

SAND HILL RIVER WATERSHED DISTRICT

July 2, 2002 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the July 2, 2002 meeting to order at 7:00 a.m. at the District Office. Other managers present were Stuart Christian, Gordon Sonsteli, and Harold Vig. Others in attendance were Daniel Wilkens-Administrator, April Swenby-Administrative Assistant, Brian Dwight – Minnesota Board of Water & Soil Resources (BWSR) and Jim Larsen-Houston Engineering.
- 2. Approval of the Agenda:** Motion was made by Manager Christian to approve the agenda with the addition of Brian Dwight, BWSR, Seconded by Manager Vig, Carried.
- 3. Minutes:** Motion was made by Manager Christian to approve the minutes of the SHRWD regular board meeting conducted on June 4, 2002 as mailed, Seconded by Manager Vig, Carried.
- 4. Treasurer's Report:** Wilkens distributed the Treasurer's report. A Motion was made by Manager Vig to approve the Treasurer's report as presented, Seconded by Manager Sonsteli, Carried.

Motion was made by Manager Vig to approve and pay bills, Seconded by Manager Sonsteli, Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. Jim Larsen's Report

Sylvia Hovland Ring Dike: Bids for the Sylvia Hovland Ring dike were opened and reviewed by Houston Engineering. Two bids with bid bonds were received – All Seasons Construction for \$32,336.25 and Gordon Construction for \$34,592.50. Larson stated that both bidders met all bid requirements and that he would recommend All Seasons Construction of Black Duck, MN as low bidder be awarded the bid. A Motion was made by Manager Sonsteli to award the bid to All Seasons Construction. Seconded by Manger Christian, Carried. Larson stated that the engineers estimate for the project was \$27,650.

6. Dan's Monthly Report

MAWD Summer Tour: Chairman Hanson and Manger Sonsteli attended the MAWD summer tour. Discussion was held regarding the tour.

Project Team: The USACOE received our letter requesting them to conduct the feasibility study on the fish passage issue. The project team will not meet again until more information is available. Meanwhile, Jim Larsen will follow up with the USACOE on their progress.

RRBC: The RRBC met in Winnipeg on June 6, 2002 to continue with the current activities and the merger process. A report was given to the managers regarding this issue.

LID: The LID received the 50-year easement for the pumping project from the USFWS in mid May. Union Lake is up 2 feet above OHW with Lake Sarah 14" higher. The LID is preparing to get the pump operational.

Sylvia Hovland Ring Dike: The contractor inspection was held June 25. Wilkens discussed borrow with Rory Hamre and Myrdell Skallet. Both agreed that dirt could be taken from the north/south ditch and the spoil bank to the west. A letter from the RRWMB approving one ring dike for the Sand Hill River Watershed District was given to the managers.

Project # 12: The culvert in the NW corner of section 17 of Hammond Twp. needs to be resized; Furthermore, the third culvert from the East Side of section 17 of Hammond Twp. needs to be re-laid because it has a hump in the middle. A **Motion** was made by Manger Christian to correct the culverts, **Seconded** by Sonstelie, **Carried**.

Section 35 of Russia Twp.: The culvert in the middle of the section had the gate closed during the first storm event. The local landowner wants to know who is in charge of the gate? Chairman Hanson gave a short history on the area in question. It is his understanding that the ditch to the north was put in to give drainage to the land to the south. At the time it was constructed the agreement was that the trap would be installed to regulate water flowing north as a condition of providing the ditch. If Polk County ditch 80 could not handle the water the trap would be closed so as to not flood the land to the north. The trap has not been operated in many years. Dan is to meet with the affected parties and see what can be agreed upon.

Phillip Morck/Elton Erickson: Chairman Hanson and Wilkens visited the Phillip Morck/Elton Erickson site on June 11th after receiving complaint of a ditch being plugged and water not draining. They found water completely drained from the field and absolutely nothing in the ditch where the plug was thought to be. They relayed the information to complainant.

Mark Hagen/Charlie Balstad Lake Level: Chad Konickson - DNR, reported that the OHW has been established for the lake.

Mark Morvig / Ronald Coffin Lake Level: Manager Sonstelie will get permission from a local landowner and arrange another meeting with Chad Konickson, DNR Hydrologist when the weather improves.

