

RED LAKE WATERSHED DISTRICT

May 25, 2023

9:00 a.m.

Agenda

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	May 11, 2023 Minutes	Action
	Financial Report dated May 24, 2023	Action
	Demarais Hanson Repairs, RLWD Project No. 149	Info./Action
	City of Thief River Falls - Red Lake River Fishing Pier, RLWD Project 97A	Info./Action
	Structures on Farnes Pool/Elm Lake, RLWD Project No. 52 and Lost River Pool, RLWD Project No. 17	Information
	Ring Dike – Quote opening June 6, 2023	Information
9:30 a.m.	Quotes-Thibert/Knott Replacement, RLWD Proj. No. 50G	Info./Action
	Erosion Control Funds, RLWD Project No. 164 Red Lake SWCD-Les Gervais	Info./Action
	Erosion Control Funds, RLWD Project No. 164 East Polk SWCD-Dave Kiecker	Info./Action
	Red Lake River 1W1P, RLWD Project No. 149-Assessment and Update Agreement – Houston Engineering, Inc.	Info./Action
	Polk County Ditch 99 Stabilization Project-Funding Red Lake River 1W1P, RLWD Project No. 149 Change Order to Engineering Services RRWMB Watershed Based Funding Request MPCA 319 Grant, RLWD Project No. 46R RLWD Funding	Info./Action Info./Action Info./Action Info./Action
	FEMA Funding-Update	Information

Permits: No. 23001, 23004, 23007, 23009-23013, 23021, 23025, 23030, 23040, 23043, 23045, 23051, 23054, 23055, 23062	Action
MN Assoc. of Counties Auditor Treasurers Financial Officers (MACATFO) & MN Assoc. of Drainage Inspectors (MADI) Drainage Conference – August 16-18, 2023	Information
Staffing Update	Info./Action
District Office Summer Hours	Info./Action
Administrators Report	Information
Legal Counsel Update	Information
Managers' updates	Information
Adjourn	Action

UPCOMING MEETINGS

May 25, 2023	RLWD Board Meeting, 9:00 a.m.
May 29, 2023	Memorial Day-Office Closed
June 8, 2023	RLWD Board Meeting, 9:00 a.m.
June 12, 2023	Thief River 1W1P Advisory Committee, 9:00, Policy Committee, 10:00 a.m.
June 14, 2023	Red Lake River 1W1P Policy Committee meeting, 9:30 a.m.
June 19, 2023	Juneteenth Day-Office Closed
June 20-21, 2023	MN Watersheds (MAWD) Summer Tour, Albert Lea
June 26, 2023	RLWD Advisory Committee Tour
June 27, 2023	RRWMB, Ada 10:00 a.m.
June 29, 2023	RLWD Board Meeting, 9:00 a.m. (Note Change of Date)
August 16-18, 2023	MACATFO & MADI Drainage Conference

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RED LAKE WATERSHED DISTRICT
Board of Manager's Minutes
May 11, 2023

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 Tiedeman, Terry Sorenson, Tom Anderson, LeRoy Ose, Allan Page, and Brian Dwight. Staff Present: Myron Jesme, Tammy Audette, and Legal Counsel, Delray Sparby.

The Board reviewed the agenda. President Nelson requested the addition of Proposal from Houston Engineering for assistance in water quality sampling. A motion was made by Tiedemann, seconded by Page, and passed by unanimous vote that the Board approve the agenda with the addition. Motion carried.

The Board reviewed the April 27, 2023, minutes. A motion by Sorenson, seconded by Ose, to approve the April 27, 2023, Board meeting with corrections. Motion carried with Manager Dwight abstaining as he was not present at the last Board meeting.

The Board reviewed the Financial Report dated May 10, 2023. Motion by Anderson, seconded by Tiedemann, to approve the Financial Report dated May 10, 2023, as presented. Motion carried. Staff member Ann Joppru indicated that a total of \$500,000.00 in three separate Certificate of Deposits, for twelve months were purchased at Edward Jones at an interest rate of 5.02%.

The Board reviewed a Memorandum of Agreement from Houston Engineering, Inc., requesting the District's assistance in collecting water quality samples for an agricultural project that they are presently working on. Staff member Corey Hanson stated that he would collect a few extra bottles while collecting our regular water quality sampling route. Houston Engineering, Inc., would pay any associated costs for collection and invoicing. Motion by Ose, seconded by Tiedemann, to approve the Memorandum of Agreement with Houston Engineering, Inc., for collection of water quality samples. Motion carried.

Administrator Jesme discussed the structures on the Farnes Pool/Elm Lake Project, RLWD Project No. 52 and the Lost River Impoundment, RLWD Project No. 17. Jesme recommended investigating the possibility of replacing the structure on the Lost River Pool, and a possible gate repair/replacement on the Farnes Pool/Elm Lake Project. Motion by Ose, seconded by Tiedemann, to authorize Houston Engineering, Inc., to prepare a proposal for the potential structure replacement on the Lost River Pool, RLWD Project 17, and gate repair/replacement on Farnes Pool/Elm Lake Project, RLWD Project No. 52. Motion carried.

Administrator Jesme stated that the Miller Dam, RLWD Project No. 50C, received damages during the 2023 Spring runoff. Jesme indicated that repairs to the project from the 2022 April/May rain event were completed in late 2022, and therefore did not allow for good

vegetation to take hold. It appears that additional dirt, and installation of rock to slow down the water that flows over the emergency spillway on its way to the main tributary, could help prevent future erosion. Motion by Page, seconded by Dwight, to authorize the District staff to proceed with the repairs to the Miller Dam, RLWD Project No. 50C.

Brian Opsahl, Brady Martz & Associates, P.A., presented the 2022 Annual Audit Report. After various questions by the Board, a motion was made by Sorenson, seconded by Tiedemann, and passed by unanimous vote that the Board approve the 2022 Annual Audit Report as presented.

Administrator Jesme reviewed two quotes from Brodin Comfort Systems: Option 1 calls for the installation of a Geostar 10-ton two stage water to water geothermal unit at a cost of \$26,556; the second option was for the installation of an NTI FTVN series high efficiency modulating natural gas boiler and two Bryant 114san central air conditioners at a cost of \$25,414. After considerable discussion by the Board, motion by Dwight, seconded by Page, to go with Option 2 for the installation of an NTI FTVN series high efficiency modulating natural gas boiler and two Bryant 114san central air conditioners at a cost of \$25,414. Motion carried.

The Board reviewed two funding resolutions with the State of Minnesota for the construction of the Fladeland Ring Dike, RLWD Project No. 129AX and the Beich Ring Dike, RLWD Project No. 129AY. Motion by Ose, seconded by Tiedemann, to authorize the signature on the Resolution for Rural and Farmstead Ring Levee with the State of Minnesota for the Fladeland Ring Dike, RLWD Project No. 129AX and the Beich Ring Dike, RLWD Project No. 129AY. Motion carried. Engineer Tony Nordby, Houston Engineering, Inc., stated that the Plans and Specifications will be ready to submit quotes for construction of the ring dikes. Motion by Page, seconded by Tiedemann, to authorize the District Staff to proceed with advertising for quotes, and allow Administrator Jesme the authority to review the quotes and move forward with construction on a as needed basis. Motion carried.

Administrator Jesme stated that landowner Tom Winge requested the removal of trees and sediment from Ditch 8, RLWD Project No. 36. Motion by Anderson, seconded by Tiedemann, to authorize staff the authority to proceed with the repair, under statute for the removal of trees and potential sediment from Ditch 8, RLWD Project No. 36. Motion carried.

Motion by Tiedemann, seconded by Sorenson, to withdraw RLWD Permit No. 23045, Tom Winge, Johnson Township, Polk County. Motion carried.

The Board reviewed the permits for approval. Motion by Tiedemann, seconded by Anderson, to approve the following permits with conditions stated on the permit; No. 23002 and 23003, Matt Knutson, Terrebonne Township, Red Lake County; No. 23006, Mike Gasper, Fanny Township, Polk County; No. 23014, Cindy Rissanen, Sanders Township, Pennington County; No. 23016, Blair Holthusen, River Falls Township, Pennington County; No. 23027, Brandon Maygra, Kertsonville Township, Polk County; No. 23031, Curt Johnson, Star Township, Pennington County; No. 23041, Steven Goodwin, Angus Township, Polk County; No. 23042, Todd & Debra Stanley, Lee Township, Beltrami County; and No. 23046, Tom Winge, Johnson Township, Polk County. Motion carried.

Administrators update:

- Jesme and Manager Ose will participate in the RRWMB meeting on May 16th.
- Jesme will be attending the Drainage Workgroup (DWG) meeting, which is scheduled for May 22, 2023, in Alexandria, MN.
- There was a Mud River Project Work Team on May 5th at the RLWD office.
- A Thief River 1W1P Planning workgroup/steering committee meeting was held on May 1st. The meeting was virtual, and projects are in the queue and there is a timeline to get completed. There is \$61,831 left in the 2020 WBIF grant which was extended to December 2023.
- Jesme and Staff members Audette, Joppru, and Olson attended the FEMA Recovery Transition meeting which closes out the FEMA obligation of the flood damages from 2022. The final phase of the grant management has been turned over to the State of Minnesota for the final phase which includes the projects not yet completed.
- Jesme and Audette attended the Pennington County Annual Township meeting on May 4th.

Discussion was held amongst the Board and Administrator Jesme, regarding the transition of Jesme's retirement and replacement of his position by Staff member Tammy Audette. President Nelson referred to the fact Audette is not the Administrator until July 1st but there may be times signatures may be required such as an authorized signer on bank accounts, credits cards, etc. for the District. Motion by Sorenson, seconded by Dwight, to authorize adding Assistant Administrator Tammy Audette as an authorized signer for District bank accounts, credits cards and authorize Audette to sign other documents typically signed by Administrator Jesme on an as needed basis. Motion carried.

Legal Counsel Sparby stated that he has not received official documentation from the District court regarding the Appeal on the Improvement to Polk County Ditch 39, RLWD Project No. 179.

Manager Anderson referred to a ditch system in Clearwater County that has a beaver dam located within the ditch. District staff will contact the landowner.

Manager Page inquired on the status of the Baird Beyer Dam, RLWD Project No. 50. Administrator Jesme stated that staff will review the site and report back to the Board.

Manager Ose stated that the Red River Basin Commission will be holding a tour in Canada this summer. Ose represents the RRWMB on the Red River Basin Commission.

Manager Page inquired on Ditch 10, RLWD Project No. 161, and how it withstood the Spring thaw. Administrator Jesme stated that minor repairs will be needed to the project.

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

LeRoy Ose, Secretary

RED LAKE WATERSHED DISTRICT
Financial Report for May 24, 2023

Ck#	Check Issued to:	Description	Amount
online	EFTPS	Withholding FICA, Fed & Medicare (5-10-23 payroll)	\$ 4,159.22
online	MN Department of Revenue	Withholding taxes (5-10-23 payroll)	\$ 781.75
online	EFTPS	Withholding FICA, Fed & Medicare (5-17-23 payroll)	\$ 172.12
online	MN Department of Revenue	Withholding taxes (5-17-23 payroll)	\$ 12.86
online	EFTPS	Withholding FICA, Fed & Medicare (5-24-23 payroll)	
online	MN Department of Revenue	Withholding taxes (5-24-23 payroll)	
online	Public Employers Retirement Assn.	PERA (5-24-23 payroll)	\$ 2,669.50
40710	James Sparby	Reprinted lost check for \$50.00	\$ -
40711	Quill	Office supplies	\$ 257.57
40712	Aramark	Office rug rental	\$ 71.64
40713	Breiland Landscaping	Cedar Mulch for landscaping	\$ 375.00
40714	Brent Hemly	Remove Beavers. Proj. #13	\$ 1,500.00
40715	Corporate Technologies	Managed IT Services & MS 365	\$ 1,416.29
40716	Emmitt Vettleson	Clean Offices	\$ 210.00
40717	Erik Haman	Remove Beavers. Proj. #49	\$ 300.00
40718	Eureka Water Probes	Sonde for Pennington SWCD for water sampling #168A	\$ 6,896.94
40719	Evergreen Catering	Meeting expenses Proj. #180C	\$ 21.00
40720	Fleet Supply	Hip Boots, Deet, hand spray gun	\$ 230.31
40721	HDR Engineering	* see project details below	\$ 57,679.65
40722	Marco	Install M-files for new employee, telephone expense	\$ 514.14
40723	Mark Beito	Remove Beavers. Proj. #13	\$ 2,700.00
40724	NCPERS Life insurance	Staff life insurance	\$ 112.00
40725	Quality Spray/Anderson Spray Foam	Replaced Flap gates #170A, #171A, #178A	\$ 2,925.00
40726	RMB Environmental Labs	Lab analysis of water quality samples	\$ 2,385.99
40727	Sun Life Insurance	Staff life insurance	\$ 115.68
40728	Thygeson Construction	Gravel added to Filpula driveway Proj. #176	\$ 198.00
online	City of Thief River Falls	Utility expense	\$ 766.54
online	Card Member Services	** see detail below	\$ 157.90
online	PureWater Technology	Office H2O	\$ 38.00
online	Quick Books	Monthly fee	\$ 411.00
online	MN Energy	Heat expense	\$ 53.90
online	Northern State Bank	Wire Fee	\$ 20.00
direct	Tom Anderson	Mileage	\$ 186.02
direct	Dale Nelson	Mileage	\$ 27.51
	Staff & Board Payroll	5/17/23 and 5/24/23	\$ 14,808.58
	Total Checks		\$ 102,174.11

*** HDR Engineering**

Mud River Restoration #180C	\$	18,771.60
Pine Lake LR Bridge #26B	\$	7,341.60
Crescent Ave Stabilization #149	\$	14,056.88
RLWD CD 99 Slope Repair #149	\$	13,424.57
Turtle-Cross-Connection #114	\$	4,085.00
	\$	57,679.65

**** Card Member Services**

Meeting expenses Proj. #60F	\$	11.24
Cleaning & Office supplies #001	\$	89.97
Lunch after meeting Proj. #114	\$	56.69
	\$	157.90

Banking Northern State Bank

Balance as of May 10, 2023	\$ 358,300.50
Total Checks Written	\$ (102,174.11)
Receipt #25074 50% payment Mid Point Grant Proj. #149	\$ 25,000.00
Receipt #25072 FEMA - Category D -unfinished projects Proj. #32	\$ 165,186.16
Receipt #25076 BWSR reimbursement - 2nd 40% for 2020 TR1W1P Grant Proj. #149A	\$ 211,957.00
Receipt #25082 Transfer of funds from NSB to AFB	\$ (500,000.00)
Balance as of May 24, 2023	<u>\$ 158,269.55</u>

Current interest rate is .20%

American Federal Bank-Fosston

Balance as of May 10, 2023	\$ 5,185,970.10
Receipt #25077 RRWMB - reimbursement for expenses Mud River PWT Proj. #180C	\$ 5,521.71
Receipt #25078 RRWMB - reimb.for expenses Pine Lake #26B & Black Rvr Imp. Proj. #176	\$ 339,513.23
Receipt #25079 Garden Valley Technologies - Capital Dividends	\$ 270.51
Receipt #25080 Garden Valley Technologies - Capital Dividends	\$ 59.31
Receipt #25081 Garden Valley Technologies - Capital Dividends	\$ 54.64
Receipt #25082 Transfer of funds from NSB to AFB	\$ 500,000.00
Receipt #25083 Marshall Co. - 2023 Taxes	\$ 79,524.73
Receipt #25084 Red Lake Co. - 2023 Taxes	\$ 198,014.70
Balance as of May 24, 2023	<u>\$ 6,308,928.93</u>

Current interest rate is 2.45%

Investments

Edward Jones	12 month CD 3.45%	<u>\$ 241,000.00</u>
Balance	Expiry 9-15-23	
Edward Jones	12 month CD 3.7%	<u>\$ 240,000.00</u>
Balance	Expiry 9-22-23	
Edward Jones	12 month CD 3.7%	<u>\$ 17,000.00</u>
Balance	Expiry 9-22-23	
Edward Jones	12 month CD 4.8%	<u>\$ 238,000.00</u>
Balance	Expiry 12-15-23	
Edward Jones	12 month CD 4.8%	<u>\$ 238,000.00</u>
Balance	Expiry 12-15-23	
Edward Jones	12 month CD 4.8%	<u>\$ 24,000.00</u>
Balance	Expiry 12-15-23	
Edward Jones	12 month CD 5.02%	<u>\$ 237,000.00</u>
Balance	Expiry 5-07-24	
Edward Jones	12 month CD 5.02%	<u>\$ 237,000.00</u>
Balance	Expiry 5-07-24	
Edward Jones	12 month CD 5.02%	<u>\$ 26,000.00</u>
Balance	Expiry 5-07-24	

\$ 7,965,198.48**Total Cash**

**Cash that has been received and
earmarked for projects:**

2022 Grant Red Lake 1W1P Proj. #149	\$ 535,575.00
2022 Grant Thief River 1W1P Proj. #149A	\$ 264,946.00
2023 Grant Clearwater 1W1P Proj. #149B	\$ 487,363.00
Chief Coulee Proj. #46S	<u>\$ 214,375.00</u>
	\$ 1,502,259.00

Payables committed to by board action:

TRF Reservoir Water Intake Proj. #63	\$ 38,400.00
Chief Coulee Proj. #46S	<u>\$ 108,935.00</u>
	\$ 147,335.00

Total accessible cash (Est)	\$ 6,315,604.48
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RED LAKE WATERSHED DISTRICT
Board of Manager's Minutes
July 28, 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, and Legal Counsel, Delray Sparby.

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

The Board reviewed the July 14, 2022, minutes. Motion by Sorenson, seconded by Tiedemann, to approve the July 14, 2022, Board meeting minutes with correction. Motion carried.

The Board reviewed the Financial Report dated July 27, 2022. Motion by Tiedemann, seconded by Anderson, to approve the Financial Report dated July 27, 2022, as presented. Motion carried.

Staff member Ann Joppru reviewed the General Fund Budget as of June 30, 2022. Joppru reviewed the budget, and various changes throughout the year.

The Board reviewed the renewal of the District's League of Minnesota Cities Property and Casualty Liability Insurance and Excess Liability Coverage. The renewal reflects an increase of \$3,867 in the Property and Casualty Insurance Premium for the 2022-2023 renewal year. This increase was due to the increased number of expenditures paid out in the previous premium year. Motion by Tiedemann, seconded by Page, to renew the Property and Casualty Liability Coverage with the League of Minnesota Cities. Motion carried.

Travis Nelson, Houston Engineering, Inc., updated the Board on construction on the Black River Impoundment, RLWD Project No. 176. Nelson indicated that installation of the pipes along CSAH 3 and CR 55 have been completed. The contractor is currently working on the punch list of erosion riprap installation, ditch grades, and south diversion ditch and will then move onto County Road 3. The access road on the backside of the Sorvig LLP property has been prepped and will be completed as part of the punch list items. Restoration of the cross over tile line which drains into the CR 68 Diversion Channel has been completed. Completion is scheduled for the end of August. Discussion was held on the vinyl walls for the wetland mitigation that will be filled in with riprap where the head cutting took place. Administrator Jesme stated that Alex Nelson will be doing the haying on the project.

Travis Giffen and Norman Betland, City of Thief River Falls, appeared before the Board to discuss local projects on the Red Lake River within the City of TRF. Griffen discussed various projects that the District has partnered with in the past and potential projects in the future. Motion by Tiedemann, seconded by Ose, to support/partner with the City of Thief River Falls,

for various projects along the Red Lake River within the City of Thief River Falls. Motion carried.

Executive Director Rob Sip, RRWMB, stated that the RRWMB of Managers set their 2023 Levy at 75% (0.0003627). Sip reviewed the 2023 Operating and Program Budget and Project Spending Plan. Manager Dwight asked about the possibility of funding larger impoundment projects through state funding. The RRWMB Finance Committee recommended 15% of the total tax revenue towards water quality projects. Sip discussed the updating of the Governing Documents that was approved at their July Board meeting and the Joint Powers Agreement. Discussion was held on the allowance of a District Administrator being on the RRWMB Board. Sip stated that the RRWMB adopted Bylaws and the use of Roberts Rules of Order. Motion by Ose, seconded by Tiedemann, to authorize President Nelson the authority, to sign the RRWMB Joint Powers Agreement. Motion carried.

Administrator Jesme stated that two quotes were received for the construction of the Sorum Ring Dike, RLWD Project No. 129AW, located in Polk County with the low quote from Paul Zavoral, Inc. in the amount of \$129,241.40. Jesme indicated that the landowner wishes to proceed with the construction of the ring dike, knowing that the quotes came in higher than the engineer's estimate. Motion by Sorenson, seconded by Ose, to accept the low quote for Paul Zavoral, Inc. in the amount of \$129,241.40 for construction of the Sorum Ring Dike, RLWD Project No. 129AW. Motion carried.

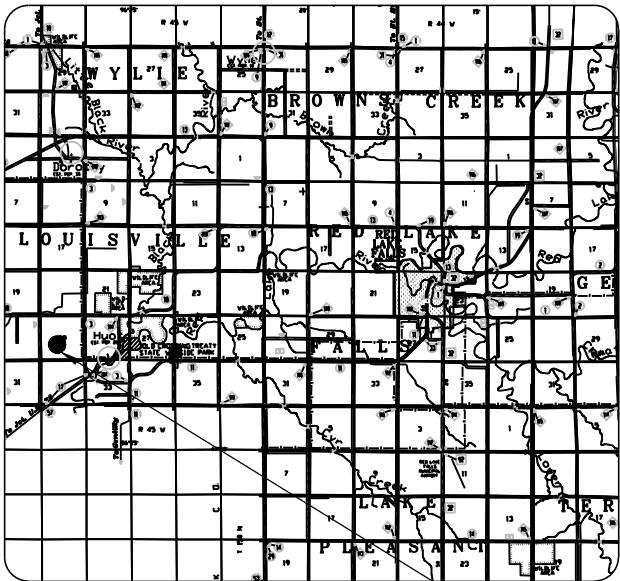
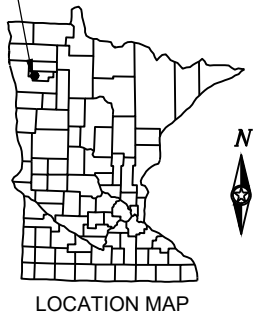
Administrator Jesme stated that the District was made aware of maintenance issues, which included damages from impacts of the 2022 spring rain events on the Moose River Impoundment, RLWD Project No. 13. Jesme indicated that debris, logs, and a bog have floated up on the dike and will need to be removed prior to the mowing of the dike. Motion by Dwight, seconded by Tiedemann, to authorize staff to spend up to \$25,000 on maintenance issues on the Moose River Impoundment, RLWD Project No. 13. Motion carried. Jesme stated that he will update the Board on the progress and costs of the listed items.

The Board reviewed Pay Estimate No. 2 in the amount of \$30,702.50 to Gladen Construction, Inc. for the Demarais/Hanson outlet Project, RLWD Project No. 149. Administrator Jesme indicated that the pay request also recommends reducing the retainage withheld from 5% to 3%. Motion by Page, seconded by Anderson, to approve lowering the retainage withheld from Gladen Construction, Inc., for the Demarais/Hanson Outlet Project, RLWD Project No. 149 from 5% to 3%. Motion carried. Motion by Page, seconded by Sorenson, to approve Pay Estimate No. 2 in the amount of \$30,702.50 to Gladen Construction, Inc. for the construction of the Demarais/Hanson Outlet Project, RLWD Project No. 149. Motion carried. Motion by Ose, seconded by Anderson, to set the Final Payment Hearing for Gladen Construction, Inc., for the Demarais/Hanson Outlet Project, RLWD Project No. 149 for 9:30 a.m., September 8, 2022 at the Red Lake Watershed District office, 1000 Pennington Avenue South, Thief River Falls, MN. Motion carried. Administrator Jesme stated that there was sloughing at the project this week. The Contractor will seed the area and the area will be monitored by staff.

CONSTRUCTION PLANS FOR
LES GERVAIS STRUCTURE REPLACEMENT PROJECT
RED LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT
SEC 34, LOUISVILLE TWP, RED LAKE COUNTY
OCTOBER, 2022



PROJECT LOCATION



LOCATION MAP

INDEX SHEET

1	COVER SHEET
2	ESTIMATED QUANTITIES AND NOTES
3	PLAN AND PROFILE
4-5	CONSTRUCTION DETAILS
6	EROSION AND SEDIMENT CONTROL PLAN
7-9	STANDARD PLANS

THIS PLAN CONTAINS 9 SHEETS

GOVERNING SPECIFICATIONS:

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" DIVISION II AND III SHALL GOVERN FOR CONSTRUCTION DETAILS AND MATERIALS.

UTILITY NOTE:

THE UNDERGROUND UTILITIES WERE NOT LOCATED AS PART OF THE PRELIMINARY SURVEY OR DATA GATHERING FOR THIS SITE.

STATE LAW REQUIRES THE EXCAVATOR TO CONTACT GOPHER STATE ONE-CALL AT (800)-252-1166 FOR UTILITY LOCATION 48 HOUR PRIOR TO START OF EXCAVATION WORK.

HORIZONTAL AND VERTICAL CONTROLS

1. ALL COORDINATES LISTED IN THIS PLAN ARE MNDOT, RED LAKE COUNTY, U.S FOOT
2. ALL ELEVATIONS ARE NAVD 88 DATUM

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

Tony A. Nordby
Tony A. Nordby
License No. 51392

Date: 10/26/2022

Red Lake County SWCD
2602 Wheat Drive – Suite 103
Red Lake Falls, MN 56750

May 18, 2023

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

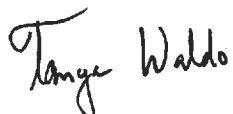
Red Lake County SWCD would like to request \$5,000.00, from the Red Lake Watershed District, for the installation of a Grade Stabilization Structure Replacement Project in Red Lake County.

The project that needs local assistance is in Louisville Township Section 34. Houston Engineering has completed the survey and design work for this project. The Red Lake County SWCD Board and Houston Engineering Inc. approved the lowest construction bid in the amount of \$109,780.38. Red Lake County SWCD developed a contract with the landowner.

The Red Lake County SWCD would like to request \$5,000.00 from the Red Lake Watershed District to assist with the local match requirement for this project. The total project cost bid was \$109,780.38. Red Lake County SWCD will be using Red Lake River Watershed Based Funding to fund this project. The local match requirement is \$19,028.38. Red Lake County SWCD received local cost-share assistance from Enbridge in the amount of \$12,500.00. The property owner will be in charge of paying \$1,585.38; if the Red Lake Watershed District approves the \$5,000.00 request.

If you have any questions, please give me a call at (218)253-2593.

Thank you,

A handwritten signature in black ink that reads "Tanya Waldo". The signature is written in a cursive, flowing style.

Tanya Waldo, District Manager
Red Lake County SWCD



EAST POLK SOIL AND WATER CONSERVATION DISTRICT

240 CLEVELAND AVE

PO BOX 57

McINTOSH, MN 56556

Telephone (218) 563-2777

May 23, 2023

RLWD Board of Supervisors,

The East Polk SWCD is requesting funding for a Clearwater River 1W1P Water and Sediment Control Basin Project. This project is in King Township Section 23 in the NW quarter. The total project cost is \$55,023.47 and we are requesting up to \$20,753.52 from the RLWD. We plan on using multiple funding sources for this project and they are listed below:

- Clearwater 1W1P: \$25,316.41
- State Cost Share: \$3,451.19
- RLWD: \$20,753.52

Because State Cost Share funds are used, we are limited to the 75% maximum cost share on this project which is why the Watershed contribution is so important in getting this project up to the 90% cost share that the other 1W1P contracts follow. Thank you for your consideration.

Questions or concerns please contact Rachel at 21-563-2777 or by email klein.eastpolk@gmail.com.

Sincerely,

Rachel Klein, District Manager

Dave Kiecker WASCOB Project - King 23



05/04/2022 - 06/03/2022



Houston Engineering, Inc.
7550 Meridian Circle North
Suite 120
Maple Grove, MN 55369
P: (763) 493-4522 | F: (763) 493-5572

CLIENT/OWNER SERVICES AGREEMENT

PROJECT NAME: Red Lake River 1W1P Assessment and Update
HOUSTON JOB NO.: 3655-0109 HOUSTON PROJ. MGR.: Rachel Olm
CLIENT/OWNER NAME: Red Lake Watershed District
CLIENT/OWNER ADDRESS: 1000 Pennington Avenue South, Thief River Falls, MN 56701
CLIENT/OWNER PHONE NO.: 218-681-5800 CLIENT/OWNER CONTACT: Myron Jesme

This Client/Owner Services Agreement ("Agreement") is made and entered into effective as of this 25th day of May, 2023, by and between **HOUSTON ENGINEERING, INC.** ("Houston") and Red Lake Watershed District ("Client").

Recitals

A. Client has requested Houston to perform certain professional services in connection with a project generally referred to as Red Lake River 1W1P Assessment and Update ("Project").

B. Houston desires to provide the professional services requested by Client in accordance with this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Houston and Client agree as follows:

1. Services. Houston shall perform the services set forth in Attachment A ("Services") in accordance with the terms and conditions of this Agreement.

2. Term of Agreement. This Agreement shall commence on the date first stated above, and Houston is authorized to commence performance of the Services as of that date. This Agreement shall terminate on the 31st day of March, 2024, unless terminated earlier pursuant to the terms and conditions of this Agreement.

3. Attachments. The Attachments below, which have been marked for inclusion, are hereby specifically incorporated into and made a part of this Agreement:

- ☒ ATTACHMENT A - SERVICES (Houston assumes no responsibility to perform any services not specifically listed.)
- ☒ ATTACHMENT B - GENERAL TERMS AND CONDITIONS
- ☒ ATTACHMENT C - 2023 FEE SCHEDULE
- ☐ ATTACHMENT D - _____
- ☐ FEE SCHEDULE - DATED _____
- ☐ ALTA/NSPS LAND TITLE SURVEY RIDER

4. Compensation.

\$ _____ Lump Sum Fee - Based on the Services defined herein
\$ 40,300 Estimated Fee - Client invoiced on an hourly basis commensurate with the attached Fee Schedule
\$ _____ Percentage of Estimated Construction Cost
\$ _____ Other - _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written:

CLIENT/OWNER

BY: _____
AUTHORIZED REPRESENTATIVE

TITLE: _____

HOUSTON ENGINEERING, INC.

BY: Barton A. Schuch 5/24/2023
AUTHORIZED REPRESENTATIVE

TITLE: Office Manager, Principal

PLEASE SIGN AND RETURN ONE COPY TO HOUSTON AT THE ADDRESS ABOVE

Attachment A – Scope of Services

This document describes the scope of services to be performed by Houston Engineering, Inc (HEI) for the Red Lake Watershed District (RLWD). These services are governed by the General Terms and Conditions in **Attachment B** as described in the client owner services agreement.

Phase 1: Analyzing and Evaluating Activities and Goals

During this task, HEI will work with the Partnership to create a uniform structure for summarizing implementation efforts related to the RLR Plan so progress towards goals can be evaluated.

HEI will download eLINK data available on Minnesota Geospatial Commons and consult with local staff to collect implementation data from local staff and partners. Our Scope of Work and budget assumes local implementation data is provided in one uniform spreadsheet that includes at minimum, tabulated data on activity:

- Description (e.g. NRCS practice type)
- Geospatial location
- Cost
- Indicators, calculated in metrics relevant to goals (tons of sediment or pounds of nutrients reduced, acre-feet of runoff, workshops held)

HEI will use indicators to identify and remove duplicate entries between eLINK and local implementation data. Based on this compiled information, our team will create a watershed “tracking spreadsheet” for evaluating progress of activities implemented.

HEI will use the tracking spreadsheet to summarize progress toward intended actions in the implementation plan (RLR Plan Section 5). To build in efficiency, an “accomplishments to date column” will be added to the implementation plan to align with evaluative terms from the performance review and assistance program (PRAP). Columns for years of “actual” implementation will also be added.

Within the plan, measurable goals are summarized in Section 5. Many of these goals are qualitative. During this task, HEI will use PRAP columns within the implementation plan to qualitatively summarize progress made toward goals. Where possible, HEI will also use indicators to report quantitative progress.

Lastly, during this task, HEI will draft a one-page visual summary of implementation activities and progress towards goals.

It is noted that HEI is not confident on the progress of local implementation tracking or PRAP efforts. If any tasks are already accomplished, HEI reserves the right to move dollars across tasks, while remaining within / below the total amount identified by this Agreement.

HEI Deliverables:

- 2017-2022 tracking spreadsheet with description, location, cost, and indicators
- Implementation plan table with added columns for the PRAP
- Visual summary document

Partnership Assumptions:

- Provides (in format specified) compiled implementation data spreadsheet
- Implementation plan table is provided to HEI as a Word document or Excel spreadsheet for use

Phase 2: Plan Writing

Information from the previous task will be used to evaluate if goals were met, and how attainable goals identified for the next five years will be based on factors such as staff capacity, skills, and new data. Based on these outcomes, HEI will recommend plan revisions for consideration based on policy guidance and knowledge.

HEI understands that RLR Partners intend to update their plan to reflect outcomes from previous tasks, and that RLR Partners are interested in formatting their plan to align with other Red River Basin Comprehensive Watershed Management Plans. Should the RLR Partners elect to amend their plan, the plan may be held to current BWSR Plan Content Requirements (Version 2.2). To stay within this project's budget, our Scope of Work assumes the following:

- HEI provides a new format plan set up and style guide
- HEI provides recommendations for revising the Land and Water Resource Inventory to conform to a Land and Water Resource Narrative, with RLR Partners authoring the section
- HEI drafts new, simplified priority issue statements and priority issues plan section
- HEI provides recommendations for up to 15 plan measurable goals (including an acre-feet storage goal) and drafts a new plan section
- HEI provides revised priority resources by planning region
- HEI provides a template for a new, simplified action table for RLR Partners to utilize for the plan section
- HEI reviews and redlines the full revised plan, but does not author new plan content or maps outside sections mentioned above

HEI Deliverables:

- New plan format set up and style guide
- Draft Priority Issues plan section for review by Partnership with one revision
- Revised Priority Issues plan section
- Draft Measurable Goals plan section for review by Partnership with one revision
- Revised Measurable Goals section
- Draft priority resources by planning region for review by Partnership with one revision
- Revised priority resources by planning region for implementation section / goals section
- Template action table

Partnership Assumptions:

- Partnership provides Word documents of all plan sections for use by HEI
- Partnership reauthors all desired plan sections except Priority Issues and Measurable Goals
- HEI does not recreate PTMApp implementation scenarios and is not involved in the formal review process
- Partnership leads formal review process if needed

Meetings

Our Scope of Services includes participation and facilitation for one staff member in three virtual meetings and one in-person workshop in Thief River Falls, MN. Meetings are assumed two hours long each. At the discretion of the plan partners, any meeting can be adjusted to an alternative level of effort, and our team can also be contracted for additional meetings if deemed necessary.

HEI Deliverables:

- 1 in-person workshop (\$2,000 per meeting)
- 3 virtual meetings (\$1,100 per meeting)

Partnership Assumptions:

- Will provide a facility where the in-person meeting can be hosted
- Will distribute meeting materials and print documents needed for each meeting
- May host additional planning meetings without HEI in attendance

Schedule

The schedule on the following page assumes HEI receives a signed agreement no later than June 1, 2023.

Phase Description	Start Date	Completion Date
Phase 1: Analyzing and Evaluating Activities and Goals	June 2023	August 2023
Phase 2: Plan Writing	August 2023	March 2024

Budget

Task and Description	Estimated Cost
Task 1: Analyzing / Evaluating Activities and Goals Accomplished	\$10,700
2017-2022 tracking spreadsheet	
Targeted implementation schedule with added columns for the PRAP	
Visual summary document	
Task 2: Plan Writing	\$22,400
New plan format set up and style guide	
Recommendations for updating Land and Water Resources Narrative	
Revised Priority Issues plan section	
Revised Measurable Goals section	
Revised priority resources by planning region for implementation section / goals section	
Template action table	
Meetings and Project Management	\$7,200
3 virtual meetings and 1 in-person workshop	
Total Estimated Cost	\$40,300

Compensation

HEI will perform the services identified above on a time and materials basis up to an amount of **\$40,300**. HEI shall not exceed this amount for the completion of tasks described within the portion of this Scope of Services titled Professional Services Agreement without prior written approval from the fiscal agent for the RLWD. HEI will use the current year's rate schedule, e.g. 2023 rates for work performed in 2023, and 2024 rates for work performed in 2024 (for 2023 rates, see **Attachment C**). HEI reserves the right to move dollars across tasks, while remaining within / below the total amount identified by this Agreement.

General Terms and Conditions

1. STANDARD OF CARE

Houston shall perform its Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the region where the Project is located.

2. PAYMENT TERMS

Invoices will be submitted periodically (customarily on a monthly basis) and are due and payable upon receipt. Client agrees to pay a service charge on all accounts 30 days or most past due at a rate equal to one percent (1%) each month but in no event shall such service charge exceed the maximum amount allowed by law. Acceptance of any payment from Client without accrued service charges shall not be deemed to be a waiver of such service charges by Houston. In the event Client is past due with respect to any invoice Houston may, after giving five (5) days written notice to Client, suspend all services without liability until Client has paid in full all amounts owing Houston on account of services rendered and expenses incurred, including service charges on past due invoices. Payment of invoices is not subject to discount or offset by Client.

3. CHANGES OR DELAYS

If the Project requires conceptual or process development services, such services often are not fully definable in the initial planning. If, as the Project progresses, facts develop that in Houston's judgment dictate a change in the Services to be performed, Houston shall inform Client of such changes and the parties shall negotiate, in good faith, with respect to any change in scope and adjustment to the time of performance and compensation and modify the Agreement accordingly. In the event the parties are unable to reach an agreement, either party may terminate this Agreement without liability by giving fourteen (14) days written notice to the other party. In the event of termination, the final invoice will include all Services and expenses associated with the Project up to the effective date of termination, and will also include equitable adjustment to reimburse Houston for any termination settlement costs incurred relating to commitments that had become firm before termination plus a 10 percent markup on those settlement costs.

4. PAYMENT

Where the method of payment under the Agreement is based upon cost reimbursement (e.g., hourly rate, time and materials, direct personnel expense, per diem, etc.), the following shall apply: (a) the minimum time segment for charging work is one-quarter hour; (b) labor (hours worked) and expenses will be charged at rates commensurate with the attached fee schedule or, if none is attached, with Houston's current fee schedule (at the time of the work); (c) when applicable, rental charges will be applied to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, Client will be advised at the start of an assignment, task, or phase; and (d) invoices based upon cost reimbursement will be submitted showing labor (hours worked) and total expense. If requested by Client, Houston shall provide supporting documentation at Client's cost, including labor and copying costs.

5. TERMINATION

Either party may terminate this Agreement, in whole or in part, by giving fourteen (14) days written notice to the other party, if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. In such event, and subject to the limitations set forth in this Agreement, the non-defaulting party may pursue its rights and remedies as contemplated by this Agreement and as allowed by law.

6. LIMITATION OF LIABILITY

In no event shall Houston be liable for incidental, indirect or consequential damages of any kind. Houston's maximum cumulative liability with respect to all claims and liabilities under this Agreement, whether or not insured, shall not exceed the greater of \$50,000 or the total compensation received by Houston under this Agreement. The disclaimers and limitations of liability set forth in this Agreement shall apply regardless of any other contrary provision set forth and regardless of the form of action, whether in contract, tort or otherwise. Each provision of this Agreement which provides for a limitation of liability, disclaimer of warranty or condition or exclusion of damages is severable and independent of any other provision and is to be enforced as such. Client hereby releases Houston from any and all liability over and above the limitations set forth in this paragraph.

7. INSURANCE

Houston shall obtain and maintain during the term of this Agreement, at its own expense, workers' compensation insurance and comprehensive general liability insurance in amounts determined by Houston and will, upon request, furnish insurance certificates to Client. The existence of any such insurance shall not increase Houston's liability as limited by paragraph 6 above.

8. HAZARDOUS SUBSTANCES

Client shall furnish or cause to be furnished to Houston all documents and information known by Client that relate to the identity, location, quantity, nature, or characteristics of any asbestos, pollutant or hazardous substance, however defined ("Hazardous Substances") at, on or under the Project site. Houston is not, and has no responsibility as a handler, generator, operator, treater, storer, transporter, or disposer of Hazardous Substances found or identified at the Project. Client agrees to bring no claim for fault, negligence, breach of contract, indemnity, or other action against Houston, its principals, employees, agents, and consultants, if such claim in any way would relate to Hazardous Substances in connection with the Project. Client further agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Houston, its principals, employees, agents, and consultants from and against all claims, damages, losses, and expenses, direct or indirect, or consequential damages, including but not limited to fees and charges for attorneys and court and arbitration costs, arising out of or resulting from the performance of Houston's Services hereunder, or claims brought against Houston by third parties arising from Houston's Services or the services of others and/or work in any way associated with Hazardous Substance activities. This indemnification shall survive termination of this Agreement.

9. INDEMNIFICATION

Client shall indemnify, and hold harmless Houston, together with its officers, directors, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Client's breach of this Agreement or Client's fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. Subject to the limitations set forth in this Agreement, Houston shall indemnify and hold harmless Client, together with its officers, directors, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Houston's breach of this Agreement or Houston's fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. The indemnification obligations set forth in this paragraph shall survive termination of this Agreement.

10. WARRANTY

Except as specifically set forth in this Agreement, Houston has not made and does not make any warranties or representations whatsoever, express or implied, as to Services performed or products provided including, without limitation, any warranty or representation as to: (a) the merchantability or fitness or suitability of the Services or products for a particular use or purpose whether or not disclosed to Houston; and (b) delivery of the Services and products free of the rightful claim of any person by way of infringement (including, but not limited to, patent or copyright infringement) or the like. Houston does not warrant and will not be liable for any design, material or construction criteria furnished or specified by Client and incorporated into the Services provided hereunder.

11. PROJECT SITE

Client shall furnish such reports, data, studies, plans, specifications, documents, and other information regarding surface and subsurface site conditions required by Houston for proper performance of its Services. Houston shall be entitled to rely upon Client provided documents and information in performing the Services required under this Agreement. Houston assumes no responsibility or liability for the accuracy or completeness of any such documents or information. Houston will not direct, supervise, or control the work, means or methods of contractors or their subcontractors in connection with the Project. Houston's Services will not include a review or evaluation of the contractor's or subcontractor's safety measures. The presence of Houston, its employees, agents or subcontractors on a site shall not imply that Houston controls the operations of others nor shall it be construed to be an acceptance by Houston of any responsibility for job-site safety.

12. CONFIDENTIALITY

Houston shall maintain as confidential and not disclose to others without Client's prior consent all information obtained from Client that was not otherwise previously known to Houston or in the public domain and is expressly designated by Client in writing to be "CONFIDENTIAL." The provisions of this paragraph shall not apply to information in whatever form that (a) is published or comes into the public domain through no fault of Houston, (b) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (c) is required to be disclosed by law on order of a court, administrative agency, or other authority with proper jurisdiction. Client agrees that Houston may use and publish Client's name and a general description of Houston's services with respect to the Project in describing Houston's experience and qualifications to other clients or potential clients.

13. RE-USE OF DOCUMENTS

All documents, including drawings and specifications, prepared or furnished by Houston (and Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors) pursuant to this Agreement are instruments of service in respect of the Project, and Houston shall retain ownership thereof, whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for re-use by Client or others on extensions of the Project or on any other project. Any re-use without written verification or adaptation by Houston for the specific purpose intended will be at Client's sole risk and without liability to Houston or Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors with respect to any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom. Any such verification or adaptation will entitle Houston to further compensation at rates to be agreed upon by Client and Houston.

14. REMEDIES

Subject to the limitations set forth in this Agreement, in the event any party is in default of this Agreement, the non-defaulting party shall be entitled to pursue all rights and remedies available to it under this Agreement or as allowed by law.

15. PROPRIETARY DATA

The technical and pricing information in connection with the Services provided by Houston is confidential and proprietary and is not to be disclosed or otherwise made available to third parties by Client without the express written consent of Houston.

16. GOVERNING LAW

The validity, construction and performance of this Agreement and all disputes between the parties arising out of or related to this Agreement shall be governed by the laws, without regard to the law as to choice or conflict of law, of the State of North Dakota. Client consents to jurisdiction as to all issues concerning or relating to this Agreement or the Project with the federal or state district courts designated for Cass County, North Dakota.

17. DATA PRACTICES ACT REQUESTS

Houston considers certain information developed during the execution of services as "not public" and "protected" from public disclosure under the various local, state and federal data practices laws. Client shall reimburse Houston for any and all costs and expenses, including attorneys' fees associated with any requests for release of information under any such laws.

18. FORCE MAJURE

Houston shall not be liable for any loss, damage or delay resulting out of its failure to perform hereunder due to causes beyond its reasonable control including, without limitation, acts of nature or the Client, acts of civil or military authority, terrorists threats or attacks, fires, strikes, floods, epidemics, quarantine restrictions, war, riots, delays in transportation, transportation embargos, extraordinary weather conditions or other natural catastrophe or any other cause beyond the reasonable control of Houston. In the event of any such delay, Houston's performance date(s) will be extended for that length of time as may be reasonably necessary to compensate for the delay.

19. WAIVER OF JURY

In the interest of expediting any disputes that might arise between Houston and Client, Client hereby waives its rights to a trial by jury of any dispute or claim concerning this Agreement, the Services, the Project and any other documents or agreements contemplated by or executed in connection with this Agreement.

20. NOTICES

Any and all notices, demands or other communications required or desired to be given under this Agreement shall be in writing and shall be validly given or made if personally served; sent by commercial carrier service; or if deposited in the United States Mail, certified or registered, postage prepared, return receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail or commercial carrier service, such notice shall be conclusively deemed given three (3) days after deposit thereof in the United States Mail or with a commercial carrier service. Notices, demand or other communications required or desired hereunder shall be addressed to the individuals indicated in this Agreement at the addresses indicated in this Agreement. Any party may change its address or authorized recipient for purposes of this paragraph by written notice given in the manner provided above.

21. MISCELLANEOUS

This Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document regarding the Services. If any provision of this Agreement is determined to be invalid or unenforceable in whole or part by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that as closely as possible expresses the intention of the stricken provision. This Agreement, including but not limited to the indemnification provisions, shall survive the completion of the Services under this Agreement and the termination of this Agreement. This Agreement gives no rights or benefits to anyone other than Houston and Client and has no third party beneficiaries except as may be specifically set forth in this Agreement. This Agreement constitutes the entire agreement between the parties and shall not in any way be modified, varied or amended unless in writing signed by the parties. Prior negotiations, writings, quotes, and understandings relating to the subject matter of this Agreement are merged herein and are superseded and canceled by this Agreement. Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement. This Agreement and the rights and duties hereunder may not be assigned by Client, in whole or in part, without Houston's prior written approval. No failure or delay on the part of Houston in exercising the right, power or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any rights, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The remedies provided in this Agreement are cumulative and not exclusive of any remedies provided by law.

LABOR RATES

The following is a schedule of hourly rates and charges for services offered by Houston Engineering, Inc. These rates are subject to a modest increase on January 1st of each year (typically no more than 5%).

Category	2023 Rates	Category	2023 Rates	Category	2023 Rates
Engineering Intern	\$111	Technician Intern	\$97	Project Assistant 1	\$79
Engineer 1	134	Technician 1	111	Project Assistant 2	91
Engineer 2	141	Technician 2	118	Project Assistant 3	97
Engineer 3	149	Technician 3	127	Project Assistant 4	101
Engineer 4	155	Technician 4	134	Project Assistant 5	108
Engineer 5	166	Technician 5	141	Project Assistant 6	113
Engineer 6	176	Technician 6	149	Planner 1	\$155
Engineer 7	186	Technician 7	156	Planner 2	170
Engineer 8	196	Technician 8	165	Planner 3	185
Engineer 9	205	Technician 9	172	Planner 4	215
Engineer 10	215	Technician 10	181	Planner 5	225
Engineer 11	224	Technician 11	188	Land Surveyor 1	\$141
Engineer 12	235	GIS Intern	\$68	Land Surveyor 2	162
Engineer 13	244	GIS Analyst 1	105	Land Surveyor 3	179
Scientist 1	\$131	GIS Analyst 2	116	Land Surveyor 4	191
Scientist 2	141	GIS Analyst 3	127	Land Surveyor 5	215
Scientist 3	155	GIS Analyst 4	138	Land Surveyor 6	235
Scientist 4	167	GIS Analyst 5	149	CAD Technician 1	\$99
Scientist 5	178	GIS Analyst 6	159	CAD Technician 2	103
Scientist 6	208	Project Manager 1 – Technology	162	CAD Technician 3	111
Scientist 7	235	Project Manager 2 – Technology	179	CAD Technician 4	118
Hydrogeologist 1	\$141	Project Manager 3 – Technology	208	CAD Technician 5	127
Hydrogeologist 2	156	Software Engineer 1	\$122	CAD Technician 6	134
Hydrogeologist 3	178	Software Engineer 2	137	Drone Pilot	\$150
Hydrogeologist 4	221	Software Engineer 3	148	Drone Visual Observer	60
Hydrogeologist 5	235	Software Engineer 4	158	Landscape Architect 1	\$129
Senior Consultant 1	\$199	Software Engineer 5	170	Landscape Architect 2	139
Senior Consultant 2	247	Software Engineer 6	181	Landscape Architect 3	150
Senior Consultant 3	258	Computer Technician	\$171	Landscape Architect 4	161
Senior Consultant 4	268			Landscape Architect 5	171
Senior Consultant 5	278				

SURVEY CREWS & REIMBURSABLE EXPENSES

Category	2023 Rates	Category	2023 Rates
Survey Crews:		ATV/Snowmobile/ Boat	\$15/hour
1-Person Crew (plus equipment)	\$172/hour	ATV w/Tracks	\$30/hour
2-Person Crew (plus equipment)	\$209/hour	Hydrone RCV	\$50/hour
3-Person Crew (plus equipment)	\$259/hour	Small UAS (Drone)	\$25/hour
4-Person Crew (plus equipment)	\$290/hour	Large UAS (Drone)	\$50/hour
Meals	Actual Cost	Deliveries/Postage/Printing	Actual Cost
Hotel	Actual Cost	Surveying Materials: Lath, Hubs, Pipe, etc.	Actual Cost
Mileage – Vehicles:		Special Equipment and Other Materials Required	Actual Cost
2-Wheel Drive	IRS Standard Mileage Rate	Subconsultants	Actual Cost + 10%
4-Wheel Drive	IRS Standard Mileage Rate + \$.20/Mile		
GPS Equipment	\$25/hour/unit		
Robotic Total Station	\$40/hour		



May 23, 2023

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

<delivered via email>

RE: Addendum to Proposal – County Ditch 99 Slope Repair: 800-ft Section South of 265th Street SW

Dear Mr. Jesme,

HDR Engineering, Inc. (HDR) is requesting a change order for an additional \$8,000 for engineering services for the *County Ditch 99 Slope Repair: 800-ft Section South of 265th Street SW* project because of the following reasons:

- The project length was increased from 800 to 1100 feet which resulted in additional CAD work. (30 hours)
- An extra site visit was completed by HDR at the end of April to meet the PCHD engineer (to confirm the project extension) which included survey to incorporate into the design. (6 hours)
- 2 additional alternatives were evaluated due to the soil and hydraulic conditions found after the field work was complete. (16 hours)

If you have any questions, please contact me at (218) 370-2279.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in cursive script that reads 'Kerrie Berg'.

Kerrie Berg, P.E.
Water Resources Engineer

FEMA 2022 -Disaster Declaration

Project Number					Total
	Projects Completed	County	Reimbursement	Mitigation	Reimbursement
13	Moose River Impoundment	Beltrami	\$ 27,485.00		\$ 27,485.00
14	State Ditch 83	Marshall	\$ 3,300.00		\$ 3,300.00
25	Schirrick Dam	Red Lake	\$ 1,500.00		\$ 1,500.00
50	Miller Dam	Red Lake	\$ 12,920.00		\$ 12,920.00
60C	Euclid East impoundment	Polk	\$ 5,445.53		\$ 5,445.53
60D	Brandt Impoundment	Polk	\$ 4,225.53		\$ 4,225.53
81	Parnell Impoundment	Polk	\$ 11,530.53		\$ 11,530.53
161	Ditch 10	Red Lake	\$ 112,282.76		\$ 112,282.76
171	Ditch 14	Pennington	\$ 2,475.00		\$ 2,475.00
176	Black River Impoundment	Pennington	\$ 222,445.11		\$ 222,445.11
178	Thief River Falls Westside FDR	Pennington	\$ 7,526.00		\$ 7,526.00
	Subtotal				\$ 411,135.46
	Projects Not Completed				
25	Schirrick Dam-Gate	Red Lake	\$ 4,240.26	\$ -	\$ 4,240.26
134	Polk County Ditch 63	Polk	\$ 4,656.18	\$ 4,619.59	\$ 9,275.77
175	RLWD Ditch 15	Polk	\$ 30,937.99	\$ 10,683.21	\$ 41,621.20
177	RLWD Ditch 16	Polk	\$ 66,602.65	\$ 42,642.96	\$ 109,245.61
171	RLWD Ditch 14	Pennington	\$ 5,038.86	\$ -	\$ 5,038.86
	Subtotal				\$ 169,421.70
	Total				\$ 580,557.16
Less 10% of the States Share \$14,538.93					

Permit # **23-001**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Ben Gunvalson		4136 31st Ave Cincinnati, OH 45209		tel: 218-368-0645 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Equality** Range: **40** Section: **34** 1/4:(4) Describe in detail the work to be performed. **Pattern Tile/ Gravity**(5) Why is this work necessary? Explain water related issue/problem being solved. **Improve Drainage****Status**

Status	Notes	Date
Approved	P.A. #23-001 – Ben Gunvalson Red Lake County – Equality Township – Section 34 The Red Lake Watershed District (RLWD) approves the pattern tile project with "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. 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. Applicant shall ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 10, 2023
Tabled	P.A. #23-001 – Ben Gunvalson Red Lake County – Equality Township Section 34 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Jan. 25, 2023
Received	None	Jan. 6, 2023

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.

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Knute Knutson		807 9th St NE PO Box 277 Red Lake Falls, MN 56750		tel: 218-689-7681 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **29 1/4: NW**

(4) Describe in detail the work to be performed. **Pattern Tile, Lift Station/Pump**

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

Status

Status	Notes	Date
Approved	P.A. #23-004 – Knute Knutson Polk County – Gervais Township – Section 29/30 The Red Lake Watershed District (RLWD) approves the pattern tile project with Pump 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 install appropriate erosion control measures for energy dissipation at the tile outlet. 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 ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 24, 2023
Tabled	P.A. #23-004 – Knute Knutson Red Lake County – Gervais Township Section 29/30 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Jan. 25, 2023
Received	None	Jan. 4, 2023

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 # **23-007**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Mike Gasper	Gasper Family Farms	PO Box 276 Crookston, MN 56716		tel: mobile: 218-289-0076 fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Polk** Township: **Fanny** Range: **47** Section: **15 1/4: W1/2**(4) Describe in detail the work to be performed. **Install pattern tile with lift station pump.**(5) Why is this work necessary? Explain water related issue/problem being solved. **Improved drainage****Status**

Status	Notes	Date
Approved	P.A. #23-007 – Mike Gasper/Gasper Family Farms Polk County – Fanny Township Section 15 The Red Lake Watershed District (RLWD) approves the pattern tile project with pump 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 install appropriate erosion control measures for energy dissipation at the tile outlet. 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 ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 10, 2023
Tabled	P.A. #23-007 – Mike Gasper/Gasper Family Farms Polk County – Fanny Township Section 15 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 23, 2023
Received	None	Jan. 31, 2023

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 # **23-009**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Euclid Township	Euclid Township	27504 130th Street SW Euclid, MN 56722		tel: mobile: 218-289-3511 fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Polk Township: Euclid Range: 47 Section: 33 1/4: NW1/4**(4) Describe in detail the work to be performed. **Size culvert for possible replacement**

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

Status

Status	Notes	Date
Approved	P.A. #23-009 – Euclid Township Polk County – Euclid Township Section 33/34 Red Lake Watershed District (RLWD) approval to replace a clear span bridge with the following options: • If the road gets built up to the south of the structure then we will recommend (3) 10'x5' boxes • The road stays the same (allowing overtopping) then we could get by with (2) 48" culverts. It appears that the township needs to make a decision on which option to go with. See attachments. 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 when applicable. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 24, 2023
Tabled	P.A. #23-009 – Euclid Township Polk County – Euclid Township Section 33/34 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 23, 2023
Received	None	Feb. 8, 2023

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.

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Mallea Family Trust	Mallea Family Trust	3000 Alisol Road Gaviota, CA 93117		tel: 805-451-5893 mobile: fax:

General Information

(1) The proposed project is a:

Wetland Restoration or Other Water Retention Related Structures

(2) Legal Description

(3) County: **Pennington** Township: **Hickory** Range: **39** Section: **21** 1/4: **NE1/4**

(4) Describe in detail the work to be performed. **NRCS plans to restore the hydrology to the NE1/4 of Section 21 by filling in the existing ditches on the parcel and construction a dike (approx. 2' in height) on the north edge of the property.**

(5) Why is this work necessary? Explain water related issue/problem being solved. **Parcel has been enrolled in the USDA's Wetland Reserve Easement (WRE) Program. As such, NRCS restores the hydrology to the parcel to the extent possible.**

Status

Status	Notes	Date
Approved	P.A. #23-010 – Mallea Family Trust Pennington County – Hickory Township Section 21 Red Lake Watershed District (RLWD) approval to perform Wetland Restoration Project. Land has been enrolled in a permanent WRP easement in NE quarter of section 21 in Hickory Township. 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 shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 19, 2023
Tabled	P.A. #23-010 – Mallea Family Trust Pennington County – Hickory Township Section 21/22 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 23, 2023
Received	None	Feb. 10, 2023

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 # **23-011**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Poplar River Township	Poplar River Township	Just east of US Hwy 59 & T117 intersection None		tel: 701-793-1200 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Poplar River** Range: **42** Section: **14 1/4**:(4) Describe in detail the work to be performed. **High-water relief culvert. Relieve by allowing for the water to go North during high water.**(5) Why is this work necessary? Explain water related issue/problem being solved. **Relieve Flooding for home owner (John Kreitzer)****Status**

Status	Notes	Date
Approved	P.A. #23-011 – Poplar River Township Red Lake County – Poplar River Township Section 14/23 The Red Lake Watershed District (RLWD) approves to have a 18" "high water relief culvert" installed near the Hwy 59 and 250th St intersection. The purpose of the pipe is to move high water from the ditch North across 250th to a centerline pipe under Hwy 59 in an attempt to relieve the ditch from topping any roads and keep it from getting close to structures. 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 when applicable. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 24, 2023
Tabled	P.A. #23-011 – Poplar River Township Red Lake County – Poplar River Township Section 14/23 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 23, 2023
Received	None	Feb. 13, 2023

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 # **23-012**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Poplar River Township	Poplar River Township	T-49 None		tel: 701-793-1200 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Poplar River** Range: **42** Section: **13 1/4**:(4) Describe in detail the work to be performed. **Install culvert and clean down stream ditch. Divert water from east side of the road to the west near Jim Hagge residence to relieve high-water pressure during high-water events.**(5) Why is this work necessary? Explain water related issue/problem being solved. **Jim Hagge residence floods during high water.****Status**

Status	Notes	Date
Approved	P.A. #23-012 – Poplar River Township Red Lake County – Poplar River Township Section 13/14 The Red Lake Watershed District (RLWD) approves to have an 18" "high water relief culvert" installed South of Jim Hagge residence on 230th Ave. and clean the west side ditch of 230th Ave to allow better drainage to the North into a field ditch that runs through Dwight and Mary Robidoux's field. The culvert will allow high water to cross 230th Ave before getting to Jim's house. 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 when applicable. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 24, 2023
Tabled	P.A. #23-012 – Poplar River Township Red Lake County – Poplar River Township Section 13/14 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 23, 2023
Received	None	Feb. 13, 2023

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 # **23-013**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Poplar River Township	Poplar River Township	T-117 between sections 13 & 24 None		tel: 701-793-1200 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Poplar River** Range: **42** Section: **13 1/4**:(4) Describe in detail the work to be performed. **Build up road to prevent overflow during high-water events**(5) Why is this work necessary? Explain water related issue/problem being solved. **When the road floods over, it brings extra water towards Jim Hagge residence****Status**

Status	Notes	Date
Approved	P.A. #23-013 – Poplar River Township Red Lake County – Poplar River Township – Section 13 The Red Lake Watershed District (RLWD) approves to have the township road 250th Ave raised to keep the water from toppling and heading north towards Jim Hagge residence. RLWD staff has completed a survey of the road to locate the low spots to be filled in. 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 when applicable. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 24, 2023
Tabled	P.A. #23-013 – Poplar River Township Red Lake County – Poplar River Township Section 13/24 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 23, 2023
Received	None	Feb. 13, 2023

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 # 23-021

Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Knute Knutson		809 9th Street NE PO Box 277 Red Lake Falls, MN 56750		tel: 218-686-7681 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **19 1/4** **SE1/4**(4) Describe in detail the work to be performed. **Install subsurface pattern drain tile with lift station pump.**(5) Why is this work necessary? Explain water related issue/problem being solved. **Land Improvement.****Status**

Status	Notes	Date
Approved	P.A. #23-021 – Knute Knutson Polk County – Gervais Township – Section 19 The Red Lake Watershed District (RLWD) approves the pattern tile project with Pump 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 install appropriate erosion control measures for energy dissipation at the tile outlet. 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 ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 24, 2023
Tabled	P.A. #23-021 – Knute Knutson Red Lake County – Gervais Township Section 19 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 6, 2023
Received	None	March 16, 2023

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 # 23-025

Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
MnDOT	Minnesota Department of Transportation	3920 Hwy 2 West Bemidji, MN 56601		tel:218-328-4796 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification**Road Grading**

(2) Legal Description

(3) County: **Polk** Township: **Grand Forks** Range: **None** Section: **None** 1/4:(4) Describe in detail the work to be performed. **Work will consists of pavement replacement along TH220, grading, culvert work, and ditch grading. Culvert replacements fall within the RLWD boundary. Existing culverts are round, most are proposed to be replaced with equivalent flow area arch pipes.**(5) Why is this work necessary? Explain water related issue/problem being solved. **Culverts are in poor condition and rusting. Roadway surface above is being replaced and this is our opportunity to ensure drainage is maintained.****Status**

Status	Notes	Date
Approved	P.A. #23-025 – MNDOT/Matt Bitter Polk County – Grand Forks, Esther, and Northland Township on State Hwy 220 Red Lake Watershed District (RLWD) approval to replace culverts that fall within the scope of work being done on Hwy 220 north of East Grand Forks. Most pipe locations will be changed from round to equivalent size arch pipes along the MNDOT project. Many of the culverts in the project area are in poor condition and rusting. 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 shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 19, 2023
Tabled	P.A. #23-025 – MNDOT/Matt Bitter Polk County – Grand Forks, Esther, and Northland Township on State Hwy 220 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 6, 2023
Received	None	March 23, 2023

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 # **23-030**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Kolstoe Farms Kolstoe	Kolstoe Farms	17242 280th Avenue SE Oklee, MN 56742		tel:218-289-3046 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Red Lake** Township: **Garnes** Range: **41** Section: **11 1/4: NW1/4**(4) Describe in detail the work to be performed. **Install pattern tile with lift station/pump.**(5) Why is this work necessary? Explain water related issue/problem being solved. **Land improvement.****Status**

Status	Notes	Date
Approved	P.A. #23-030 – Kolstoe Farms Red Lake County – Garnes Township Section 11 The Red Lake Watershed District (RLWD) approves the pattern tile project with “pump” 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 install appropriate erosion control measures for energy dissipation at the tile outlet. 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 ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 19, 2023
Tabled	P.A. #23-030 – Kolstoe Farms Red Lake County – Garnes Township Section 11 Red Lake Watershed District (RLWD) Tabled due to amount of snow in ditch to accurately inspect the permit. Will revisit in the spring when allowed. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	April 6, 2023
Received	None	March 28, 2023

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 # **23-040**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Goodwin Farms	Goodwin Farms	11055 320th Ave NW Angus, MN 567621		tel:218-201-0118 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Pennington** Township: **Keystone** Range: **48** Section: **1 1/4**:(4) Describe in detail the work to be performed. **Pattern Tile/Lift Station-Pump**

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

Status

Status	Notes	Date
Approved	P.A. #23-040 – Goodwin Farms Polk County – Keystone Township – Section 1 The Red Lake Watershed District (RLWD) approves the pattern tile project with Pump 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 install appropriate erosion control measures for energy dissipation at the tile outlet. 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 ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 24, 2023
Received	None	April 12, 2023

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.

Applicant Information

Name	Organization	Address	Email	Phone Number(s)
Todd & Debra Stanley		72552 Hwy 89 Grygla, MN 56727		tel: 218-689-1399 mobile: fax:

General Information

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Beltrami** Township: **Lee** Range: **38** Section: **3 1/4**:

(4) Describe in detail the work to be performed. **Pattern Tile/Lift Station-Pump**

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

Status

Status	Notes	Date
Approved	P.A. #23-043 – Todd and Debra Stanley Beltrami County – Lee Township – Section 3 The Red Lake Watershed District (RLWD) approves the pattern tile project with Pump 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 install appropriate erosion control measures for energy dissipation at the tile outlet. 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 ensure that the tile outlet is visibly marked. Any damage caused by future ditch maintenance is the responsibility of the landowner. ■ 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.	May 8, 2023
Received	None	April 14, 2023

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 # **23-045**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Branden & Bobbi Narlock		12007 200th St SE Red Lake Falls, MN 56750		tel: 218-686-8486 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **30 1/4**:(4) Describe in detail the work to be performed. **Sizing a culvert, check to see if it is the proper size for the drainage area**(5) Why is this work necessary? Explain water related issue/problem being solved. **The last 2 years in the spring the water builds up so much it washes out our driveway and gravel ends up on our yard. We have had to request many loads of gravel to replace it.****Status**

Status	Notes	Date
Approved	P.A. #23-045 – Branden and Bobbi Narlock Red Lake County – Gervais Township Section 30 Red Lake Watershed District (RLWD) approval to replace (2) 29x42 cmp with the following options: • 60" round culvert which may require building the driveway up in elevation for adequate road cover. • Or installation of a 41"x71" arch pipe due to driveway elevation and adequate road cover over 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 when applicable. Install new pipe (as close as possible) to the same flowline/invert elev. as existing pipe. Applicant shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 24, 2023
Received	None	April 14, 2023

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 # **23-051**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Pennington County	Pennington County	250 125th Ave. NE Thief River Falls, MN 56701		tel:218-683-7017 mobile: fax:

General Information

(1) The proposed project is a:

Other

(2) Legal Description

(3) County: **Pennington** Township: **Sanders** Range: **44** Section: **26 1/4**:(4) Describe in detail the work to be performed. **Install a flap gate on centerline culvert through CR57**(5) Why is this work necessary? Explain water related issue/problem being solved. **The flap gate will prevent water from escaping CD 96 and flowing into the field to the south. The purpose of the culvert is to allow drainage to flow from the field on the south side of CR57 to the north into CD 96.****Status**

Status	Notes	Date
Approved	P.A. #23-051 – Pennington County Pennington County – Sanders Township Section 26 Red Lake Watershed District (RLWD) approval to install a flap gate to keep water from escaping CD 96 onto adjacent landowners. 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 shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 19, 2023
Received	None	May 1, 2023

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 # **23-054**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:218-201-1424 mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Marshall** Township: **Agder** Range: **42** Section: **32 1/4**:(4) Describe in detail the work to be performed. **Replace existing 60" culvert - may make length longer**(5) Why is this work necessary? Explain water related issue/problem being solved. **Existing Culvert if failing****Status**

Status	Notes	Date
Approved	P.A. #23-054 – Marshall County Hwy Dept. Marshall County – Agder Township Section 32 Red Lake Watershed District (RLWD) approval to replace a failed 60" culvert with a new 60" 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 shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 22, 2023
Received	None	May 8, 2023

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 # **23-055**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Tyler & Trisha Champ		19362 138th Ave NE Building site TBD 138th Ave. NE Thief River Falls, MN 56701		tel: 612-220-2117 mobile: 218-686-5227 fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Pennington** Township: **North** Range: **43** Section: **16 1/4**:(4) Describe in detail the work to be performed. **Install a crossing/driveway**(5) Why is this work necessary? Explain water related issue/problem being solved. **Building a house****Status**

Status	Notes	Date
Approved	P.A. #23-055 – Tyler and Trisha Champ Pennington County – North Township Section 16 Red Lake Watershed District (RLWD) approval to install an 18" culvert for a new driveway access to property. 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 shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 19, 2023
Received	None	May 10, 2023

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 # **23-062**Status Report: **Approved****Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
North Township	North Township	18453 130th Ave NE Thief River Falls, MN 56701		tel: mobile: fax:

General Information

(1) The proposed project is a:

Culvert Installation / Removal / Modification

(2) Legal Description

(3) County: **Pennington** Township: **North** Range: **43** Section: **28 1/4**:(4) Describe in detail the work to be performed. **Replace Failed Culvert under 130th Ave**(5) Why is this work necessary? Explain water related issue/problem being solved. **Culvert Failed, and is washing the road out.****Status**

Status	Notes	Date
Approved	P.A. #23-062 – North Township Pennington County – North Township Section 28 Red Lake Watershed District (RLWD) approval to replace a failed 18" centerline culvert and install a new 18" centerline culvert. Culvert is under 130th Ave NE just south of Sjobergs Cable tower. 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 shall install appropriate erosion control measures for energy dissipation at the outlet of pipes. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	May 19, 2023
Received		May 10, 2023

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.



SAVE THE DATE

**MINNESOTA ASSOCIATION
OF COUNTIES AUDITOR
TREASURERS FINANCIAL
OFFICERS (MACATFO)**

ALONG WITH

**MINNESOTA ASSOCIATION
OF DRAINAGE INSPECTORS
(MADI)**

DRAINAGE CONFERENCE

DRAINAGE CONFERENCE

WHEN:

**Roundtable
Wednesday Evening,
August 16th – Noon
Friday, August 18th,
2023**

WHERE:

**Holiday Inn & Suites
75 37th Ave. South
St. Cloud, MN 56301**

RESERVE HOTEL ACCOMMODATIONS:

(320) 253-9000

**[http://www.holidayinn
.com/stcloudmn](http://www.holidayinn.com/stcloudmn)**

**(Reserve under
MACATFO Conference
for discounted rates)**

MACATFO & MADI

Present

**August 16th PM – Noon
18th, 2023**

Drainage Conference

Full agenda to follow!

Red Lake Watershed District

President
Dale M. Nelson

Vice President
Gene Tiedemann

Treasurer
Terry Sorenson

1000 Pennington Avenue South
Thief River Falls, MN 56701
218-681-5800

218-681-5839 FAX
e-mail: RLWD.redlakewatershed.org
www.redlakewatershed.org

Secretary
LeRoy Ose

Managers
Tom Anderson
Allan Page
Brian Dwight

May 24, 2023

Ms. Melissa Bushy
819 Alice Drive
Thief River Falls, MN 56701

RE: Office Manager

Dear Ms. Bushy:

This letter is to confirm our conversation of May 19th offering you the position of RLWD Office Manager.

We are pleased to offer you the position of Office Manager at the annual rate of \$55,000.00 which is \$26.44 per hour. Your negotiated benefits also include eight years of service for vacation, which is 160 hours per year of accrued vacation. This will increase to 180 hours per year after 2 years. Your first day of employment will be 8:00 am, Monday, June 5, 2023, at which time we will provide you with all required employee information and documents.

Congratulations on your new position and we look forward to working with you.

Sincerely,



Myron Jesme
Administrator

Red Lake Watershed District

Summer Hours Proposal

Details:

1. 4 – 9 hour days and 1 – 4 hour day on Friday. Office closes at noon on Friday.
2. Runs from Memorial Day Weekend to Labor Day Weekend
3. Consideration for construction season & water sampling schedule as per approval by Administrator
4. If program is abused in any way, benefit may be taken away
5. At the end of the program, Administrator to report back to board

Red Lake Watershed District - Administrators Report

May 25, 2023

Red River Watershed Management Board – LeRoy and I attended the Red Board meeting which was held at 10:00 am May 16, 2023, in Ada. LeRoy attended live, and I attended via Teams. There will be a budget/finance committee meeting held June 5th at the District office. I have typically been involved with that meeting but will be on vacation that day.

Drainage Workgroup Meeting – I attended the third Drainage Workgroup (DWG) meeting which was held at 9:30 am Monday May 22, 2023, at the Douglas County Public Works meeting room in Alexandria. At this point we are finding it difficult to conclude as to where “Downstream” effects should end.

BWSR/WD-WMO Legislative Update – BWSR is holding a meeting today at 11:00 pm to update all members of “Minnesota Watersheds” on legislative items of interest. I will give the Board an update on the legislative items at our next Board meeting.

Mud River Project Team – The Mud River Project team will meet at 10:00 am June 5th at the District office.

Thief River 1W1P – There will be a Planning work team meeting held at 1:00 pm, June 5th via Teams. This meeting will be held in preparation of the Advisory/Policy Committee meeting held at 9:00 am June 12th at the District Board Room.

Memorial Day – Office will be closed Monday May 29th for Memorial Day.