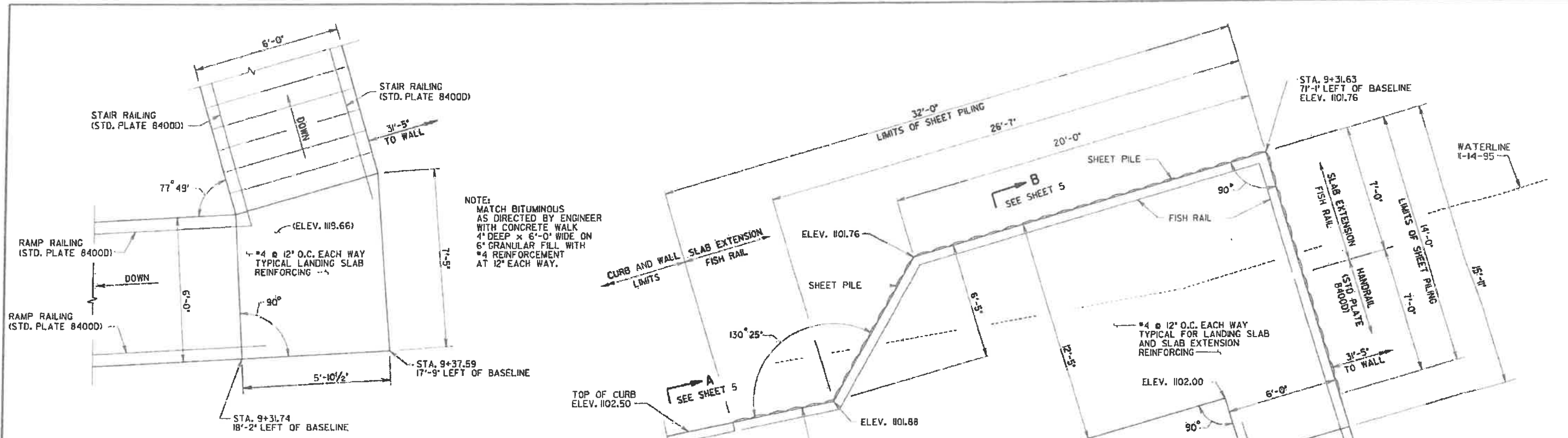
TITLE: PROJECT LOCATION AND QUANTITIES

DES: RCE DR: JMR APPROVED: [Signature]  
CHK: [Signature] CHK: [Signature]  
SHEET NO 2 OF 7 SHEETS

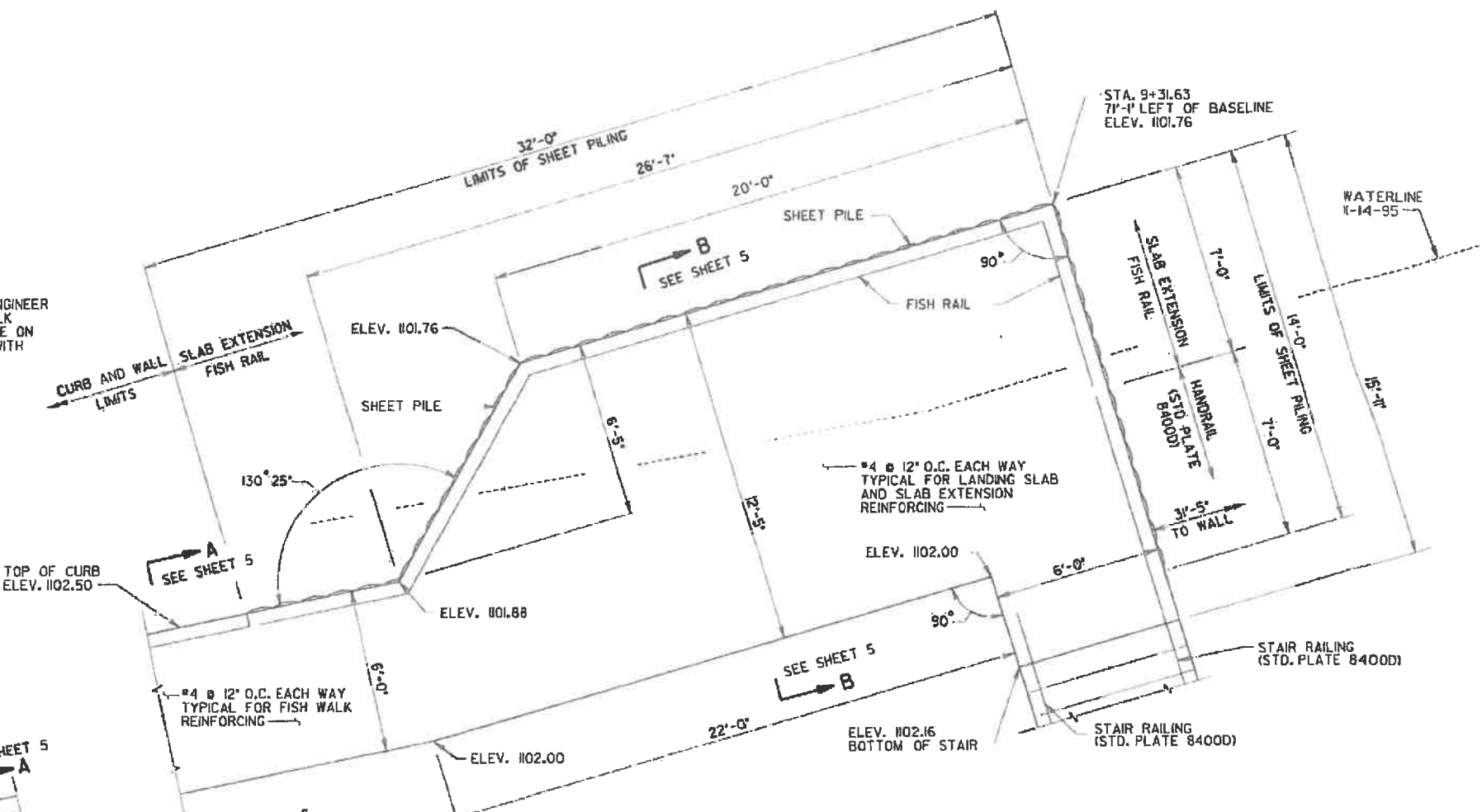
RED LAKE WATERSHED DISTRICT



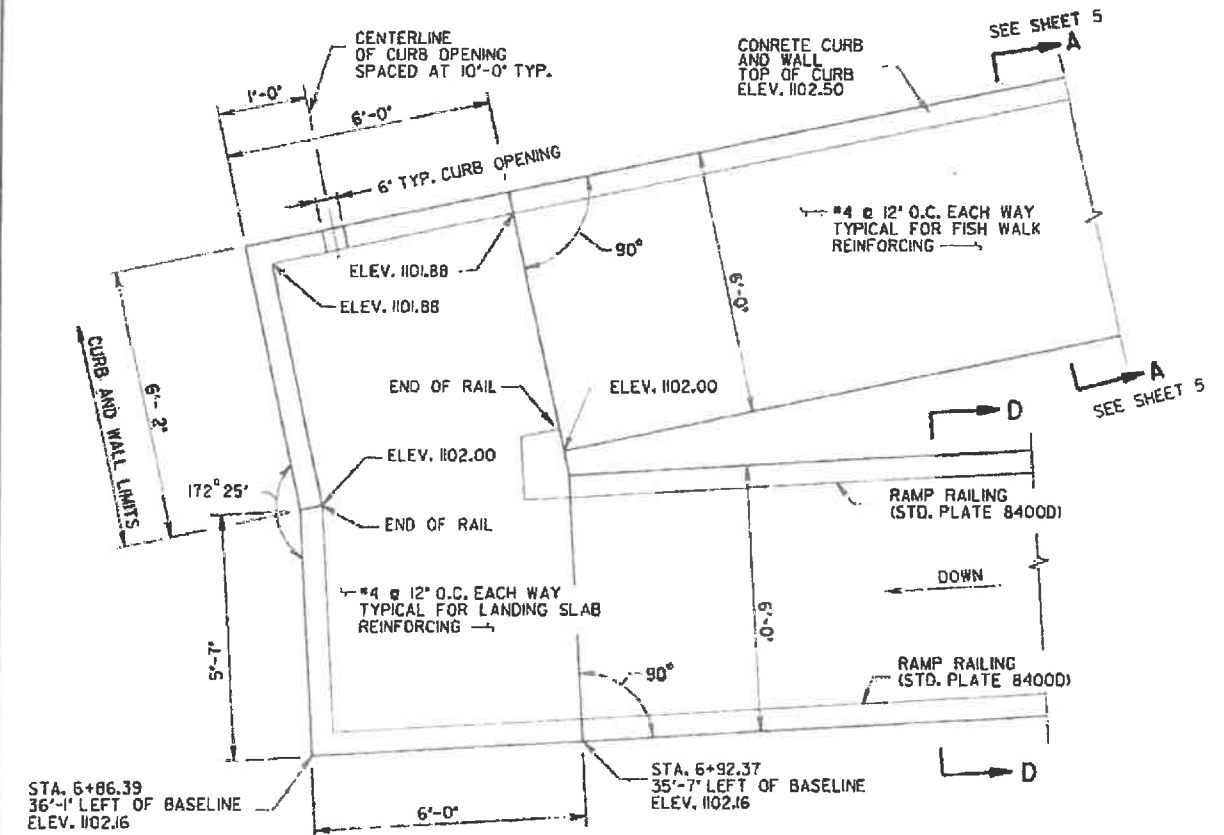
**NOTE:**  
 B.M. ELEV. 119.14  
 TOP OF LAND ANCHOR WEST END OF DAM  
 AT TURBINE INTAKE



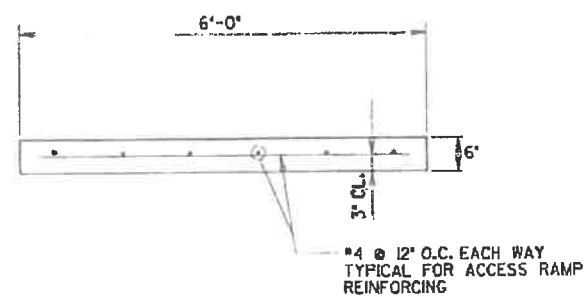
TOP SLAB LAYOUT PLAN



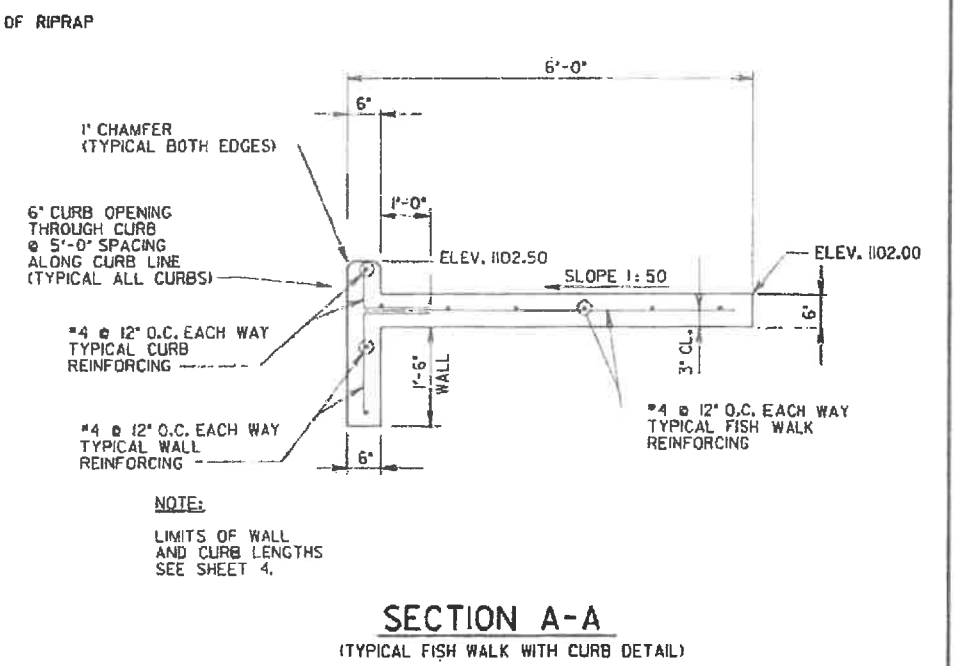
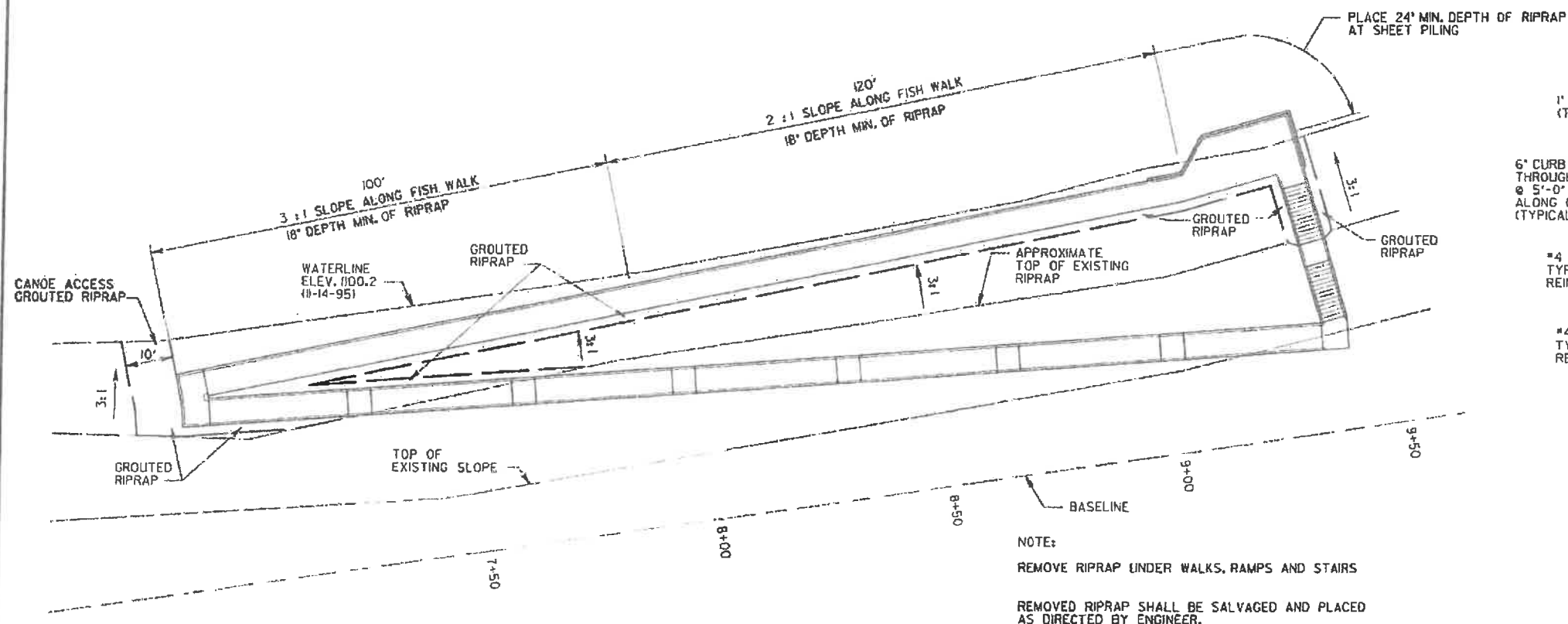
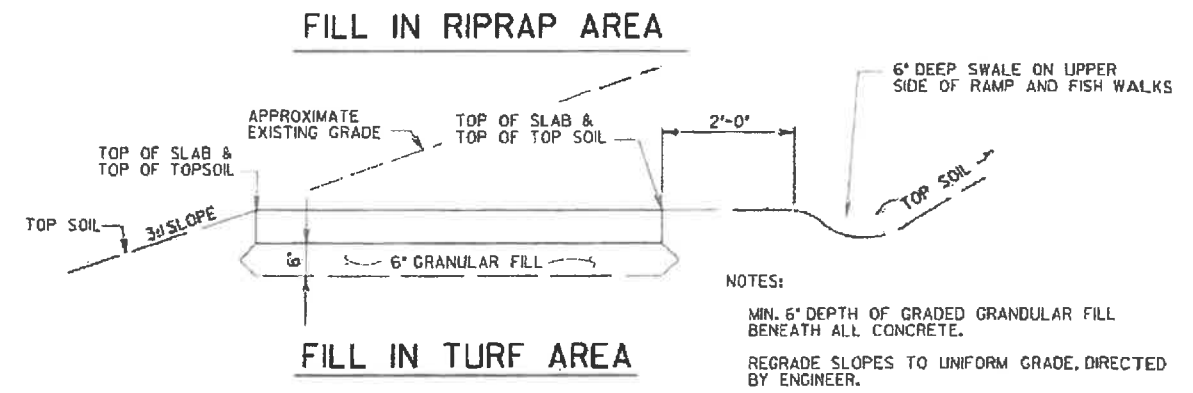
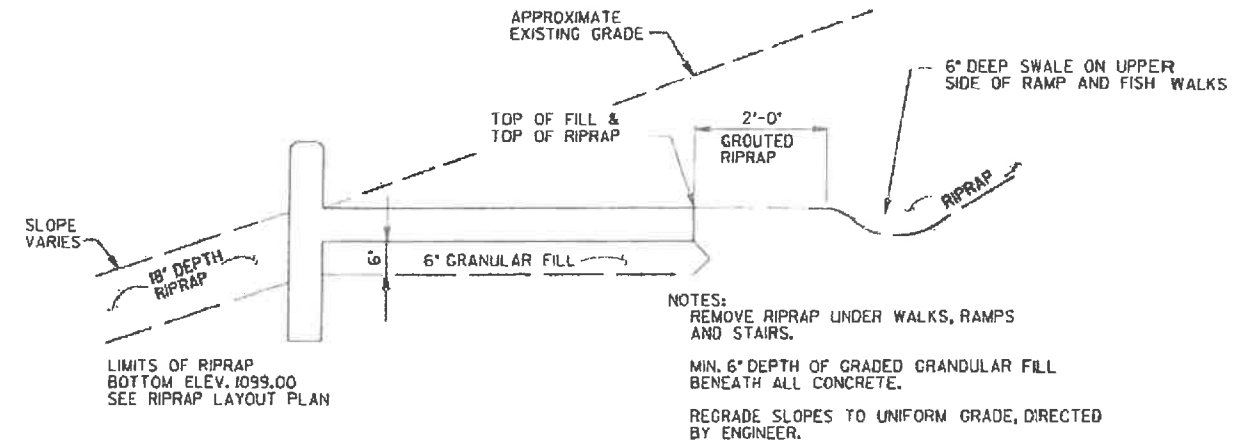
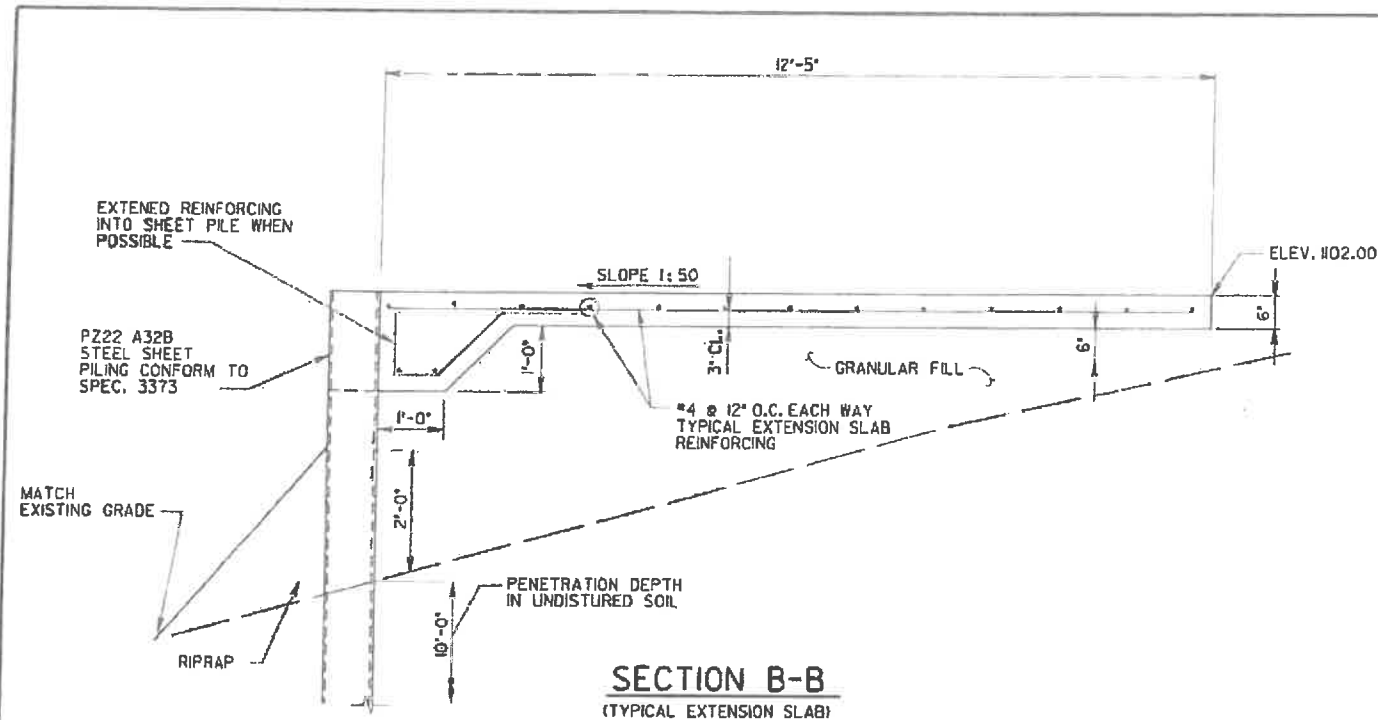
SLAB EXTENSION LAYOUT PLAN



BOTTOM SLAB LAYOUT PLAN



SECTION D-D

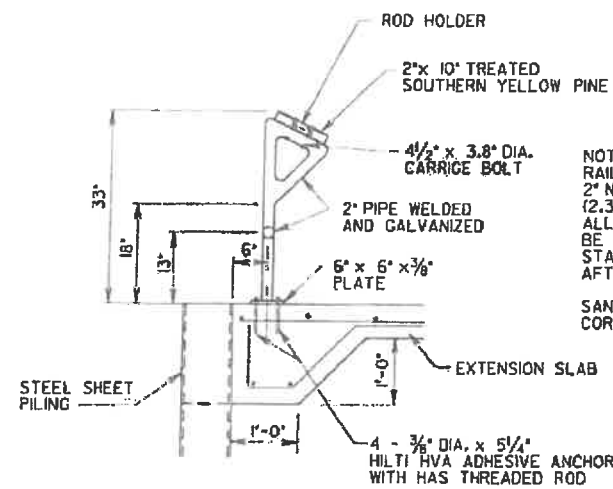


RIPRAP LAYOUT PLAN

NOTE:  
 REMOVE RIPRAP UNDER WALKS, RAMPS AND STAIRS  
 REMOVED RIPRAP SHALL BE SALVAGED AND PLACED AS DIRECTED BY ENGINEER.

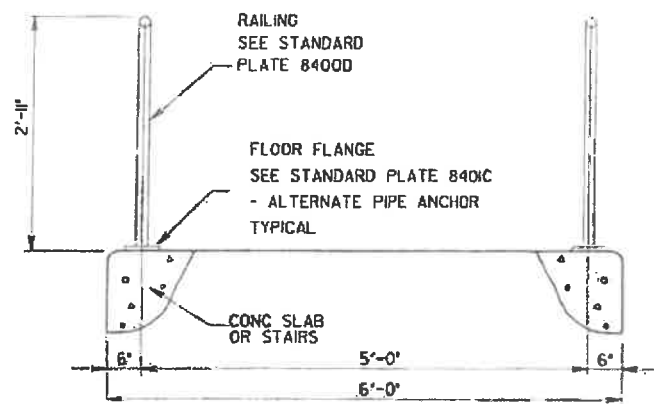
**HDR**  
 HDR Engineering, Inc.  
 I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF ILLINOIS.  
 DATE: 2/16/96 REG. NO.: 22617

TITLE:	DES: RCE	DR: JMR	APPROVED:	RED LAKE WATERSHED DISTRICT
DETAILS	CHK:	CHK:		
SHEET NO 5 OF 7 SHEETS				

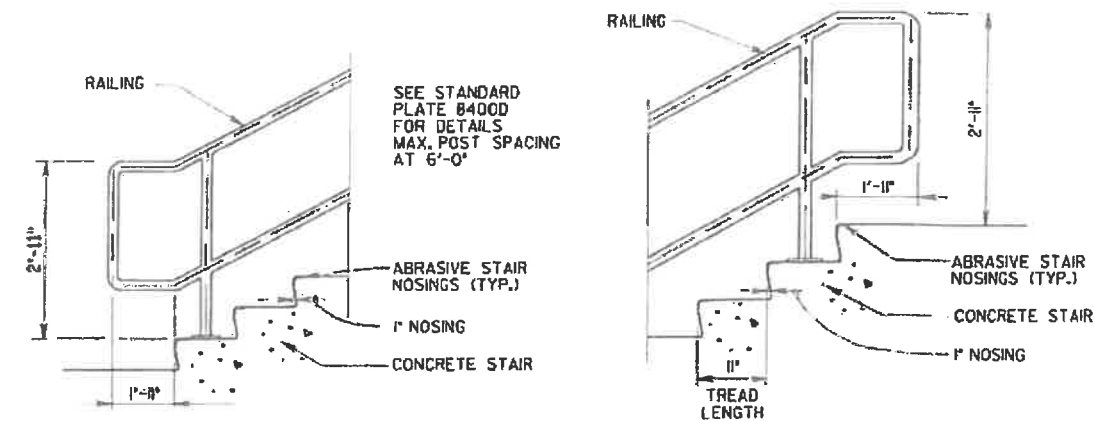


FISH RAIL DETAIL

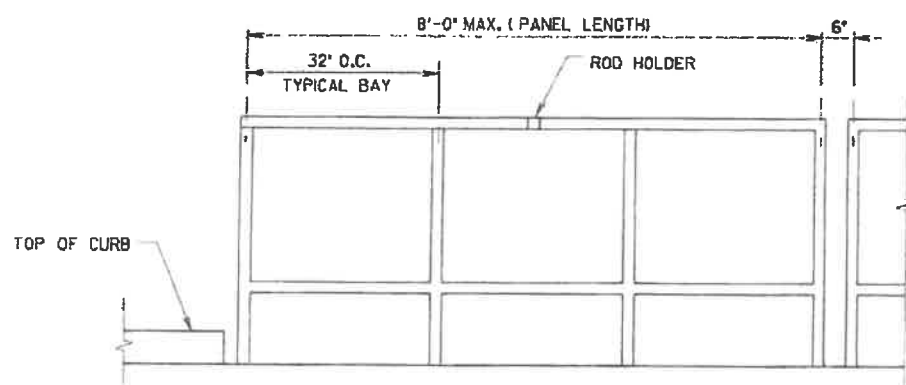
NOTES:  
RAILING PIPE SIZE IS  
2" NOMINAL DIAMETER  
(2.375 O.D., 2.067 I.D.)  
ALL CONNECTIONS SHALL  
BE WELDED AS PER AWS  
STANDARDS. GALVANIZE  
AFTER FABRICATION.  
SAND SMOOTH EXPOSED  
CORNERS OF 2"x 10"



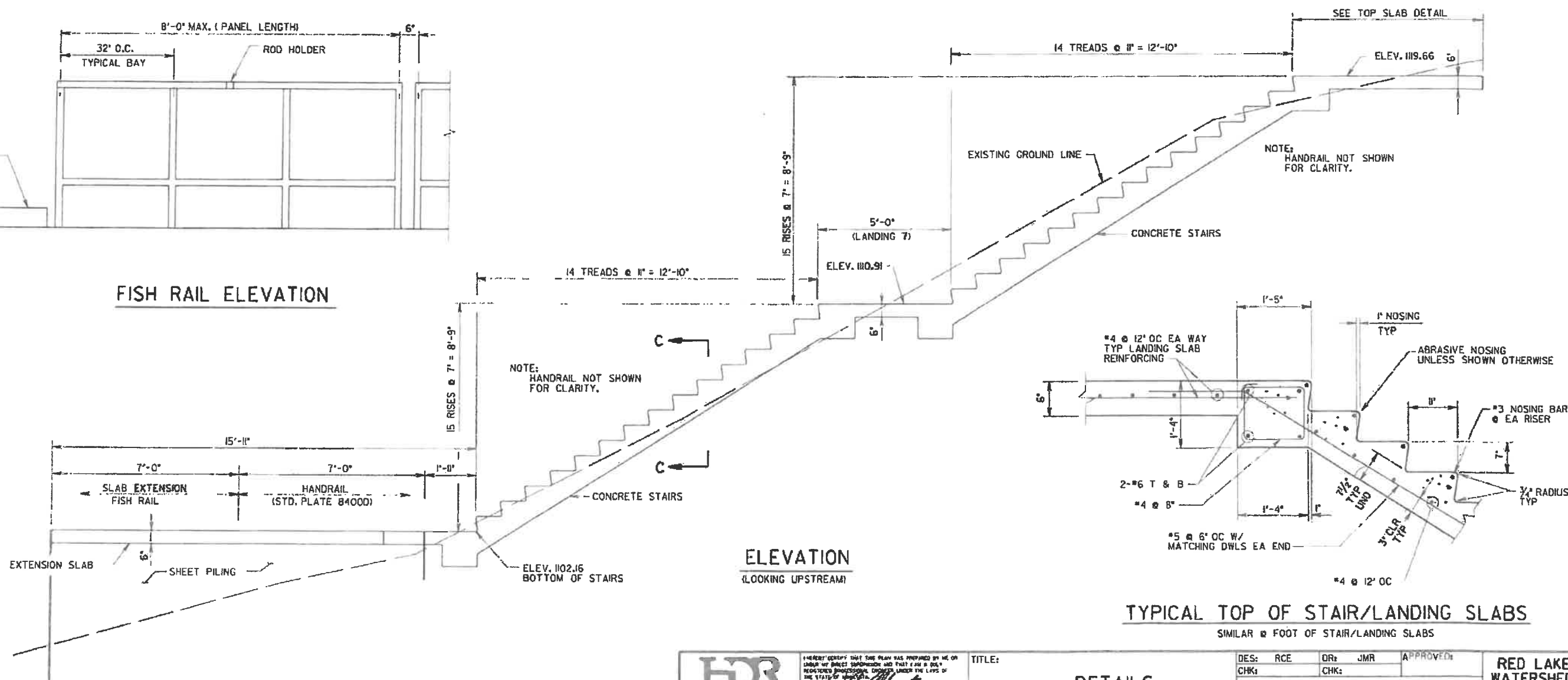
SECTION C-C



STAIR HANDRAIL DETAIL

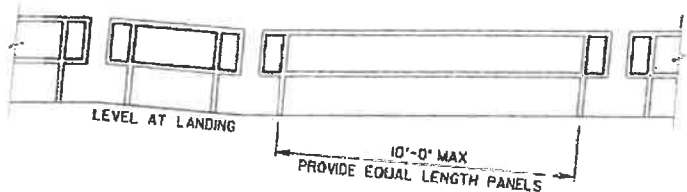
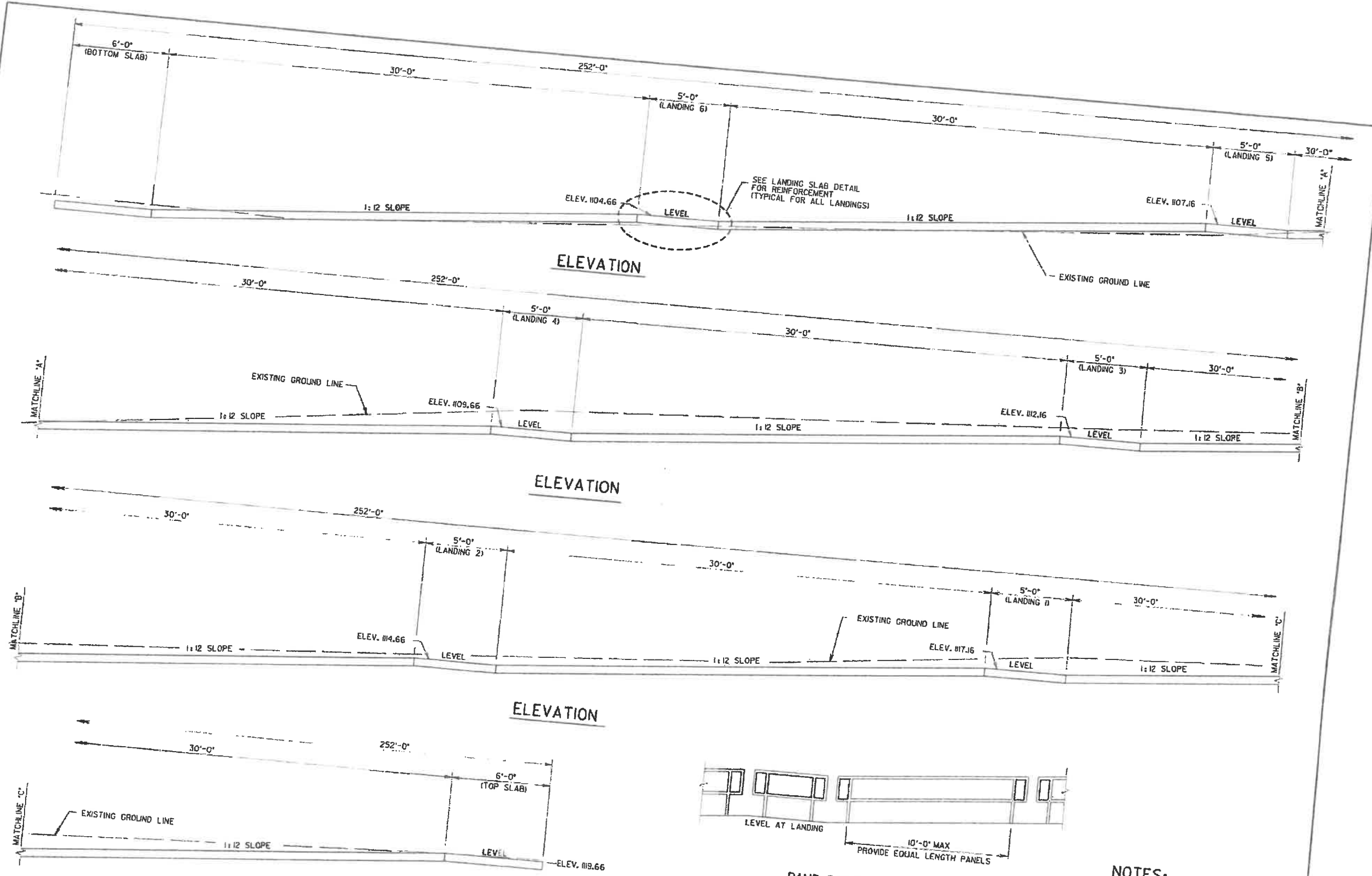


FISH RAIL ELEVATION



ELEVATION  
(LOOKING UPSTREAM)

TYPICAL TOP OF STAIR/LANDING SLABS  
SIMILAR @ FOOT OF STAIR/LANDING SLABS



**RAMP RAILING ELEVATION**  
 FOR INFORMATION NOT SHOWN  
 SEE STANDARD PLATE B4000

**NOTES:**  
 SEE SHEET 4 FOR BOTTOM AND TOP  
 SLAB DETAILS.  
 SEE SHEET 6 FOR LANDING DETAILS.  
 SEE SHEET 6 FOR RAILING DETAILS.

**ELEVATION**



I HEREBY CERTIFY THAT THE PLANS AND SPECIFICATIONS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MICHIGAN.  
 DATE: 2/16/98  
 REG. NO. 22617

TITLE: **ACCESS RAMP PROFILE**

DES: RCE  
 CHK: JWR  
 APPROVED: JWR  
**SHEET NO 7 OF 7 SHEETS**

**RED LAKE WATERSHED DISTRICT**

East Shore High Water



High Water Panorama



West Shore High Water





1. Red Robe Park



May 24, 2022



May 24, 2022



May 24, 2022



May 24, 2022



May 24, 2022



May 24, 2022



July 19, 2022



July 19, 2022



July 19, 2022



July 19, 2022

2. Boy Scout Park



May 24, 2022



May 24, 2022



July 19, 2022



July 19, 2022



July 19, 2022



July 19, 2022



July 19, 2022



July 19, 2022



July 19, 2022

3. Elks Park



May 24, 2022



May 24, 2022



July 19, 2022



May 24, 2022



May 24, 2022

SORUM RING DIKE RLWD PROJECT 129AW				ENGINEER'S ESTIMATE		PAUL ZAVORAL, INC.		R.J. ZAVORAL, & SONS, Inc.		Average Bid
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	
2021.501	MOBILIZATION	Lump Sum	1	\$ 2,000.00	\$2,000.00	\$1,800.00	\$1,800.00	\$9,500.00	\$9,500.00	\$5,650.00
2101.501	CLEARING AND GRUBBING (A2)	Lump Sum	1	\$ 2,500.00	\$2,500.00	\$2,800.00	\$2,800.00	\$9,400.00	\$9,400.00	\$4,066.67
2106.507	COMMON EXCAVATION (P) - STRIPPING (A1, D2)	CU YD	1,302	\$ 2.75	\$3,580.50	\$3.00	\$3,900.00	\$5.00	\$6,510.00	\$2.67
2106.507	COMMON BORROW (CV) (P)- EMBANKMENT (D5, D8)	CU YD	5672	\$ 12.00	\$68,064.00	\$18.50	\$104,932.00	\$22.50	\$127,620.00	\$13.67
2118.507	AGGREGATE SURFACING CLASS 5	CU YD	20	\$ 9.50	\$190.00	\$38.00	\$760.00	\$65.00	\$1,300.00	\$34.33
2123.510	DOZER-INTERIOR/EXTERIOR GRADING (A4, A5, D5)	hour	16	\$ 170.00	\$2,720.00	\$110.00	\$1,760.00	\$195.00	\$3,120.00	\$101.67
2501.502	18" CS APRON (D7)	each	3	\$ 250.00	\$750.00	\$220.80	\$662.40	\$300.00	\$900.00	\$173.60
2501.502	18" GATE - WATERMAN MODEL C10	each	2	\$ 1,500.00	\$3,000.00	\$1,212.00	\$2,424.00	\$2,125.00	\$4,250.00	\$1,112.33
2501.503	18" CS PIPE CULVERT (D7)	LF	80	\$ 45.00	\$3,600.00	\$43.50	\$3,480.00	\$71.00	\$5,680.00	\$38.17
2511.507	RANDOM RIPRAP - CLASS II (P) (D8)	CU YD	15	\$ 55.00	\$825.00	\$56.00	\$840.00	\$100.00	\$1,500.00	\$52.00
2574.508	FERTILIZER, TYPE 1 (C7)	pound	320.0	\$ 0.40	\$128.00	\$1.20	\$384.00	\$1.05	\$336.00	\$0.75
2575.505	SEEDING (C8)	acre	2	\$ 100.00	\$160.00	\$960.00	\$1,536.00	\$840.00	\$1,344.00	\$600.00
2575.508	SEED MIXTURE, 25-131 (C6)	pound	352	\$ 3.50	\$1,232.00	\$9.00	\$3,168.00	\$8.00	\$2,816.00	\$5.67
2575.509	MULCH MATERIAL TYPE 1 (C12)	ton	3.2	\$ 80.00	\$256.00	\$240.00	\$768.00	\$210.00	\$672.00	\$150.00
						\$89,005.50		\$129,214.40		\$174,948.00
					ENGINEER'S ESTIMATE		PAUL ZAVORAL, INC.		R.J. ZAVORAL, & SONS, Inc.	



# PARTIAL PAYMENT ESTIMATE

Client Project No. HEI Project No.  
 RLWD Project No. 149 3655-0100

**PAYMENT NUMBER: 2**

Project: Demarais-Hanson Outlet Project  
 Location: Section 26 & 27, Louisville Township, Red Lake County

**PERIOD OF ESTIMATE:**  
 FROM **6/6/2022** TO **7/25/2022**

CONTRACT CHANGE ORDER SUMMARY			
Change Order		AMOUNT	
NO.	DATE	ADDITIONS	DEDUCTIONS
<b>TOTALS</b>		\$ -	\$ -
<b>NET CHANGE</b>		\$ -	

ESTIMATE		
1. Original Contract	\$	147,350.00
2. Change Orders	\$	-
3. Revised Contract (1+2)	\$	147,350.00
4. Work Completed*	\$	159,050.00
5. Stored Materials*	\$	-
6. Adjustments*	\$	-
7. Subtotal (4+5+6)	\$	159,050.00
8. Retainage 3.00%	\$	4,771.50
9. Previous Payments	\$	123,576.00
10. Amount Due (7-8-9)	\$	<b>30,702.50</b>

\*Detailed Breakdown Attached if Non-Zero Value

**CONTRACT TIME**  
 Completion Date Contract

Original (days)	N/A	On Schedule? Yes	Starting Date: <u>10/25/2021</u>
Revised	N/A		Final Completion: <u>6/30/2022</u>
Remaining	N/A		

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies, to the best of his/her knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Gladen Construction, Inc.  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ENGINEER'S RECOMMENDATION:**

I have reviewed the progress of the work, and to the best of my knowledge, information and belief, in accordance with the terms of the Contract, the Contractor is entitled to a partial payment in the amount requested.



Engineer: \_\_\_\_\_  
 By: Tony A. Nordby  
 Date: \_\_\_\_\_

**OWNER'S APPROVAL:**

Owner: Red Lake Watershed District  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**REMIT PAYMENT TO:**

Gladen Construction, Inc.  
 40739 US Hwy 71  
 Laporte, MN 56461

Client Project No. *RLWD Project No. 149*  
 HEI Project No. *3655-0100*  
 Project: *Demarais-Hanson Outlet Project*  
 Location: *Section 26 & 27, Louisville Township, Red Lake County*  
 Contractor: *Gladen Construction, Inc.*

**PAY ESTIMATE**

<b>PAY ESTIMATE #:</b>	2
<b>SUBMITTED:</b>	7/28/2022
<b>BEGIN DATE:</b>	6/6/2022
<b>END DATE:</b>	7/25/2022

ITEM NO.	DESCRIPTION	UNIT	CONTRACT			CURRENT PAY ESTIMATE		PREVIOUS PAY ESTIMATES		PAY ESTIMATES TO DATE				
			QUANTITY	PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT			
<b>Original Contract Items</b>														
2021.501	Mobilization	LUMP SUM	1.	\$ 10,500.00	\$ 10,500.00		\$ -	1.	\$ 10,500.00	1.	\$ 10,500.00			
2101.501	Clearing and Grubbing	LUMP SUM	1.	\$ 13,400.00	\$ 13,400.00		\$ -	1.	\$ 13,400.00	1.	\$ 13,400.00			
2105.507	Common Excavation (P)	CY	4,400.	\$ 3.35	\$ 14,740.00		\$ -	4,400.	\$ 14,740.00	4,400.	\$ 14,740.00			
2511.507	Random Riprap Class III	CY	866.	\$ 100.00	\$ 86,600.00	248.	\$ 24,800.00	780.	\$ 78,000.00	1,028.	\$ 102,800.00			
2511.507	Granular Filter (P)	CY	217.	\$ 60.00	\$ 13,020.00		\$ -	217.	\$ 13,020.00	217.	\$ 13,020.00			
2573.501	Stabilized Construction Exit	EACH	1.	\$ 750.00	\$ 750.00		\$ -		\$ -		\$ -			
2573.503	Silt Fence, Type MS	LIN.FT.	140.	\$ 6.00	\$ 840.00	70.	\$ 420.00	70.	\$ 420.00	140.	\$ 840.00			
2575.501	Turf Establishment	LUMP SUM	1.	\$ 7,500.00	\$ 7,500.00	0.5	\$ 3,750.00		\$ -	0.5	\$ 3,750.00			
<b>Totals</b>														
Original Contract Amount					\$	147,350.00								
Extra / Change Order Amount					\$	-								
						Work Completed	\$	28,970.00		\$	130,080.00		\$	159,050.00



Permit # **22-052**

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Moylan Township	Moylan Township	30598 270th Street NE Goodridge, MN 56725		tel: mobile: 218-689-3192 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Moylan** Range: **40** Section: **6 1/4: NW1/4**

(4) Describe in detail the work to be performed. **Install new pipes in 290th Avenue NE**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Pipes have failed and washed out.**

**Status**

Status	Notes	Date
Approved	P.A. #22-052 – Moylan Township Marshall County – Moylan Township – Section 6 Red Lake Watershed District (RLWD) approval to remove failed pipes and install (2) new 42” culverts. Applicant shall ensure that all disturbed areas are seeded and that rock riprap with filter fabric is placed at the outlet end of the permitted culvert. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 26, 2022
Received	None	May 12, 2022

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 # 22-130

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Marshall County Hwy Department	Marshall County Hwy Department	447 South Main Warren, MN 56762		tel:218-201-1424 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Grand Plain** Range: **None** Section: **27 1/4**:

(4) Describe in detail the work to be performed. **Install New Culvert. Size 18**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-130 – Marshall County Hwy. Dept. Marshall County – Grand Plain Township – Section 27 Red Lake Watershed District (RLWD) approval to remove and install a new 18” culvert. New culvert shall be installed at approximately same flowline/invert elevation as the existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	June 24, 2022

**Conditions**

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 # 22-131

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Marshall County Hwy Department	Marshall County Hwy Department	447 South Main Warren, MN 56762		tel: mobile: fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Grand Plain** Range: **None** Section: **12 1/4**:

(4) Describe in detail the work to be performed. **Install New Culvert. Size 24"**

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

### Status

Status	Notes	Date
Approved	P.A. #22-131 – Marshall County Hwy. Dept. Marshall County – Grand Plain Township – Section 12 Red Lake Watershed District (RLWD) approval to remove and install a new 24" culvert. New culvert shall be installed at approximately same flowline/invert elevation as the existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	June 24, 2022

### Conditions

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 # 22-132

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Marshall County Highway Department	Marshall County Highway Department	447 South Main Warren, MN 56762		tel: mobile: fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Agder** Range: **None** Section: **18 1/4**:

(4) Describe in detail the work to be performed. **Install new Culvert. Size 36"**

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

### Status

Status	Notes	Date
Approved	P.A. #22-132 – Marshall County Hwy. Dept. Marshall County – Agder Township – Section 18 Red Lake Watershed District (RLWD) approval to remove and install a new 36" culvert. New culvert shall be installed at approximately same flowline/invert elevation as the existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	June 24, 2022

### Conditions

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 # 22-144

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Red Lake County Highway Department	Red Lake County Highway Department	204 7th St. SE Red Lake Falls, MN 56720		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: **Equality** Range: **40** Section: **14 1/4**:

(4) Describe in detail the work to be performed. **Remove & Replace various pipes on CAR137 with identical or equivalent sizes**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-144 – Red Lake County Highway Department Red Lake County – Equality Township – Section 14/15/22/23 Red Lake Watershed District (RLWD) approval to remove 1) 24", 1) 18", and 1) 38" X 57" failed culverts and replace with new 18", 24" and a 42" diameter pipe at the intersection of 340th Ave SE and 190th St SE. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 12, 2022
Received	None	July 6, 2022

**Conditions**

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 # **22-145**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Lynn Burman		18112 340th Ave SE Trail, MN 56684		tel: <b>612-250-5943</b> 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: **23 1/4**:

(4) Describe in detail the work to be performed. **Replace existing 42" X 36' CMP**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Replace Rusted out pipe**

### Status

Status	Notes	Date
Approved	P.A. #22-145 – Lynn Burman Red Lake County – Equality Township – Section 23 Red Lake Watershed District (RLWD) approval to remove a failed 42" cmp culvert and replace with a new 42" diameter pipe. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 6, 2022

### Conditions

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 # **22-146**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Randy Myhre		22395 163rd Ave SE Red Lake Falls, MN 56750		tel:218-686-4317 mobile: fax:

### General Information

(1) The proposed project is a:

#### Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Terrebonne** Range: **43** Section: **1 1/4**:

(4) Describe in detail the work to be performed. **Pattern Tile - Gravity outlet**

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

### Status

Status	Notes	Date
Approved	P.A. #22-146 – Randy Myhre Red Lake County – Terrebonne Township – Section 1 The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'gravity' outlet. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall ensure that the tile outlet meets the MN DNR requirements, if any, as it lies adjacent to a public waterway. Prior to any work, we also recommend that you contact your local Soil and Water Conservation District (SWCD) office to inquire about possible wetland concerns. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 6, 2022

### Conditions

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 # 22-148

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Fedosia Slack		797 Albert Drive W. West Fargo, ND 58078		tel:503-951-0785 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: **14 1/4: N1/2 NW1/4**

(4) Describe in detail the work to be performed. **Culvert - size 12'**

(5) Why is this work necessary? Explain water related issue/problem being solved. **We will put a primitive cabin on this lot**

**Status**

Status	Notes	Date
Approved	<b>P.A. #22-148 – Fedosia Slain Polk County – Badger Township – Section 14 Red Lake Watershed District (RLWD) approval to install a new 18” culvert for property access. Install new pipe (as close as possible) to the same flowline/invert elev. as existing ditch bottom. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.</b>	July 25, 2022
Received	None	July 7, 2022

**Conditions**

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 # 22-149

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Marlyn Haugen		12531 280th Avenue SE Oklee, MN 56742		tel: mobile: 218-416-0492 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Mayfield** Range: **41** Section: **15 1/4: NE1/4**

(4) Describe in detail the work to be performed. **Replace existing 24" field crossing culvert.**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-149 – Marlyn Haugen Pennington County – Mayfield Township – Section 15 Red Lake Watershed District (RLWD) approval to remove a failed 24" cmp culvert and replace with a new 24" diameter pipe. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 11, 2022

**Conditions**

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 # **22-150**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
LeRoy Ose		PO Box 1 Thief River Falls, MN 56701		tel:218-689-6675 mobile: fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Excel** Range: **43** Section: **35 1/4: NE1/4 NW1/4**

(4) Describe in detail the work to be performed. **Extend two existing culverts.**

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

### Status

Status	Notes	Date
Approved	P.A. #22-150 – LeRoy Ose Marshall County – Excel Township – Section 35 Red Lake Watershed District (RLWD) approval to extend two 15” diameter culverts to widen the field accesses for farm equipment. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 12, 2022

### Conditions

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 # 22-151

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Pennington County Hwy Dept	Pennington County Highway Department	250 125th Avenue NE Thief River Falls, MN 56701		tel:218-683-7017 mobile: 218-689-0330 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Smiley** Range: **42** Section: **10** 1/4: **NE1/4 SE1/4**

(4) Describe in detail the work to be performed. **Remove existing box car bridge replace with a 150 x 96 arch pipe. Work is within County Ditch 35.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Trying to eliminate boxed bridges in the county.**

**Status**

Status	Notes	Date
Approved	P.A. #22-151 – Pennington County Highway Dept. Pennington County – Smiley Township – Section 10 Red Lake Watershed District (RLWD) approval to remove old “box car” bridge and install approximately 150”X 96” diameter cmp arch. Install new pipe at the legal ditch grade elevation. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 12, 2022

**Conditions**

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 # **22-152**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Pennington County Hwy Dept	Pennington County Highway Department	250 125th Avenue NE Thief River Falls, MN 56701		tel:218-683-7017 mobile: 218-689-0330 fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Smiley** Range: **42** Section: **21 1/4**:

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

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

### Status

Status	Notes	Date
Approved	P.A. #22-152 – Pennington County Highway Dept. Pennington County – Smiley Township – Section 21 Red Lake Watershed District (RLWD) approval to remove a failed 36" dia. Culvert and install a new 36" diameter culvert. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 12, 2022

### Conditions

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 # **22-153**

Status Report: **Approved**

### Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Jerry Skjerven		17589 195th Avenue SE Plummer, MN 56748		tel:218-791-0955 mobile: fax:

### General Information

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Emardville** Range: **42** Section: **28** 1/4: **SW1/4**

(4) Describe in detail the work to be performed. **Install entrance to barn.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Applicant has events in the barn which requires additional crossing.**

### Status

Status	Notes	Date
Approved	<b>P.A. #22-153 – Jerry Skjervin Red Lake County – Emardville Township – Section 28 Red Lake Watershed District (RLWD) approval to install a new 36" dia. culvert for property access. Install new pipe (as close as possible) to the same flowline/invert elev. as existing ditch bottom. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.</b>	July 25, 2022
Received	None	July 12, 2022

### Conditions

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 # **22-154**

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Mark Panek		17718 180th Street NE Thief River Falls, MN 56701		tel:218-681-8013 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Silverton** Range: **42** Section: **19 1/4: SE1/4**

(4) Describe in detail the work to be performed. **Replace existing arch culvert, and extend culvert. Culvert to be sized by RLWD.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Existing culvert has failed.**

**Status**

Status	Notes	Date
Approved	P.A. #22-154 – Mark Panek Pennington County – Silverton Township – Section 19 Red Lake Watershed District (RLWD) approval to remove a failed 42”X 29” CMP-A and install a new 36” diameter CMP. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 15, 2022

**Conditions**

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 # 22-156

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Thomas Scholin		16656 120th Street NW Thief River Falls, MN 56701		tel:218-686-0123 mobile: fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Pennington** Township: **Bray** Range: **45** Section: **34** 1/4: **S1/2 SE1/4**

(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
Approved	P.A. #22-156 – Thomas Scholin Pennington County – Bray Township – Section 34 The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'gravity' outlet. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall ensure that the tile outlet meets the MN DNR requirements, if any. Prior to any work, we also recommend that you contact your local Soil and Water Conservation District (SWCD) office to inquire about possible wetland concerns. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166)	July 25, 2022
Received	None	July 18, 2022

**Conditions**

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 # 22-157

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Thomas Scholin		16656 120th Street NW Thief River Falls, MN 56701		tel:218-686-0123 mobile: fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Pennington** Township: **Bray** Range: **45** Section: **27 1/4: N1/2 NE1/4**

(4) Describe in detail the work to be performed. **Pattern tile 80 acres in Section 27 and 148 acres in Section 25 with a gravity outlet.**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-157 – Thomas Scholin Pennington County – Bray Township – Section 25/27 The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'gravity' outlet. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall ensure that the tile outlet meets the MN DNR requirements, if any. Prior to any work, we also recommend that you contact your local Soil and Water Conservation District (SWCD) office to inquire about possible wetland concerns. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 18, 2022

**Conditions**

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 # 22-158

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Thomas Scholin		16656 120th Street NW Thief River Falls, MN 56701		tel:218-686-0123 mobile: fax:

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Pennington** Township: **Bray** Range: **45** Section: **22 1/4: S1/2**

