

## SAND HILL RIVER WATERSHED DISTRICT

January 6, 2004 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the January 6, 2004 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill 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:** A **Motion** was made by Manager Brekke to approve the agenda, **Seconded** by Manager Vig, **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 Sonstelie, **Carried**.
- 4. Treasurer's Report:** Wilkens distributed the treasurer's reports' for November and December. A **Motion** was made by Manager Brekke to accept the November and December treasurer's reports' as presented, **Seconded** by Manager Vig, **Carried**. **Motion** was made by Manager Brekke to pay the Visa bill in the future as soon as it arrives to avoid late fees, **Seconded** by Manager Christian, **Carried**. **Motion** was made by Manager Christian 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. Engineer's Report:**

Jim Larsen reported that they are working on plans and specifications for cable concrete for the Beltrami slough project by the bridge on Highway # 9 and the Union Lake erosion control project. Larsen will try to have the information ready for the next meeting. Larsen will put together a proposal for the Beltrami site and present it to the Minnesota Highway Department to see if they can assist us in repairing this site. Larsen will finalize the Sylvia Hovland ring dike paperwork. Larsen will prepare a final pay request from the Red River Watershed Management Board.
- 6. Dan's Report:**

**Project Team:** The next meeting is scheduled for February 10, 2004 starting at 10:00 AM.  
**RRWMB:** Next meeting is January 14, 2004 from 10:00 AM to Noon in conjunction with the RRBC conference.  
**RRBFDRWG:** Next meeting will be held on January 7, 2004 in Detroit Lakes at the Holiday Inn  
**RRBC:** The RRBC meets January 16, 2004 at the end of the conference.  
**PROJECT 17:** Held the preliminary hearing on December 17, 2003 at the Climax Community Center.  
**LID:** Lawsuit continues.  
**Fish Passage:** Tom Raster said that President Bush signed the bill so money is forthcoming to continue with feasibility and design. We should know in the next couple of months if the Texas crossing and culvert west of Fertile will be included in the project. At that time the state monies can be directed. We need to sign a letter reaffirming our intent to fund the projects local share.  
**Union Lake Flood Control and Erosion Project:** Gary Lee has set aside funds for cost share in 2004. Larson will develop plans and costs estimates as soon as possible.  
**Jerde Erosion Control Project:** Surveying is done and plans and specs will be worked on in January and February. Penny Doty has funds set aside for construction in 2004.  
**Beltrami Slough by Highway # 9:** Jim Larson will develop plans and cost estimates for repairing the slough with cable concrete for construction in 2004.  
**Farmstead ring dike:** No applicants at this time.  
**Ditch # 122:** Discussed permission to survey with Dave Hauff. Following 103D, permission to survey is implied, when sending out the engineers to develop a project. I have "E" mailed Bruce Burslie a permission to survey form.

**Section 15, Hubbard Twp.:** Board Report.

**PC # 44:** Craig Engelstad is obtaining cost estimates.

**Sand Hill Ditch at Widrig's:** Will wait until 2004 to construct.

**Pederson Bros Tiling permits:** I have sent the County Commissioners in the area, the township clerks, and the Norman County Highway Department notices of the tiling requests. I requested they return comments and concerns for our February meeting.

**Polk County # 46:** I have been assisting landowners in developing an improvement petition in the upstream area of ditch # 46.

**Audit:** Mark Hatton will send us the forms next week.

**7. Other Business:**

**Ditch # 46:** The board discussed its policy on ditch petitions. Based on past experience and looking to the future, the board requests that all petitions cover the area that the ditch's drain, from beginning to end. Ditches that leave out the upstream area or quit before they get to the outlet only leave problems that cannot be solved. This will become more of a challenge as water quality concerns come to the forefront in the future.

**Project # 17:** Wilkens read the draft minutes of the preliminary hearing he had prepared. The following order is hereby made part of the record.

