

## SAND HILL RIVER WATERSHED DISTRICT

June 2, 1998 Meeting Minutes

1. **Attendance:** Chairman Hanson called the June 2, 1998 meeting to order at 7:00 a.m. at the District Office. Other managers present were Dan Wilkens, Ervin Vigness, Harold Vig, and Jim Krogstad. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, Tim Olson, Wayne Goeken, and Rudy Applequist.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Manager Krogstad to approve the minutes of the SHRWD regular Board meeting held on May 12, 1998 with minor corrections, Seconded by Manager Vig, Carried.
4. **Treasurer's Report:** Wilkens handed out and reviewed the Treasurer's report. Bills that had been submitted for payment were then reviewed. Manager Krogstad inquired on whether any additional costs remain to be paid on Project #12-County Ditches 98 & 148. Manager Wilkens responded that some culvert extensions need to be installed along with some minor seeding. Manager Hanson inquired on the deficit balance for Project #03-Liberty-Onstad. Manager Wilkens stated that FEMA funds are expected but have not yet been received. Motion by Manager Vig to approve the Treasurer's report and pay the bills as presented, Seconded by Manager Vigness, Carried.

Payment Made to—Memo	Amount
Naomi Jagol--sec. services & exp. 5/1-5/15 (\$851.02), 5/16-5/31 (\$823.88)	\$1,674.90
Roger Hanson--meetings & expenses	111.01
Jimmie Krogstad--meetings & expenses	57.29
Harold Vig--meetings & expenses	67.04
Ervin Vigness--meetings & expenses	67.04
Dan Wilkens--meetings & expenses	462.56
Al & Laura's--Supplies	27.02
American Linen--Rental agreement	13.00
Doug Chandler--Project #12-County Ditches 98 & 148 Damages	263.59
Culligan--Rental Agreement	28.50
Dahl, Hatton, Muir & Reese--Finalize Audit Reports	1,563.65
First State Bank of Fertile--Soc. Sec./Med. deposit	546.68
The Fertile Journal--Meeting notice	2.88
Fertile Bakery--Meeting expense	7.70
Garden Valley Telephone Co.--June phone bill	106.85
Garfield Township--Kuraas Lake	4,946.14
Houston Engineering, Inc.--Meetings & Special Meetings, Overall Plan, Project #11-Beltrami Flood Control & Diversion, & Project #12-Co. Ditches 98 & 148	570.00
Lyle Wilkens, Inc.--Project #12-Co. Ditches 98 & 148, Pay Request No. 10	10,474.72
MCI Telecommunications--Long Distance charges	163.82
Northland Contracting, Inc.--Pay Request No. 6, Project #11-Beltrami Flood Control & Diversion	1,398.08
Otter Tail Power Co.--June billing	88.43
Jim Page--Project #13-Reis-Scandia Township Ditch, Rent for storing wood & brush clean-up	260.00
Rydell National Wildlife Refuge--Sponsor fee for Polk County Fair Booth	50.00
Sand Hill River Watch Program--1998 Funding Request	3,000.00
The Red River Water Planners--1998 Water Planners Conference Registration for N. Jagol	75.00
Tony Dorn, Inc.--Maintenance 5/28	43.07
Vern's Carpet--Sales tax on carpet	88.73
Ye Ole Print Shoppe--Disk with logo for Overall Plan	8.52
<b>MONTHLY TOTAL</b>	<b>\$26,166.22</b>

## 5. Project Reports:

- a. Project #12, Co. Ditches 98 & 148: Manager Hanson stated that a landowner had contacted him regarding a culvert that was installed last fall at a field inlet and inquired whether it had a trap. Larsen responded that he would investigate to determine whether traps had been installed on all field inlets and report back to the Board.

Larsen added that another landowner had a question regarding the damages that had been paid on his property. Larsen stated that upon further review, it was determined that due to a miscalculation, the landowner had been underpaid \$263.59. Manager Wilkens noted that this amount will be remitted to the landowner.

Manager Hanson stated that a formal request was received from another landowner to widen field entrance crossings along his property. Larsen concurred that the narrowest crossings were installed along the northern end of the Project where this particular landowner's property exists. Manager Hanson inquired whether an extension could be added to the existing culvert or if a whole new one would need to be installed. Larsen responded that depending on the condition of the culvert, either an extension would be added or a new one put in its place. Larsen added that even with the proposed extensions, the Project is anticipated to be completed within budget.

- b. Project #11, Beltrami Flood Control & Diversion: Jim Larsen submitted the final pay request from Northland Contracting for \$1,398.08 and recommended Board approval to complete and finalize the contract. Motion by Manager Krogstad to authorize Pay Request No. 6 for \$1,398.08, Seconded by Manager Vigness, Carried.
- c. Ring Dikes: Jim Larsen distributed the funding assistance agreement to be completed by the participating landowner. Larsen stated that it is customary for the landowner to pay the 12% cost of the ring dike in advance to the local watershed district and that the approximate cost per ring dike has averaged \$30,000. Larsen recommended that the Board adopt the funding assistance agreement to be executed prior to ring dike construction in order to avoid incurring any liability on behalf of the District. Motion by Manager Vig to adopt the funding assistance agreement as presented, Seconded by Manager Krogstad, Carried.

Larsen noted that regarding the ring dike request from Allan Stromstad, he is awaiting a reply from the Department of Natural Resources (DNR) before construction commences. Dave Johnson, DNR, is expected to call the District during the Board meeting to answer several questions regarding the ring dike program.

Vigness inquired on the criteria for constructing ring dikes. Larsen responded that the design criteria must provide for a minimum of 2 feet of free board over the flood of record, or 1 foot above the administrative 100-year flood, whichever is higher.

The Board of Managers participated in a conference call with Dave Johnson, DNR, regarding several issues relative to the ring dike program. Larsen inquired on the procurement procedures for retaining a contractor for ring dike construction. Johnson responded that the operating procedures have not changed from last year. Manager Wilkens added that several inquiries have been received from property owners on Union Lake regarding the ring dike program. Johnson noted that the ring dike program pertains only to *farmstead* ring dikes, and that lake property would not be eligible. Johnson encouraged Wilkens to review the acquisition and relocation programs available. Johnson also faxed a copy of the Flood Hazard Mitigation Grant

Agreement between the State of Minnesota Department of Natural Resources and the Sand Hill River Watershed District office that was approved on April 1, 1998 to the District for their records.

Local Government Resolution: Jim Larsen stated that the District has been requested to act as a legal sponsor for a Flood Damage Reduction program relative to ring dikes. The District would need to designate an official representative to serve as an agency contact person. Motion by Manager Vigness to authorize Manager Wilkens to serve as the official representative of the SHRWD, Seconded by Manager Vig, Carried.

- d. Project #13, Reis-Scandia Township Ditch: Manager Hanson explained that due to the brush clearing that occurred last December, a large pile of wood and brush accumulated on Jim Page's field. Mr. Page retained the services of area youth to aid in picking up the remaining brush at a cost of \$60.00. Manager Hanson recommended remitting \$200.00 in rent to Mr. Page for the inconvenience of storing the wood and also the \$60.00 expense incurred in cleaning up the brush. Motion by Manager Wilkens to authorize payment of \$260.00 to Jim Page for storing the wood and brush clean-up, Seconded by Manager Vig, Carried.

## 6. Upcoming Meetings and Other Business:

- a.) Polk County Ditch Petition: An informational news release was distributed for review regarding the issue of the County Board turning over the ditch systems in Polk County to the SHRWD. The article describes the events that have led up to the preparation of the petition and it also summarizes the sequence of events for the county to turn the ditches over to the watershed. Once the draft is finalized, it will be forwarded to local newspapers for publishing.

The county board is scheduled to meet on Tuesday, June 16, 1998, and at that time the petitions will be presented for their consideration.

- b.) Red River Watershed Management Board (RRWMB): The next meeting of the mediation proceedings between the RRWMB and the Minnesota Department of Natural Resources (MnDNR) is scheduled for June 18-19, 1998, at the Northland Inn, Crookston, MN.

Position Paper: At the regular monthly meeting of the RRWMB on April 21, 1998 a handout was distributed to generate discussion on the present and future workload of the RRWMB and the Technical Advisory Committee (TAC). The handout considered several questions including:

1. What planning is taking place in the watershed districts for future water retention projects?
2. Is the development of a hydrologic "model" for each district necessary?
3. Is an analysis of the existing drainage systems necessary to determine the potential for design changes/enhancements to aid in the reduction of flood damages?
4. Should the existing auto-draw-down flood control structures be analyzed for the potential for being changed to gated/managed drawdown?
5. How can the watershed districts overcome the stigma caused by the EIS relative to the negative issues published therein?

Each individual district was asked to review the guideline paper and submit comments to the RRWMB upon completion. The Board of Managers reviewed the position paper in detail and once a position paper is developed from the Sand Hill River WD, a copy will be forwarded to the RRWMB.

c.)River Watch Program: Wayne Goeken, River Watch Coordinator, discussed with the Board a funding request of \$3,000. Goeken added that the SHRWD has contributed a total of \$3,000 to the River Watch program, which averages \$1,500 per year for the two years the program has been in existence. Goeken stated that he is encouraging schools to cover the cost of transportation for the River Watch students and also substitute teacher costs. Goeken explained that the total cost of the River Watch Program for one year is approximately \$5,600, which is not including his salary. Manager Hanson inquired on what effect the River Watch Program is having on future generations. Goeken responded that the program is creating a better understanding and awareness for the students of water quality and related issues. Motion by Manager Wilkens to fund \$3,000 to the River Watch Program, Seconded by Manager Vigness, Carried.

d.)Kuraas Lake: Tim Olson presented a bill for \$4,946.14 to the Board for payment to Garfield Township. At the December 1997 meeting, the Board voted to fund up to a maximum of \$5,000 watershed share on an 80% watershed, 20% township split, to include work already performed in an effort to lower the lake two feet to bring it back to its former level. At the February 1998 meeting, the Board decided to issue no funds for the costs incurred to date until easements were obtained from the landowners involved. Olson stated that easements were obtained from the affected landowners and filed at the Polk County Court House. Upon final inspection by the District, a check will be issued to Garfield township.

e.)Overall Plan: Mark Deutschman contacted the watershed district office to inquire on the number of copies the District was interested in preparing. The managers determined that copies should be available to libraries, counties, and townships, therefore, at least 50 copies should be prepared. Deutschman also indicated that should the district desire, the plan could be formatted to be included on the District's home page on the Internet. This would result in a significant cost savings to the District for those interested parties to download the plan off of the Internet. The Board agreed to have the plan prepared in such a format.

f.)Annual ND/MN Summer Tour: The annual summer tour is scheduled for June 24, 1998. The North Dakota Joint Water Resource Board sponsors this year's tour. The tour will highlight the Grand Forks/East Grand Forks area.

g.)Minnesota Association of Watershed District's Summer Tour: The tour is scheduled for June 25-26, 1998 and is being hosted this year by the Joe River, Two Rivers, and Roseau River Watershed Districts. The tour will highlight various projects within the three different Districts, ring dike programs, Red River flooding concerns, and concerns that arise when river systems are located within two countries. The unique terrain that makes up the Red River basin will also be highlighted. Former Ag Secretary Bob Berglund will be the featured speaker at a banquet to be held in Roseau after the tour. The Board authorized any interested managers or staff to attend.

h.)SHRWD Summer Tour: The Board discussed conducting a tour of the eastern half of the district. The tour would begin in the upper reaches of the District where the Sand Hill River begins and conclude at the Sand Hills in Fertile for a picnic supper. The Board agreed the tour would be conducted in the month of August.

i.)Carl Gronberg/Climax: Manager Vigness stated he was contacted by this individual regarding sloughing problems he is experiencing on property located along the Sand Hill River. Vigness added that he inspected the area and the bank seems to have been continually washing out over the years. Gronberg had informed him that last year his basement needed reinforcements. Manager Wilkens suggested the installation of wing dams to assist in alleviating his problem. Manager Hanson added that extensive sloughing occurred on the Sand Hill River system this year.

j.) Natural Resources Fair Booth: Wayne Goeken indicated a fair booth is being sponsored this year by several natural resources groups including the U.S. Fish & Wildlife Service, the Department of Natural Resources, Polk County Environmental Services, the Soil & Water Conservation Districts, the Natural Resource Conservation Service, and the Fertile Conservation Club. Goeken agreed that he would be available to prepare display information regarding the River Watch Program should the watershed district decide to participate in the fair booth, and added that students participating in the program could possibly volunteer time to spend in the booth. Goeken added that he had been in contact with Mary Solar, of the Rydell National Wildlife Refuge, who is organizing the fair booth and she indicated that the watershed district could aid in sponsoring the booth for a fee of \$50.00. **Motion** by Manager Wilkens to contribute \$50.00 towards sponsoring the Natural Resources fair booth, **Seconded** by Manager Vig, **Carried**.

**7. Permits:**

a.) Three permits came before the Board and were approved as follows:

- 1998-11 Craig Engelstad – Clean existing ditch and construct new ditch in Liberty township, Section 23.
- 1998-12 Craig Engelstad – Clean existing ditch and construct new ditch in Liberty township, Section 14.
- 1998-13 V.D. Hawkins – Install culvert in Russia township, Section 32.

**8. Adjournment:** The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, July 7, 1998. As there was no further business to come before the Board, the meeting was adjourned at 10:30 a.m.

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Jimmie Krogstad, Secretary

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Naomi L. Jagol, Administrative Assistant