(4) Describe in detail the work to be performed. **Install pattern tile in 480 acres in Section 22 and 23 Bray Township with a gravity outlet.**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-158 – Thomas Scholin Pennington County – Bray Township – Section 22/23 The Red Lake Watershed District (RLWD) approves the pattern tile project with a 'gravity' outlet. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Directly downstream of the tile and/or pump station(s) outlets, applicant shall ensure that adequate grade and drainage is provided. Applicant shall ensure that the tile outlet meets the MN DNR requirements, if any. Prior to any work, we also recommend that you contact your local Soil and Water Conservation District (SWCD) office to inquire about possible wetland concerns. Applicant shall install appropriate erosion control measures for energy dissipation at the tile outlet. ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 26, 2022
Received	None	July 18, 2022

**Conditions**

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 # 22-159

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Marshall County	Marshall County Highway Department	447 South Main Warren, MN 56762		tel: mobile: 218-201-1424 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Excel** Range: **43** Section: **22 1/4: SE1/4**

(4) Describe in detail the work to be performed. **Replacing exiting 72" culvert.**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-159 – Marshall County Highway Dept. Marshall County – Excel Township – Section 22 MJD #23 L #1 Ditch System Red Lake Watershed District (RLWD) approval to remove a failed 72" CMP and install a new 72" diameter CMP. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 19, 2022

**Conditions**

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 # 22-160

Status Report: **Approved**

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Marshall County	Marshall County Highway Department	447 South Main Warren, MN 56762		tel: mobile: 218-201-1424 fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall** Township: **Agder** Range: **42** Section: **18 1/4: NW1/4**

(4) Describe in detail the work to be performed. **Replace existing 36" culvert.**

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

**Status**

Status	Notes	Date
Approved	P.A. #22-160 – Marshall County Highway Dept. Marshall County – Agder Township – Section 18 Red Lake Watershed District (RLWD) approval to remove a failed 36" diameter culvert and install a new 36" diameter culvert. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. If any work is within a public road and/or public ditch Right-of-Way, applicant shall contact the appropriate road/ditch authority for their approval and must meet their specs/conditions. Permit Holder shall contact the road authorities when cutting through roads. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	July 25, 2022
Received	None	July 19, 2022

**Conditions**

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.

## **Red Lake Watershed District - Administrators Report**

**July 28, 2022**

**Red River Watershed Management Board** – LeRoy attended the Red Board meeting at 10:00 am July 19 at the RRWMB Board room in Ada and I attended via Teams. One of the main agenda items was setting the 2023 budget which was covered by Rob this morning.

**MAWD Update** – I have included in your packet the MAWD Newsletter, Financial Committee meeting notes from the June 1 meeting along with the MAWD payment request document. I will put payment to MAWD on the next agenda for action as I believe there is a final document forthcoming. I attended the MAWD Strategic Planning meeting held July 12<sup>th</sup> at 3:00 pm. Gene may want to update the Board concerning MAWD.

I also tried to take part in the Region 1 MAWA/MAWD meeting but was double booked with meetings to really didn't get to attend a whole lot of this meeting. LeRoy was in attendance to maybe he could give an update.

**Chief's Coulee Coordination Meeting** – The subcommittee consisting of City, Corey, myself and HDR staff attended the Chief Coulee Coordination meeting which was held at the RLWD Board Room at 9:00 am Wednesday July 20<sup>th</sup>. Part of the meeting was to develop options and alternatives along with costs estimates associated with each alternative. There were some other tasks given which included information for Corey and Peter to use in their grant application for Watershed Based Funding grant to BWSR. Once funding is firmed up, the agreed to alternative can advance to each LGU Board or Council for review. As far as the alternatives, it will likely include storm sewer, BMPs of many kinds, possibly on-site storage, and an upstream high flow diversion.

**Joint Ditch 21 Meeting** – I will send Nate and Erick to the Joint Ditch 21 meeting which will be held at the Grygla Community Center at 9:30 am August 9<sup>th</sup>. The Joint Board usually likes to get updates on Mosse River Impoundment and other issues so with all the flooding this year, it may be good to give them updates on how long we held water and how long it's taking to draw down the impoundments.

## MAWD NEWS YOU CAN USE: June 2022

### Board of Water and Soil Resources Features Watersheds in “Snapshots”

The **Shell Rock River Watershed District’s** targeted Clean Water Fund work made a 245-acre Pheasants Forever-backed, USFWS-owned prairie and wetland habitat restoration possible. Click [here](#) to read the full story. Click [here](#) to watch a video regarding this project. *Photo of the easement on the right courtesy of Shell Rock River WD.*



### Watersheds in the News

The following stories were spotted in the news that feature the work of Minnesota’s watershed organizations. Please forward your stories to us so we don’t miss any of them. Sharing our stories with one another is a great way to learn and expand our knowledge. We encourage you to call each other to learn more.



[New playground, sport court at South Shore Park](#) already a big hit with Detroit Lakes residents by Vicki Gerdes, DL-Online, June 16, 2022. The **Pelican River WD** assisted with this project. *Photo of the playground on the left courtesy of DL-Online.*

[Minnesota Girl, 11, Chases Down Giant Carp and Catches It with Bare Hands](#) by Jessica Thompsen, Newsweek, on June 27, 2022. The **Minnehaha Creek WD** plans to combat the carp by targeting the nearby lakes that drain into the Minnetonka, catching the

carp in nets and moving them out of the lake.

[Across Minnesota, kids and their Canoemobile guides are taking it to the streams](#) by Jane Turpin Moore, Star Tribune, June 17, 2022. Wilderness Inquiry program offers underserved populations a fun, user-friendly gateway to public lands and waterways via hands-on experiences in partnership with the **Cedar River WD** and Mower Soil and Water Conservation District.

[A better way to treat stormwater](#) by Andrew Weeks, Grand Forks Herald, June 16, 2022. Houston Engineering, Inc. and EPG Companies partnered with the Rice Creek WD for a project at Hansen Park in New Brighton to explore how to make treating stormwater more efficient at removing phosphorus and other components. *Photo of wetland on the right courtesy of Houston Engineering, Inc.*

[Pond project could improve clarity on Lake Okabena](#) by Kari Lucin, The Globe, June 10, 2022. As people gear up for the annual Worthington Windsurfing





Regatta and Music Festival, it might be a good time to take a look at the lake playing host to it, as several people have remarked on Lake Okabena's clarity to the **Okabena-Ocheda WD (OOWD)** Board of Managers recently. *Photo of Lake Okabena on the left courtesy of The Globe.*

[Fountain Lake dredging project hitting financial snag](#) by Alex Jirgens, KIMT3 News, June 14, 2022. Fountain Lake draws in tourists, boaters, and anglers from near and far year-round. But on the lake's bottom, there all kinds of sediment that can kick start algae growth and

it's something the **Shell Rock River WD** is hoping to avoid. *Be sure to click on the dredging link to watch the video!*

[Electrofishing targets carp for tagging and removal from Lake Okabena](#) by Kari Lucen, The Globe June 28, 2022. The **OOWD** hired Carp Solutions, a University of Minnesota start-up company, in an effort to both determine how many carp live in Lake Okabena and then offer some potential solutions for decreasing that number. *Photo on the right of electrofishing preparation courtesy of The Globe.*



**First Lake Sturgeon Spawning in Red River Basin in 100 years.** From MPCA and DNR.

The first verified spawning of lake sturgeon in the Red River Basin in 100 years is [happening this spring in the Otter Tail River Watershed](#). The decline and eventual extinction of sturgeon in the basin between 1880 and 1930 was due to several factors, including habitat fragmentation caused by the building of dams and other barriers to fish passage.



The Otter Tail River Watershed [WRAPS report summary](#) covers efforts to improve habitat for fish communities, including the removal of dams and other barriers. Four additional dam removal projects are proposed for the Pelican River subwatershed (including the dam next to Pelican Rapids' iconic Pelican Pete) which would make the Pelican River free of any major fish barriers. Additional dam removal or modification projects are being considered to help restore connectivity along the Otter Tail River.

## From BWSR's Grants Quarterly: June 2022

### Clean Water Fund Competitive Grants Request for Proposals (RFP) Open

The FY23 CWF RFP opened on June 27 and will close at 4:30 p.m. on Monday, August 22. The RFP, policy, FAQs, and other supporting documents can be found [here](#).





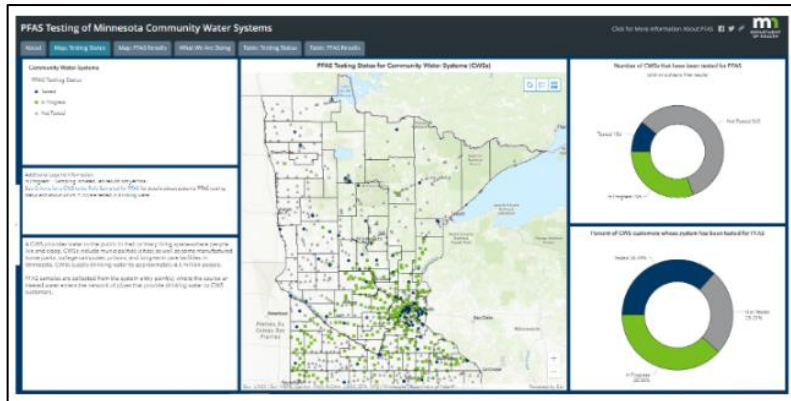
## FY23 Updates to the Grants Administration Manual

The Grants Administration establishes administrative and programmatic requirements for all grants administered by BWSR. Several updates have been made to the manual for FY2023. More information can be found [here](#).

## More News about Water in Minnesota

### New! Per- and Polyfluoroalkyl Substances (PFAS) Dashboard

In a June 7 [news release](#), the Minnesota Department of Health (MDH) announced a dashboard showing PFAS monitoring results for drinking water. Minnesota residents who get their drinking water from a community public water system can find out if their system's water has any level of PFAS through an [interactive online dashboard](#). PFAS have been found in the groundwater and surface water in Minnesota. They are emerging contaminants about which the MDH has a new awareness and understanding.



### Aquatic Invasive Species (AIS)

Heading into the summer recreation season, the MDNR is rolling out a new online pledge to help prevent the spread of AIS. More information is available on the [MDNR website](#).



Photo courtesy of MDNR.

### Federal Funding

[EPA to give \\$60M to 12 states, including Minnesota, to help curb water pollution, CBS News Minnesota, June 10, 2022](#). The federal government will distribute \$60 million among 12 states that have waterways that flow into the Mississippi River to help them control farm runoff and other pollution that contribute to a dead zone in the Gulf of Mexico.

## Minnesota River Congress

State and regional conservation organization leaders met at the 14<sup>th</sup> annual Minnesota River Congress on June 15. Read about this event in [Conservation officials tout benefits of water storage](#) by Fritz Busch, The Journal, June 27, 2022. *Photo of BWSR Executive Director Jaschke courtesy of The Journal.*



## MAWD Board and Committee Meeting Updates

**MAWD Finance Committee.** The Finance Committee met on June 1. MAWD staff generated ideas and developed scenarios for the committee's consideration. Following extensive discussion, the committee unanimously recommended a four-tiered dues structure for 2023: 103B metro watershed member (EMV > \$10B), dues = \$12,500; 103B metro watershed member (EMV < \$10B), dues = \$7,500; rural member with additional tax revenue options, dues = \$7,500; and rural member without additional tax revenue options, dues = \$5,000. The committee was also comfortable with the MAWD Board reviewing the dues annually and adjusting them as needed. Meeting notes can be found [here](#).



**MAWD Strategic Plan Committee.** The Strategic Plan Committee met on June 14. The first plan draft was reviewed. The committee provided good feedback and great recommendations. Staff will incorporate the recommendations and provide a second draft for the committee's consideration at their meeting on July 12. Meeting notes can be found [here](#).

**MAWD Board of Directors.** The MAWD Board met on June 20. Updates were given by Acting President Vavra and Executive Director (ED) Javens. Finance and Strategic Plan reports were given. Partner reports were received from the Minnesota Association of Watershed Administrators, BWSR, and CWC.

*Actions taken.* Jeff Gertgen, Middle Fork Crow River Watershed District, was appointed to fill the vacant Region II position on the MAWD Board. A dues structure for 2023 was adopted. The Administrative Services contract was extended through December 31. ED Javens was authorized to issue request for proposals for a lobbyist and auditor in the timeframe most advantageous in consultation with the president, acting president and the respective committee chairs.



**July Meeting Calendar.** The following meetings are scheduled in July. See the [MAWD calendar](#) for meeting details as soon as they become available.

- July 7: Summer Tour Planning
- July 12: Strategic Plan Committee

- July 14: Drainage Work Group
- July 18: CWC
- July 20: Region 1 MAWD/MAWA
- July 25: MAWD Board (tentative)

## Employment Announcements

**Watershed Job Openings.** Do not forget that MAWD will post job openings for members on its website and promote them on social media. It is one of our most popular pages so email Maddy at [mnwatershed@gmail.com](mailto:mnwatershed@gmail.com) to get yours listed today.

Here's the updated list:

- Capitol Region WD: [Office Manager](#)
- Comfort Lake Forest Lake WD: [Technician](#)
- Comfort Lake Forest Lake WD: [Watercraft Inspector](#)
- Heron Lake WD: [Office Manager](#)
- Minnehaha Creek WD: [Communications Coordinator](#)
- Nine Mile Creek WD: [Summer Intern](#)
- Red Lake WD: [Ditch Inspector/Tech II](#)
- Rice Creek WD: [Water Resource Specialist and Inspector](#)
- Rice Creek WD: [Communications and Outreach Coordinator](#)

## Contact Us – Let's Talk!

MAWD Board members are available to connect with you at one of your future board meetings. They also welcome the opportunity to meet with you one-on-one to hear about your successes and ideas where MAWD could be of assistance.

Contact information is on our website:

[www.mnwatershed.org/board-of-directors-2](http://www.mnwatershed.org/board-of-directors-2).

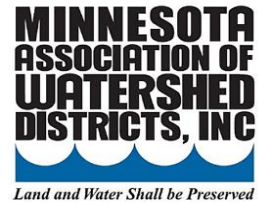
To contact Executive Director Emily Javens, please call or text (320) 979-0084 or email [emily@mnwatershed.org](mailto:emily@mnwatershed.org).



**We enjoy working with MAWD members and greatly appreciate your support!**

**Minnesota Association of Watershed Districts (MAWD)  
Finance Committee Meeting**

June 1, 2022  
Via Zoom



Meeting participants: Chair Sherry Davis White, MAWD Board (Minnehaha Creek WD); Region 1 Manager Dennis Kral, (Pelican River WD) and Region 1 Manager Linda Vavra (Bois de Sioux WD); Region 1 Administrator Tera Guetter, (Pelican River WD); Region 2 Administrator Amber Doschadis (Upper Minnesota River WD); and Emily Javens and Jan Voit, MAWD

Absent: Region 3 Manager Jill Crafton (Riley-Purgatory-Bluff Creek WD); Region 3 Administrator Matt Moore (South Washington WD); and Region 2 Manager Wayne Rasche (Heron Lake WD)

**The items in Task One and Task Two were provided to committee members for review before the meeting. Discussion was held on this information as noted below.**

**WELCOME AND INTRODUCTIONS**

The meeting began at 3:02 p.m. Emily Javens gave an overview of the meeting packet.

**TASK ONE. Review and discuss dues scenarios**

*At the last meeting we narrowed down possible ideas for a revised dues’ structure that would be simple, flexible, non-volatile, and fair. Staff was asked to run scenarios for the committee to review in greater detail. Those scenarios are shown below. The objective of this portion of the meeting is to review the new information and submit a recommendation to the MAWD Board of Directors.*

**Scenario 1. Keep the same formula but raise the cap each year by an inflation factor.**

Notes:

- The values shown in the chart only include revenue from watersheds that have been members from 2018-2022.
- The Consumer Price Index (CPI) was used to calculate the value of \$7,500 in September 2017 to September of each year.
- 2018: Membership voted in July 2017 to increase dues cap to \$7,500 for 2018.
- 2019 – 2022: if inflation had been considered, the new annual caps would have been:

Year	Dues Cap	Dues Revenue – using existing formula	Dues Revenue – when applying the CPI inflation factor	Increased revenue when comparing formulas	# of WDs impacted
2018 - base line year	\$7,500	\$192,700	\$192,700	N/A	N/A
2019	\$7,671	\$192,169	\$194,392	\$1,692	13
2020	\$7,825	\$197,450	\$201,675	\$4,225	13
2021	\$7,909	\$202,173	\$207,490	\$5,317	13
2022	\$8,335	\$202,342	\$213,302	\$10,960	14
2023 Projected	\$8,785	\$202,342	\$219,152	\$16,810	14

The watershed districts impacted by this change during all years include nine metro watershed districts, three Red River Watershed Management Board members, and one Region 1, non-RRWMB member.

*(METRO: Capitol Region, Coon Creek, Minnehaha Creek, Nine Mile, Ramsey Washington Metro, Rice Creek, Riley Purgatory Bluff Creek, South Washington, Valley Branch. RRWMB: Bois de Sioux, Red Lake, Wild Rice. OTHER: Buffalo Red. Note: In 2022, Cedar River would have seen an increase of \$105 beyond the current cap of \$7,500.)*

**Scenario 2. Keep the same formula but set different caps based on type of watershed.**

Different thresholds were set for metro versus rural and whether the rural watersheds had additional taxing authorities beyond the \$250,000 general operating revenue. This holds true for members of the Red River Watershed Management Board (RRWMB) and two watersheds: Sauk River and Shell Rock.

Two options are shown below and summarized in the following table. Countless scenarios can be quickly run by adjusting the values in each cap.

<b>Option A.</b>	103B metro watershed member	Cap = \$12,500
	Rural member with additional tax revenue options	Cap = \$10,000
	Rural member without additional tax revenue options	Cap = \$7,500
<b>Option B.</b>	103B metro watershed member (EMV > \$10B)	Cap = \$12,500
	103B metro watershed member (EMV < \$10B)	Cap = \$10,000
	Rural member with additional tax revenue options	Cap = \$7,500
	Rural member without additional tax revenue options	Cap = \$5,000

Note: There was no inflation factor applied to these scenarios.

Annual Dues Revenue	Existing Formula	Option A	Option B
2018	\$192,700	\$241,061	\$225,438
2019	\$192,169	\$240,814	\$226,678
2020	\$198,982	\$247,663	\$232,169
2021	\$202,173	\$253,696	\$234,023
2022	\$203,870	\$254,147	\$236,060

**Scenario 3. Run scenarios that illustrate the approximate increase in dues if staffing was increased or if a new strategic plan called for increased services.**

Since we don't know what the next strategic plan will include, a scenario was run with a cap equal to \$12,500 without separate tiers. \$12,500 was selected because it was the originally recommended level for the cap when the membership voted in 2017 to adopt a new strategic plan and increase the cap.

**2022 Revenue with \$12,500 cap = \$262,807** (longstanding MAWD members only)

Current staffing includes a full-time executive director, and three part-time contract workers that include a lobbyist (approximately 500 hours), event planner (approximately 600 hours), and temporary support staff (approximately 1,200 hours). This level of staffing needs an investment of about \$250,000. Overhead costs are budgeted for \$60,000. Special projects, such as legal research or updating the watershed handbook, are not included in overhead. To maintain our current levels of service (with support staff), we will need \$310,000 per year. The sources of MAWD revenue include dues and event profit. Our last in-person conference saw a profit of about \$83,000. If that profit level is repeated, we will need \$227,000 from dues. If more staff is desired, more revenue would be needed. To help estimate those costs, values have been provided for what we could expect to pay for different types of positions in the Minneapolis – St. Paul area using the 2022 Government Pay Scale. Note: salaries in this area of the nation have been adjusted by 25.49 percent of more typical areas in the U.S. A preliminary budget is included to get a feel for Fiscal Year 2023.

<u>Staffing Options</u>	<u>Salary (Mpls/St. Paul)</u>	<u>Benefits/Payroll Taxes (30% estimated)</u>
Executive Director (G-13)	\$101,918 - \$132,491	\$30,575 - \$39,882
Assistant Director (G-11/12)	\$71,508 - \$111,425	\$21,452 - \$33,427
Program Director (G-9/10)	\$59,102 - \$84,612	\$17,731 - \$25,384
General Staff Position (G-7/8)	\$48,317 - \$69,559	\$14,495 - \$20,868

## **DISCUSSION**

Comprehension. Spreadsheets containing the dues revenue from the MAWD dues history from 2018-2022 were reviewed. An example for one district was followed through each scenario.

MAWD financial needs. MAWD receives revenue from events and dues. The past two years, events have been held online and just broke even. When the annual meeting is in person, the revenue is approximately \$75,000. A few years ago, sponsorship was redefined and tiers were added, which provided different levels of benefits. That change brought increased revenue to the event. A budget of \$220,000 provides funding to keep the existing staff.

The biggest reason for considering a new dues' structure is fairness, as well as keeping the existing staffing. It is not about a need for a huge increase in revenue for MAWD.

Scenario 1. Using inflation as the indicator for changing dues would seem problematic in terms of long-term sustainability. Because interest rates vary, the dues raised each year would not be consistent. MAWD has built a 12-month budgetary reserve, so there is some ability to weather consistency changes.

Inflation would only be applied to the cap. The cap only affects a certain number of entities.

Dues' structure. The committee's task is to determine which option is the most fair, flexible, and simple. When doing this, we need to consider that, if we use the inflation factor, what rate would we apply. Locking into the Consumer Price Index would require changes to be made every year. This seems like a mistake.

We need to be able to explain why we believe the option we recommend and how the membership will benefit. The goal is to keep current members, regain those that have left, and maybe offer membership to newly formed One Watershed, One Plan entities.

Consideration was given to the dues history and projections using different caps, the need for simplicity, and making the structure as fair as possible. Using the term "cap" sends a message that the dues will not increase. If that is the case, any future increases will be borne by the smaller WDs, which is what is happening now.

Scenarios 2A and 2B. In Scenario 2A, all metro WDs are in the same category. In Scenario 2B, the metro WDs are separated into categories with an EMV above or below \$10B. This was done in consideration of metro WDs who believe it is unfair for the very large metro WDs to have the same annual dues as smaller metro WDs. A distinction was also made for rural WDs that are affected by the general operating levy limit and those that have special legislation for an increased general operating levy.

Discussion was held regarding the dues amount for each tier. This included whether the maximum should be \$12,500 or \$10,000; whether the bottom tier for the metro WDs should be equal to the top tier of the rural; and which WDs would be affected by these amounts. In initial discussions with four of the eight metro WDs that would be affected by the biggest increase, there was no objection.

In Scenario 2B, there are four tiers. Nine WDs would have increased dues. Eight would have decreased dues. The majority of WDs dues would remain the same.

How watershed management organizations (WMOs) fit into the dues' structure was discussed. MAWD has the ability to calculate EMVs for WMOs. Some WMOs are quite small. The three current members have an EMV over \$10B.

#### **TASK TWO. Formulate recommendations to the MAWD Board of Directors**

*After discussing the scenarios presented:*

- *Formulate recommendations to the MAWD Board about whether the dues' structure should change and how.*
- *Include other points of consideration such as how to handle the uncertainty of a new strategic plan.*
- *Discuss other factors that may warrant additional guidance for how to handle dues given the uncertainty of a new strategic plan.*

#### **DISCUSSION AND ACTION**

Discussion was held regarding how the process works once a recommendation is made. The MAWD Board would act on the recommendation at their next meeting. If adopted, notice would be sent to the membership regarding the structure that would be in place for 2023.

Dennis Kral made a motion to recommend a four-tiered dues structure for 2023: 103B metro watershed member (EMV > \$10B), dues = \$12,500; 103B metro watershed member (EMV < \$10B), dues = \$7,500; rural member with additional tax revenue options, dues = \$7,500; and rural member without additional tax revenue options, dues = \$5,000; and that the MAWD Board directs the Finance Committee to review the dues' structure on an annual basis. Linda Vavra seconded the motion. The motion passed unanimously.

The meeting adjourned at 4:23 p.m.

Meeting notes submitted by  
Jan Voit

---

**TAXES PAYABLE 2022**  
**ESTIMATED MARKET VALUES (EMV) FOR WATERSHEDS IN MINNESOTA**

Watershed Code	Watershed Name	Total EMV	DUES Formula	Tier CAP	2023 MAWD DUES	2022 MAWD Dues
001	Bear Valley Watershed District	\$ 231,310,700	\$ 555	\$ 5,000	\$ 555	540
003	Belle Creek Watershed District	\$ 428,426,200	\$ 1,028	\$ 5,000	\$ 1,028	1018
031	Bois De Sioux Watershed District (RRWMB)	\$ 4,450,140,100	\$ 10,680	\$ 7,500	\$ 7,500	7500
069	Browns Creek Watershed District (Metro)	\$ 2,274,652,800	\$ 5,459	\$ 10,000	\$ 5,459	5130
005	Buffalo Creek Watershed District	\$ 2,498,874,700	\$ 5,997	\$ 5,000	\$ 5,000	5867
007	Buffalo-Red River Watershed District	\$ 9,451,561,500	\$ 22,684	\$ 7,500	\$ 7,500	7500
070	Capitol Region Watershed District (Metro)	\$ 26,471,138,600	\$ 63,531	\$ 12,500	\$ 12,500	7500
010	Carnelian-Marine-St. Croix Watershed District (Metro)	\$ 1,964,538,200	\$ 4,715	\$ 10,000	\$ 4,715	4621
002	Cedar River Watershed District	\$ 3,306,836,500	\$ 7,936	\$ 5,000	\$ 5,000	7500
009	Clearwater River Watershed District	\$ 1,913,231,000	\$ 4,592	\$ 5,000	\$ 4,592	4351
071	Comfort Lake-Forest Lake Watershed District (Metro)	\$ 2,406,482,200	\$ 5,776	\$ 10,000	\$ 5,776	5506
013	Coon Creek Watershed District (Metro)	\$ 19,485,735,600	\$ 46,766	\$ 12,500	\$ 12,500	7500
015	Cormorant Lakes Watershed District	\$ 685,904,600	\$ 1,646	\$ 5,000	\$ 1,646	1516
016	Crooked Creek Watershed District	\$ 405,961,900	\$ 974	\$ 5,000	\$ 974	975
024	Heron Lake Watershed District	\$ 2,504,746,600	\$ 6,011	\$ 5,000	\$ 5,000	5988
018	High Island Watershed District	\$ 1,228,087,900	\$ 2,947	\$ 5,000	\$ 2,947	2906
020	Joe River Watershed District (RRWMB)	\$ 240,778,900	\$ 578	\$ 7,500	\$ 578	563
021	Kanaranzi-Little Rock Watershed District	\$ 1,792,559,900	\$ 4,302	\$ 5,000	\$ 4,302	4248
022	Lac qui Parle-Yellow Bank Watershed District	\$ 3,090,449,300	\$ 7,417	\$ 5,000	\$ 5,000	6762
060	Lower Minnesota River Watershed District (Metro)	\$ 12,391,396,500	\$ 29,739	\$ 12,500	\$ 12,500	7500
074	Middle Fork-Crow River Watershed District	\$ 2,023,156,000	\$ 4,856	\$ 5,000	\$ 4,856	4605
026	Middle-Snake-Tamarac Rivers Watershed District (RRWMB)	\$ 2,718,434,800	\$ 6,524	\$ 7,500	\$ 6,524	6492
062	Minnehaha Creek Watershed District (Metro)	\$ 62,893,144,900	\$ 150,944	\$ 12,500	\$ 12,500	7500
058	Nine Mile Creek Watershed District (Metro)	\$ 23,565,087,200	\$ 56,556	\$ 12,500	\$ 12,500	7500
008	North Fork Crow River Watershed District	\$ 1,602,276,400	\$ 3,845	\$ 5,000	\$ 3,845	3713
028	Okabena-Ocheda Watershed District	\$ 1,034,278,400	\$ 2,482	\$ 5,000	\$ 2,482	2424
030	Pelican River Watershed District	\$ 2,555,454,100	\$ 6,133	\$ 5,000	\$ 5,000	5845



**TAXES PAYABLE 2022**  
**ESTIMATED MARKET VALUES (EMV) FOR WATERSHEDS IN MINNESOTA**

Watershed Code	Watershed Name	Total EMV	DUES Formula	Tier CAP	2023 MAWD DUES	2022 MAWD Dues
032	Prior Lake-Spring Lake Watershed District (Metro)	\$ 5,097,661,100	\$ 12,234	\$ 10,000	\$ 10,000	7500
034	Ramsey-Washington Metropolitan Watershed District (Metro)	\$ 19,793,800,800	\$ 47,505	\$ 12,500	\$ 12,500	7500
036	Red Lake Watershed District (RRWMB)	\$ 8,798,392,000	\$ 21,116	\$ 7,500	\$ 7,500	7500
038	Rice Creek Watershed District (Metro)	\$ 27,228,152,900	\$ 65,348	\$ 12,500	\$ 12,500	7500
064	Riley-Purgatory-Bluff Creek Watershed District (Metro)	\$ 16,945,426,600	\$ 40,669	\$ 12,500	\$ 12,500	7500
040	Roseau River Watershed District (RRWMB)	\$ 820,826,300	\$ 1,970	\$ 7,500	\$ 1,970	1945
042	Sand Hill Watershed District	\$ 1,244,986,200	\$ 2,988	\$ 7,500	\$ 2,988	2907
043	Sauk River Watershed District (Additional Capacity)	\$ 9,885,010,200	\$ 23,724	\$ 7,500	\$ 7,500	7500
073	Shell Rock River Watershed District	\$ 2,228,222,000	\$ 5,348	\$ 5,000	\$ 5,000	5216
014	South Washington Watershed District (Metro)	\$ 15,504,858,600	\$ 37,212	\$ 12,500	\$ 12,500	7500
044	Stockton-Rollingstone-Minnesota City Watershed District	\$ 571,324,900	\$ 1,371	\$ 5,000	\$ 1,371	1319
050	Two Rivers Watershed District(RRWMB)	\$ 1,574,610,400	\$ 3,779	\$ 7,500	\$ 3,779	3109
048	Turtle Creek Watershed District	\$ 1,353,930,900	\$ 3,249	\$ 5,000	\$ 3,249	3785
052	Upper Minnesota River Watershed District	\$ 1,451,984,700	\$ 3,485	\$ 5,000	\$ 3,485	3422
054	Valley Branch Watershed District (Metro)	\$ 5,763,753,200	\$ 13,833	\$ 7,500	\$ 7,500	7500
056	Warroad Watershed District	\$ 439,782,300	\$ 1,055	\$ 5,000	\$ 1,055	1027
066	Wild Rice Watershed District (RRWMB)	\$ 3,940,718,900	\$ 9,458	\$ 7,500	\$ 7,500	7500
068	Yellow Medicine River Watershed District	\$ 2,557,913,600	\$ 6,139	\$ 5,000	\$ 5,000	5946

**SOURCE: MN Department of Revenue 2022 PRISM SUBMISSION #3 - FINAL ASSESSMENT AND TAXATION**

Dues Calculation = Estimated Market Values x 0.00048 x 0.005 = capped at tier level

Tier One: 103B metro watershed member (EMV > \$10B), dues =up to \$12,500 CAP

Tier Two: 103B metro watershed member (EMV < \$10B), dues = up to \$10,000 CAP

Tier Three: Rural WD with additional tax revenue capacity > \$250,000, dues = up to \$7,500 CAP

Tier Four: Rural WD capped at \$250,000 tax capacity, dues= up to \$5,000 CAP

**2023 GENERAL FUND BUDGET**

(unaudited)		
	<b>2022 BUDGET</b>	<b>2023 BUDGET</b>
		<b>Proposed</b>
Manager's fees, salaries	40,000.00	40,000.00
Board of Manager's expense	24,200.00	24,200.00
Staff salaries	567,000.00	601,305.00
Payroll taxes	43,375.50	45,999.83
Employee benefits	87,500.00	160,166.00
Unemployment Benefits		
Travel and meetings(inc. mileage & exp.	5,000.00	7,500.00
Audit	9,450.00	9,450.00
Legal	16,000.00	16,000.00
Office supplies	20,000.00	20,000.00
Office equipment	30,000.00	30,000.00
Appraiser/Viewer Expense	2,000.00	2,000.00
Professional services (inc. Eng. Fees)	20,000.00	25,000.00
Dues and subscriptions	10,000.00	10,000.00
Insurance and bonds	45,000.00	45,000.00
Repairs and maintenance-Building	15,000.00	15,000.00
Utilities	12,000.00	12,000.00
Advertising and publications	4,000.00	4,000.00
Telephone	11,000.00	11,000.00
Vehicle expense and maintenance	14,000.00	15,000.00
Engineering supplies	3,000.00	3,000.00
Engineering equipment	40,000.00	40,000.00
Interest	0.00	0.00
<b>TOTAL</b>	<b>1,018,525.50</b>	<b>1,136,620.83</b>
Less: Overhead	<b>850,500.00</b>	<b>901,957.50</b>
Less: Miscellaneous revenue	<b>5,000.00</b>	<b>3,000.00</b>
<b>General Fund Budget</b>	<b>163,025.50</b>	<b>231,663.33</b>

Overhead is computed using 1.5 x salary