

SAND HILL RIVER WATERSHED DISTRICT

December 3, 2002 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the December 3, 2002 meeting to order at 8 a.m. at the District Office. Other managers present were Robert Brekke, Stuart Christian, Gordon Sonstelie, and Harold Vig. Others in attendance were Daniel Wilkens-Administrator, April Swenby-Administrative Assistant, and Jim Larsen-Houston Engineering.
- 2. Approval of the Agenda:** **Motion** was made by Manager Christian to approve the agenda with the addition of the Project Team discussion, **Seconded** by Manager Sonstelie, **Carried**.
- 3. Minutes:** Larsen requested a change under the Fish Passage heading in the November 6 minutes to read 36" culverts rather than 36' culverts. **Motion** was made by Manager Vig to approve and accept the changes to the minutes of the SHRWD regular board meeting conducted on November 6, 2002 as mailed, **Seconded** by Manager Brekke, **Carried**.
- 4. Treasurer's Report:** Wilkens distributed the Treasurer's report. A **Motion** was made by Manager Brekke to approve the Treasurer's report as presented, **Seconded** by Manager Sonstelie, **Carried**. Discussion was held regarding costs accumulated to date on the Polk County # 41 project. As of November 30, 2002 the district has spent \$10,041.66 excluding board and staff time on this project. Board policy has been not to charge projects for board and staff time and the costs to assist a project in getting established. Chairman Hanson would like to see that policy continue as long as the district can maintain the admin fund. The board agreed to monitor the administration fund and continue with the current policy until such time as the district can no longer sustain the admin fund.

Motion was made 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.

5. Jim Larsen's Report

Ronald Baatz Ring Dike: Larsen informed the board that the surveying for the Ronald Baatz ring dike would be commencing on December 4. Larsen also noted that an easement is needed from Bill Brekke and the Township. Brekke will assist Larsen with the legal description of the project area.

Sylvia Hovland Ring Dike: Larsen stated he has sent pay requests to the Red River Watershed Management Board and to the DNR requesting reimbursement for their shares of the Sylvia Hovland Ring Dike.

Union Lake Detention: The survey crew has completed the surveying for the Union Lake Detention area. Larsen recently met with Wilkens to go over the survey data and develop options based on the problems and the available site layout. After going over the survey data it appears that this project is more of an erosion control project rather than a flood storage project. At this time Larsen is unsure of how much storage can be obtained in the project area. Houston Engineering needs to determine how the channel can be stabilized along with as much storage as possible being obtained. Larsen will take some pictures before the ravine is full of snow. Before

cost factors become an issue, Houston Engineering will need to come up with options to address the problem. This project will be given to the Project Team to address the options and possible funding sources.

Polk County Highway Department Request: The Polk County Highway Department has requested a drainage area determination for the Polk County Bridge # 3442. Larsen concluded that the total drainage area is 170 square miles and the contributing drainage area is 165 square miles. The differences between the two drainage areas are attributable to lakes within the drainage area that have no apparent outlet.

The Highway department had also requested another area determination that was in the Wild Rice District. This request was forwarded to the Wild Rice Watershed District.

6. Dan's Monthly Report

Sylvia Hovland Ring Dike, Local Government Resolution: The following resolution was brought before the board:

"BE IT RESOLVED that Sand Hill River Watershed, hereinafter referred to as the "Applicant" act as legal sponsor for the project contained in the **Flood Damage Reduction Grant Assistance Program Application** to be submitted on 12-13-02 and that Daniel Wilkens, Administrator is hereby authorized to apply for the Department of Natural Resources for funding of this project on behalf of the Applicant.

BE IT FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate acquisition, maintenance and protection of the proposed project.

BE IT FURTHER RESOLVED that the Applicant has not incurred any costs, and has not entered into any written agreements to purchase property proposed by this project.

BE IT FURTHER RESOLVED that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above- references project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

NOW, THEREFORE BE IT RESOLVED that Daniel Wilkens, Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Sand Hill River Watershed District of Polk County, MN on 12-3-02."

A **Motion** was made by Manager Christian to sign the resolution, **Seconded** by Manager Brekke, **Carried**.

Polk County Ditch # 122: Wilkens asked for a discussion on this project. The board has received letters from Liberty and Garfield townships and numerous requests from citizens to develop a solution to the severe erosion in PC ditch # 122 and the overland flooding and standing water south of PC Ditch # 122. The board has discussed this problem and agreed to use the unanimous resolution statute in MN Chapter 103 D to initiate this project. Wilkens was instructed to present the project to the local landowners and bring their concerns back to the board.

2002 Audit: A **Motion** was made by Manager Sonstelie to hire the firm of Dahl, Hatton, Muir, and Reese to do the districts audit for 2002, **Seconded** by Manager Christian, **Carried**.

RRWMB: Met in Wheaton on November 20. A packet of information from the meeting was distributed to the managers for their review.

RRBC: The RRBC will meet in Grand Forks on December 19, 2002. November highlights from the meeting were given to the managers. The RRBC annual convention will be held January

PC #41: At the previous Sand Hill River Watershed meeting, the board accepted the Polk County # 41 petition on condition of approval by our attorney and bond. The engineer recommends a bond of \$70,000. We are currently waiting for approval and bond.

Earl Pederson, Dahl Brothers, and James Dahl Tiling Permit: The permittees came in and discussed options to tiling along side of Lateral A and a pump station. After discussion they were going to research the option of going to an improvement petition for lateral A. The Bear Park Twp. Board met with Wilkens on November 21 to gather information on the tiling project. The permittees were in the process of cleaning Lateral A. The twp. board asked to have Mick Alm, Norman County Engineer inspect the lateral and see if work was being done as approved. Mick said he would check on the project and report back to the district.

NW MN Viewers Association: The NW MN Viewers Association held a meeting on November 18th at UMC. Ron Rinqvist gave a presentation. Minnesota had a SW chapter and a NW Chapter. Several years ago the SW chapter changed to Minnesota Viewers Association. They currently have 4 trainings a year. If a merger develops, Rinqvist suggested that that be expanded to 6 trainings per year and that two would be held in NW Minnesota. Dues for the Minnesota Viewers Association are \$25 for a membership and \$125 for an associate membership. The group decided to have their members join the Minnesota Viewers Association and if that works a legal method of merging the two organizations will be pursued.

RRBC Modeling: The RRBC has hired a firm to model the Red River from Lake Traverse to Pembina. They will be using the Mike 11 model that is currently used by Canada. If funds can be procured they will also complete the HEC Raz model that the Corps of Engineers uses in the United States. When the modeling of the Red River is completed it will be done in our district up to the gage at Climax. The modeling being provided by the Red River Basin Commission will allow continual analysis of proposed watershed projects as they affect the local district and the Red River of the North. An Executive Summary of the modeling project was given to the managers.

7. Other Business:

Project Team: The project team met on November 12 and has asked the board for direction on possible projects. Chairman Hanson asked Larsen for his input on areas of interest for the Project Team. Larsen suggested looking at areas upstream of Fertile. After much discussion, the board rated in chronological order the projects the project team needs to address:

1. Fish Passage
2. Garden Slough
3. Melvin Slough (Maple Creek Diversion)
4. Area northeast of Rindahl

Administrator's Review: The Manager's conducted the annual performance review of Administrator Wilkens. The managers reviewed the job description, personnel manual, cost of living, benefits, and vacation schedule. A **Motion** was made by Manager Vig to move Wilkens vacation time to the second tier which gives some consideration of his prior years of service before the administrator position was established, **Seconded** by Manager Brekke, **Carried**. A **Motion** was made by Manager Brekke to increase Wilkens base salary by 3%, **Seconded** by Manager Sonstelie, **Carried**. These changes will take effect January 1, 2003.

8. Permits: No permits were brought before the board.

9. Adjournment: The next regular meeting of the SHRWD will be at 8 a.m. on Tuesday, January 7, 2002. As there was no further business to come before the board, the meeting was adjourned 11:06 a.m.

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant