

SAND HILL RIVER WATERSHED DISTRICT

December 2, 2003 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the December 2, 2003 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill Brekke, Stuart Christian, Gordon Sonsteli and Harold Vig. Others in attendance were Daniel Wilkens-Administrator, April Swenby – Administrative Assistant, and Lawrence Woodbury -Houston Engineering.
- 2. Approval of the Agenda:** A **Motion** was made by Manager Vig to approve the agenda, **Seconded** by Manager Brekke, **Carried**.
- 3. Minutes:** **Motion** was made by Manager Vig to approve the minutes of the SHRWD regular board meeting conducted on November 3, 2003, **Seconded** by Manager Brekke, **Carried**.
- 4. Treasurer's Report:** Wilkens distributed the treasurer's reports' for November and December. A **Motion** was made by Manager Sonsteli to accept both treasurer's reports' as presented, **Seconded** by Manager Brekke, **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. Engineer's Report:

Lawrence Woodbury reported that there is no new engineering information concerning the Sand Hill River Watershed District at this time.

6. Dan's Report:

Project Team: The next project team meeting is scheduled for December 9, 2003 starting at 10:00 AM. The board decided to cancel this meeting.

RRWMB: The RRWMB met in Roseau on November 21, 2003. The next meeting is scheduled for December 16, 2003 at the Red Lake WD office in TRF.

RRBFDRWG: The RRBFDRWG meeting was held October 29, 2003 at the Northland Inn. The next meeting is scheduled for January 7, 2004 in Detroit Lakes at the Holiday Inn.

RRBC: The RRBC met November 6, 2003 in Grand Forks. The next meeting will be held January 16, 2004 in conjunction with the 14, 15, & 16 annual conference which will be held in Moorhead.

PC #41: The transfer hearing was held November 19, 2003 and PC Board decision on November 25, 2003. The preliminary hearing is set for December 17, 2003 at 1 p.m. at the Climax Community Center.; Meeting notices have been sent to the Fertile Journal and the Crookston Daily Times. Wilkens is working with Jerry Amiot, Polk County Auditor, on individual mailings.

Union Lake Flood Control and Erosion Project: Gary Lee is working with the landowner. Lee has set aside funds for cost share on the project in 2004. The East Polk Soil and Water Conservation District would like Houston Engineering to develop cost estimates on using cable concrete on the eroded channel

and design 1 to 2 small sediment pools upstream for construction in 2004. The board directed Houston Engineering to develop cost estimates for this project.

Beltrami Slough by bridge on Highway # 9: The board discussed developing plans using cable concrete at this site. The board directed Houston Engineering to develop plans for this site for construction in 2004.

Ditch # 122: Wilkens is in the process of obtaining permission to survey from individual landowners.

Ditch 17-2: Two beaver dams have been removed by Paul Swenson.

Jerde Project: Jim Hest has completed the surveying. He will be working on the design after Jan 1. Penny Doty, East Polk SWCD has funding set aside for this project for construction in 2004.

7. Other Business:

Office Furniture Purchase: Swenby requested board approval to purchase office furniture for storing paper and copier supplies. A **Motion** was made by Manager Sonstelie to approve the purchase of the furniture needed, **Seconded** by Manager Brekke, **Carried**.

Computer Consultant: Jon Schauer has been assisting the RRWMB member districts with setting up the accounting program funded by the RRWMB for many years. As of October 1, 2003 the RRWMB felt that all the districts were up and running and no longer needed Jon's assistance. The RRWMB voted to discontinue funding computer assistance to the districts. The individual districts can contract with Jon for any assistance they may need. Jon sent the district an independent contractor agreement which describes fees and other items pertaining to his relationship with the district. Jon will be available on an as need basis. A **Motion** was made by Manager Sonstelie to sign the agreement with Jon Schauer, **Seconded** by Manager Brekke, **Carried**.

Office Christmas party: A Christmas party is scheduled for December 19, 2003 beginning with a social hour at 6 p.m. at the Northland Inn in Crookston.

8. Permits: Tentative approval given.

2003-49 Pederson Bros, Section 14 of Bear Park Twp. Install Tile.

2003-50 Pederson Bros, Section 19 of Bejou Twp. Install Tile.

9. Adjournment: The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, January 6, 2004.** As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:50 a.m., **Seconded** by Manager Vig, **Carried**.

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant