

SAND HILL RIVER WATERSHED DISTRICT

August 2, 2016

1. **Attendance:** Chairman Stuart Christian called the August 2, 2016 meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke, Roger Hanson and Phillip Swenson. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance - Vaughn Mulcahy – Landowner, Paul Engelstad – Ditch # 80 petition presenter, Jeremy Hovde – Polk County Commissioner Candidate, and Zach Herrmann- Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the July 5, 2016 meeting, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for July, **Seconded** by Manager Hanson, **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 Brekke, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

Manager Hanson asked for a history review as to how Houston Engineering was hired to be the Sand Hill River Watershed District's engineer. Wilkens gave a history of the process. An asset of Houston Engineering is their policy to designate a lead person to the district vs. a different project manager for each project.

5. Engineer's Report

Fish Passage Rock Riffles: A preconstruction meeting is scheduled for this afternoon. The contract agreement was executed as per the approved resolution in July.

Manager Balstad asked Wilkens to have the contact person from Enbridge attend one of our meetings.

Fish Passage Drop Structure # 4: The government estimate was \$612,178.00. It was noted that the following bids were received:

- Spruce Valley: \$481,491.00
- Khotol Services Corporation \$894,937.00

Spruce Valley was the low bidder.

BWSR Clean Water Fund Grant Opportunities: Houston Engineering is working on the work plan for the Carlson Coulee to submit to BWSR. Houston Engineering is planning on meeting with the landowner soon to let them know the status.

Seventy-five percent funding grants for side inlet pipes for the Polk County Ditch # 80 improvement project is open for application. This grant requires that the SHRWD intends to partner with the West Polk SWCD. An application is due by August 8, 2016. A **Motion** was made by Manager Balstad to proceed forward with the grant application, **Seconded** by Manager Swenson, **Carried**.

DFIRM Panels: Field survey work has been completed by FEMA for the Riegert residence. Herrmann has not seen the results.

Project # 24: Brekke reported that the stop log structure is leaking. The contractor has requested final payment. Manager Balstad suggested to not pay the request until Herrmann has had a chance to review the leakage. Wilkens and Hermann will do a site visit after the meeting.

A **Motion** was made by Manager Balstad to sign an easement that grants ingress and egress rights to Manager Brekke to maintain the irrigation pump site in section 19 of Hubbard Township on Project # 24, **Seconded** by Manager Swenson, **Carried.** Manager Brekke recused himself.

Herrmann will get costs estimates to repair the leakage at the drop structure in section 19 of Hubbard Twp.

Annual Ditch Inspections: GPS surveying and replacement of missing signs to facilitate seeding of encroached ROW areas has been nearly completed.

Nielsville Ring Dike: Ron Harnack and Jeff Langan are working on a fact sheet to distribute to the DNR to determine if the excess funds can be used for the Neillsville project. Herrmann will forward Swenby a copy of the fact sheet for web-site placement.

Climax Phase I: Static converters and appurtenance items have been installed and no issues have resulted. Houston Engineering is working on finalizing grass seeding. Sites are not growing as desired. Some areas may require reseeding.

A **Motion** was made by Manager Balstad to approve change order #9 for the corrective electrical work on the NW lift station for \$15,255.00, **Seconded** by Manager Swenson, **Carried.** The solution to the noise problem at the NW lift station cost about \$8,000 less (construction and utility modifications) than originally presented and approved by the board.

A **Motion** was made by Manager Balstad to approve pay request #6 for \$70,468.31, **Seconded** by Manager Swenson, **Carried.**

Houston Engineering is planning for final payment in September for phase 1.

Climax Phase II: Construction operations have been initiation (started July 14, 2016). Storm sewer is 80% complete and clearing has been done along the riverside. Midboe and Nesvig valves are complete. The pump shop drawings have been submitted and the trench along the riverside has been inspected.

A **Motion** was made by Manager Balstad to approve change order #1 subtracting one manhole (replacing with a different manhole) and allowing for a different tree spade transplant for a total of \$5,336, **Seconded** by Manager Swenson, **Carried.**

A **Motion** was made by Manager Hanson to approve pay request #1 for \$159,130.94, **Seconded** by Manager Brekke, **Carried.**

Construction completion is expected in September.

6. Dan's Monthly Report

Ditch Spraying and Seeding: Herrmann provided district maps. Wilkens has contacted L and M Road Services of Lake Park for spraying cattails/brush and will contact Dale Berhow for grass seeding the buffer strips this fall. Wilkens will also contact someone to do ditch mowing.

Hovland Marsh: Wilkens discussed options on the Hovland Marsh with Ross Heir on June 28th.

RRWMB: The RRWMB met on July 19 Fertile. Meeting highlights were given to the managers.

FDRWG: The FDRWG met following the RRWMB meeting in Thief River Falls.

RRBC Commission: Next RRBC meeting is the Ex-Officio meeting September 1 at the Marriot in Moorhead.

IRRB: The fall meeting is scheduled for September 7th and 8th in Devils Lake.

DWG: The next DWG meeting is August 11th in St. Paul at Farmers Union Bldg. Highlights were given to the managers.

Vesledahl / Morvig: Wilkens will meet with BWSR, DNR, and MnDOT agencies in Bemidji on August 5th to bring this project to a final solution.

Ditch Spraying: Wilkens has contacted L and M Road Services on July 8th for spraying.

Encroachment: Wilkens will contact Dale Berhow about seeding boundaries this fall.

Airport Drainage: The ditch has been cleaned by renter adjacent to the airport.

Dave Aarends/Project #24: Wilkens gave the information to Dave Hauff to research and give us direction to proceed on the payment for ROW in project # 24.

Buffer Maps: The board reviewed the DNR buffer maps at the last meeting. News Releases were sent out to area newspapers. The next buffer meeting is in TRF at the DNR office on August 3, 2016. Manager Balstad has not seen anything in the papers and would like Wilkens to follow up on that.

District Scanning Progress: Swenby updated the managers on the progress of the intern scanning our district files.

Union Lake Pumping: Manager Balstad asked about the easements and if they were expired or if we were grandfathered in. Manager Balstad would like to see something more permanent. Our attorney has reviewed this and Wilkens will follow up with him again.

7. Other Business:

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

Polk County Ditch # 80 Improvement: Paul Engelstad presented a petition to improve PC Ditch # 80.

A **Motion** was made by Manager Hanson to accept the petition and upon attorney review and approval and proper bond in place to move forward accordingly, **Seconded** by Manager Brekke, **Carried**.

Engelstad inquired about a permit in Section 5 in Liberty Twp. Swenby reviewed the database. Engelstad will apply for a new permit.

Independent Auditor's Draft Report: The managers were given a copy of the auditor's report on legal compliance.

2017 Budget: A **Motion** was made by Manager Hanson to proceed with the proposed budget and authorize Swenby to place the proposed budget in the paper, holding the budget hearing on September 6, 2016 at 8:30 AM, **Seconded** by Manager Swenson, **Carried**.

Red River Basin Women's Initiative: Swenby was asked to join the Red River Basin Women's Initiative. The group is just starting. The managers asked Swenby to attend the next meeting and find out how much time would be needed to support the endeavor.

Administrative Assistant Employment: A **Motion** was made by Manager Brekke to hire Swenby full time to proceed where she left off with document management starting September and ending in May, **Seconded** by Manager Swenson, **Carried**.

Jeremy Hovde: Jeremy Hovde introduced himself stating he is running as a candidate for Polk County Commissioner.

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

2016-14 Vaughn Mulchay – Garfield Twp., Sections 34 – Install culverts and clean

2016-15 Onstad Twp. – Onstad Twp. Section 35 – Install culvert & new approach

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:30 AM on September 6, 2016**. As there was no further business to come before the board, a **Motion** was made by Manager Swenson to adjourn the meeting at 10:05 AM, **Seconded** by Manager Balstad, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary