

SAND HILL RIVER WATERSHED DISTRICT

January 8, 2008 Meeting Minutes

- 1. Attendance:** Chairman Roger Hanson called the January 8, 2008 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. Also in attendance were Mike Johnson and Boyd Bratager, local landowners.
- 2. Approval of the Agenda:** A **Motion** was made by Manager Vig to approve the agenda with the addition of the Vesledahl ditch, **Seconded** by Manager Sonsteli, **Carried**.
- 3. Minutes:** A **Motion** was made by Manager Vig to approve the minutes of the SHRWD regular board meeting conducted on December 4, 2007 with one minor correction, **Seconded** by Manager Sonsteli, **Carried**.
- 4. Treasurer's Report:** A **Motion** was made by Manager Vig to approve the treasurer's report for December, **Seconded** by Manager Brekke, **Carried**.

A **Motion** was made by Manager Christian 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.

5. Engineer's Report

Project # 17: Houston Engineering has submitted a letter to the Railroad regarding the highway # 9 and PC # 41 crossing and the ditch # 9 crossing associated with Project # 17. The letter states what the district feels our position on who is responsible for remedying potential problems under each bridge. The district does not feel we have responsibility for the highway # 9 and PC # 41 crossing as we did not do nor authorize any work within 50 feet of the railroad ROW. The district feels we do have a responsibility for the ditch # 9 crossing as we had to do excavation under the crossing. The district proposed a plan to remedy the ditch # 9 crossing and are awaiting a response from the railroad to see if they agree with our finding. Woodbury has heard very good feedback from the railroad regarding the channel liner under the ditch # 46 crossing.

Project # 20: Money will be reimbursed thru the county from bridge replacement funds.

6. Dan's Monthly Report:

Project Team: A project team meeting has not been scheduled for January 2008.

RRWMB: The RRWMB met in Fertile on December 18. The next meeting is a retreat on January 21 with a board meeting on the morning of January 22. Meeting highlights were distributed and discussed by Woodbury and the managers.

Union Lake: The easements for the Union Lake erosion project require signatures. Wilkens will contact the landowners for their signatures.

Project # 20/Polk County # 46: Efforts will continue in the spring to cap the flowing well and any other minor work needed to complete the project.

Project # 17/20: Discussion will need to be held on the separation/consolidation statute with the watershed

district attorney, Polk County's attorney along with both boards in the near future.

7. Permits: None presented

8. Other Business:

Fund Balance Transfers: The board went over the fund balances report and the following presented. A **Motion** was made by Manager Vig to transfer the \$10,000 from the construction fund to Project # 09 River Clean up and to transfer \$23,723.75 from the construction fund to Project # 22 Section 23/Russia Boundary, **Seconded** by Manager Brekke, **Carried**.

The board discussed the monthly bills for the regular monthly meetings from Houston Engineering. They have been allotted to the administration fund in the past. It was felt that all of the amounts relate to projects not administration, which therefore should come from the construction account. Houston Engineering is preparing a report showing the amounts that were charged to the admin fund back 10 years. After discussion a **Motion** was made by Manager Brekke to transfer from the construction fund to the admin fund the amount that Houston Engineering has billed us for general investigation, **Seconded** by Manager Sonsteli, **Carried**.

Vesledahl Wetland Banking Project: Mike Johnson and Boyd Bratager discussed with the managers the issue concerning the Vesledahl Wetland Banking Ditch. Overland flooding is occurring on their cropland. Where the ditch was not cleaned, it can take weeks for the water to go down. Silt has accumulated over the years and has become a problem. They displayed pictures of the problem areas and offered maps of the area. The district does not yet have authority to spend money from the maintenance fund because the agreement has not been signed with the DNR. The agreement has been completed between the district and DNR for many years. MnDOT still owns the property and has not transferred it to DNR. Everything has been waiting on the transfer. Another part of the issue has to do with the contractor being pulled out of the ditch cleaning process in the middle of the project and never brought back to complete the agreed upon work. The mitigation project was supposed to put the ditch in proper shape before transfer. There is still $\frac{3}{4}$ mile that remains to be brought up to specification before the transfer. The board instructed Wilkens to contact BWSR and let them know that if they have not remedied the situation by this spring the district will be forced to take whatever steps are necessary to correct the problem.

Web site reimbursement: Swenby will apply for reimbursement from the RRWMB for the maintenance of the web site.

Employee Evaluations: A **Motion** was made by Manager Sonsteli increasing Wilkens salary by 4% and adding \$200 per month to the cafeteria plan, **Seconded** by Manager Brekke, **Carried**. The managers discussed a pay raise for Swenby as her last pay raise was in 2005. A **Motion** was made by Manager Sonsteli to increase Swenby's pay by \$1 an hour, **Seconded** by Manager Christian, **Carried**.

QuickBooks Software Update: Swenby was given approval to upgrade the QuickBooks accounting software.

Reorganization of board:

Board Reorganization: Annual reorganization of the Board was conducted. President Hanson turned the meeting over to Daniel Wilkens who asked for nominations for **President of the Board**. Hanson would like to step down as president. Manager Hanson nominated Manager Vig for President. Nominations were called

for three times by Daniel Wilkens. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Harold Vig for President by Manager Christian, **Seconded** by Manager Sonstelie, **Carried**. Daniel Wilkens returned the chair to President Vig.

Chairman Vig asked for nominations for **Vice President** of the Board. Manager Sonstelie nominated Manager Hanson for Vice President. Nominations were called for three times by Chairman Vig. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Roger Hanson for Vice President by Manager Brekke, **Seconded** by Manager Sonstelie, **Carried**.

Chairman Vig asked for nominations for **Secretary of the Board**. Manager Brekke nominated Manager Sonstelie for Secretary. Nominations were called for three times by Chairman Vig. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Gordon Sonstelie for Secretary by Manager Brekke, **Seconded** by Manager Christian, **Carried**.

Chairman Vig asked for nominations for **Treasurer** of the Board. Manager Sonstelie nominated Manager Christian for Treasurer. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Stuart Christian for Treasurer by Manager Hanson, **Seconded** by Manager Brekke, **Carried**.

Manager Hanson made a **Motion** for the following: That the Fertile Journal be designated as the official newspaper of the SHRWD. That the following financial institutions be designated as official depositories for SHRWD funds: First State Bank of Fertile, Agassiz Federal Credit Union, Crookston National Bank, Citizens State Bank of Roseau, The Ada National Bank, Prime Security State Bank, and Argyle State Bank. That the District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. That the attorney for the District is Lowell P. Bottrell, Firm of Anderson and Bottrell, PO Box 10247, Fargo, ND. That mileage for District business is reimbursable at a per mile rate coinciding with the allowable IRS mileage rate. That manager per diem is set at \$25 per hour with a maximum daily total of \$75.00 as prescribed by State law. **Seconded** by Manager Sonstelie, **Carried**.

Auditor Replacement: The RRWMB is researching possible auditors to replace Dahl, Hatton, Muir and Reese. This will be discussed at the next RRWMB meeting.

CD Purchase: The First National Bank of Bemidji requests that the district pass the following resolution: *Be it resolved, That Daniel Wilkens and/or Stuart Christian, administrator and treasurer respectively, have the following powers: To open any deposit or share account in the districts name, and to endorse checks and orders for payment of money or otherwise withdraw or transfer funds on deposit with this institution.* Manager Hanson made a **Motion** to approve the resolution, **Seconded** by Manager Sonstelie, **Carried**.

- 9. Adjournment:** The next regular meeting of the SHRWD will be at 8 a.m. on Tuesday, February 5, 2008. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:31 a.m., **Seconded** by Manager Sonstelie, **Carried**.

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant