

# SAND HILL RIVER WATERSHED DISTRICT

May 4, 1999 Meeting Minutes

1. **Attendance:** Chairman Hanson called the May 4, 1999 meeting to order at 7:00 a.m. at the District Office. Other managers present were Dan Wilkens, Harold Vig, Ervin Vigness, and Jim Krogstad. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, Nedra Hoberg-West Polk SWCD, and Robert Nelson.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Manager Wilkens to approve the minutes of the SHRWD regular Board meeting held on April 13, 1999 as mailed, Seconded by Manager Vigness, 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 Vig to approve the Treasurer's report and pay the bills as presented, Seconded by Manager Krogstad, Carried.

Payment Made to—Memo	Amount
Naomi Jagol—sec. services & exp. 4/1-4/15 (\$780.34), 4/16-4/30 (\$955.52)	\$1,735.86
Roger Hanson—meetings & expenses	61.19
Jimmie Krogstad—meetings & expenses	117.77
Harold Vig—meetings & expenses	67.04
Ervin Vigness—meetings & expenses	189.76
Dan Wilkens—meetings & expenses	891.92
Al & Laura's—Supplies	13.97
AmeriPride—Rental Agreement	13.95
AT&T—Long distance charges	16.75
Culligan—Rental Agreement	11.72
Fertile Bakery—Meeting expense	29.80
The Fertile Journal—Meeting notice	5.76
First State Bank of Fertile—Soc. Sec./Med. Deposit	654.16
Garden Valley Telephone Co.—May phone bill	89.10
Houston Engineering, Inc.—Meetings & Special Meetings, Challenge Grant Preparation, and Mediation Presentation	2,039.02
Mac's Café—Noon meal	131.83
Mahnomen County Auditor—Beaver Damage Control Program	3.00
Otter Tail Power Co.—May billing	147.96
David Pierce—Triangle Transportation, Bus Driver gratuity	75.00
Triangle Transportation—Passenger bus for Flood Damage Reduction Project Team	435.00
<b>MONTHLY TOTAL</b>	<b>\$6,730.56</b>

## 5. Project Reports:

- a. Project #11, Beltrami Flood Control & Diversion: Manager Hanson inquired whether right-of-way had been paid to Tupper and Page. Manager Wilkens responded that the forms had been forwarded to the landowners but the district has not yet received them.
- b. Project #12, Co. Ditches 98 & 148: Jim Larsen stated that he is currently negotiating with Lyle Wilkens, Inc. regarding the additional work that was completed on the project. Larsen noted that he would be contacting Lyle Wilkens, Inc. regarding the remaining seeding to be completed.

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

- a. Garden Slough Outlet: Manager Hanson inquired about the results of viewing the problem areas in Garden Township west of Rindal. Manager Wilkens responded that the two culverts in question (one mile west of Rindal) could not be measured since the water was too high. Wilkens noted that the site was revisited at a later time, and it was determined the two culverts coming out of Garden Slough were six feet high and nine or ten feet wide at the bottom. Wilkens stated that it is not possible for the 3 or 4-36" culverts downstream to keep up with the water being discharged from Ditch 17-2 and Garden Slough and recommended for the township to pursue bridge replacement funds for the project.

Manager Hanson inquired about the desired outcome of area landowners. Manager Krogstad responded that he believed the landowners would consider the installation of a Texas Crossing to alleviate the flooding problem. Krogstad noted that gated culverts were also discussed with the upstream landowners and no opposition was received regarding the holding of spring run-off water in the upland areas.

- b. Flood Damage Reduction (FDR) Project Team: Manager Hanson noted his concern relative to the expenses incurred by the District for the meetings conducted with the FDR Project Team. Manager Wilkens responded that he has discussed this concern with Don Buckhout-DNR and Buckhout had indicated that funds are being sought in the legislature to assist the watershed districts with this expense. Wilkens added that this issue should be further discussed with the Project Team at the meeting following the conclusion of the regular board meeting.

Manager Krogstad inquired about the frequency of the Project Team meetings. Manager Wilkens responded that the first few meetings would require monthly, all-day meetings. Wilkens added that a facilitator should be selected in order to conduct the Project Team meetings.

Manager Wilkens stated that he had been contacted by Cheryl Miller of the National Audubon Society regarding obtaining an environmental representative on the FDR Project Team. Wilkens noted that the person suggested by Miller had been a real detriment to the progress on the Winger Dam project and had discussed this concern with Miller. Wilkens added that Molly MacGregor of the Minnesota River's Council would be attending the bus tour today along with the Project Team and suggested that perhaps she could be invited to participate on the Project Team as the environmental representative.

- c. Kuraas Lake: Manager Hanson stated that he had been contacted by Tim Olson regarding the work performed by Garfield township to lower the lake two feet to bring it back to its former level. Olson had indicated that since the project had been completed, the road no longer washes out like it once did. Olson expressed his appreciation to Manager Hanson for the watershed district's participation in this project.
- d. Ditch #133: Manager Vig stated that he had been contacted by a landowner regarding a county ditch that was petitioned to no longer be a county ditch and, therefore, became a private ditch. The landowner noted that the ditch needs to be cleaned and inquired about how to proceed. The landowner also indicated that a new four-foot culvert was installed to the east and where it comes into the ditch from the west a smaller culvert was installed. The landowner added that the ditch is not adequate and continues to flood the area.

Manager Hanson responded that since the ditch is no longer a county ditch, the landowners would be responsible for maintenance.

- e. Ditch #122: Manager Wilkens stated that a bus driver had contacted him concerning a bridge that had washed out. Wilkens noted that he had discussed the problem with the Liberty Township board. Wilkens added that the township had determined to pursue obtaining bridge replacement funds for the project.
- f. QuickBooks Pro 99 Training Session: Manager Wilkens stated that a training session was conducted at the Sand Hill River WD office for all the bookkeepers within the watershed districts of the Red River Watershed Management Board (RRWMB). The seminar encouraged discussion among those attending the training session. The attendees agreed on the need to develop a unified accounting system among the districts in order to provide for an internal support system. The attendees also determined that technical support from Solutions Center would be very beneficial for each district during the implementation phase of the QuickBooks program. Manager Wilkens noted that he would discuss the group's recommendation for assistance from the RRWMB with the Board of Managers at the next RRWMB meeting scheduled for May 18, 1999.
- g. Insurance Inventory List: Manager Wilkens distributed an inventory list for the Sand Hill River WD office. Wilkens stated that the list was developed in an attempt to obtain adequate coverage for the contents of the building. Wilkens explained that the value of contents in the building was determined to be approximately \$40,975.00. **Motion** by Manager Wilkens to increase the coverage to \$40,000 on the contents of the building, **Seconded** by Manager Vigness, **Carried**.
- h. Comparative Worth Study: Wilkens inquired whether a special meeting should be scheduled to discuss the comparative worth study conducted with Jack Schmalenberg, Polk County Coordinator, for Naomi Jagol's position. After discussion, the Board agreed to schedule a meeting with the auditor to discuss this issue and other topics related to the audit of the District.
- i. Union Lake/Sarah Improvement District: Manager Wilkens stated that a special meeting of the membership of the Union/Lake Sarah Improvement District was conducted on May 1, 1999 at the Community Center, Erskine, MN. The meeting considered the following recommendations from the Board of Directors: 1) To approve the recommendation from HDR Engineering to pump water out of the southwest part of Union Lake, with a fish-baffled interconnection between Lake Sarah and Union Lake in order to stabilize the water levels of these two lakes at the ordinary high water level defined by the MnDNR; 2) That the membership fund the project by assessments upon property owners; 3) That the estimated \$600,700 maximum cost be assessed according to a specific formula; and 4) That the membership adopt a reduced boat speed limit for portions of the lakes close to shore during the 1999 summer season. Wilkens noted that all of the recommendations were approved at the special meeting with a vote of approximately 137 members for the recommendations and 20 members opposed.

Wilkens added that a request had been received by the District from HDR Engineering, Inc., the engineering firm retained by the Lake Improvement District (LID), to consider funding the services of Nate Dalager for the interim period until construction of the outlet. After discussion, the Board determined that funding assistance would not be available from the District at this time.

- j. Pilot Project in the City of Climax: Nedra Hoberg, West Polk Soil & Water Conservation District (SWCD), conducted a presentation which emphasized the severe erosion occurring along the banks of the Sand Hill River near Climax. Hoberg explained that the SWCD is pursuing a grant to obtain state funding to address the erosion problems. **Motion** by Manager Krogstad to pass a resolution to forward to the USACE requesting a study to determine the feasibility of developing a fish and wildlife habitat restoration project located on the channelized portion of the Sand Hill River, **Seconded** by Manager Vig, **Carried**.

- k. Robert Nelson: Nelson discussed a water problem located to the south of his property. He explained that a landowner to the south of his property would like to install 3 culverts, of which one culvert would drain onto Nelson's property. Nelson stated that he is not opposed to this action. Manager Hanson requested Nelson to complete a permit and return it to the board for consideration.
- l. Philip Swenson: Swenson inquired on the progress of the problem area in Garden Township. Krogstad responded that the board decided to recommend that the township pursue obtaining bridge replacement funds to correct the problem.

**7. Permits:**

- a.) One permit came before the Board for review and was approved as follows:  
-1999-03 PCHD – Install 3-span concrete double tee beam bridge/riprap  
in Hubbard township, Section 4.

- 8. Adjournment:** The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, June 1, 1999. As there was no further business to come before the Board, the meeting was adjourned at 8:50 a.m.

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Jimmie Krogstad, Secretary

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Naomi L. Jagol, Administrative Assistant