

# **RED LAKE WATERSHED DISTRICT**

June 13, 2024

9:00 a.m.

## **Agenda**

|           |  |             |
|-----------|--|-------------|
| 9:00 a.m. | Call to Order  | Action      |
|           | Review and approve agenda  | Action      |
|           | Requests to appear   | Information |
|           | May 23, 2024 Minutes   | Action      |
|           | Financial Report dated June 12, 2024   | Action      |
|           | 2025 Budget & Salary Timeline  | Information |
|           | Floodplain Mapping   | Information |
|           | Mud River, RLWD Project No. 180C – LSOHC Funding   | Information |
|           | Pine Lake Phase II, RLWD Project No. 26B – Update  | Information |
|           | RLWD Project No. 50F, Knutson Dam – Update   | Information |
|           | SD 83 Project Work Team Facilitation Services  | Info/Action |
|           | Permit Extension: RLWD Permit No. 23068, Gervais Twp, Red Lake Cty                                     | Info/Action |
|           | Withdrawn Permit: RLWD Permit No. 24059, Esther Twp, Polk Cty  | Info/Action |
|           | Table Permit No. 24024, Red Lake Falls Township, Red Lake County                                       | Info/Action |
|           | Table Permit No. 24049, Euclid Township, Polk County   | Info/Action |
|           | Table Permit No. 24061: Deer Park Township, Pennington County  | Info/Action |
|           | Petition for Inclusion – Red Lake River, RLWD Project No. 2<br>Hearing Date: July 25, 2024 @ 9:30 a.m. | Action      |
|           | Permits: 24017, 24036, 24050, 24056, 24057, 24058, 24060, & 24062                                      | Action      |
|           | Administrators Report  | Information |
|           | Legal Counsel Update   | Information |
|           | Managers' Updates  | Information |

Adjourn

Action

UPCOMING MEETINGS

|                  |   |
|------------------|---|
| June 18, 2024    | RRWMB, Ada 10:00 a.m.                               |
| June 18, 2024    | SD 83 Project Work Team Kick-Off Meeting, 2:00 p.m. |
| June 19, 2024    | Juneteenth Holiday – RLWD Office Closed             |
| June 20, 2024    | FDRWG, Ada 10:00 a.m.                               |
| June 25-26, 2024 | MN Watersheds (MAWD) Summer Tour, St. Paul          |
| June 28, 2024    | RLWD Board Meeting, 9:00 a.m. (Note Change of Date) |
| July 4-5, 2024   | Independence Day Holiday - Office Closed            |

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
May 23, 2024

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

Managers Present: Gene Tiedemann, Terry Sorenson, Tom Anderson, LeRoy Ose, Grant Nelson, and Allan Page. Managers Absent: Brian Dwight. Staff Present: Tammy Audette, Melissa Bushy, Elaine Rychlock, Erick Huseh, Nate Koland, Tony Olson, Corey Hanson, and Legal Counsel, Delray Sparby.

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

The Board reviewed the May 9, 2024, board meeting minutes. Motion by Sorenson, seconded by Anderson, to approve the May 9, 2024, board meeting minutes, as presented. Motion carried.

The Board reviewed the Financial Report dated May 22, 2024. Motion by Nelson, seconded by Anderson, to approve the Financial Report dated May 22, 2024. Motion carried.

The following quotes were received for the Sluice Gate Structure Replacement on the Elm Lake/Farmes Pool, RLWD Project No. 52: Anderson Excavating, \$45,250; CC Steel LLC, \$61,500; and Spruce Valley Corporation, \$123,228. Motion by Sorenson, seconded by Ose, to accept the low quote from Anderson Excavating in the amount of \$45,250, for the Sluice Gate Structure Replacement on the Elm Lake/Farmes Pool, RLWD Project No. 52. Motion carried. Engineer Tony Nordby, Houston Engineering, stated that the contractor will need to order the gate immediately, so a partial payment for materials on hand will be completed. District staff will coordinate with the MnDNR on drawdown of the pool.

Engineer Tony Nordby, Houston Engineering, Inc. reviewed the final cost estimates for the Drees/Stock Bank Stabilization Projects, Thief River 1W1P, RLWD Project No. 149A. All three sites will be combined; therefore, the project will be bid out. A motion was made by Ose, seconded by Page, to approve the plans and specifications for the Drees/Stock Bank Stabilization projects, RLWD Project No. 149A, with bids being accepted until July 28, 2024, at 9:30 a.m. Motion carried.

Administrator Audette reviewed the project team membership for the State Ditch 83 area flooding concerns, noting the addition of Trent Stanley and Pat Erickson. Motion by Ose, seconded by Nelson, to approve the additional names added to the State Ditch 83 area project work team. Motion carried. The project work team kick-off meeting is scheduled for June 18 at 2:00 p.m. at the District office.

Administrator Audette reviewed the maintenance expenses incurred to date on the Good Lake Impoundment Project, RLWD Project No. 67. Discussion was held on the age of the structure and condition of the dike. District staff noted that the top of the dike needs repair as water is standing

in the ruts. Local landowner and tribal member, Kelly Dahlen, is the gate tender and handles maintenance of the impoundment. Audette asked for direction from the Board as to what type of maintenance should be completed. After considerable discussion by the Board, a motion was made by Ose, seconded by Nelson to authorize staff to continue working with Mr. Dahlen on general maintenance of the impoundment, with any major repairs needing Board approval prior to completion. Motion carried. Managers Sorenson and Tiedemann voted in opposition to. Manager Dwight was absent.

Staff member, Tony Olson, reviewed the data from the Pine Lake Buoy, RLWD Project No. 26B. The link to the buoy data will be posted to the District website.

Administrator Audette reviewed a cost share request from the East Polk Soil and Water Conservation District for lake monitoring. The RLWD's contribution would be \$3,240. A motion was made by Sorenson, seconded by Page, to approve the cost share amount of \$3,240. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 24044 in Garnes Township, Section 17, Red Lake County. The recommendation was to deny the permit. A motion was made by Page, seconded by Anderson, to deny RLWD Permit No. 24044. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 23026 in Poplar River Township, Section 14, Red Lake County. The recommendation was to grant the permit extension request. A motion was made by Page, seconded by Nelson, to approve the permit extension for RLWD Permit No. 23026. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 23033 Fairfax Township, Section 9, Polk County. The recommendation was to grant the permit extension request. A motion was made by Sorenson, seconded by Page, to approve the permit extension for RLWD Permit No. 23033. Motion carried.

Staff member, Tony Olson, discussed RLWD Permit No. 23036 in Fairfax Township, Section 9, Red Lake County. The recommendation was to grant the permit extension request. A motion was made by Page, seconded by Nelson, to approve the permit extension for RLWD Permit No. 23036. Motion carried.

The Board reviewed the permits for approval. Motion by Sorenson, seconded by Page, to approve the following permits with conditions stated on the permit: No. 24025, Thorson Farming, Bygland Township, Polk County; No. 24027, Scott Tersteeg, Terrebonne Township, Red Lake County; No. 24029, MnDOT, Eckvoll Township, Marshall County; No. 24030, Roy Gross, Langor Township, Beltrami County; No. 24032, Stephanie Wilde, Eden Township, Polk County; No. 24043, Pennington County, Hickory Township, Pennington County; No. 24045, Mayfield Township Chairman, Mayfield Township, Pennington County; No. 24046, Mayfield Township Chairman, Mayfield Township, Pennington County; No. 24047, Pennington County, Rocksbury Township, Pennington County; No. 24051, Kevin Krueger, Belgium Township, Polk County; No. 24053, Polk County Highway Dept, Hill River Township, Polk County; No. 24054,

Red Lake County Highway Dept, Poplar River Township, Red Lake County; and No. 24055, Scott Morinville, Poplar River Township, Red Lake County. Motion carried.

Administrator Audette reviewed a training request from staff member Kallis to attend the MN Department of Resources River Ecology Unit 2024 Workshop in Fergus Falls, MN, August 12-14, 2024. A motion was made by Anderson, seconded by Ose, to approve staff member Kallis to attend the DNR training in August. Motion carried.

Administrator Audette stated that after reviewing the funding breakdown of the Black River Impoundment, RLWD Project No. 176, it was determined that the project received funds from FEMA for the 2022 flood damage, and from the 2020 Grant awarded to the Red Lake River 1W1P, RLWD Project No. 149, in the amount of \$73,455. Audette recommended crediting that amount back to the Red Lake River 1W1P, which would require sending the funds back to the State of Minnesota as the 2020 grant was closed out. Motion by Nelson, seconded by Ose, to return \$73,455 back to the State of Minnesota for funds received through the Red Lake River 1W1P, RLWD Project No. 149 for repairs to the Black River Impoundment, RLWD Project No. 176 for the 2022 flood damage. Motion carried.

#### Administrators Update:

- **Pine Lake levels:** Due to a predicted rain event, District staff removed one stoplog from the outlet structure. Both easements have been signed with the landowners for Phase II of the Pine Lake Project. Easements have been submitted to Clearwater County for recording. The pre-construction meeting is scheduled for May 29<sup>th</sup> at 10:00 a.m. on-site.
- **River Watch Retreat:** The International Water Institute has scheduled a River Watch Overnight Leadership Retreat on June 11-12<sup>th</sup> to be held at UMC. This event has not taken place since prior to COVID. Each school involved in River Watch can send their team captains to the event. The event schedule is included in the packet.
- **River Watch and River of Dreams:** Included in the packet is an update on recent activities with the River Watch Program and River of Dreams.
- **Huot Bank Stabilization Project:** Audette and staff member, Corey Hanson, participated in a virtual meeting with Tony Nordby along with MnDNR staff. MnDNR staff informed us that we will not need to complete a survey for mussels. MnDNR staff also stated that they have been going away with the rock stream barb design, focusing on bank stabilization. Audette will contact landowners to make them aware of the proposed project. District staff completed the survey with assistance from the Pennington SWCD North Pod with the use of their sonar boat.
- **Moose River/JD 21 meeting:** District staff will participate in a Judicial Ditch 21 meeting in Grygla on May 28<sup>th</sup>. Staff from Beltrami County will also be in attendance for discussion on the survey and report completed on JD 21 by the District.
- **Upper Lower Red Lake 1W1P:** The Upper Lower Red Lake 1W1P meeting will be held on May 28<sup>th</sup> at 9:00 a.m. at the Red Lake Casino.
- **Thief River 1W1P:** The Thief River 1W1P Advisory and Policy Committee meeting will be held on June 10, 2024 at 9:00 a.m. at the District office.

- **Red Lake River 1W1P:** The Red Lake River 1W1P Policy Committee meeting will be held June 12, 2024, at 9:30 a.m. at the District office.
- **Summer Hours:** Just a reminder that Summer hours begin next week on Tuesday, May 28<sup>th</sup>. The District office will be open from 7:00 a.m. – 4:30 p.m. Monday-Thursday, and 8:00 a.m. – 12:00 p.m. on Fridays. Notice will be posted on the District office door, website and phone system.

Legal Counsel Sparby said no news or opinions were issued for the Appeal on the Improvement to Polk County Ditch 39, RLWD Project No. 179.

A motion was made by Nelson, seconded by Sorenson, to adjourn the meeting. Motion carried.

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LeRoy Ose, Secretary

**RED LAKE WATERSHED DISTRICT**  
**Financial Report for June 13, 2024**

| Ck#    | Check Issued to:              | Description                               | Amount        |
|--------|-------------------------------|---|---------------|
| online | EFTPS                         | Withholding FICA, Fed & Medi (pp 6-5-24)  | \$ 4,952.52   |
| online | MN Department of Revenue      | Withholding Taxes (pp 6-5-24)             | \$ 841.71     |
| online | PERA                          | pp 6/5/2024                               | \$ 2,783.16   |
| 41279  | Void check                    | set up direct deposit for equip. Thibert  | \$ -          |
| 41280  | Corp Tech                     | April Invoice - Microsoft 365             | \$ 240.00     |
| 41281  | Matrix                        | Deferred comp                             | \$ 772.01     |
| 41282  | Gene Tiedemann                | April/May mileage                         | \$ 337.01     |
| 41283  | Dakota Mailing & Shipping     | Red Ink Cartridge                         | \$ 173.21     |
| 41284  | East Polk SWCD                | <b>**see details below</b>                | \$ 30,528.28  |
| 41285  | Farmers Union Oil             | Gas for vehicles                          | \$ 1,123.89   |
| 41286  | Frontier Precision            | Rechargeage Batteries                     | \$ 494.20     |
| 41287  | Houston Engineering           | <b>**see details below</b>                | \$ 2,151.00   |
| 41288  | Hugo's                        | Meeting supplies, kitchen supplies        | \$ 257.41     |
| 41289  | Kristie Huseeth               | Monthly cleaning                          | \$ 770.00     |
| 41290  | L&M Fleet                     | Liquid Terro, Caulking & Extention Cord   | \$ 175.81     |
| 41291  | Marco                         | Copy machine and phones                   | \$ 649.09     |
| 41292  | MN Dept. of Natural Recources | River Ecology Workshop - Lindsey          | \$ 400.00     |
| 41293  | Pennington SWCD               | <b>**see details below</b>                | \$ 20,826.25  |
| 41294  | Red Lake County SWCD          | <b>**see details below</b>                | \$ 7,570.00   |
| 41295  | RMB Enviroment Laboratories   | Courier Fees for Water Quality Samples    | \$ 4,204.00   |
| 41296  | Thibert Chevrolet             | Add ons for Tony's truck                  | \$ 2,377.96   |
| 41297  | Les Cota                      | Mowing proj. #170 & 171A                  | \$ 1,680.00   |
| 41298  | Houston Engineering           | <b>**see details below</b>                | \$ 26,871.00  |
| 41299  | ISD #630                      | RLCC Sub reimbursement for Riverwatch     | \$ 1,000.99   |
| 41300  | Jeremy Rychlock               | Moose River readings and beaver           | \$ 3,043.53   |
| 41301  | RMB Enviroment Laboratories   | Courier Fees for Water Quality Samples    | \$ 1,676.00   |
| 41302  | MN BWSR                       | 2020 grant reimbursement                  | \$ 73,455.00  |
| online | Card Member Services          | Adobe subsc., Buffer Solution, desk riser | \$ 1,165.91   |
| online | Northwest Service Coop        | Health Insurance Premiums                 | \$ 10,100.02  |
| online | Vestis (Aramark)              | Office Rug Rental                         | \$ 94.28      |
| online | Aflac                         | Staff paid insurance                      | \$ 326.24     |
| online | Delta Dental                  | Dental Insurance Premium                  | \$ 597.05     |
| online | NCPERS                        | Staff life insurance                      | \$ 128.00     |
| online | City of Thief River Falls     | Utilities                                 | \$ 475.46     |
| online | WEX                           | FSA Medical Claim                         | \$ 20.17      |
| online | WEX                           | FSA Medical Claim                         | \$ 820.00     |
| direct | Grant Nelson                  | Mileage                                   | \$ 48.24      |
| direct | Al Page                       | Mileage                                   | \$ 93.80      |
| direct | Brian Dwight                  | Mileage                                   | \$ 226.72     |
| direct | Leroy Osse                    | Mileage                                   | \$ 345.05     |
| direct | Terrance Sorenson             | Mileage                                   | \$ 147.40     |
| direct | Staff and Board Payroll       | Salaries (pp 6/5/24)                      | \$ 17,095.80  |
|        | <b>Total Checks</b>           |   | \$ 221,038.17 |

|                         |                                    |                    |
|-------------------------|------------------------------------|--------------------|
| <b>**East Polk SWCD</b> | <b>Clearwater River admin fees</b> | <b>\$10,213.92</b> |
|                         | <b>149B non billable match</b>     | <b>\$20,314.36</b> |
|                         |                                    | <b>\$30,528.28</b> |

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>**HOUSTON</b>              | <i>Red Lake River 1W1P</i>                 | \$3,537.97         |
|                               | <i>Midpoint Grant</i>                      | \$3,943.69         |
|                               |  | <u>\$758.81</u>    |
|                               |  | <b>\$2,151.00</b>  |
| <b>**Pennington SWCD</b>      | <i>Clearwater admin</i>                    | \$364.56           |
|                               | <i>Red Lake River 1W1P fees</i>            | \$1,975.46         |
|                               | <i>Thief River 1W1P</i>                    | \$391.60           |
|                               | <i>Midpoint admin RLR 1W1P</i>             | \$909.63           |
|                               | <i>Sorvig Family reimbursement</i>         | <u>\$17,185.00</u> |
|                               |  | <b>\$20,826.25</b> |
| <b>**Red Lake County SWCD</b> | <i>Emeraldville Township Section 9</i>     | \$3,933.75         |
|                               | <i>Red Lake Falls Section 22</i>           | <u>\$3,636.25</u>  |
|                               | <i>for T&amp;E - Mike Baker</i>            | <b>\$7,570.00</b>  |
| <b>**HOUSTON</b>              | <i>State Ditch 83 T&amp;E</i>              | \$12,816.00        |
|                               | <i>Knutson Dam T&amp;E</i>                 | \$114.00           |
|                               | <i>Clear River Chan. Stability T&amp;E</i> | \$1,017.00         |
|                               | <i>Payment &amp; Cardinal T&amp;E</i>      | \$1,002.00         |
|                               | <i>Elm Lake Farms T&amp;E</i>              | \$1,631.00         |
|                               | <i>Lost River Outlet Structure T&amp;E</i> | \$3,798.00         |
|                               | <i>SD 83 Reconnaissance T&amp;E</i>        | \$2,059.00         |
|                               | <i>Huot Streambank T&amp;E</i>             | \$1,717.00         |
|                               | <i>Theif River FDR T&amp;E</i>             | <u>\$2,717.00</u>  |
|                               |  | <b>\$26,871.00</b> |

|                |                             |                                |           |                   |
|----------------|-----------------------------|--------------------------------|-----------|-------------------|
| <b>Banking</b> | Total Checks Written        |                                | \$        | 767,266.16        |
|                | Receipt #12222              | May Interest                   | \$        | (221,038.17)      |
|                | Receipt #12224              | Red Lake County Current taxes  | \$        | 2,020.27          |
|                |                             |                                | \$        | 273,317.58        |
|                | Balance as of June 13, 2024 |                                | <b>\$</b> | <b>821,565.84</b> |
|                |                             | Current interest rate is 3.25% |           |                   |

|                                      |                               |  |           |                     |
|--------------------------------------|-------------------------------|--|-----------|---------------------|
| <b>American Federal Bank-Fosston</b> |                               |  |           |                     |
| Balance as of May 31, 2024           |                               |  | \$        | 5,248,160.20        |
| Receipt #12223                       | May Interest                  |  | \$        | 14,709.23           |
| Balance as of June 13, 2024          |                               |  |           |                     |
|                                      | Current interest rate is 3.3% |  | <b>\$</b> | <b>5,262,869.43</b> |

|             |                     |                   |           |                   |
|-------------|---------------------|-------------------|-----------|-------------------|
| <b>CD's</b> | <b>Edward Jones</b> |                   |           |                   |
|             | Balance             | 12 month CD 5.45% | <b>\$</b> | <b>237,000.00</b> |
|             |                     | Expiry 9-18-24    |           |                   |
|             | <b>Edward Jones</b> |                   |           |                   |
|             | Balance             | 12 month CD 5.5%  | <b>\$</b> | <b>237,000.00</b> |
|             |                     | Expiry 9-27-24    |           |                   |
|             | <b>Edward Jones</b> |                   |           |                   |



|  |                                      |                        |
|--|--------------------------------------|------------------------|
| Balance  | 12 month CD 5.5%<br>Expiry 9-27-24   | \$ 33,000.00           |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 4.85%<br>Expiry 12-20-24 | \$ 237,000.00          |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 4.55%<br>Expiry 1-2-25   | \$ 50,000.00           |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 4.75%<br>Expiry 1-2-25   | \$ 237,000.00          |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 4.9%<br>Expiry 1-30-25   | \$ 238,000.00          |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 4.9%<br>Expiry 2-14-25   | \$ 237,000.00          |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 5.2%<br>Expiry 5-09-25   | \$ 243,000.00          |
| <b>Edward Jones</b>  |                                      |                        |
| Balance  | 12 month CD 5.15%<br>Expiry 5-09-25  | \$ 237,000.00          |
| <b>Total CD Investments</b>  |                                      | <b>\$ 1,986,000.00</b> |
| <b>Total Cash (NSB + AFB + CD's)</b>                                   |                                      | <b>\$ 8,070,435.27</b> |
| <b>Cash that has been received and earmarked for projects: 5/08/24</b> |                                      |                        |
| 2022 Grant Thief River 1W1P Proj. #149A                                | \$                                   | 626,536.80             |
| 2023 Grant Clearwater 1W1P Proj. #149B                                 | \$                                   | 1,016,044.43           |
| 2024 Grant Red Lake River 1W1P Proj. #14                               | \$                                   | 321,779.72             |
| Mid Point Grant Proj. #149   | \$                                   | 24,867.92              |
| Chief Coulee Proj. #46S  | \$                                   | 214,375.00             |
|  | \$                                   | 2,203,603.87           |
| <b>Payables committed to by board action:</b>                          |                                      |                        |
| Chief Coulee Proj. #46S  | \$                                   | 800,000.00             |
|  | \$                                   | 800,000.00             |

**Total accessible cash (Est)**

**\$ 5,066,831.40**

## Proposed 2025 Timeline

1. Before July 25, 2024 - Budget and Salary committee meet and prepare budget for July 25, 2024 Board meeting
2. July 25, 2024 - Proposed budget is presented to full Board for discussion and approval set hearing date and time for August 22, 2024 at 9:30 a.m.
  - a. Publications week of August 5<sup>th</sup> and August 12<sup>th</sup>
3. August 22, 2024 - Hearing on 2025 Proposed Budget. Approve Special Revenue Levies.
4. Submit Levies to County Auditors by September 15, 2024

## 2023 Minnesota Statutes

### 103D.911 BUDGET.

Subdivision 1. **Hearing.** (a) Before adopting a budget, the managers shall hold a public hearing on the proposed budget.

(b) The managers shall publish a notice of the hearing with a summary of the proposed budget in one or more newspapers of general circulation in each county consisting of part of the watershed district. The notice and summary shall be published once each week for two successive weeks before the hearing. The last publication shall be at least two days before the hearing.

Subd. 2. **Adoption.** On or before September 15 of each year, the managers shall adopt a budget for the next year and decide on the total amount necessary to be raised from ad valorem tax levies to meet the watershed district's budget.

**History:** [1990 c 391 art 4 s 70](#); [1994 c 416 art 1 s 2](#)



## MEETING NOTES

### Outputs from Pilot Mapping of 10-year Storm Inundation in Two Areas May 23, 2024

(hybrid meeting – Ada and MS Teams link)

#### **Meeting Purpose:**

Review work products from two areas where expected inundation from 10-year summer storm events has been mapped by the IWI/HEI Team. Discuss uses of these materials for watershed district and project team activities if expanded to other areas of the basin. Provide input to help the FDRWG and RRWMB determine whether to invest local and/or grant funds to expand the mapping effort.

#### **Consulting Team Members Present:**

Erik Jones (Houston Engineering)  
Chuck Fritz (IWI)

Aaron Young (Houston Engineering)  
Dave Kirkpatrick (formerly IWI)

#### **Others Present:**

Rob Sip (RRWMB)  
Andrew Graham (RRB Coordinator)  
Kristine Altrichter (BRRWD)  
Jamie Beyer (BdSWD)  
Blaine Broten (RRWD)  
Tracy Halstengard (RRWD)  
Tara Jensen (WRWD)  
Morteza Maher (MSTRWD)

Dan Money (TRWD)  
April Swenby (SHRWD)  
Nate Dalager (HDR)  
Jake Huwe (HDR)  
Jerry Bents (Houston Engineering)  
Tony Nordby (Houston Engineering)  
Jim Guler (Moore Engineering)

#### **Handouts/Screen Displays**

- Agenda
- Technical Memorandum, 10-year Flood Inundation Mapping Study (May 9, 2024)
- Index to Technical Memorandum exhibits (maps) and appendices

#### **Purposes of the Pilot Project**

Andrew Graham and Rob Sip kicked off the meeting by summarizing the origins of the work to be discussed. The 1998 Red River Basin Mediation Agreement identified reducing flood damages to intensively farmed land as a goal for flood damage reduction. The agreement defined this goal as including protection from the 10-year summer storm event, which was defined as a storm producing 3.57 inches of rainfall in 24 hours within any local area.

In 2020 the FDRWG reviewed the Mediation Agreement and prepared Addendum No. 1. Follow-up actions listed in the Addendum included mapping of the 10-year floodplain to support achievement of the farmland protection goal. After discussion in 2022, the FDRWG and RRWMB collaborated to fund mapping in two pilot areas, including development and comparison of three alternate methods. In May 2023 a consulting team comprising the International Water Institute (IWI) and Houston Engineering (HEI) was selected to carry out the work. They have completed their contracted activities and produced a technical memorandum that includes extensive map outputs from the pilot areas.

The FDRWG's Technical and Scientific Advisory Committee (TSAC) met with the consulting team several times as the work was scoped and carried out and has been very satisfied with the results. This meeting was scheduled to enable watershed district administrators and engineers to be briefed on the mapping outputs and provide feedback.

The RRWMB and FDRWG will be budgeting soon for their upcoming fiscal years, and further mapping work could be budgeted if it has value. The two organizations applied to the Federal Emergency Management Agency (FEMA) in February for funding to support further mapping. If that application is approved, they will need to decide whether to accept the grant. The grant would require a 25-percent non-federal funding match (up to \$333,000 if a grant of \$1,000,000 is awarded and accepted).

### **Mapping Methods and Map Products**

The consulting team developed the three methods using the Swift Coulee subwatershed first; then applied the methods to the Whisky Creek subwatershed to assess transferability and level-of-effort. Erik Jones presented outputs. For the 10-year summer storm event, these include:

- Flattened stream method – water depths at maximum extent of flooding mapped.
- Discharge method – water depths at maximum extent of flooding mapped; and water depths 24 hours after the storm event.
- HEC-RAS 2D method – water depths at maximum extent of flooding (including overland flooding); and duration of inundation after the storm event, in days.

### **Comparison of Methods**

Erik also presented a comparison of the methods, as shown in a table on page 15 of the technical memorandum. Additional points brought out in his remarks included:

- The Flattened Stream method works best where there is a natural channel with a true bank, rather than a ditched channel with a levee. This is not characteristic of large portions of the farmed areas within the Red River Basin (RRB), where extensive, artificial drainage systems were installed in the past.
- The Flattened Stream method is limited to a somewhat arbitrary area adjacent to the stream channel, which the analyst defines when setting it up.
- None of the methods account for the effects of drain tiles installed under fields. These may reduce the area inundated in some locations, and increase it in others.
- The HEC RAS 2D method shows the areal extent and volume of overland flows that leave watercourses and the true floodplains. The other two methods do not.
- The HEC RAS 2D method shows how water backs up against road embankments. The other methods do not.
- The Discharge method sometimes requires the analyst to define a lateral limit on the extent of flooding once it leaves the natural floodplain.
- The HEC RAS 2D method requires substantial up-front work; but relatively little adjustments at the back end. The other two methods are the opposite of this.
- The HEC RAS 2D method has the highest capability for adaptation after it has been produced, including adding further data or features to the model to meet local needs or new purposes.

Erik also summarized the level of effort estimates provided in the technical memorandum. Now that the methods are developed, including programming scripts written to automate some parts of the procedures, doing another subwatershed the same size as Whisky Creek's would require approximately 44 hours, 76 hours, and 78 hours, respectively for the Flattened Streams, Discharge and HEC-RAS 2D methods.

## **Discussion/Feedback**

Andrew indicated that the FDRWG and RRWMB would appreciate feedback on whether watershed districts see potential for using these methods. Going into the project we discussed possible uses for designing flood damage reduction projects; and assessing drainage adequacy at the local level. Initial comments from the group are listed as follows:

- The flattened stream method doesn't look very useful, even for "broad-brush" application at the regional scale.
- The work products should be publicly accessible, so any watershed district could easily use it on a local project when needed.
- Applications would be more extensive if field-scale tiling could somehow be incorporated.
- There are strong connections between this work and the FDRWG's Technical Paper 11 (which includes discussion of "early/middle/late" flood discharges) as well as some of the BTSAC's technical papers. The mapping tools could provide a basis for integrating those papers into a new and more comprehensive product.
- The technical memorandum and subsequent guidance should be clear on the limitations on accuracy of the maps.
- There may be some applications to agricultural practices and risk management, especially in non-tiled areas of the RRB.
- The technical memorandum should clearly explain that the ten-year flood event is highly local due to the way summer storms occur – it does not occur across the entire basin simultaneously, or even an entire subwatershed.
- The BdSWD has a project currently under discussion with state agencies where there seems to be an expectation that all lands upstream from public waters should be buffered. WDs should be cautious about developing extensive new maps, given this interpretation of existing rules and regulations.
- One person asked if FEMA has done base-level engineering in areas of interest. Erik responded that the consulting team researched this and found FEMA has not done it in the Minnesota portion of the RRB; it's been limited to areas in North Dakota.
- There could be high value to using these methods in areas where a Project Team is just getting under way to investigate solutions to agricultural flooding. For example, the one that the RLWD is now setting up in the SD83 area.

## **Next Steps**

Andrew will send an email request to the watershed district administrators to identify any areas they would be interested in mapping using one of the methods developed. We will take that information to the FDRWG and RRWMB for budget discussions, including consideration of the potential grant from FEMA. Further steps after that will depend on what the FDRWG and RRWMB choose to do.

Date, 2023

Mr. Robert Sip  
Executive Director  
Red River Watershed Management Board  
11 5th Ave East, Suite B  
Ada, MN 56510

Dear Mr. Sip:

By this letter I would like to communicate the Red Lake Watershed District's approval of **Task Order HEI-SD83-01** (attached) which provides for facilitation services by Houston Engineering, Inc. in support of the District's new project team working in the SD 83 Subwatershed. The District agrees to cover 50 percent of the cost of these services, up to a maximum District obligation of **\$8,864.83**.

We understand the RRWMB will use funds from the Red River Basin Flood Damage Reduction Work Group (FDRWG) to pay invoices for the approved services received from HEI (firm/entity), and will seek payments from the District either monthly or quarterly to reimburse the FDRWG for the District's share. Further, we understand that costs to the District will not exceed the amount listed above, unless an amended or supplemental task order is approved in advance by the District in writing.

We appreciate the steps taken by the FDRWG and RRWMB to arrange facilitation services for this Project Team.

Sincerely,

Approver's signature/title, etc.

Cc: Andrew Graham, Minnesota DNR - Red River Basin Coordinator

**TASK ORDER**  
**Facilitation of SD83 Subbasin Project Team**  
**Under RRWMB Contract No. 2022CA-04**

**Task Order No.:** HEI-SD83-01

**Consultant:** Houston Engineering, Inc.

**Project Team Sponsor:** Red Lake Watershed District

**Project Team requiring facilitation:** SD-83 Subbasin (provisional name)

**Background and Need for Service:**

The SD-83 Subbasin Project Team is being convened by the Red Lake Watershed District (RLWD) to address flooding issues experienced by landowners in the area.

**Outcome Desired from Services in this Task Order**

The SD-83 Subbasin Project Team is currently being formed. An initial meeting will be held to organize the group and review the project team process. Additional project team meetings will be aimed at developing a shared view of the problems to be addressed, the types of improvements that could be considered to address the identified problems, and information that is available or will be needed to advance project objectives. The facilitator's role will be to support these aims and assist the RLWD to establish an effective framework for teamwork and collaboration among the participants.

This initial task order is limited to preparation, execution and follow-up associated with five meetings of the Project Team. If needed, an amendment will be prepared for services following the initial five meetings.

**Task 6-1: Facilitate Project Team Meetings** *(note: Task Number relates to the Master Contract. All tasks under this Task Order for the SD-83 Subbasin project, including subsequent amendments, will begin with "6")*

**Task Purpose:** Facilitate meetings of the SD-83 Subbasin Project Team, aimed at communicating basic protocols of the "project team process" and establishing an effective framework for teamwork and collaboration while working through the early stages of problem definition, development of a shared project vision and initial concepts for project features. Promote a positive working relationship among the participants as they seek solutions for flooding issues in the project area.

**Task Activities:**

*Information review.* The consultant will review up to 25 pages of background information and maps provided by the RLWD. The consultant will use this information to develop an initial understanding of conditions in the SD-83 Subbasin and the reasons for convening the Project Team.

*Meeting Plan:* In consultation with the RLWD, prepare a meeting plan for five meetings at an overview level, listing key milestones and outlining the general topics/activities for each of the meetings. Update the plan as needed over the course of the task order services.

*Project Team meetings:* The consultant will facilitate five meetings of the Project Team and will be responsible for effective meeting management as well as promoting positive interactions and a teamwork concept among the participants that will serve as a foundation for discussions. The consultant will assist the RLWD in developing the meeting agendas. The Facilitator will draft notes from



each meeting, and will produce final meeting notes after receiving review comments from the meeting participants.

**Conference calls:** The consultant will participate in a conference call to prepare for each Project Team meeting, and another call to debrief following each Project Team meeting. Expected participants in these calls will be the RLWD Administrator and consulting engineer, with others to be determined.

**Assumptions:** The Project Team will include approximately 10 to 25 people, representing local governments and special districts, state and federal agencies, local landowners and others to be determined.

The meetings will be in-person and will be held at the District's offices in Thief River Falls, MN.

The Project Team process will generally apply procedures from the FDRWG's *Project Team Handbook* (updated February 2022).

There is a potential for conflicts of interest to arise since the RLWD plans to enlist HEI engineering staff to provide technical services to this project team. HEI will take the same steps to avoid potential conflicts as are described in a letter from HEI to the RRWMB dated October 19, 2023 regarding other project team facilitation assignments.

**Responsibilities of Project Team Sponsor:** The RLWD will be responsible for scheduling meetings, inviting participants, providing the meeting location, and providing refreshments at their discretion.

The RLWD, its consulting engineer, or other involved parties and contractors will be responsible for providing substantive meeting content, handouts and presentations, as well as any research or analysis performed before or between the Project Team meetings.

**Deliverables:** Facilitator participation in ten conference calls and five in-person meetings as outlined above. Preparation of draft and final notes from the five meetings, documenting who attended, what was discussed, and any resulting decisions and/or action items.

## Task 6-2: Project Management

**Task Purpose:** Organize and manage Facilitator's internal team to support the overall effort. Provide accurate billings and enable timely progress.

### Task Activities:

- Routine day-to-day oversight of internal team.
- Monthly invoice and brief, bulleted progress report indicating services provided and activities completed.
- Communication with Project Team Sponsor and DNR Red River Basin Coordinator to identify challenges or delays and enable problem-solving if needed.

**Assumptions:** Not applicable.

**Responsibilities of Project Team Sponsor:** Communicate with Facilitator if services need adjustment, plans for the project team change, or other challenges arise that need attention.

**Deliverables:** Monthly invoices and progress reports.

**Budgeted Hours and Expenses**

|  | Hours | Hourly Rates | Expense Units | Expense Rates | Totals<br>(units x rates) |
|--|-------|--------------|---------------|---------------|---------------------------|
| <b>Task 6-1 Facilitate Project Team Meetings</b> |       |              |               |               |                           |
| Labor  |       |              |               |               |                           |
| Personnel category 1                             | 95    | \$162/hr     |               |               | \$15,390.00               |
| Add categories as needed                         |       |              |               |               |                           |
| <b>Subtotal - Task 1 labor</b>                   |       |              |               |               | <b>\$15,390.00</b>        |
|  |       |              |               |               |                           |
| Direct Expenses                                  |       |              |               |               |                           |
| Expense category 1                               |       |              | 2,830 miles   | \$0.655       | \$1,853.65                |
| Add categories as needed                         |       |              |               |               |                           |
| <b>Subtotal - Task 1 expenses</b>                |       |              |               |               | <b>\$1,853.65</b>         |
|  |       |              |               |               |                           |
| <b>Task 6-1 Total:</b>                           |       |              |               |               | <b>\$17,243.65</b>        |
|  |       |              |               |               |                           |
| <b>Task 6-2 Project Management</b>               |       |              |               |               |                           |
| Labor  |       |              |               |               |                           |
| Personnel category 1                             | 3     | \$162/hr     |               |               | \$486                     |
| Add categories as needed                         |       |              |               |               |                           |
| <b>Subtotal - Task 1 labor</b>                   |       |              |               |               | <b>\$486</b>              |
|  |       |              |               |               |                           |
| <b>Task 6-2 Total:</b>                           |       |              |               |               | <b>\$486</b>              |
|  |       |              |               |               |                           |
| <b>Task Order Total:</b>                         |       |              |               |               | <b>\$17,729.65</b>        |

The services provided under this task order shall not exceed the Task Order Total listed above, unless an amended task order is prepared and signed by the RRWMB and CONSULTANT.

**PERIOD OF PERFORMANCE**

The services in this Task Order will be performed between the date of Task Order execution and **June 30, 2025**.

**Signatures:**

[template – signature blocks for the Parties will be added.]

[Include signature dates]

# PROJECT TEAM AGENDA

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|                  |   |
|------------------|---|
| <b>Location:</b> | Red Lake Watershed District<br>1000 Pennington Ave S, Thief River Falls, MN 56701 |
| <b>Date:</b>     | June 18, 2024   |
| <b>Time:</b>     | 2:00 – 4:00 PM  |

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## AGENDA DETAILS

- |  |                    |
|--|--------------------|
| <b>I. WELCOME &amp; INTRODUCTIONS</b>                                  | <b>2:00 – 2:15</b> |
| a. Introductions   |                    |
| b. Ground Rules  |                    |
| <b>II. PROJECT TEAM PROCESS OVERVIEW</b>                               | <b>2:15 – 2:55</b> |
| <b>III. BREAK</b>  | <b>2:55 – 3:05</b> |
| <b>IV. DESCRIPTION OF THE SUBWATERSHED</b>                             | <b>3:05 – 3:20</b> |
| <b>V. DISCUSSION OF PROJECT PURPOSE AND NEED</b>                       | <b>3:20 – 3:55</b> |
| a. Brainstorm - what are the issues in this area?                      |                    |
| b. Homework - map and questionnaire to gather information about issues |                    |
| <b>VI. NEXT STEPS</b>  | <b>3:55 – 4:00</b> |
| a. Meeting schedule: third Wednesdays of even months                   |                    |
| b. Next meeting tentatively August 21, 9:00 – 11:00am                  |                    |

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### CONVERSATION GROUND RULES:

1. Everyone participates; no one dominates.
2. There is not one “right” answer.
3. Keep an open mind.
4. Listen carefully to others.
5. Help keep the discussions on track.
6. Try hard to understand the views of those with whom you disagree.
7. Ask questions if you are uncertain of the meaning of someone else’s comments.
8. It is okay to have friendly disagreements – everyone has a right to his/her own views.
9. To help bring closure to a discussion, use the “I can live with it” rule.

Permit # **23-068**Status Report: **Approved****Applicant Information**

| Name            | Organization | Address  | Email | Phone Number(s)                     |
|-----------------|--------------|--|-------|-------------------------------------|
| Michael Schafer |              | 14050 200th St. SE<br>Red Lake Falls, MN 56750 |       | tel:218-289-5431<br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Other**

(2) Legal Description

(3) County: **Red Lake** Township: **Gervais** Range: **43** Section: **16 1/4**:(4) Describe in detail the work to be performed. **Clean Ditch and check culvert**(5) Why is this work necessary? Explain water related issue/problem being solved. **Improve drainage****Status**

| Status   | Notes   | Date          |
|----------|---|---------------|
| Approved | P.A. #23-068 – Michael Schafer Red Lake County – Gervais Township – Section 16 Red Lake Watershed District (RLWD) approval to clean the township road ditch on the North side of 190th St SE, as per approval of Gervais Township; proposed work is within Township Road Right-of-Way. RLWD staff completed a survey. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Current flow patterns shall remain “as-is” and there shall be no additional drainage area or flows from the adjacent agriculture land routed to the ditch that was cleaned. 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. | June 21, 2023 |
| Received | None  | May 19, 2023  |

**Conditions****Michael Schafer would like to have this permit expiration extended by an additional year. TO**

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 # **24-059**Status Report: **Withdrawn****Applicant Information**

| Name                   | Organization | Address  | Email | Phone Number(s)                      |
|------------------------|--------------|--|-------|--------------------------------------|
| Ryan & Natasha Mathsen |              | 16604 450th Ave NW<br>East Grand Forks, MN 56721 |       | tel: 701-215-2615<br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

Tiling

(2) Legal Description

(3) County: **Polk** Township: **Esther** Range: **50** Section: **22 1/4**:(4) Describe in detail the work to be performed. **random tile - gravity outlet**(5) Why is this work necessary? Explain water related issue/problem being solved. **drainage****Status**

| Status    | Notes   | Date          |
|-----------|---|---------------|
| Withdrawn | P.A. #24-059 – Ryan and Natasha Mathsen Polk County – Esther Township – Section 22 The Red Lake Watershed District (RLWD) “withdraws” this permit application due to the location not being within our boundary line, therefore not giving us jurisdiction on this project. This permit 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. | June 10, 2024 |
| Received  | None  | May 20, 2024  |

**Conditions**

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

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

Landowner Name: Ryan + Natasha Mathisen Phone: 701-215-2615  
Address (Street, City, State, Zip): 16604 450<sup>th</sup> Ave NW East Grand Forks MN 56721  
Name of designer: Misselhorn Tiling & Excavating Phone: 218-230-1852  
Name of installer: 11 Phone: 11

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

Section # 22 Township (Name & #) ESTHER T-153-N Range # 50W County POLK

Land area to be tiled (acres): 5

Type of tiling (circle)    Pattern Tile    Random Tile

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

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

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

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

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

Signature of Owner Ryan Mathisen Date: 5-2-24

RLWD staff use:

Permit # 24059 Date received: \_\_\_\_\_

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

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

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

**RECEIVED**

MAY 20 2024

Initial: ja



22  
Type



Client: Ryan Mathsen  
Farm: Esther  
Field: 22  
Name: Drainage - Planned

■ Lateral  
■ Main

Permit # **24-024**Status Report: **Tabled****Applicant Information**

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

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Red Lake** Township: **Red Lake Falls** Range: **44** Section: **25 1/4**:(4) Describe in detail the work to be performed. **pattern tile - gravity outlet**(5) Why is this work necessary? Explain water related issue/problem being solved. **better drainage****Status**

| Status   | Notes  | Date           |
|----------|--|----------------|
| Tabled   | P.A. #24-024 – Knute Knutson Red Lake County – Red Lake Falls Township – Section 25 The Red Lake Watershed District (RLWD) Will table this permit due to concerns from RLWD and Red Lake SWCD. There has been a wascob project completed in this parcel that Ellingson will try to use for some of their outlets, and the outlets that will not be going to a wascob will get armored to prevent erosion. A new tile grid plan drawing will need to be submitted after Ellingson surveys the field to see what will work. T.O. | June 12, 2024  |
| Received | None   | April 16, 2024 |

**Conditions**

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



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

Landowner Name: Knute Knutson Phone: 218-689-7681

Address (Street, City, State, Zip): 807 9th St NE PO Box 277 REd Lake Falls, MN 56750

Name of designer: Ellingson Phone: 701-893-9030

Name of installer: Ellingson Phone: 701-893-9030

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

Section # 25 Township (Name & #) Red Lake Falls 151N Range # 44W County Red Lake

Land area to be tiled (acres): 80

Type of tiling (circle) ☒ **Pattern Tile** ☐ Random Tile

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

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

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

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

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

Signature of Owner  Date: \_\_\_\_\_

**RECEIVED**

**RLWD staff use:**

Permit # 24024 Date received: APR 16 2024

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

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

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



**Ellingson**  
COMPANIES

56113 State Hwy 56  
West Concord, MN 55985  
507 527-2294  
www.ellingsoncompanies.com

Map Name: Knutson\_RedLakeFalls\_25W  
Revision:  
Date: 06-11-23  
Job# 23100527P  
Drawn by: C. Mo

Existing Tile ————  
Ditches & WW - - - - -  
Parcel Boundry ————  
Elec & Tele Cable ————  
Gas Line ————

REGULAR PERF

Average Line Length: 353'

# of Junctions: 128

|                   |                 |                   |
|-------------------|-----------------|-------------------|
| 0 Ft. 3" Perf     | 0 Ft. 3" NP     | 0 Ft. 3" Sock     |
| 72010 Ft. 4" Perf | 0 Ft. 4" NP     | 0 Ft. 4" Sock     |
| 0 Ft. 5" Perf     | 0 Ft. 5" NP     | 0 Ft. 5" Sock     |
| 1504 Ft. 6" Perf  | 0 Ft. 6" NP     | 0 Ft. 6" Sock     |
| 0 Ft. 8" Perf     | 0 Ft. 8" NP     | 0 Ft. 8" Sock     |
| 0 Ft. 10" Perf    | 0 Ft. 10" NP    | 0 Ft. 10" Sock    |
| 0 Ft. 12" Perf    | 0 Ft. 12" NP    | 0 Ft. 12" Sock    |
| 0 Ft. 15" Perf    | 0 Ft. 15" NP    | 0 Ft. 15" Sock    |
| 0 Ft. 12" DW      | 0 Ft. 12" NP-DW | 0 Ft. 12" Sock-DW |
| 0 Ft. 15" DW      | 0 Ft. 15" NP-DW | 0 Ft. 15" Sock-DW |
| 0 Ft. 18" DW      | 0 Ft. 18" NP-DW | 0 Ft. 18" Sock-DW |
| 0 Ft. 24" DW      | 0 Ft. 24" NP-DW | 0 Ft. 24" Sock-DW |
| 0 Ft. 30" DW      | 0 Ft. 30" NP-DW | 0 Ft. 30" Sock-DW |
| 0 Ft. 36" DW      | 0 Ft. 36" NP-DW | 0 Ft. 36" Sock-DW |
| 0 Ft. 42" DW      | 0 Ft. 42" NP-DW | 0 Ft. 42" Sock-DW |
| 0 Ft. 48" DW      | 0 Ft. 48" NP-DW | 0 Ft. 48" Sock-DW |
| 0 Ft. 60" DW      | 0 Ft. 60" NP-DW | 0 Ft. 60" Sock-DW |

Owner: Knute Knutson Renter:  
State: MN County: Red Lake Twp: Red Lake Falls Sec: 25W  
Acres: 80 Spacings: 50 D-C: 3/8

Permit # **24-049**Status Report: **Tabled****Applicant Information**

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

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk** Township: **Euclid** Range: **47** Section: **18 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. **better drainage****Status**

| Status          | Notes   | Date                 |
|-----------------|---|----------------------|
| <b>Tabled</b>   | <b>P.A. #24-049 – Mike Gasper Polk County – Euclid Township – Section 18 The Red Lake Watershed District (RLWD) Will table this permit due to a setback being required from NRCS for the public waters within the parcel to be tilled. Which will also require a re-design of the tile grid. T.O.</b> | <b>June 12, 2024</b> |
| <b>Received</b> | <b>None</b>   | <b>May 8, 2024</b>   |

**Conditions**

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



# RED LAKE WATERSHED DISTRICT

## Subsurface Tile Drainage Application

Landowner Name: Gasper Family Farms Phone: 218-289-0076

Address (Street, City, State, Zip): PO Box 276 Crookston, MN 56716

Name of designer: Ellingson Phone: 701-893-9030

Name of installer: Ellingson Phone: 701-893-9030

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

Section # 18 Township (Name & #) Euclid 152N Range # 47W County Polk

Land area to be tiled (acres): 127

Type of tiling (circle) ☒ **Pattern Tile** ☐ Random Tile

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

Date proposed plan submitted: Month 4 Day 24 Year 2024

Pump/lift station outlet flow capacity (GPM) 900

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

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

Signature of Owner DocuSigned by:  
MIKE GASPER Date: \_\_\_\_\_  
22TCATDB790T4FE...

RECEIVED

**RLWD staff use:**

Permit # 24-049 Date received: MAY 08 2024

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

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

Initial: da

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

**ELLINGSON**56113 State Hwy 56  
West Concord, MN 55985  
507 527-2294  
www.ellingsoncompanies.comMap Name: Gasper, Euclid, 18SW, QP73  
Revision: ALT. GAS 2019  
Date: 04-11-2024  
Job# 24100303\_3P  
Drawn by: K. Rule

|                   |                |                  |
|-------------------|----------------|------------------|
| 0 Fl 3" Perf      | 0 Fl 3" NP     | 0 Fl 3" Sock     |
| 114970 Fl 4" Perf | 0 Fl 4" NP     | 0 Fl 4" Sock     |
| 2243 Fl 5" Perf   | 0 Fl 5" NP     | 0 Fl 5" Sock     |
| 4000 Fl 6" Perf   | 0 Fl 6" NP     | 0 Fl 6" Sock     |
| 1374 Fl 8" Perf   | 0 Fl 8" NP     | 0 Fl 8" Sock     |
| 525 Fl 10" Perf   | 0 Fl 10" NP    | 0 Fl 10" Sock    |
| 171 Fl 12" Perf   | 0 Fl 12" NP    | 0 Fl 12" Sock    |
| 0 Fl 15" Perf     | 0 Fl 15" NP    | 0 Fl 15" Sock    |
| 0 Fl 12" DW       | 0 Fl 12" NP-DW | 0 Fl 12" Sock-DW |
| 0 Fl 15" DW       | 0 Fl 15" NP-DW | 0 Fl 15" Sock-DW |
| 0 Fl 18" DW       | 0 Fl 18" NP-DW | 0 Fl 18" Sock-DW |
| 0 Fl 24" DW       | 0 Fl 24" NP-DW | 0 Fl 24" Sock-DW |
| 0 Fl 30" DW       | 0 Fl 30" NP-DW | 0 Fl 30" Sock-DW |
| 0 Fl 36" DW       | 0 Fl 36" NP-DW | 0 Fl 36" Sock-DW |
| 0 Fl 42" DW       | 0 Fl 42" NP-DW | 0 Fl 42" Sock-DW |
| 0 Fl 48" DW       | 0 Fl 48" NP-DW | 0 Fl 48" Sock-DW |
| 0 Fl 60" DW       | 0 Fl 60" NP-DW | 0 Fl 60" Sock-DW |

Average Line Length: 761'  
# of Junctions: 151Owner: Mike Gasper  
State: MN County: Polk  
Acres: 127  
Renter:  
Twp: Euclid  
Sec: 18SW  
Spacings: 40-50  
D-C: 3/8

PROPRIETARY &amp; CONFIDENTIAL DOCUMENT





Permit # **24-061**

Status Report: **Tabled**

### Applicant Information

| Name        | Organization | Address                              | Email | Phone Number(s)                     |
|-------------|--------------|--------------------------------------|-------|-------------------------------------|
| Ryan Nelson |              | 29839 Center St E<br>Oklee, MN 56742 |       | tel:218-686-8335<br>mobile:<br>fax: |

### General Information

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Pennington** Township: **Deer Park** Range: **40** Section: **6 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. **better drainage**

### Status

| Status          | Notes  | Date                 |
|-----------------|--|----------------------|
| <b>Tabled</b>   | <b>P.A. #24-061 – Tyler Nelson, Ryan Nelson, Quinten Nelson Pennington County – Deer Park Township – Section 6 The Red Lake Watershed District (RLWD) will table the pattern tile project to be completed into a pumped outlet. There needs to be additional time to allow for the land to be petitioned into the benefited area. See Attachments T.O.</b> | <b>June 12, 2024</b> |
| <b>Received</b> | <b>None</b>  | <b>June 5, 2024</b>  |

### 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.

### **Nelson Brothers Petition for Inclusion Timeline**

June 6, 2024: Request names and mailing addresses from the Pennington County Auditor's Office.

June 13, 2024: Set hearing date for July 25, 2024.

June 17, 2024: Send a copy of the Petition Notice to the Pennington County Auditor.

Publish in the Times paper three consecutive weeks beginning: June 24, July 1, and July 8.

July 8, 2024: Mail notices to the landowners.

July 25, 2024: Hearing held at the RLWD Board Meeting @ 9:30 am.

Hearing for Petition for Use of Red Lake Watershed District Project No. 2,  
Red Lake River Drainage System as an Outlet

NOTICE IS HEREBY GIVEN, that on the 25<sup>th</sup> day of July 2024, at 9:30 a.m. at the Red Lake Watershed District Board Room, 1000 Pennington Avenue South, Thief River Falls, MN, a public hearing will be held regarding a petition from Tyler, Ryan and Quinten Nelson for use of Red Lake River, Red Lake Watershed District Project No. 2, located in Pennington County, MN, as an outlet to drain the NE1/4 NE1/4, the SE1/4 NE1/4, the NE1/4 SE1/4, and the SE1/4 SE1/4 in Section 6, Deer Park Township, Pennington County, Minnesota.

The public hearing will be held in accordance with Minnesota Statute 103E.401 and will consider the petition, the capacity of the outlet drainage system, terms and conditions for use of the drainage system if such use is allowed, the property to be benefited by the drainage system and the amount of benefits to the property for the outlet and any amount to be paid as an outlet fee. If use as an outlet is granted, the properties benefited will be liable for assessments levied after that time in the drainage system, on the basis of the benefits determined, as if they had been determined in the original order establishing the drainage system. The RLWD Board of Managers will consider any input and comments from interested landowners, public or private, likely to be affected by the addition of the land requested.

---

Tammy Audette, Administrator

---

Date





## Red Lake Watershed District

### Project 2 Red Lake River

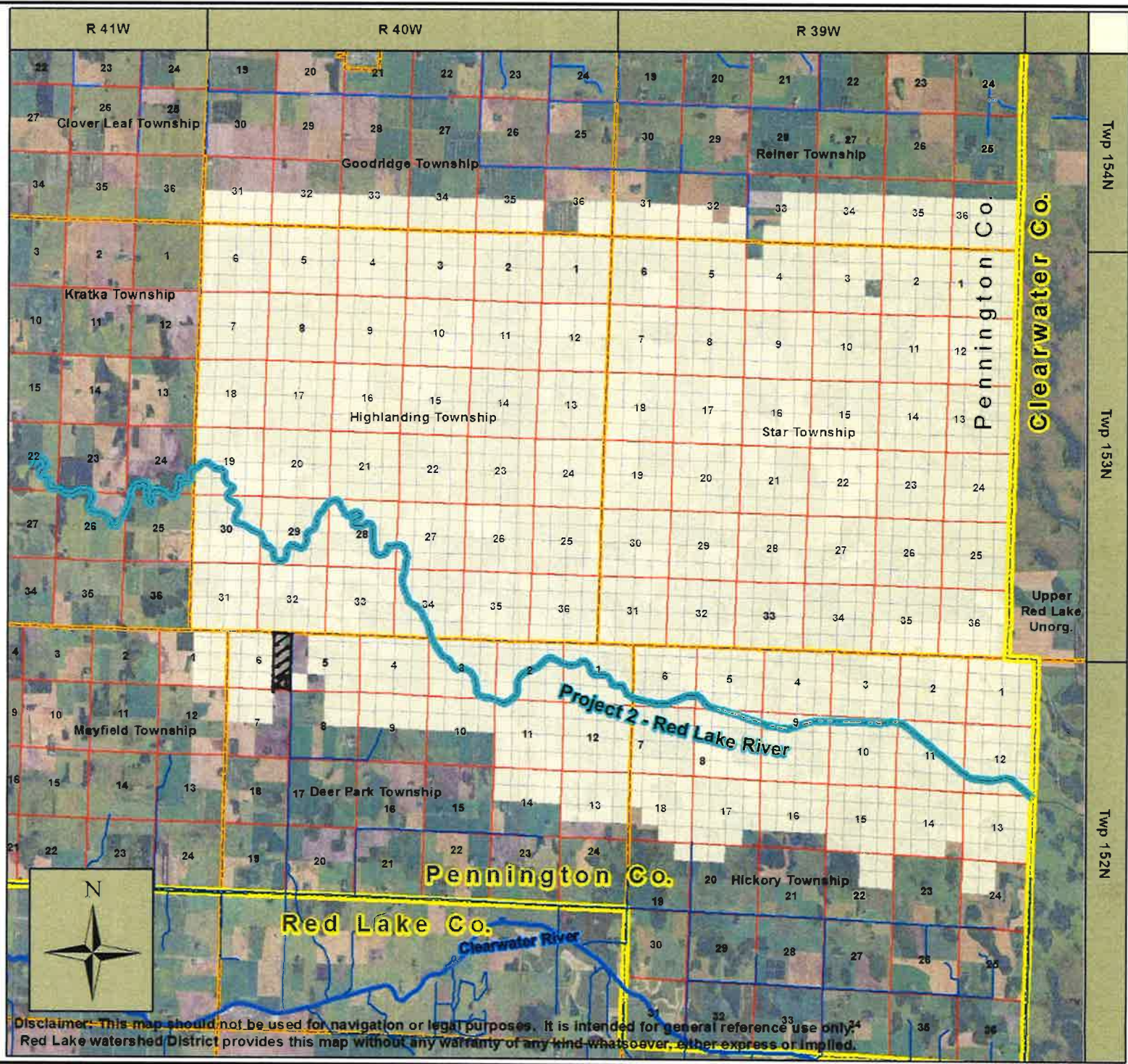
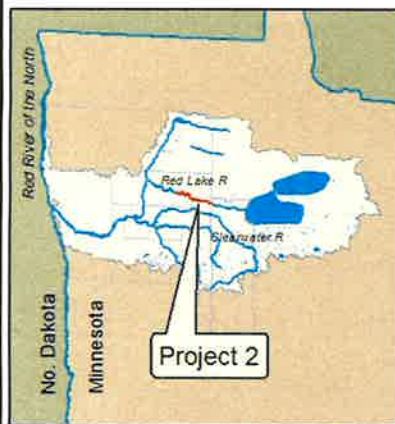
Pennington County

Red Lake River  
Subwatershed

Scale: 1:128,500

- RLWD Project 2
- Benefitted Areas
- County Boundaries
- Township Boundaries
- Section Boundaries

00.375 1.5 2.25 3 Mi



Permit # **24-017**Status Report: **Approved****Applicant Information**

| Name       | Organization | Address                    | Email | Phone Number(s)                     |
|------------|--------------|----------------------------|-------|-------------------------------------|
| Kevin Lien |              | 27849 327th Ave SW<br>None |       | tel:701-893-9030<br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk** Township: **Andover** Range: **47** Section: **8 1/4**:(4) Describe in detail the work to be performed. **Random Tile - Gravity Outlet**(5) Why is this work necessary? Explain water related issue/problem being solved. **better drainage****Status**

| Status   | Notes   | Date          |
|----------|---|---------------|
| Approved | P.A. #24-017 – Kevin Lien Polk County – Andover Township – Section 8 The Red Lake Watershed District (RLWD) approves the Random tile project with a 'gravity' outlets. Gravity outlets shall be armored to prevent erosion to the specifications sent by Ellingson. 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. **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 outlets. Applicant shall install appropriate markers to show the outlet end of the pipe, any damage caused by ditch maintenance will be at the expense of the landowner/applicant ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. If any of the work will be done near adjacent wetlands or public watercourse, applicant shall contact the appropriate jurisdictional authority prior to the installation of the tile lines and meet their spec's/conditions. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O. | June 5, 2024  |
| Received | None  | April 1, 2024 |

**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 # **24-036**Status Report: **Approved****Applicant Information**

| Name          | Organization | Address  | Email | Phone Number(s)                             |
|---------------|--------------|--|-------|---|
| Chris Ellison |              | 14649 140th St NE<br>Thief River Falls, MN 56701 |       | tel: <b>218-686-7608</b><br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Other**

(2) Legal Description

(3) County: **Pennington** Township: **Rocksbury** Range: **43** Section: **15 1/4**:(4) Describe in detail the work to be performed. **level the grade of the ditch**(5) Why is this work necessary? Explain water related issue/problem being solved. **to allow for better routine maintenance****Status**

| Status   | Notes   | Date           |
|----------|---|----------------|
| Approved | P.A. #24-036 – Chris Ellison Pennington County – Rocksbury Township – Section 15 The Red Lake Watershed District (RLWD) approves to clean a portion of ditch located at the intersection of 150th Ave NE and 140th St NE. RLWD Staff completed a survey. The applicant is aware that they are responsible for paying to have the ditch cleaned. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Current flow patterns shall remain “as-is” and there shall be no additional drainage area or flows from the adjacent agriculture land routed to the ditch. Applicant shall ensure that all disturbed areas are seeded with appropriate seed mixture. 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 permit 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. | June 5, 2024   |
| Received | None  | April 29, 2024 |

**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 # **24-050**Status Report: **Approved****Applicant Information**

| Name                | Organization | Address                           | Email | Phone Number(s)                             |
|---------------------|--------------|-----------------------------------|-------|---|
| Gaspar Family Farms |              | PO Box 276<br>Crookston, MN 56716 |       | tel: <b>218-289-0076</b><br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Tiling**

(2) Legal Description

(3) County: **Polk** Township: **Crookston** Range: **46** Section: **28** 1/4:(4) Describe in detail the work to be performed. **pattern tile - gravity outlet**(5) Why is this work necessary? Explain water related issue/problem being solved. **better drainage****Status**

| Status   | Notes  | Date          |
|----------|--|---------------|
| Approved | P.A. #24-050 – Gaspar Family Farms Polk County – Crookston Township – Section 28 The Red Lake Watershed District (RLWD) approves the pattern tile project to be installed into the SW quarter section 28 of Crookston Twp. The gravity outlet will be installed in the SW corner of the property and flow into the oxbow. 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. 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 outlets. Applicant shall install appropriate markers to show the outlet end of the pipe, any damage caused by ditch maintenance will be at the expense of the landowner/applicant ■ Note: Please be aware of and review the 'bullet points' on the bottom half of the application. This application does not exempt the permit applicant from local, state, or federal authority that might require their approval. If any of the work is done near adjacent wetlands or public watercourse, applicant shall contact the appropriate jurisdictional authority prior to the installation of the tile lines and meet their spec's/conditions. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O. | June 12, 2024 |
| Received | None   | May 8, 2024   |

**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 # **24-056**Status Report: **Approved****Applicant Information**

| Name       | Organization | Address                             | Email | Phone Number(s)                      |
|------------|--------------|-------------------------------------|-------|--------------------------------------|
| Dan Seibel |              | 8750 2nd Avenue<br>Kramer, ND 58748 |       | tel: 701-500-5235<br>mobile:<br>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: **12 1/4**:(4) Describe in detail the work to be performed. **install culvert**(5) Why is this work necessary? Explain water related issue/problem being solved. **rusted out****Status**

| Status   | Notes  | Date         |
|----------|--|--------------|
| Approved | P.A. #24-056 – Dan Seibel Red Lake County – Gervais Township – Section 12 The Red Lake Watershed District (RLWD) approves removing a failed plastic 12" culvert and installing an 18" Corrugated Metal Pipe. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Current flow patterns shall remain "as-is" and there shall be no additional drainage area or flows from the adjacent agriculture land routed to the ditch. Applicant shall ensure that all disturbed areas are seeded with appropriate seed mixture and that consideration for rock riprap with filter fabric is placed at the outlet end of the permitted culverts. 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. Directly downstream of the outlet, applicant shall ensure that adequate grade and drainage is provided. This permit 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. | June 5, 2024 |
| Received | None   | May 20, 2024 |

**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 # **24-057**Status Report: **Approved****Applicant Information**

| Name          | Organization     | Address                              | Email | Phone Number(s)                             |
|---------------|------------------|--------------------------------------|-------|---|
| Rachel Miller | MnDOT District 2 | 3920 Hwy 2 West<br>Bemidji, MN 56601 |       | tel: <b>218-214-6137</b><br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**  
**Other**

(2) Legal Description

(3) County: **Beltrami** Township: **Shooks** Range: **None** Section: **25 1/4**:(4) Describe in detail the work to be performed. **MnDOT is proposing to remove a driveway culvert and ditching**(5) Why is this work necessary? Explain water related issue/problem being solved. **culvert is in poor condition****Status**

| Status   | Notes   | Date         |
|----------|---|--------------|
| Approved | <b>P.A. #24-057 – MNDOT/Rachel Miller Water Resource Engineer Beltrami County – Shooks Township – Section 25 The Red Lake Watershed District (RLWD) approves removing a failed culvert and ditching to grade approximately 100' to the east to drain. (See attached Map). All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Current flow patterns shall remain "as-is" and there shall be no additional drainage area or flows from the adjacent agriculture land routed to the ditch. Applicant shall ensure that all disturbed areas are seeded with appropriate seed mixture and that consideration for rock riprap with filter fabric is placed at the outlet end of the permitted culverts. 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. Directly downstream of the outlet, applicant shall ensure that adequate grade and drainage is provided. This permit 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.</b> | June 5, 2024 |
| Received | None  | May 20, 2024 |

**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 # **24-058**Status Report: **Approved****Applicant Information**

| Name         | Organization | Address   | Email | Phone Number(s)                      |
|--------------|--------------|---|-------|--------------------------------------|
| Jana Johnson |              | 924 Knight Ave N<br>Thief River Falls, MN 56701 |       | tel: 612-327-7082<br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Pennington** Township: **Rocksbury** Range: **43** Section: **35 1/4**:(4) Describe in detail the work to be performed. **need to put in two new access points for nearby fields due to a new home build. Also remove crossing that is currently east of driveway. RLWD to size culverts.**(5) Why is this work necessary? Explain water related issue/problem being solved. **farmers who rent the land will no longer be able to access their fields through the yard.****Status**

| Status   | Notes   | Date         |
|----------|---|--------------|
| Approved | <b>P.A. #24-058 – Jana Johnson Pennington County – Rocksbury Township – Section 35 The Red Lake Watershed District (RLWD) approves removing an 18" culvert and installing (2) 18" culverts to allow field access. (See attached Map). All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Current flow patterns shall remain "as-is" and there shall be no additional drainage area or flows from the adjacent agriculture land routed to the ditch. Applicant shall ensure that all disturbed areas are seeded with appropriate seed mixture and that consideration for rock riprap with filter fabric is placed at the outlet end of the permitted culverts. 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. Directly downstream of the outlet, applicant shall ensure that adequate grade and drainage is provided. This permit 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.</b> | June 5, 2024 |
| Received | None  | May 21, 2024 |

**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 # **24-060**Status Report: **Approved****Applicant Information**

| Name         | Organization | Address                                | Email | Phone Number(s)                     |
|--------------|--------------|--|-------|-------------------------------------|
| Mike Bachand |              | 24557 275th Ave SE<br>Brooks, MN 56715 |       | tel:218-791-1880<br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Red Lake** Township: **Lambert** Range: **41** Section: **4 1/4**:(4) Describe in detail the work to be performed. **replace culvert**(5) Why is this work necessary? Explain water related issue/problem being solved. **culvert rusted out****Status**

| Status   | Notes   | Date          |
|----------|---|---------------|
| Approved | P.A. #24-060 – Mike Bachand Red Lake County – Lambert Township – Section 4 The Red Lake Watershed District (RLWD) approves to install a new field crossing for access to land. The new crossing will require an 18" culvert. NOTE* upon inspection it was found that the culvert/crossing was already installed. The applicant shall ensure that all disturbed areas are seeded with appropriate seed mixture and that consideration for rock riprap with filter fabric is placed at the outlet end of the permitted culverts. 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. Directly downstream of the culvert outlet, applicant shall ensure that adequate grade and drainage is provided. 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. | June 11, 2024 |
| Received | None  | June 3, 2024  |

**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 # **24-062**Status Report: **Approved****Applicant Information**

| Name              | Organization | Address                             | Email | Phone Number(s)                      |
|-------------------|--------------|-------------------------------------|-------|--------------------------------------|
| Hangaard Township | Gary Mathis  | 12156 590th St<br>Gonvick, MN 56644 |       | tel: 218-487-5358<br>mobile:<br>fax: |

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Clearwater** Township: **Hangaard** Range: **38** Section: **27 1/4**:(4) Describe in detail the work to be performed. **Replace Failed Culverts**(5) Why is this work necessary? Explain water related issue/problem being solved. **Culverts have failed****Status**

| Status   | Notes   | Date          |
|----------|---|---------------|
| Approved | P.A. #24-062 – Hangaard Township/Gary Mathis Clearwater County – Hangaard Township – Section 27 The Red Lake Watershed District (RLWD) approves removing an 60" culvert and installing a new 60" culvert at 129th Ave and 596th St. and removing a 60" failed pipe and installing a new 60" culvert in the middle of Section 27 Hangaard Twp. All excavation shall be consistent with the existing road and ditch slopes and there shall be no vertical excavation faces. Current flow patterns shall remain "as-is" and there shall be no additional drainage area or flows from the adjacent agriculture land routed to the ditch. Applicant shall ensure that all disturbed areas are seeded with appropriate seed mixture and that consideration for rock riprap with filter fabric is placed at the outlet end of the permitted culverts. 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. Directly downstream of the outlet, applicant shall ensure that adequate grade and drainage is provided. This permit 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. | June 12, 2024 |
| Received |   | June 12, 2024 |

**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.

# Administrator's Report

June 13, 2024

**RRWMB:** RRWMB lobbyists, Ian and Molly will be present at the June 18, 2024, RRWMB meeting. Rob Sip is extending an invitation for any Board members wishing to meet them to attend the meeting. I plan to attend the meeting.

Below is a list that Rob Sip informed us about Key Dates in 2025:

1. MN Legislature: Convenes on Tuesday, January 14, 2025 at 12:00 noon.
2. RRWMB January 2025 Meeting: Since the RRBC annual conference starts on January 14, 2025, in Grand Forks at the Alerus Center, we will likely have our meeting at the East Grand Forks City Hall on January 14, 2025. We may have to start at 9:00 a.m. to get through everything. The RRBC conference always starts at 1:00 p.m. on day 1.
3. Minnesota Watersheds 2025 Legislative Conference: Capitol Ridge St. Paul – same as last year.
  - a. MAWA, MN Watersheds Board Meeting, and Related Events – February 19, 2025.
  - b. MN Watersheds Day at the Capitol – February 20, 2025.
  - c. RRWMB Legislative Event – February 20, 2025? Be thinking about other meetings you want the RRWMB to organize during this time.The RRWMB regular meeting is February 18, 2025 – we should be able to squeeze in a short meeting to do the basic business.
4. RRWMB and FDRWG Annual Conference: March 18 – 19, 2025 at the Moorhead Marriott

**Drainage Work Group:** Included in the packet is the June 13, 2024, Drainage Work Group meeting agenda. The RRWMB and Minnesota Watersheds have requested that Myron Jesme participate in these meetings on behalf of their organizations. The District will submit an invoice for both the respective organizations for Myron's time.

**Judicial Ditch 60 Feasibility Study:** District staff will participate in a meeting on June 27<sup>th</sup> at 2:00 p.m. with staff from the Polk SWCD, Polk County and Red Lake County regarding the feasibility study for the outlet of Judicial Ditch 60 west of Gentilly. The Red Lake River 1W1P received Supplemental Funds which will be used in part to complete a feasibility study for the stabilization of the outlet of JD 60.

**2024 Red River Retention Authority Partner Summit:** Included in the packet is a Save the Date for 2024 Red River Retention Authority Partner Summit to be held in Grand Forks. Collin Pederson is a guest speaker for the event.

**Thief River Falls Flood Damage Reduction Project:** I was contacted by Mike Flaagan, Engineer, Pennington County Highway Department regarding the potential of financial assistance for the drainage and urbanization of County Road 62 regarding work completed for the Thief River Falls Flood Damage Reduction Project, RLWD Project No. 171A.

**Judicial Ditch 21- Moose River Ditch Authority:** District staff along with LeRoy Ose, participated in the Joint Ditch Authority meeting held in Grygla for JD 21/Moose River. Discussion was held on the Technical Memorandum written by Houston Engineering on the channel stability of JD 21/Moose River. District staff had previously surveyed the area and will work with the SWCD's and county for installation of SWI's and grade control structures in the channel as part of the Thief River 1W1P.

**Juneteenth Holiday:** Just a reminder that the District office will be closed on June 19<sup>th</sup> in observance of the Juneteenth Holiday.

## Drainage Work Group Meeting

**When:** Thursday, June 13, 2024 11:00 a.m. - 2:00 p.m.

**Where:** MNDOT Contact District 3  
St. Cloud Office and Training Center  
3725 12th Street North  
St. Cloud, Mn 56303-2107

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Join with a video conferencing device**

[mn@m.webex.com](mailto:mn@m.webex.com)

Video Conference ID: 111 908 673 9

[Alternate VTC instructions](#)

**Or call in (audio only)**

[+1 651-395-7448,,200446287#](tel:+16513957448,200446287#) United States, St. Paul

Phone Conference ID: 200 446 287#

[Find a local number](#) | [Reset PIN](#)

### Agenda:

11:00 Welcome and Introductions

11:05 Overview and any updates of agenda for the meeting – Tom G.

11:10 **Share information about recent and upcoming drainage related events – All**

- ISG Drainage Tour May 30, 2024
- MN Drainage Inspectors Association/Auditors Fall meeting, likely August 7-8. Location St. Cloud (Specifics to come).

11:20 **Other Group updates/information–**

11:30 **2023 DWG Schedule and meetings Tom**

- Meeting logistics
- Meeting structure/location
- Input from the Group

11:50 **Break**

12:00 **Multipurpose Drainage Management program delivery – Tom**

MDM RFP has been adapted based on feedback received over the prior year+ and is now live. The first three batching cycles are now completed with new funding available July 1, 2024. Update on how the process has worked and funds currently available.

12:30 **Session Outcomes**

- RSDO Sunset Extension
- DWG Authorization/Drainage Manual
- Other topics of interest for updates this year?

12:50 **Break**

1:00 **Planning for this year-**

- DWG Tasks
  - Notice Continued work to Review “notification” within 103E
  - DNR Early Coordination “Pilot” status
  - Outlet Adequacy
  - Others?
- Next steps.

1:55 **Next DWG meeting, 11:00 a.m. - 2:00 p.m., Thursday, July 11, 2024**

**MN DOT St. Cloud**

2:00 **Adjourn**

# 2024 Red River Retention Authority Partner Summit!

*Retention, a part of the Basin-Wide Solution*

**Come Find Out About Our  
Exciting Plans!**

**SAVE THE DATE**  
**JULY 31, 2024**

**Venue:**  
**TBD in Grand  
Fork, ND**

**Lunch:**  
**Will be provided**

**With Guest Speaker Collin Peterson!**