Union Lake Flood Control and Erosion Project: Gary Lee, East Polk SWCD, local landowners, and Wilkens looked at a site that experienced severe erosion on the East end of Union Lake. Wilkens will meet with Lee to discuss methods and programs that could address the problems. Lee is requesting assistance from the watershed board for this project. No action taken at this time.

Beltrami Request for assistance on a ring dike: Wilkens called Ed Fick, MnDNR who is responsible for state funds for the ring dike program. Fick suggested that the first step would be to do preliminary engineering to develop a cost estimate, which would then be used to pursue funding. A **Motion** was made by Manger Christian to authorize Houston Engineering to develop a cost estimate for the Beltrami Ring Dike (Project #18), and pursue funding options, **Seconded** by Manager Sonstelie, **and Carried**.

Administrators Meeting: Brian Dwight, BWSR and Jody Horntvedt, MN Extension and Project Team Facilitator, have requested a meeting to discuss the watershed planning process, the Project Team and FDR process, and the rules and regulations (uniformity) issues with the administrators to find out what works and suggested changes. The meeting is currently scheduled for July 29, 2002 at the Sand Hill Watershed District office.

Northwest Minnesota Viewers Association: The Northwest Minnesota Viewers Association met on June 24th in Crookston. The group was organized to provide training for viewers in the Northwestern part of Minnesota. The group is very small and has not met in some time. After much discussion, it was decided to approach the Minnesota Viewers Association and discuss merger possibilities with an emphasis on having a chapter in this part of the state. This larger group would be in a better position to address the upcoming legislative agendas and be in a better position to provide training. The Northwest Minnesota Viewers Association will meet November 18th with the Minnesota Viewers Association to go over the possibility of merging.

Minnesota Association of Drainage Inspectors: The Minnesota Association of Drainage Inspectors will meet on July 15th. The proposed agenda was distributed to the board.

Helicopter Spraying: A letter from Midwest Helicopters was given to the board for review. The letter proposed spraying for cattails, trees, shrubs, & noxious weeds infesting the water drainage ditches in the district. A price of \$250 per sprayed mile was quoted for cattail spraying. Wilkens will assess the need for cattails, trees, shrubs, & noxious weed spraying on district projects and report to the board at a subsequent meeting.

6. Other Business:

Self Assessment Program: Brian Dwight, Minnesota Board of Water & Soil Resources (BWSR) attended the meeting to discuss with the board a program called District Self-assessment. This self-assessment program will observe the internal and external components of the Sand Hill River Watershed District. The program will examine the district externally by mailing surveys to local landowners and various types of clients for BWSR to analyze. The assessment will examine the district internally by having managers and employees complete a survey questioning personnel evaluations, salaries, financial management, and comfort level between managers and employees. After examination of the surveys, BWSR will present recommendations and/or concerns to the board.

The board agreed to have BWSR conduct the program with the Sand Hill River Watershed District. Dwight said he'd be in contact with us.

QuickBooks Training Seminar: Swenby requested approval from the board to attend a QuickBooks Training Seminar. The seminar will be held in Fargo on July 15 and 16. A **Motion** was made by Manager Sonsteli to approve QuickBooks training for Swenby, **Seconded** by Manager Vig, **Carried**.

Digital Camera and GPS unit: Discussion was held regarding the need for a digital camera and a GPS unit. A bid of \$789.98 from National Camera Exchange & Video for a digital camera and accessories was brought before the board. A **Motion** was made by Manager Vig to approve the purchase of a camera, **Seconded** by Manager Sonsteli, **Carried**. Several bids were brought before the board for a GPS unit. Swenby was asked to also check with Rust Sales in Prosper, MN. It was also recommended that Swenby speak with Kurt Skarpol at Houston Engineering to receive his recommendations on a GPS unit for the watershed.

8. Permits: : 1 permit came before the Board for review:

-2002-10 Hammond Township. Replace 18" with a 24" culvert in SW corner of Sec. 30.

Adjournment: The next regular meeting of the SHRWD will be at 7:00 a.m. on Tuesday, August 6, 2002. As there was no further business to come before the board, a **Motion** was made by Manager Sonsteli to adjourn the meeting at 10:28 a.m., **Seconded** by Manager Vig, **Carried**.

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant