

# **RED LAKE WATERSHED DISTRICT**

February 27, 2025

9:00 a.m.

## **Agenda**

9:00 a.m.	Call to Order	Action
	Review and approve agenda	Action
	Requests to appear	Information
	February 13, 2025 Minutes	Action
	Financial Report dated February 26, 2025	Action
	2024 General Fund Update	Info/Action
	Capital Project Fund Transfers	Action
	RLWD Project No. 48, JD #2 Clearwater County Potential Maintenance and Repairs	Information
	Huot Project, RLWD Project No. 149	Information
	Clearwater River Head Cut Stabilization Sites, RLWD Project No. 149B	Information
	Re-Determination of Benefits	Information
	Upper/Lower Red Lake Draft Bylaws and Work Plan	Info/Action
	Survey Equipment Quotes	Info/Action
	MS4Front Permitting Database	Info/Action
	Permits: 25001, 25004, 25007, and 25008	Action
	River Watch Forum	Information
	Pennington County SWCD Area I Envirothon	Info/Action
	Special Meeting of the MN Watersheds Membership	Information
	2025 RRWMB/FDRWG Joint Annual Conference	Information
	Administrator's Update	Information
	Legal Counsel Update	Information
	Managers' Updates	Information

Adjourn

Action

UPCOMING MEETINGS:

February 27, 2025	RLWD Board Meeting, 9:00 am
March 5, 2025	Inter-Agency Meeting w/ USFWS/MnDNR, 9:00 am
March 6, 2025	JD 60/CD 126 Annual Meeting, 2:00 pm
March 7, 2025	Moose River/JD 21 Channel Stability Meeting, 12:30 pm
March 10, 2025	Thief River 1W1P Policy Committee Meeting, 9:00 am
March 11, 2025	Red River Basin Habitat Program Kickoff Meeting, 9:00 am
March 12, 2025	Red Lake River 1W1P Policy & Advisory Committee, 9:30 am
March 13, 2025	RLWD Board Meeting, 9:00 am
March 17, 2025	RLWD Advisory Committee Meeting, 9:30 am
March 18-19, 2025	RRWMB/FDRWG Joint Annual Conference, Courtyard Marriott-Moorhead
March 19, 2025	Clearwater River 1W1P Advisory & Policy Committee Meeting, 9:00 am
March 27, 2025	RLWD Board Meeting, 9:00 am

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
February 13, 2025

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

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

The Board reviewed the agenda. Administrator Audette requested the addition of the Thief River Streambank Project, Stock/Drees sites, RLWD Project No. 149A to the agenda. A motion was made by Nelson, seconded by Page, and passed by a unanimous vote that the Board approve the agenda with the addition of the Thief River Streambank Project, Stock/Drees sites, RLWD Project No. 149A. Motion carried.

The Board reviewed the January 23, 2025, Board meeting minutes. Motion by Page, seconded by Nelson, to approve the January 23, 2025, Board meeting minutes, as presented. Motion carried.

The Board reviewed the January 29, 2025, Board meeting minutes. Motion by Page, seconded by Nelson, to approve the January 29, 2025, Board meeting minutes, as presented. Motion carried.

The Board reviewed the Financial Report dated January 22, 2025. Motion by Page, seconded by Dwight, to approve the Financial Report dated January 22, 2025, and to reinvest the two Certificates of Deposit at Dakota Heritage Bank that expire February 14, 2025, and February 24, 2025. Motion carried.

Staff member, Corey Hanson, discussed the Lidar Comparison and Client Services Agreement with Houston Engineering, Inc. Hanson stated that the Lidar Comparison will show the difference grid between the two defined years of Lidar data of the Red Lake River Planning area and the Thief River Planning area. The estimated budget is \$33,000 for the Red Lake River Planning area and \$15,900 for the Thief River Planning area. Funds will be paid from each respective One Watershed One Plan. Motion by Nelson, seconded by Anderson, to approve the Agreement the Client Services Agreement with Houston Engineering, Inc. for the Lidar Comparison. Motion carried.

Manager Dwight and staff member Hanson reviewed the Upper/Lower Red Lake Draft Bylaws and Work Plan. The Policy Committee will meet on February 25, 2025, to review the documents. Managers Dwight and Anderson, along with Staff members Audette and Hanson will attend the meeting.

Administrator Audette stated that landowner, Nick Drees, is requesting tree planting for the area around his home where mature trees were removed as part of the Thief River Streambank Project Stock/Drees site, RLWD Project No. 149A. Motion by Page, seconded by Anderson, to approve spending up to \$500 for the purchase of trees for the Thief River Streambank Project Stock/Drees site, RLWD Project No. 149A. It was noted that the landowner will be responsible for watering, caring and maintenance of the trees after they are planted.

Nate Dalager, HDR Engineering, Inc., discussed the Turtle Cross Connection project, RLWD Project No. 114, reiterating that we need 100% buy-in from all landowners to be able to raise the established lake levels.

Administrator Audette reviewed the cost breakdown of the Knutson Dam repairs. At the August 8, 2024, board meeting, the board approved to split the cost of the repairs 50/50 with Taggart Contracting, Inc. with the understanding that the District would pay the cost for any additional items not in the current contract. Motion by Dwight, seconded by Nelson, to approve the payment of \$12,139.48 to Taggart Contracting, Inc. for repairs to the Knutson Dam, RLWD Project No. 50F. Motion carried. District staff will monitor the seeding this Spring.

Administrator Audette provided a summary of the State Ditch 83 Project Work Team meeting that was held at the RLWD office on February 12.

Administrator Audette discussed the Lost River Impoundment and the Client Services Agreement with Houston Engineering, Inc. for the potential of additional Flood Damage Reduction benefits on the Lost River Impoundment, RLWD Project No. 17. Motion by Nelson, seconded by Dwight, to approve the agreement. Motion carried.

Administrator Audette discussed the Huot Streambank Habitat Improvement Project, RLWD Project No. 149. Audette noted that due to additional efforts for HEC-RAS modeling that is required for a MnDNR permit, the engineering fees will be higher than originally estimated. Temporary Construction Easement has been sent to the landowners, Bruce and Christopher Huot for signatures. Finalization of the MnDNR CPL Funding Agreement was completed and submitted.

Administrator Audette discussed the Clearwater River Head Cut Stabilization Project, Clearwater River 1W1P, RLWD Project No. 149B. Audette noted that Staff member Corey Hanson submitted a MnDNR CPL Grant funding request. Staff were also notified that the project would be a good candidate for a MnDNR Stream Restoration Grant through the Lessor Sam Outdoor Heritage Counsel. The application deadline is February 28, 2025, no match is required for this grant.

Administrator Audette discussed the cost share payment due for USGS stream gauges. The RRWMB is requesting each District to remit their respective amounts. Motion by Anderson, seconded by Page, to approve the cost share payment due to the RRWMB in the amount of \$12,125.00. Motion carried.



The Board reviewed the permits up for approval. Motion by Anderson, seconded by Page, to approve the following permits with conditions stated on the permit: No. 25002, Shirley Rutkowski, Gully Township, Polk County; and No. 25003, Shirley Rutkowski, Gully Township, Polk County. Motion carried.

Administrator Audette discussed the MN Watersheds' Special Meeting Delegate Form that is to be submitted annually. Audette also shared there will be a special meeting of the Minnesota Watersheds membership held on Friday, March 21 at the Park Event Center in Waite Park. More details will be shared on this in the near future.

#### **Administrator's Update:**

- **River of Dreams: Staff member,** Lindsey Deselich, has been busy going to various 4<sup>th</sup> grade classes within the District, presenting the River of Dreams program. Students will launch their canoes this Spring.
- **Pine Lake** Pine Lake is currently at the winter target elevation of 1282.5. At this time, it does not appear that aeration of the lake will be required this year.
- **Summer Intern:** Will Johnson has accepted the Summer Intern position. Will graduated with his four-year degree and plans to earn his masters. He will start at the District in early May.
- **Thief River 1W1P:** District staff participated in a Thief River 1W1P Planning Work Group meeting on February 10<sup>th</sup>. Part of this meeting consisted of a BWSR PRAP Kick off meeting. As part of the PRAP process surveys will be sent out to individuals involved in the 1W1P process. More information to follow on this item.
- **1W1P Policy Committee meeting dates:**
  - Upper Lower Red Lake - February 25<sup>th</sup>, 10:00 a.m.
  - Thief River – March 10<sup>th</sup>, 9:00 a.m.
  - Red Lake River – March 12<sup>th</sup>, 9:30 a.m.
  - Clearwater River – March 19<sup>th</sup>, 10:00 a.m.
- **RRWMB/MN Watersheds:** Included in the packet is the final schedule for the RRWMB Legislative meetings and Minnesota Watersheds Legislative Conference to be held February 18-20 in St. Paul.
- **RRWMB:** Manager Tiedemann attended the RRWMB meeting in place of Manager Ose, while Audette attended virtually. Contract documents for the Rural Floodplain Mapping Project should be executed in March.
- **MS4 Front Demo:** District staff plans to submit a proposal for the purchase of MS4 Front at the next Board meeting. This program will be a huge asset to the District's permitting process. It does not appear there is any interest in the 1W1P partnering for the MS4 Front program.
- **Survey Equipment:** District staff are working on obtaining quotes for additional survey equipment to be presented at the next Board meeting.

Motion by Nelson, seconded by Anderson, to adjourn the meeting. Motion carried.

---

LeRoy Ose, Secretary

**RED LAKE WATERSHED DISTRICT**  
**Financial Report for February 27, 2025**

Ck#	Check Issued to:	Description	Amount
direct	EFTPS & MN Tax	Withholding FICA,Fed & Medicare & MN(2/26/25 pp)	\$5,560.66
direct	PERA	Public Retirement Account (pp 2/26/25)	\$3,132.57
41649	Taggart Contracting Inc.	Knutson Dam Repair	\$12,139.48
41650	Dakota Heritage	(2) CD Purchase 1 yr-{board approved 2/23/25}	\$750,000.00
41651	Beltrami SWCD	Admin fees & Forestry projects for Thief River 1W1P	\$5,390.99
41652	Brault Construction	Rip Rap for project 175	\$4,729.50
41653	Corp. Tech	Microsoft 365 & Management IT Services	\$1,980.00
41654	Houston Eng	<b>**see details below</b>	\$49,686.25
41655	Jeremy Nelson	Mileage for State Ditch 83 Project Team Meeting	\$17.50
41656	Lonnie Larson	Mileage for State Ditch 83 Project Team Meeting	\$26.60
41657	Marco	Monthly Office phone expense	\$439.43
41658	Nathan Bukowski	Mileage for State Ditch 83 Project Team Meeting	\$33.60
41659	Patrick Erickson	Mileage for State Ditch 83 Project Team Meeting	\$138.60
41660	Red River Watershed Mgmt. Board	USGS Stream Gage cost share payment	\$12,125.00
online	Purewater	Staff H2O	\$137.00
online	Les's Sanitation	Garbage Services	\$35.74
online	Sun Life Insurance	Staff Life Insurance	\$144.64
online	WEX	FSA Medical	\$40.00
online	MSRS	Staff Health Care Savings Plan Deductions pp 2/12	\$365.73
online	WEX	FSA Medical	\$5.89
online	Intuit - QB	Monthly Fee	\$455.00
online	MN Energy	Heat bill	\$270.04
online	WEX	Monthly Fee	\$8.25
online	MSRS	Staff Health Care Savings Plan Deductions pp 2/26	\$365.73
online	AT&T	Cell Phone Monthly bill	\$383.47
direct	Tom Anderson	Mileage	\$291.20
direct	Staff Payroll	Salaries (pp 2/26/25)	\$15,969.35
	<b>Total Checks</b>		<b>\$863,872.22</b>
<b><u>Northern</u></b>	Balance as of February 13, 2025		\$379,680.39
<b><u>State</u></b>	Total Check Written		-\$863,872.22
<b><u>Bank</u></b>	Receipt # 12343	Edward Jones CD Payout + Interest	\$248,613.05
<b><u>TRF</u></b>	Receipt # 12344	Red Board 2024 website cost share reimb.	\$1,275.73
	Receipt # 12345	Marshall County Property Tax Settle. 2024	\$2,162.66
	Receipt # 12346	Dakota Heritage CD Payout + Interest	\$501,937.21
	Balance as of February 27, 2025	Current interest rate is 3.25%	<b>\$269,796.82</b>
<b>**Houston</b>	<i>Project #113 T&amp;E Services</i>		<i>\$2,917.50</i>
	<i>Project #48 T&amp;E Services</i>		<i>\$726.75</i>
	<i>Lost Lake Engineering Services</i>		<i>\$5,949.00</i>
	<i>Huot Streambank Stabilization</i>		<i>\$25,762.75</i>
	<i>Knutson Dam Structure Replacement</i>		<i>\$711.00</i>
	<i>Thief River FDR Watershed Planning</i>		<i>\$1,659.00</i>
	<i>Clearwater River Channel Stab.</i>		<i><u>\$11,960.25</u></i>
			<b>\$49,686.25</b>
<b>American</b>	Balance as of February 13, 2025		\$ 4,007,049.50
<b>Federal</b>			
<b>Fosston</b>	Balance as of February 27, 2025	Current interest rate is 3.30%	<b>\$4,007,049.50</b>

<b><u>CD's</u></b>	<b>Dakota Hertitage</b>	9 month CD 5.25% Expiry 4-24-25	<u><u>\$ 500,000.00</u></u>
	<b>Dakota Hertitage</b>	7 month CD 5.17% Expiry 5-9-25	<u><u>\$ 500,000.00</u></u>
	<b><i>Edward Jones</i></b>	12 month CD 5.15% Expiry 5-15-25	<u><u>\$ 237,000.00</u></u>
	<b><i>Edward Jones</i></b>	12 month CD 5.20% Expiry 6-13-25	<u><u>\$ 243,000.00</u></u>
	<b>Dakota Hertitage</b>	9 month CD 5.25% Expiry 7-9-25	<u><u>\$ 500,000.00</u></u>
	<b>Dakota Hertitage</b>	9 month CD 4.97% Expiry 9-18-25	<u><u>\$ 500,000.00</u></u>
	<b>Dakota Hertitage</b>	9 month CD 4.97% Expiry 9-18-25	<u><u>\$ 500,000.00</u></u>
	<b>Dakota Hertitage</b>	9 month CD 4.82% Expiry 10-15-25	<u><u>\$ 500,000.00</u></u>
	<b>Dakota Hertitage</b>	12 month CD 4.50% Expiry 02-05-26	<u><u>\$ 250,000.00</u></u>
	<b>Dakota Hertitage</b> <b>NEW</b>	<b>12 month CD 4.50%</b> Expiry 02-26-26	<u><u>\$ 500,000.00</u></u>
	<b>Dakota Hertitage</b> <b>NEW</b>	<b>12 month CD 4.50%</b> Expiry 02-26-26	<u><u>\$ 250,000.00</u></u>
	<b>Total CD Investments</b>		<b>\$ 4,480,000.00</b>

**Total Cash** (NSB + AFB + CD's)

**\$ 8,756,846.32**

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

(taken from remaining balance on financials)

2022 Grant Red Lake River 1W1P Project #149	
2024 Grant Red Lake River 1W1P Project #149	\$ 1,673,444.20
2024 Grant Thief River 1W1P Project #149A	\$ 693,938.75
2023 Grant Clearwater 1W1P Project #149B	\$ 588,166.33
2025 Grant Clearwater 1W1P Project #149B	\$ 742,941.00
Mid Point Grant Project #149	\$ 10,202.57
Chief Coulee Project #46S	\$ 214,375.00
2025 CRP Payment Red Lake 1W1P	\$ 100,000.00
	<u>\$ 4,023,067.85</u>

**Payables committed to by board action:**

Chief Coulee Proj. #46S	<u>\$ 800,000.00</u>
	\$ 800,000.00
<b>Total accessible cash (Est.)</b>	<b>\$ 3,933,778.47</b>

# 2024 GENERAL FUND BUDGET

As of December 31, 2024 updated 2/21/25

	2024 BUDGET	2024 EXP.	(over) under
		as of ...12-31-24	
Manager's fees, salaries	40,000.00	42,815.94	(2,815.94)
Board of Manager's expense	24,200.00	24,692.74	(492.74)
Staff salaries	551,515.00	536,534.44	14,980.56
Payroll taxes	42,191.00	43,351.14	(1,160.14)
Employee benefits	178,097.00	164,878.43	13,218.57
Travel and meetings(inc. mileage & exp.	7,500.00	7,755.84	(255.84)
Audit	10,400.00	15,423.30	(5,023.30)
Legal	16,000.00	12,600.00	3,400.00
Office supplies	20,000.00	10,820.78	9,179.22
Office equipment	30,000.00	22,330.65	7,669.35
Appraiser/Viewer Expense	2,000.00	679.74	1,320.26
Professional Fees (inc. Eng. Fees)	25,000.00	25,397.02	(397.02)
Dues and subscriptions	10,000.00	8,613.00	1,387.00
Insurance and bonds	40,000.00	33,380.00	6,620.00
Repairs and maintenance-Building	15,000.00	27,416.12	(12,416.12)
Utilities	12,000.00	7,067.25	4,932.75
Advertising and publications	4,000.00	3,042.02	957.98
Telephone	11,000.00	9,732.20	1,267.80
Vehicle expense and maintenance	15,000.00	13,486.10	1,513.90
Engineering Costs (Supplies)	3,000.00	5,861.33	(2,861.33)
Engineering equipment	40,000.00	41,158.90	(1,158.90)
TOTAL	1,096,903.00	1,057,036.94	39,866.06
Less: Overhead	827,272.50	776,214.58	51,057.92
Less: Miscellaneous revenue	3,000.00	234.51	2,765.49
General Fund Budget	<u>266,630.50</u>	<u>280,587.85</u>	<u>(13,957.35)</u>

Proposed levy \$250,000

Overhead is computed using 1.5 x salary

Board notes say "General Fund Budget reserve to offset the remaining budget balance of \$16,630.50"

#N/A







**CONCEPT OPINION OF PROBABLE COST**  
**RLWD PROJECT #48 JUDICIAL DITCH #2**  
**CLEARWATER COUNTY, MINNESOTA**  
**RED LAKE WATERSHED DISTRICT**  
**2-24-25**

Item No.	Item	Unit	Quantity	Unit Price	Total Costs
2021.501	MOBILIZATION	LUMP SUM	1	\$ 15,000.00	\$ 15,000.00
2101.501	CLEARING	LUMP SUM	1	\$ 12,000.00	\$ 12,000.00
2106.507	EXCAVATION - COMMON (P)	CU. YD.	3,500	\$ 8.00	\$ 28,000.00
2511.507	RANDOM RIPRAP CLASS III	CU. YD.	400	\$ 120.00	\$ 48,000.00
2575.501	TURF ESTABLISHMENT/EROSION CONTROL	LUMP SUM	1	\$ 12,000.00	\$ 12,000.00
<b>CONSTRUCTION TOTAL</b>					<b>\$ 115,000.00</b>
CONTINGENCY 25%					\$ 28,750.00
ENGINEERING/ADMINISTRATION (DESIGN, PERMITTING, CONSTRUCTION) 25%					\$ 28,750.00
<b>TOTAL PROJECT COST</b>					<b>\$ 172,500.00</b>



## **RLWD Project 48 Judicial Ditch 2A**

### **Project History:**

- 5.44 miles in length
- Original ditch constructed in 1916
- Lower portion improved in early 1980's
- Some ditch cleaning has been done in the past, no major repairs have been completed
- Approximately 8 sq mile drainage area
- \$180,207- benefitted amount
- Last Redetermination of Benefits was 1984






**Red Lake  
Watershed District**

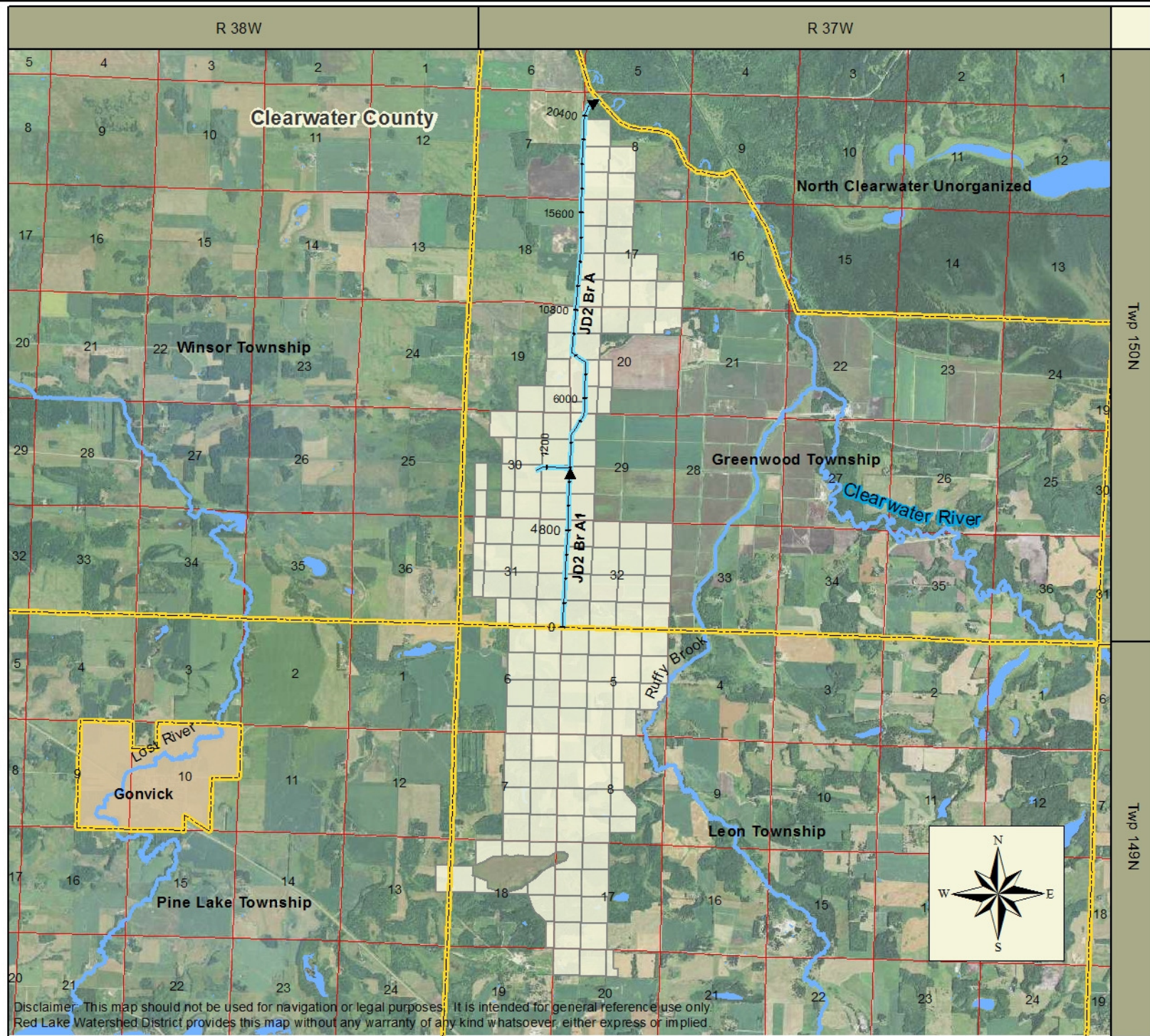
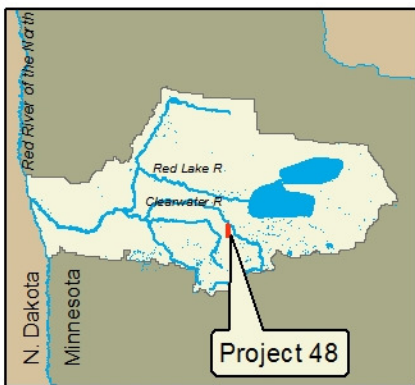
**RLWD Project 48  
Judicial Ditch 2A  
Clearwater County**

Clearwater River  
Subwatershed

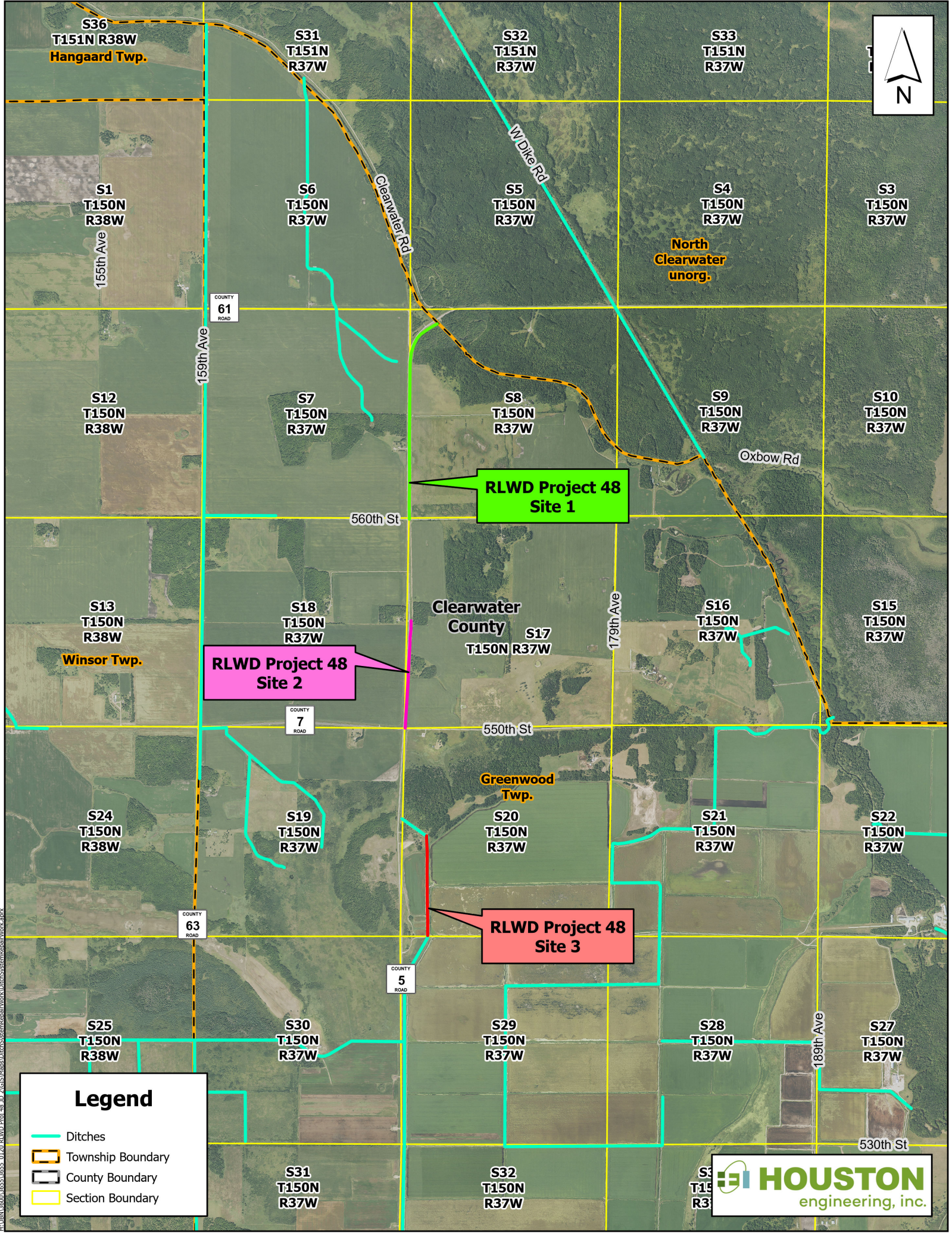
Scale: 1:81,000

-  Project 48
-  Townships
-  Benefitted Area
-  Sections
-  Town/City

0 0.5 1 2 Miles







**RLWD Project 48  
Site 1**

**RLWD Project 48  
Site 2**

**RLWD Project 48  
Site 3**

### Legend

- Ditches
- Township Boundary
- County Boundary
- Section Boundary

H:\HN\15501\15551\15551.DWG RLWD Proj. 48.DWG 2/15/2018 10:00 AM



**CONCEPT OPINION OF PROBABLE COST**  
**RLWD PROJECT #48 JUDICIAL DITCH #2**  
**CLEARWATER COUNTY, MINNESOTA**  
**RED LAKE WATERSHED DISTRICT**  
**2-24-25**

Item No.	Item	Unit	Quantity	Unit Price	Total Costs
2021.501	MOBILIZATION	LUMP SUM	1	\$ 15,000.00	\$ 15,000.00
2101.501	CLEARING	LUMP SUM	1	\$ 12,000.00	\$ 12,000.00
2106.507	EXCAVATION - COMMON (P)	CU. YD.	3,500	\$ 8.00	\$ 28,000.00
2511.507	RANDOM RIPRAP CLASS III	CU. YD.	400	\$ 120.00	\$ 48,000.00
2575.501	TURF ESTABLISHMENT/EROSION CONTROL	LUMP SUM	1	\$ 12,000.00	\$ 12,000.00
<b>CONSTRUCTION TOTAL</b>					<b>\$ 115,000.00</b>
CONTINGENCY 25%					\$ 28,750.00
ENGINEERING/ADMINISTRATION (DESIGN, PERMITTING, CONSTRUCTION) 25%					\$ 28,750.00
<b>TOTAL PROJECT COST</b>					<b>\$ 172,500.00</b>

**From:** [Tammy Audette](#)  
**To:** [Erick Huseeth](#); [Melissa Bushy](#)  
**Subject:** Fw: RLWD Project 48 - Repair Map/Concept OPC  
**Date:** Tuesday, February 25, 2025 4:11:12 PM  
**Attachments:** [email-signature-smaller-use\\_bde80e85-ebb1-4047-8f05-8f8e19d827ba.png](#)  
[RLWD Proj 48 Prelim Map & Concept OPC.pdf](#)

---

Tammy Audette  
Administrator  
[Tammy.Audette@redlakewatershed.org](mailto:Tammy.Audette@redlakewatershed.org)  
Red Lake Watershed District  
1000 Pennington Avenue South  
Thief River Falls, MN 56701  
218.681.5800

---

**From:** Tony Nordby <[tnordby@houstoneng.com](mailto:tnordby@houstoneng.com)>  
**Sent:** Tuesday, February 25, 2025 10:52 AM  
**To:** Tammy Audette <[tammy.audette@redlakewatershed.org](mailto:tammy.audette@redlakewatershed.org)>  
**Cc:** Nate Koland <[nate.koland@redlakewatershed.org](mailto:nate.koland@redlakewatershed.org)>  
**Subject:** RLWD Project 48 - Repair Map/Concept OPC

Hey Tammy,

See the attached map and concept cost estimate for the potential repairs that could be performed on the RLWD Project 48 system. We've identified 3 locations where the ditch is undercut below the 1983 repair grade. The slopes are not necessarily failing but a low meander is starting within the channel in the downstream mile. Site 1 is the downstream mile where a combination of dirt work could be performed with rock structures to stabilize the channel. I would also recommend clearing the right of way at the outlet and incorporate rock structures for stability. Site 2 is also undercut where a combination of dirt work and rock structures could stabilize the bottom. Site 3 is undercut in portions of the identified area and likely rock structures could help this problem. I'm not sure if the rice farmers have been in cleaning this portion or not as it is next to rice patties and levees.

Let me know if you have any questions.

Thanks,

**Tony Nordby, PE\***

Civil Engineer | Office Manager | Principal

📞 218.681.2951 | 📠 218.633.7251

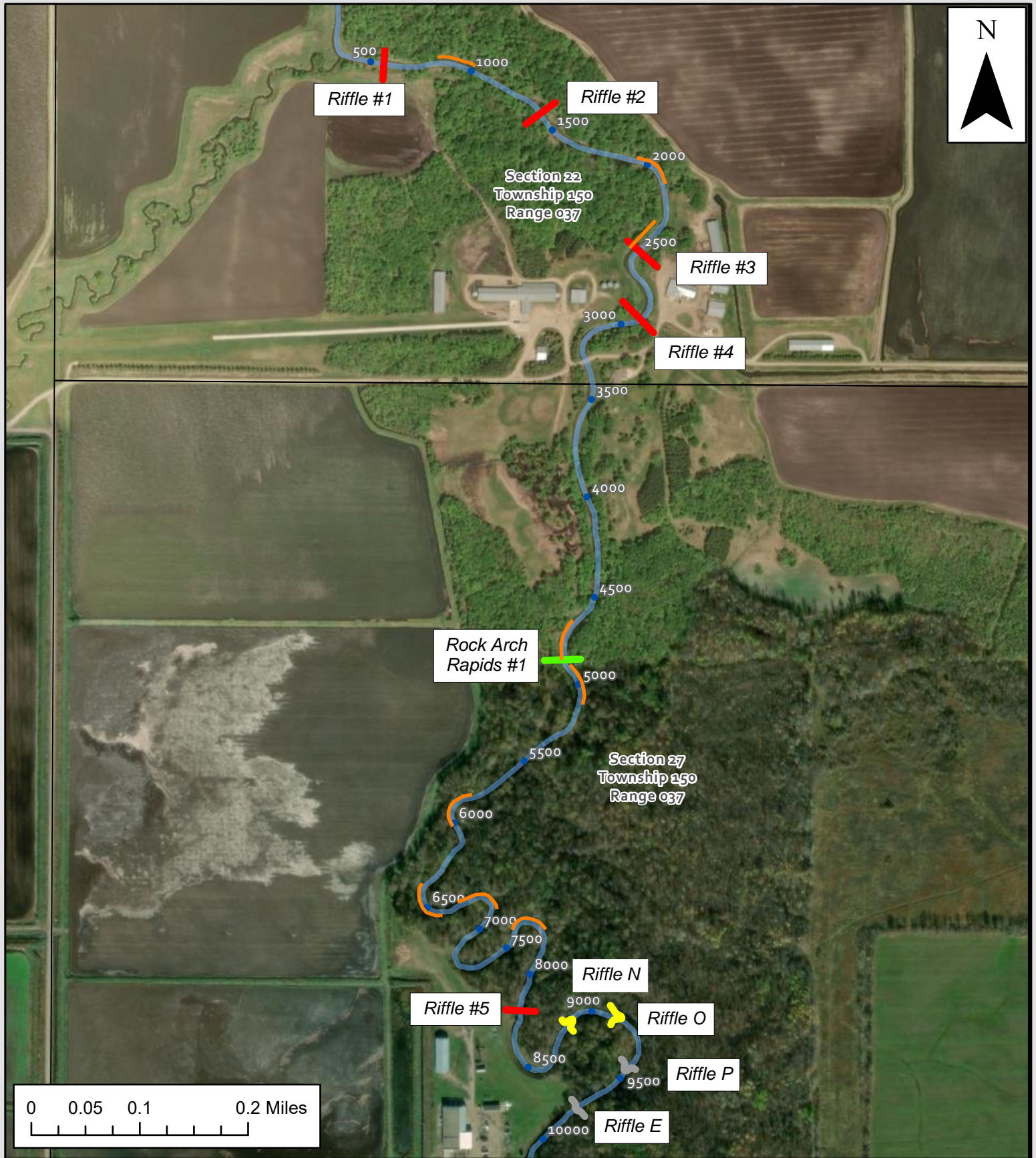


\*Licensed in MN

---

This message shall not be construed as official project information or direction except as expressly provided in the contract documents. This entire message (including all forwards and replies) and any attachments are for the sole use of the intended recipient(s) and may

contain proprietary, confidential, trade secret, work-product, attorney-client or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited and may be a violation of law. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

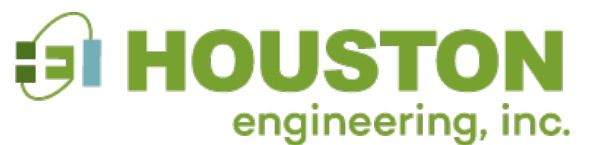


### Legend

- Proposed Rock Arch Rapids
- Proposed Riffles
- Modified Riffles
- Existing Riffles - No Change
- Bank Stabilization
- River Stationing
- Channel Centerline
- Township Section Range

### Clearwater River Grade & Bank Stabilization Project - Phase 1

Scale: AS SHOWN	Drawn by: CJC	Checked by: TN	Project No.: 3655-0105	Date: 8/14/2024	Sheet:
--------------------	------------------	-------------------	---------------------------	--------------------	--------



**Clearwater River Headcut Stabilization**

<b>Activity Category</b>	<b>Total Cost Estimates</b>	<b>Stream Restoration</b>	<b>2022 WBIF</b>	<b>Local Cash Match</b>
Streambank Slope Stabilization Construction Costs	\$ 52,179.50		\$ 52,179.50	
Toe-Wood Sod Mat Habitat Improvement Total Construction Costs	\$ 300,320.00	\$ 269,070.00		\$ 31,250.00
Headcut Stabilization Costs	\$ 366,563.00	\$ 335,313.00		\$ 31,250.00
Engineering, Permitting, and Easement Expenses	\$ 153,812.50		\$ 91,312.50	\$ 62,500.00
<b>Total</b>	<b>\$ 872,875.00</b>	<b>\$ 604,383.00</b>	<b>\$ 143,492.00</b>	<b>\$ 125,000.00</b>

2025 LSOHC Stream Restoration Request	\$ 604,383.00
2022 Watershed-Based Implementation Funding (State)	\$ 143,492.00
Red River Watershed Management Board Base WQ Grant	\$ 93,750.00
Red Lake Watershed District (Cash Match)	\$ 31,250.00
<b>Total</b>	<b>\$ 872,875.00</b>

Using the CPL Grant instead of the LSOHC Grant would increase RLWD Cash Match by \$22,955 compared to this budget. WBIF costs would increase by \$84,998 compared to the CPL Application budget and \$89,382 compared to this budget. However, 2025 construction could be a possibility with CPL funding while LSOHC funds wouldn't be awarded until July 1, 2026.



These bylaws establish rules governing the conduct of business by the Upper/Lower Red Lake One Watershed One Plan Policy Committee. Adopted on: \_\_\_\_\_, 2025.

ARTICLE I: PURPOSE

1. The purpose of the Upper/Lower Red Lake One Watershed One Plan Policy Committee is to recognize the importance of partnerships to plan and implement protection and restoration efforts pertaining to that area within the Upper/Lower Red Lake Watershed.

Commented [DS1]: Refer to an Exhibit "A" attached to show defined area.

2. The Upper/Lower Red Lake One Watershed One Plan Policy Committee is a Memorandum of Agreement, pursuant to Minnesota Statutes 471.59. The members are Beltrami County, Beltrami Soil and Water Conservation District, Red Lake Watershed District, and the Red Lake Nation.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of one (1) member from each member unit of government designated by their respective board. Each unit of government may designate one alternate member to serve on the Policy Committee.

Commented [DS2]: So, is the member appointed part of the unit of government board or can it be any person? Same with alternate designation. Can it be staff? Is there a conflict with staff making voting decisions and being paid as part of the budget, which they would then approve?

2. Members of the Policy Committee shall serve for one year to run concurrently with each Policy Committee member's term on theirhis/her respective board.

3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete theirhis or her term, the member shall notify his or hertheir appointing authority of the vacancy as soon as practicable. The unit of government shall appoint a replacement member as soon as possible.

Commented [DS3]: What if they don't?

4. A Policy Committee member shall not take any action that may materially benefit the financial interest of that individual member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest but shall not advocate for nor vote on the action. If a Policy Committee member

concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, the ~~member or she~~ shall disclose the interest for the record before participating in discussion or voting on an action.

Commented [DS4]: Should the member be voting if there is the appearance of impropriety?

ARTICLE III: OFFICERS

Upper/Lower Red Lake Watershed Comprehensive Plan

The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting each year. Policy

Commented [DS5]: 4 members and 3 officers.

Committee meetings will, at a minimum, meet annually.

a. The Chairperson shall:

- i.
- ii.

Serve as Chairperson for all meetings; and

Sign and deliver in the name of the ~~Policy Committee~~partnership any correspondence pertaining to the business of the ~~Policy Committee~~partnership.

b. The Vice Chairperson shall:

- i.

Discharge the Chairperson’s duties in the event of the absence or disability of the Chairperson.

c. The Secretary shall:

- i.
- ii.
- iii.

Maintain records of the ~~Policy Committee~~partnership.

Certify records and proceedings of the ~~Policy Committee~~partnership.

Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee and maintain a file of all approved minutes including corrections and changes.

- iv. Provide for proper public notice of all meetings.
- v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.

2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.

3. In the event that an Officer cannot complete ~~their~~his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant office position.

The individual to be elected may not already be serving as an officer of the Policy

Committee.

Commented [DS6]: This leaves the one unelected person. So if Chair resigns, then this person steps in?

4. The Policy Committee will request the respective unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

Commented [DS7]: Will request, but what if they don't? Does this apply to alternates as well?

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee ~~may~~comply with statutes and rules requiring open and public meetings.

Commented [DS8]: May?

2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert’s Rules of Parliamentary Law.

3. A quorum of the Policy Committee will consist of ~~a majority of 3~~ 3 Policy Committee members.

4. Each entity has one vote made by the designated Policy Committee member or alternate and shall be made in person. Proxy voting is not permitted.

5. Notice of Policy Committee meetings and a proposed agenda shall be provided to all Policy

Committee members not less than five days prior to the scheduled meeting date of the Policy Committee.

6. The unapproved minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a ~~favorable~~ Policy Committee majority vote.  
2. A majority vote of voting members present shall be required for final work plan approval for submittal to review.

Commented [DS9]: Does this conflict with quorum definition?

3. A tie vote will be considered a “NO” vote. In case of a stalemate, the issue will be referred to the respective County, SWCD, Watershed District, and Tribal Boards.

ARTICLE VI – COMPENSATION

1. Policy Committee members may be compensated by the member unit of government they represent for meetings and expenses incurred, according to the policies of the unit of government.

2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the State for the purpose of implementing the Upper/Lower Red Lake Watershed Comprehensive Plan.

Commented [DS10]: Implementing or creating?

ARTICLE VII – SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. The Steering Team may appoint subcommittees for the purpose of assisting the Advisory Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee or vote on matters put before the Policy Committee.

Commented [DS11]: Why isn't the policy committee appointing subcommittees?

2. The Steering Team consists of one staff person from each partner, Board of Water and Soil resources staff, and the consultant. The Steering Team purpose is for logistical and

Commented [DS12]: What if there is no quorum? So one appointed Policy Committee member who is appointed by a Steering team can be the one bringing motions and voting on them? What if only one policy committee member is on the subcommittee? What if there is no Policy Committee member on the subcommittee, then no motions for consideration can be made by the subcommittee?

Commented [DS13]: How many BWSR staff and who is the "consultant"?

process decision making in the plan development process.

Commented [DS14]: What decision making authority does Steering Team have? Logistical and process? So they define the project location?

3. The Policy Committee shall appoint an Advisory Committee and act to approve all Advisory Committee members. The Advisory Committee will routinely advise the Policy Committee on plan implementation and on issues of policy and administration related to the plan.

- a. A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Advisory Committee as an ex-officio member.
- b. Each Partnership member government unit may designate a representative to the Advisory Committee.
- c. The Advisory Committee shall also include representatives from Minnesota's

principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact person from its agency to participate on the Advisory Committee.

Commented [DS15]: Any Tribal agencies that should be included?

Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.

Commented [DS16]: May be "appointed"

d. The steering team will facilitate the Advisory committee meetings.

e. The Advisory Committee may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.

Commented [DS17]: More subcommittees?

ARTICLE VIII: MEETING LOCATION

1. All regular meetings of the Upper/Lower Red Lake One Watershed One Plan Policy Committee will be held at the Red Lake Nation DNR office (15761 High School Dr., Red Lake MN 56671). The Policy Committee may, at its own discretion, change the location.

Commented [DS18]: By vote?

ARTICLE IX: WORK PLAN AND BIENNIAL BUDGET

- 1. All initial budgeted amounts within project categories must have prior approval of the Policy Committee
- 2. The Policy Committee may approve projects, not in the budgeted implementation work plan with a majority vote.
- 3. All expenses shall be consistent with the approved biannual work plan, budget, and/or approved projects.
- 4. The steering team will develop a biennial work plan and budget following the identified priorities outlined in the Upper/Lower Red Lake Comprehensive Plan to be approved by the Policy Committee with input from the Advisory Committee.

Commented [DS19]: So staff establish the budget and work plan?

ARTICLE X: MISCELLANEOUS

Upper/Lower Red Lake Watershed Comprehensive Plan

- 1. Portions of these bylaws may be suspended temporarily by a majority vote of the Policy Committee.
- 2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority vote, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
- 3. Beltrami Soil and Water Conservation District shall maintain the Upper/Lower Red Lake One Watershed One Plan Policy Committee official records and requirements of the BWSR grant agreement. The maintenance and disposition of these records shall be in accordance with applicable laws.
- 4. All expenses incurred by the Upper/Lower Red Lake One Watershed One Plan must be in the approved budget or have prior approval of the Policy Committee and include a signed claim form itemizing expenses that is submitted to the Beltrami Soil and Water Conservation District for payment. All claims must be submitted no more than ninety (90)

Commented [DS20]: Then what happens?

Commented [DS21]: So, if in approved budget plan, they can just be spent without Policy Committee approval?

days after the month in which they were incurred but must be thirty (30) days prior to the termination of the grant agreement.

Commented [DS22]: If not, what happens?

5. All staff expenses incurred by the Beltrami Soil and Water Conservation District must be in the approved budget or have prior approval of the Policy Committee as approved in the budget.

Commented [DS23]: Again, budget is usually a guideline, subject to approval of the Policy committee.

6. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE XI – CERTIFICATION

1. These By-laws were adopted by a vote of \_\_\_ ayes and \_\_\_ nays by the members of the Policy Committee on

\_\_\_\_\_  
(Beltrami County)

\_\_\_\_\_  
(Beltrami Soil and Water Conservation District)

\_\_\_\_\_  
(Red Lake Watershed District)

\_\_\_\_\_  
(Red Lake Nation)

2025-2026 ULRRL WBIF Work Plan

Grant Total: \$782,449.00

**Administration and Coordination - \$39,122.45**

Description: Beltrami SWCD will provide fiscal coordination and plan coordination. Duties for fiscal coordination (Fiscal Agent) include: Accept all fiscal responsibilities with grant agreements applied for and received through the ULRRL 1W1P. Perform transactions as part of contract implementation. Provide accountabilities for all funds, report receipts, and disbursements, and provide a complete audit report annually. Provide Policy Committee and its members with records necessary to describe the financial condition of the grant agreements the Policy Committee reviews. Maintain responsibility for fiscal records retention consistent with the Fiscal Agent's records retention schedule until the Memorandum of Agreement is terminated and then financial records will be turned over to the Comprehensive Plan Coordinator.

Duties of the Plan Coordinator Include: Handle all day-to-day administrative responsibilities with the ongoing planning and implementation of the ULRRL 1W1P. Be the day-to-day contact for the current ULRRL 1W1P and Grant Agreement and any subsequent Grant agreements the ULRRL 1W1P may receive. Be responsible for BWSR and other Grant reporting requirements. Assist the Policy Committee with the administrative details to oversee future planning and implementation of the Plan. Maintain the ULRRL 1W1P documents and perform other duties to keep the Policy Committee, Advisory Committee, and Steering Team informed about the implementation of the Plan. Maintain communication and build relationships with agency partners to further implement and document accomplishments toward Plan goals. Track and measure progress toward goals/milestones and Maintain database tracking systems.



**Non-structural Management - \$58,000**

Description: Assist landowners with implementing soil health practices and grazing management, assist with agricultural water certification, and promote nutrient management program participation. These initiatives will accomplish goals outlined in the Upper/Lower Red Lake Watershed Comprehensive Plan on page 35 and 38 within priority areas within the watershed. Priority watersheds were based the landownership, water quality values, and land uses. This will result in implementation of conservation practices on pastureland and cropland identified in the plan.

Activities Include: Soil health BMPs-Install soil health practices and enhancements on agricultural lands, focusing on conservation tillage and residue management, cover crops and filter strips, and nutrient management. Soil health practices will be targeted in priority areas identified within the plan. This will result in implementation of conservation practices on pastureland and cropland identified in the plan and provide enhance farm practices will be targeted and prioritized based on soil erodibility, field elevations, and proximity to water conveyance.

**Planning and Assessment - \$30,000**

Description: Planning and assessment efforts will support current programs identified in the 2025-2027 implementation funding and future projects and practices.

Activities Include: Forest Stewardship Plan cost-share program for private forest management plans. Outreach to landowners on lake shore properties with forested acres to offer guidance on forest management practices.

**Project Development - \$208,800**

Description: Efforts will include measurable steps toward accomplishing goals and activities outlines in the plan. Funds will be used for partner staff time to perform the following activities.

Activities Include: Outreach and educational events held by staff and partners including but not limited to program and projects relating to conservation easements, LiDAR work, forestry, agricultural practices, shoreline and streambank restoration and protection, groundwater, and subsurface treatment systems.

**Streambank and Shoreline Protection - \$40,000**

Description: The streambank or shoreline protection initiatives will accomplish goals outlined in the Upper Lower Red Lake Watershed Comprehensive Plan. Planning and assessment efforts will support current programs identified in the 2025-2027 implementation funding and future projects and practices.

Activities Include: Lakeshore stormwater, buffers, and shoreline restoration. Complete shoreline stabilization practices on priority lakes in the Upper/Lower Red Lake Watershed to protect infrastructure and prevent erosion, sedimentation, and damaged areas from high water events.

**Technical Assistance - \$116,526.55**

Description: This activity provides funding for technical staff time from the local SWCD and partners with appropriate JAA/TAA to implement those practices that address goals identified within the comprehensive plan. Staff credentials can be viewed at their respective offices. If JAA/TAA is not available, NRCS, engineering assistance, or private engineering with the applicable appropriate licensure/credentials for practice investigation, design, and construction will be utilized. All practices will follow the NRCS Field Office Technical Guide (FOTG), MN Stormwater Manual, or be a professionally accepted engineering or ecological practice methods to ensure that the requirements for the Technical Quality Assurances are met. It is anticipated that existing staff will utilize 70-75% of this funding, while private professional engineers will account for 20-25%. The billable rate for technical staff working on BMP activities associated with technical site assessment, applications, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects funded by this grant. See attached Staff Rate/Hours.

Activities Include: Utilize local engineers and/or private consultants to compete field investigations, surveys, construction inspections, and designs for stormwater, shoreline stabilizations, dams and/or culverts for projects conducted through watershed-based implementation funding. Technical staff assistance for soil health (hours), Agricultural BMPs, forestry actions, lakeshore, urban stormwater, ditch checks, easement outreach, and agricultural water certification/nutrient management.

**Agricultural Structure Practices - \$176,000**

Description: Establish practices and projects primarily associated with agriculture.

Activities Include: Culvert replacement, fencing, water wells, manure management watering facilities, stream crossings, heavy use protection with a priority to establish a project relating to Wild Rice.

**Subsurface Treatment Systems - \$20,000**

Description: Conduct projects within watershed to improve or replace SSTS systems.

Activities Include: Septic replacement incentives.

**Supplies and Equipment - \$60,000**

Purchase of No-till drill for watershed along with various supplies needed to host educational workshop events.

**Education and Outreach - \$14,000**

Host educational events throughout the watershed on various environmental topics and voluntary programs available to private landowners as well as produce and distribute outreach materials to community members about available programs including but not limited to the Keep It Clean initiative, agricultural practices, shoreline restoration and protection, and forestry incentives.

**Groundwater - \$20,000**

Sealing and permanent closure of unused wells within the watershed.

Total Grant	\$782,449.00	Projects
Admin	\$39,122.45	
No-Till Drill	\$45,000.00	
Pasture Management	\$24,000.00	x
Cover Crops	\$34,000.00	x
Project Development	\$202,800.00	
Keep It Clean	\$ 5,000.00	x
Education/ Outreach supplies	\$15,000.00	
Engineering/Consultants	\$116,526.55	
Shoreline/Streambank	\$40,000.00	x
Septic replacement incentive	\$20,000.00	x
Well Sealing	\$20,000.00	x
Forest Stewardship	\$20,000.00	x
Small Parcel Forest Program	\$10,000.00	
Outreach/Training Events	\$15,000.00	
Structural Practices- Wild Rice pilot project	\$36,000.00	x
Peatland	~summer 2026	
Culverts/altered hydrology	\$140,000.00	

smartsalting workshop, MFRC Woodland Workshop

Total of Expenses	\$782,449.00
Remaining	\$0.00

WBIF elink Categories	
Admin	\$ 39,122.45
Non-strucutural management	\$ 58,000.00
Planning & assessment	\$ 30,000.00
Project development	\$ 202,800.00
Streambank & shoreline protection	\$ 40,000.00
Technical/Engineering Assistance	\$ 116,526.55
Supplies & Equipment	\$ 45,000.00
Education/Outreach	\$ 35,000.00
Ag Structural Practices	\$ 176,000.00
Subsurface Treatment Systems	\$ 20,000.00
Groundwater	\$ 20,000.00

Amount Categorized	\$ 782,449.00
--------------------	---------------

Admin	
\$	39,122.45
Project	
\$	344,000.00
Staff	
\$	319,326.55
Equipment	
\$	45,000.00
Education/outreach	
\$	35,000.00
Total	
\$	782,449.00

WBIF elink Categories	
Admin	39122.45
Non-structural management	58000
Planning & assessment	30000
Project development	202800
Streambank & shoreline protection	40000
Technical/Engineering Assistance	116526.55
Supplies & Equipment	45000
Education/Outreach	35000
Ag Structural Practices	176000
Subsurface Treatment Systems	20000
Groundwater	20000
Amount Categorized	782449

Admin	39122.45
Project	344000
Staff	319326.55
Equipment	45000
Education/outreach	35000
Total	782449

Catergory	Amount
Administration Funds	\$ 39,122.45
Project Funds	\$ 344,000.00
Staff Time Funds	\$ 319,326.55
Equipment Funds	\$ 45,000.00
Education/Outreach Funds	\$ 35,000.00
Total	\$ 782,449.00

## Tony Olson

---

**From:** Nate Koland  
**Sent:** Wednesday, February 26, 2025 8:39 AM  
**To:** Tony Olson  
**Subject:** FW: RLWD Collector Setup  
**Attachments:** 2-25-25-1Z Red Lake Watershed District R980 Rover Only TSC7v2 Access No ADLS.pdf;  
2-25-25-2Z Red Lake Watershed District R12i TSC7v2 Access No ADLS.pdf

**Nathan Koland**  
**Red Lake Watershed District**  
1000 Pennington Avenue South  
Thief River Falls, MN 56701  
[nate.koland@redlakewatershed.org](mailto:nate.koland@redlakewatershed.org)  
D : 218-681-5800  
C : 218-686-9695

**From:** Weston Schneider <westons@frontierprecision.com>  
**Sent:** Tuesday, February 25, 2025 4:13 PM  
**To:** Nate Koland <nate.koland@redlakewatershed.org>  
**Subject:** RE: RLWD Collector Setup

Hi Nate,

Here is the updated pricing without the extended warranties that Tony asked for. I recommend going with the R980 since it is replacing the R12i.

### **R980 / R12i**

Factory Hardware Warranty \$450 X 4 = \$1,800  
Firmware Maintenance \$396 X 4 = \$1,584  
Total of \$3,384  
ADLS Covers both plus accidental damage for \$2,970

### **TSC7 and Access**

Factory Hardware Warranty \$301.50 X 3 = \$904.50  
Access Software Maintenance \$648 X 4 = \$2,592  
Total of \$3,496.50  
ADLS Covers both plus accidental damage for \$2,754

Let me know if you have any other questions.

Thanks again,  
Wes

**Weston Schneider** | Senior Account Manager



## BILL TO:

Red Lake Watershed District  
Nate Koland  
1000 Pennington Avenue South  
Thief River Falls, MN 56701  
UNITED STATES  
[nate.koland@redlakewatershed.org](mailto:nate.koland@redlakewatershed.org)

## SHIP TO:

Red Lake Watershed District  
Nate Koland  
1000 Pennington Avenue South  
Thief River Falls, MN 56701  
UNITED STATES  
[nate.koland@redlakewatershed.org](mailto:nate.koland@redlakewatershed.org)

Product Details	Qty	Price	Total
<b>R12I-101-64-01</b> Trimble R12i, Model 60, No 3G, ROW	1	\$ 7,438.50	\$ 7,438.50
<b>R12I-CFG-001-40</b> Trimble R12i Configuration Level-R12i Base and Rover Mode. R12i Configuration includes a one-year trial of CenterPoint RTX at no cost, with a standard value of an additional \$1995/year.	1	\$ 20,344.50	\$ 20,344.50
<b>101070-00-01</b> Trimble Geospatial Accessory - Dual Battery Charger with Power Supply and Power Cord	1	\$ 630.00	\$ 630.00
<b>89846-00</b> Trimble R12 Accessory - Base Station Extension (0.15m) with Height Measurement Lever	1	\$ 184.50	\$ 184.50
<b>GCP72</b> GPS ROD 2M SNAP LOCK (CARBON FIBER)	1	\$ 379.00	\$ 379.00
<b>GCP71</b> BIPOD (ALUMINUM)	1	\$ 229.00	\$ 229.00
<b>GCP107</b> BIPOD LEG CLIP	1	\$ 20.00	\$ 20.00
<b>TSC7-2-1111-00</b> Trimble TSC7 controller - QWERTY keypad, USB/Serial boot, NA/EMEA region, Standalone	1	\$ 5,008.50	\$ 5,008.50
<b>TA-GENSURV-P</b> Trimble Access - General Survey; Perpetual License	1	\$ 3,330.00	\$ 3,330.00
<b>121349-01-1</b> Trimble TSC7 Accessory - Pole Mount	1	\$ 234.00	\$ 234.00
<b>121358-01-1</b> Trimble Accessory - External Battery Charger w/ Int. Cord, Battery 2-pack	1	\$ 517.50	\$ 517.50

Sub Total: **\$ 38,315.50**

Discount: **\$ 0.00**

Tax: **\$ 0.00**

Shipping: **\$ 0.00**

**Grand Total: \$ 38,315.50**



## Special Notes

Shipping, handling, and applicable sales tax will be added to invoice

---

## Terms and Conditions

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns may be accepted 30 days from invoice. A restocking fee of up to 25% may be charged for any return. Special orders are not returnable.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.

{{Signature\*}}

{{Signdate\*}}

{{Fullname\*}}

## BILL TO:

Red Lake Watershed District  
Nate Koland  
1000 Pennington Avenue South  
Thief River Falls, MN 56701  
UNITED STATES  
[nate.koland@redlakewatershed.org](mailto:nate.koland@redlakewatershed.org)

## SHIP TO:

Red Lake Watershed District  
Nate Koland  
1000 Pennington Avenue South  
Thief River Falls, MN 56701  
UNITED STATES  
[nate.koland@redlakewatershed.org](mailto:nate.koland@redlakewatershed.org)

Product Details	Qty	Price	Total
<b>R980-101-50-01</b> Trimble R980, Model 50, ROW	1	\$ 8,100.00	\$ 8,100.00
<b>R980-ROV</b> Trimble R980 Configuration Level - Rover mode. R980 Configuration includes a one-year trial of CenterPoint RTX at no cost, with a standard value of an additional \$1995/year	1	\$ 18,450.00	\$ 18,450.00
<b>101070-00-01</b> Trimble Geospatial Accessory - Dual Battery Charger with Power Supply and Power Cord	1	\$ 630.00	\$ 630.00
<b>89846-00</b> Trimble R12 Accessory - Base Station Extension (0.15m) with Height Measurement Lever	1	\$ 184.50	\$ 184.50
<b>GCP72</b> GPS ROD 2M SNAP LOCK (CARBON FIBER)	1	\$ 379.00	\$ 379.00
<b>GCP71</b> BIPOD (ALUMINUM)	1	\$ 229.00	\$ 229.00
<b>GCP107</b> BIPOD LEG CLIP	1	\$ 20.00	\$ 20.00
<b>TSC7-2-1111-00</b> Trimble TSC7 controller - QWERTY keypad, USB/Serial boot, NA/EMEA region, Standalone	1	\$ 5,008.50	\$ 5,008.50
<b>TA-GENSURV-P</b> Trimble Access - General Survey; Perpetual License	1	\$ 3,330.00	\$ 3,330.00
<b>121349-01-1</b> Trimble TSC7 Accessory - Pole Mount	1	\$ 234.00	\$ 234.00
<b>121358-01-1</b> Trimble Accessory - External Battery Charger w/ Int. Cord, Battery 2-pack	1	\$ 517.50	\$ 517.50

Sub Total: **\$ 37,082.50**

Discount: **\$ 0.00**

Tax: **\$ 0.00**

Shipping: **\$ 0.00**

**Grand Total: \$ 37,082.50**

## Special Notes

Shipping, handling, and applicable sales tax will be added to invoice

---

## Terms and Conditions

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns may be accepted 30 days from invoice. A restocking fee of up to 25% may be charged for any return. Special orders are not returnable.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.

{{Signature\*}}

{{Signdate\*}}

{{Fullname\*}}

January 26, 2025

Tammy Audette  
Red Lake Water Shed District  
1000 Pennington Ave South,  
Thief River Falls, MN 56701

**Subject: Quote for Purchase of MS4Front and Implementation of Permit Module**

Dear Ms. Audette

We would like to thank you for the opportunity to provide a quote for our MS4Front Software Platform. As per our discussion we are providing a quote for the purchase and implementation of our software platform for the district's permit tracking program. Our software platform allows users to configure as many data modules (aka "Pages") as needed for your organization. Another big enhancement is around a robust field solution. With this version of MS4Front it now integrates with your ESRI ArcGIS online account and allows you to leverage ESRI's Collector and Survey 123 mobile apps for a complete end to end solution. MS4Front is sold as a Software as a Service (SaaS) subscription by organizational license with unlimited user licenses for that organization.

Beyond the annual software subscription there are typically professional service fees for implementation activities such as module configurations, report creation, ArcGIS online integration, data migration (if applicable) and additional training. Our goal is to provide the most cost-effective solution possible while still being successful and sustainable for the future.

**Deliverable 1: Purchase MS4Front, Configure and Migrate Data for Permit Program**

**Task 1 – Subscription to HEI's MS4Front Platform for Permit Program Tracking:**

The cost of the annual subscription is \$6,000. The subscription will start at the beginning of the setup. The MS4Front subscription does not include professional services to assist organizations in implementation services.

**Task 2 – Implementation of a Permit Data Module**

HEI will lead the configuration of a permit module. Below are the subtasks that HEI will perform to complete the setup.

- Configure the permit module's sections and forms in MS4Front. The permit module will be configured as close to the Sand Hill River Watershed District's permit database data entry forms as possible but there could be slight changes to the data entry forms based on feedback from district staff.

- Integration of an ArcGIS online web map for the reference layers in the MS4Front map viewer.
- Configure advance searches and analytic cards in MS4Front.
- Creation of 2 letter report for permit issuance.
- Migration of the existing permit data to the new MS4Front configuration.
- HEI will facilitate meetings with RLWD to discuss the design and layout of a public application form that the district can use to place a link to on their website. The application form will allow the public to apply for a permit thru the district's website and the information for the permit application will be inserted directly into the permit module inside MS4Front and create a new permit record for review. This implementation will include time for the design of the permit form on a webpage, setup the status workflow, creation of a permit received report and testing.

Cost Estimate: \$10,000 for the implementation of the permit module.

Cost Estimate Assumption: The cost assumes RLWD will provide access to their ArcGIS online for HEI to store and configure the GIS integration with MS4Front. ArcGIS online is provided by ESRI for free if the district has paid maintenance on a ArcGIS desktop software license.

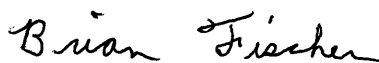
### Cost Estimate Summary

Task	Estimate
<b>Deliverable 1, Task 1 – MS4Front Subscription for Permit Program</b>	\$6,000
<b>Deliverable 1, Task 2 – Permit Module Implementation Services</b>	\$10,000

If you have any questions, do not hesitate to reach out to me.

Sincerely,

HOUSTON ENGINEERING, INC.

A handwritten signature in black ink that reads 'Brian Fischer'.

---

Brian Fischer  
Project Manager - Technology  
Direct: 763.493.6664  
bfischer@houstoneng.com



Permit # 25-001

Status Report: ~~Received~~  
*Approved - T.O.***Applicant Information**

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

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Marshall Township: Eckvöll Range: 40 Section: 34 1/4:**(4) Describe in detail the work to be performed. **replace highway entrance culverts in four spot locations.**(5) Why is this work necessary? Explain water related issue/problem being solved. **the culverts included were identified to be in poor condition with no pavement project identified in the district's 10 year plan.****Status**

Status	Notes	Date
Approved	P.A. #25-001 – Shirley Rutkowski Polk County – Gully Township – Section 16 The Red Lake Watershed District (RLWD) approves to replace 4 arch pipes with similar size box culverts as the pipes being replaced were identified to be in poor condition. 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. 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. Directly downstream of the outlet, applicant shall ensure that adequate grade and drainage is provided. Applicant is responsible for utility locates by calling Gopher 1. (1-800-252-1166) T.O.	Feb. 18, 2025
Received	None	Dec. 27, 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 # **25-004**Status Report: ~~Received~~  
*Approved. -T.O.***Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Jeremy Mienert	Brandsvold Township	34315 370th St SE Fosston, MN 56542	jmeinert@gvtel.com	tel:218-230-5737 mobile: fax:

**General Information**

(1) The proposed project is a:

**Culvert Installation / Removal / Modification**

(2) Legal Description

(3) County: **Polk** Township: **Brandsvold** Range: **40** Section: **12 1/4**:(4) Describe in detail the work to be performed. **upsizing culvert**(5) Why is this work necessary? Explain water related issue/problem being solved. **recommendation from Rich Sanders - Polk County****Status**

Status	Notes	Date
Approved	P.A. #25-004 – Brandsvold Township/Jeremy Mienert Polk County – Euclid Township – Section 12 The Red Lake Watershed District (RLWD) approves to increase the pipe size under township road 370th Ave SE with in County Ditch 23. The existing 36" culvert will be getting replaced with a 60" culvert per Polk County Engineer. Red Lake Watershed District recommends holding a public hearing to discuss the change in culvert size. 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.	Feb. 24, 2025
Received	None	Jan. 29, 2025

**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 # **25-007**Status Report: **Approved****Applicant Information**

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

**General Information**

(1) The proposed project is a:

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

(2) Legal Description

(3) County: **Red Lake** Township: **Red Lake Falls** Range: **44** Section: **23 1/4**:(4) Describe in detail the work to be performed. **construct new roadway and radial T intersection, install and replace culverts along corridor, ditch cleaning.**(5) Why is this work necessary? Explain water related issue/problem being solved. **constructing new roadway****Status**

Status	Notes	Date
Approved	<b>P.A. #25-007 – Red Lake County Highway Department Red Lake County – Red Lake Township – Section 23 The Red Lake Watershed District (RLWD) approves road construction project to re-route Hwy 1 to run into Hwy 32. 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. Applicant shall install appropriate erosion control measures for energy dissipation at the culvert/tile outlets. Applicant shall install appropriate markers to show the outlet end of the pipe, any damage caused by maintenance will be at the expense of the landowner/applicant 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.</b>	Feb. 25, 2025
Received	None	Feb. 7, 2025

**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 # 25-008

Status Report: ~~Received~~

Approved -- T.O.

**Applicant Information**

Name	Organization	Address	Email	Phone Number(s)
Angus Acres Inc		10333 280th Ave Euclid, MN 56722		tel: 218-289-7333 mobile: fax:

**General Information**

(1) The proposed project is a:

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

(2) Legal Description

(3) County: **Polk** Township: **Euclid** Range: **47** Section: **8 1/4**:(4) Describe in detail the work to be performed. **pattern tile**(5) Why is this work necessary? Explain water related issue/problem being solved. **improved field drainage and productivity****Status**

Status	Notes	Date
Approved	P.A. #25-008 – Angus Acres Inc Polk County – Euclid Township – Section 8 The Red Lake Watershed District (RLWD) approves the Pattern tile project with a 'pump' outlet located in the SW corner of the project. 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 adequate 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 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. RLWD recommends contacting Polk County SWCD regarding potential wetland issues. 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.	Feb. 24, 2025
Received	None	Feb. 18, 2025

**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.



# PENNINGTON SOIL & WATER CONSERVATION DISTRICT

201 Sherwood Avenue South • Suite 3

Thief River Falls, MN 56701-3407

Phone: (218) 683-7075

[www.penningtonswcd.org](http://www.penningtonswcd.org)

---

February 19, 2025

Dear Red Lake Watershed District:

The Area I Envirothon, a popular outdoor environmental learning event for Minnesota high school students, is scheduled to be held on Wednesday, April 23rd, at Lake Bronson State Park.

We want to thank you for your past financial support and would like you to consider it again this year. **We are asking for donations of \$25 - \$300.** This money will help finance trophies, prizes, noon lunch for the students, and advancement to the state competition in May. If you would like to donate to help support this fun learning event for our students, please send a check (made payable to the Area I Envirothon) to our office by April 11<sup>th</sup>.

If you have any questions, please call me at 218-683-7075.

Sincerely,

Marisa Newton  
District Coordinator

RECEIVED

FEB 21 2025

Initial:   Jo

**Minnesota Watersheds**  
**Special Meeting**  
**Friday, March 21, 2025**  
Park Event Center  
500 Division Street  
Waite Park, Minnesota 56387

## **Member Meeting Materials**

Enclosed are the following items:

1. Notice of Special Meeting
2. Delegate Appointment Form
3. Special Meeting Agenda
4. Memo regarding proposed changes to the resolutions and legislative priorities processes
5. Proposed Bylaws Changes

Please note that the Delegate Appointment Forms are **REQUIRED**. This is an in-person meeting. For the special meeting to be held, **a quorum of 43 delegates MUST be present**. Please return your Delegate Appointment Forms to Maddy Bohn at [mnwatershed@gmail.com](mailto:mnwatershed@gmail.com) at your earliest convenience.

This packet has been distributed to administrators and managers via email. No paper copies of this packet will be sent via the U.S. Postal Service.

**We are looking forward to seeing you at this  
special meeting of the membership!**

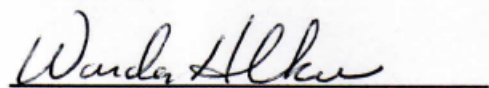
**PLEASE BRING THIS INFORMATION PACKET WITH YOU TO THE SPECIAL MEETING.  
EXTRA COPIES WILL NOT BE AVAILABLE ON SITE. THANK YOU!!**

## Minnesota Watersheds 2025 Special Meeting Notice

NOTICE IS HEREBY GIVEN that a Special Meeting of Minnesota Watersheds will be held at Park Event Center, Waite Park, Minnesota beginning at 10:30 a.m. on Friday, March 21, 2025 for the following purposes:

1. To consider and act upon proposed changes to the Resolutions and Legislative Priorities processes; and
2. To consider and act upon proposed Bylaws changes.

Sincerely,



Wanda Holker

Secretary

## Minnesota Watersheds 2025 Delegate Appointment Form

The \_\_\_\_\_ hereby certifies that it is  
*name of watershed organization*  
a watershed district or watershed management organization duly established and in  
good standing pursuant to Minnesota Statutes 103B or 103D and is a member of  
Minnesota Watersheds for the year 2025.

The \_\_\_\_\_ hereby further certifies  
*name of watershed organization*  
the following individuals have been appointed as delegates, or as an alternate  
delegate, all of whom are managers in good standing with their respective  
watershed district or watershed management organization.

**Delegate #1:** \_\_\_\_\_

**Delegate #2:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

Authorized by: \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Title

\*\* Please return this form to [mnwatershed@gmail.com](mailto:mnwatershed@gmail.com) at your earliest convenience. \*\*





**SPECIAL MEETING**  
**Friday, March 21, 2025 | 10:30 a.m.**  
**Park Event Center**  
**500 Division Street**  
**Waite Park, MN**

## **AGENDA**

### **GENERAL BUSINESS**

- 10:30 a.m. Call to Order
- 10:31 a.m. Approval of Agenda (Action)
- 10:32 a.m. Overview of the Proposed Resolutions and Legislative Priorities Processes – Louis Smith

### **ACTION ITEMS**

- 11:00 a.m. **BYLAWS HEARING** – Brad Kramer

### **WORKSHOP**

- 11:30 a.m. **LATEST DEVELOPMENTS IN OPEN MEETING LAW AND DATA PRACTICES** – Louis Smith
- 1:00 p.m. **ADJOURNMENT**

**Lunch will be provided.**

---

Minnesota Watersheds | 1005 Mainstreet | Hopkins, MN 55343 | [mnwatersheds.com](http://mnwatersheds.com)  
For more information, contact Jan Voit, [jvoit@mnwatersheds.com](mailto:jvoit@mnwatersheds.com) | 507-822-0921

TO: Minnesota Watersheds Board of Directors

FROM: Jan Voit, Executive Director  
Louis Smith, Counsel

DATE: January 30, 2025

RE: Possible Changes to Minnesota Watersheds Resolutions Process

---

### **Introduction and Summary**

As Minnesota Watersheds (MW) continues to evolve with its approach to impacting state policy and legislation, we have reviewed our current process and prepared recommendations of possible changes. This memorandum notes current challenges with the process and identifies ways to engage MW membership earlier in the calendar year in order for MW members, staff, and lobbyists to be more prepared for each legislative session. The proposed changes reflect input from the meeting of the combined Resolutions and Legislative Committees on January 16. Proposed amendments to the MW Bylaws and Manual of Policies and Procedures that reflect these possible changes are attached to this memo.

