

SAND HILL RIVER WATERSHED DISTRICT

November 7, 2017

1. **Attendance:** Chairman Stuart Christian called November 7, 2017 to meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, JJ Hamre, Roger Hanson and Phillip Swenson. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance Gerald Paulson and Glen Paulson– Bear Park landowners, Zach Herrmann – Houston Engineering, Bill Downs – landowner, and Joyce Downs – landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Hamre, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hamre to approve the minutes from the October 3, 2017 **Seconded** by Manager Hanson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for October, **Seconded** by Manager Hamre, **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, excluding the SWCD balances which are listed for informational purposes only, **Seconded** by Manager Hamre, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. **Engineer's Report**

Climax Ring Dike: The Highway 220 road ditch needs better drainage and Houston Engineering is requesting estimates from local contractors to get a steeper grade line (on the North side of the church) to address this item.

The contract will be left open with a 3% retainage until Final Payment can be made.

Houston Engineering continues to coordinate with Dave Hauff for obtaining limited use easements.

Rock Riffles: After last month's board meeting, DNR, BWSR, West Polk SWCD, Houston Engineering and the district met to determine the best place to use the additional funds. There are constraints on the use of the funds which are unclear currently. Nicole Bernd is researching the limitations on the fund allocations. The MnDNR has authorized an additional \$10,000 to develop concept plans and cost estimates for the Kittleson Creek culvert replacement and Sand Hill Lake Dam outlet for fish passage. The MnDNR is currently working on a Joint Powers Agreement (JPA) with the SHRWD for the \$10,000. The MnDNR has asked the board to preliminary approve a JPA. A **Motion** was made by Manager Balstad to authorize the chairman to sign a JPA for \$10,000 with the MnDNR to develop conceptual plans and cost estimates for the Kittleson Creek and Sand Hill Lake Dam projects for fish passage, **Seconded** by Manager Swenson, **Carried**.

One Watershed/One Plan: The application process has not opened yet.

Targeted Watershed Demonstration Program:

Sediment Control Basins: A final report draft is complete. This report will be used for reaching out to area landowners.

Carlson Coulee: Herrmann will coordinate with the landowners to keep them informed.

Polk County Flood Plain: Herrmann and Wilkens will meet to review the map of possible landowners who may require a LOMA.

RCP (Upper Detention Sites): The next step is to organize a project team meeting. Additional information on the Sand Hill River/Ditch will be needed and Herrmann will begin the process and coordinate the survey

with the Rock Riffles project. Herrmann and Swenby will identify the project team members as the current list is outdated.

Dave Arends: The thirty-days has passed for the response from the Davidson Trust. The next step is to begin legal action. Manager Balstad questioned the financial responsibility of the district if the court system sides with the Davidson Trust. Herrmann will contact Hauff and report his findings to the board.

Project 5: Houston Engineering is coordinating with the viewers.

Ditch Inspections: JC&J Trucking continues to clean the ditch systems and is near completion. Herrmann reminded the managers that the district will need additional triangle signs.

Ditch 80: Herrmann suggested a public informational meeting be scheduled after the December board meeting at 1:00 pm to go over information on the new option the landowners requested the engineer develop.

6. Dan's Monthly Report

Project Team: Because the Project Team was reinstated in October, Swenby was able to submit a request for reimbursement to the FDRWG for the 30% local share of the RCPP planning expenses for Quarter 3.

RRWMB: The RRWMB met on October 17th in TRF followed by the FDRWG meeting. Meeting packet was given to the managers. Rob Sipp has been hired as the new Executive Director for the RRWMB.

Drainage Workgroup: The next meeting is scheduled for November 9 at the Farmers Union building by the capitol in St. Paul.

Beltrami Diversion: A crossing/ditch plug was installed. A permit was not received. The district was given verbal permission to install the plug and it was noted that the wires will need to be raised in this area. Wilkens called Ottertail Power and they will send an associate out this week to look at the area.

Vesledahl /Morvig legal system: A third follow up meeting was held October 26 at 7:00 PM at the Winger Community Center. A fourth meeting was tentatively scheduled for January 25, 2018, but will need to be rescheduled to do conflicts.

MAWD: The district has selected Hanson as a delegate and Hamre is an alternate. Swenby submitted reservations last week and an e-mail was received stating that Arrowwood was full. Pending reservations Hanson, Hamre and Swenson will attend. Swenby suggested having a display made for the district to highlight various projects such as the Rock Riffles, allowing the district to be on display at MAWD and it can also be used for the Polk County Fair.

Erosion at the Union Lake Erosion Control Site: Manager Balstad suggested reviewing the upstream area.

Spokely Wash Plant: It was reported that it was cleaned.

Project # 20 outlet: Herrmann suggested that we inspect the erosion at the site next spring and make decisions at that time.

Wayne Goldsmith: A township road in his area is being plugged with sediment. Manager Balstad suggested touring the area with Wilkens. Wilkens suggested the Mahnommen County SWCD be involved with the solution.

Project 17: Manager Hanson suggested purchasing additional ROW on Robbin Brekken's farm along Highway 9. This area does not have enough ROW to meet the 1 rod filter strip requirement. Wilkens stated this could be purchased out of ditch maintenance funds.

Advisory Committee: The terms of Phillip Swenson and Scott Balstad are expiring December 31, 2017.

Swenby is coordinating with advisory committee chair, Jim Todahl, to arrange a meeting of the advisory committee to develop recommendations to the Polk County Board.

7. Other Business:

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

Ditch Levy: The managers reviewed the ditch levy proposed for 2018. A **Motion** was made by Manager Hanson to approve the following ditch levies, **Seconded** by Manager Swenson, **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
#11 Beltrami Diversion	Polk	1996	\$477,149.30	0.8383	\$5,000.00
#13 Reis - Scandia	Polk	1996	\$382,480.50	0.9151	\$5,000.00
County Ditch # 9	Polk	1982	\$274,235.40	9.116256	\$25,000.00
#17 PC # 41	Polk	2005	\$6,348,626.00	.236272	\$15,000.00
Ditch #119	Polk	1982	\$348,872.65	1.44	\$5,000.00
Total					\$116,562.00

Bear Park: Balstad suggested contacting Ben Buchholz and asked Wilkens to contact him to obtain cost estimates for blasting beaver dams.

Gerald Paulson called for a motion and a second authorizing Wendell Paulson to be in contact with the backhoe operators to immediately remove the dams during the winter months, beginning with the downstream dams. Wendell Paulson reported 10 active dams in the project accessible by backhoe. Gerald Paulson also asked that the district remove old dam debris. Paulson asked for the contractors avoid the middle man and converse between the two. Manager Balstad prefers that the district have our administrator represent the board and coordinate the contractors.

A **Motion** was made by Manager Balstad authorizing Wilkens to contact two back hoe contractors to develop estimates to remove dams, **Seconded** by Manager Hanson, **Carried**. Herrmann will mail a large map to Wendell Paulson to mark the sites he located while beaver trapping and then mail it to the district. Wilkens

will then contact the backhoe operators and arrange for them to meet with Wendell Paulson. They will then visit the sites and develop cost estimates for removing the dams to be presented at the next meeting along with contractor timelines, for the managers to approve.

PERA: A **Motion** was made by Manager Balstad to authorize the chairman to sign Wilkens phased out PERA retirement plan for one year, **Seconded** by Manager Hamre, **Carried**.

8. **Permits:** Two permits were brought before the board.

A **Motion** was made by Manager Swenson to approve the followings, **Seconded** by Manager Hamre, **Carried**. Manager Balstad recused himself.

2017-25: Reis Township – Section 11 & 12, Reis Township - Move Culvert

2017-26: Scott Balstad – Section 7, Rosebud Township – Install tile

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on December 5, 2017**. As there was no further business to come before the board, a **Motion** was made by Manager Balstad to adjourn the meeting at 10:15 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

JJ Hamre, Secretary