

## SAND HILL RIVER WATERSHED DISTRICT

March 6, 2007 Meeting Minutes

- 1. Attendance:** Chairman Roger Hanson called the March 6, 2007 meeting to order at 8:03 a.m. at the District Office. Other managers present were Bill Brekke and Gordon Sonsteli. Others in attendance were Daniel Wilkens-Administrator, April Swenby-Administrative Assistant, Lawrence Woodbury-Houston Engineering, Mitch Lenz – Landowner, Mike Skaug – Landowner, and Joyce Downs – Landowner.
- 2. Approval of the Agenda:** Mike Skaug asked to be placed on the agenda. A **Motion** was made by Manager Brekke to approve the agenda, **Seconded** by Manager Sonsteli, **Carried**.
- 3. Minutes:** A **Motion** was made by Manager Brekke to approve the minutes of the SHRWD regular board meeting conducted on February 6, 2006, **Seconded** by Manager Sonsteli, **Carried**. Sonsteli had some questions about last month's discussion on The Nature Conservancy request to abandon a portion of Polk County Ditch # 65 as part of their wetland restoration project. The manager's reiterated the prior month's discussion.
- 4. Treasurer's Report:** A **Motion** was made by Manager Sonsteli to approve the treasurer's report for February, **Seconded** by Manager Brekke, **Carried**.

A **Motion** was made by Manager Sonsteli 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. Chairman Hanson asked Swenby to contact Joanne Yuergens and inquire about a bill for the church rental for the two hearings for Project # 20.

### 5. Engineer's Report

**Project # 21/Fish Passage-West Mill:** Woodbury presented a copy of the invoice he has sent to the MN DNR requesting reimbursement for the Texas Crossing and the West Mill site for work that has been completed to date.

**Overall Plan:** Woodbury asked Wilkens to sign the personal letters that will be mailed to the proposed committee meeting members asking if they would be willing to serve on the committee.

**Project # 20/Polk County # 46:** The chairman signed a permit application that will be sent to the MNDOT to remove and replace the culvert under Highway # 9. Bid opening is tentatively set for April 3, 2007 at 10 a.m. Woodbury will begin advertising this week if the railroad bridge issue and the 5 box culverts that may be able to be funded with Township bridge monies are worked out. If this can not be done in time the bid openings will be at the May board meeting. The managers, administrator, engineer and two members of the elevator board are scheduled to meet today with Minnesota Northern Railroad in Crookston to discuss the railroad bridge that needs to have some work done as part of the project and try to come to a mutually acceptable agreement.

### 6. Dan's Monthly Report:

**Project Team:** A Project Team meeting is scheduled for Tuesday, March 13. Discussions will be focused on Union Lake Erosion Control and the Overall Plan update/Modeling. Woodbury reminded Wilkens that the International Water Institute is planned for that day so attendance may be questionable.

**RRWMB:** The RRWMB met in Fertile on February 20. Meeting highlights were given to the managers.

**RRBC:** The next RRBC meeting is scheduled for April 5.

**Project # 20/Polk County # 46:** The final hearing was held on February 5, 2007 at 10:00 AM at the Methodist Church in Beltrami. The hearing was recessed until 9:00 AM on February 6, 2007 to allow time to review comments and testimonies. The board made adjustments based on testimonies and a site visit to the viewers report. After reviewing the legal procedures required and finding that they had in fact had all been followed, the board approved the order to proceed.

**Board Appointments:** A letter from Polk County was given to the managers stating that Manager Christian's term is up. An Advisory Committee meeting will be scheduled. The advisory committee will ask Christian if he is willing to serve another term.

## 7. Other Business:

**Joyce Downs:** Downs had no information to bring to the board.

**Accounting Class:** A **Motion** was made by Manager Brekke authorizing Swenby to take a one day accounting refresher class in Fargo at the Skills and Technology Center when it becomes available, **Seconded** by Manager Sonsteliie, **Carried**.

**Check Signature:** PERA checks have a required deadline of 10 days after each pay period to be mailed in or they assess a late fee. It has been difficult at times to obtaining two signatures for that check during mid-month. A **Motion** was made by Manager Sonsteliie to require only one signature on the PERA check, **Seconded** by Manager Brekke, **Carried**.

**SHRWD Cell Phone:** A **Motion** was made by Manager Brekke giving Wilkens a \$50 monthly cell phone allowance, **Seconded** by Manager Sonsteliie, **Carried**. The watershed will reimburse Wilkens his initial cost for the cell phone and the antenna.

**Envirothon:** A **Motion** was made by Manager Brekke to contribute \$100 to the Envirothon, **Seconded** by Manager Sonsteliie, **Carried**.

**Mike Skaug and Mitch Lenz:** Skaug and Lenz want to make sure that land that is assessed into the ditch project has culverts installed at the proper locations. They had questions on SW corners of section 10 and 11 of Reis Township. In section 10 they were wondering if it would be better to run the culvert on an angle to drain downstream of the crossing. They would also welcome recommendations as to pipe size. In Section 16, Skaug pointed out that they have a culvert that needs to be sized and replaced and he didn't know if it was on the plan. Woodbury did not show that on his plan. Skaug was mostly concerned that these minor things will be taken care of as part of the project. Woodbury explained that engineering has not been figured on all of these small projects, namely to just save costs. Issues like this will be fixed as the project is under construction. Woodbury welcomed landowners to be in contact with the engineer who is on site during construction to make sure these items are done correctly. It is a normal practice for the on site engineer to contact landowners as construction nears their property.

Skaug questioned a bad bridge crossing under the township road between section 15 and 16 in Reis Township at the old Sand Hill River crossing. Wilkens said that the township needs to apply for a permit and Lawrence will review the permit and size the pipe. .

**8. Permits:** One permit was brought before the board.

2007-02– Mahnomen County – Section 6 Heir Township – Remove steel truss bridge and replace with box culverts on a crossing over the Sand Hill River. The permit will be reviewed by Woodbury and acted on at the next months meeting.

**9. Adjournment:** The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, April 3, 2007**. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:10 a.m., **Seconded** by Manager Sonsteli, **Carried**.

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Robert Brekke, Jr., Secretary

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April Swenby, Administrative Assistant