

# SAND HILL RIVER WATERSHED DISTRICT

October 5, 1999 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the October 5, 1999 meeting to order at 7:00 a.m. at the District Office. Other managers present were Harold Vig, Jim Krogstad, and Stuart Christian. Others in attendance were Daniel Wilkens-Administrator, Naomi Jagol-Administrative Assistant, Lawrence Woodbury-Houston Engineering, Inc., Walter Johnson, and Blanchard Krogstad.

Manager Hanson welcomed Stuart Christian to the Sand Hill River Watershed District Board of Managers. Christian took his oath of office and was sworn in as a Board Manager.

- 2. Agenda Review:** No changes to the agenda were noted.

- 3. Minutes:** Motion by Manager Vig to approve the minutes of the SHRWD regular Board meeting held on September 7, 1999 as mailed, Seconded by Manager Krogstad, Carried.

- 4. Treasurer's Report:** Wilkens handed out and reviewed the Treasurer's report. Motion by Manager Krogstad to approve the Treasurer's report as presented, Seconded by Manager Christian, Carried.

Wilkens reviewed the monthly bills received. Motion by Manager Krogstad to approve and pay bills, Seconded by Manager Christian, Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

## 5. Project Reports:

- a. Project #12, Co. Ditches 98 & 148: Wilkens stated that the only area that hasn't been mowed by the adjoining landowners within the project area is in Vineland township, Section 14. He added that he had discussed ditch mowing with Roger Ulseth and Ulseth agreed that he could mow the ditch for \$50.00 per cut. Motion by Manager Vig to authorize Roger Ulseth to mow the remaining portion of the ditch at \$50.00 per cut, Seconded by Manager Krogstad, Carried.

## 6. Upcoming Meetings and Other Business:

- a. Flood Damage Reduction (FDR) Project Team: Wilkens stated that the project team meeting would be conducted following the board meeting today. He explained that the Union/Lake Sarah issue would be the main focus of the meeting which would include finalizing the operating plan of the pumping station and also the development of a water monitoring plan.
- b. 17<sup>th</sup> Annual Red River Basin Land and Water International Summit Conference: "*Our Basin Home: Managing Our Society Within Nature*," is the theme of this year's conference scheduled for January 11-13, 2000 at the Hotel Fort Garry, Winnipeg, MB. Wilkens encouraged the Board of Managers to notify the district office whether or not they plan on attending.

- c. The Red River Watershed Management Board (RRWMB) Annual Watershed Management Conference: Wilkens stated that the conference is scheduled for December 9<sup>th</sup> and 10<sup>th</sup>, 1999, at the Best Western Inn in Thief River Falls, MN. The purpose of this conference is to assist watershed managers in developing a better understanding of their duties and responsibilities as District Managers. All managers and staff were encouraged to attend.
- d. Mediation Project Team Funding Questionnaire: Wilkens reviewed a handout forwarded from Don Ogaard, Executive Director-RRWMB, requesting information regarding how the project team costs were incurred by the individual watershed districts. Wilkens stated that the Flood Damage Reduction (FDR) Work Group had approved funding 75% of the costs incurred by the individual watershed districts for the project team meetings up to a maximum of \$9,700 per project team.
- e. Ditch #122: Wilkens distributed a letter that was forwarded to the district office from a concerned landowner. He explained that the landowner was concerned about a crossing that Liberty township had installed to regulate the flow in Ditch #122. The Polk County Ditch Engineer had conducted some surveying and recommended a crossing be installed at a cost of approximately \$4,000. Due to lack of funds, the township could not follow the design specifications of the Polk County Ditch Engineer so instead installed the 24" culvert to help alleviate the erosion problem downstream. The landowner was concerned with the installation of a 24" culvert in the ditch system at this point even though the upstream culverts were only 18" because another ditch system enters just upstream. The crossing was installed without the original designed overflow. The township had notified the district office and explained that should the installation of the 24" culvert and crossing cause the landowner problems, the situation would be corrected immediately. The township intends to monitor the project next spring to see how it functions. Liberty township is scheduling a meeting with the Polk County Board of Commissioners to discuss this option. The township will also contact the landowner to address his concerns.

Manager Hanson inquired whether the District should be involved with this dispute since Ditch #122 is not within the jurisdiction of the watershed district. Manager Vig responded that the District should offer assistance to landowners, however, if a problem is not within the jurisdiction of the watershed district they should be referred to Polk County. Wilkens explained that the District has always tried to help those citizens requesting assistance.

- f. Minnesota Department of Natural Resources 1999 Natural Resources Award: Wilkens stated that he was presented an award from Allen Garber, Commissioner of the Minnesota Department of Natural Resources. He was recognized for his work regarding the signed Mediation Agreement which set goals for Flood Damage Reduction and Natural Resource Management in the Red River basin. This Agreement is a groundbreaking model for resolving disputes, managing Natural Resources by Watershed and establishing comprehensive Water Management.
- g. Annual Reorganization of the Board: Annual organization of the Board was conducted. In the absence of Vice President Brekke, President Hanson turned the meeting over to Daniel Wilkens who asked for nominations for President of the Board. Manager Vig nominated Manager Hanson for President. Nominations were called for three times by Daniel Wilkens. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Roger Hanson for President by Manager Krogstad, **Seconded** by Manager Christian, **Carried**. Daniel Wilkens returned the chair to President Hanson.

Manager Hanson asked for nominations for Vice President of the Board. Manager Krogstad nominated Manager Vig for Vice President. Nominations were called for three times by Manager Hanson. No further

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nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Harold Vig for Vice President by Manager Christian, **Seconded** by Manager Krogstad, **Carried**.

Manager Hanson asked for nominations for Secretary of the Board. Manager Krogstad nominated Manager Brekke for Secretary. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Bill Brekke for Secretary by Manager Vig, **Seconded** by Manager Christian, **Carried**.

Manager Hanson asked for nominations for Treasurer of the Board. Due to the acceptance of Daniel Wilkens' resignation as Board Manager, the position of Treasurer was vacated. Manager Vig nominated Manager Christian for Treasurer. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Stuart Christian for Treasurer by Manager Krogstad, **Seconded** by Manager Vig, **Carried**.

The Fertile Journal was designated as the official newspaper of the SHRWD. The following financial institutions were designated as official depositories for SHRWD funds: First State Bank of Fertile, Agassiz Federal Credit Union, Crookston National Bank, Edward D. Jones-TVA Bond G., State Bank of Fargo, Citizens State Bank of Roseau, and Argyle State Bank. The District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. The attorney for the District is Lowell P. Bottrell, Firm of Anderson and Bailly, PO Box 10247, Fargo, ND. Mileage for District business is reimbursable at a per mile rate coinciding with the allowable IRS mileage rate. Managers per diem is set at \$25 per hour with a maximum daily total of \$55 as prescribed by State law.

Wilkens referred to the change in Treasurers and inquired about the two-signature requirement on the checks. Manager Hanson suggested that Stuart Christian's name be added to the signature card at the bank, and to keep Daniel Wilkens and Naomi Jagol as secondary signatures. The Board agreed that Christian's signature should be required on all payroll checks, but that Wilkens and Jagol could sign other checks as authorized by the Board.

- h. Minnesota Association of Watershed District's (MAWD) Annual Conference: The MAWD Annual Conference is scheduled for December 2-4, 1999 in Alexandria, MN. All managers and staff were encouraged to attend.
- i. Administrator's Report: Daniel Wilkens updated the Board on activities that occurred during the month. Wilkens stated that the majority of the month was consumed by addressing issues dealing with Union Lake/Sarah. Manager Christian added that Wilkens' participation in the mediation process has proved to be very beneficial in establishing agency contacts. Christian explained that he attended meetings in St. Paul regarding the Union Lake/Sarah issue, and noted that Wilkens is well recognized by agency representatives as the local contact.

Wilkens stated that Don Ogaard had resigned from the Red River Basin Board (RRBB) due to his increased workload. Wilkens explained that previously he had been the alternate for representative of Minnesota Watersheds, however, he had been nominated to replace Ogaard's position at the last Red River Watershed Management Board meeting. Wilkens noted that the change in position should not affect his current workload as he had previously attended the monthly board meetings as alternate.

- j. Sand Hill Ditch Erosion: Manager Krogstad inquired about the erosion problem east of county road #213 to the drop structures in the Sand Hill River channel. Manager Hanson responded that more erosion has occurred. Krogstad noted his concern about the water breaking out of the channel in this area as it did in the

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Flood of 1997. Hanson added that he did not know of any action that could be taken at this time by the District due to the tremendous costs of the remedial measures that would be needed.

**7. Permits:**

- a. Five permits came before the Board for review and were approved as follows:
  - 1999-25 Walter Johnson – Install culvert in Hammond township, Section 22.
  - 1999-26 Woodside Township – Install culvert in Section 30.
  - 1999-27 Lyle Fuchs – Construct new ditch in Garden township, Section 30.
  - 1999-28 Clayton Engelstad – Clean existing ditch and install culvert in Liberty township, Section 5.
  - 1999-29 Clayton Engelstad – Construct new ditch and install culvert in Liberty township, Section 13.

**8. Adjournment:** The next regular meeting of the SHRWD will be 8:00 a.m. Tuesday, November 9, 1999. As there was no further business to come before the Board, the meeting was adjourned at 8:55 a.m.

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Jimmie Krogstad, Secretary

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Naomi L. Jagol, Administrative Assistant