

SAND HILL RIVER WATERSHED DISTRICT

July 6, 1999 Meeting Minutes

1. **Attendance:** Chairman Hanson called the July 6, 1999 meeting to order at 7:00 a.m. at the District Office. Other managers present were Dan Wilkens, Harold Vig, Jim Krogstad, and Bill Brekke. Others in attendance were Naomi Jagol-Administrative Assistant, Jim Larsen-SHRWD Engineer, Jim Todahl, Wayne Goeken, Craig Engelstad, and Eric Engelstad.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Manager Vig to approve the minutes of the SHRWD regular Board meeting held on June 1, 1999 as mailed, Seconded by Manager Krogstad, Carried.
4. **Treasurer's Report:** The Treasurer's report was presented and it was approved as read. Motion by Manager Brekke, Seconded by Manager Vig, Carried.

The Board discussed the schedule of bills paid during the month which have been included in the minutes of the Secretary's report. Recently the Board was notified that this procedure may involve employee privacy issues and is also a duplication of efforts since these figures are already included in the Treasurer's report. Following discussion, the Board agreed to remove the schedule of bills paid from the Secretary's report and instead refer to the bills paid as included in the Treasurer's Report. A Motion by Manager Brekke to adopt the above change to the Secretary's report, Seconded by Manager Krogstad, Carried.

Manager Krogstad inquired about the increase in the fund balance. Manager Wilkens responded that the increase resulted from funds received from Polk County. Manager Hanson inquired whether these funds included special assessments. Manager Wilkens responded that the special assessments usually are forwarded at the end of the year. Manager Wilkens requested direction from the Board regarding upcoming expenses and the investment of funds. The Board determined that since no major expenditures are expected in the near future, the Treasurer was instructed to invest the funds to maximize returns.

Manager Wilkens reviewed the monthly bills received. A Motion to approve and pay bills by Manager Vig, Seconded by Manager Krogstad, Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. Project Reports:

- a. Project #12, Co. Ditches 98 & 148: Larsen stated that he is waiting for a response from Ulseth regarding information on gravel applied by the township to the culvert sites on Project #12. Larsen noted that once the information is received, a settlement could be negotiated with the contractor. Larsen added that a few right of way markers need to be installed and he would try to have this accomplished by next month.
- b. Project #15, Ring Dike: Larsen stated that the Stromstad ring dike has been seeded. The landowner reported that the gated culverts are leaking more than he expected and that, if possible, he would like the gated culverts replaced with flaps instead. Larsen explained that the gated ends cost several times more than flap gates. The Board determined that the District is unable to change to flaps at this point, but would keep this in mind regarding future projects should an exchange be possible. The Board also agreed that should the landowner decide to change the gates to flaps, he could do so but it would be at his own expense. Manager Hanson inquired as to the number of culverts in the system. Larsen responded that there are three culverts through the dike. Larsen noted that since the seeding has been completed, the project is completed and the expenses should be finalized. The final bills are from Gordon Construction for \$520.00 for a few hours of earthwork, and from Green View Landscaping for \$5,225.00 for seeding and mulching of 5.5 acres.

6. Upcoming Meetings and Other Business:

- a. Ditch #122: Larsen noted that Houston Engineering is finalizing the ditch maps for Ditch #122.
- b. Ditching Permits: Craig Engelstad inquired as to the length of time permits would remain in effect prior to completing the work specified in the permit. Manager Hanson responded that permits would remain in effect for a one-year time period but should the specified work not be completed within this time, a new permit should be forwarded to the District for consideration.
- c. Polk County Fair Booth: Manager Wilkens noted that funding for the natural resources fair booth had been arranged by Steve Taylor this year. Wilkens further added that Wayne Goeken would be preparing the displays for the District.
- d. Ditch Mowing: Manager Hanson reported that he had toured the ditches in his area and that they were in good condition. He noted that weeds do not appear to be a big problem. He discussed his concern about getting the ditches mowed where it is needed this fall. He added that last fall the District advertised for bids to mow at great length, but received no response. He stated that several individuals have inquired about whether the District was going to mow the ditches this year. The Board determined that the managers should contact interested individuals and obtain quotes on mowing the ditches.
- e. Personnel Meeting: The Board decided to schedule a special meeting to discuss the comparative worth study conducted by the Polk County Coordinator for the position of Administrative Assistant, as well as to discuss the potential for establishing an Administrator position. The meeting is scheduled for July 12, 1999 at 7:00 p.m. at the District office.
- f. Reviewed correspondence: Manager Wilkens discussed a Minnesota Pollution Control Agency (MPCA) proposed change to water quality standards, and also reviewed an article in the Fargo Forum explaining the differences between water boards and watershed districts.

Wilkens reviewed a request from the Minnesota Association of Drainage Inspectors for membership. Vig inquired about the value the Sand Hill River WD receives from membership. Wilkens explained that supporting organizations such as this and also the Minnesota Viewer's Association helps with education of the members and groups involved. Wilkens further noted that having knowledgeable drainage inspectors and viewers could only improve the District's ability to assist the residents in their endeavors.

Wilkens reviewed a permit application from Polk County regarding a bridge in Scandia Township. He stated that the site is in the northwest corner of Section 5, Scandia Township over County Ditch # 46. Currently there is a 6' concrete culvert which will be replaced with a 7 x 10 box culvert. This would increase the square ft. opening from 28 to 70. Wilkens noted that he is familiar with this area and was sure that this crossing originally was a bridge. The Board requested Manager Wilkens to contact Roger Diesen and discuss the options to coordinate culvert sizing in this area. Wilkens added that downstream there is a 6' concrete, 6' steel, with the outlet of county ditch # 46 a 5 ½' concrete culvert. Hanson stated that the township is requesting this size bridge so it qualifies for bridge monies. Krogstad inquired whether this would make a difference to the township. Hanson responded that it would be substantial savings to the township for the \$50,000 estimated total project cost. Wilkens stated that construction is expected to begin on September 1, 1999.

g. Flood Damage Reduction (FDR) Project Team: Manager Wilkens noted that the project team will meet following the board meeting today and continue discussion on the Union Lake Sarah permit issues and also developing the operating plan. Wilkens noted that the project team also needs to develop project priorities as soon as possible.

7. Permits:

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

- 1999-10 Craig Engelstad – Clean existing ditch and install culvert in Liberty township, Section 15.
- 1999-11 Craig Engelstad/Ray Gullekson – Construct new ditch in Liberty township, Section 15.
- 1999-12 Craig Engelstad/Jim Todahl – Clean existing ditch, Liberty township, Section 14.
- 1999-13 Eric Engelstad – Clean existing ditch in Godfrey township, Section 29-30.
- 1999-14 Liberty Township – Install culvert in Sections 12-13.
- 1999-15 Liberty Township – Install culvert in Section 13.
- 1999-16 Jim Todahl – Clean existing ditch and construct new ditch in Liberty township, Section 14.

8. Adjournment: The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, August 10, 1999. As there was no further business to come before the Board, the meeting was adjourned at 8:45 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant