

SAND HILL RIVER WATERSHED DISTRICT

January 6, 1998 Meeting Minutes

1. **Attendance:** Roger Hanson called the January 6, 1998 meeting to order at 8:00 a.m. at the District Office. Other managers present were Dan Wilkens, Harold Vig, Jim Krogstad, and Ervin Vigness. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, and Harold Olson.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Vigness to approve the minutes of the SHRWD regular Board meeting held on December 2, 1997 as mailed, Seconded by Krogstad, 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. 12/1-12/15 (\$836.82), 12/16-12/31 (\$490.99)	\$1,327.81
Roger Hanson--meetings & expenses	907.64
Jimmie Krogstad--meetings & expenses	501.43
Harold Vig--meetings & expenses	545.27
Ervin Vigness--meetings & expenses	551.63
Dan Wilkens--meetings & expenses	1,019.83
American Linen--Rental agreement	12.57
Fertile Bakery--Meeting expense	6.60
Fertile Building Center, Ltd.--Shelving material	76.68
Fertile Journal--Meeting notice	44.62
First State Bank of Fertile--Soc. Sec./Med. deposit	455.28
First State Bank of Fertile--Interest on warrants, Project #12 Cty Ditches 98 & 148	1,624.25
Garden Valley Telephone Co.--January phone bill	96.93
Dave Gilbertson--Project #11 Beltrami Flood Control & Diversion, Tree clearing	4,556.94
Dennis Habeck--Sand Hill Ditch (\$1,800.00), River Clean-up (\$1,890.00)	3,690.00
Houston Engineering, Inc.--September (\$56,178.01), October (\$15,703.27), November (\$11,663.49), December (\$7,584.02)	91,128.79
JC & J Trucking, Inc.--Project #1 Bear Park, Fill for Bear Park Dam	160.00
Mac's Cafe--Meeting expense	35.41
Otter Tail Power Co.--January billing	298.33
Mahnomen County Auditor-Treasurer--Beaver damage control program	180.00
Harold V. Olson--Project #1 Bear Park, beaver dam removal	360.00
Olson & Sons Excavating--Project #11 Beltrami Flood Control & Diversion, install culvert	130.00
MONTHLY TOTAL	\$107,710.01

5. Project Reports:

- a. Project #11, Beltrami Flood Control & Diversion: Jim Larsen reported that the contractor and engineers have come to an agreement on the final quantities. The budget for this Project will run approximately \$7,000 over into contingencies, mainly due to the increased cost of the field entrance south of the substation. Larsen reported that Polk County Engineer, Rich Sanders, is now working on the designs for Polk County Highway #1 and when completed will come before the Board with a permit request.
- b. Project #12, Co. Ditches 98 & 148: Jim Larsen informed the Board that an amended viewer's report had been prepared and reviewed it in detail with the board. **Motion** to accept and sign the amended viewer's report by Manager Vig, **Seconded** by Manager Krogstad, **Carried**.

Larsen handed out and reviewed the new budget. Jim noted that only ditch side seeding was included in the original budget and the additional cost to seed the road side would be approximately \$14,000. Overall, the total project cost is approximately \$40,000 over the original budget, mainly due to extra culverts and litigation

Manager Hanson stated that he had met with the Vineland Township Board. The Board had requested Wayne Swanson, Polk County Attorney, to advise them of the legal process of acquiring the right-of-way needed for the road and powerline relocation through the process of eminent domain. Swanson indicated that a township cannot utilize the process of eminent domain the way that cities and counties can. However, Swanson stated that the right-of-way could be acquired through the petition process. The Township Board agreed to proceed with condemnation through this process.

Jim Larsen noted that he is negotiating with the contractor with regard to the final quantities. The contractor has completed the earthwork portion of the contract in this construction season with some seeding and minor reshaping to be completed in the spring.

- c. Project #13, Reis-Scandia Township Ditch: Manager Hanson stated that the tree removal has been completed. A bill was presented by Manager Vig from Dave Gilbertson for final payment. Total cost for brushing is as follows:

Total Cost (136 hours @ \$40.00)	\$5,440.00
Less: 2 loads of firewood	- 200.00
Advance	-1,500.00
Load pallet	- 159.50
Log sales	- 290.00
Log sales	- 233.56
Balance Due	<u>\$3,056.94</u>

6. Upcoming Meetings and Other Business:

- a.) Bear Park: Harold Olson presented a bill for \$360.00 for removing 4 beaver dams.
- b.) Detention Sites: The Board requested Jim Larsen to investigate possible detention sites for the District. Larsen presented a map with proposed sites. The Board is particularly interested in the diversion of Maple Creek to an off channel site or to further explore rerouting south to Kittleson Creek. Larsen stated that he will prepare a proposal for a couple of sites for the Board to review in the spring.

- c.)Plan Holders: Manager Wilkens contacted Jim Larsen of Houston Engineering to inquire about obtaining a container to house all the maps and plans of the District. After doing some research, Larsen reported that storage units like those Houston Engineering uses to contain plans would cost approximately \$4,700.00 to purchase new. However, he was able to locate a couple of used ones for the cost of \$600.00 a piece. **Motion** to purchase one used plan holder for \$600.00 by Manager Wilkens, **Seconded** by Manager Vigness, **Carried**.
- d.)Computer Upgrade: Manager Wilkens stated the need to upgrade the District's computer. The District would like to have Internet capabilities but would need to purchase additional memory to do so. Also, additional programs are desired as well. **Motion** by Manager Vig to instruct Manager Wilkens to research the computer needs of the district. When the computer needs are developed, price upgrading vs. new. Due to the need to upgrade programs at the start of a new year, Manager Wilkens will call Board members for approval. **Seconded** by Manager Krogstad, **Carried**.
- e.)Maple Lake Regional Park & Trail: Commissioner Bakken stopped by the District office and visited with Manager Wilkens regarding soliciting state funds from the legislature for the improvement of recreational facilities within Polk County. Bakken reviewed a handout describing the proposal and requested the District draft a letter of support to the County regarding this issue. **Motion** to prepare a letter of support by Manager Vig, **Seconded** by Manager Wilkens, **Carried**.
- f.)Polk County Ditch Systems: Commissioner Bakken visited with Manager Wilkens regarding Polk County giving the authority for ditch maintenance within the County to the watershed district. Due to the extensive time required for Polk County to maintain and operate this system, the County is very interested in this proposal. Manager Wilkens indicated that this proposal would involve Polk County giving ditch authority to the District for approximately 32 ditches. Wilkens also stated that in order for this to occur, a petition would need to be established stating this request by individuals, the county board, or the watershed district.
- g.)Sand Hill Advisory Committee: The Board discussed the need to host an advisory committee meeting in an effort to keep them informed on the activities of the District. After discussion, the Board agreed to organize a meeting in March.
- h.)Red River Basin Board: The next meeting will be held on January 8, 1998 at the Northland Inn in Crookston, MN. Manager Wilkens invited any interested Board members to attend.

7. Permits:

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

8. **Adjournment**: The next regular meeting of the SHRWD will be 8:00 a.m. Tuesday, February 3, 1998. As there was no further business to come before the Board, the meeting was adjourned at 10:50 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant