

## SAND HILL RIVER WATERSHED DISTRICT

September 2, 2003 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the September 2, 2003 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill Brekke, Gordon Sonsteli, and Harold Vig. Others in attendance were Daniel Wilkens-Administrator, April Swenby - Administrative Assistant, and Jim Larsen -Houston Engineering.
- 2. Approval of the Agenda:** A **Motion** was made by Manager Brekke to approve the agenda, **Seconded** by Manager Vig, **Carried**.
- 3. Minutes:** **Motion** was made by Manager Brekke to approve the minutes of the SHRWD regular board meeting conducted on August 5, 2003 with minor corrections, **Seconded** by Manager Sonsteli, **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 Brekke, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

### 5. Engineer's Report:

**Sylvia Hovland Ring Dike:** All Seasons Contracting is scheduled to complete the seeding, graveling, and internal drainage needed at the Sylvia Hovland Ring Dike this week. A **Motion** was made by Manager Sonsteli to approve the final pay requests for the Sylvia Hovland Ring Dike contingent upon final inspection by Larsen and a signed final pay request from All Seasons Contracting, **Seconded** by Manager Brekke, **Carried**.

**Polk County # 41:** A meeting is scheduled for September 3, 2003 at 10 a.m. at the Houston Engineering office. The Sand Hill Administrator, Engineer, and Attorney will meet to discuss the legal issues that are involved in the petition and specifically the options related to viewing the project. The board is invited to attend. In addition to project viewing, Larsen would like to discuss decreasing the set stages in certain areas by upsize some of the culverts. They also completed the additional surveying on ditch # 46 to make sure that the cut off channel along highway # 9 is at the proper depth. Larsen stated that the ditch averages .05% grade. Larsen updated the group stating that Houston Engineering has met with the Polk County Engineer and they have gone over the cross sections and slope information that Houston has prepared for them.

An informational meeting for the landowners in the project area will be scheduled as soon as the information is complete.

**ROW Markers:** Larsen said that installation of ROW markers on all our ditch systems should be completed by the end of the week.

### 6. Dan's Monthly Report:

**Project Team:** The next meeting is scheduled for September 9, 2003 beginning at 10:30 a.m...

**RRWMB:** The RRWMB met in Warren on August 19, 2003. The next meeting is scheduled for September 16, 2003.

**RRBFDRWG:** A RRBFDWRWG meeting was held August 20, 2003 at Detroit Lakes.

**RRBC:** The RRBC meeting is scheduled for September 4, 2003 in Fargo.

**LID:** Rolland Gagner responded to the Sand Hill's request for a written reason for the pump not being started. He stated that the level has not reached ordinary high which would trigger pumping as per the operating plan.

**Union Lake Flood Control and Erosion Project:** Gary Lee reported that funds are available to do land treatment if the landowner is willing. Gary is trying to locate the landowner.

**Inspected Project # 12:** Jeff Voeller stated that Vineland Twp. will have the concrete removed at the outlet. After consultation with Jim Larsen, Wilkens contacted Paul Zavoral to clean spots in section 17 and 18 of Hammond Twp and section 16 of Vineland.

**Ditch # 93:** A 6' culvert was removed from ditch # 93 ½ mile west of Walter Johnson and moved west ½ mile and added to a 6' culvert last fall. The county is working with landowners in resolving the issues.

**FDRWG:** Funding is appears to be \$210,000 which will fund the project work teams and the updated plans at a reduced scale. Reimbursement funding will now be done on a quarterly basis. The last meeting was held August 20, 2003 in Detroit Lakes.

**PC # 44:** Craig Engelstad would like the ditch cleaned on the east side of PC # 44 in section 35 of Onstad... This was part of a project to divert water away from Maple Creek that was done several years ago but was not completed at that time. Craig was directed to contact Liberty Township and have them obtain cost estimates to bring to a future board meeting.

**Beltrami Ring Dike:** No funds are available this funding cycle. Larsen will complete an application.

**15 County Joint Powers Board Meeting:** Dan reported on the meeting held in Mahanomen on August 28, 2003. Ron Harnack, BWSR, had asked for input on a proposal to conduct a comprehensive training program in 2004. This would involve watershed district managers, county commissioners, and soil and water conservation district boards and staff. The focus would be on how the different entities are related, their individual capabilities, and how to better utilize each others capabilities and expertise. The proposal called for four training sessions.

**Buffalo Red Minutes:** Jerome Deal discussed the minutes that were distributed as relates to the Buffalo Red District leaving the Red Board. Handout enclosed. Board discussion.

**Other Business:**

**Copier update:** A Motion was made by Manager Sonsteli to lease the copier as per the agreement, Seconded by Manager Brekke, Carried.

**Budget Approval and Set Hearing:** Motion was made by Manager Brekke to adopt the following budget for 2004 and set the public hearing for September 15, 2003 at 8 a.m. at the Sand Hill River Watershed District Office. **Seconded** by Manager Vig, **Carried**

<b>Income</b>	
INTEREST INCOME	27,000.00
REIMBURSED EXPENSE	20,000.00
TAX LEVY INCOME	<u>63,000.00</u>
<b>Total Income</b>	110,000.00
<b>Expense</b>	
BUILDING MAINTENANCE/OCCUPANCY	5,700.00
COMPUTER EXPENSE	4,000.00
DUES-MEMBERSHIP	1,300.00
EDUCATION	5,000.00
FURNITURE-EQUIP	4,000.00
MANAGER EXPENSE	11,000.00
OFFICE OPERATIONS	6,000.00
PAYROLL EXPENSES	50,000.00
PAYROLL TAXES	5,000.00
PROF SERVICES	<u>18,000.00</u>
<b>Total Expense</b>	<u>110,000.00</u>

**7. Permits:**

- 2003-23 MnDOT-Garfield Twp. Section 29-Replace bridge .7 mile south of Fertile on Hwy. 32
- 2003-24 Gordon Gudvangen-Liberty Twp. Section 23-Construct ditch and clean ditch
- 2003-25 Godfrey Twp. Section 2 and 11- Clean ditch
- 2003-26 Lonn Kiel-Hammond Twp.-Section 15-Clean ditch and install culvert.
- 2003-27 Bruce and Brenda Larson-Hubbard Twp.-Section 8-Regrade existing ditch and construct two new ditches

**9. Adjournment:** The next regular meeting of the SHRWD will be at 8 a.m. on Tuesday, October 8, 2003. As there was no further business to come before the board, a **Motion** was made by Manager Vig to adjourn the meeting at 10:00 a.m., **Seconded** by Manager Brekke, **Carried**.

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Robert Brekke, Jr., Secretary

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April Swenby, Administrative Assistant