



Type of Meeting: Monthly Board Meeting

Date: December 13, 2022

Time: 8:30 a.m.

Location: Shell Rock River Watershed District

305 S 1st Ave

Albert Lea, MN 56007

AGENDA

1. **Call to Order and Roll Call**
2. **Public Hearing – Change the Principal Place of Business for the Shell Rock River Watershed District**
3. **Public Hearing – Belshan Restoration Project**
4. **Public Forum**
5. **Consent Agenda** (The following items will be acted upon without discussion in accordance with the staff recommendation and associated documents unless a Manager requests opportunity for discussion.)
 - a. **Minutes of the November 8, 2022 SRRWD Monthly Board Meeting**
 - b. **Minutes of the November 29, 2022 Personnel Committee Meeting**
 - c. **November 2022 Treasurer’s Report Subject to Audit**
 - d. **November 2022 Project Fund Treasurer’s Report Subject to Audit**
 - e. **Authorize Payment of Claims**
 - f. **Authorize Payment of Project Fund Disbursements**
 - g. **Quarterly Transfer**
6. **Approval of Agenda** (Additions/Corrections/Deletions)
7. **Administrator – Andy Henschel**
 - a. **Resolution 2022-13 Approve Change of Principal Place of Business**
 - b. **Motion to Approve Personnel Committee Recommendation Effective January 1, 2023**
 - c. **Motion to Approve 2023 Administrative Levy and Certify the Administrative Levy to the Freeborn County Auditor-Treasurer.**
 - d. **Motion to Approve 2023 Debt Service Levy and Certify the Debt Service Levy to the Freeborn County Auditor-Treasurer**
 - e. **Motion to Approve 2023 Liability Insurance Levy and Certify the Liability Levy to the Freeborn County Auditor-Treasurer**
 - f. **Motion to Approve 2023 Administrative Budget**
 - g. **Motion to Approve the 2023 Project Fund Budget**
 - h. **Motion to Approve Financing for 305 S 1st Avenue Building**
 - i. **MAWD Annual Conference Update**
 - j. **Legislative Update**
 - k. **MAWD Summer Tour Discussion**

8. Project and Program Manager – Courtney Phillips

- a. Resolution 2022-14 Belshan Restoration Project Initiation
- b. Resolution 2022-15 Belshan Restoration Project Plan Approval
- c. Resolution 2022-16 Belshan Restoration Project Establishment
- d. Motion to Rescind Motion from 11-8-22: Move to Award Contractor/s for the Miller Tract Wetland Restoration, IC&E Wetland Enhancement, and Orr Wetland Restoration as presented.
- e. Motion to Award Contractors for the Miller Tract Wetland Restoration, IC&E Wetland Enhancement, and Orr Wetland Restoration to Leland Drainage and Excavation for Quote Package 1 and Krueger Excavation for Quote Package 2&3
- f. Motion to Approve Engineering Services with ISG
- g. BWSR Update

9. Manager's Items:

10. Upcoming Meetings: SRRWD Board Meeting - January 10, 2023

11. Adjourn

Shell Rock River Watershed District
Regular Meeting Minutes
November 8, 2022

Managers present: Mike Hanson, Joe Pacovsky, Brad Kramer, Al Bakken, Gary Pestorious, Mick Delger and Dan DeBoer

Manager Delger called the meeting to order at 8:30 a.m. on November 8, 2022 at the Shell Rock River Watershed District, 305 S. 1st Ave., Albert Lea, MN 56007.

No one from the public wished to speak during the Public Forum.

Manager Pacovsky offered the following motion:

Move to approve the consent agenda as follows:

- a. Minutes of the October 11, 2022 SRRWD Monthly Board Meeting
- b. October 2022 Treasurer's Report Subject to Audit
- c. October 2022 Project Fund Treasurer's Report Subject to Audit
- d. Authorize Payment of Claims
- e. Authorize Payment of Project Fund Disbursements

Manager Kramer seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Manager Kramer offered the following motion:

Move to approve the agenda with additions:

- 5d. Motion to Authorize District Administrator to Initiate Financing for New Office Location
- 5f. Resolution 2022-12 Sale of Excess Garage Supplies

Manager DeBoer seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Administrator Henschel provided a brief update regarding the Confined Disposal Facility (CDF) Cells 2&3 berm failure litigation. The mediation is complete the settlement includes the District paying \$65,000.00 over what contracted.

Manager Pestorious offered the following motion:

Move to Approve CDF Litigation Settlement.

Manager Kramer seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Administrator Henschel discussed the procedure to change the District's principal place of business after the former office was destroyed by flash flooding.

Manager Hanson offered the following motion:

Move to introduce Resolution 2022-11 as follows:

Resolution 2022-11
Shell Rock River Watershed District
Approval to Initiate Change of Principal Place of Business

WHEREAS, the Shell Rock River Watershed District (the "District") pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, the District is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the "Plan");

WHEREAS, the principal place of business the District was leasing at 214 West Main Street, Albert Lea, Minnesota was destroyed by flash flooding on July 5, 2022;

WHEREAS, the District was displaced and relocated to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007 on or about July 26, 2022, and have remained in a month-to-month lease for the new office space;

WHEREAS, Minnesota Statute § 103D.321 provides the process for changing a watershed's principal place of business;

WHEREAS, pursuant Minnesota Statute § 103D.321 the District of Board Managers (the "Managers") desire to initiate a change of the principal place of business for the District to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007;

WHEREAS, the proposed new principal place of business is located within the watershed district boundaries;

WHEREAS, upon approval, the District will provide notice of its intent to formally change the principal place of business to the public and conduct a hearing as required by applicable law at the December 13, 2022 regular Shell Rock River Watershed District monthly meeting;

NOW THEREFORE, consistent with applicable law and in furtherance of the Shell Rock River Watershed District Watershed Management Plan, be it hereby resolved:

Section 1: The District hereby initiates a change of the Shell Rock River Watershed District's principal place of business.

Section 2: District staff, in compliance with applicable laws, shall take all necessary action to change the principal place of business to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007.

Manager Pacovsky seconded the motion. After discussions, a roll call vote was taken and the resolution was unanimously approved.

Administrator Henschel discussed the upcoming Minnesota Association of Watershed Districts (MAWD) Annual Conference scheduled for December 1-3, 2022. Because the SRRWD is a member of MAWD, it can designate from among its board of managers two delegates to represent it in this corporation.

Manager DeBoer offered the following motion:

Move to Appoint Manager Bakken and Manager Kramer as delegates for the MAWD Annual Conference.

Manager Hanson seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Administrator Henschel discussed the need to initiate financing for the new office location as interest rates continue to rise.

Manager Pacovsky offered the following motion:

Move to Authorize District Administrator to Initiate Financing for New Office Location.

Manager Hanson seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Administrator Henschel discussed the miscellaneous tools and personal property that are excess and not needed nor is there storage room at the new location for all items. He reported that the items will be sold via Facebook and the District's website.

Manager Hanson offered the following motion:

Move to introduce Resolution 2022-12 as follows:

Resolution 2022-12

Disposal or Sale of Unused Property from Garage

WHEREAS, the Shell Rock River Watershed District Board of Managers ("Board of Managers") pursues the mission of improving water quality within its boundaries;

WHEREAS, the Shell Rock River Watershed District (the "SRRWD") is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the "Management Plan");

WHEREAS, the SRRWD is in the process of moving office locations, including its garage storage space;

WHEREAS, the SRRWD owns miscellaneous tools and personal property that are excess and not needed nor is there storage room at the new location for all items (the "Items");

WHEREAS, some Items may have nominal value to another and the SRRWD desires to sell any Items of value consistent with applicable law rather than dispose of it;

WHEREAS, no Item has a value of \$15,000 or more;

WHEREAS, other Items and debris have no value and need to be removed and disposed of;

WHEREAS, the SRRWD seeks to sell and/or dispose all unused and excess garage Items, as the interests of the SRRWD require and consistent with applicable law,

WHEREAS, and proceeds will be put into the District's general account for future general expenses; and

WHEREAS, the SRRWD will pursue the sale and/or the disposal of the excess garage Items consistent with applicable laws and in the interests of the SRRWD.

NOW THEREFORE, be it hereby resolved by the SRRWD:

- Section 1: The SRRWD finds the Items, miscellaneous tools and personal property in the garage not needing to be moved to the new office location, are excess property not used by the SRRWD; and
- Section 2: The District staff and Board of Managers are authorized to pursue sale or disposal of the property consistent with applicable laws.

Manager Pacovsky seconded the motion.

After discussion, a roll call vote was taken and the resolution was unanimously approved.

Project and Program Manager, Courtney Phillips, discussed the quotes received for Phase 2 of the Miller Tract Wetland, IC&E Wetland Enhancement and Orr Wetland Restoration. This phase includes the County Ditch 54 main tile south of Interstate 90 and the construction of wetlands. Three comparable quotes were received all under the engineer's estimate. Quote Package 1 will be awarded to Krueger Excavation for \$73,392.00 and Quote Package 2 and 3 will be awarded to Leland Drainage and Excavation for \$23,820.00 and \$75,863.00 respectively. This project is funded using Lessard Sams Outdoor Heritage Council dollars and will be completed this fall to align with grant funding deadlines.

Manager Kramer offered the following motion:

Move to Award Contractor/s for the Miller Tract Wetland Restoration, IC&E Wetland Enhancement, and Orr Wetland Restoration as presented.

Manager DeBoer seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Courtney continued with a discussion on the Belshan Property. The District purchased the property located at the intersection of Lincoln Avenue and Country Road 17 to complete a wetland restoration using Lessard Sams Outdoor Heritage Council grant funding. Two quotes were received to purchase seed for the property: Shooting Star Native Seed at \$570.00 price per acre and Minnesota Native Landscapes at \$595.00 price per acre. The District will purchase the seed from the lowest quote, Shooting Star Native Seed for a grand total of \$29,640.00.

Manager Hanson offered the following motion:

Move to Purchase Seed for Belshan Property as presented.

Manager Bakken seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

The District solicited bids to seed the Belshan property as discussed. Two bids were received to seed the property: Conservation Landscapes LLC at \$58.00 per acre and Prairie Land Professionals at \$50.00 per acre. The District will award the contract to the lowest bidder, Prairie Land Professionals.

Manager Bakken offered the following motion:

Move to award Contractor to Seed Belshan Property as presented.

Manager DeBoer seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

The District also solicited bids to seed an additional 8-acre parcel referred to as the Church Lake property. The seed has already been purchased. Two bids were received to seed the property and the District will award the seeding to the lowest bidder, Prairie Land Professionals.

Manager Kramer offered the following motion:

Move to Award Contractor to Seed Church Lake Property as presented.

Manager Bakken seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Manager Bakken discussed a community tile project that he has initiated with his neighbors. The project includes water from Interstate 35 and County Ditch 16. Manager Delger reminded the Board of Managers of upcoming meetings: MAWD Annual Conference & Trade Show December 1-3, 2022 and the next SRRWD board meeting on December 13, 2022.

Manager Hanson offered the following motion:

Move to adjourn the meeting.

Manager Pacovsky seconded the motion.

After discussion, a roll call vote was taken and the motion was unanimously approved.

Shell Rock River Watershed District
Personnel Committee Meeting Minutes
November 29, 2022

Committee Manager Members Present: Mick Delger, Brad Kramer, and Mike Hanson.

Also present: Andy Henschel, District Administrator;

Manager Delger called the Personnel Committee Meeting to order at 9:05 a.m. at the Shell Rock River Watershed District Office, 305 S First Ave, Albert Lea, Minnesota.

Chairmen Delger appointed Manager Kramer as Secretary of the meeting.

Administrator Henschel presented his recommendations of a 3.5% cost of living adjustment. This would increase the District payroll by \$13,302.81 starting January 1st of 2023. The District Administrator provided a summary of other local Governmental entities COLA increases for 2023 and the what how different COLA increases would affect the final budget numbers for 2023.

The committee then discussed the different COLA increase for staff.

The Committee is in favor of an annual cost of living increase of 3.5%.

Mike made a motion to recommend to the full Board of Managers for approval the following compensation plan for the District staff: a 2023 COLA increase of 3.5%,

Together with:

Beard _____ ;
Mick E. Delger _____ ;
Brad Kramer _____ ;

The motion was seconded. Motion carried unanimously.

Adjourned 8:10 a.m.

**Shell Rock River Watershed District
Administration Fund Financial Statement
2022**

Income:	November	Year to Date	Budget
A) General and Administrative Levy	\$ 105,932.50	\$ 249,230.30	\$ 250,000.00
B) Liability Insurance Fund	\$ 7,207.95	\$ 16,565.99	\$ 17,000.00
D) Interest	\$ 0.16	\$ 4.28	\$ -
Checking Acct.	\$ -	\$ -	\$ -
F) Reimbursements	\$ -	\$ 428.00	\$ -
FF.) Other income	\$ 885.00	\$ 1,495.00	\$ -
Total Income	\$ 114,025.61	\$ 267,723.57	\$ 267,000.00

Checking US Bank	\$ 72,203.34
November Receipts	\$ 114,025.61
Transfer From Project Fund	\$ 10,000.00
November Disbursements	\$ (56,543.39)
Checking Account Balance 11-30-22	\$ 139,685.56

Expenses:	November	Year To Date	Budget
Personnel			
1.11 Managers (regular meetings)	\$ -	\$ 2,860.00	\$ 4,000.00
1.12 Managers (special meetings)	\$ -	\$ 1,045.00	\$ 5,000.00
1.21 Administrator	\$ 10,528.18	\$ 39,181.86	\$ 20,000.00
1.22 Admin Assistant/Outreach	\$ 4,628.80	\$ 37,366.36	\$ 21,000.00
1.23 Technical Specialist	\$ -	\$ -	\$ -
1.24 Summer Intern	\$ -	\$ -	\$ -
1.26 Financial Technician II	\$ 6,191.68	\$ 22,690.07	\$ 24,000.00
1.27 Program Project Manager	\$ 6,549.18	\$ 9,823.77	\$ -
1.31 S.S./Med(Employer's Share=.0765)	\$ 2,472.62	\$ 12,706.51	\$ 6,000.00
1.32 Health Insurance	\$ 4,533.36	\$ 3,400.32	\$ 13,600.00
1.33 MN Unemployment	\$ -	\$ -	\$ -
1.34 P.E.R.A.	\$ 2,092.35	\$ 7,474.09	\$ 4,000.00
1.35 Workers' Compensation	\$ -	\$ -	\$ -
Personnel Subtotal	\$ 36,996.17	\$ 136,547.98	\$ 97,600.00

Travel-Related Expenses			
2.11 Manager Meeting Mileage	\$ -	\$ -	\$ 450.00
2.21 Administrator Travel	\$ -	\$ 1,223.84	\$ 3,000.00
2.22 Conservation Technician Travel	\$ 33.13	\$ 524.89	\$ -
2.32 Staff Mileage	\$ 26.80	\$ 478.96	\$ 1,000.00
2.41 Seminar Travel	\$ 354.38	\$ 362.38	\$ 3,000.00
2.42 Seminar Rooms	\$ 989.30	\$ 1,920.59	\$ 3,000.00
2.43 Seminar Meals	\$ 77.46	\$ 386.09	\$ 1,500.00
Travel Subtotal	\$ 1,481.07	\$ 4,896.75	\$ 11,950.00

Personnel Training			
3.11 MAWD Dues	\$ -	\$ 5,216.00	\$ 9,500.00
3.21 Educational Organization	\$ 180.00	\$ 348.00	\$ 250.00
3.22 Seminar Fees	\$ 1,425.00	\$ 1,880.00	\$ 4,000.00
3.23 Professional Development	\$ -	\$ 1,536.00	\$ 500.00
Personnel Training Subtotal	\$ 1,605.00	\$ 8,980.00	\$ 14,250.00

Office Expenses			
4.11 Supplies	\$ 354.56	\$ 4,492.98	\$ 5,000.00
4.21 Telephone and Internet	\$ 3,368.20	\$ 9,742.52	\$ 6,000.00
4.31 Postage	\$ 17.99	\$ 461.85	\$ 1,000.00
4.42 Software	\$ -	\$ 573.61	\$ 500.00
4.51 Utilities/Facility	\$ 2,419.36	\$ 21,173.09	\$ 28,000.00
4.61 Meeting Expense	\$ 16.16	\$ 191.18	\$ 1,000.00
4.63 Cleaning Service	\$ 150.00	\$ 1,425.00	\$ 2,000.00
4.71 Undesignated	\$ 40.00	\$ 184.79	\$ 200.00
Office Expense Subtotal	\$ 6,366.27	\$ 38,245.02	\$ 43,700.00

Professional Services

5.12 Audit	\$ -	\$ 13,660.00	\$ 13,000.00
5.21 Bank Charges	\$ 321.81	\$ 2,966.69	\$ 3,000.00
5.31 Legal Representation	\$ 1,059.57	\$ 9,292.82	\$ 5,000.00
5.41 Legal Notices	\$ 31.45	\$ 742.85	\$ 3,000.00
5.51 Bonding/Insurance	\$ -	\$ 25,060.00	\$ 35,000.00
Professional Services Subtotal	\$ 1,412.83	\$ 51,722.36	\$ 59,000.00

Capital Expenses

6.11 Equipment	\$ 7,407.94	\$ 39,493.13	\$ 3,000.00
6.21 Lease	\$ 49.44	\$ 3,645.33	\$ 6,500.00
Capital Expenses Subtotal	\$ 7,457.38	\$ 43,138.46	\$ 9,500.00

Project Expenses

7.41 Public Affairs	\$ -	\$ -	\$ 1,000.00
7.43 Educator	\$ -	\$ -	\$ -
7.44 Reimbursable Public Affairs	\$ -	\$ -	\$ -
7.45 Reimbursable Sale Tax Expense	\$ 1,224.67	\$ 1,545.66	\$ -
Project Expenses Subtotal	\$ 1,224.67	\$ 1,545.66	\$ 1,000.00

Reserves

12.1 Reserve	\$ -	\$ -	\$ 30,000.00
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Total Expenses

Total Expenses	\$ 56,543.39	\$ 285,076.23	\$ 267,000.00
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**Shell Rock River Watershed District
Project Fund Financial Statement
2022**

Income:	November	Year to Date	Budget
AA Local Sales Tax	\$ 183,678.25	\$ 1,807,474.42	\$ 1,500,000.00
AA. 1 Bond Fund Levy	\$ -	\$ -	\$ 178,625.00
BB Reimbursements	\$ -	\$ -	\$ -
BB 11 L-SOHC Grant IV	\$ -	\$ 3,456.50	\$ -
BB 12 L-SOHC Grant VI	\$ -	\$ 688,583.87	\$ 660,460.00
BB 19 L-SOHC Grant VII	\$ -	\$ 569,670.60	\$ 1,283,300.00
BB 20 Clean Water Grant 1W1P	\$ -	\$ 18,418.00	\$ -
BB 22 L-SOHC Grant Phase VIII	\$ -	\$ 16,732.76	\$ 1,300,775.00
BB 23 L-SOHC Grant Phase IX	\$ 16,671.15	\$ 25,320.43	\$ 845,000.00
BB 24 L-SOHC Grant Phase X	\$ 22,526.57	\$ 40,051.81	\$ 1,326,000.00
BB Reimbursement	\$ -	\$ 167,952.50	\$ -
CC Loan	\$ -	\$ -	\$ -
CC 01 MN CWP Loan	\$ -	\$ -	\$ -
DD Investment Income	\$ 5.22	\$ 39.61	\$ -
EE Other Income	\$ 7,896.00	\$ 114,494.48	\$ -
2017 Carry Over	\$ -	\$ -	\$ 872,000.00
Total Income	\$ 230,777.19	\$ 3,452,194.98	\$ 7,966,160.00

Checking US Bank	\$ 1,163,397.34
Savings Account Balance	\$ 63,626.78
Debt Service Fund	\$ 127,330.19
BWSR Targeted Watershed Fund	\$ 36,048.71
Accentra Savings Acct Balance	\$ 30,208.03
November Receipts	\$ 230,771.97
November Disbursements	\$ (59,042.13)
Project Account Balance 11-30-22	\$ 1,592,340.89

Expenses:	November	Year to Date	Budget
100 Erosion and Water Control			
101 Legal & Professional	\$ 868.00	\$ 9,412.28	\$ 2,500.00
102 Engineering/Technician	\$ -	\$ -	\$ -
102.1 Engineering	\$ -	\$ -	\$ 5,000.00
102.2 Admin. Technician Reimb.	\$ -	\$ 115,204.99	\$ 160,000.00
102.3 Wedge Creek Restoration	\$ -	\$ -	\$ -
102.7 FL In Lake Habitat	\$ 4,901.88	\$ 11,632.44	\$ -
103 Studies	\$ -	\$ -	\$ -
104 Projects	\$ -	\$ 5,880.41	\$ -
104.1 District Cost-Share Program	\$ 10.00	\$ 30.00	\$ 1,000.00
104.3 W/C Wetland	\$ -	\$ -	\$ -
104.4 Upper Twin Water	\$ -	\$ -	\$ -
104.5 Wedge Creek Reach 1 Veg Restoration	\$ -	\$ -	\$ -
104.8 W/C Wetland Property Phase VI	\$ -	\$ 96,749.78	\$ -
104.13 Headwaters Streambank Restoration	\$ -	\$ 835,508.81	\$ 418,000.00
104.18 IC&E Wetland Phase VI	\$ -	\$ -	\$ 67,725.00
104.15 SRR Streanbank Restoration	\$ -	\$ 269,252.90	\$ 355,400.00
104.17 Orr Wetland Restoration	\$ 4,026.00	\$ 33,440.25	\$ 371,250.00
104.19 IC&E Wetland Phase X	\$ -	\$ 30,716.00	\$ 200,000.00
104.20 Fountain Lake In-lake Restoration	\$ -	\$ -	\$ 1,300,775.00
104.21 Panicum Prairie Enhancement	\$ -	\$ 6,500.00	\$ -
104.99 Insurance	\$ -	\$ 6,500.00	\$ -
105 Equipment	\$ -	\$ -	\$ 1,000.00
106 Miscellaneous/Outreach	\$ -	\$ -	\$ -
107 Project Maintenance	\$ -	\$ -	\$ 1,500.00
Total Erosion and Water Control	\$ 9,805.88	\$ 1,420,827.86	\$ 2,884,150.00

250 BWSR Targeted Watershed Grant

251 Legal & Professional	\$	-	\$	107.50	\$	-
252 Engineering/Technician	\$	-	\$	-	\$	-
252.1 Engineering	\$	-	\$	-	\$	-
252.2 Admin. Technician Reimb.	\$	-	\$	-	\$	-
252.3 Simple Waterways	\$	-	\$	3,807.85	\$	-
252.4 Complex Waterways	\$	-	\$	-	\$	-
252.5 Streambank Restoration	\$	-	\$	-	\$	-
252.6 Ditch Repairs	\$	-	\$	-	\$	-
252.7 Wetland Restoraion	\$	-	\$	-	\$	-
203 Studies	\$	-	\$	-	\$	-
204 Projects	\$	-	\$	-	\$	-
254.1 Rock Inlets	\$	-	\$	-	\$	-
254.2 Simple Waterways	\$	-	\$	25,222.82	\$	-
254.3 Complex Waterways	\$	-	\$	-	\$	-
254.4 Streambank Restoration	\$	-	\$	-	\$	-
254.5 Ditch Repairs	\$	-	\$	-	\$	-
254.6 Wetland Restoration	\$	-	\$	4,057.50	\$	-
254.99 Insurance	\$	-	\$	-	\$	-
255 Equipment	\$	-	\$	-	\$	-
256 Miscellaneous/Outreach	\$	-	\$	-	\$	-
257 Project Maintenance	\$	-	\$	-	\$	-

Total BWSR Targeted Watershed Grant \$ - \$ **33,195.67** \$ -

400 Subwatershed Projects

401 Legal & Professional	\$	9,763.50	\$	57,508.71	\$	5,000.00
402 Engineering/Technician	\$	-	\$	-	\$	-
402.1 Engineering	\$	-	\$	3,285.00	\$	-
402.2 Admin. Technician Reimb.	\$	10,000.00	\$	133,055.32	\$	198,000.00
402.6 Pickerel Lake Dam	\$	-	\$	-	\$	-
402.7 Lower Twin Lake Fish Barrier	\$	-	\$	-	\$	-
403 Studies	\$	-	\$	-	\$	-
404 Projects	\$	31.24	\$	19,539.84	\$	-
404.21 1Watershed 1Plan	\$	-	\$	30,330.50	\$	-
404.22 Schroeder Property	\$	-	\$	42.56	\$	-
404.23 Church Lake Property	\$	-	\$	27.15	\$	-
404.24 Orr Property	\$	-	\$	955.97	\$	-
404.26 Glenville Property	\$	-	\$	2,956.88	\$	-
404.27 Bancroft Property	\$	-	\$	4,874.00	\$	-
404.28 Belshan Property VII	\$	-	\$	1,044.00	\$	-
404.29 Belshan Property X	\$	-	\$	-	\$	1,126,000.00
404.99 Insurance	\$	-	\$	6,500.00	\$	-
405 Equipment	\$	-	\$	1,827.54	\$	5,000.00
406 Miscellaneous/Outreach	\$	5,308.00	\$	39,440.27	\$	-
407 Project Maintenance	\$	836.07	\$	25,399.74	\$	2,500.00

Total Subwatershed Projects \$ **25,938.81** \$ **326,787.48** \$ **1,336,500.00**

500 Dredging Elements

501 Legal & Professional	\$	19,333.04	\$	118,863.14	\$	-
502 Engineering/Technician	\$	-	\$	-	\$	-
502.1 Eng. Albert Lea Lake	\$	-	\$	-	\$	-
502.2 Admin. Technician Reimb.	\$	-	\$	27,799.73	\$	25,000.00
502.3 Eng. Fountain Lake	\$	3,964.40	\$	23,768.17	\$	24,000.00
503 Studies	\$	-	\$	-	\$	-
504 Projects	\$	-	\$	-	\$	-
504.1 Fountain Lake Land Pursuits	\$	-	\$	-	\$	-
504.2 Dredging	\$	-	\$	249,309.62	\$	-
504.3 CDF	\$	-	\$	50,349.08	\$	-
504.99 Insurance	\$	-	\$	5,000.00	\$	-
505 Equipment	\$	-	\$	-	\$	-
506 Miscellaneous/Outreach	\$	-	\$	-	\$	-
507 Project Maintenance	\$	-	\$	-	\$	-

Total Dredging \$ **23,297.44** \$ **475,089.74** \$ **49,000.00**

600 Water Monitoring				
601 Legal & Professional	\$	-	\$	-
602 Engineering/Technician	\$	-		
602.1 Engineering	\$	-	\$	5,000.00
602.2 Admin. Technician Reimb.	\$	-	\$	26,116.42
603 Studies	\$	-	\$	1,009.05
604 Projects	\$	-	\$	-
604.1 TMDL Implementation	\$	-	\$	-
604.2 SWAG Grant	\$	-	\$	-
604.99 Insurance	\$	-	\$	4,000.00
605 Infrastructure	\$	-	\$	1,706.97
606 Miscellaneous	\$	-	\$	-
607 Project Maintenance	\$	-	\$	1,000.00
Total Water Monitoring	\$	-	\$	32,832.44
				\$ 38,000.00
800 Reserve				
804 Projects	\$	-	\$	-
804.1 Projects/Cash reserve	\$	-	\$	1,984,690.00
Total Project/Cash Reserve	\$	-	\$	1,984,690.00
805 Grants	\$	-	\$	-
804.8 L-S Phase VIII				660,820.00
804.9 L-S Phase IX				845,000.00
Total Grant Reserves	\$	-	\$	1,505,820.00
Total Reserves				3,490,510.00
900 Debt Services				
901 Debt Expense	\$	-	\$	47,952.50
902 Bond Funds	\$	-	\$	115,000.00
903 MPCA Loan Payment	\$	-	\$	75,000.00
Total Debt Services	\$	-	\$	237,952.50
				\$ 168,000.00
Total Disbursements	\$	59,042.13	\$	2,526,685.69
				\$ 7,966,160.00

**Shell Rock River Watershed District
Unpaid Bill Detail
December 6, 2022**

Al Bakken			
Spec. Meetings	1.12 Special Meetings	\$ 165.00	
Reg. Meetings	1.11 Regular Meetings	\$ 110.00	
			\$275.00
Gary Pectorious			
Spec. Meetings	1.12 Special Meetings	\$ 110.00	
Reg. Meetings	1.11 Regular Meetings	\$ 165.00	
			\$ 275.00
Mike Hanson			
Reg. Meetings	1.11 Regular Meetings	\$ 55.00	
			\$ 55.00
Mick Delger			
Reg. Meetings	1.11 Regular Meetings	\$ 165.00	
Spec. Meetings	1.12 Special Meetings	\$ 275.00	
			\$ 440.00
Joe Pacovsky			
Spec. Meetings	1.12 Special Meetings	\$ 55.00	
Reg. Meetings	1.11 Regular Meetings	\$ 165.00	
			\$ 220.00
Brad Kramer			
Reg. Meetings	1.11 Regular Meetings	\$ 110.00	
Spec. Meetings	1.12 Special Meetings	\$ 110.00	
			\$ 220.00
Dan DeBoer			
Reg. Meetings	1.11 Regular Meetings	\$ 110.00	
			\$ 110.00
Courtney Phillips			
Conference meal	2.43 Seminar Meals	\$ 62.42	
Conference Travel	2.41 Seminar Travel	\$ 303.13	
Mileage	2.32 Staff Mileage	\$ 17.50	
			\$ 383.05
Andy Henschel			
Mileage Oct and Nov	2.21 Administrator Travel	\$ 1,070.00	
			\$ 1,070.00
Leah Stadheim			
Mileage	2.32 Staff Mileage	\$ 28.75	
			\$ 28.75
Payroll			
Payroll	2100 Payroll Liabilities	\$ 36,996.17	
			\$ 36,996.17
Verizon Wireless			
Equipment	6.11 Equipment	\$ 949.28	
Cell Phone Service	4.21 Telephone & Internet	\$ 406.91	
			\$ 1,356.19
US Bank			
Office Expenses	4.31 Postage	\$ 17.99	
Software	4.42 Software	\$ 107.36	
Meals	4.71 Undesignated	\$ 65.04	
Project Expense	7.45 Reimbursable Project Expense	\$ 3,890.80	
Office Expenses	4.61 Meeting Expense	\$ 45.11	
			\$ 4,126.30
Freeborn Mower Cooperative Services			
Utilities	4.51 Utilities/Facility	\$ 45.00	
Utilities	4.51 Utilities/Facility	\$ 184.00	
			\$ 229.00
Minnesota Energy			
Utilities	4.51 Utilities/Facility	\$ 90.36	
			\$ 90.36

**Project Fund- Shell Rock River Watershed District
Unpaid Bill Detail
December 6, 2022**

Freeborn-Mower Cooperative Services		
Acct# 1946200	404 Subwatershed Project	\$ 61.00
Acct# 2111800	404 Subwatershed Project	\$ 116.00
Acct# 2077100	404 Subwatershed Project	\$ 64.00
Acct# 2878000	404 Subwatershed Project	\$ 11.00
Acct# 1206500	404 Subwatershed Project	\$ 88.00
		<u>\$ 340.00</u>
Verizon Wireless		
April Statement	404 Subwatershed Project	\$ 148.35
		<u>\$ 148.35</u>
Thompson Sanitation, Inc.		
Dumbster fee	407 Subwatershed Project	\$ 675.67
Acct 10837	407 Subwatershed Project	\$ 181.78
		<u>\$ 857.45</u>
Conservation Strategies		
August Statement	406 Subwatershed Project	\$ 2,898.00
		<u>\$ 2,898.00</u>
Jones Haugh & Smith		
Inv# 43618	104 Erosion and Water Control	\$ 6,120.63
		<u>\$ 6,120.63</u>
Uline		
Inv# 156383470	405 Subwatershed Project	\$ 3,001.12
		<u>\$ 3,001.12</u>
Bomgaars		
Inv# 80800629	407 Subwatershed Project	\$ 9.79
Inv# 80800618	407 Subwatershed Project	\$ 95.80
		<u>\$ 105.59</u>
ISG		
Inv# 86694	104 Erosion and Water Control	\$ 4,704.44
		<u>\$ 4,704.44</u>
Veit & Company Inc.		
Final Payment	501 Dredging	\$ 465,000.00
		<u>\$ 465,000.00</u>
	TOTAL	<u><u>\$ 483,175.58</u></u>

Brad Kramer, Secretary

Alan O. Bakken, Treasurer

1. 2022 4th Qtr. Reimbursement to Administration account from Non Property tax account

	Account in	Amount	Account transferred to
Administrator Wages	1.21	\$8,290.94	102
Administrator Wages	1.21	\$11,054.59	402
Administrator Wages	1.21	\$8,290.94	502
Secretary Wages	1.22	\$6,075.30	402
Secretary Wages	1.22	\$2,025.10	602
Financial Clerk Wages	1.26	\$8,126.58	102
Financial Clerk Wages	1.26	\$8,126.58	402
Program/Project Manager	1.27	\$11,461.07	102
Program/Project Manager	1.27	\$9,168.85	402
Program/Project Manager	1.27	\$2,292.21	602
Employer SS & Med	1.31	\$2,132.71	102
Employer SS & Med.	1.31	\$2,633.54	402
Employer SS & Med.	1.31	\$634.26	502
Employer SS & Med.	1.31	\$330.27	602
PERA	1.34	\$1,886.49	102
PERA	1.34	\$2,344.76	402
PERA	1.34	\$580.37	502
PERA	1.34	\$302.21	602
Administrator Mileage	2.21	\$314.40	102
Administrator Mileage	2.21	\$419.20	402
Administrator Mileage	2.21	\$314.40	502
Technician Mileage	2.22	\$99.69	102
Technician Mileage	2.22	\$79.75	402
Technician Mileage	2.22	\$19.94	602
Maintenance	7.45	\$1,038.66	407
Equipment	7.45	\$4,236.19	405
TOTAL		\$92,279.00	

Resolution 2022-13

Shell Rock River Watershed District

Approval of Change of Principal Place of Business

WHEREAS, the Shell Rock River Watershed District (the “District”) pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, the District is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

WHEREAS, the principal place of business the District was leasing at 214 West Main Street, Albert Lea, Minnesota was destroyed by flash flooding on July 5, 2022;

WHEREAS, the District was displaced and relocated to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007 on or about July 26, 2022, and have remained in a month-to-month lease for the new office space;

WHEREAS, Minnesota Statute § 103D.321 provides the process for changing a watershed’s principal place of business;

WHEREAS, pursuant Minnesota Statute § 103D.321 the District of Board Managers (the “Managers”) by Resolution 2022-12, dated November 8, 2022, initiated a change of the principal place of business for the District to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007;

WHEREAS, the District is located entirely in Freeborn County, Minnesota.

WHEREAS, the proposed new principal place of business is located within the watershed district boundaries;

WHEREAS, the District provided notice of the public hearing on the intended updated principal place of business as noted in the publication on November 8, 2022, at least 10 days prior to the public hearing;

WHEREAS, the District provided notice by direct mail to the Freeborn County Auditor’s Office via U.S. Mail and electronic mail on November 8, 2020, at least 10 days prior to the hearing of the intent to update the principal place of business;

WHEREAS, the District conducted a public hearing on the proposed change to the principal place of business on December 13, 2022;

WHEREAS, the District has considered comments on the proposed change of principal place of business;

NOW THEREFORE, consistent with applicable law and in furtherance of the Shell Rock River Watershed District Watershed Management Plan, be it hereby resolved:

Section 1: The District hereby changes its principal place of business to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007 effective today's date.

Section 2: District staff, in compliance with applicable laws, shall take all necessary action to change the principal place of business to 305 1st Avenue South, Albert Lea, Freeborn County, Minnesota 56007, including notification to Minnesota Secretary of State, the Minnesota Board of Water and Soil Resource ("BWSR"), and Freeborn County Auditor.

Dated this 13th day of December, 2022

Mick Delger, Chair

Brad Kramer, Secretary

**Shell Rock River Watershed District
Administration Budget
2023**

Income:

A) General and Administrative Levy	\$ 250,000.00	Admin Levy
B) Liability Insurance Fund Levy	\$ 17,550.00	Liability Ins Levy
D) Interest	\$ -	
Checking Acct.	\$ -	
C.D.	\$ -	
F) Reimbursements	\$ -	
Total Income	\$ 267,550.00	

Expenses:**Personnel**

1.11 Managers (regular meetings)	\$ 4,000.00
1.12 Managers (special meetings)	\$ 3,000.00
1.21 Administrator (full-time)	\$ 20,000.00
1.22 Admin Assistant/Outreach (full-time)	\$ 21,000.00
1.23 Technical Specialist I (full-time)	\$ -
1.24 Summer Tech	\$ -
1.26 Financial Technician II	\$ 24,000.00
1.27 Program Project Manager	\$ -
1.31 S.S./Med(Employer's Share=.0765)	\$ 6,000.00
1.32 Health Insurance	\$ 13,600.00
1.33 MN Unemployment	\$ -
1.34 P.E.R.A.	\$ 4,000.00
1.35 Workers' Compensation	\$ -

Personnel Subtotal **\$ 95,600.00**

Travel-Related Expenses

2.11 Manager Meeting Mileage	\$ 50.00
2.21 Administrator Travel	\$ 3,000.00
2.22 Conservation Technician Travel	\$ -
2.32 Staff Mileage	\$ 1,000.00
2.41 Seminar Travel	\$ 1,500.00
2.42 Seminar Rooms	\$ 1,500.00
2.43 Seminar Meals	\$ 500.00

Travel Subtotal **\$ 7,550.00**

Personnel Training

3.11 MAWD Dues	\$ 6,000.00
3.21 Educational Organization	\$ 250.00
3.22 Seminar Fees	\$ 2,000.00
3.23 Professional Development	\$ 500.00

Personnel Training Subtotal **\$ 8,750.00**

Office Expenses	
4.11 Supplies	\$ 5,000.00
4.21 Telephone and Internet	\$ 10,000.00
4.31 Postage	\$ 750.00
4.42 Software	\$ 500.00
4.51 Utilities/Facility	\$ 42,450.00
4.61 Meeting Expense	\$ 750.00
4.63 Cleaning Service	\$ 2,000.00
4.71 Undesignated	\$ 200.00
Office Expense Subtotal	\$ 61,650.00
Professional Services	
5.12 Audit	\$ 13,000.00
5.21 Bank Charges	\$ 3,000.00
5.31 Legal Representation	\$ 3,000.00
5.41 Legal Notices	\$ 3,000.00
5.51 Bonding/Insurance	\$ 35,000.00
Professional Services Subtotal	\$ 57,000.00
Capital Expenses	
6.11 Equipment	\$ 3,000.00
6.21 Lease	\$ 4,000.00
Capital Expenses Subtotal	\$ 7,000.00
Project Expenses	
7.41 Public Affairs	\$ -
Project Expenses Subtotal	\$ -
Reserves	
12.1 Reserve	\$ 30,000.00
Total Expenses	\$ 267,550.00

**Shell Rock River Watershed District
Project Budget
2023**

Income:	Budget
AA Local Sales Tax	1,500,000.00
AA.1 Bond Fund Levy	178,625.00
BB 19 L-SOHC Grant VII	225,000.00
BB 22 L-SOHC Grant Phase VIII	1,250,300.00
BB 23 L-SOHC Grant Phase IX	845,000.00
BB 24 L-SOHC Grant Phase X	170,000.00
BB 25 L-SOHC Grant Phase XI	1,438,000.00
BB Reimbursement	
CC Loan	
DD Investment Income	
EE Other Income	
2022 Carry Over	1,500,000.00
Total Income	<u><u>7,106,925.00</u></u>
Expenses:	
100 Erosion and Water Control	
101 Legal & Professional	2,500.00
102 Engineering/Technician	
102.1 Engineering	5,000.00
102.2 Admin. Technician Reimb.	210,000.00
102.3 Wedge Creek Restoration	0.00
102.4 Credit Trading	0.00
103 Studies	0.00
104 Projects	0.00
104.1 District Cost-Share Program	1,000.00
104.17 Orr Wetland Restoration	223,000.00
104.20 Fountian Lake In-lake Restoration	1,250,800.00
104.21 Panicum Prairie Enhancement	427,500.00
105 Equipment	40,000.00
106 Miscellaneous/Outreach	0.00
107 Project Maintenance	1,500.00
Total Erosion and Water Control	<u>2,161,300.00</u>

400 Subwatershed Projects	
401 Legal & Professional	5,000.00
401.3 SRR Headwater Project	
402 Engineering/Technician	
402.1 Engineering	
402.2 Admin. Technician Reimb.	156,000.00
403 Studies	
404 Projects	
405 Equipment	45,000.00
406 Miscellaneous/Outreach	
407 Project Maintenance	2,500.00
Total Subwatershed Projects	<u>208,500.00</u>
500 Dredging Elements	
501 Legal & Professional	
502 Engineering/Technician	
502.1 Eng. Albert Lea Lake	
502.2 Admin. Technician Reimb.	14,100.00
502.3 Eng. Fountain Lake	30,000.00
503 Studies	
504 Projects	
504.2 Dredging	65,000.00
504.3 CDF	
505 Equipment	
506 Miscellaneous/Outreach	
507 Project Maintenance	35,000.00
Total Dredging	<u>144,100.00</u>
600 Water Monitoring	
601 Legal & Professional	0.00
602 Engineering/Technician	
602.1 Engineering	5,000.00
602.2 Admin. Technician Reimb.	20,000.00
603 Studies	14,000.00
604 Projects	0.00
605 Infrastructure	1,000.00
606 Miscellaneous	
607 Project Maintenance	1,000.00
Total Water Monitoring	<u>41,000.00</u>

800 Reserve	
804 Projects	
804.1 Projects/Cash reserve	1,831,025.00
Total Project/Cash Reserve	<u>1,831,025.00</u>
805 Grants	
804.9 L-S Phase IX	795,000.00
804.10 L-S Phase X	170,000.00
804.11 L-S Phase XI	1,438,000.00
Total Grant Reserves	<u>2,403,000.00</u>
Total Reserve	<u>4,234,025.00</u>
900 Debt Services	
901 Debt Expense	58,000.00
902 Bond Principle	110,000.00
903 MPCA Loan Pymt	150,000.00
Total Debt Services	<u>318,000.00</u>
Total Disbursements	<u><u>7,106,925.00</u></u>

Resolution 2022-14
Belshan Restoration Project
INITIATE PROJECT
2022-01

WHEREAS, The Shell Rock River Watershed District Board of Managers (“Board of Managers”) pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, The Shell Rock River Watershed District (the “District”) is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

WHEREAS, project goals and objectives set forth in the Plan include:

- Improve water quality and clarity to District lakes
- Improve and enhance waterfowl habitat
- Maintain efficient system and reduce transport of sediment, nutrients and pesticides into surface waters through the drainage systems
- Minimize flood damage to property and preserve the function of the floodplain
- Restore and retain water upstream throughout the watershed
- Preserve existing rural and urban wetlands and encourage restoration and enhancement

WHEREAS, the District has pursued a comprehensive watershed approach to reduce sedimentation and improve water quality including filter strips, rock inlets, nutrient management systems, water and sediment basin installations, rough fish management practices, installation of fish barriers, septic system inspections, stream bank and ditch restoration projects and the installation of rain gardens.

THEREFORE be it hereby resolved that the Shell Rock River Watershed District:

- Sec. 1: Initiates “Project No. 2022-01 Belshan Restoration Project”
- Sec. 2: Authorizes District Staff to negotiate appropriate professional services agreements to promote and complete Belshan Restoration Project efforts.
- Sec. 3: Authorizes District Staff to conduct work as needed to present this project to the Board for review and public hearing as required by law.

Dated December 13, 2022

Michell Delger
SRRWD Chairman

Gary Pestorius
SRRWD Vice Chairman

**Resolution 2022-15
Plan Approval
Belshan Restoration Project**

WHEREAS, The Shell Rock River Watershed District Board of Managers (“Board of Managers”) pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, The Shell Rock River Watershed District (the “District”) is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

WHEREAS, project goals and objectives set forth in the Plan include:

- Improve water quality and clarity to District lakes
- Improve and enhance waterfowl habitat
- Maintain efficient systems and reduce transport of sediment, nutrients and pesticides into surface waters through the drainage systems
- Minimize flood damage to property and preserve the function of the floodplain
- Restore and retain water upstream throughout the watershed
- Preserve existing rural and urban wetlands and encourage restoration and enhancement

WHEREAS, the Belshan Restoration, project 2022-01, was initiated on December 13, 2022 by Resolution 2022-14;

WHEREAS, the Board of Managers having reviewed the Project Plan, and has determined that approval of the Project Plan will further the objectives of the Plan;

WHEREAS, the District has pursued a comprehensive watershed approach to reduce sedimentation and improve water quality including filter strips, rock inlets, nutrient management systems, water and sediment basin installations, rough fish management practices, installation of fish barriers, septic system inspections, stream bank and ditch restoration projects and the installation of rain gardens.

THEREFORE, the Board of Managers hereby finds that the Project has the potential to promote the public interest and welfare, is practicable, and conforms to the watershed management plan as set forth above.

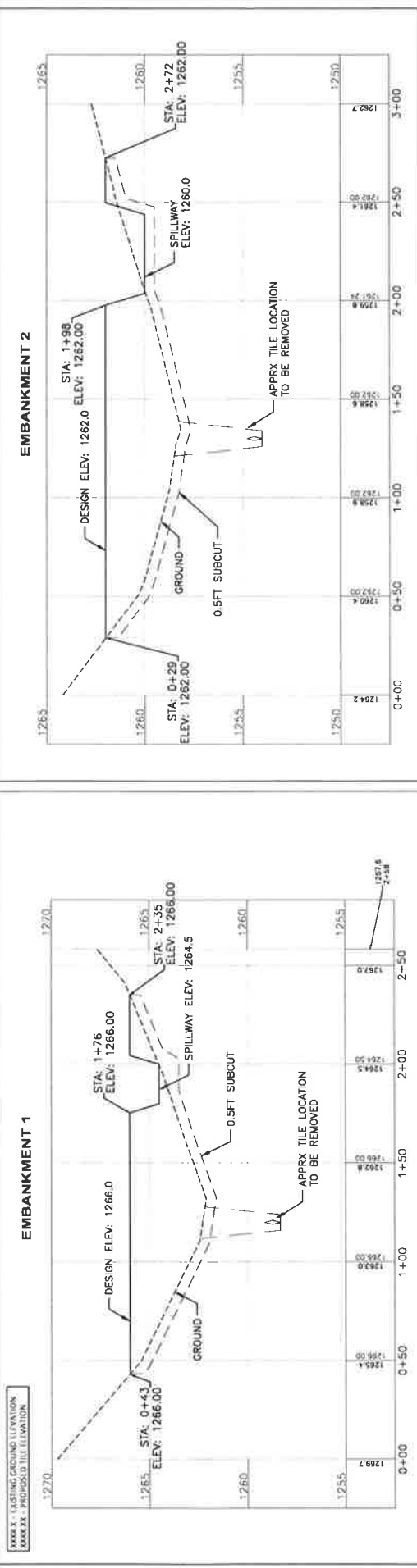
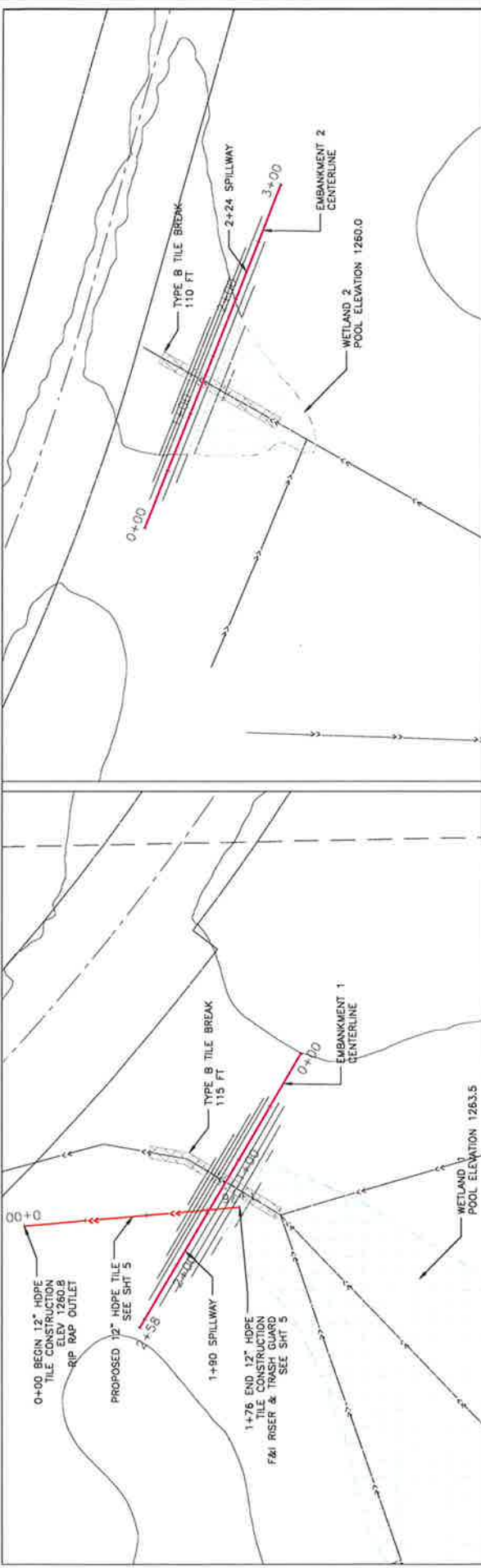
NOW THEREFORE, be it hereby Resolved that the Shell Rock River Watershed District:

- Sec. 1: Approves the Belshan Restoration Project Plan as presented by Jones, Haugh & Smith;
and
- Sec. 2: Authorizes District staff to conduct work as needed to present this project to the Board for final review and public hearing as required by law.

Date: August 9, 2022

Michell Delger
SRRWD Board Chairman

Gary Pectorious
SRRWD Board Vice Chairman



JONES HAUGH SMITH
Engineers

1000 N. 1st Street, Suite 100
Ft. Worth, TX 76102
Phone: 817.339.2200
Fax: 817.339.2201

SHELL ROCK RIVER WATERSHED DISTRICT BELSHAN WETLAND RESTORATION PLAN & PROFILE

DATE: _____

REV: _____

BY: _____

DATE: _____

PROJECT NO: 27-262/PC

Sheet 3 of 8



XXXX - EXISTING GROUND ELEVATION
XXXXX - PROPOSED TILE ELEVATION

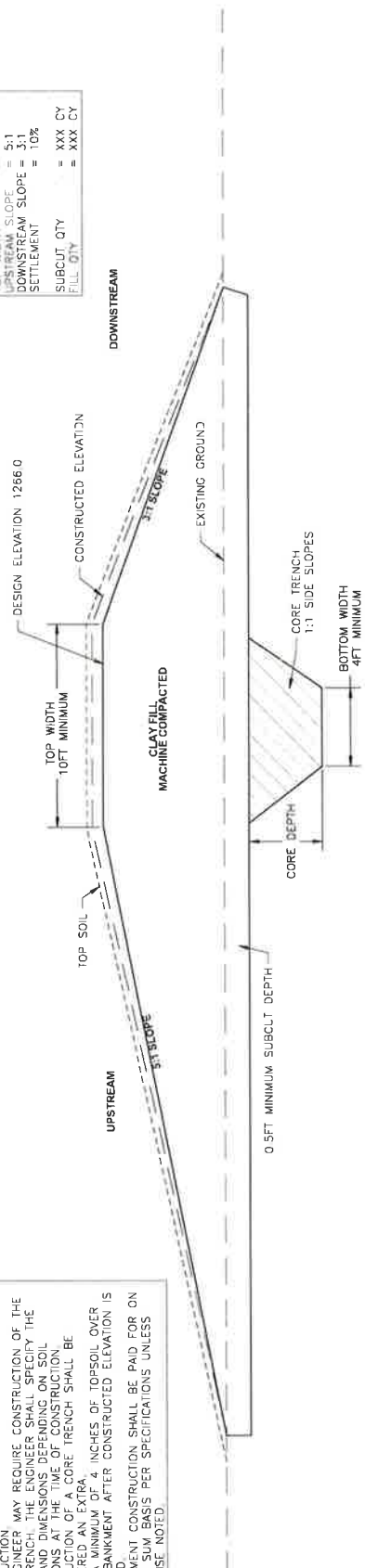
NO WARRANTY IS MADE BY THE ENGINEER AS TO THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE ENGINEER'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THE DRAWINGS AND PROFILES. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES ON THE PROJECT. THE CLIENT IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES ON THE PROJECT.

OPERATOR STATE ONE-CALL 1-800-352-1158

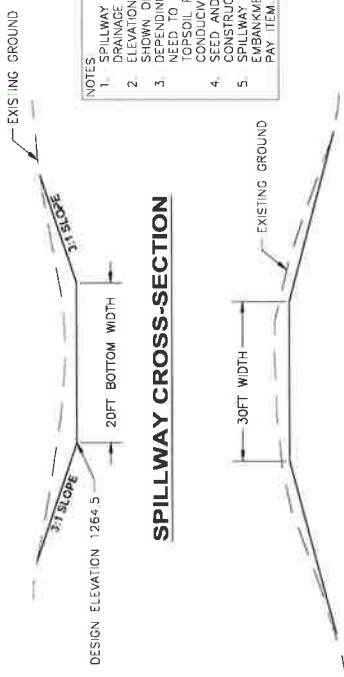
- NOTES:**
1. ADD 10% OF THE EXCAVATION DEPTH TO THE DESIGN ELEVATION TO DETERMINE THE CONSTRUCTED ELEVATION. CONSTRUCTED ELEVATION INCLUDES THE EXCAVATION DEPTH AND 10% OF THE EXCAVATION DEPTH TO ACCOUNT FOR EXPECTED SETTLEMENT.
 2. TOP SOIL DEPTH IS NOT INCLUDED AS PART OF THE CONSTRUCTED ELEVATION.
 3. THE ENGINEER MAY INCREASE THE SUBCUT DEPTH DEPENDING ON SOIL CONDITIONS AT THE TIME OF CONSTRUCTION.
 4. CONSTRUCTION MAY REQUIRE CONSTRUCTION OF THE CORE TRENCH. THE ENGINEER SHALL SPECIFY THE DEPTH AND DIMENSIONS DEPENDING ON SOIL CONDITIONS AT THE TIME OF CONSTRUCTION.
 5. CONSTRUCTION OF A CORE TRENCH SHALL BE CONSIDERED AN EXTRA.
 6. PLACE A MINIMUM OF 4 INCHES OF TOPSOIL OVER THE EMBANKMENT AFTER CONSTRUCTED ELEVATION IS ESTABLISHED.
 7. EMBANKMENT CONSTRUCTION SHALL BE PAID FOR ON A LUMP SUM BASIS PER SPECIFICATIONS UNLESS OTHERWISE NOTED.

EMBANKMENT 1 DESIGN DATA

DESIGN ELEVATION	= 1266.0
TOP WIDTH	= 10 FT
UPSTREAM SLOPE	= 5:1
DOWNSIDE SLOPE	= 3:1
SETTLEMENT	= 10%
SUBCUT QTY	= XXX CY
FILL QTY	= XXX CY



EMBANKMENT DETAIL

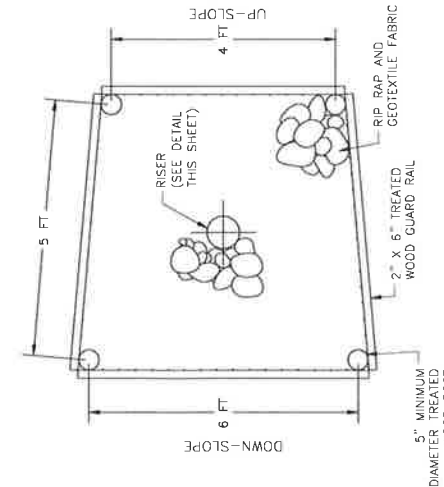


- NOTES:**
1. SPILLWAY SHALL BE GRADED TO ENSURE POSITIVE DRAINAGE IN AND OUT OF THE SPILLWAY.
 2. ELEVATION AND WIDTH OF THE SPILLWAY SHALL BE AS SHOWN ON THE PLAN.
 3. DEPENDING ON SOIL CONDITIONS THE SPILLWAY MAY NEED TO BE OVER EXCAVATE AND 4 INCHES OF TOPSOIL PLACED TO PROVIDE A SUBSTRATE CONDUCIVE TO QUICK VEGETATIVE ESTABLISHMENT.
 4. SPILLWAY SHALL BE CONSTRUCTED IMMEDIATELY AFTER CONSTRUCTION OF EMBANKMENT.
 5. SPILLWAY CONSTRUCTION SHALL BE INCIDENTAL TO EMBANKMENT CONSTRUCTION AND NOT CONSTITUTE A PAY ITEM.

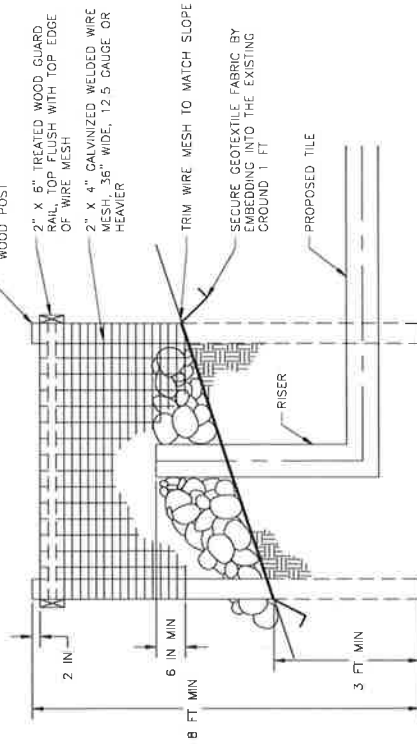
NOT TO SCALE

<p>CONTRACT: See the contract documents for the project.</p> <p>This drawing and the work it represents shall be the property of Jones, Haugh & Smith, Inc. and shall remain the property of Jones, Haugh & Smith, Inc. and shall not be used for any other project without the written consent of Jones, Haugh & Smith, Inc.</p>	<p>REVISIONS:</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>CHKD.</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-11-2022</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DATE	BY	CHKD.	DATE	1	11-11-2022				<p style="text-align: center;">JONES HAUGH SMITH INCORPORATED 1100 W. 10th Street Lawton, Oklahoma 73505 Phone: 581-233-1100 Fax: 581-233-1101 www.jhsinc.com</p>
NO.	DATE	BY	CHKD.	DATE								
1	11-11-2022											
<p>PROJECT: SHELL ROCK RIVER WATERSHED DISTRICT BELSHAW WETLAND RESTORATION EMBANKMENT 1 DETAILS</p>												
<p>SHEET: 4</p>												

- NOTES:
- ALL MATERIALS TO BE PROVIDED BY THE CONTRACTOR AND ARE SUBJECT TO APPROVAL BY THE ENGINEER. USE OF PRESERVATIVE TREATED LUMBER IS PERMITTED.
 - ALL WOOD CONSTRUCTION MATERIALS SHALL BE PRESERVATIVE TREATED LUMBER IN ACCORDANCE WITH MN/DOT SPECIFICATION 3491, OR EQUIVALENT AS APPROVED BY THE ENGINEER.
 - ALL FENCE MATERIALS AND FASTENERS SHALL BE CORROSION RESISTANT IN ACCORDANCE WITH MN/DOT SPECIFICATION 3378 AND 3392, OR EQUIVALENT AS APPROVED BY THE ENGINEER.
 - THE WATER CONTROL INLET SHALL BE CENTERED WITHIN THE STRUCTURE.
 - CORNER POST SHALL BE BURIED A MINIMUM DEPTH OF 3 FEET BELOW THE GROUND SURFACE. POST HOLES SHALL BE BACKFILLED AND COMPACTED WITH CLEAN COMPACTABLE MATERIAL.
 - THE WIRE FENCE SHALL BE FASTENED A MINIMUM OF SIX TIMES PER POST AND SHALL BE PLACED AROUND THE OUTSIDE OF THE POSTS UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
 - EACH GUARD RAIL SHALL BE ATTACHED TO EACH POST AND SHALL BE CUT FLUSH TO ADJACENT GUARD RAIL TO PROVIDE ADEQUATE RAILING SURFACE.
 - GEOTEXTILE FABRIC SHALL BE PLACED BENEATH THE STRUCTURE AND SHALL BE SECURED TO THE FOUNDATION WITH A MINIMUM OF ONE ANCHORING AND ONE OVERLAPPING END.
 - CLASS 3 RIP RAP SHALL BE PLACED WITHIN THE FENCED AREA TO A MINIMUM DEPTH OF 12 INCHES. THE DEPTH OF THE RIP RAP SHALL BE TAPERED IN THE DOWN-SLOPE DIRECTION TO MAINTAIN A MINIMUM OPENING RIP RAP MATERIAL AND PLACEMENT SHALL BE IN ACCORDANCE TO MN/DOT SPECIFICATION 2511.
 - A MINIMUM OPENING, BETWEEN THE TOP OF THE RIP RAP MATERIAL AND THE BOTTOM OF THE STRUCTURE, SHALL BE MAINTAINED ALONG THE DOWN-SLOPE SIDE OF THE STRUCTURE.
 - THE WIRE MESH SHALL EXTEND A MINIMUM OF 6 INCHES BELOW THE TOP OF THE WATER CONTROL STRUCTURE.



PLAN VIEW

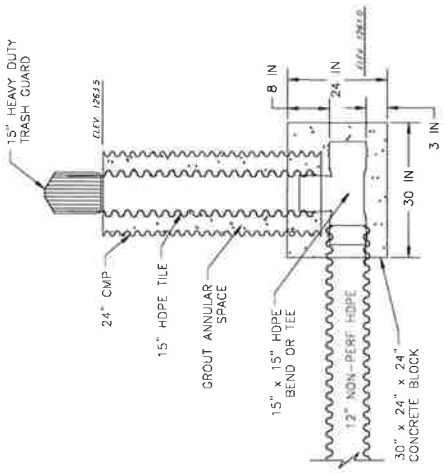


CROSS-SECTION

TRASH GUARD BILL OF MATERIALS

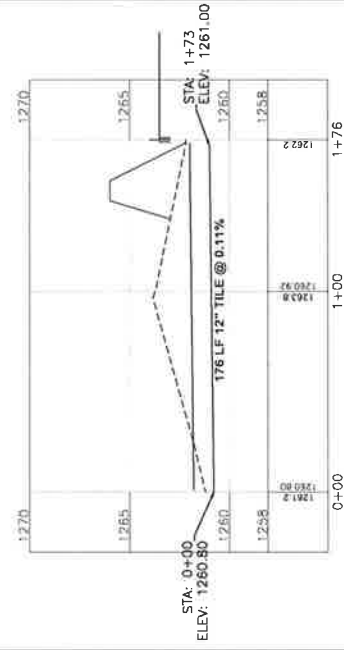
ITEM	SIZE	QTY
POSTS, PRESERVATIVE TREATED W/PRESERVATIVE	5" DIA	4 EA
LUMBER, PRESERVATIVE TREATED W/PRESERVATIVE	2"x6"	22 LF
WIRE MESH, WELDED, GALVANIZED, ALUMINUM COATED, OR STAINLESS STEEL (2"x4", 12.5 GA. MIN)	36" WIDE	23 LF
NAILS, GALVANIZED OR CADMIUM COATED	16d	REC
STAPLES, 9 GAUGE, GALVANIZED U-SHAPED	1.75"	REC
GEOTEXTILE FABRIC, TYPE III	N/A	8 SY
TRIP RAP, CLASS II, FIELD OR QUARRY STONE	N/A	1 1/2 CY

RISER DETAIL



TRASH GUARD DETAIL

EMBANKMENT 1 OUTLET TILE



NOT TO SCALE

By Jones Haugh & Smith Inc.
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OTHER STATE ONE-CALL: 1-800-252-1166

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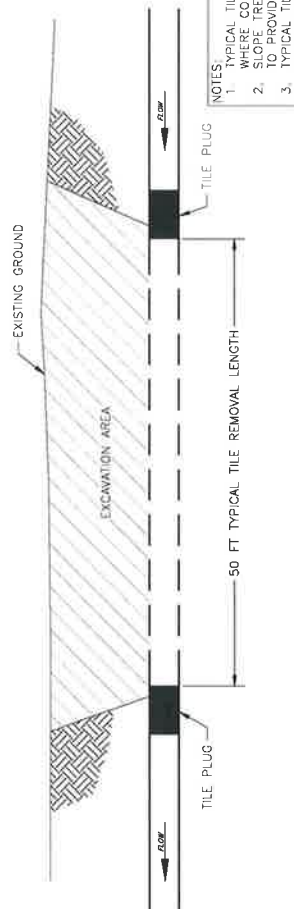
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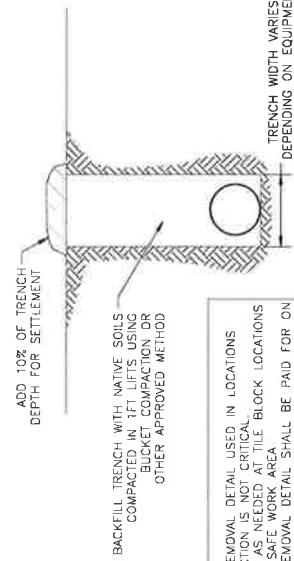
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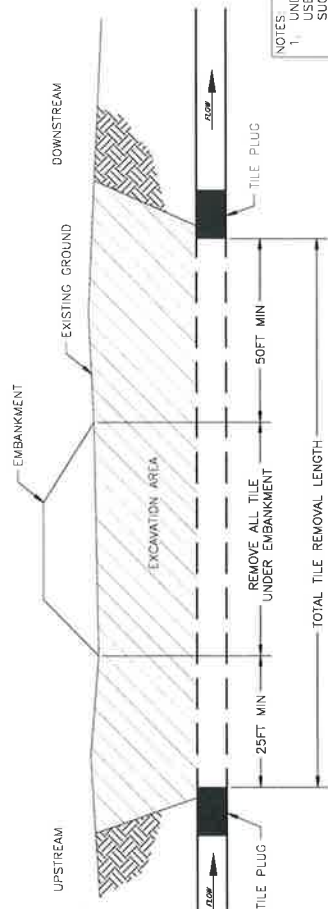
TYPE A - TYPICAL TILE REMOVAL DETAIL

- NOTES:
1. TYPICAL TILE REMOVAL DETAIL USED IN LOCATIONS WHERE COMPACTED INFT LIFTVE SOILS ARE NOT NEAR SLOPE TRENCH AS NEEDED AT TILE BLOCK LOCATIONS TO PROVIDE A SAFE WORK AREA.
 2. TYPICAL TILE REMOVAL DETAIL SHALL BE PAID FOR ON A LUMP SUM BASIS PER SPECIFICATIONS. BID IS BASED ON 50 FT OF PIPE UNLESS OTHERWISE SPECIFIED.
 3. TILE PLUGS SHALL BE APPROVED BY THE ENGINEER AND SHALL PREVENT SEDIMENT FROM ENTERING THE TRENCH.
 4. UNEXPECTED TILE ENCOUNTERED DURING CONSTRUCTION SHALL BE REPORTED TO THE ENGINEER.



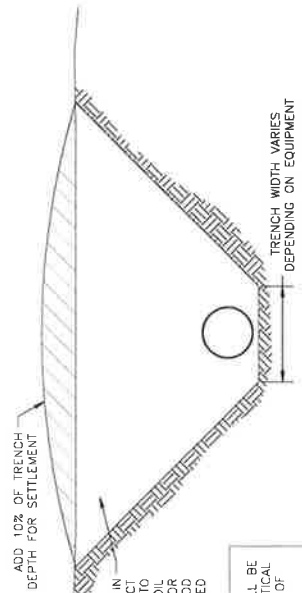
- NOTE:
- TILE REMOVAL DETAIL LOCATION AND TYPE WILL BE SHOWN ON THE PLAN BY THIS SYMBOL.
 - THE TOP LETTER SHALL DENOTE THE TYPE OF TILE REMOVAL.
 - THE BOTTOM NUMBER SHALL DENOTE THE ESTIMATED LENGTH OF TILE TO BE REMOVED.

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TYPE B - UNDER EMBANKMENT TILE REMOVAL DETAIL

- NOTES:
1. UNDER EMBANKMENT TILE REMOVAL DETAIL SHALL BE USED IN LOCATIONS WHERE COMPACTED IS CRITICAL TO THE STABILITY OF THE EMBANKMENT AND IN AREAS OF CONCENTRATED SURFACE FLOWS.
 2. SLOPE TRENCH AT MINIMUM 1 TO 1 OR FLATTER SIDES SLOPES.
 3. UNDER EMBANKMENT TILE REMOVAL DETAIL SHALL BE PAID FOR ON A LUMP SUM BASIS PER SPECIFICATIONS. BID IS BASED ON 100 FT OF PIPE UNLESS OTHERWISE SPECIFIED.
 4. TILE PLUGS SHALL BE APPROVED BY THE ENGINEER AND SHALL PREVENT SEDIMENT FROM ENTERING THE TRENCH.
 5. UNEXPECTED TILE ENCOUNTERED DURING CONSTRUCTION SHALL BE REPORTED TO THE ENGINEER.



NOT TO SCALE

NO RESPONSIBILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR VERIFYING THE INFORMATION CONTAINED HEREIN AND FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

DESIGNED BY: JONES HAUGH SMITH
 DRAWN BY: JONES HAUGH SMITH
 CHECKED BY: JONES HAUGH SMITH
 DATE: 11/20/2022
 PROJECT: SHELL ROCK RIVER WATERSHED DISTRICT BELSHAM WETLAND RESTORATION TILE BLOCK DETAILS

DATE: 11/20/2022
 SHEET: 7 OF 8

Resolution 2022-16
Establish Project 2022-01
Belshan Restoration Project

WHEREAS, The Shell Rock River Watershed District Board of Managers (“Board of Managers”) pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, The Shell Rock River Watershed District (the “District”) is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

WHEREAS, the Belshan Restoration, project 2022-01, was initiated on December 13, 2022 by Resolution 2022-14;

WHEREAS, the Board of Managers having reviewed the Project Plan, and has determined that approval of the Project Plan will further the objectives of the plan;

WHEREAS, The Project Plan was forwarded to the Board of Water and Soil Resources and Department of Natural Resources for their review and comment BWSR comments were received by letter dated _____ and DNR comments were received on 11-21-22;

WHEREAS, On December 13, 2022, by Resolution 2022-15, the Board of Managers approved the specifications for the Project (the “Final Project Plan”);

WHEREAS, a public hearing was held on December 13, 2022 to review the project plan;

THEREFORE, the Board of Managers hereby finds that the proposed Belshan Restoration Project has the ability to promote the public interest and welfare in conformity with the watershed management plan as set forth above.

NOW THEREFORE, be it hereby Resolved that the Shell Rock River Watershed District hereby:

- Sec. 1: Establishes Project No.2022-01 Belshan Restoration Project;
- Sec. 2: Authorizes District Staff to complete the Project as set forth in the Final Project Plan; and
- Sec. 3: Authorizes the District Staff to obtain quotes; request for approvals and enter into any other agreements or contracts necessary to complete the project.

Date December 13, 2022

Mitchell Delger
SRRWD Board Chairman

Gary Pestorous
SRRWD Board Vice Chairman

Quote Recommendation Update

DECEMBER 5, 2022
Shell Rock River Watershed District



RE: Award Recommendation Update for IC&E Wetlands Phase 2 Quote Packs 1-3

Board of Managers,

On Tuesday, November 8, 2022, the Shell Rock River Watershed District awarded the three quotes for the IC&E wetlands Phase 2 to the low quoters on all three packages. This included awarding quote package 1 to Krueger Excavating and quote packages 2 and 3 to Leland Drainage and Excavation.

Contract agreements were sent to both contractors for the above referenced quote packages. Since that time, the two contractors discussed the project offline to determine scheduling and coordination of the project. Upon discussing the project, both contractors preferred to perform the opposite scopes of work than what was awarded on November 8th. After reviewing the unit prices and quotes, both contractors are willing to swap the contract award and honor each other's low quote prices as quoted and approved by the Board.

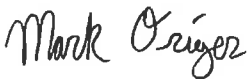
As mentioned in the quote recommendation, both contractors are local, responsible, and qualified to complete the scope of work and the change of quote award would not jeopardize the integrity of the project. Since all quotes are under \$175,000, there are no public bidding laws binding the SRRWD to hold contacts to the low quoter of each package. This change of contractor award does not violate any public bidding laws and the SRRWD can award any quote to whichever contractor they prefer, regardless of price.

In lieu of issuing sub-contractor agreement forms that would effectively appoint the contractors to each other's projects, the engineer recommends awarding the project as requested by Krueger Excavating and Leland Drainage and Excavation to swap the award and honor the low quote prices.

Contract agreements will be adjusted based on the quote package award and referenced low prices for each package. The adjusted agreement changes low quote for package 1 of \$73,392 to Leland Drainage and Excavating while the low quotes for packages 2 and 3 of \$26,820 and \$75,863 respectively will be awarded to Krueger Excavating. Both contractors anticipate starting construction in December and will continue until conditions do not allow for construction. The remaining work will be completed in the spring of 2023.

Upon acceptance of this change in award, both contractors have signed memo below. Please contact me with any questions regarding the change in award for the quotes for the project.

Sincerely,



Mark Origer, PE
Civil Engineer
mark.origer@ISGInc.com



Trevor LeLand
Owner
Leland Drainage and Excavating



Justin Krueger
Owner
Krueger Excavating

November 29, 2022

Andy Henschel
Courtney Phillips
Shell Rock River Watershed District
507.379.8782
Andy.Henschel@co.freeborn.mn.us

RE: SCOPE OF SERVICES
IC&E PHASE 2 WETLAND PROJECT
FREEBORN COUNTY, MINNESOTA



ANDY/COURTNEY,

ISG appreciates the opportunity to continue consulting services on the IC&E Wetland Project. This scope of services outlines the next steps in construction administration and bidding for the next phases of the project.

PROJECT SUMMARY

ISG has previously designed the IC&E Phase 2 portion of the wetland project; preparing the drainage authority report and necessary documents for the Canadian Pacific Railroad permitting. With some minor setbacks in timing, ISG split construction of the project into three previous packages and solicited quotes. This included rerouting the mainline tile south of I90, construction of Wetland 23B, and grading and earthwork of Wetlands 17 and 18.

SCOPE OF SERVICES

Construction Staking

ISG will complete construction staking of the berms, tile breaks, tile alignments, and other grading features related to quote packages 1-3 of the project. Three total trips are included for staking of the project as construction progresses in each package.

Construction Administration + Inspection

ISG will provide part time construction administration services for quote packages 1-3 of the project. This includes any shop drawing review, pay applications, site visits and observations, and project close outs including punch lists and as-built drawings. On site coverage includes a maximum 3 days a week for the duration of the project.

Tile Televising

As part of the public drainage authority process, tile televising will be utilized on the newly installed County Ditch 54 main tile reroute to certify the pipes installation under MN Statute 103E. This televising will be sent to the Freeborn County Drainage Authority with the closeout of the tile reroute and impoundment proceeding.

Quote Package 4

The remaining portion of the IC&E project left to solicit quotes will be lumped together as Quote Package 4. This includes the outlet structure of wetland 17, the Branch F reroute, and Branch H reroute and daylight. ISG will prepare quote documents (plans and specifications) for this remaining portion of work and provide a recommendation to the SRRWD after quotes are received.

Any additional meetings, design changes, or extra field coverage associated with the project are beyond this scope and will require additional compensation.

300+

EMPLOYEE OWNERS

150+

MINNESOTA-BASED
PROFESSIONALS

ZWEIG GROUP

HOT FIRM LIST
FOR 2020

TOP 500

2020 ENR FIRM



LISTEN FIRST

1

LISTEN

Listen to the ideas, concerns, and perspectives of this dynamic team of invested stakeholders

2

ASK

Ask the right questions to earn your trust and establish a clear vision for the project

3

UNDERSTAND

Understand what matters most to the success of the project's schedule, design, and overall stakeholder and community impact

4

RESPOND

Respond with design and project management solutions that reflect the community's values and beliefs

COMPENSATION

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

	Value
Construction Staking	\$3,500
Construction Administration	\$18,000
Tile Televising	\$3,800
Quote Package 4	\$2,900
Total	\$28,200

Reimbursable Expenses

Anticipated reimbursable expenses such as travel, mileage, and printing are included within the compensation listed above.

ISG appreciates the opportunity to provide a solution tailored to the needs of the Shell Rock River Watershed District. Upon acceptance of this proposal, we can begin work immediately. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,

Mark Origer, PE

Project Manager

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2022.

Company: _____
Print

Name: _____
Print

Title: _____
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Signature: _____

This proposal is valid for 30 days.

Category	Activity	Activity Description	Grant Budget Amount	Match/Leverage	Match Source	Funded Entity
Incentive/ Cost Share	Construction Cost-Share	Septic Upgrades	\$20,000	TBD	Landowners	County
	Cover Crop Cost Share/Incentive	Incentives	\$70,000			SRRWD/SWCD
	Implementation/Construction	Well Sealing/Decommissioning/Capping	\$10,000			Freeborn Co/SWCD
	Construction	Waterways/Basins/Stabilization Structures	\$30,000			SWCD
Implementation	Street Sweeping	Purchasing Street Sweeping Equipment	\$40,000	TBD	City of AL	City of AL
	Rain Gardens	Installation Costs	\$77,000	TBD	City of AL	City of AL/SRRWD
Project Development	Project Development	Field Walkovers/Conservation Planning	\$20,000			SRRWD/SWCD
Engineering/Tech Assistance	Technical/Engineering Assistance	Engineering/Design of Structural Practices	\$5,000			SWCD
		Engineering for Fareway Raingarden	\$5,000			
Administration	Day to Day Contact/Fiscal	Administration/Grant	\$20,000			SRRWD
Education/Outreach	Education/Outreach	Outreach for Cover Crops	\$13,500			SRRWD/SWCD
	Education/Outreach	Soil Health and Nutrient Mgmt Workshops	\$11,628			SRRWD/SWCD

\$322,128