

## SAND HILL RIVER WATERSHED DISTRICT

April 9, 1997 Meeting Minutes

1. **Attendance:** Roger Hanson called the April 9, 1997 meeting to order at 8:00 a.m. at the District Office. Managers present were Dan Wilkens, Jimmie Krogstad, Harold Vig, and Ervin Vigness. Others in attendance were Naomi Jagol-Administrative Assistant, Lawrence Woodbury-SHRWD Engineer, and Rich Sanders-Polk County Highway Department Engineer.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Krogstad to approve the minutes of the March 4, 1997 SHRWD regular Board meeting as mailed, Seconded by Vig, Carried.
4. **Treasurer's Report:** Wilkens handed out and reviewed the Treasurer's report. Bills that had been submitted for payment were then reviewed. Motion to approve the Treasurer's report and pay the bills as presented by Vig, Seconded by Vigness, Carried.

Payment Made to--Memo	Amount
Naomi Jagol-sec. services & exp. 3/1-3/15 (\$683.48), 3/16-3/31 (\$672.92)	\$1,356.40
Roger Hanson—meetings & expenses	607.31
Harold Vig— meetings & expenses	199.63
Jimmie Krogstad— meetings & expenses	137.81
Ervin Vigness—meetings & expenses	67.54
Dan Wilkens— meetings & expenses	540.33
Al & Laura's— Supplies	41.33
American Linen Supply, Co.— Rental agreement	20.34
Anderson & Bailly-Project #12, Co. Ditches 98 & 148 litigation	2,944.68
City of Fertile-Utility bill	45.75
Coast to Coast— Supplies	18.49
Fertile Bakery— Meeting expense	9.00
The Fertile Journal— Meeting notices	42.49
First State Bank of Fertile— Soc. Sec./Med. Deposit	387.54
First State Insurance Agency—Commercial Property Insurance	530.00
Garden Valley Telephone Co.— April phone bill	109.54
Grand Forks Glass & Paint—Blinds for doors and wallpaper	470.47
Houston Engineering, Inc.— SH Ditch, Boundary Changes, Mtgs & Spec. Mtgs., Misc. work, Overall Plan, and Proj. #11-Beltrami Diversion	5,892.91
ICS, Inc.—General Liab. & Workers' Comp. renewal	2,977.00
Mac's-SHAC breakfast and Noon meal	52.17
Otter Tail Power Co.— April billing	246.33
<b>MONTHLY TOTAL</b>	<b>\$16,697.06</b>

### 5. Project Reports:

- a.) Project #11, Beltrami Flood Control & Diversion: Woodbury presented copies of the plans and specifications that contain much more detail for the contractor than was presented in the Engineer's Report. Bids are scheduled to be opened at 10:00 a.m. on May 6, 1997. Advertising is being done for three weeks prior to bid opening in the April 25th and May 2nd issues of the Construction Bulletin, the Fertile Journal, and the

Crookston Times. Lawrence touched on some highlights. Right-of-way stakes are included and will be provided in this project. A rock riprap chute will be installed at the end of the Project to let the water in to the Sand Hill Ditch. Where the ditch crosses the north/south road, a culvert will be placed at an angle to avoid the power poles. The existing five foot culverts will be used where possible if they are in good condition. **Motion** by Krogstad to accept the plans and specifications and to authorize Houston Engineering, Inc. to advertise for bids for the May 6th meeting, **Seconded** by Vig, **Carried.**

- b.)**County Road #1 Upgrade:** Hanson asked Woodbury if need be, can the ditch elevations be lowered in Project #11 to handle the extra water that may be coming in from the Ditch #95 area. Woodbury stated that the permit from DNR sets the culvert elevation and spillway requirements at the substation. Woodbury stated that elevations could be modified if need be, but felt that more than adequate fall is available. For the floodway, depending on the soil types and drop in elevation, a drop structure may even be necessary. The floodway would need to have the south side higher to prevent spilling over into the fields.

Rich Sanders, Polk County Highway Department-Engineer, visited with the Board regarding the County #1 Upgrade. Sanders said that generally the County does not need to go through an improvement proceeding to rebuild a County ditch along side of a County road even though such things as changing the bottom width, relocation, and culvert sizing would normally require this. He stated he would have no objections to doing an improvement project with the local landowners. The WD and the local landowners want to make sure that Ditch #95 has an adequate outlet in this process. Polk County plans to let bids in November and December of this year and plans to start construction next summer. Recently, a lot of interest has been shown for a repair of Ditch #95 at a minimum and possibly an improvement project. If the improvement route is decided upon, \_ viewers will need to take another look at the benefits associated with this project. With an improvement project, additional right-of-way will need to be purchased for the filter strip. Lawrence Woodbury suggested that an informational meeting with the affected landowners be scheduled as soon as possible.

- c.)**Regrade of County Road #48:** Rich Sanders stated the engineers are having a difficult time finding an adequate outlet for water in the northwest corner of Section 23 in Russia township. The water all flows to one area in this corner of the Section and it appears to normally follow a natural watercourse to the west. This watercourse has been plugged. Sanders requested that the WD Board hold an informational meeting to see if this natural watercourse could be cleaned to allow drainage or if some other option could be arrived at. The County will be letting the bids on April 15, 1997 with construction starting in June. Sanders suggested that both upstream and downstream landowners along with township officials be invited to attend. Roger Hanson suggested that the meeting be held in Beltrami as soon as can be arranged.

## **6. Upcoming Meetings and Other Business:**

- a.)**Boundary Change:** As soon as the runoff event is completed, township officials will need to be contacted regarding any changes they may have to the proposed boundary. Once the revisions have been obtained, recommendations will be forwarded to Houston Engineering, Inc.
- b.)**SHRWD Overall Plan:** Houston Engineering will have a draft available for preliminary review at the next Board meeting. Woodbury stated that attorneys view the WD plan as the constitution, so it is important to develop and include the District's goals, policies, and objectives.
- c.)**Liberty-Onstad Township Ditch/Gate Management Agreement:** Wilkens met with Kevin Berhow on April 3rd and inspected the Liberty-Onstad Ditch. The ditch needs some maintenance at the culvert inlets and outlets

such as rock riprap and brush and tree control. At the outlet, more brush needs to be cleaned from the channel to the culvert under the township road. Also, a rock wingdam needs to be constructed on the east side of the plunge pool at the outlet.

- d.) Bear Park Project: The design spillway was used for the first time this spring since the project was constructed. Approximately six inches of gravel from the 700 feet of road which constitutes the emergency spillway was lost. This needs to be built up again and Lawrence needs to be contacted to find out what type of material needs to be placed in this section to bring it back to original specifications.
- e.) Review of SHAC Meeting Minutes: The Board read the minutes of the SHAC recent meeting.
- f.) Building Maintenance Projects: One of the recommendations the SHAC made was for the Board to complete the remodeling project. Motion by Wilkens to complete the remodeling project as recommended by the SHAC, Seconded by Vig, Carried. Naomi presented the wallpaper estimates which included approximately \$400.00 for materials and \$400.00 for labor. Motion by Vigness to purchase and install the wallpaper as presented, Seconded by Vig, Carried. The Board discussed the new board chair proposal and options. Motion by Wilkens to purchase 12 board chairs as recommended by the SHAC at a cost of \$7,686, Seconded by Vig, Carried. Carpeting will be addressed once the tellerline is removed and estimates can be obtained.
- g.) Kittelson Creek and Polk County Road #1: Hanson stated that on the north side of Polk County Road #1 at the Kittelson crossing approximately two loads of clay should be hauled in to prevent overflow escaping from the Kittelson Creek Diversion. This water has overflowed in the past causing a lot of damage in the Ditch #95 and Beltrami area. Hanson was instructed to fill this area if it appeared that it was going to overflow to the west.
- h.) Report of Chairman: Hanson stated that the Spring Conference hosted by the RRWMB in Thief River Falls was excellent. Roger, Dan, and Naomi were scheduled to attend the Boot Camp for Conservation Districts in Brainerd, however, due to a winter storm were unable to attend.
- Some other observations of Hanson were the opening up of Kittelson Creek at Kevin Berhow's on March 29th. On April 3rd, water started to come from the north through Liberty-Onstad Ditch. In that same timeframe, water overtopped the road at Muret Berhow's.
- i.) Drainage Workshop: A drainage workshop put on by Kurt Deter of Rinke-Noonan will be held on April 14th in Detroit Lakes or April 30 in Thief River Falls. Motion by Vig to authorize any Managers or staff to attend, Seconded by Krogstad, Carried.

7. Permits:

- a.) No permits came before the Board this month for review.

8. Adjournment: The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, May 6, 1997. As there was no further business to come before the Board, the meeting was adjourned by Chairman Hanson at 11:10 a.m.