BEFORE THE SAND HILL RIVER WATERSHED DISTRICT ACTING AS DRAINAGE  
AUTHORITY FOR THE IMPROVEMENT TO POLK COUNTY DITCH #6, POLK COUNTY  
DITCH #119, AND POLK COUNTY DITCH # 9, NOW KNOWN AS PROJECT #17.

**ORDER OF SAND HILL RIVER WATERSHED DISTRICT  
PURSUANT TO HEARING AND MOTION**

The Board of Managers of the Sand Hill River Watershed District conducted a preliminary hearing on December 17, 2003 on Project #17, the improvement of Polk County Ditches # 6, #119, and #9, and held a further meeting on said hearing on January 6, 2004. At said hearing and meeting, the following actions took place.

1. The petition for the project was reviewed and determined to be legal in conformity with Minn. Statute 103E.261, subd.3;
2. Preliminary survey report was reviewed in detail by the engineers in conformity with Minn. Statute 103E.261, subd. 2;
3. The commissioner's advisory report on the preliminary plan was read and included in the record in conformity with Minn. Statute 103E.261, subd. 2;
4. The following criteria, in conformity with Minn. Statute 103E.261, subd. 5 were reviewed and found to have met:
  - a. The proposed project as modified and recommended by the engineer is feasible;
  - b. There is a necessity for the proposed project;
  - c. After a consideration of the environmental and land use criteria set forth in Minn. Statute 103E.051, the proposed drainage project will be a public benefit and promote the public health;
  - d. The outlet is adequate.

Upon motion duly made by Bill Brekke, Jr., and seconded by Gordon Sonstelie, and approved by unanimous vote of the managers, IT IS HEREBY ORDERED;

1. The petition is duly sufficient;
2. The factors set forth in Minn. Statute 103E.261, subd. 2, are met;
3. There is a need for a detailed survey and the Sand Hill River Watershed District’s engineer is ordered to make a detailed survey with plans and specifications for the proposed drainage project and submit a detailed survey report to the Sand Hill River Watershed District as soon as possible;
4. The following individuals are appointed as viewers to assess benefits and damages of the project. (To be appointed at a later date.)

Dated this 6<sup>th</sup> day of January, 2004.

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Roger Hanson, President

ATTEST:

I, Bill Brekke, Jr., Secretary of the organization, do hereby certify this is a true and correct copy of the original order on file with the Board of Managers of the Sand Hill River Watershed District.

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Bill Brekke, Jr., Secretary

The district needs to appoint 3 viewers. The board gave Wilkens a list of possible names. He will contact them to see if they are interested and available. The board will then name three viewers. This needs to be coordinated with Polk County as they have expressed interest in using the same viewers to redetermine benefits on the adjacent ditches.

**Fish Passage:** Wilkens read the “E” Mail from Tom Raster. He stated that the fish passage project is moving along. To continue, the Corp of Engineers needs a letter reaffirming the districts intent to continue with the project. **Motion** was made by Manager Brekke to authorize Wilkens to sign the letter of intent on behalf of the district, **Seconded** by Manager Christian, **Carried**.

**MAWD:** Hanson gave a report on the state convention. He thought that this year’s presentation was very good, but the convention had taken on an urban flavor. Hanson has been on the committee that sets up the conference but was not able to attend due to harvest conflicts. He will try to attend this years planning session.

**RRBC:** Hanson, Wilkens, Sonsteli, and Brekke are planning on attending the Red River Basin Commission conference in Moorhead on January 14, 15, and 16.

**Drainage Conference:** Wilkens will attend the drainage conference at UMC on January 8 and 9.

**Legislative Breakfast:** The MAWD Legislative Breakfast will be held Thursday, February 12, at the capitol. Wilkens plans on attending.

**Employee Evaluation:** The board will wait until March when all the managers will be present.

**8. Permits:** Approved

2004-1 Robert Drellack Section 11 of Rosebud Twp. Install culvert

**9. Adjournment:** The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, February 3, 2004**. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:15 a.m., **Seconded** by Manager Vig, **Carried**.

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Robert Brekke, Jr., Secretary

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April Swenby, Administrative Assistant