

APPROVED (October 16, 2017)

The following permits were Administratively approved and reviewed:

6. Permit (17-096) to Joey Potucek to lengthen an existing 18' field crossing culvert on the W line of NW NW in Section 36 and to lengthen an existing 18" culvert on the E line of SE NE of Section 26, all in Comstock Township.
7. Permit (17-097) to Larry A Larson to widen existing driveway crossing and replace 15" culvert under driveway with a longer 15" culvert, NW4, Section 27, Brandt Township.
8. Permit (17-105) to Tamarac Township to remove (3) 18" CL culverts and install (3) longer 18" culverts, same location, S line, Section 29, Tamarac Township.

The contract from H2Overviewers, for viewing services on the Improvement of County Ditch #175, was distributed. A discussion was held concerning the rates provided by H2Overviewers. It was the consensus of the Board to call Attorney John Kolb to determine if the District could solicit additional quotes for viewing services. A call was made to Attorney Kolb, however, he was unable to take the call. The Board deferred this matter to later in the meeting when Attorney Kolb could be present via telephone.

Tony Nordby reported:

- that due to the rain last week, Zavoral Construction, was unable to begin the Repair of Judicial Ditch #29 Main, but are expected to begin today or tomorrow, weather permitting.
- Spruce Valley Corporation has installed 7 rock ripple structures and seeding has been completed on the Repair of Judicial Ditch #29 Laterals 1 and 2 and the repair works have been completed.
- the 4" of rain received created some issues with the road during the construction repair of Judicial Ditch #75. He stated the dirt work and sloping on the 3 miles went well, however, the Tabor Township supervisors are not satisfied with the gravel supplied by the sub-contractor and have stated that they will take responsibility to furnish and pay for the gravel in section 3 of Tabor Township. He also reported that some vehicles drove around the "closed road" signs and created ruts in the road in section 36 of Sandsville Township and section 31 of Farley Township. He stated Gladen Construction will absorb 50% of the costs to reshape the road and the District will be responsible for the remaining cost and this will dictate a change order to the contract.
- he submitted the plan and cost estimates for the installation of a side inlet culvert and for the outlet repair of Watershed Ditch #7 Improvement to the Marshall County SWCD. He stated the Marshall County SWCD is scheduled to meet on October 5th and he will know after they meet if they will assist in funding the proposed work.

Danny Omdahl reported that Olson Construction TRF, Inc has completed the cleaning of Judicial Ditch #15, Branch A, from station 58+20 to station 101+10, in sections 19 and 20 of New Solum Township.

Tony Nordby reported Gowan Construction will be digging test holes, in the vicinity of the slough that has occurred on Judicial Ditch #1, in Section 17 of Higdrem Township. He stated it is hoped the test holes will determine if the slough occurred due to seepage or if it occurred from other means.

Kyle Schlomann reported a survey has been performed on Judicial Ditch #20, Branch A and B. He stated in numerous areas sediment removal should be performed.

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Motion by Mr. Brad Blawat, seconded by Mr. David Bakke that the District staff hire Dufault Excavating to spot clean the sediment from Judicial Ditch #20, Branch A and B. Motion unanimously carried.

Dillon Nelson, HDR Engineering, reported the construction and seeding of the Rick Confer Ring Dike has been completed. He stated once the totals are computed, they will be forwarded to the Red River Watershed Management Board for cost share reimbursement.

Danny Omdahl reported the south levee on the coulee in Section 27 of Brandt Township has not yet been surveyed but he anticipates the survey work will be completed shortly.

Administrator Praska reported the following quotes have been received to remove and replace the existing 36" outlet culvert, repair the band, install 25' riprap with fabric underlay, compact backfill, topsoil and seed the work area, on the March Impoundment property:

Gowan Construction	\$ 6,896.50
Zavoral Construction	\$10,430.00

Motion by Mr. Eric Johnson, seconded by Mr. Bill Petersen that the quote of Gowan Construction, in the amount of \$6,896.50 be accepted, to repair perform the works on the March Impoundment property, consisting of removing and replacing the 36" outlet culvert, repair the band, install 25' of riprap with fabric underlay, compact backfill, and replace topsoil and seed. Motion unanimously carried.

Attorney John Kolb joined the meeting, at approximately 10:05 a.m., via telephone.

A discussion was held with Attorney Kolb regarding viewing services for the Polk County Ditch #175 repair. The board inquired if they could solicit quotes from other individuals to compare viewing costs with those received from H2Overviewers. Attorney Kolb stated the Board could solicit quotes as long as the contract with H2Overviewers has not been executed and H2Overviewers are notified to suspend work if any has begun.

Motion by Mr. Bill Petersen, seconded by Mr. David Bakke that Administrator Praska be directed to notify H2Overviewers that they are to suspend viewing services on the Repair of Polk County Ditch #175, if any have begun due and to notify H2Overviewers that the District is soliciting quotes from other viewers and inform H2Overviewers may also resubmit a quote. Motion unanimously carried.

Motion by Mr. Eric Johnson, seconded by Mr. Bill Petersen that the District solicit quotes for viewing services, from qualified viewers within the State of Minnesota, and Administrator Praska inform the prospective viewers that the Repair of Polk County Ditch #175 is slated for 2018 and that he request the viewers state their timeline for performing viewing services for the determination of benefits and redetermination of benefits of Polk County Ditch #175. Motion unanimously carried.

Tony Nordby reported he attended the Marshall County Commissioner meeting to present the Swift Coulee/CD 3 project. He stated he inquired if Marshall County would assist in funding the project and was informed that they do not have funding resources for the project. Tony Nordby stated the District has received \$5,000.00 in Flood Damage Reduction Acceleration Grant Funds from the Red River Watershed Management Board and inquired if the Board wished to proceed with the study.

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Motion by Mr. Eric Johnson, seconded by Mr. Roger Mischel that Houston Engineering proceed with surveying the Swift Coulee project area with assistance from the District staff. Motion unanimously carried.

Administrator Praska reported, that after reviewing the cost share requirements required for the BWSR Drainage Modernization Grant, it appears it would not be feasible for the District to proceed with applying for the grant and the District will not be submitting a application.

Administrator Praska reported that he and Mr. John W Nelson met with Heidi Hughes and Sheila Hoerner to review the expenses incurred on the properties owned by the District at the former Agassiz Audubon property. They reported that Heidi and Sheila are to provide a list of items that are in need of repair or other expenses they see forthcoming.

Administrator Praska reported he received the following quotes for replacing the garage door and to replace the side walk in door on the quonset, along with a quote for the installation:

Argyle Building Center (materials)	
Garage Door-Insulated with opener	\$952.00
Quonset walk in door	250.00
Garage Door-uninsulated with opener	625.00
Quonset walk in door	250.00
Sam Potucek (labor)	
Garage Door/remove/replace/install opener	\$425.00
Walk in door-resize opening/install	300.00
Disposal of old material	50.00

Motion by Mr. Bill Petersen, seconded by Mr. Roger Mischel that Administrator Praska be authorized to purchase an uninsulated garage door and a side walk in door from Argyle Building Center for a total cost of \$875.00 and that Sam Potucek be hired to install the doors at a cost of \$775.00. Motion unanimously carried.

Administrator Praska reported:

- that he and Kyle Schlomann will be attending the BWSR Academy, November 1 -3, 2017, at Cragun's Resort, in Brainerd, MN.
- that 134.93 acres of the Agassiz Audubon Property, in the SW4 of Section 18 of Helgeland Township have been recertified into the CRP program with the Polk County FSA office, for a 15 year term.

Motion by Mr. David Bakke, seconded by Mr. Brad Blawat that Administrator Praska be authorized to sign FSA documents with Marshall County and Polk County. Motion unanimously carried.

- he has received confirmation from the District's insurance carrier, that Heidi Hughes is not covered under the District's liability insurance and they recommended the District inform Heidi Hughes that she can purchase renters insurance. Administrator Praska was directed to relay this information to Heidi Hughes and inform her that if she purchases renters insurance it would be at her expense.

Administrator Praska reported that the District's current Workmen's Compensation Insurance carrier, Berkley Risk, will no longer be offering Workmen's Compensation insurance. He stated the District's current policy will expire November 17, 2017. He stated he contacted the District's insurance carrier and requested a quote for the insurance and a quote has been received from SFM Risk Solutions, in the amount of \$818 per year.

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Motion by Mr. Bill Petersen, seconded by Mr. Brad Blawat that the District accept the quote of SFM Risk Solutions, for Workmans Compensation Insurance, at a rate of \$818.00 per year, and that a check be issued for payment on October 16th, 2017. Motion unanimously carried.

Administrator Praska reported the ArcGIS Single Use License and ArcGIS Spatial Analyst License will expire December 15, 2017 and the renewal cost, for 1 year, is \$1,143.00.

Kyle Schlomann requested the Board consider purchasing the AutoCad Civil 3D software. He stated the cost of the software for one year is \$1,680.00 and for 3 years the cost is \$6,300.00.

Motion by Mr. Roger Mischel, seconded by Mr. David Bakke that the District renew the ArcGIS Single Use License and the ArcGIS Spatial Analyst License with ESRI, in the amount of \$1,143.00 for a one year term, and the District purchase the AutoCad Civil 3D Software, for one year, at a cost of \$1,680.00. Motion unanimously carried.

Administrator Praska was directed to forward the Board a cleaned-up version of the draft Buffer rule/ordinance and add this item to the next meeting agenda.

Mr. Roger Mischel and Mr. Bill Petersen reported on the interview they conducted with Tyler Larson for the Engineer's Technician position.

Motion by Mr. Roger Mischel, seconded by Mr. Brad Blawat that Administrator Praska offer the Engineers Technician position to Kyle Larson, with a yearly salary of \$30,000.00, and that he schedule a meeting with Mr. Larson to review the terms of employment. Motion unanimously carried.

The 2018 Advisory Committee Member list was distributed. The Board is to review the list and report any changes to Connie Kujawa.

Connie Kujawa reported that she has been in discussion with Bremer Bank regarding the amount of interest the District is receiving on their investments. She stated the District's investments are currently secured by pledged securities, however, if the District changes to the Federal Home Loan Letter of Credit offered by Bremer Bank, the District would receive a greater rate of return on their investments.

Motion by Mr. Roger Mischel, seconded by Mr. Eric Johnson that Administrator Praska be authorized to sign the Federal Home Loan Letter of Credit agreement with Bremer Bank of Warren. Motion unanimously carried.

Mr. Roger Mischel reported that he and Administrator Praska attended the Red River Watershed Management Board meeting held September 19, 2017 at the Sand Hill Watershed District.

A discussion was held concerning a letter received from Brent Silvis. No action was taken by the Board.

Mr. Roger Mischel stated he will be attending the Red River Basin Land & Water International Summit Conference scheduled for January 2018, in Winnipeg, Manitoba. Connie Kujawa stated she would get the information and register him for the conference.

The following meetings were announced:

October 16, 2017-Regular Meeting, 8:30 a.m., District Office
November 6, 2017-Regular Meeting, 8:30 a.m., District Office

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By unanimous consent the meeting was adjourned at approximately 12:09 p.m.

Connie Kujawa
Recording Secretary

David Bakke
Secretary