

RED LAKE WATERSHED DISTRICT  
Board of Manager's Minutes  
September 25, 2014

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

Present were: Managers Dale M. Nelson, Lee Coe, LeRoy Ose, Albert Mandt, Orville Knott, Les Torgerson and Gene Tiedemann. Absent: LeRoy Ose. Staff Present: Myron Jesme and Tammy Audette and Legal Counsel Delray Sparby.

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

Motion by Knott, seconded by Torgerson, to dispense reading of the September 11, 2014 Board meeting minutes and approve them as printed. Motion carried.

The Board reviewed the Financial Report dated September 24, 2014. Motion by Tiedemann, seconded by Mandt, to approve the Financial Report dated September 24, 2014. Motion carried.

Administrator Jesme updated the Board on construction activities for RLWD Ditch 15, Project No. 175.

Administrator Jesme stated that he and Sam Umlauf, Houston Engineering, Inc., met with staff from the Board of Water and Soil Resources (BWSR), presenting information on the Grand Marais Channel Restoration Project, RLWD Project No. 60F and a tour of the project area. Jesme stated that the Contractor for the project is bringing in a logging crew to remove debris/logs from the channel prior to the construction equipment beginning excavation.

Construction on the Burnham Creek Project, RLWD Project No.'s 43B, C and D, Phases 1-4 is proceeding well. Duane Steinbrink, West Polk SWCD, is the project inspector. The Board reviewed Pay Estimate No. 1 for construction of the Burnham Creek Project, RLWD Project No.'s 43B, C and D, Phases 1-4 in the amount of \$174,642.38. Motion by Tiedemann, seconded by Knott, to approve Pay Estimate No. 1 in the amount of \$174,542.38 to Wright Construction, Inc., for construction of the Burnham Creek Project, RLWD Project No.'s 43B, C and D, Phases 1-4. Motion carried.

Administrator Jesme reviewed a bill from Beltrami County for High Resolution Aerial Photography. Jesme stated that at the July 12, 2012 Board meeting, the Board voted to partner with Beltrami County in completing 1-ft high resolution aerial photography, to be completed in 2014.

The Board reviewed a Memorandum of Agreement for the One Watershed One Plan pilot project for the Red Lake River, RLWD Project No. 149. Administrator Jesme stated that all parties involved are required to sign the Memorandum of Agreement. Motion by Tiedemann, seconded by Mandt, to approve the signing of the Memorandum of Agreement for the One Watershed One Plan Pilot Project for the Red Lake River, RLWD Project No. 149. Motion carried.

The Board reviewed a Memorandum of Agreement from the Red Lake County SWCD to complete an inventory and erosion study of all Legal Drainage Systems under the jurisdiction of the District and legal County ditches which includes review of side water inlets and buffer strips. The Red Lake County SWCD received a Clean Water Fund grant to complete the inventory, which requires a \$1,500 match from both Red Lake County and the District. Motion by Mandt, seconded by Torgerson to approve the Memorandum of Agreement for completing an inventory and erosion study of the District ditches, side water inlets and buffer strips within Red Lake County, to include a local funding match of \$1,500. Motion carried.

The Board reviewed the U.S.G.S. Decision Analysis of Mitigation and Remediation of Sedimentation within Large Wetlands Systems for the Agassiz National Wildlife Refuge.

Administrator Jesme stated the District can apply for a grant through BWSR for the development of a database for the District's legal drainage ditches. The database would track side water inlet culverts, buffer strips, and inspection and maintenance activity referred to in the grant as activity 7. District staff would also be able to generate drainage reports that are mandated by state law to be submitted to BWSR. As part of the grant, Houston Engineering, Inc. would provide the database software and required equipment and train District staff. Houston Engineering, Inc. will also host and facilitate annual user group meetings to provide update's on software and prioritize upcoming enhancements. After two years the District will be responsible for an Annual Subscription fee of \$4,000, after the software is setup and ready for data loading. Cost for this annual fee can be divided among all legal drainage systems under jurisdiction of the District. Motion by Coe, seconded by Knott, to approve the submission of a grant application through BWSR for the development of a database for the District's legal drainage systems. Motion carried.

The Board reviewed the 2014 MAWD Resolution Process and time line.

Administrator Jesme stated that staff received a quote for advertisement of the Natural Resource Specialist position in the local newspapers and internet websites. Jesme stated that the online internet cost would be \$687 for 30 days. For two weeks coverage in local papers from Grand Forks, ND to the Duluth area, including coverage in Alexandria and Detroit Lakes it would cost \$2,582.90 for a total between the two of \$3,269.90. Motion by Coe, seconded by Knott to approve the quote in the amount of \$3,269.90, for advertisement of the Natural Resource Specialist position. Motion carried. Administrator Jesme stated that he had also posted the position on five college websites.

Administrator Jesme stated that every three years, the District has to submit a Pay Equity Report to the State of Minnesota. This report was completed by Jesme in January and in August the District received a non-compliance letter stating that due to the fact one of our employees hourly wage was \$.10 per hour lower than that of a comparable position, the District must increase the salary of the employee by \$.10 per hour in order to be in compliance. Motion by Knott, seconded by Tiedemann, to increase the pay by \$.10 effective September 1, 2014 to bring the District into compliance with the State of Minnesota. Motion carried.

The Board discussed the District's Permit Rules and Regulations. Administrator Jesme stated that a landowner was in the office to apply for a permit to install a culvert through a township road. The landowner stated that the township requested that the landowner complete the permit application process. It was the consensus of the Board to include in the revision of the District's Permit Rules and Regulations that any proposed work through a township road should be signed off on by at least one township official.

The Board reviewed a letter of request to extend Permit No. 13103, Ron Weiss, Lake Pleasant Township, Red Lake County. Motion by Knott, seconded by Tiedemann, to extend Permit No. 13103, until September 18, 2015. Motion carried.

The Board reviewed the permits for approval. Motion by Tiedemann, seconded by Mandt, to approve the following permits with conditions stated on the permit: No. 14101, Brent and Don Strickler, Angus Township, Polk County; No. 14144, Minnesota Department of Transportation, Silverton and Cloverleaf Townships, Pennington County; No. 14158, Jaime DeRosier, Terrebonne Township, Red Lake County; No. 14162, Brian Kasprick, Euclid Township, Polk County; No. 14163, Nathan Bukowski, Cedar Township, Marshall County; No. 14164, Pennington County Highway Department, Cloverleaf Township, Pennington County; No. 14165, Pennington County Highway Department, Sanders Township, Pennington County; No. 14166, Pederson Brothers, Winsor Township, Clearwater County; No. 14167, Ron Weiss, Terrebonne Township, Red Lake County; No. 14168, Ron Weiss, Lake Pleasant Township, Red Lake County; No. 14169, Leif Kolstoe, Garnes Township, Red Lake County; No. 14170, Kevin Amiot, Louisville Township, Red Lake County; and No. 14176, Gentilly Township, Polk County. Motion carried.

#### Administrators Update:

- Jesme will participate in a 1W1P meeting in the District office on October 2<sup>nd</sup> with other committee members to review the Memorandum of Agreement. A schedule will also be developed on how to move forward with the 1W1P.
- Jesme, Loren Sanderson and staff from Houston Engineering, Inc. will meet on October 2 with NRCS staff on how to proceed with BR-6, Latundresse and Odney Flaas Dams.
- Jesme and Sam Umlauf from Houston Engineering, Inc. met with BWSR staff to give them a presentation and tour of the Grand Marais Outlet Restoration Project and the Grand Marais Cut-Off Channel.

Manager Torgerson discussed two newspaper articles posted in local newspapers concerning the Clearwater County Board meeting. Administrator Jesme stated that he is working on developing the Project Work Team for the Four Legged Lake Project, RLWD Project No. 102A.

Discussion was held on potential landowners to represent the Pine Lake Area on a Project Work Team. Administrator Jesme stated that Terry Sorenson and Larry Olson have been contacted as potential representatives for upstream landowners. Manager Torgerson was requested to recommend a few other potential landowners. Other participants on the Project Work Team that were mentioned are representatives from Property Owners of Pine Lake (POOPLA), Clearwater County and any Sportsman's Groups.

Motion by Mandt, seconded by Knott to appoint Managers Torgerson and Tiedemann as representatives on the Pine Lake Area Project Work Team and Four Legged Lake Project Work Team, with Manager Coe as an alternate. Motion carried.

Motion by Mandt, seconded by Torgerson, to appoint Managers Tiedemann and Nelson as representatives on the Odney Flaat Project Work Team. Motion carried.

Discussion was held on the Surface Drainage Study that was completed. The final report is located on the International Water Institute website.

Manager Torgerson asked about the drainage concern located within the City of Gonvick. Administrator Jesme stated that a letter had been sent to the landowner, with no response from the landowner. Legal Counsel Sparby recommended sending the landowner a letter stating when the Contractor would be on site to perform that work.

Motion by Tiedemann, seconded by Mandt, to adjourn the meeting. Motion carried.

A handwritten signature in blue ink that reads "LeRoy Ose". The signature is written in a cursive style with a horizontal line underneath it.

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LeRoy Ose, Secretary