

SAND HILL RIVER WATERSHED DISTRICT

July 7, 1998 Meeting Minutes

1. **Attendance:** Chairman Hanson called the July 7, 1998 meeting to order at 7:00 a.m. at the District Office. Other managers present were Dan Wilkens, Ervin Vigness, Harold Vig, and Jim Krogstad. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, Gary Lee-East Polk SWCD, Jack Bailey, Rolland Gagner, David Bang, Jill Schisano, and Ed Grove.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Manager Krogstad to approve the minutes of the SHRWD regular Board meeting held on June 2, 1998 with minor corrections, Seconded by Manager 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 by Manager Vigness to approve the Treasurer's report and pay the bills as presented, Seconded by Manager Vig, Carried.

Payment Made to—Memo	Amount
Naomi Jagol--sec. services & exp. 6/1-6/15 (\$1,094.87), 6/16-6/30 (\$1,271.04)	\$2,365.91
Roger Hanson--meetings & expenses	178.39
Jimmie Krogstad--meetings & expenses	57.29
Harold Vig--meetings & expenses	67.04
Ervin Vigness--meetings & expenses	67.04
Dan Wilkens--meetings & expenses	831.43
Al & Laura's--Supplies	29.33
American Linen--Rental agreement	26.20
Anderson & Bailly--Prepared Petition for County Ditches	298.00
City of Fertile--Utility bill	45.27
Culligan--Rental Agreement (\$11.00), Bottled water (\$4.00)	15.00
FirsTel--Long distance charges	2.83
First State Bank of Fertile--Soc. Sec./Med. deposit	525.26
Fertile Bakery--Meeting expense	13.20
Garden Valley Telephone Co.--July phone bill	92.54
Houston Engineering, Inc.--Meetings & Special Meetings, Overall Plan, Project #11-Beltrami Flood Control & Diversion, & Project #15-Ring Dikes	1,322.13
Lyle Wilkens, Inc.--Project #12-Co. Ditches 98 & 148, Pay Request No. 11	32,299.13
Mac's Café--Noon meal, Bus tour planning	33.75
Mahnomen County Auditor--Beaver Damage Control Program	7.50
MCI Telecommunications--Long Distance charges (7/7 \$147.62), (7/28 \$82.20)	229.82
Minnesota Dept. of Revenue--Quarterly withholding	180.00
Otter Tail Power Co.--July billing	83.64
Polk County Auditor-Treasurer--Beaver Damage Control Program	87.00
Red River Watershed Management Board--Tax Levy Reimbursement	23,126.25
Tony Dorn, Inc.--Maintenance 6/29	67.46
MONTHLY TOTAL	\$62,051.41

5. Project Reports:

- a. Project #12, Co. Ditches 98 & 148: Jim Larsen distributed pictures of the Project to the Board for review. Manager Hanson received a letter from a landowner within the Project, which Naomi Jagol read to the Board.

The Board discussed establishing a policy for future projects to limit the number of field inlets to one per 80 rods. Larsen recommended establishing a ¼ mile policy for the installation of field inlets with an allowance for exceptions to the policy.

Manager Wilkens discussed an upcoming meeting scheduled for July 9, 1998 in Climax to address a request by Gary Abrams for a lateral to Project #12. Wilkens explained that a permit from the District would be required. Vineland township desires a 3 to 1 slope on the roadside. Wilkens recommended that the District require the landowners to sign easements for future maintenance along with a recommendation to install grass filter strips and pipe inlets should the landowners decide to do the project on their own. Hanson inquired as to the authority of the District to make such recommendations. Larsen recommended the District make the aforementioned specifications and requests for several reasons. To avoid future conflicts regarding access for maintenance and operation of the lateral, an easement among the parties is essential. Also, the request would result in more water coming in at a faster rate into Project #12, thereby requiring the District to size the culverts properly, along with minimizing siltation and erosion damage which would include establishing piped inlets and proper side slopes in addition to grass filter strips. Larsen responded to Manager Hanson's inquiry on the authority of the District by stating that the District does possess authority through the permitting process.

Jim Larsen presented pay request no. 11 for \$32,299.13. **Motion** to approve pay request no. 11 by Manager Krogstad, **Seconded** by Manager Vigness, **Carried**. Larsen recommended reducing the retainage for the Project from \$21,700 to \$3,000 since minimal work is needed to complete the contract. **Motion** to reduce retainage from \$21,700 to \$3,000 by Manager Vig, **Seconded** by Manager Krogstad, **Carried**.

Manager Wilkens updated the Board on the status of Vineland township acquiring the right of way needed to complete the north/south road for the Project. He explained the town board will meet on Thursday, July 9th to issue the checks to the landowners involved which will complete the right of way acquisition. The contractor should be able to complete the road portion after the town board meeting. Otter Tail Power Company is scheduled to move the power poles sometime in August.

- b. Project #11, Beltrami Flood Control & Diversion: Manager Hanson stated that ditch mowing needs to be done within the Project. Manager Wilkens suggested publishing a notice in local newspapers to obtain bids for ditch mowing. **Motion** by Manager Vig to publish a notice in local newspapers to obtain bids for ditch mowing, **Seconded** by Manager Krogstad, **Carried**.
- c. Project #13, Reis-Scandia Township Ditch: Manager Hanson explained that grass in some areas of the Project needs to be re-seeded along with some additional seeding to be done. A bid was obtained from a local contractor for \$125.00 per acre to furnish the seed and perform the work. The estimate did not include mulch. **Motion** by Manager Vigness to authorize the seeding, **Seconded** by Manager Krogstad, **Carried**.

6. Upcoming Meetings and Other Business:

- a.) Scandia Township/FEMA: Manager Hanson asked Jim Larsen to calculate the culvert size needed to replace a 4-foot and a 6-foot steel culvert. Larsen calculated the square footage and stated that a 103-in. by 71-in. would give the same waterway area as the two current culverts in place. Hanson stated that this information was requested by Scandia township.
- b.) Hubbard Township/FEMA: Manager Hanson stated that a landowner had contacted him regarding a washed out culvert in Section 23. Hanson inquired whether Tim Olson should install a 15 in. or an 18 in. culvert. Larsen recommended the installation of no smaller than an 18 in. culvert. Manager Vigness volunteered to discuss the culvert replacement with the landowner. **Motion** to authorize the replacement of the culvert by Manager Krogstad, **Seconded** by Manager Vigness, **Carried**.
- c.) Polk County Ditch Petition: Jim Todahl, Chairman of the Sand Hill Advisory Committee, stated that the petitions requesting the County board to turn over the ditch systems to the watershed were presented on Tuesday, June 16, 1998 at their regular monthly meeting for consideration. Todahl explained that the County board referred the petitions to the County attorney for review and asked him to wait to present the petitions until a recommendation is received from the County attorney. In addition, Commissioner Bakken would like to hold a public informational meeting on this issue. Todahl suggested contacting Commissioner Bakken for further guidance on this issue.
- d.) SHRWD 1998 Summer Tour: The Board discussed the bus tour of the eastern half of the district. The Board had originally scheduled the tour for August, but since a number of people involved in the tour could be harvesting in August, it was decided to reschedule the tour for the last week in July. Jim Todahl stated that he will work with the District to make the arrangements.
- e.) Ring Dikes: Jim Larsen inquired on the procurement procedures for obtaining a contractor. He explained that in the previous year, engineers hired contractors directly to do the work due to the urgency of construction. The Board discussed declaring a state of emergency in the District in order for Houston Engineering to continue the procurement procedures followed in 1997. **Motion** by Manager Krogstad to declare a state of emergency in the District in order to expedite the construction process, **Seconded** by Manager Vig, **Carried**.
- f.) Minnesota Association of Watershed District's Summer Tour: Manager Wilkens reported on the tour conducted on June 25-26, 1998 hosted by the Joe River, Two Rivers, and Roseau River Watershed Districts. The tour highlighted various projects within the three different Districts, ring dike programs, Red River flooding concerns, and issues that arise when river systems are located within two countries. Former Ag Secretary Bob Berglund was the featured speaker at the banquet held in Roseau after the tour.
- g.) Union Lake-Sarah: A delegation from the lake association and several property owners met with the board to discuss the options available to get relief from the high water situation. After discussion, the Board agreed to further investigate potential routes going west from Union Lake.
- h.) Natural Resources Fair Booth: The District is co-sponsoring a booth this year at the Polk County Fair along with several natural resources groups including the U.S. Fish & Wildlife Service, the Department of Natural Resources, Polk County Environmental Services, the Soil & Water Conservation Districts, the Natural Resource Conservation Service, and the Fertile Conservation Club. Wayne Goeken, River Watch Coordinator, will prepare display information regarding the River Watch Program.

7. Permits:

a.) Seven permits came before the Board and were approved as follows:

- 1998-14 H. Edward Grove – Install a culvert in Knute township, Section 31.
- 1998-15 Ray Gullekson – Install a culvert in Liberty township, Section 15.
- 1998-16 Polk County Highway Dept. – Install a culvert in Sletten township, Sections 19-20.
- 1998-17 Alfred L. Olson – Clean existing ditch in Russia township, Section 27.
- 1998-18 Leona Wilkens – Clean existing ditch in Vineland township, Section 36.
- 1998-19 Garden Valley Telephone Co. – Install new telephone and fiber optic cabling in Liberty township, Section 11; Liberty township, Section 10; Garden township, Section 32; Garfield township, Section 13; Garfield township, Section 15; Garden township, Section 20; Garden township, Section 17; Garden township, Section 21; and Bear Park township, Section 16.
- 1998-20 Polk County Highway Dept. – Install a culvert in Rosebud township, Sections 17-18.

8. Adjournment: The next meeting is scheduled for August 4, 1998. Due to a scheduling conflict, alternative dates were discussed. **Motion** by Manager Vig to reschedule the regular monthly meeting of the SHRWD for August 11, 1998, at 7:00 a.m., **Seconded** by Manager Vigness, **Carried**. As there was no further business to come before the Board, the meeting was adjourned at 11:15 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant