

September 3, 2024 (a)

**APPROVED**  
**REGULAR MEETING OF THE BOARD OF MANAGERS OF THE**  
**MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT**  
**HELD VIRTUALLY USING MICROSOFT TEAMS AND AT THE DISTRICT OFFICE**  
**8:30 a.m. September 3, 2024**

The Meeting was called to order by President Bill Petersen, Managers Bill Petersen, Robert Kovar, Keith Szczepanski, Jared Sands were present. Mori Maher, Tyler Larson, Katrina Haugen, Tony Nordby, Jeff Hane, John Field, and Brent Halfmann were also present. Richard Meier and Jenna Lawrence were in attendance online.

Motion by Mr. Bob Kovar, seconded by Mr. Keith Szczepanski to approve the Agenda as presented. Motion unanimously carried.

Motion by Mr. Keith Szczepanski, seconded by Mr. Jared Sands to approve the Minutes of the August 19, 2024, meeting as presented. Motion unanimously carried.

Jared Sands was given the Manager's Oath of Office to be signed and notarized.

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands to continue with the current Board appointments as follows:

President - Bill Petersen, Vice President- Robert Kovar, Secretary- Brad Blawat, Treasurer- Keith Szczepanski and Alternate Secretary Treasurer- Lein Schiller. Motion unanimously carried.

Motion by Mr. Robert Kovar, seconded by Mr. Keith Szczepanski to appoint Mr. Brad Blawat, Joey McGregor, and Jared Sands to the Swift Coulee Project Work Team. Motion unanimously carried.

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands to appoint Mr. Bill Petersen and Mr. Keith Szczepanski to the Nelson Slough Project Work Team. Motion unanimously carried.

Motion by Mr. Jared Sands, seconded by Mr. Keith Szczepanski to appoint Mr. Brad Blawat and Mr. Keith Szczepanski to the Lilac Ridge Project Work Team. Motion unanimously carried.

Motion by Mr. Keith Szczepanski, seconded by Mr. Jared Sands to appoint Mr. Joey McGregor to the 1W1P committee with Mr. Robert Kovar, and Mr. Bill Petersen as alternates. Motion unanimously carried.

Motion by Mr. Bill Petersen, seconded by Mr. Jared Sands to appoint Mr. Joey McGregor and Mr. Robert Kovar to the Personnel Committee. Motion unanimously carried.

Motion by Mr. Keith Szczepanski, seconded by Mr. Bill Petersen to appoint Mr. Joey McGregor, Mr. Robert Kovar, and Mr. Brad Blawat to the Permit and Drainage committee. Motion unanimously carried.

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands to appoint Mr. Bill Petersen and Mr. Lein Schiller with Mr. Keith Szczepanski as the Alternate to be appointed as the Minnesota Watersheds Delegates. Motion unanimously carried.

Motion by Mr. Robert Kovar, seconded by Mr. Keith Szczepanski to appoint Mr. Bill Petersen, and Mr. Keith Szczepanski to the budget committee. Motion unanimously carried.

Jay Johnston was present to discuss CD 44 Main failing flapgates in the NE4 section 29 Angus Twp and the effect on his lands. He asked for the existing flapgates to be replaced with Waterman flapgates. He also discussed the variable spoilbank elevation. The insufficient height easily allows water to leave the ditch.

**APPROVED**

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands to cost share 50% with Jay Johnston on up to 6 Waterman flapgates in the NE4 of Section 29 Angus Township with Jay being responsible for the installation. And for Jay to work with the District staff to set elevations for the spoilbank so he can raise the low areas as needed. Motion unanimously carried.

Dillon Nelson and Nate Dalager joined the meeting at approximately 8:58 a.m. (virtual)

Jay Johnston left the meeting at approximately 9:16 a.m.

Richard Meier and Jenna Lawrence from YHR were in attendance (virtual) to discuss bids that were opened on Thursday, August 29, 2024 for the Office addition and remodel.

The following bid was received:

Name	Base Bid	Alternative 1	Alternative 2	Alternative 3	Alternative 4	Alternative 5
<b>Eng. Estimate</b>	<b>\$581,170</b>	<b>-\$25,000</b>	<b>+\$80,000</b>	<b>+\$100,000</b>		
Diversified Contractors Inc	\$743,800	-\$24,000	+\$67,000	+\$170,000	\$2,600	+\$6,800

Motion by Mr. Robert Kovar, seconded by Mr. Keith Szczepanski to reject the bid from Diversified Contractors and re-bid the project. Motion unanimously carried.

Richard Meier and Jenna Lawrence left the meeting at approximately 9:22 a.m. (virtual).

John Field and Brent Halfmann were in attendance to discuss the following After the Fact permits 24-052 and 24-056:

Motion by Mr. Jared Sands, seconded by Mr. Bob Kovar to approve the following permit with the following findings:

- 1) It would be difficult to prove the works done were not maintenance
- 2) Historically, there has not been a problem with the culvert size
- 3) There is a dry crossing to the South that limits water
- 4) Due to the elevation of the culvert, water will never fill the culvert before it starts flowing around the crossing.

Permit 24-052 Field Bros Farms- After the Fact Permit to remove and replace an existing field crossing culvert with a new 30" CSP in the NW4 SW4 of Section 29 Wanger Township.

Motion unanimously carried.

John Field and Brent Halfmann left the meeting at approximately 9:42 a.m.

Motion by Mr. Jared Sands, seconded by Mr. Robert Kovar to approve the following permit:

Permit 24-059 Marvin Hedlund to install 79 acres of field pattern drain tile in the E2 NE4 of Section 23 Higdem Township with 1/4" D.C.; 50' tile spacings; gravity outlet (371 GPM) to JD 1 (~Sta 201+40).

Motion unanimously carried.

Motion by Mr. Robert Kovar, seconded by Mr. Keith Szczepanski to approve culvert elevation adjustment, but for culvert sizing follow the District Culvert Sizing Chart recommendation:

**APPROVED**

Permit 24-060 Ben Kleinwachter to lower a 30" 410 St NW CL culvert between the NW4 of Sec 32 and the SW4 of Sec 29 by 0.6'; to realign the culvert with the coulee; to correct the invert of the 36" 210 Ave NW CL culvert between Sec 30-29, by the ½ mile line, on the condition that the coulee in the SE4 section 30 be cleaned prior to the aforementioned works, in Lincoln Township.)

Motion unanimously carried

The Regular Board Meeting was recessed for the 2025 Budget Hearing at approximately 9:58 a.m.

The 2025 Budget Hearing was called to Order at 10:01 a.m. by President Bill Petersen.

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands to:

- 1) Adopt the 2024 Administrative and Project Fund Levies as follows:

Building Maintenance	50,000	Legal/Profession/Administrative Services	89,000
Utilities	6,500	Managers Per Diem/Expenses	35,000
Supplies/Equipment	40,000	Association Dues	7,500
Telephone	12,000	Employee Mileage/Expenses	6,000
Publication/Printing	4,500	Vehicle Expenses	20,000
Postage	2,000	Employee Payroll/Fringes	525,000
Miscellaneous	1,075	Project Construction	8,525
Insurance	30,000	USGS Stream Gage & Cost Share	9,500
Property Taxes	150	Stream Maintenance	3,500
			<b>850,175</b>
		Less Estimated Project Expenses	450,175
		Net Administrative Budget	<b>400,000</b>

- 2) The Vice President certify to the Auditors of Marshall, Polk, Pennington, Kittson, and Roseau Counties an Administrative Fund Levy of \$400,000.00.
- 3) Authorize The Vice President to certify to the Auditors of Marshall, Polk, Pennington, Kittson, and Roseau Counties, a Project Fund levy of 0.0003627 (75% times 0.04836) times the Estimated Market Value of all taxable property within the District.

Motion unanimously carried.

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands for:

- 1) The Vice President certify the following Ditch repair and maintenance levies to the Auditors of Marshall, Polk, and Pennington Counties:

Ditch	Marshall		Polk		Pennington	
	Levy Projected Receipts	Percent (Benefits)	Levy Projected Receipts	Percent (Benefits)	Levy Projected Receipts	Percent (Benefits)
JD #1	9,944	2.00%	158,440	5.00%		
JD #14	44,275	4.50%			8,235	2.50%
JD #15	53,748	3.50%				
JD #16	46,468	5.00%				
JD #17	1,304	3.00%	6,271	1.00%		
JD #20	84,777	3.60%				

APPROVED

JD #21	22,387	8.00%					
JD #24	2,474	1.00%		925	1.00%		
JD #25-1	15,546	4.00%		22,842	4.00%	2,161	4.00%
JD #25-2	5,665	8.00%		34,236	8.00%	21,605	8.00%
JD #28	40,000	71.4%					
JD #29	55,948	2.50%					
JD #68				6,203	2.50%		
JD #75				127,870	3.50%		
CD #39	7,541	6.00%					
CD #39 Imp	1,085	1.00%					
CD #43				64,688	5.50%		
CD #44				25,028	2.50%		
CD #175				34,069	0.50%		
SD #3	157,504	2.00%					
WD #2	1,621	4.00%					
WD #4	5,865	6.00%		2,135	6.00%		
WD #5				12,840	0.50%		
WD #6				9,704	0.50%		
WD #7	3,598	1.00%		681	2.00%		
WD #7 Imp	190	0.25%		2,983	5.50%		
PL566 Lien	25,219	0.21638					
PL566 Maintenance	17,482	0.150%					
PL566 Rebuild	3,380	0.000290%					

Motion unanimously carried

Motion by Mr. Keith Szczepanski, seconded by Mr. Robert Kovar to accept the Red River Watershed Management Board Levy of 75% of the maximum allowable rate (0.04836).

The Budget Hearing was adjourned at approximately 10:58 a.m.  
 The Regular Board meeting was reconvened at approximately 10:58 a.m.

Motion by Mr. Jared Sands, seconded by Mr. Keith Szczepanski to approve the following permit:

Permit 24-065 WJS Nelson Farms to install 149 acres of field pattern drain tile in the SE4 of Section 14 Higdem Township with 1/4" drainage coefficient; 50' tile spacings; gravity outlet to Judicial Ditch #1 (~Sta 201+40) through 15" steel pipe through 190th St NW.)

Motion unanimously carried.

The following permits were Administratively approved and reviewed:

Permit 24-057 MNDOT to remove and replace a failing 18" CSP field entrance culvert with a new 24" CAS pipe in the E ditch along MN State Highway #220, near the W line in the Sec 4 Big Woods Twp.

APPROVED

Permit 24-058 MNDOT to remove and replace a failing 24" CSP field entrance culvert with a new 36" CAS pipe, in the West ditch along MN State Highway #220, in the NE4 of Section 16 Fork Township.

Permit 24-061 Dean Peterson to remove an existing crossing with a 24" culvert in the East ditch along 340th Ave NW and to install a new crossing with a 24" culvert approximately 350' further North in the SW4 of Section 13 Warrenton Township.

Permit 24-062 Cedar Twp to remove/replace existing 18" CSP CL culvert thru 180th Ave NE, in kind, about 770' North from Section Corner 20, 21, 28, & 29 in Cedar Township.

Permit 24-064 Tim Mortensen to install a new field crossing with a 24" culvert, on the north side of CSAH #23, ~1,300' west of the east property line in the SE4 Section 26 Helgeland Township.

Engineer Technician Tyler Larson provided an update on the sediment removal that took place on JD #21 Lateral 1, and construction updates on JD #75, CD #43, and JD #15 outlet repair.

Larson discussed sediment to be removed on JD #28 by Lunke Inc. The amount is from 1' to 4' deep.

An update on the Newfolden Project was provided by Administrator Maher and Dillon Nelson from HDR.

Maher discussed his presentation of Nelson Slough at the Lessard Sams Outdoor Heritage Fund (LSOHF) committee, and reviewed progress on the Swift Coulee project.

Administrator Maher discussed the resolution that he will be submitting to Minnesota Watersheds by the end of the week.

The 2025 Health Insurance premiums were reviewed and discussed.

Motion by Mr. Keith Szczepanski, seconded by Mr. Jared Sands to accept the 2025 Health Insurance premiums and authorize Administrative Assistant Haugen to sign the proposal. Motion unanimously carried.

Motion by Mr. Jared Sands, seconded by Mr. Robert Kovar that the Watershed District will pay up to \$750 for an individual health insurance plan and up to \$1,500 for a family health plan. Motion unanimously carried.

Mr. Bill Petersen and Administrator Maher provided an update from the last Red River Watershed Management Board (RRWMB) meeting.

The following meetings were announced:

1. 1W1P Policy Committee Meeting Wednesday, September 11, 2024 at 1:00 p.m. at the Marshall County SWCD office.
2. MSTRWD Regular Board of Managers Meeting Monday, September 16, 2024 at 8:30 a.m. at the District Office in Warren, MN.
3. RRWMB meeting Tuesday, September 17, 2024 at 10:00 a.m. in Ada, MN.

Motion by Mr. Robert Kovar, seconded by Mr. Jared Sands to adjourn the Meeting. Motion unanimously carried.

The Meeting was adjourned at approximately 11:44 a.m.

APPROVED

---

Katrina Haugen  
Recording Secretary

---

Robert Kovar  
Vice President