

SAND HILL RIVER WATERSHED DISTRICT

March 3, 1998 Meeting Minutes

1. Attendance: Chairman Hanson called the March 3, 1998 meeting to order at 8:00 a.m. at the District Office. Other managers present were Dan Wilkens and Jim Krogstad. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, Harold Olson, and Rudy Applequist.

Sand Hill Advisory Committee (SHAC) Members present: Orley Jevning, Ray Baatz, Allan Stromstad, Scott Tollefson, Steve Taylor, Rory Hamre, David Johnstad, Dan Gronberg, Helmer Homme, Roland Gullekson, John Balstad, Jan McWilliams, and Jim Todahl.

2. Agenda Review: No changes to the agenda were noted.

3. Minutes: Motion by Krogstad to approve the minutes of the SHRWD regular Board meeting held on February 3, 1998 as mailed, Seconded by Wilkens, 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 Krogstad, Seconded by Hanson, Carried.

Payment Made to--Memo	Amount
Naomi Jagol--sec. services & exp. 2/1-2/15 (\$717.55), 2/16-2/28 (\$863.96)	\$1,581.51
Roger Hanson--meetings & expenses	149.95
Jimmie Krogstad--meetings & expenses	57.29
Dan Wilkens--(meetings & expenses \$452.96) (reimbursement for new office computer \$3,703.02)	4,155.98
Al & Laura's--Supplies	29.73
American Linen--Rental agreement	13.10
Anderson & Bailly--Review audit letter, draft response	37.50
Fertile Bakery--Meeting expense	6.60
First State Bank of Fertile--Soc. Sec./Med. deposit	466.36
Garden Valley Telephone Co.--March phone bill	141.17
Houston Engineering, Inc.--Plan Holder, Project #12-Cty Ditches 98 & 148, Project #13-Reis Scandia, Ring Dikes, Union Lake Sarah, Misc., Meetings & Special Mtgs., Overall Plan, Project #11-Beltrami Flood Control & Diversion	4,413.27
ICS Agency, Inc.--Commercial renewal package	2,803.00
Lyle Wilkens, Inc.--Project #12-Cty Ditches 98 & 148, Pay request #9	7,883.18
Mac's Cafe--Meeting expense (Noon meal, SHAC breakfast, & 2/26 meeting)	124.71
MAWD--Annual dues	899.45
MCI Telecommunications--March phone bill (Long distance charges)	27.22
Harold V. Olson--Bear Park, Five beaver trapped @ \$20.00	100.00
Otter Tail Power Co.--March billing	244.96
Project #12-Cty Ditches 98 & 148--Permanent and temporary damages paid to the following landowners: Daniel DeBoer and Diane L. (DeBoer) Hvidston	1,529.00
Tony Dorn, Inc.--Copier maintenance	49.60
Ye Ole Print Shoppe--Printing 2,500 envelopes with Sand Hill logo	179.99
MONTHLY TOTAL	\$24,893.57

5. Project Reports:

- a. Project #11, Beltrami Flood Control & Diversion: Hanson stated that the project is performing as anticipated with the Beltrami residents very pleased.
- b. Project #12, Co. Ditches 98 & 148: Jim Larsen presented pay request no. 9 which included change order no. 4. The change order adjusted quantities for yardage, culverts, and seeding. **Motion** to approve change order no. 4 by Manager Krogstad, **Seconded** by Manager Wilkens, **Carried**. **Motion** to approve pay request no. 9 by Manager Krogstad, **Seconded** by Manager Wilkens, **Carried**.
- c. Project #13, Reis-Scandia Township Ditch: Hanson reported that in Section 19, erosion occurred where water ran off the field into the ditch near the west end of the Scandia line.

6. Upcoming Meetings and Other Business:

- a.)Overall Plan: Manager Wilkens stated that a meeting is scheduled with BWSR and several DNR representatives following the March Conference of the RRWMB. Once comments are received from the DNR, Mark Deutschman-Houston Engineering and Bill Best-BWSR will meet with the SHRWD for the board's final review of the plan and approval. After the final version is approved, an ad hoc committee of BWSR will review the plan and refer it on to the full BWSR board for final approval.
- b.)Computer Upgrade: Manager Wilkens stated the District received the new computer ordered from Gateway 2000. The District purchased a G6-333 and is presently in the process of transferring data from the old hard drive to the new computer.
- c.)Sand Hill Advisory Committee (SHAC): Prior to the regular board meeting, the SHAC discussed several items before joining the Board for the regular meeting. A copy of those minutes is attached hereto.

Manager Hanson thanked the Advisory Committee for their attendance and participation. Jim Todahl, Chairman of the Advisory Committee, reiterated to the board the words of appreciation and encouragement he has heard from citizens throughout the District. Todahl also expressed his appreciation to the committee for their interest and participation. Todahl stated that at the SHAC meeting, the committee agreed to recommend Manager Wilkens be re-appointed to the Sand Hill River Board of Managers. Todahl stated the committee also discussed adding new members to the SHAC. Several candidates were recommended to serve on the committee. Todahl stated the SHAC recommends to the Board of Managers that the following individuals be added to the advisory committee: Jan McWilliams, Roland Gullekson, Ray Baatz, Roger Ulseth, and Jeff Voeller. **Motion** to approve the aforementioned individuals to the Sand Hill Advisory Committee by Manager Wilkens, **Seconded** by Manager Krogstad, **Carried**. Todahl requested Manager Wilkens update the committee on activities of the watershed district for the past year. Manager Wilkens covered several topics including the overall plan, public relations, education, projects, water retention, drainage law, office improvements, the Red River Watershed Management Board, and the Red River Basin Board. Jim Todahl stated that the SHAC discussed the idea of the County turning the ditch systems over to the watershed district. David Johnstad, SHAC, asked the board if they desired jurisdiction of the ditch system. Manager Hanson stated that an official board position has not yet been determined. Allan Stromstad, SHAC, inquired as to the process needed to implement this change. Manager Wilkens stated that a petition is needed and this can come from the County Board, the Watershed District, or an individual. John Balstad, SHAC, requested that the SHAC review this idea further rather than making an immediate decision. Scott Tollefson, SHAC, added that

it would be the perfect opportunity to visit with other citizens at the upcoming town board meetings scheduled for March 10th to get their input. The SHAC agreed to discuss this idea with other citizens and meet at the next board meeting to determine the final recommendation to the board. A summer tour of the east half of the district was discussed. John Balstad, Jan McWilliams, Dan Gronberg, and Jim Todahl agreed to serve on the planning committee. A review of the District's rules and regulations was discussed. Allan Stromstad and Steve Taylor agreed to serve on the committee to review these procedures.

- d.) Red River Watershed Management Board (RRWMB): Manager Wilkens invited the managers to the upcoming March Conference of the RRWMB scheduled for March 19-20 at the Best Western in Thief River Falls, MN.
- e.) City of Climax: A letter was received by the District requesting support for upgrading the existing bike/walking path where it crosses the Sand Hill River. Dan Gronberg, on behalf of the City of Climax, also submitted a request regarding funding assistance for this project. After board discussion, it was determined that the board currently has no legal means to help fund this project. Manager Wilkens stated that the District has three sources of funds. These are administrative, flood control, and project assessment. This funding request does not fall under administrative or project assessment. If a portion of the project were related to flood control or erosion, the possibility would exist for the District to provide funding assistance. The District will forward a letter to the City of Climax stating that currently the District can find no way to provide funding assistance for this project given the information provided.
- f.) Flood Hazard Mitigation Grant Agreement: The Board reviewed the agreement that outlined ring dike requirements. **Motion** to approve the Flood Hazard Mitigation Grant Agreement with the DNR by Manager Wilkens, **Seconded** by Manager Krogstad, **Carried**.
- g.) Kurass Lake: Manager Wilkens stated he met with Gerald Neil, a local attorney working on behalf of Garfield township, regarding the preparation of land easements. Mr. Neil requested a detailed map of the area, which could be used to designate the easement area. Manager Wilkens contacted Houston Engineering who prepared a USGS color print of the effected area. Jim Larsen presented this map to the board.
- h.) Haying Policy: The board discussed developing a policy for the upcoming season.
- i.) Reis Township: A road located in Reis township, one mile north of Beltrami, continually experiences washouts where it abuts Highway No. 9. The Minnesota Department of Transportation has indicated they would resize this culvert based upon the recommendation of the watershed district. Reis township has requested the watershed district evaluate this site and should a determination be made that concurs with the above recommendation, forward a letter to the township stating this fact.

7. Permits:

- a.) One permit that came before the Board for review was approved as follows:
 - 1998-01 Vernon Floan – Clean existing road ditch along Highway No. 102 in Onstad township, Section 26.

8. Adjournment: The next regular meeting of the SHRWD will be 8:00 a.m. Tuesday, April 7, 1998. As there was no further business to come before the Board, the meeting was adjourned at 11:30 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant