

## SAND HILL RIVER WATERSHED DISTRICT

July 11, 2000 Meeting Minutes

1. **Attendance:** Chairman Hanson called the July 11, 2000 meeting to order at 7:00 a.m. at the District Office. Other managers present were Bill Brekke, Jr., Stuart Christian, Gordon Sonstelie, and Harold Vig. Others in attendance were Daniel Wilkens-Administrator, Naomi Jagol-Administrative Assistant, Jim Larsen-Houston Engineering, Inc., and Gale Mayer-DNR.
2. **Agenda Review:** No additional items were added to the agenda.
3. **Minutes:** Motion by Manager Vig to approve the minutes of the SHRWD regular Board meeting held on June 6, 2000 as mailed, Seconded by Manager Christian, Carried.
4. **Treasurer's Report:** Wilkens distributed the Treasurer's report. Motion by Manager Vig to approve the Treasurer's report as presented, Seconded by Manager Brekke, Carried.

Wilkens reviewed the bills to be approved. Wilkens explained the Public Employees Retirement Association (PERA) billing. All governmental units that have employees are required to participate in PERA. The District applied, and was approved, for PERA when full-time staff was hired in August and September of 1999. At that time, the District was required to provide the prior three years of payroll records to PERA and it was determined that the District should have been enrolled in PERA earlier as Wilkens and Jagol met the guidelines for enrollment. The bill received was to bring up to date the amounts owed for the prior three years for Wilkens and Jagol. The District, as well as the staff, was obligated to forward payments for prior amounts owed. Motion by Manager Brekke to approve and pay bills, Seconded by Manager Sonstelie, Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

### 5. Project Reports:

- a. Project #01, Bear Park: Wilkens reported that only a small amount of FEMA funds that were allocated for the Bear Park project were spent as the actual damage amounts were much lower than estimated. Wilkens explained that he had contacted Hanson and after discussion requested Bear Park Township to add gravel to the emergency spillway area to raise the elevation to its design elevation. The District determined that the graveling would be paid for from the remaining FEMA funds allocated to this project.
- b. Project #12, County Ditches 98 & 148: Roger Ulseth contacted Wilkens and inquired about cattail spraying. The ditch is beginning to develop a stand of cattails. Wilkens toured the ditch and agreed with Ulseth that the ditch needs to be sprayed. A landowner reported to the District that on Friday, July 7, 2000 the area received 3.5 inches of precipitation and 24 hours later the ditch was empty.
- c. Project #03, Liberty Onstad Ditch: Wilkens reported that he had contacted Terry Sorenson-MnDOT regarding building up the crossing going south to allow access to the Liberty Onstad Ditch control structure. Sorenson advised the District to complete the crossing as soon as possible. Currently the spoil needs to be leveled in this section and a small amount of this spoil could be used for the crossing.
- d. Cattail Spraying of Ditches: The board instructed Wilkens to obtain cost estimates from the county and a helicopter service to spray the ditches for cattails in the District under the watershed's jurisdiction to review at the August meeting.

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

- a. **Board Reorganization:** Annual organization of the Board was conducted. President Hanson turned the meeting over to Daniel Wilkens who asked for nominations for President of the Board. Hanson inquired whether Vig would consider assuming the position of President. Vig responded that he leaves for a couple of months in the winter, however, he would consider assuming the position should the other managers so desire. Manager Vig nominated Manager Hanson for President. Nominations were called for three times by Daniel Wilkens. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Roger Hanson for President by Manager Brekke, **Seconded** by Manager Sonstelie, **Carried**. Daniel Wilkens returned the chair to President Hanson.

Manager Hanson asked for nominations for Vice President of the Board. Manager Christian nominated Manager Vig for Vice President. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Harold Vig for Vice President by Manager Brekke, **Seconded** by Manager Sonstelie, **Carried**.

Manager Hanson asked for nominations for Secretary of the Board. Manager Sonstelie nominated Manager Brekke for Secretary. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Bill Brekke for Secretary by Manager Vig, **Seconded** by Manager Christian, **Carried**.

Manager Hanson asked for nominations for Treasurer of the Board. Manager Vig nominated Manager Christian for Treasurer. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Stuart Christian for Treasurer by Manager Sonstelie, **Seconded** by Manager Vig, **Carried**.

The Fertile Journal was designated as the official newspaper of the SHRWD. The following financial institutions were designated as official depositories for SHRWD funds: First State Bank of Fertile, Agassiz Federal Credit Union, Crookston National Bank, Edward D. Jones, Lehman Brothers Bank, Chevy Chase Savings Bank, Citizens State Bank of Roseau, and Argyle State Bank. The District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. The attorney for the District is Lowell P. Bottrell, Firm of Anderson and Bailly, PO Box 10247, Fargo, ND. Mileage for District business is reimbursable at a per mile rate coinciding with the allowable IRS mileage rate. Managers per diem is set at \$25 per hour with a maximum daily total of \$55 as prescribed by State law.

- b. **FEMA Funds:** Wilkens reported that the District will be receiving \$20,238.00 in the near future. The SHRWD was one of the last to be visited for the 1997 flood event which is now being processed.
- c. **New Manager's Training Conference:** Sonstelie and Jagol reported on the manager training conference held in Detroit Lakes in conjunction with the Minnesota Association of Watershed District's (MAWD) Summer Tour. Jagol distributed copies of the handouts to all the managers.
- d. **Insurance Review:** Wilkens reported that the District's insurance provider had sent an inspector to view our building and reported that an exit sign needs to be placed over the door and a fire extinguisher is needed on the property.
- e. **Randy Hamre/Hydraulic Study:** Larsen reported that he is working on developing the necessary data to forward recommendations as to what is needed to remedy the problem.

- f. Sidewalk Notice: The City of Fertile has recently inspected the sidewalks in Fertile and have determined that the sidewalk along the building of the SHRWD is in need of repair. The Board requested the staff to obtain cost estimates to repair the sidewalk.
- g. Ring Dike: Larsen reported that Blaine Houston would begin work on the project this week. Randy Hamre has signed the application. Larsen reviewed a map to show the Board the location of the ring dike.  
  
**Motion** by Manager Christian to proceed with construction of the ring dike as per the existing funding agreement that has been established provided the landowner is willing to enter into the agreement, **Seconded** by Manager Sonsteli, **Carried**. After discussion of the bidding process Chairman Hanson requested that Houston Engineering bid the project rather than use the emergency provision.
- h. Onstad Township Road Upgrade: Wilkens stated that he had visited with Terry Sorenson of MnDOT. Sorenson indicated that MnDOT would survey the road rise since it appears to be higher than Highway 102. Wilkens noted that MnDOT would contact the District as soon as the elevations are obtained.
- i. Rosebud Township: Manager Vig stated that he had viewed the area in question and had also contacted Rich Johnson. Manager Vig determined that no infractions had occurred.
- j. Administrator's and Administrative Assistant's Monthly Reports: Wilkens and Jagol distributed and reviewed monthly activity reports prepared for the month of June.
- k. Vesledahl Mitigation Land: Dan Wilkens and Brian Dwight-BWSR have been working with Bruce Sandstrom of BWSR on the proposed easement. A public meeting is scheduled for late August 2000 to discuss the issue with local landowners.
- l. Polk County # 51 rebuild: Manager Brekke reported that he and Wilkens had viewed the Ray Baatz property along this road and had worked with the landowner and the Polk County Highway Department to develop a solution to the water running across Baatz's property. The water would go west to the corner and then south to the Sand Hill River with Baatz doing the work this fall on the township road portion. Baatz stated he would apply for a permit before starting this project following corn harvest. The District requested the highway department to assist Baatz with establishing the proper elevation for the crossing that needs to be installed at the south end as the water goes into the draw.
- m. Computer Purchase: Jagol reported that she would compile additional information for presentation at the August board meeting.
- n. Landowner Dispute: Wilkens reported that he is preparing a letter to be forwarded to all parties involved explaining the history and current status of the Onstad Township, Section 32 ditch dispute. As soon as all the information is gathered the letters would be forwarded. The dispute is currently solved and an alternative solution is available.
- o. Project Team Meeting: The next project team meeting is scheduled for August 8, 2000 at 10:00 a.m.

**7. Permits:**

- a. Six permits came before the Board for review and were approved as follows:
- 2000-22 360 Networks USA, Inc. – Install 15”or 18” culvert in Winger Township, Section 22, with permission of the township.
  - 2000-23 Robert Cournia – Install culvert in Russia township, Section 22.
  - 2000-24 Lorrie Jerde – Clean existing ditch and construct new ditch in Liberty township, Section 12.
  - 2000-25 Brekke Bros. Inc. – Clean existing ditch and construct new ditch in Hubbard township, Section 7.
  - 2000-26 Jan Rude – Clean existing ditch in Vineland township, Section 17.
  - 2000-27 Doug Chandler – Clean existing ditch in Vineland township, Sections 17 & 20.

**8. Adjournment:** Wilkens explained that he plans to be on vacation from July 27, 2000 through August 2, 2000. He stated that since this will conflict with the next board meeting, he would prepare the needed information for Jagol to present to the Board. The next regular meeting of the SHRWD will be held at 7:00 a.m. on Tuesday, August 1, 2000. As there was no further business to come before the Board, the meeting was adjourned at 9:25 a.m.

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Robert Brekke, Jr., Secretary

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Naomi L. Jagol, Administrative Assistant