

SAND HILL RIVER WATERSHED DISTRICT

October 3, 2000 Meeting Minutes

1. **Attendance:** Chairman Hanson called the October 3, 2000 meeting to order at 7:00 a.m. at the District Office. Other managers present were Stuart Christian, Harold Vig, and Gordon Sonstelie. Others in attendance were Naomi Jagol-Administrative Assistant, and Jim Larsen-Houston Engineering.
2. **Agenda Review:** No additional items were added to the agenda.
3. **Minutes:** Motion by Manager Christian to approve the minutes of the SHRWD regular Board meeting held on September 5, 2000 as mailed, Seconded by Manager Sonstelie, Carried.
4. **Treasurer's Report:** Wilkens distributed the Treasurer's report. Motion by Manager Vig to approve the Treasurer's report as presented, Seconded by Manager Christian, Carried.

Wilkens reviewed the bills to be approved. Motion by Manager Vig 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. Ditch Levies: Wilkens distributed a chart indicating the financial status of the separate ditch funds and discussed the future maintenance requirements for each project. After discussion, the board determined that the levies should remain the same for all ditches except Project #03-Liberty/Onstad which, due to reimbursed FEMA funds, was in better financial status. The Board determined that the levy for Project #03-Liberty/Onstad should be reduced to \$1,500 for the upcoming year.

A Drainage System	B County	C Year Benefits Determined	D County Portion of Benefits	E Percent of Benefits	F Levy Amount (\$) (D x E = F)
SH Ditch	Polk	1956	272,174.05	5.5112	15,000.00
#3 Liberty/Onstad	Polk	1979	79,873.86	3.7559	1,500.00
#5 - 17-2 (.3123599%)	Polk	1981	23,346.75	2.6758	624.72
#5 - 17-2 (.68764%)	Norman	1981	51396.35	0.0268	1375.28
#11 Beltrami Diversion	Polk	1996	477,149.30	0.8383	4,000.00
#12 98 & 148	Polk	1995	991,867.00	0.7561	7,500.00
#13 Reis - Scandia	Polk	1996	382,480.50	0.9151	3,500.00
Total					\$32,124.72

Motion by Manager Sonstelie to authorize the ditch levies for FY 2001 as discussed above, Seconded by Manager Christian, Carried.

- b. Project #11-Beltrami Diversion: Manager Hanson inquired whether rock could be installed downstream of the crossing in the middle of the north/south portion of the project, south of the substation. A hole is developing in this spot that should be addressed. Wilkens responded that he would contact a contractor to fill in this area with rock.

6. Upcoming Meetings and Other Business:

- a. Interest Charges to Projects: Wilkens explained that the administrators of the watershed districts within the RRWMB have discussed the subject of charging interest to deficit accounts and paying interest to positive accounts. The administrators agreed that this practice should be adopted by each watershed district and administered uniformly by all the watershed districts. The SHRWD has not had the capability to account for interest charges in the past, however, due to the implementation of a new accounting program, would have the ability to now do so.

Wilkens added that seven of the nine member watershed districts in the RRWMB have adopted the same accounting software and that the other two districts are currently charging interest. After discussion, the board agreed that the SHRWD should adopt this policy. Interest would be charged at the end of each year based on the weighted average of interest earned on investment accounts. Those accounts with a positive balance would receive interest, while those with a negative balance would be charged interest.

Motion by Manager Vig to adopt the policy of allocating interest charges or income to each project fund as described above, Seconded by Manager Christian, Carried.

- b. Sidewalk Notice: Manager Hanson stated that last month the motion to repair the sidewalk died for the lack of a second. He stated that the low bid was very competitive and inquired whether the board would want to revisit this issue since the sidewalk is in need of repair. The north side is in the poorest condition but due to the settling that has occurred in the northeast corner, it would be impossible to remedy the situation without doing both sides of the building.

Motion by Manager Sonstelie to award the bid to repair the sidewalk using the 5-inch option to Curt Swenby Construction for the sum of \$4,135.00, Seconded by Manager Vig, Carried.

- c. Randy Hamre Ring Dike: Larsen stated that the project is complete except for the dormant seeding which would be completed this fall by the contractor. Larsen noted that he plans to view the project this afternoon.

Larsen presented change order no. 1 for the project. He explained that additional 15" culvert was used and some 18" culvert was eliminated. No rock was installed. The change order deducts \$2,777.00 from the project costs. Motion by Manager Christian to approve change order no. 1, Seconded by Manager Sonstelie, Carried.

Larsen presented pay request no. 1 for the project. Including change order no. 1, the pay request submitted was for \$31,716.00. Larsen recommended paying 100% of the seeding and mulching in the next pay request and keeping \$2,400.00 as retainage until it is certain that the grass is growing and all aspects of the project are complete. Motion by Manager Vig to approve pay request no. 1 for \$31,716.00, Seconded by Manager Sonstelie, Carried.

- d. Randy Hamre/Hydraulic Study: Larsen explained that he is currently analyzing the data to establish culvert sizes at various locations. He stated that culverts are generally sized to carry the flow for a 25-year storm while the ditches themselves are generally sized for a 10-year storm.

Hanson inquired about the 25-year storm design for the culverts. Larsen responded that engineers usually design the structures larger than the ditch design so they are not the limiting factor in water movement. Over the years, these design guidelines have generated designs which are economically feasible. Manager Vig inquired about the difference between a 25-year and a 10-year event. Larsen responded that the

classification is based on previous history and a chart has been developed that depicts the rainfall events for many storm events that are used by engineers when designing ditches, culverts, and structures. The chart represents the statistical analysis of the percentage chance in any one-year that a rainfall event of that magnitude has a chance of occurring. A 10-year design indicates that there is a 10% chance that a rainfall event equal to or exceeding that magnitude would occur during any given year.

- e. Union Lake/Sarah: Wilkens had been contacted regarding beaver problems in the channel used by the Lake Improvement District (LID) for the outlet to the Sand Hill River. The local township is not interested in participating in the beaver bounty program on this project. The LID has requested that they be able to participate in the beaver bounty program to address this problem.

Wilkens explained that in 1994 the district established a beaver bounty program with the townships to address the beaver issue. Later in 1994, the state established a beaver bounty program which has been insufficiently funded over the years. Wilkens stated that when state monies are available that fund is used, and when state monies are not available the watershed district program is used. The beaver bounty program has been a very cost-effective program.

Wilkens stated that the LID requested to be included in the beaver bounty program to assist them with their problem. The board determined that due to the fact that beavers move constantly from one area to another and that the LID is a local unit of government that they should be allowed to participate in the beaver bounty program.

Motion by Manager Christian to extend the beaver program of the Sand Hill River Watershed District with the townships to include the Union Lake/Sarah Lake Improvement District, **Seconded** by Manager Sonsteli, **Carried**.

- f. Project Team Requests: Wilkens explained that the project team has two requests for engineering information that they would like submit to the board for consideration.

The first request relates to the fish passage issue on the Sand Hill River. In order to obtain funds to address the drop structures and the erosion issue below the drop structures east of Beltrami, the project team needs to have engineering/surveying completed in order to develop cost estimates for the project. The project would include installing rock below the drop structures at a 5% slope as has been done on the dams on the Red River and installing several more rock riffle structures downstream of the last drop structure to restore the river channel to its original design depth and correct the erosion problem. Also, the Texas crossing west of Beltrami would need to be studied to determine what is needed in this area to allow fish to pass in this area.

Secondly, the project team requested that the engineer develop an estimate as to the amount of storage required on the Maple Creek system in order to prevent flooding in the Maple Creek area and downstream on Ditch Nos. 9, 90, 119, and 6 and the surrounding farmland. Wilkens explained that funds for this request would come from the Flood Damage Reduction Work Group's annual appropriation to fund the project teams and alternatives analysis. Each project team is eligible to receive reimbursement of up to \$20,000.00 for use in this effort.

Motion by Manager Sonsteli to fund the project team requests for the engineering study on the Sand Hill River drop structures and the Texas-crossing, and the Maple Creek area, **Seconded** by Manager Christian, **Carried**.

- g. Minnesota Association of Watershed District's (MAWD) Annual Meeting: The MAWD Annual Meeting is scheduled for November 30-December 2, 2000 in Alexandria, MN. Manager Sonsteli and Manager Christian volunteered to be the voting delegates, with Manager Vig as alternate. Wilkens was requested to be the media spokesperson. All managers and staff were authorized to attend.
- h. RRWMB Issue Papers: Wilkens reviewed the issue papers developed by the RRWMB to relative to budgets and interest charges on projects. He explained that the RRWMB determined that the preparation of a budget would not be productive due to the variables involved with funding projects. No interest will be charged to the RRWMB when applying for funds on projects since the individual watershed district's construction funds are intended for that purpose.

7. Permits:

Wilkens stated that two issues should be addressed by the board due to the recent recommendations on the permitting process by an attorney. The first issue relates to requiring landowners to submit permits rather than tenants. The attorney recommended that should problems arise with a permit, only those from the landowner would have any standing in a court of law. The other issue is the general permit conditions that are recommended to be included in all future permits. The board determined that the district should include general conditions as part of all future permits and that only the landowners should be dealt with for the permitting process whenever possible and at the discretion of the board.

- a. Four permits came before the Board for review and were approved as follows:
- 2000-31 Dragseth Farms Inc. – Install culvert in Vineland township, Section 16.
 - 2000-38 David Johnstad – Install culvert in Reis township, Section 30.
 - 2000-39 Scott Tollefson – Install culvert in Scandia township, Section 11.
 - 2000-40 Mike Skaug – Clean existing ditch in Reis township, Section 11.

8. **Adjournment**: Alternative meeting dates were discussed in order to avoid a scheduling conflict with Election Day. **Motion** by Manager Sonsteli to reschedule the regular monthly meeting of the SHRWD for November 6, 2000, at 8:00 a.m., **Seconded** by Manager Christian, **Carried**.

The next regular meeting of the SHRWD will be 8:00 a.m. Monday, November 6, 2000. As there was no further business to come before the Board, the meeting was adjourned at 9:35 a.m.

Robert Brekke, Jr., Secretary

Naomi L. Jagol, Administrative Assistant