

SAND HILL RIVER WATERSHED DISTRICT

March 7, 2000 Meeting Minutes

1. **Attendance:** Chairman Hanson called the March 7, 2000 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill Brekke Jr., Stuart Christian, and Jimmie Krogstad. Others in attendance were Daniel Wilkens-Administrator, Naomi Jagol-Administrative Assistant, Jim Larsen-Houston Engineering, Inc., Nate Dalager-HDR Engineering, Rich Sanders-Polk County Highway Department, Bruce Hanson, Robin Brekken, Leroy Reitmeier, Roger Ulseth, and Mike Andringa.
2. **Agenda Review:** No additional items were added to the agenda.
3. **Minutes:** Motion by Manager Krogstad to approve the minutes of the SHRWD regular Board meeting held on February 1, 2000 as mailed, Seconded by Manager Brekke, Carried.
4. **Treasurer's Report:** Wilkens distributed a brief Treasurer's report due to the annual audit being conducted. Motion by Manager Christian to approve the Treasurer's report as presented, Seconded by Manager Brekke, Carried.

Wilkens reviewed the monthly bills received. Motion by Manager Christian 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.

Chairman Hanson inquired whether the District should purchase briefcases for board members. He explained that years earlier the District had purchased briefcases, however, he was the only manager remaining with a briefcase. After discussion, the board decided that the District would purchase 4 briefcases for the managers.

Chairman Hanson requested Wilkens to report on the condition of the vacuum cleaner. Wilkens explained that the District had purchased a vacuum cleaner several years ago that has come to the end of its useful life. Motion by Manager Krogstad to purchase a new vacuum not to exceed the cost of \$500.00, Seconded by Manager Brekke, Carried.

Wilkens discussed the issue of payment of dues for organizations. The Minnesota Association of Drainage Inspectors forwarded a membership renewal for \$100.00. The Rivers Council of Minnesota had also forwarded a membership for their organization. Motion by Manager Krogstad to renew the District membership in the Minnesota Association of Drainage Inspectors for \$100.00 and also become a member of the Rivers Council of Minnesota for \$35.00, Seconded by Manager Christian, Carried. Manager Krogstad suggested that the Rivers Council of Minnesota should be requested to make a presentation to the District regarding their organization.

5. Project Reports:

There were no project reports for this month.

6. Upcoming Meetings and Other Business:

- a. Landscaping for Wildlife and Water Quality Conferences: A workshop on Landscaping for Wildlife and Water Quality sponsored by the DNR is scheduled for May 6, 2000 in Detroit Lakes, MN.
- b. Union Lake/Sarah: The District has been requested to host an informational meeting on the action needed to turn the Union Lake/Sarah lake level reduction project over to the watershed district for maintenance. Kurt Deter, Rinke-Noonan law firm, is scheduled to conduct a meeting at the district office on March 9, 2000 at 10:00 a.m. The Lake Improvement District, SHRWD Board members, and the Polk County Board of Commissioners have been invited to attend.
- c. Vesledahl Mitigation Project: A meeting has been scheduled for March 9, 2000 at 1:00 p.m. at the district office with Kurt Deter to provide information to the landowners, MnDOT, the Board of Water & Soil Resources (BWSR), and other interested parties regarding the options available to assure the local landowners adequate maintenance on the private ditch that runs through the Vesledahl project.
- d. Red River Basin Board (RRBB) Plan Management Committee: Wilkens stated that the RRBB, of which he is a member, will be meeting on March 29, 2000 at the Ramada Inn in Grand Forks, ND to prepare a report for the upcoming April meeting.
- e. Sand Hill Advisory Committee (SHAC) Meeting: Chairman Todahl has tentatively set the last two weeks in March as possible dates for the annual advisory committee meeting. As soon as a date is scheduled, the District will forward meeting notices to committee members. Todahl has recommended that a breakfast meeting be sponsored by the District. The board agreed to sponsor a breakfast meeting for the SHAC.
- f. The International Coalition (TIC): TIC has requested Wilkens to attend the Face to Face Forum they are sponsoring in Roseau on the 13th of March. The forums relate to the future governance of water issues in the Red River basin.
- g. The City of Fertile: Engineers for the City of Fertile have submitted a proposed plan to be reviewed by the District regarding the water treatment plant design and operation. The plant would remove iron and manganese from the water supply and discharge the waste into the sanitary sewer system.
- h. DNR Accelerated Permits: The DNR forwarded the District a sample of the accelerated permit they intend to start using in the near future. If a project includes certain parameters, the permit would not require a lengthy review and could be issued in a short time period.
- i. Minnesota Delegation of the RRBB: Wilkens reported that he had participated in a conference call with the Minnesota delegation of the RRBB during which Dick Nelson, Mayor of Warren, was approved as the member at large and Marvel Magnuson of Argyle of the Minnesota Association of Township Officers was designated as his alternate.
- j. Conservation Reserve Enhancement Program (CREP): BWSR forwarded information to the District regarding CREP. This program is currently available only in the Minnesota River Basin and is designed to enhance current programs that preserve land along rivers, streams, and ditches for wildlife and to protect land from erosion and improve water quality. The program should be available in the Red River basin within a couple of years.

- k. Katie Swenson: Wilkens read a letter from Katie Swenson that she forwarded to thank him for allowing her to interview him regarding an assignment for one of her classes at Fertile-Beltrami High School. Ms. Swenson thanked Wilkens for the time he devoted to educating her regarding the operation and importance of a watershed district.
- l. Project Development Worksheet: The RRWMB developed a Project Development Worksheet which outlines the steps involved for project teams regarding the development of a problem area to a project. The worksheet was developed to eliminate confusion for project teams as they worked their way through the process.
- m. Fertile Lion's Club: Wilkens distributed a handout that he presented at a recent Lion's Club meeting. Wilkens was requested to conduct a presentation on the history of the watershed district and the other water management entities in the valley.
- n. Administrator's Monthly Report: Wilkens developed a monthly report as requested at the previous meeting and presented it to the board. It listed activities that had occurred over the past month along with upcoming activities. Manager Brekke noted that he appreciated the report prepared by Wilkens. Manager Hanson inquired whether the board felt that Wilkens' attendance at these activities was appropriate. The board agreed that all of Wilkens' activities were directly related to the District. Manager Hanson requested that Jagol develop a similar report for the next board meeting.
- o. Expenses Incurred by the District: The subject of obtaining prior approval from the board before incurring expenses was discussed. Wilkens explained that it is the policy of the District that prior board approval be obtained and included in the minutes for any expenditure of funds relating to board and staff activities. To address the activities that arise between board meetings, it was decided that the Chairman would be given approval authority.
- p. Jury Duty: Jagol notified the board that she had been summoned to report for jury duty for the month of March.
- q. Joint Powers Agreement: Wilkens explained that minor changes had occurred in the Joint Powers Agreement upon revision prior to the publishing of the *Governing Documents of the Red River Watershed Management Board*. He stated that the signature page of the document had been forwarded to each individual watershed district to be signed by the districts' current chairman and secretary. **Motion** by Manager Brekke to authorize the president and the secretary to sign the Joint Powers Agreement, **Seconded** by Manager Krogstad, **Carried**.
- r. HDR Engineering, Inc.: Nate Dalager-HDR Engineering, Inc. introduced himself as an engineer from HDR Engineering, Inc. and distributed a handout to the board regarding rate quotes for engineering services. He stated that he would appreciate the board's consideration regarding future projects.
- s. Drainage Inspector Designated: Manager Hanson stated that a ditch inspector should be designated for the District. **Motion** by Manager Brekke to appoint Wilkens as the official ditch inspector for all ditches under the watershed district's jurisdiction, **Seconded** by Manager Christian, **Carried**.
- t. Minnesota Association of Drainage Inspectors (MADI) Annual Meeting: Wilkens stated that the Annual Meeting of MADI is scheduled for March 20, 2000 in Willmar, MN. Wilkens stated that he would like to attend the annual meeting and explained that it would be beneficial for Jagol to attend since she would need to establish and maintain ditch records. Manager Krogstad noted that he did not believe Jagol should attend the meeting since she was not a voting member of the board. The discussion was tabled.

Prior to adjournment, Manager Hanson inquired whether the board should approve both Wilkens and Jagol to attend the MADI meeting. Manager Christian stated that he believed the meeting would be a valuable educational opportunity for both Wilkens and Jagol. Christian further noted that he believed the more education your employees receive, the higher level of expertise they have and the greater asset they are to an organization. **Motion** by Manager Christian to authorize Wilkens and Jagol to attend to the MADI meeting, **Seconded** by Manager Brekke, **Carried**.

- u. **Polk County #41-Rebuild**: Rich Sanders, Polk County Highway Engineer, explained the status of the Polk County Highway Department (PCHD) in the design process and the options available to the landowners in regards to the county ditches along the road right-of-way (ROW). Without a petition from the landowners to improve the ditch system, the county would probably consider purchasing ROW to the north and moving the road without working on the ditch. If the landowners petitioned for an improvement, the county would move the dirt as part of the road project and upgrade the bridges with township bridge money at no cost to the landowners. PCHD would also take care of seeding and mulching. The landowners would be responsible for the additional ROW for the 4 to 1 slope and the 1 rod filter strip along with moving the power poles. These costs are estimated to be \$120,000. Additional costs could include any work needed at the outlet for erosion control and work at the east end along the Highway #9 cutoff ditch. No cost estimates were available at this time. The drop pipes that are currently in place would be replaced, however, any new drop pipes would be a cost to the landowners.

Manager Hanson explained the cooperative approach the PCHD and the landowners west of Beltrami entered into to upgrade a 3-mile section of road west of Beltrami greatly benefited both entities. Leroy Reitmeier inquired about how many acres are benefited by this project. Larsen responded that this is unknown at this time, but it is a substantial area. Polk County ditches #90, 93, 45, 80, 9 and Maple Creek could be assessed benefits also. Brekken asked if something could be done at the Highway #9 cutoff to enable the water to go northwest along both sides of Highway #9 in order to give the water more of a chance to get under the railroad bridges. It was explained that this could be addressed as part of the project. It was also noted that the cut-off ditch west of the tracks may need to extend a full mile south to intercept the water currently running into ditch #90. Brekken asked about the spoil bank design. Sanders explained that the spoil needs to be engineered 2-feet below the road height. The landowners requested that the spoil be engineered to act as a dike to control the water levels. The steering committee requested that the Voeller and Haller farmsteads be considered for ring dikes as part of this project. Sanders estimated that the road construction would be done in 2003 and the bridge work would be completed earlier.

After discussion it was felt that if the petition route was selected, it would be best to have the landowners sign the petition rather than the county board. It was decided that the District would request the watershed district engineer to answer the questions raised about culvert size, ditch profiles, and costs associated with the outlet and the diversion at a minimal cost. A meeting would then be arranged with the steering committee to discuss the information and determine a course of action. Ulseth asked that Jeff Voeller and Elliot Solheim be added to the steering committee list.

- v. **Polk County #51**: PC #51 is scheduled to be upgraded this summer. Ray Baatz requested that the county deepen the ditch going west to the NW corner of Section 10 Hubbard Township and then either continue west to the Sand Hill River or go south to the Sand Hill River. Another landowner has noted his concern regarding erosion as the water flows to the river. Currently the water flows through Baatz's field in a natural draw that is currently farmed. It is a policy of the District that wherever possible, water should be routed in grass waterways rather than over exposed farmland for water quality and erosion issues. The PCHD stated that they would be willing to review both alternatives. Ray Baatz was instructed to forward a formal request

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to the PCHD and develop a cooperative agreement and bring it back to the SHRWD board for permit approval.

w. North Boundary Revision: Wilkens reported that Loren Sanderson, Red Lake Watershed District, has agreed to work with the SHRWD on the boundary change. Wilkens and Sanderson will be scheduling meetings with the township boards to obtain their assistance in developing the new boundary.

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, April 4, 2000. As there was no further business to come before the Board, the meeting was adjourned at 11:15 a.m.

Robert Brekke, Jr., Secretary

Naomi L. Jagol, Administrative Assistant