

**SAND HILL RIVER WATERSHED DISTRICT**  
February 7, 2012 Meeting Minutes

1. **Attendance:** Manager Roger Hanson called the February 7, 2012 meeting to order at 8:00 AM at the District Office. Other managers present were Stuart Christian and Scott Balstad. One staff member was present: Daniel Wilkens – Administrator. Others in attendance were Jeff Langan – Houston Engineering, Joyce Downs and Bill Downs - Landowners.
2. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda as presented, **Seconded** by Manager Christian, **Carried.**
3. **Minutes:** A **Motion** was made by Manager Christian to approve the minutes from January 3, 2012, **Seconded** by Manager Balstad, **Carried.**
4. **Treasurer's Report:** A **Motion** was made by Manager Balstad to approve the treasurer's report for January, **Seconded** by Manager Christian, **Carried.**

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Balstad 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. Engineer's Report**

**Project # 24:** Jeff Langan was very pleased with the bond sale. The interest rate was the lowest that the bond company had ever sold.

**Ring Dikes for Climax and Nielsville:** Jeff Langan is planning on meeting with the 5 homeowners to discuss buyouts. The appraisals have been done so values for the property have been established. Jeff is using the MnDOT handbook as a guide for purchasing properties.

**TMDL:** The process is moving along on schedule. Meetings are scheduled for the public input phase of the project.

**6. Dan's Monthly Report**

**Project Team:** Ron Harnack would like us to start up the project team on the Bear Park site as soon as possible. A **Motion** was made by Manager Christian to try to schedule a project team meeting in March if possible, **Seconded** by Manager Balstad, **Carried.** . This may not be possible due to the March Conference being scheduled at the same time. We may need to wait until April.

**RRWMB:** The RRWMB met in Fertile. Meeting highlights were given to the managers.

**RRBC Commission:** The RRBC board held their conference in Winnipeg on January 24-26

**IRRB:** The IRRB met after the RRBC conference in the mornings on Thursday, January 26 and Friday, January 27.

**Boundary Change Map:** The Managers held a discussion on producing a map in the digital form or hard copy form or both.

**Project # 24:** Bonds were sold for 2.5232%. The county normally adds 1.5% to the interest rate for forfeitures,

early pay, and delinquency. Wilkens questioned if that should still be the amount added. It is 37.5 % of the interest rate. They were going to ask people in the court house. The district should have the money next week.

**Sand Hill Ditch:** Completed the project on October 27<sup>th</sup>. Just received EPA final approval.

**Ditch 17-2:** Mat Sirjord requested the district pursue cleaning the ditch by Bergeson Nursery this summer.

**Section 35 Onstad Township:** Wilkens will visit with Polk County Highway Engineer this winter so we can finish the project this summer.

**Fish Passage:** Wilkens received a call from Mike Wyatt, COE Feb 19<sup>th</sup>, they are doing the final touches and are going through a legal and technical review, followed by the division review. The district should receive a report by the end of February. One January 28<sup>th</sup>, Wilkens received a call from Ron Peterson, COE, asking if we had the ability to purchase land. They may need small parcels as staging areas for the rock stockpile on the properties of Mitch Lenz and Dan and Michelle Lorentz.

**Redetermination of Benefits:** Jody asked for assistance in completing the redetermination.

**Spokely Potato Wash Plant:** Wilkens contacted our attorney regarding the sediment ponds. Am awaiting his review and direction.

**LID:** Wilkens has asked Houston Engineering to produce a map of the project area. This can be used to provide a list of Landowners and project description. When that is done, Wilkens will contact our attorney for the next step which will most likely be a hearing.

**Overall Plan:** The district received the letter informing us that our plan is now approved as of January 25, 2012. This plan is good for 10 years from this date.

**Slough west of Highway # 9:** Wilkens will work with the landowner to flatten the back slope and repair the culvert this summer.

**Road build up:** Leroy Reitmeier built up the two crossings but the finishing work needs to be completed. This will have to wait until next spring.

**Mike Skaug:** Ditching in section 27 and Tiling in section 15 of Reis Township. Skaug requested that the board schedule a tour after snow melt to devise a plan to address the drainage in these two areas.

**JJ Hamre:** JJ Hamre has asked for permission to plant trees on the inside slope of the ring dike. Jeff will check on the appropriateness of doing this. He will contact Ron Harnack and get his ideas.

## 7. Other Business:

**Public Relations:** The managers reviewed possible public relations items. No new information was brought before the board.

**Ditch # 122/Airport drainage:** Waiting until this summer to apply for a grant.

**Cell Phones:** Wilkens informed the board that smart phones were needed to coordinate with the new server system. Should the district incorporate smart phones into the technology plan? Wilkens and Swenby will be able to

retrieve their e-mails day/night, making efficient use of time. Because Swenby is only part-time there are many times where her e-mails are left unanswered for over a week, and at times longer. Swenby would not charge the district her hourly wage when answering e-mails or phone calls when not in the office and could also use the cell phone to make long distance calls for the district at a much cheaper rate rather than using the local land line. Both Wilkens and Swenby are able to sync their calendars with their phones and are able to stay better connected with each other. To avoid additional charges from Marco to sync the phones with the server, Swenby and Wilkens purchased the phones at the time the server was installed. Because smart phones have proven to be such a huge asset to the daily operations, communication and efficiency of the district, Wilkens urged the board to support that decision and reimburse the cost of the phones and to financially contribute to the monthly costs for the services that Wilkens and Swenby will incur.

Manager Christian commented on reimbursing Swenby, a part time employee and did not feel that reimbursing her for the cell phone was appropriate for a part time employee. Wilkens argued that much of April's time is spent coordinating calendars and answering e-mails for the district and that it was a bonus if she can continue to work part time and be willing to take care of these items free of charge throughout the week. Being able to have this flexibility allows Swenby to take care of the day to day business at home and the hands on business the two days a week she is in the office.

A **Motion** was made by Manager Balstad to table this discussion until next month, **Seconded** by Manager Christian, **Carried**.

**WRP:** There is a meeting in Detroit Lakes on Monday, February 13, 2012 to discuss how WRP funds could be used to pay for part of our flood control project.

8. **Permits:** No new permits were brought before the board
9. **Adjournment:** The next regular meeting of the SHRWD will be at 8 AM on Tuesday, March 6, 2012. As there was no further business to come before the board, a **Motion** was made by Manager Balstad to adjourn the meeting at 9:10 AM, **Seconded** by Manager Christian, **Carried**.

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Daniel Wilkens, Administrator

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Scott Balstad, Secretary