

SAND HILL RIVER WATERSHED DISTRICT

October 6, 2015

1. **Attendance:** Chairman Stuart Christian called the October 6, 2015 meeting to order at 8:15 AM at the District Office. Other managers present were Roger Hanson and Phillip Swenson. Managers absent: Scott Balstad and Bill Brekke. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Zach Herrmann- Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Swenson to approve the agenda, **Seconded** by Manager Hanson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the September 1, 2015 meeting, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for September, **Seconded** by Manager Swenson, **Carried**.

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

Project # 24: Herrmann presented a detailed drawing for the Spokely's water control structure that will be designed to provide up to 2 feet of storage for the winter months to prevent water from the potato wash plant from running out of the pond and freezing up the outlet structure. The proposed structure will have one stop log bay and will be constructed of sheet pile. Herrmann is working with Sellin's Excavating to get a quote for the work. He will also solicit quotes from other companies.

It was noted that Spokelys' cleaned out the sediment pond as requested.

Zach Herrmann and Dave Hauff are currently working on the Brekke Easement for the pump site that will allow Bill Brekke access into the future for pump site maintenance and operation.

Fish Passage Rock Riffles: The Enbridge Grant of \$100,000 can be used as local match for the CWF dollars. This will likely reduce the SHRWD share of the project.

The MN DNR completed the channel survey on August 28 and provided data to Houston Engineering for the rock riffles project. The recent survey data completed by MN DNR was used to revise the riffle layout. The riffles will be raised slightly to ensure a good fit in the existing cross section.

A **Motion** was made by Manager Hanson to sign the BWSR Joint Permit Application Form for the rock riffles project, **Seconded** by Manager Swenson, **Carried**.

Project bidding documents are expected to be completed in late fall of 2015 with a winter 2015/2016 bidding.

BWSR featured the rock riffle coordination with the West Polk SWCD and the District in their October 2015 snapshots. The article was submitted to the Fertile Journal for publication.

TMDL: We currently are 70% complete of Phase II. Comments were received and addressed from

MPCA staff on the TMDL document, it was resubmitted to MPCA and we are currently awaiting on comments from managers and supervisors to review, before submittal to the EPA. We have received and addressed comments on WRAPS document from MPCA staff, resubmitted to MPCA and are waiting on comments from managers and supervisors.

Fish Passage USCOE Drop Structures: Bids were opened for construction of the rapids at drop structures 1, 2, and 3. The USACE plans to award to Spruce Valley. Bid results are as follows:

Spruce Valley: \$1,574,835.00
Davidson Construction: \$1,967,705.00
Gladden Construction, Inc.: \$3,091,760.50
Gordon Construction: \$3,861,063.00
Frontier Services, Inc.: \$5,757,880.00
Corps of Engineers Estimate: \$2,239,389.75

BWSR Clean Water Fund Grant Opportunities: A BWSR Clean Water Fund Grant has been applied for on behalf of the Carlson Coulee.

A new opportunity through BWSR would allow funding on 103E projects (Legal Ditch Systems). Providing erosion control practices on PC Ditch # 122 would be eligible for funding. The anticipated grant due date would be late October. Completing the grant application will require minimal work. A **Motion** was made by Manager Hanson to complete the BWSR MDM grant application, **Seconded** by Manager Swenson, **Carried.**

Project #17: There is approximately 3 feet of head-cutting at the upstream end of Project # 17 where Maple Creek drops into project # 17 and also on ditch # 80. Rock drop grade control structures and bank armor is required. An elevation of 895.00 was determined by the SWCD engineer to be the proper elevation of the rock structure.

A **Motion** was made by Manager Hanson authorizing fixing the heading-cutting on Ditch 80 and Maple Creek, with the two ditch system paying for their respective share, **Seconded** by Manager Swenson, **Carried.**

Annual Ditch Inspections: ROW marker replacement will take place this fall. Quotes have been received from two companies. A **Motion** was made by Manager Hanson approving the estimate for 105 markers at \$15,900 from 3-D Specialties to install the markers and divide it among the projects affected, **Seconded** by Manager Swenson, **Carried.**

A letter will be sent to all landowners with an extra copy sent along to give to the renters, within the next week, stating that after the markers are replaced that the financial responsibility for replacing (bent, broken, damaged or missing) markers will be the landowner's expense. Also ROW that needs to be reseeded will be at the landowner's expense.

Climax Ring Dike: The NE lift station power was connected and the station was put online this month.

All final sewer and force main connections were completed this month. The televising of the sewers was also completed, and one offset joint was discovered that needs to be repaired. Jeff Langan - Houston Engineering, expects the contractor to complete the repair October 2.

The paving was completed as of Sept. 29th; a few additional yards of asphalt overlay were needed at River Street to blend into the original paving.

Grass restoration was completed the week of Sept. 21st.

Both lift stations are online and working. There are a few issues with the lift station controls. The most significant involves electrical noise at the SW lift station site. The noise affects the lift station operation, and is also interfering with the neighbor's amateur radio. We are working with the control supplier to get corrected. The electrical noise issue could be a potential extra cost, but not sure at this time.

The project is declared substantially complete by the Engineer and liquidated damages will not be assessed as of September 29th, 2015.

Final Completion will not be declared until the list of maintenance, final cleanup, and resolution of defective work is addressed.

A Motion was made by Manager Swenson to approve partial pay request #5 for \$100,754.14, for services completed to date, Seconded by Manager Hanson, Carried.

Wilkins was authorized to sign the DNR grant amendment for the Climax Ring Dike.

The Capital Investment Committee Tour in Nielsville took place on Wednesday September 30. The tour was to visit a bridge replacement on the Red River and not the Nielsville Ring Dike Levee.

Upper Sand Hill Detention Sites Project Work: Houston Engineering is tracking the Green Meadow Project for USCOE permitting concurrence point's methodology. Green Meadow is on hold at this time and as the Wild Rice WD plans to change course and use the NRCS RCPP funding to develop a flood damage plan for the district.

There is NRCS funding potential for watershed planning. The Upper Sand Hill Watershed is listed as a potential project. Herrmann met with NRCS staff to discuss opportunities and made a site visit of the watershed.

6. Dan's Monthly Report

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

RRBC Commission: The Exofficio meeting was held at the Marriot at 9:00 am on September 3.

IRRB: The IRRB meeting met on September 9th and 10th in Winnipeg.

DWG: The next meeting is October 8th at the AMC office in St. Paul

Maple Creek Improvement: Dave Johnstad, Elliot Solheim, and Mike Skaug are preparing a permit to clean Maple Creek.

Dike along PC # 48: Wilkins met with Elliot Solheim and Brent Gullekson on site located in the NW corner of section 35 of Russia Twp. Gullekson states that originally there was a dry crossing at the location in question. It was removed when PC #48 was upgrade many years ago. Gullekson approved not reinstalling the crossing when the road was rebuilt not thinking he needed it for a crossing. Two years ago, Gullekson put an 18" high plug in the same spot to try to get some water to

go west rather than all the water going south which caused flooding of his crops. Solheim will clean the ditch going west and see how it works. Solheim was concerned that if too much water runs west that erosion could be a problem. Both landowners agreed that if problems arise that they will cooperate together to solve the problem.

Erosion site at Nature Center: The East Polk SWCD will prepare another request to Enbridge this fall. The DNR thinks that the site is healing itself and did not apply to the Lessard-Sams this round.

FDRWG: The FDRWG plans on meeting in Detroit lakes on October 21.

Project 20: Heavy rains overtop the road along west side of Liberty Wildlife. The road needs raising, but there has not been an official request from the township.

LID: Wilkens has a 6" plastic pipe on hand that he got from the Crookston Water Department and a contractor lined up to install the pipe.

DWG: The next DWG meeting is October 8 at the AMC building just north of the capitol in St. Paul.

Erosion at the Union Lake Erosion Control Site: The lower stretch still needs addressing. The EPSWCD is coordinating on this.

7. Other Business:

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

MAWD: Wilkens, Manager Hanson and Manager Swenson will attend MAWD. Manager Christian asked Swenby to reserve his lodging, but will confirm his attendance at a later date. Swenby is unsure at this time if she will attend. Manager Hanson is the voting delegate and Manager Swenson is the voting alternate. Swenby will ask Manager Balstad and Manager Brekke if they will be attending. Swenby will reserve the rooms for the managers attending and register them for the conference.

Manager Swenson and Manager Hanson will be attending the workshops on Thursday.

Public Information Consultant: The managers reviewed the proposal for the Sand Hill River Watershed contracting this position with the RRWMB. The managers reviewed current compensation for Swenby and her proposed compensation. The managers discussed benefit packages for the district as a whole in comparison to Swenby's proposal which increased the package from \$600 per month to \$1,000 per month. Swenby stated that the benefit package has not been reviewed or revised in nearly 20 years, and felt it was time. The managers felt reviewing this with a full board would be best. Swenby agreed that while she would prefer her compensation be as presented, she was flexible to being compensated at an increased hourly rate vs. on the benefit side, should the managers as a group choose to not increase the package; however, she is not flexible with her bottom dollar compensation for the work performed should the RRWMB accept the offer.

The managers also discussed a proposed agreement with Swenby's hours in house and being available to the district. Many options were discussed as to how the arrangement would look like that would provide benefits to both parties. Should the RRWMB accept the offer, a more finalized agreement will be made that would offer Swenby flexibility to attend outside meetings, manage a

family, and offer fall/winter/spring office hours for the district.

A **Motion** was made by Manager Hanson to submit the proposal for \$42,000 as presented, contracting Swenby's services for the PIC position, **Seconded** by Manager Swenson, **Carried**.

The terms of Swenby's compensation (if the increase will be on the benefit side or additional on the wages side) will be reviewed at a later time, should the RRWMB accept the proposal.

Data Practices: A data practices policy has been prepared by our attorney for review and adoption. A **Motion** was made by Manager Hanson to adopt the presented Data Practices Policy to put in our personnel manual, **Seconded** Manager Swenson, **Carried**.

Annual Report: Each manager was given a copy of the 2014 Annual Report prepared by Swenby.

Adobe Class: Swenby has asked to attend an Adobe class in Fargo to help with the future annual reports and other printed material needed by the district. A **Motion** was made by Manager Swenson authorizing Swenby to attend the Adobe class, **Seconded** by Manager Hanson, **Carried**.

Annual Audit: Each manager was given a copy of the audit report and the management report for 2014. The managers reviewed the audit report and read the management report out loud.

8. **Permits:** 10 permits were brought before the board. A **Motion** was made by Manager Hanson to approve the following permits, **Seconded** by Manager Swenson, **Carried**.

- 2015-20:** Craig Engelstad, Liberty Township-Section 23, Clean existing ditch
- 2015-21:** Craig Engelstad, Onstad Township-Section 34, Clean existing ditch
- 2015-22:** Craig Engelstad, Liberty Township-Section 18, Install tile
- 2015-23:** Paul Engelstad, Liberty Township-Section 17, Install tile
- 2015-24:** Paul Engelstad, Russia Township-Section 36, Clean existing ditch
- 2015-25:** Alex Engelstad, Reis Township-Section 14 & 15, Clean existing ditch
- 2015-26:** Craig Engelstad, Liberty Township-Section 15, Clean existing ditch
- 2015-27:** Craig Engelstad, Liberty Township-Section 3, Construct new ditch
- 2015-28:** Vickie Abentroth, Hubbard Township-Section 33, Clean existing ditch
- 2015-29:** Vickie Abentroth, Hubbard Township-Section 7, Clean existing ditch, install culvert and abandon or fill an existing ditch/waterway

Four permits were brought before the board for an extension request. A **Motion** was made by Manager Swenson to extend the following permits, **Seconded** by Manager Hanson, **Carried**:

- 2011-13:** Craig Engelstad, Liberty Township – Section 15, Install culvert
- 2013-15:** Craig Engelstad, Liberty Township – Section 14, Clean existing ditch
- 2013-16:** Jim Todahl, Liberty Township – Section 14, Clean existing ditch
- 2013-17:** Jim Todahl & Craig Engelstad, Liberty Township – Section 14, Clean existing ditch

9. **Adjournment:** The next regular meeting will be held at 8 AM on November 3, 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 Swenson, **Carried**.