### **Current Process**

MW has followed the same process to consider policy resolutions for decades. On or about October 1 of each year, member watershed organizations submit proposed resolutions for consideration. A Resolutions Committee meets to review each proposed resolution and make recommendations. These recommendations are reviewed by the MW Board of Directors and are distributed to the membership by the October 31 deadline identified in the bylaws. The MW membership votes on adoption of the proposed resolutions at its annual meeting.

In recent years, MW has also developed a Legislative Platform with the assistance of the Minnesota Association of Watershed Administrators (MAWA). The Legislative Platform is a general policy document that describes MW's position on key water resources policy issues and is reviewed and approved by the MW membership at its annual meeting.

MW has a Legislative Committee, with entirely different membership from the Resolutions Committee, which is charged with providing recommendations to the MW Board, staff, and lobbyists on legislative priorities. These priorities are informed by the resolutions adopted by the MW membership.

### **Issues with Current Process**

Our discussions have identified the following issues with the current process:

1. **Timing**: It would greatly assist planning for the legislative session to identify policy priorities earlier in the year;
2. **Duplication**: It would make sense to integrate the work of the Resolutions and Legislative Committees into a single committee to provide a more coherent approach to policy development and legislative planning; and
3. **Engagement**: MW seeks to promote broad engagement in this policy process among its members.

## **Potential Process Changes**

### **1. Timing**

- a. Move the resolutions process earlier so that proposed resolutions are submitted by member watershed organizations by June 1.
- b. Distribute all resolutions received quickly back to members to provide an opportunity for members to send comments to the Committee within 10 days.
- c. Committee review of proposed resolutions would be completed by July 1.
- d. Convene a separate one-day meeting of MW delegates on or about August 1 for purposes of deliberating and acting on proposed resolutions.
  - i. Convene this meeting in a central location such as St. Cloud; allowing for members to arrive in the evening for a reception and then conduct the business meeting on resolutions the following day. Allow for hybrid remote electronic participation in this meeting.
  - ii. MAWA and the Committee would also bring recommendations on an updated Legislative Platform for the members' consideration at the August 1 meeting.
  - iii. The Summer Tour in late June is not ideal for addressing resolutions because the schedule is already packed, and the focus is on learning about watershed work in the field. It could be better to add one more meeting for focus on resolutions.
  - iv. Adding one more MW member meeting to the calendar will have budget and staffing implications to be considered.
- e. The Legislative Committee (consolidated Resolutions & Legislative Committee, see below) could meet in mid-November after elections and develop recommended legislative priorities.
- f. The annual conference in December can be a time for members to review and approve legislative priorities.
  - i. There may be a natural temptation to propose additional resolutions in December; the Bylaws could allow for such consideration, requiring recommendation by the Board of Directors and a super-majority vote for approval.

### **2. Committee Consolidation**

- a. Combine the Resolutions Committee and the Legislative Committee into a single committee that reviews proposed resolutions, recommends updates to the legislative platform and recommends legislative priorities.
- b. Assure that this committee has broad membership and strong leadership.
- c. Promote continuity in policy development and in setting legislative priorities through this arrangement.

### **3. Engagement**

- a. While the MW Board will be involved throughout the process, MW members/delegates will have a new role in approving the legislative priorities at the December annual meeting.
- b. The new process will provide more transparency and engagement opportunities for members, including an initial 10 day early review of all resolutions, and promote greater involvement of members through a strengthened and consolidated committee.
- c. The Bylaws would continue to provide that the Board could reserve authority during the Legislative Session to adjust priorities if circumstances warrant.

**Comparative Timelines**

The following table illustrates the resolutions, platform, and legislative priorities process as currently constituted and as proposed:

**CURRENT PROCESS****PROPOSED PROCESS**

August 1	<b>Notice/solicitation of resolutions</b>	April 1
October 1	<b>Deadline for submission of resolutions</b>	June 1
October 31	<b>Resolutions reviewed by Committee and Board; packet distributed with recommendations</b>	July 1
December 1	<b>Members meeting to consider resolutions and legislative platform</b>	August 1
January 1 (by Legislative Committee)	<b>Adoption of MW legislative priorities</b>	December 1 (by members)

# **BYLAWS**

## **MINNESOTA ASSOCIATION OF WATERSHED DISTRICTS, INC.**

### **Doing business as Minnesota Watersheds**

**St. Paul, Minnesota**

#### **ARTICLE I.**

##### **Offices and Corporate Seal**

- 1.1 Official Name. The official name of the corporation is the Minnesota Association of Watershed Districts, Inc., which conducts business under the registered assumed name of, and is hereinafter referred to as, Minnesota Watersheds.
- 1.2 Purpose. The purpose of Minnesota Watersheds is to provide educational opportunities, access to information resources, interface with other agencies, facilitate tours, meetings, and lobby on behalf of members. Additionally, Minnesota Watersheds will facilitate the exchange of information to help members better comply with governmental regulations and laws while offering an informed interface with the community or communities being served. Minnesota Watersheds will work to secure the capacity of its members to implement their statutory powers and purposes.
- 1.3 Organized. The corporation is organized as a 501(c)(4) organization. Notwithstanding any provision of the Articles of Incorporation or Bylaws which may be interpreted to the contrary, Minnesota Watersheds shall not authorize or undertake any actions which jeopardize its status as a 501(c)(4) organization.
- 1.4 Office. The registered office of the corporation shall be designated by the Board of Directors.
- 1.5 Corporate Seal. The corporation shall have no corporate seal.
- 1.6 Manual of Policy and Procedures. The Board of Directors has established a management document identified as the Manual of Policy and Procedures to support the orderly and timely details of regular operation. It may be revised at any time by a majority vote of the Board of Directors.

#### **ARTICLE II.**

##### **Membership**

- 2.1 Membership. Each dues-paying watershed district or watershed management organization duly established and in good standing pursuant to Minnesota Statutes, Chapter 103B or 103D, shall be entitled to membership in this corporation.
- 2.2 Delegates. Alternates. When a watershed district or watershed management organization becomes a member of this corporation, it shall designate from among its board members two delegates to represent it in this corporation. In addition, each member may designate alternate delegates to represent such member in the absence of any originally designated delegate. Thereafter, each member shall annually designate its delegates and alternate delegates so long as it remains a member in good standing of this corporation.



- 2.3 Termination of Membership. Any member that has failed to pay its dues is not in good standing and shall be stricken from the membership roll.
- 2.4 Resignation of Member. Any member may withdraw from this corporation effective immediately by notifying the secretary in writing. Regardless of the date of termination, there shall be no refund of the annual dues paid by the member.

### **ARTICLE III.**

#### **Meetings of Membership**

- 3.1 Annual Business Meeting. An annual meeting of this corporation shall be held to transact such business as shall properly come before them. Notice of the time and place of such annual meeting shall be mailed, either physically or electronically, by the secretary to all members at least thirty (30) days in advance thereof.

3.2 Annual Meeting on Resolutions and Petitions. An annual meeting of members of the corporation shall be held for the purpose of considering resolutions and petitions as set forth in Article IX. Notice of the time and place of such meeting shall be mailed, either physically or electronically, by the secretary with the assistance of the executive director to all members at least thirty (30) days in advance thereof. Delegates may participate and vote in such meetings by telephone or other electronic means approved by the Board in the Manual of Policy and Procedures, and determination of quorum and voting shall be as provided in sections 3.4 and 3.5.

3.23.3 Special Meeting. Special meetings of the members of the corporation shall be called by the president upon request of a majority of directors of the Board of Directors or upon the written request of one-third of the members of the corporation in good standing. This request shall be in writing addressed to the president or the secretary of the corporation. Within thirty days of receipt of said request, the Board of Directors shall mail (either physically or electronically) notice of said special meeting to all members. This notice shall state the objective of the meeting and the subjects to be considered.

3.4 Quorum for Meetings.

a. Annual Business Meeting. Each dues-paying watershed district or watershed management organization may appoint up to two delegates. A quorum consists of the majority of the delegates registered at the annual conference and in attendance irrespective of whether some have departed. Once a quorum has been established there shall be no further question as to the quorum.

b. Annual Meeting on Resolutions and Petitions, Special Meetings. A quorum for the Annual Meeting on Resolutions and Petitions or Special Meetings consists of at least one delegate from each of fifty percent plus one of the member watershed organizations, and must include at least one delegate from each of the three regions described in Article IV.

3.33.5 Voting. Any action taken by the members shall be by majority vote of the delegates present unless otherwise specifically provided by these Bylaws. Each member shall be entitled to one (1) vote for each delegate present.

### **ARTICLE IV.**

#### **Board of Directors**

- 4.1 General Powers. The business activities of the corporation shall be directed and managed by the Board of Directors. The Board of Directors shall be authorized to pay officers and directors of the corporation per diem allowances and expenses as may from time to time be submitted to the Board of Directors, and such other expenses as may from time to time be necessary for the furtherance of

the corporation's business, consistent with the rate and provisions of watershed board member per diem allowances and expense reimbursement provided in state law. The Board of Directors is authorized to hire and/or contract for services needed.

- 4.2 Directors to be Elected by Regions. For the purpose of election of the Board of Directors, members are grouped into three regions; three Directors shall be elected from each region, with staggered three-year terms. Members from each region shall elect one director for a three-year term at the annual business meeting of Minnesota Watersheds. No watershed district or watershed management organization shall have more than one board member elected to be a Director on the Board of Directors of the corporation. In the event of a vacancy on the Board of Directors, the Board of Directors may appoint a member for the remaining term from a watershed district or watershed management organization with an existing representative on the Board of Directors if there are no other candidates from the region requesting appointment to the position. In the event a vacancy is filled by the Board of Directors, such appointment shall be submitted to the regional caucus for approval at the next regional caucus meeting. Regional caucuses shall elect a Chairman and Recording Secretary report the election results to the Convention at a designated time. The member watershed districts and watershed management organizations present at the Regional Caucus meeting shall have full authority to elect a Chairman, Recording Secretary, and representatives to the Board of Directors.
- 4.3 Regions. The Board of Directors may re-align the regions or the members contained therein, it being the intent and purpose that each region contain the approximate same number of members. Any watershed district or watershed management organization in Minnesota not presently a member of this corporation, upon admission to membership, will be assigned to a region by the Board of Directors. Regional membership shall be listed in the Manual of Policy and Procedures.
- 4.4 Number, Qualification, and Term of Office. The number of directors constituting the Board of Directors shall be nine. Each director elected at the annual meeting shall be elected for a three-year term. Directors shall be on the board of a watershed district or watershed management organization that is a member in good standing of this corporation.
- 4.5 Vacancies. If there be a vacancy among the officers of the corporation or among the directors by reason of death, resignation, termination of membership, or removal as provided by law, the Articles of Incorporation, or these Bylaws, or otherwise or for non-excused absences for three consecutive meetings, such vacancy shall be filled by the Board of Directors until the next Annual Meeting of Minnesota Watersheds.
- 4.6 Removal of Directors. At a special meeting of the Board of Directors called solely for that reason, the notice of which meeting shall have been given in writing to members of the Board of Directors at least thirty days prior thereto and not more than fifty days prior thereto, a super majority of seven members of the Board of Directors may remove one or more directors from their term of office without cause.
- 4.7 Meetings. Actions. The Board of Directors shall hold the annual meeting of the Board of Directors immediately after the annual meeting of the members of this corporation, and at such annual meeting shall elect the officers as above provided. Regular meetings of the Board of Directors shall be held at a time and place to be fixed by resolution or adopted by the majority of the Board of Directors.

The majority of the Board of Directors shall constitute a quorum. Directors may participate and vote in Board of Directors meetings by telephone or other electronic means approved by the Board in the

## Manual of Policy and Procedures.

Actions may be taken by a majority vote of those Directors present or participating by telephone or other electronic means approved by the Board in the Manual of Policy and Procedures. The Secretary of the Board of Directors, with the assistance of the executive director, shall give written or electronic notice to each director at least seven calendar days in advance of any regular or special directors' meeting. Special meetings may be called at the discretion of the President of the Board of Directors or upon demand in writing to the Secretary by three (3) directors of the Board of Directors.

- 4.8 Conflicts of Interest. Members of the Board of Directors shall act at all times in the best interests of the corporation. This means setting aside personal self-interest and performing their duties in transacting the affairs of the corporation in such a manner that promotes public confidence and trust in the integrity, objectivity, and impartiality of the Board. No Director shall directly or indirectly receive any profit from his/her position as such, and Directors shall serve without remuneration other than as provided in Section 4.1 of these Bylaws for the payment for reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate family members or close personal or business associates of a director are considered to also be the pecuniary interest of the director.
- 4.9 Indemnification. All directors and officers of the corporation shall be indemnified against any and all claims that may be brought against them as a result of action taken by them on behalf of the corporation as provided for and subject to the requirements of Chapter 317A of Minnesota Statutes as amended.

## **ARTICLE V. Board Officers**

- 5.1 Officers and Duties. There shall be four officers of the Board of Directors, consisting of a President, Vice President, Secretary, and Treasurer. All officers shall be directors of the corporation. Their terms and duties are as follows:
- 5.2 President. The President shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms. The President shall have the following duties:
- Convene and preside over regularly scheduled and special meetings of the Board of Directors and annual or special Minnesota Watersheds membership meetings.
  - Have general powers and duties of supervision and management as directed by the Manual of Policy and Procedures.
  - Appoint such committees as he/she shall deem necessary with the advice and consent of the Board of Directors.
- 5.3 Vice President. The Vice President shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms. The Vice President shall have the following duties:
- Assume and perform the duties of the President in case of his/her absence or incapacity; and shall chair committees on special subjects as designated by the President.
  - Have general powers and duties of supervision and management as directed by the Manual of Policy and Procedures.
- 5.4 Secretary. The Secretary shall serve a term of office of one year and may, upon re-election, succeed

himself/herself for two additional successive terms.

The Secretary shall be responsible for preparing and keeping all records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each director, and assuring that corporate records are maintained.

- 5.5 Treasurer. The Treasurer shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms.

The Treasurer shall Co-chair the finance committee, maintain account of all funds deposited and disbursed, disburse corporate funds as designated by the Board of Directors, assist in the preparation of the budget, collect membership dues, and make financial information available to board members and the public.

## **ARTICLE VI. Committees**

- 6.1 Committees. Committee co-chairs shall be appointed by the Board of Directors. All committees shall have co-chairs.

## **ARTICLE VII. Fiscal Year, Dues and Annual Review of Financial Procedures**

- 7.1 Fiscal Year. The fiscal year of the corporation shall end on September 30 each year.
- 7.2 Membership Dues. Dues will be determined annually by the Board of Directors as specified in the Manual of Policy and Procedures.
- 7.3 Annual Dues. Annual dues shall be payable in January of each year. If a member's dues are not paid on or before April 30 of each year, such member's name shall be stricken from the membership roll. Reinstatement shall be upon such terms and conditions as prescribed by the Board of Directors.

The Board of Directors shall have the authority to suspend or defer dues of any newly organized watershed district or watershed management organization that joins this association until such member watershed district or watershed management organization is in actual receipt of its first authorized fund. The Board shall send out the annual dues statement with payment directed to the Minnesota Watersheds accounting firm. The Board of Directors may consider deferring, suspending, or reducing dues to new members or on an individual case basis when an appeal is made by a member because of hardship or funding problems.

- 7.4 Annual Review of Financial Procedures. The Board of Directors of this corporation shall provide for an annual review of financial procedures of all its resources and expenditures. A full report of such review and financial status shall be furnished at each annual meeting of the members. This review will be conducted by an auditing firm selected by the Board of Directors with experience in the field of government and water management. The review results shall be furnished to all members within forty-five days after receipt thereof by the Treasurer.

## **ARTICLE VIII. Employees**

- 8.1 Employees. At the discretion of and under the direction of the Board of Directors, Minnesota Watersheds may choose to hire and administer various employees. Their positions and job expectations shall be individually developed and included in the Manual of Policy and Procedures.

## **ARTICLE IX. Resolutions and Petitions**

- 9.1 Resolutions: The Co-Chairs of the Minnesota Watersheds Resolutions ~~& and~~ Legislative Committee will send a request for resolutions, along with a form for submission, to the membership at least four ~~three~~ months prior to the ~~A~~annual ~~Minnesota Watersheds membership M~~meeting on Resolutions and Petitions. Resolutions and their justification must be submitted to the Minnesota Watersheds Resolutions ~~& and~~ Legislative Committee in the required format at least two months prior to the ~~A~~annual ~~Minnesota Watersheds membership <~~meeting on Resolutions and Petitions for committee review and recommendation. The committee will present these resolutions and their recommendations to the Board of Directors and the Minnesota Watersheds membership at least one month prior to ~~the start of the A~~annual ~~Minnesota Watersheds membership M~~meeting on Resolutions and Petitions. The Board of Directors may make additional recommendations on each proposed resolution through its board meeting process. This same procedure will be used when policy issues are to be considered at any special Minnesota Watersheds membership meeting. All resolutions adopted at the Annual Meeting on Resolutions and Petitions shall be considered adopted by the members. Any resolutions to be considered at the Annual Business Meeting must be recommended by the board of directors and require a two-thirds majority vote of the members to be adopted.
- 9.2 Petitions: Any member or group of members may submit to the Board of Directors at any time a petition requesting action, support for, rejection of, or additional information on any issue of potential importance to the members. Such petitions require signed resolutions from at least 15 members before a special meeting of the membership will be convened.

## **ARTICLE X. Chapters**

- 10.1 Chapters. Members may form chapters to further the purposes stated in Article II of the Articles of Incorporation, to carry out policies of the Board of Directors, and to suggest policies for consideration by the Board of Directors.

## **ARTICLE XI. Rules of Order**

- 11.1 Rules. When consistent with its Articles of Incorporation and these Bylaws, the current edition of Robert's Rules of Order Newly Revised shall provide guidance to the proceedings of this corporation. For consistency in operation, a copy shall be available for consultation if requested at every scheduled meeting of the Board of Directors and Membership meetings.

## **ARTICLE XII. Amendments**

- 12.1 Amendments. These Bylaws may be amended by a majority vote of the members of this corporation only as provided below.
- 12.2 Annual Business Meeting. At the annual business meeting of the members of this corporation, the Bylaws may be amended by the majority of the members present if there is a quorum at said annual

meeting and due notice has been given to the membership of the changes 30 days in advance of the meeting.

- 12.3 Special Meeting. These Bylaws may be amended by the members at a special meeting called for that reason but only by a majority vote at a meeting where fifty percent plus one of the member watershed organizations are present~~of the entire membership of the corporation~~, and only if there has been thirty days' written notice to all members of such special meeting. Such special meeting may be called upon the request of one-third of the members of this corporation by notice in writing to the secretary or president, which notice shall ask for said special meeting and shall state the proposed Bylaws changes, and upon receipt of such request, the Secretary or President must send written, either by mail or electronically, notice of the meeting to the members of this corporation within thirty days of receipt of such request, which shall be not less than thirty days nor more than fifty days of the date of the written notice.



MARCH  
18  
12:30 PM

## AGENDA 26TH ANNUAL JOINT CONFERENCE

12.30	REGISTRATION/ CHECK-IN	03.00	NOT SCARY: DRAINAGE LAW - A CONSERVATION TOOL?
01.00	WELCOME & ANNOUNCEMENTS	03.30	WETLAND CONSERVATION ACT: POTENTIAL IMPACT OF STATUTE CHANGES IN THE RED RIVER BASIN
01.05	MN DRAINAGE CASE LAW UPDATES	03.50	WETLAND CONSERVATION ACT Q&A WITH BWSR
01.30	RED LAKE WD: COUNTY DITCH 39 UPDATE	04.00	DNR UPDATE: PROCESS TO REVISE THE PUBLIC WATERS INVENTORY MAP
01.45	DETERMINATION/ REDETERMINATION OF BENEFITS: WHAT'S NEW?	04.15	PANEL DISCUSSION: STUMP THE EXPERTS
02.10	COORDINATION BETWEEN COUNTIES AND WATERSHED DISTRICTS ON DRAINAGE ISSUES	04.45	ANNOUNCEMENTS/ CLOSE DAY 1
02.30	APPLICATION OF CULVERT SIZING TECHNICAL GUIDANCE IN THE RED RIVER BASIN	05.00	SOCIAL HOUR
02.45	BREAK	06.00	EVENING NETWORKING - on your own



## AGENDA 26TH ANNUAL JOINT CONFERENCE

07.30	BREAKFAST	12.00	LUNCH
08.30	ANNOUNCEMENTS	12.45	FAMILY FEUD - WATER & NATURAL RESOURCES EDITION
08.35	PROGRESS OF THE FORWG FIVE YEAR MONITORING PLAN	01.15	KINGS IN THE NORTH- RESTORING STURGEON IN THE RED RIVER BASIN
08.50	RURAL INUNDATION MAPPING INITIATIVE	01.40	FLOOD PROJECTS IN PROGRESS IN THE WATERSHEDS
09.10	FLOOD IMPACTS ON HIGHWAYS: THE NORTHERN RED RIVER STUDY	02.20	BREAK
09.30	WATER BENEATH OUR FEET: AQUIFERS OF THE RED RIVER BASIN	02.40	ADMINISTRATORS ROUND TABLE: WHAT'S HAPPENING IN YOUR DISTRICT?
10.00	BREAK	03.10	RAPIDAN DAM- WHAT HAPPENED AND WHAT COMES NEXT?
10.20	CURRENT EVENTS AT THE RRWMB	03.30	CLOSING REMARKS
10.35	GET TO KNOW THE RRWMB		
11.20	Basin History: The Stockwood Fill		

MARCH  
19  
8:00 AM

# **Administrator's Report**

February 27, 2025

**Wild Rice Allocation:** Wild rice growers have contacted Staff member Nate Koland asking about the availability of pumping water from the Clearwater Rice.

**Petition for Improvement to Ditch 1:** We received a draft Petition for Improvement to Ditch 1 from landowner Greg Hilgeman for review prior to obtaining signatures. The document was sent to Legal Counsel Sparby for review.

**RRWMB:** Please check your emails for the most recent legislative update from Rob Sip.

**Thief River 1W1P:** Some of you should have received an email from Don Bajumpa, BWSR, regarding the PRAP survey for the Thief River 1W1P. The survey was sent out on February 20<sup>th</sup>, with the deadline for submitting the survey by March 6, 2025.

**Mud River:** Nate Dalager and I met with Jim Graham, Agassiz NWR, regarding the development of a LSOHC grant application for the Mud River Project. We plan to meet every few weeks to work on the application until it is submitted.

**RLWD Advisory Committee Meeting:** Just a reminder that the RLWD Advisory Committee meeting will be held on March 17<sup>th</sup> at the District office.

**Website:** District staff have been in discussion with various website companies regarding updating the District's website.

**2024 Audit:** Brady Martz and Associates will begin the 2024 Audit on March 3<sup>rd</sup>.

**Interagency Meeting:** Just a reminder that the Interagency Meeting with Agassiz NWR and Thief Lake will be held on March 5<sup>th</sup> at 9:00 a.m.

**JD 60/CD 126 Annual Meeting:** The JD 60/CD 126 Annual meeting will be held on March 6<sup>th</sup> at 2:00 p.m.

**Moose River/JD 21 Channel Stability:** I have scheduled the Moose River/JD 21 Channel Stability meeting for Friday, March 7<sup>th</sup> at 12:30 at the District office.

**Turtle Cross:** District Staff met with Legal Counsel Sparby and Engineer Dalager to prepare for the upcoming Informational Meeting and preparation for completing flowage easements with the landowners.

**1W1P Policy Committee meeting dates:**

Thief River – March 10<sup>th</sup>, 9:00 a.m.

Red Lake River – March 12<sup>th</sup>, 9:30 a.m.

Clearwater River- March 19, 9:00 a.m.

Upper Lower Red Lake – March/April – Doodle poll will be sent out