

SAND HILL RIVER WATERSHED DISTRICT

September 7, 1999 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the September 7, 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, Paul Engelstad, and Rudee Applequist.
- 2. Agenda Review:** No changes to the agenda were noted.
- 3. Minutes:** Manager Krogstad referred to the August 1999 minutes on Page 1, Item 6 (a), which discussed personnel issues. He explained that the minutes suggested that a vote had been taken by the Board to adopt the Personnel Manual and also fill the positions of Administrator and Administrative Assistant when, in fact, he felt that only discussion had occurred.

Manager Wilkens stated that the August 10, 1999 minutes summarized the personnel meetings that were conducted throughout the summer. He noted the importance of including in the minutes the discussion that occurred relative to an issue should future reference be needed.

Manager Krogstad added that he did not agree to fill the positions of Administrator and Administrative Assistant. He explained that the discussion that had occurred referred only to the adoption of the Personnel Manual which included the policies and procedures that have been developed by the Sand Hill River Watershed District (SHRWD) Board of Managers, and also the job descriptions of the Administrator and Administrative Assistant.

Manager Wilkens explained that along with the approval of the job descriptions for Administrator and Administrative Assistant, discussion occurred relative to himself filling the position of Administrator and Naomi Jagol continuing in the position of Administrative Assistant. He added that his resignation as a Board Manager, of which two years remained of a three-year term, was forwarded to the Polk County Board of Commissioners based on the assumption that he would be hired by the District as Administrator.

Manager Krogstad suggested that the last sentence in the first paragraph of Page 1, Item 6 (a) be stricken. Manager Hanson disagreed with Krogstad and explained that the Board of Managers did agree at the personnel meeting on July 19, 1999 to adopt the Personnel Manual along with the positions of Administrator and Administrative Assistant at the August 10, 1999 board meeting.

Manager Krogstad stated that he did not have a problem with the minutes reflecting that the Personnel Manual and the positions of Administrator and Administrative Assistant would be adopted at the August 10, 1999 board meeting, but rather with naming who would fill the position of Administrator without an official vote being taken. Manager Vig noted that he remembered that discussion had occurred by the board regarding Wilkens' resignation as a manager in order to fill the position of Administrator.

Manager Wilkens discussed the various changes to the minutes that were suggested by the board. **Motion** by Manager Brekke to approve the minutes of the SHRWD regular Board meeting conducted on August 10, 1999 as mailed with the above changes as noted by Manager Wilkens, **Seconded** by Manager Vig, **Carried**.

- 4. Treasurer's Report:** The Treasurer's reports for months of July and August were presented and approved as read. **Motion** by Manager Vig, **Seconded** by Manager Krogstad, **Carried**.

Manager Krogstad inquired about investing a portion of the funds in the checking account. Manager Wilkens noted that he would assist Naomi Jagol in canvassing area banks in order to obtain rate quotes for investing.

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

Manager Wilkens discussed the purchase of pocket calendars to be included with the distribution of the monthly minutes. He stated that the District has done this in the past and received many positive comments from the recipients. **Motion** by Manager Hanson to approve the purchase of pocket calendars, **Seconded** by Manager Brekke, **Carried**.

5. Project Reports:

- a. Project #15, Ring Dike: Larsen stated that he is currently obtaining the information needed prior to 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. Flood Damage Reduction (FDR) Project Team: Manager Wilkens noted that the project team meeting that usually follows the board meeting had been cancelled today due to a conflict with the Labor Day holiday.

Manager Wilkens explained that the project team had been focusing their efforts on the Union Lake/Sarah permitting issues and finalizing the operating plan of the pumping station. He stated that as part of the permitting process of the U.S. Army Corps of Engineers (USACE), a public notice is circulated requesting comments from a variety of agencies. He noted that comments were received from the U.S. Fish & Wildlife Service (USFWS) regarding water quality concerns. He explained that several of the mediation participants were meeting later today in St. Paul to discuss problems encountered in obtaining the required permits.

Larsen inquired whether a permit had been issued from the SHRWD regarding the installation of the pumping station at Union Lake. Manager Wilkens stated that the District has not yet issued a permit for the project. **Motion** by Manager Krogstad to issue a permit for the Union Lake/Sarah pumping station contingent upon meeting all of the specifications required, **Seconded** by Manager Brekke, **Carried**.

- b. 2000 Budget Hearing: Manager Hanson recessed the regular board meeting and convened the 2000 Budget hearing scheduled for 8:00 a.m. Manager Wilkens distributed copies of the budget prepared for the year 2000 and explained how the figures were obtained. **Motion** by Manager Wilkens to approve the budget as advertised, **Seconded** by Manager Vig, **Carried**. Manager Hanson adjourned the 2000 Budget hearing at 8:25 a.m. and reconvened the regular board meeting.
- c. 2000 Ditch Levy: Manager Wilkens distributed a worksheet to determine the levies to be applied on ditches for the 2000 tax year. **Motion** by Manager Krogstad to levy the same amount as in the previous year for the ditches, **Seconded** by Manager Brekke, **Carried**. The following levies were approved:

<u>Project Name</u>	<u>2000 Levy</u>
Sand Hill Ditch	\$ 15,000
Project #03-Liberty Onstad	\$ 3,000
Project #05-Ditch 17-2	\$ 2,000

Project #11-Beltrami Diversion	\$	4,000
Project #12-Ditches 98 & 148	\$	7,500
Project #13-Reis Scandia	\$	3,500

- d. Ditch #95: Paul Engelstad inquired whether Section 17 of Liberty Township was included in the assessment area of Ditch #95. Manager Hanson responded that he did not believe this area was included in the benefiting area. Manager Wilkens responded that he did not believe a benefiting map had been prepared as of yet for this area.

Manager Krogstad inquired when the ditch-mapping project would be completed. Larsen responded that several areas of railroad and highway right-of-way need to be identified prior to the completion of the maps.

- e. Personnel Issues: The position of Administrator was discussed. Manager Hanson stated that due to the increased workload of the District, the board had determined over a series of meetings conducted over the summer months that the development of the position of Administrator was necessary. Hanson added that, throughout the course of these meetings, discussion had occurred relative to hiring Dan Wilkens as Administrator following his resignation from the Board of Managers.

Manager Krogstad noted his concern about hiring a full-time Administrator. Manager Brekke stated that this position would be reviewed on an annual basis should any changes be necessary.

Manager Vig stated that Dan Wilkens has had 25 years of experience with the watershed district and added that he would be supportive of offering the position of Administrator to Wilkens. He added that his only concern would be whether the position should be full-time or part-time. Manager Brekke added that these concerns could be addressed at the annual review.

Manager Hanson stated that he did not believe it would be fair to hire a part-time Administrator since the current workload indicates that a full-time position is needed. He added that the financial condition of the District would be reviewed at the same time as the annual review of the position of Administrator.

Motion by Manager Vig to hire Dan Wilkens as Administrator according to the provisions of the Personnel Manual, Seconded by Manager Brekke. As there was no further discussion, a vote was taken. Those voting in favor of the motion included: Hanson, Vig, and Brekke. Opposed included: Krogstad. Manager Wilkens abstained from voting. Motion Carried.

7. Permits:

- a. Seven permits came before the Board for review and were approved as follows:
- 1999-18 Mike Skaug – Clean existing ditch in Reis township, Section 11.
 - 1999-19 Mike Skaug – Clean existing ditch and construct new ditch in Reis township, Section 13.
 - 1999-20 Polk County Highway Department – Replace existing culvert in Scandia township, Sections 5 & 6.
 - 1999-21 Sand Hill River Watershed District – Construct road crossing in Onstad township, Section 36.
 - 1999-22 Hammond township – Install culvert in Section 18.
 - 1999-23 Clayton Engelstad – Clean existing ditch in Liberty township, Section 12.
 - 1999-24 Clayton Engelstad – Clean existing ditch in Liberty township, Section 5.

8. Adjournment: The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, October 5, 1999. As there was no further business to come before the Board, the meeting was adjourned at 10:00 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant