

# SAND HILL RIVER WATERSHED DISTRICT

August 10, 1999 Meeting Minutes

1. **Attendance:** Chairman Hanson called the August 10, 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, and Jess Andringa.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Manager Hanson referred to the July 1999 minutes on Page 2(d), which discussed ditch mowing. He explained that the minutes reflected that he had stated that several individuals were interested in mowing the ditches within the district when, in fact, the individuals were inquiring whether the district was going to have the ditches mowed. **Motion** by Manager Vig to approve the minutes of the SHRWD regular Board meeting conducted on July 6, 1999 as mailed with the above change, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** Due to the conversion to a new accounting program which is not complete, a one-page summary Treasurer's Report was presented and approved as read. **Motion** by Manager Brekke, **Seconded** by Manager Krogstad, **Carried**.

Manager Wilkens reviewed the monthly bills received. **Motion** by Manager Brekke to approve and pay bills, **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 all the right-of-way markers have been installed. He added that he has been in contact with the contractor and Hammond Township regarding the negotiation on the extra gravel that was needed to complete the project. The contractor has agreed to re-seeding approximately 6 acres to finalize the project.
- b. **Project #15, Ring Dike:** Larsen stated that the ring dike project is nearing completion. He added that he would be forwarding a pay request to the Red River Watershed Management Board and the DNR requesting reimbursement for their cost share portion of the ring dike.

## 6. Upcoming Meetings and Other Business:

- a. **Personnel Issues:** The Board agreed at the Personnel meeting conducted on Monday, July 19, 1999 at 7:30 a.m. to adopt the Personnel Manual and also fill the positions of Administrator and Administrative Assistant according to the provisions of the Personnel Manual at the August 10, 1999 board meeting. The Board determined that the position of Administrator would be offered to Dan Wilkens following the acceptance of his letter of resignation, and the position of Administrative Assistant would continue to be performed by Naomi Jagol as per the terms of the Personnel Manual. The Board agreed that the Personnel Manual and the position of Administrator and Administrative assistant would become effective as of August 1, 1999, to be adopted at the August 10, 1999 board meeting.

After discussion the board agreed to adopt the personnel manual as amended. **Motion** by Manager Brekke to adopt the Personnel Manual as amended as of the effective date of August 1, 1999, **Seconded** by Manager Krogstad, **Carried**.

The position of Administrative Assistant was discussed. Manager Krogstad inquired about the overtime associated with the position and suggested that a limit be placed on the number of hours allowed for the position. Manager Wilkens explained that the hours worked by Jagol are charged to the Red River Watershed Management Board using a multiplier to cover overhead. Manager Vig inquired whether the overtime hours worked by Jagol are of a temporary nature. Jagol responded that during the mediation process conducted throughout 1998, her workload increased dramatically. Jagol stated that approximately four months of mediation meeting minutes remain to be finalized, prior to them being printed for circulation. Manager Krogstad suggested that perhaps it would be more advantageous should the district hire another part-time employee in order to spare the overtime costs. Manager Vig stated that the workload could be reviewed during the annual employee review.

**Motion** by Manager Brekke to hire Naomi Jagol according to the provisions of the Personnel Manual, **Seconded** by Manager Vig, **Carried**.

The board reviewed the letter of resignation as Board Manager received from Dan Wilkens. Manager Wilkens stated that he is an original member of the Sand Hill River Watershed District, taking his first oath of office on August 29, 1974. Following discussion, the board determined that the letter of resignation should be forwarded to the Polk County Board of Commissioners for consideration. The Polk County Commissioners are the responsible party for appointing watershed managers, therefore, they would be responsible for filling the vacated position left by Dan Wilkens. The board determined that once the letter of resignation is acted on by Polk County, Wilkens would be hired to fill the position of Administrator.

- b. Garden Slough: Larsen inquired about specific locations of the map he is preparing in conjunction for the proposed project area. Manager Krogstad inquired whether a specific site has been identified for an impoundment area. Larsen responded that he has identified a suitable location for the impoundment. Manager Wilkens stated that the project team would be touring the proposed project area of the Garden Slough, along with the Ogaard Impoundment and Maple Creek Impoundment.
- c. Ditch #122: Larsen noted that the benefitting area is in the process of being identified on a map. Manager Wilkens added that the total benefits are estimated at \$119,000. Wilkens stated that the township has estimated that in order to address the flooding and erosion problems associated with this ditch system, it would cost approximately \$50,000-\$60,000. Wilkens added that the ditch system is approximately 2.5 miles in length and outlets into Kittleson Creek. The township has decided that due to insufficient ability to raise funds, they will not pursue a solution at this time.
- d. Hammond Township: Manager Wilkens stated that a written request was received from Ulseth Farms Inc. regarding the installation of a culvert extension in the north side of Section 17, Hammond Township. Ulseth Farms Inc. offered to install the extension at their expense, if the ditch system would pay for the culvert. The total estimated cost to the ditch would be \$248.99. **Motion** by Manager Krogstad to purchase the culvert, **Seconded** by Manager Brekke, **Carried**.
- e. 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 review the final operating plan. They will also be touring the proposed project sites.

**7. Permits:**

- a.) One permit came before the Board for review and was approved as follows:  
-1999-17 Polk County – Install culvert in Hammond township, Section 22.

**8. Adjournment:** The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, September 7, 1999. As there was no further business to come before the Board, the meeting was adjourned at 8:40 a.m.

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Jimmie Krogstad, Secretary

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Naomi L. Jagol, Administrative Assistant