

SAND HILL RIVER WATERSHED DISTRICT

June 7, 2005 Meeting Minutes

1. **Attendance:** Chairman Hanson called the June 7, 2005 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill Brekke, Stuart Christian, Gordon Sonsteli, & Harold Vig. Others in attendance were Daniel Wilkens-Administrator, April Swenby – Administrative Assistant, Lawrence Woodbury-Houston Engineering, Scott Tollefson, and Joyce Downs.
2. **Approval of the Agenda:** A **Motion** was made by Manager Christian to approve the agenda, **Seconded** by Manager Vig, **Carried**.
3. **Minutes:** **Motion** was made by Manager Sonsteli to approve the minutes of the SHRWD regular board meeting conducted on May 3, 2005, **Seconded** by Manager Vig, **Carried**.
4. **Treasurer's Report:** Wilkens distributed the treasurer's report for the month of May. A **Motion** was made by Manager Christian to accept the treasurer's report as presented, **Seconded** by Manager Brekke, **Carried**. Chairman Hanson noticed that Circle Trust and PERA were not paid for the first period of May. Swenby will check to see if it was missed.

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

5. Engineer's Report:

Ditch # 46: Scott Tollefson presented the bond for Ditch # 46 to the Sand Hill River Watershed District Managers. A **Motion** was made by Manger Brekke to accept the petition and bond in the amount of \$50,000 for Ditch # 46 improvement and direct the engineer to prepare the preliminary engineer's report, **Seconded** by Manager Vig, **Carried**.

The Manager's discussed an alternative which had been brought forth. The alternative would be to continue the ditch following the west side of the railroad track until it intersects with ditch # 73. The managers asked Woodbury to prepare that as an option.

The Manager's discussed the timeline for the project. Woodbury explained that surveyors will be assigned to the project to develop survey data. The engineer will then prepare a preliminary engineers report and upon completion a preliminary hearing will be held. At the conclusion of the preliminary hearing a decision to go forward would need to be made. At that point the managers would appoint viewers and have the engineer prepare the final engineers report. A final hearing would then be held and the project ordered to go forward. The district plans to hold informational meetings throughout the process to keep everyone informed and gather input.

Project # 17: Wilkens presented an overview of the preconstruction meeting held yesterday at the Polk County Highway Department. Kern and Tabbery have subcontracted out the first phase to Zavoral Construction. They will begin construction June 9, 2005, weather permitting. The pipeline construction will begin June 20th and is estimated to be completed in two weeks. Because of sugar beets, the road and bridge portion of the project will be placed on hold from September 20 through the end of October. Northstar is contracted to haul the aggregate. The expected completion date for the project is September 1, 2006. Houston Engineering will do the inspection along the cutoff ditch and outlet portion as it leaves the road. The county will do the inspection on the road portion.

Woodbury discussed the damages to be paid in the amount of \$317,846.00. Wilkens reported that the bonds for the project will be sold at the same sale as the jail bonds. We will probably receive the funds in late summer. In

discussing the financial needs with the county highway department for the project, they felt that the timeline is satisfactory.

Beltrami Sloughing: Construction is scheduled to begin in July or as soon as the water flow is to its normal low summer flow. Mike Berkley is the inspector for Houston Engineering for NW Minnesota and will be working on both of our projects.

Ditch # 122: Woodbury reported that Eric Jones – Houston Engineering did analysis on the alternative requested at the previous meeting. Woodbury explained that 13,000 cubic yards of excavation would be needed for the portion downstream of the tile outlet. The cost estimate is \$37,900 for earthwork and tile to bring it down to Kittleson Creek. This estimate does not include hydraulic studies that would need to be done. No cost estimate had been prepared for the tile line west of Lisburg's. Woodbury reminded everyone that either alternative would require a ditch improvement and would need to be coordinate with the county. More cost information needs to be gathered for the landowners.

6. Dan's Monthly Report:

Project Team: The Project Team is scheduled to meet on June 14, 2005.

RRWMB: The RRWMB met on May 17 in Warren. The next meeting is scheduled for June 21 at MnDOT in Bemidji.

RBFDWRWG: The RBFDWRWG will meet on June 15 in Detroit Lakes.

RRBC: The RRBC met on June 2 in Hankinson, ND for a tour of the southern basin.

LID: LID court hearing was scheduled for June 7. Manager Christian reported that court was postponed due to a possible settlement. They started pumping on May 11, 2005

Fish Passage: According to Luther Aadlund, the district now has \$300,000 available until 2009. A **Motion** was made by Manager Sonsteli authorizing Woodbury to prepare a cost estimate for a master plan as requested by the project team, **Seconded** by Manager Vig, **Carried**.

Union Lake Flood Control and Erosion Project: The BWSR grant of \$50,000 has been awarded to our district.

Jeff Broadwell: Wilkens met with Jeff and Manager Vig. Wilkens will gather more information and write a letter on his behalf.

Sletten/Winger Town Line: They requested the district size the pipe for a crossing.

Floyd and Dale Balstad: Wilkens reported their concern that the culvert is too high northwest of their buildings.

Road East of Bergeson Nursery: Mick Alm, Norman County Engineer attended the project team meeting and gave a report. Norman county must change the status to a State Aid Road and do initial surveying to begin planning process.

Section 15, Hubbard Twp.: Wilkens met with County Attorney, Chairman Hanson, and Manager Brekke on May 10. Wilkens met with PC Sheriffs Department and filed a complaint.

7. Other Business:

Computer: Swenby presented computer bids from Dell, Minkota Technologies and Network Express. A **Motion** was made by Manger Christian to purchase a new computer from Network Express of Thief River Falls, **Seconded** by Manager Brekke, **Carried.**

Historical Watershed Minutes: Wilkens explained the need for the historical minutes of the Sand Hill River Watershed District to be put on the computer. A **Motion** was made by Manager Brekke to hire Kris Versdahl and Associates for \$10 per hour to type the historical minutes and incorporate them into our website, **Seconded** by Manager Christian, **Carried.**

Minutes mailing list: Because the Sand Hill River Watershed District Minutes will be on line, Swenby suggested using our web site to distribute the minutes each month rather than mailing them to individuals. A **Motion** was made by Manger Christian to allow people to sign up on our website to receive our monthly minutes via e-mail. **Seconded** by Manager Vig, **Carried.**

Paper towels: A **Motion** was made by Manager Sonstelie to purchase paper towel holders for the restrooms, **Seconded** by Manager Vig, **Carried.**

Summer Tour: Hanson and Vig plan on attending the MAWD summer tour. Swenby will make the arrangements.

Fair Booth: A **Motion** was made by Manager Brekke accepting an invitation to participate in the Polk County Fair by Polk County Environmental Services as we have done in the past, **Seconded** by Manager Vig, **Carried.** Discussion to buy a display board for the River Watch program was placed on hold until more information as to what is needed is obtained.

FTJ Fund Choice, LLV: A **Motion** was made by Manager Vig authorizing Lauritsen and Associates as the Sand Hill River Watershed District's agent of record, **Seconded** by Manager Brekke, **Carried.**

District Map: Wilkens will contact Mathison's of Fargo regarding what would be the best size to frame a new district map. The Manager's discussed the possibility of having a portable, hinged map.

Jerry Bennett consulting – The Manager's decided to decline Jerry Bennett's offer to provide consulting services at this time.

8. Permits: The following permits were approved:

- 2005-10 Polk County Replace existing bridge with box culvert Section 21 of Hubbard Twp.
- 2005-11 Polk County Replace existing bridge with box culvert Section 20 of Hubbard Twp.
- 2005-12 Polk County Replace existing bridge with box culvert Section 19 of Hammond Twp.
- 2005-13 Polk County Replace existing bridge with box culvert Section 24 of Vineland Twp.
- 2005-14 Polk County Replace existing bridge with box culvert Section 1 of Scandia Twp.
- 2005-15 Polk County Replace existing bridge with box culvert Section 28 of Vineland Twp.
- 2005-16 Polk County Replace existing bridge with box culvert Section 10 of Scandia Twp.
- 2005-17 Walter Johnson Install an 8' culvert in ditch # 93 at NW corner Section 22 Hammond Twp.
- 2005-18 Woodside Twp. Replace existing culvert Section 36 Woodside Twp.
- 2005-19 City of Nielsville Replace existing culvert with box culvert Section 29 Hubbard Twp.

- 2005-20 Halstad Telephone Co. Bore under Project # 12 in SE corner of Section 20 Vineland Twp.
- 2005-21 Pederson Bros. and Dean Gunderson Install tile in bottom of ditches Section 18 Bejou Twp.
- 2005-22 Rosebud Twp. Replace Culvert
- 2005-23 Brekke Bros. Inc. Clean existing ditch. Section 20 Hubbard Twp.
- 2005-24 Brekke Bros. Inc. Clean existing ditch. Section 17 Hubbard Twp.

9. Adjournment: The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, July 5, 2005.** As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 12:13 p.m., Seconded by Manager Vig, **Carried.**

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant