

SAND HILL RIVER WATERSHED DISTRICT

December 1, 2015

1. **Attendance:** Chairman Stuart Christian called the December 1, 2015 meeting to order at 8:13 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke (9:45 AM), Roger Hanson and Phillip Swenson. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Bill Downs – Landowner, and Zach Herrmann- Houston Engineering. Ditch 80 landowners in attendance for the informational meeting were Emily Hutchins and Ross Heir -MN DNR, Bruce Stromstad, Elliot Solheim, Eric Solheim, Alex Engelstad, Paul Engelstad, Mike Skaug, Brian Gullekson, and Larry Ricard.
2. **Approval of the Agenda:** Employee evaluations were added to the agenda. A Motion was made by Manager Hanson to approve the agenda with the addition, Seconded by Manager Balstad, Carried.
3. **Minutes:** A Motion was made by Manager Balstad to approve the minutes from the November 3, 2015 meeting, Seconded by Manager Swenson, Carried.
4. **Treasurer's Report:** A Motion was made by Manager Balstad to approve the treasurer's report for November, Seconded by Manager Hanson, Carried.

A Motion was made by Manager Balstad to transfer the **-\$47.09** balance from the Fosston project, Project #26, to the admin fund at year end to zero out this project balance, Seconded by Manager Swenson, Carried. This negative balance occurred due to charging interest to this project at year end for the months that had a negative balance.

The managers reviewed their expense reports and reported on activities for the month. A Motion was made by Manager Swenson to approve and pay bills, with the exception of the SWCD balances which are listed for informational purposes only, Seconded by Manager Hanson, Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. Engineer's Report

Climax Ring Dike Phase I: All contract construction is complete. Several items of defective work have been identified and the Prime Contractor (Gladen) continues to work with his subcontractors to address items. These items include:

1. Sanitary Sewer Manhole – Joint leaking at one installation
2. Cable hanger installation in lift stations
3. Establishment of lawn seeding that did not grow satisfactorily. This will be reseeded in the spring. Retainage will be held until then.
4. Static noise issue continues at SW lift station when pumps are running. More time is allowed to fix this issue and an adequate retainage will be withheld until a plan to resolve or repair the work is complete.
5. A \$500 change order for replacement of a gate valve box which was not salvageable has been approved by the engineer. An additional \$500 change order for additional gravel along City Street in NE part of city has been approved by the engineer. These change orders will not be processed until defective work is complete.

Climax Ring Dike Phase II: All project funding is secured. A bid opening is planned for the spring of 2016. Construction is planned for summer 2016. We are currently working on securing the ROW for the project and are preparing easements. In addition to ROW, we are currently working on MN DOT and PC Highway Department permits. Seventy-five percent of the construction plans are complete.

Fish Passage Rock Riffles: Plans and technical specifications are completed. Herrmann is currently

working through the permitting process with MN DNR, WCA, USACE 404 and 408. We are anticipating a winter 2016 bid opening. .

Project # 24: Herrmann had contacted Spokely's about water discharges at the potato wash plant. Approximately 3.3 million gallons are anticipated to be discharged between November and April. Herrmann provided a plan sheet with a proposed structure that will have one stop log bay and will be constructed of sheet pile. Sheet pile has been placed this fall. Rock and excavated material have been used to construct a temporary 2 foot high ditch plug. Stop logs would be installed when available from the manufacturer, berm will be removed and final rock will be placed when conditions permit. Tim Crompton Excavating was on site and installed the sheet pile, riprap, and temporary water control berm in November. A Motion was made by Manager Hanson to approve the partial pay request for \$12,960.00, Seconded by Manager Swenson, Carried.

Manager Balstad questioned whether or not Spokely's should be assessed additional fees for draining the wash plant into the ditch. This entire ditch sheet pile project is necessary to prevent the outlet freezing and is necessary because of the wash plant. Wilkens explained that this would have needed to be done by the viewers when the project was established. At that time the freezing issue was not recognized. Balstad would like to see this reviewed in the future when ditches go through an improvement process.

TMDL: Herrmann will coordinate with Mark Deutschman and MPCA to ask for a more finalized completion date.

DFIRM Panels: Herrmann will check with the specialists in his office to see if there are any solutions for Carter Nolte, Red Mosher, (and any others in the area) that will temporarily alleviate them from paying the unnecessary flood insurance until the DFIRM panels are complete.

Project # 17: The landowners installed a rock drop structure at the outlet of Maple Creek. Wilkens and Herrmann assisted landowners in placement and the geometry of the rock drop. The rock drop top elevation was set to 895.0 to match the grade line set by the MN DNR as the outlet from Maple Creek. Side slopes were set to 4:1 within the Project 17 area Right of Way.

Ditch ROW: A total of 105 ROW signs were installed by 3D Specialties. The total invoice is \$15,900. This is the full amount quoted by the sign contractor and represents the number of missing or damaged signs observed during the May 2015 ditch inspections. A Motion was made to pay the contractor by Manager Balstad Seconded by Manager Hanson, Carried.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Ada in November. Meeting highlights were given to the managers. Swenby and Manager Hanson, along with Herrmann will attend the next RRWMB in Roseau in place of Wilkens.

IRRIB: The next IRRB meeting will be held at the Conference in January.

DWG: The next meeting is December 10 in Eagan.

Project 20: Heavy rains overtop road along west side of Liberty Wildlife. Road needs raising. No request from the township has come forward.

LID: The district has a 6" plastic pipe on hand and a contractor lined up to get the pipe for the gauge

installed.

Rules and Regulations: The district is waiting on boundary watersheds. Red Lake held their hearing.

Maple Creek Improvement: Dave Johnstad, Elliot Solheim, and Mike Skaug are applying for a permit to clean Maple Creek. The surveying is complete. The COE has inspected and they are waiting for the permit to be issued.

7. Other Business:

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

Ditch # 80 Informational Meeting 10:30 AM: Wilkens handed out maps showing the drainage area and reviewed several options to those attending the meeting. The attendees asked for a rough ballpark number of the cost to make it an improvement project. Without surveying, there is not a way to make an accurate estimate. Herrmann will prepare a rough estimate for the surveying and other expenses to get the project through the preliminary hearing stage.

Paul Engelstad felt a repair might be sufficient for short term summer drainage. Paul Engelstad would be willing to put forth some bond money to do an improvement project which would save money in the long term and could give better drainage for the entire area.

The attendees were asked to come to the January 5 board meeting at 10:30 to review the estimate provided by Herrmann and to decide which course of action to pursue. Swenby will send out another notice to the landowners.

Sediment Basins: A Motion was made by Manager Swenson to approve adding \$50,000 cost share to East Polk SWCD and \$50,000 to West Polk SWCD fund balance for erosion control projects for 2016, Seconded by Manager Balstad, Carried.

Christmas Party: Christmas party date was set for January 8 at 5:30 PM at Erickson's Smokehouse.

SHAC: A Motion was made by Manager Swenson authorizing Clayton Bartz to become a member of the SHAC, Seconded by Manager Balstad, Carried.

Employee Evaluations: Swenby has not received a pay increase in three years. Last year, Wilkens received a 3% wage increase. Our benefit package hasn't been reviewed since 1999. The managers asked Swenby and Wilkens to excuse themselves.

A Motion was made by Manager Balstad to table conversations about wages/compensations until January 5, making any decisions retroactive to the first of the year, Seconded by Manager Hanson, Carried. Swenby will gather the following information to give Manager Balstad and Manager Christian.

1. What we've done in the past for wages/benefits for both positions.
2. Wage comparisons for both positions

8. Permits:

No new permits were brought before the board.

9. **Adjournment:** The next regular meeting will be held at 8 AM on January 5 2015. As there was no further business to come before the board, a **Motion** was made by Manager Swenson to adjourn the meeting at 12:16 PM, **Seconded** by Manager Brekke, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary