

SAND HILL RIVER WATERSHED DISTRICT

November 3, 2015

1. **Attendance:** Chairman Stuart Christian called the November 3, 2015 meeting to order at 8:13 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke, Roger Hanson and Phillip Swenson. Manager Balstad excused himself at 10:10. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Keith Weston - NRCS and Zach Herrmann- Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Brekke to approve the agenda, **Seconded** by Manager Hanson, **Carried**.
3. **Minutes:** A correction was made on page three regarding the manager who made the motion concerning Maple Creek. Swenby will make the adjustment A **Motion** was made by Manager Balstad to approve the minutes from the October 6, 2015 meeting, including the minor change, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for October, **Seconded** by Manager Brekke, **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, with the exception of the SWCD balances which are listed for informational purposes only, **Seconded** by Manager Swenson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. Engineer's Report

Climax Ring Dike: All paving is completed and roadway surfaces are acceptable. The city appears satisfied with the overlay areas. Filters will be installed to try to alleviate the SW lift station electronics noise issue, likely the first week of November. Something in the lift station electronics is affecting ham radios in the area. A few minor items requiring quantity adjustments have surfaced upon final review of quantities with the contractor. It was decided to best address this issue next month after all punch list work is completed. There were no pay requests brought forth this month.

Project # 24: Houston Engineering presented a plan sheet for the sheet pile structure on the outlet of the Brekke pond to prevent freeze up during the winter potato washing season. Three quotes have been received:

Tim Crompton Excavating, Inc. \$19,000
Sellin Brothers, Inc. \$34,100
RJ Zavoral & Sons, Inc. \$44,445

A **Motion** was made by Manager Balstad to award the project to Tim Crompton Excavating, Inc., **Seconded** by Manager Swenson, **Carried**.

Fish Passage Rock Riffles: The riffle geometry has been finalized. The construction plans and technical specifications are near completion. A project update conference call was held on Thursday, October 22, to review the status of the project. Houston Engineering is working through permitting (MN DNR, WCA, USACE 404 and 408). Project bidding documents expected to be complete in late fall 2015 with a winter 2015/2016 bidding.

BWSR Clean Water Fund Grant Opportunities: The district has applied for the BWSR Clean Water Fund grant for the Carlson Coulee.

The district has applied for the Multipurpose Drainage Management Grant through BWSR. The plan provided erosion control practices for the east half of Polk CD 122. We have requested \$328,000 from BWSR. The grant requires a 25% match (\$82,000). A total of \$675,000 is available from the MDM grant. Manager Hanson asked if there was enough landowners in the area of #122 to pay for the 25% grant match. Herrmann stated that intention of the grant application is to give the opportunity to the landowners to fix the area and that receiving the grant does not commit the district into proceeding forward if there is no interest.

DFIRM Panels: Houston Engineering submitted revised data to MN DNR. Based on the MN DNR website, maps won't be finalized until sometime in 2016.

Fish Passage USCOE Drop Structures: The Corp toured the fourth structure this past month.

Project #17: Surveyors set a benchmark at the Maple Creek outlet. Wilkens and Herrmann will meet with the landowners to develop a plan for the rock drop structure after our meeting today.

Annual Ditch Inspections: Swenby mailed out letters to the landowners this past month concerning the ROW. Survey crews are working on staking ROW sign locations and the sign company is installing the signage.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Thief River Falls in October. Meeting highlights were given to the managers.

RRBC Commission: The November board meeting will be held on the 5th at the Canad Inn in Grand Forks.

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

FDRWG: The next meeting will be in Detroit Lakes on November 19th.

DWG: The next meeting is November 12 in Eagan. At the previous meeting the group discussed the options of using LIDAR and other tools to determine benefits vs. the current methods of viewers determining the benefits.

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. It should be issued in late-November.

Bear Park Project: Wayne Goeken canoed the area and gave Wilkens GPS coordinates on beaver dams.

Ditch # 80 Elliot Solheim and David Johnstad would like the district to arrange an informational meeting on upgrading ditch # 80.

Steve Voje: Voje and Wilkens discussed cleaning the township ditch in the NE corner of section 17, Reis Twp. going west. Manager Balstad suggested offering tiling as a solution.

6. Other Business:

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

NRCS – Keith Weston: The watershed was approved for \$500,000 for project planning for the Upper Sand Hill area of the district from the Retention Authority who received money from the RCP Program. Currently, fourteen watersheds were approved in Minnesota and six approved in North Dakota. The Retention Authority has set a 70/30 cost share proposal.

The board questioned whether or not we needed additional planning and if the benefits outweigh the risk of the Corp denying another permit application.

The managers has asked Herrmann to develop a status report to present to the board containing how much information we have and how much will need to be revised.

Building Upgrades: A very rough estimate was received for material, concrete foundation, and labor. It is estimated that a project could cost up to \$150,000 to continue out 56’ past our building, providing cold storage, handicapped accessibility entrance, and handicapped accessible bathrooms. This does not include finishing off the inside, insulation, plumbing, heating/cooling and electric.

Ditch Levies: A Motion was made by Manager Hanson to approve the following ditches levies for 2016, Seconded Manager Brekke, Carried.

Norman County:

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)
#5 – 17-2 (.68764%)	Norman	1981	\$23,346.75	14.73	\$3,438.00
Total					\$3,438.00

Polk County:

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
#5 – 17-2 (.3123599%)	Polk	1981	\$23,346.75	6.69	\$1,562.00
#12 - 98 & 148	Polk	1995	\$991,867.00	.7561	\$7,500.00
#20 - 46	Polk	2007	\$2,834,536.75	.002646	\$7,500.00
# 24	Polk	2011	\$5,728,017	.0017458	\$10,000.00
# 27 - LID Pump	Polk	2000			\$15,000.00
# 80	Polk	1909	\$9,561.50	52.293	\$5,000.00
Total					\$61,562.000

7. **Permits:** Four permits were brought before the board. A Motion was made by Manager Hanson to approve the following permits, Seconded by Manager Swenson, Carried.

2015-30: David and James Johnstad, Reis Township-Section 20, Clean existing ditch

2015-31: Rogenes & Rye Farms, Hubbard Township – Section 1, Construct new ditch

2015-32: Daniel Wilkens, Godfrey Township – Section 31, Clean existing ditch and replace

culvert.

2015-33: Dean Johnson, Garfield Township – Section 33, Clean existing ditch

8. **Adjournment:** The next regular meeting will be held at 8 AM on December 1, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 11:08 AM, **Seconded** by Manager Brekke, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary