

SAND HILL RIVER WATERSHED DISTRICT

October 6, 1998 Meeting Minutes

1. **Attendance:** Chairman Hanson called the October 6, 1998 meeting to order at 7:00 a.m. at the District Office. Other managers present were, Dan Wilkens, Harold Vig, and Ervin Vigness. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, Jim Todahl-SH Advisory Committee Chairman, Jim Lehman, Leroy Halstad-Sand Hill Snowcruisers, and Rudy Applequist.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** **Motion** by Manager Vigness to approve the minutes of the SHRWD regular Board meeting held on September 1, 1998 as mailed, **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. Vigness inquired about the amount of Steve Taylor's bill for preparing the meal for the summer tour. Manager Wilkens stated that Taylor's bill was very reasonable and noted that the board was very appreciative of the work he did for the tour. **Motion** by Manager Vig to approve the Treasurer's report and pay the bills as presented, **Seconded** by Manager Vigness, **Carried**.

Credit Card: Manager Wilkens discussed a proposal for the District to apply for a credit card. He explained that a credit card would be useful for purchasing office supplies and other expenses incurred by the District. He noted that the District reimburses expenses currently incurred by District managers or staff directly to the individual incurring the expense. This method of reimbursement cannot be itemized for budgeting purposes. It can also distort manager's compensation as recorded in the minutes. **Motion** by Manager Vigness to apply for two credit cards in the name of the Sand Hill River Watershed District with no annual fee and a limit of \$5,000. **Seconded** by Manager Vig. **Carried**.

Payment Made to—Memo	Amount
Naomi Jagol--sec. services & exp. 9/1-9/15 (\$737.95), 9/16-9/30 (\$1,052.00)	\$1,789.95
Roger Hanson--meetings & expenses	63.79
Harold Vig--meetings & expenses	67.04
Dan Wilkens--meetings & expenses	864.87
Ervin Vigness--meetings & expenses	67.04
Al & Laura's--Supplies	12.77
American Linen--Rental Agreement	13.45
AT & T--Long Distance Charges	70.67
City of Fertile--Utility bill	45.27
Culligan--Rental Agreement	19.00
Fertile Bakery--Meeting expense	6.60
The Fertile Journal--Meeting notices	2.88
First State Bank of Fertile--Soc. Sec./Med. deposit	498.08
Garden Valley Telephone Co.--October phone bill	106.96
Gateway 2000--Laptop Computer purchase and color printer	3,776.39
Houston Engineering, Inc.--Meetings & Special Meetings, Site Investigation, Overall Plan, and Farmstead Ring Dikes	1,966.25
Otter Tail Power Co.--October billing	82.90
Sand Hill Snowcruisers—Sand Hill Ditch, cost share, Section 29, Liberty township	1,320.00
Tony Dorn, Inc.--Maintenance	40.70
MONTHLY TOTAL	\$10,814.61

5. Project Reports:

- a. Project #12, Co. Ditches 98 & 148: Jim Larsen stated that the boundary markers have arrived at Houston Engineering and would be installed as soon as possible. The cost of the signs is \$20.00 per sign. The Board determined the markers should be installed every quarter mile. Larsen stated that some filter strips have been worked up. He explained that some of the landowners wanted to level the spoil bank further, while others probably were not aware of the location of the right of way. The board decided that since the markers had not been installed, it was not appropriate to hold the landowners responsible for reseeding the right of way. **Motion** by Manager Vig to direct the contractor to reseed the areas as soon as the boundary stakes are in place. **Seconded** by Manager Vigness. **Carried**. Larsen suggested that the District should forward a letter to all landowners along the ditch right of way to explain that if the right of way is damaged, they would be liable for reseeding in the future. He noted that the contractor has been charging \$125 per acre to reseed. He suggested dormant seeding this fall prior to freeze-up.

The Board discussed ditch mowing. Manager Wilkens explained that no responses were received to the ads placed in local newspapers. He explained that he had contacted the county to obtain an estimate on current mowing rates. He noted that the county is behind on their own mowing, therefore, they would not be interested in doing outside work. The Board directed Manager Wilkens to continue pursuing various alternatives for mowing.

- b. Ring Dike: Larsen stated that Allan Stromstad's ring dike is nearing completion. The final billing has not been received from the contractor, but an estimate of approximately \$30,000 was given. Larsen noted that this amount exceeded budget due to the extra tree work needed. He explained that Dave Johnson-DNR was contacted since he is in charge of the Flood Damage Reduction Funds to inquire on obtaining funds for the overrun. Johnson stated that all the funds were spoken for in the current budget but suggested that the District forward a letter requesting an amendment to the agreement for the overrun costs. Larsen explained that Johnson was optimistic that more funds would be forthcoming.

6. Upcoming Meetings and Other Business:

- a. Beltrami Highway #9 Bridge: Manager Wilkens stated that he and Jim Larsen visited the site to measure the damage area to determine the costs to install riprap in the bottom of the ditch and also part way up each side. Larsen estimated the yardage and arrived at an estimated cost of approximately \$50,000 - \$60,000 to repair the site. Larsen noted his concern to proceed with this approach to this project without a geo-technical report. He explained that this report would involve soil borings, conducting tests on the soils to determine the source of failure, estimate the sheer strength, which would be used to calculate the forces involved in the bank failure. Such a calculation would assist in identifying a stable slope. A safety factor of 1.25 would be used in the calculations. Larsen stated that even with this information there is still uncertainty. Vigness questioned if this had been a problem area in the past. Hanson responded that a length of 200 yards by 4 feet wide was built up a few years ago. After discussion, the Board determined the District should wait until next year to attempt to solve the problem. Larsen noted that beginning construction on such a project this time of year is not a good idea since the site surface would not have an adequate cover for the spring flood event.
- b. Jim Lehman: Lehman discussed with the Board the dike failure along the Sand Hill River west of his farmstead. He explained that the water breaks out of its bank and severely erodes his field before re-entering the river. He stated that he installed a dike several years ago, which worked until the 1997 flood. He noted that he is presently farming the land but would like the board to review the site and offer suggestions on

possible alternatives. He requested assistance in solving this problem and the Board agreed to visit the problem area following the board meeting.

- c. Budget Hearing: Manager Wilkens stated that the budget hearing was conducted on Tuesday, September 8, 1998 at 8:00 a.m. He stated that no inquiries were received on the proposed budget. **Motion** by Manager Vig to approve the 1999 budget, **Seconded** by Manager Vigness. **Carried**.

The Board reviewed the worksheet for 1999 ditch levys distributed at the previous monthly meeting by Manager Wilkens. After discussion, the board approved levying the following amounts for maintenance in the respective funds:

Sand Hill Ditch	\$15,000
Project #3 – Liberty Onstad	\$ 3,000
Project #5 – Ditch 17-2	\$ 2,000
Project #11 – Beltrami Diversion	\$ 4,000
Project #12 – 98 & 148	\$ 7,500
Project #13 – Reis-Scandia	\$ 3,500

- d. 1999 Calendars: Manager Wilkens stated that in December of 1997, the District forwarded pocket calendars to all individuals on the minute mailing list. The District received positive feedback on the promotion. **Motion** by Manager Vig to purchase 100 pocket calendars for distribution, **Seconded** by Manager Vigness. **Carried**.

- e. Sand Hill Snowcruisers: Leroy Halstad, trail administrator, requested the District to cost share the trail constructed by the snowmobile club through the woods on the north bank of the Sand Hill River in Section 29 of Liberty township. The club cleared a 20-foot wide trail in this one-mile area. The Board had discussed this proposal at a prior meeting and agreed to participate with the snowmobile club. The cost of the bulldozing was \$3,300. The club requested a 40% cost share as they received 60% of the trail construction cost from the state trail fund and were left to raise the remaining funds locally. Manager Hanson stated that the District needs accessibility for maintenance of the banks for spraying and tree removal. Manager Vigness inquired why the trees would need to be removed. He noted his concern for bank stability should the trees be removed. Manager Wilkens explained that the Corp of Engineers (COE) does not allow trees to grow on any of their projects. He further explained that should the District need future assistance from the COE, they would not assist should the project not been maintained. He noted that the presence of trees leads to bank instability. This instability is caused by exposed tree roots which vibrate in the current and expedite erosion. The trees also add tremendous weight to the banks which leads to sloughing.

Wilkens explained the history on this area. Several years ago the District tried to obtain a logger to remove the large trees at a considerable expense to the ditch system. The local landowners requested that field windbreaks be planted in the area. The District agreed to wait five years before proceeding with the tree removal. Since that time, the Wild Rice Watershed District to the south of the SHRWD has incurred considerable expense in removing trees from their project banks since the COE refused to offer assistance due to their lack of maintenance on the ditch projects.

Halstad explained that the snowmobile club carries liability insurance on all their trails. Manager Vigness stated his concern with providing a cost share on this project, since it would give precedent to other organizations. Manager Wilkens explained that this request from the snowmobile club would allow the District access to the ditch for maintenance purposes. **Motion** by Manager Vig to partner with the Sand Hill

Snowcruisers to share costs to establish a trail and provide for right of way access to the Sand Hill Ditch for the District for maintenance purposes in the amount of \$1,320.00, **Seconded** by Manager Vigness. **Carried.**

- f. Polk County Ditch # 122. Todahl discussed the status of the road rebuild project. He explained that the county has currently repaired the washout and is addressing the ditch erosion problem. Manager Wilkens stated that he was recently contacted by Blake Carlson-Polk County Ditch Engineer and Don Bakken-Polk County Commissioner. He stated that they discussed installing a control structure in the ditch at the high point in the ridge and remove water at the east end diverting it through Stene's, Jagol's and Down's with an outlet to the Sand Hill River in the draw by Emil Belen's. He noted that local farmers have agreed to construct the diversion if the right of way could be obtained. He added that Bakken agreed to meet with the affected landowners to obtain permission. It was stated that this is a natural drain that was plugged in the dust bowl era when the fence lines were blown full thereby cutting off water flow.

Manager Wilkens stated that he and Clayton Engelstad had measured the ¼ mile long tile line that this ditch has for an outlet and noted it is a 24-inch tile line. He noted that due to size of the tile line, the restrictor in the ridge should be an 18-inch. He explained that they also measured the culvert under the township road at the upstream end of ditch 122 and that it is an 18-inch culvert.

- g. Fern Letnes: Manager Wilkens explained that he had received three phone calls from Fern Letnes. She requested him to discuss two matters with the Board of Managers. The first concern she had was the lack of publicity performed by the District regarding activities. Secondly, she suggested that the District forward notices of all District activities and policies to all landowners within the District. Manager Wilkens stated that he explained to her that a committee had been established to review the District rules and regulations. He further noted that once the Board has completed the proposed changes, a public relations initiative would be implemented.
- h. Red River Basin Board (RRBB): Manager Wilkens reported on the Red River Basin Board retreat conducted at the NDSU computer science lab. He explained that the North Dakota Consensus Council served as facilitators for the discussions. He stated that the lab consisted of 24 individual workstations which were used for input. The input was used to identify the priorities of the board members. This exercise was used to develop ideas and concepts as to the perceived future of the RRBB.
- i. RRWMB Mediation Proceedings: Manager Wilkens reported on the meetings conducted on October 13-14, 1998 in Crookston. He stated that the panel has agreed to restructure the annual conference of the RRWMB to advance projects from the concept stage to completion. The COE, DNR, USFWS, and environmental groups would attend the conference and work together to develop projects that would accomplish flood damage reduction and natural resource goals. A committee will be formed to develop the format for the conference should the member watershed districts agree to buy-in to the process.
- j. Oliver Sorenson/Project #12: Manager Wilkens stated that Sorenson had stopped in and requested 2 culverts on his property in the north/south portion of Ditch #98. Larsen noted his surprise that a parcel was excluded in this project relating to culverts. Manager Wilkens stated that the landowner's property is assessed to Project #12 and, therefore, is entitled to access. The Board determined that although the project has been officially completed, the error should be corrected. Larsen recommended one 18-inch culvert would be adequate. **Motion** by Manager Vig to install one 18-inch culvert. **Seconded** by Manager Vigness. **Carried.**
- k. West Polk Soil & Water Conservation District (SWCD): Manager Wilkens reviewed a request submitted by the West Polk SWCD regarding the installation of riprap along the Sand Hill River in Climax. He explained

that he had met with Don Johnson, Arvid Stortroen, and Nedra Hoberg on the site northwest of Climax. He stated that the area is sloughing badly and is in need of riprap and bank resloping to relieve the weight from the steep banks. He noted that the area belongs to the City of Climax.

Manager Wilkens stated that the SWCD completed an upstream project last year that involved installing wing dams and resloping the banks which was very successful. He noted that no funds are currently available from the SWCD to assist with this problem and, therefore, a request was submitted to the District for review. Arvid Stortroen, the contractor who installed the wing dams last year, developed an estimate for the project cost of \$20,000 to \$23,000. Manager Vigness commented that the pictures included with the request looked exactly like the area at Carl Gronberg's and inquired whether a similar project could be completed in this area. Manager Wilkens stated that he and Jim Larsen had reviewed the area at Gronberg's last spring. He noted that the District has only limited funds to address the erosion problems such as those referred to above and can do so only due to the Red River Watershed Management Board levy, 1/2 of which can be used for flood control projects in the District.

Manager Vigness stated that should the golf course been built farther away from the river, they would not be concerned with bank sloughing. Manager Wilkens explained that if the banks let go, the soil would block the river until it erodes away. He added that, as a watershed district, the Board should be concerned about erosion, water quality and sedimentation issues. Manager Vigness commented that the golf course should have anticipated erosion problems and noted that maintenance responsibility should be absorbed by the golf course. Manager Vigness inquired about the interest of the SWCD in this area. Manager Wilkens responded that the SWCD has applied for a grant from the EPA for a nonpoint pollution project on the Sand Hill River. He stated that the District would have a good chance of establishing a pilot project in the valley due to the national interest since the 1997 flood. Manager Hanson requested that this issue be tabled until the next meeting. Manager Wilkens explained that due to the short construction season remaining, and based on the request from the Climax citizens to get this project accomplished this fall, he felt that a motion should be presented at this meeting since the November meeting would be too late for construction this season. **Motion** by Manager Wilkens to approve the request. The motion died for lack of a second. Manager Hanson requested Manager Wilkens to give a presentation at the next meeting regarding the construction account and noted that the board would try to develop a policy on projects of this nature.

- l. Allan Dragseth Lawsuit: On September 28, 1998 Manager Wilkens and Naomi Jagol appeared at Conciliation Court on behalf of the District to answer the complaint by Allan Dragseth which requested \$3,577.50 from the District to pay for crops damaged during construction of Project #12. Manager Wilkens presented documents evidencing that the District had paid the landowner as required by law. The judge stated that a ruling would be determined in 3-4 weeks.
- m. Permit Review: The Board discussed the Abrams' permits in Sections 10 & 11 in Vineland township. A determination was made that erosion be addressed as a condition of the permit. The Board also determined that permanent grass cover should be established as soon as possible and should erosion occur prior to the grass cover establishment, Abrams' be asked to remove any sediment deposited in Project #12 as part of the permit.
- n. Rudy Applequist/Request for information: Applequist stated that the District should have information available for the public to review such as engineer's reports in order to become familiar with the projects. He requested the soil boring data on the Winger Dam project which the District noted was not available in the office. Manager Wilkens explained that this project has not had activity for years and that this particular information is at Houston Engineering. Manager Hanson inquired on the cost to the District to make this

information available. He further questioned whether the District has a responsibility to make this type of information available since it is not a current concern to the District.

After discussion, the Board determined that should an individual request information that is not readily available, it would be made available but at a cost to the person making such a request. Manager Wilkens explained the problems associated with this request since the project was no longer active. Manager Vig suggested that should an individual make such a request, the expense associated with the time involved by staff, Board Manager, engineers, etc. in locating the information and copying it should be absorbed by the individual. Manager Hanson stated that should Applequist desire information, he should submit his request in writing to the District and he would be expected to absorb the costs associated with providing the information.

The Board determined that individuals would only be provided with that information that was previously requested and approved by the Board, and upon receipt of the costs incurred for obtaining the information. The Board developed this policy to ensure that the integrity of the record system would be maintained. Under no circumstances would an individual be allowed to review documents without paid supervision nor spend time in the office during review since the office is a workplace and cannot be disrupted.

7. Permits:

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

- 1998-31 Wesley & Lori Oian – Install culvert in Garden township, Section 2.
- 1998-32 Craig Engelstad – Construct new ditch in Liberty township, Section 10.
- 1998-33 Gary & Jacqueline Abrams – Construct new ditch, install erosion control structure, and install culvert in Vineland township, Section 11.
- 1998-34 Gary & Jacqueline Abrams – Construct new ditch, install erosion control structure, and install culvert in Vineland township, Section 10.
- 1998-35 Lyle Abrams Farms, Gary Abrams, Centennial Farms, Janet Evans – Clean existing ditch, construct new ditch, and install culvert in Hammond township, Section 18.
- 1998-36 Gary Abrams, Jackie Abrams, Lyle Abrams Farms, Lyle Abrams – Clean existing ditch, construct new ditch, and install culvert in Hammond township, Section 19.
- 1998-37 Lyle Abrams Farms, Gary Abrams, Debra DeBoer – Clean existing ditch, construct new ditch, and install culvert in Vineland township, Section 13.
- 1998-38 Lyle Abrams Farms, Lyle Abrams, Gary Abrams – Clean existing ditch, construct new ditch, and install culvert in Vineland township, Section 36.
- 1998-39 Lyle Abrams Farms, Lyle Abrams, Gary Abrams – Clean existing ditch, construct new ditch, and install culvert in Vineland township, Section 23.
- 1998-40 Lyle Abrams Farms, Lyle Abrams, Gary Abrams – Clean existing ditch, construct new ditch, and install culvert in Vineland township, Section 22.
- 1998-41 Lyle Abrams Farms, Gary Abrams, Lyle Abrams – Clean existing ditch, construct new ditch, and install culvert in Hammond township, Section 16.
- 1998-42 Brekke Bros. Inc. – Clean existing ditch and install culvert in Hubbard township, Section 18.
- 1998-43 Brekke Bros. Inc. – Clean existing ditch in Hubbard township, Section 30.
- 1998-44 Brekke Bros. Inc. – Clean existing ditch in Hubbard township, Section 19.
- 1998-45 Brekke Bros. Inc. – Clean existing ditch and install culvert in Hubbard township, Section 33.

8. Adjournment: Due to the conflict with the 1998 Election Day, alternative meeting dates were discussed. The Board agreed that the next regular meeting of the SHRWD would be at 8:00 a.m. Monday, November 2, 1998. As there was no further business to come before the Board, the meeting was adjourned at 10:30 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant