

SAND HILL RIVER WATERSHED DISTRICT
December 7, 2010 Meeting Minutes

1. **Attendance:** Chairman Harold Vig called the December 7, 2010 meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, Stuart Christian, and Roger Hanson. Daniel Wilkens – Administrator, April Swenby – Administrative Assistant, Jeff Langan - Houston Engineering. Others in attendance were Steve Green – Heier Township, Jody Beauchane – Polk County Ditch Inspector, Eric Engelstad, Joyce Downs and Bill Downs - Landowners.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Christian, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Christian to approve the minutes of the SHRWD regular board meeting conducted on November 1, 2010, **Seconded** by Manager Balstad, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Balstad to approve the treasurer's report for November, **Seconded** by Manager Hanson, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. Manager Balstad, Manager Hanson, and Chairman Vig attended the MAWD conference last week. Wilkens and Swenby also attended.

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

A **Motion** was made by Manager Christian approving the bill from Trefoil for EAW work on project # 24, **Seconded** by Manager Balstad, **Carried**.

5. Engineer's Report

Project # 24: The EAW is currently in progress and a notice is posted on the district site. Houston Engineering is ready to meet with the local landowners to discuss the alternatives. Mark Aaneneson and Paige Guetter are coordinating to ensure WACA's requirements are met. The managers were given copies of the response letters from Paige Guetter and from the Army Corp of Engineers.

Fish Passage: Woodbury is optimistic that the USACOE 1135 program will have grant money available for the Fish Passage project. The Corp has not given Woodbury a detailed progress report, but has informed him that they have advanced. Woodbury updated Manager Balstad on the history of the Fish Passage project.

Sand Hill Restoration: The Corp has asked the district to adjust the completion date to September 2011. The district adjusted the completion date to meet their request but has not heard from them as to approval.

Ring Dikes: The individual ring dikes have all been completed and final pay requests have been submitted. The City ring dikes are currently in the design phase.

Boundary: The Red Lake Watershed District is coordinating with Houston Engineering to develop a boundary request that is expected to be completed in mid January. By early February, Woodbury expects to have a new boundary to bring to the board. The petition for boundary change will be presented to BWSR who will conduct a hearing for the affected landowners. BWSR will then establish the new boundary.

Overall Plan: The draft has been submitted to Brian Dwight for his review. The next phase involves the managers input outlining goals, objectives and policies. Woodbury has developed an outline for the managers to critique, to add and subtract what they would like to see added or would like to see removed. Woodbury has asked that the managers all meet in January and set a day aside to review this draft. Woodbury will ask Brian Dwight to attend and offer his advice and guidance. **The date for this special meeting will be set at the January meeting.**

6. Dan's Monthly Report

Project Team: The engineer is updating the 1997 flood data for our model as requested by the RRBC

RRWMB: The RRWMB met in Ada. Meeting highlights were given to the board. The next RRWMB meeting has been scheduled for December 21 in Fertile.

RRBC Commission: A retreat and board meeting was held November 3 and 4 in Fargo, ND.

LID: Pumping began on Thursday May 27th. Wilkens has conversed with Jack Erickson and Jack Schmalenberg about turning over procedure. There were recent problems with overflow to Anderson Lake. The Union Lake Sarah Board of Directors will meet on Wednesday, December 8, 2010 at 7:00 p.m. in the back room of the Ness Cafe in Erskine, MN.

Ditch # 9: This has been completed. Landowners have asked the district to consider cleaning the ditch for next year.

Project # 17: Mark Ulseth assisted the contractor and completed the two projects in section 17 of Hammond Twp.

Ditch # 55: Dave Hauff and Wilkens met and an update was sent out by email. Wilkens has not received any new information. The attorneys are addressing options.

Ditch # 9: Wilkens will contact Paul Engelstad who stated he was unaware he was supposed to perform the work. Wilkens will write a letter to Engelstad and Russia Township reminding them of the dirt work that needs to be done in 2011.

7. Other Business:

Airport Drainage: The City of Fertile has presented a letter to the district requesting their review of the airports drainage. The airport is adding on 500 feet of runway in the future. Because the ground is low, the water sits, leaving the area unable to be leveled and mowed.

Woodbury reviewed the history of the Ditch # 122 stating that discussion began in 2002 when Liberty and Garfield Townships asked the board to review the drainage area. During the ditch cleaning by the county in 2002, the ditch inspector stated he wished had never started it because of the severe erosion that took place. Correcting the ditch itself has proven to be very costly. A cost-effective alternative was to divert the drainage and in that research, two routes to divert the water were reviewed. One going straight south and another that took the water south west to Emil Behlen.

The managers reviewed several of the alternatives to help the airport achieve the goal in mind. The county is the current administrator for the affected landowners. To address the problem completely from top to bottom, the improvement process needs to take place. Downs suggested reviewing alternative of taking the water straight

north. Engelstad would like to see cost estimates, but feared the direct cost of obtaining the cost estimates for the alternatives would be very high. A **Motion** made by Manager Balstad authorizing Woodbury to develop cost estimates for using tile and or open ditch using the areas discussed (North, East & South), **Seconded** by Manager Hanson, **Carried.** Beauchane will pass on any information he has on the area to help defray the costs. After the engineering estimates are developed, the board can then decide to authorize the development of plans for the shortest routes in addition they will review the pros and cons for all the affected areas

Downs brought forth a permit from 1997 from Ray Christian that was granted from the board to drain this area. Downs stated that this was to drain a wetland. Upon reviewing the permit no mention of draining a wetland was referenced only the drainage area. Downs was told that the wetland she referenced would never be drained because the DNR has authority over the wetland.

Downs has the opinion that if water is drained to the coulee, the water will back up onto her farm site. Engelstad and Manager Christian had the opinion that if the beaver dams are under control south of Polk County # 1 the water will drain south to the Sand Hill River and not back up. Manager Christian stated Glen Netland monitors the beaver dams and keeps them under control so he does not get water in his basement. Engelstad felt that the proposed plan would help Downs. Downs fears that the water will pool by the highway culvert and soak towards her home. Manager Christian and Engelstad asked if it would help to lower the culvert under Polk County # 1.

Public Relations: The managers reviewed possible public relations items. No new information was brought before the board.

Carpet: Swenby has asked Vern Anderson for a cost estimate.

Overall Plan: Chairman Vig suggested reviewing our Rules and Regulations. The last time the Rules and Regulations were reviewed was 1979. Woodbury agreed that this winter may be a great time to make changes to our policies.

Roof Leaking: An estimate from Skinner Roofing was given to the managers. We will act on this in the spring.

Web-site: The new Sand Hill website is ready to be uploaded. Houston Engineering (Brian Fisher) is implementing the permit database. Starting January 2011, Swenby is hopeful that all new permits will be uploaded in-house. The new web-site will be up and running during the month of December. The managers were given a preview of the site. It was suggested that the words "Sand Hill River Watershed District" should be larger and try to outline the location of our district in the Minnesota picture for next month.

A **Motion** was made by Manager Balstad approving Swenby to take an additional four credits in web design, **Seconded** by Manager Christian, **Carried.** For the future, Manager Christian, rather than offering education, suggested Swenby's pay be adjusted, as discussed last year. She can then choose to use the pay increase towards her education.

A **Motion** was made by Manager Hanson to purchase Adobe Creative Design Suite using the educational discount for \$599. **Seconded** by Manger Balstad, **Carried.**

Employee Evaluations: Manager Hanson expressed his appreciation on behalf of Wilkens and his involvement in various organizations that keep the managers up to date. The managers reviewed the administrator's current salary, benefit package, and other agency compensations. A **Motion** was made by Manager Christian to maintain Wilkens salary at last years level. **Seconded** by Manager Hanson, **Carried.**

Because the managers authorized Swenby to enroll in 4 credits of web design, a pay increase was denied. Manager Christian felt that the district should be giving Swenby an increase in pay in lieu of education. Swenby reiterated that education advancement is partially paid for by the Red River Watershed Management Board and her added expertise saves the district money in web contract services. In the future, this will be reviewed in greater extent during employee evaluations.

Christmas Party: The Sand Hill River Watershed annual Christmas party will be held Wednesday, December 22, 2010 – supper at 6 p.m. at Sand Hill Supper Club.

8. **Permits:** Steve Green presented a permit on behalf of Heier Township and discussed possible alternatives to their request. The managers will act on this permit in January.
9. **Adjournment:** The next regular meeting of the SHRWD will be at 8 AM on Monday, January 4, 2011. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:13 AM, **Seconded** by Manager Balstad, **Carried**.

April Swenby, Administrative Assistant

Scott Balstad, Secretary