

SAND HILL RIVER WATERSHED DISTRICT

December 2, 2008 Meeting Minutes

1. **Attendance:** Chairman Harold Vig called the December 2, 2008 meeting to order at 8:05 AM at the District Office. Other managers present were Bill Brekke, Stuart Christian, Roger Hanson and Gordon Sonstelie. Others in attendance were Steve Green – MN Association of Township, Jon Peterson – ditch mower, Joseph Martin – Brady and Martz, Daniel Wilkens-Administrator, April Swenby – Administrative Assistant, and Lawrence Woodbury-Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Brekke to approve the agenda as presented, **Seconded** by Manager Sonstelie, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Brekke to approve the minutes of the SHRWD regular board meeting conducted on November 4, 2008, **Seconded** by Manager Sonstelie, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for November, **Seconded** by Manager Sonstelie, **Carried**.

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

5. Engineer's Report

Drainage Records Modernization Grant Application: The district has applied for a grant. The selection will be made after December 17, 2008 at which time we will be notified if we have been selected.

Project # 17: Zavoral Construction began and finished their work on the railroad bridge at ditch # 9/Hwy # 9 this past month. Woodbury reported that the job is complete and recommended payment. A **Motion** was made by Manager Hanson approving payment of \$22,100 to Zavoral Construction for their work on the railroad bridge, **Seconded** by Manager Christian, **Carried**. Woodbury reported that the railroad is satisfied with the work.

Overall Plan: Woodbury reviewed last months conversation regarding the modeling and the effects of Bear Park Dam, Winger Dam and Garden Slough on reducing the peak flood flows on the Red River of the North. Woodbury questions the cost effectiveness of some of the ideas the project team has brought forward. In his search for flood storage, he was optimistic with the amount of flood storage found in Bear Park. He will also suggest to the project team that in the Winger area, the possibility of building something similar to Bear Park. The feasibility of benefits for Bear Park and a project in the Winger area have significant mainstem benefits.

Henry Van Offelen contacted Wilkens and suggested preparing a draft operating plan for Garden Slough to show how the district would plan to operate it and also show how this operating plan would minimize environmental concerns.

Woodbury is prepared to ask the project team for a position statement on the three projects.

Project # 20/Polk County # 46: The district received reimbursement of State Aid Bridge funds for the

three township bridges. Woodbury explained that the county was able to justify reimbursement for 3 bridges instead of the optimistic 5 bridges like originally hoped for. Two of the bridges were county bridges that could not be funded under existing programs in a timely manner.

6. Dan's Monthly Report:

Project Team: The Project Team is scheduled for December 9, 10:30 AM. Woodbury will be reporting on modeling alternatives.

RRWMB: The RRWMB met at SHRWD district office in Fertile. Meeting highlights were distributed to the managers.

Union Lake Improvement District: The Union Lake Improvement District minutes were distributed to the managers. Wilkens will try to attend the next LID meeting.

Project # 20/Polk County # 46: The district has completed raising the berm on ditch # 9 - east of Highway # 9 approximately ½ mile. The only item remaining to address is the flowing well. This needs to be located and capped.

Sand Hill River: The District received a letter from the COE stating they are turning the process over to the EPA for review.

Vesledahl Project: Gary Lee has received funds from BWSR and has completed mowing thistles. He has also gotten approval and hired Ricky Miller to clean the remaining ditch.

MAWD: MAWD convention is coming up on December 4-6 at the Arrowwood in Alexandria. Manager Vig and Manager Sonstelié have been appointed delegates and Manager Hanson has been appointed alternate. There are four seminars on the 4th. New Managers Workshop, Advanced Manager Workshop, (Sonstelié) WD Internal Controls and legal Compliance, and Conservation and Minnesota Drainage, (Vig) The program starts at 8:00 AM on the 4th.

Ditch Improvement in Nielsville area: Several landowners are working on a petition to request that the Polk County Board of Commissioners turn over the ditches in their area to the Watershed District and intend to follow up with an Improvement petition. Woodbury will need to look at the area to determine the bond amount needed when a petition is received. Brekke informed the board that the county will schedule a public hearing on the ditch turn over as soon as possible.

RRBC: Swenby will make reservations and register Roger Hanson and Gordon Sonstelié for the Red River Basin Conference to be held in Winnipeg on the 20-23 of January.

7. Other Business:

Auditor's Report: Martin reviewed a management letter and asked for the management's responses regarding the discussed observations. A **Motion** was made by Manager Brekke to approve the auditors draft as presented, **Seconded** by Manager Sonstelié, **Carried**.

Employee Evaluations: The managers reviewed the administrator's current salary, benefit package, and other agency compensations. A **Motion** was made by Manager Sonstelié to postpone the administrators pay evaluation until April/May and make the pay retro-active to 12/1/08, **Seconded** by

Manager Brekke, **Carried.**

In lieu of a pay increase, Swenby asked for additional training which would be 50% reimbursed by the Red River Watershed Management Board. A **Motion** was made by Manager Brekke to authorize additional web training for Swenby, **Seconded** by Manager Hanson, **Carried.**

Christmas Party: Christmas Party will be at the Sand Hill Supper Club in Fertile on Friday, December 12, 2008 at 5 PM. Swenby will send out a reminder invitation.

Bunn Coffee Pot: Manager Hanson requested that Swenby purchase a Bunn Coffee pot for the office.

MN Waters: A **Motion** was made by Manager Christian to continue our \$50.00 membership in the MN Waters board organization, **Seconded** by Manager Brekke, **Carried.**

Ditch Mowing: Jon Peterson brought forth the following concerns/observations he noted while mowing the ditch banks this fall:

- On the very west end of project # 17, serious sloughing is obvious.
- Near the west end of project # 17 the ROW marker is about 10 feet from the highline pole. To mow effectively Jon moved the ROW marker by the highline pole.
- Near Voeller's on project # 17, there is machinery parked on the ROW, making it difficult to mow and it appears that the markers may have been moved.
- West of highway #9 about ½ mile (Reitmeier's Farm), some of the ROW area has been dug up making it difficult to mow.
- On project # 12 ROW there were areas that have been disturbed by gophers. This disturbed area is where there is a thistle issue which needs to be watched for in the future.
- East of highway 9 of project # 17, there is major sweet clover growth. Peterson made extra rounds in this area to clean up the clover.
- The last ¼ mile on the west end of project # 11 there is some significant erosion, making mowing the ditch bottom impossible.

The ROW on project # 20 looks real nice and no infringements were indicated.

Peterson did not mow project # 13 as it looked real nice from the earlier mowing. There is water running through that ditch.

Steve Green – Fosston (MN Association of Townships): Green asked what the districts policy is on beaver control. Wilkens explained the Beaver contract between the township and the watershed district that has been in effect for many years. Green asked what the district does regarding flooding issues. The district is constantly coordinating with the Red River Watershed Management board to control flooding on the Sand Hill River and Red River of the North. Green will make an appointment with

Wilkins to review the districts plans and procedures for flooding and beaver control rather than take up board time.

8. **Permits:** No permits were brought before the board.
9. **Adjournment:** The next regular meeting of the SHRWD will be at 8 AM on January 6, 2009. As there was no further business to come before the board, a **Motion** was made by Manager Sonstelie to adjourn the meeting at 10:55 AM, **Seconded** by Manager Brekke, **Carried**.

Gordon Sonstelie, Secretary

April Swenby, Administrative Assistant