

## SAND HILL RIVER WATERSHED DISTRICT

July 12, 2011 Meeting Minutes

- 1. Attendance:** Chairman Harold Vig called the June 12, 2011 meeting to order at 8:03 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke, Stuart Christian, and Roger Hanson. Staff members present were Daniel Wilkens – Administrator, and April Swenby – Administrative Assistant. Others in attendance were Jeff Langan – Houston Engineering, Lawrence Woodbury – Houston Engineering, Mark and Patricia Polley – local landowners, Katie Engelmann – West Polk SWCD, Joyce Downs - Landowner.
- 2. Approval of the Agenda:** A Motion was made by Manager Brekke to approve the agenda as presented, Seconded by Manager Christian, Carried.
- 3. Minutes:** A Motion was made by Manager Hanson to approve the minutes from June 7 with changes in the permits that were accidentally omitted, Seconded by Manager Brekke, Carried. A Motion was made by Manager Balstad to approve the minutes from June 16, Seconded by Manager Christian, Carried. A Motion was made by Manager Brekke to approve the minutes from June 24, Seconded by Manager Balstad, Carried.
- 4. Treasurer's Report:** A Motion was made by Manager Hanson to approve the treasurer's report for June, Seconded by Manager Brekke, Carried.

The managers reviewed their expense reports and reported on activities for the month. 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 # 24:** Langen presented the final report and highlighted the differences between the preliminary report and the final report. Houston Engineering will distribute the report to BWSR and DNR for a 30 day review period which will most likely begin when the state resumes session. As soon as we receive their comments we will schedule the date for the final hearing.

**TMDL:** The TMDL process has been stopped due to the state shut down.

**City Ring Dikes:** Both of the city ring dikes are in Phase II.

**Ditch # 55:** Blake Carlson reported that the preliminary engineering report did not get submitted to the DNR and BWSR before the state shut down. Carlson reported this morning that the report and the determination of the outlet adequacy is still not ready for review because the county has not given him the information needed to complete the report. Clark Dailey had reported findings during cleaning regarding a culvert that had been lowered. Because of this finding, Carlson needs to re-visit the model. The county is currently cleaning the ditch.

**Boundary Change:** Due to the state shut down, the comment period may need to be extended. When Brian Dwight returns to work, Woodbury will communicate with him on the status.

### 6. Dan's Monthly Report

**RRWMB:** The RRWMB met in Ada. Meeting highlights were given to the managers.

**RRBC Commission:** A RRBC Commission meeting was held on Thursday, June 2, 2011.

**Ditch Improvement in Nielsville area, Project # 24:** We are awaiting a report from the viewers. The viewers will be meeting with Wilkens and Langen at 1:00 pm today to go over boundary issues.

**Sand Hill Ditch:** Quote packets have been distributed to four contractors. A deadline of June 12<sup>th</sup> was given for their response. One contractor has responded. J C & J Trucking presented two bids. One bid to address the EPA requirements for \$31,000. One bid to do the other work necessary to stop erosion on the by-pass and cut off sections of the project for \$53,350. Construction cannot start on either bid because as part of the DNR permit we need to give the DNR hydrologist 5 days notice prior to starting construction. With the state shut down, a DNR hydrologist is unavailable. A **Motion** was made by Manager Brekke to hire J C & J Trucking for \$31,000 to complete the work needed on the EPA project on the SH Ditch, contingent on the DNR approval, **Seconded** by Manager Balstad, **Carried**. Wilkens will try to contact Garry Bennett and ask his approval on the EPA portion of the project and the extra erosion control work that needs to be done. The district will table the bid of \$53,350 until we contact Garry Bennett and get his approval.

**Ditch # 73:** Wilkens has contacted Craig Bunes about getting the ditch cleaned and also asked him about the status of the work the viewers did several years ago to redetermine benefits on ditch # 46, 90, and 73. Bunes will find out at the county board meeting today and get back to Wilkens.

**LID:** Wilkens has received a draft petition to turn over the Pumping project. The description of the project is holding up the process. Dave Hauff is coordinating with Kurt Deter to get a complete description of the project. Widseth, Smith, and Nolting have turned over the papers they have. Wilkens went through them and found nothing that would help with a proper description of the project.

**Airport Drainage:** Waiting for this fall to request a grant from the clean water fund for ditch # 122.

**Drainage Records Modernization Grant:** Requests for reimbursements have been submitted.

**Berhow Property/Liberty Onstad Ditch:** The county has abated the back taxes and the land will be turned over to the watershed. Chairman Vig and Manager Balstad questioned the need for owning the land and felt the district should not be in "the business of owning land that did not have a purpose". Wilkens explained the drop structure at the end of the ditch was also the entrance to the property. This structure failure once in the past caused problems because of private ownership. The owner of the property wants to make sure that no one builds on this property in the future and wants to donate it to the watershed district. The 2.5 acres in question has a very small area that is out of the flood plain and not in the ditch easement. The county abated the back taxes because they saw no tax value remaining and they agreed that the parcel should be in public ownership. A **Motion** was made by Manager Brekke that the district continue to pursue ownership of the property, **Seconded** by Manager Hanson, **Carried**.

**Building Repairs:** Wilkens has contacted a contractor for estimate.

**Beaver Bounty:** A **Motion** was made by Manager Christian to pay Carter Mosher \$50 for beaver bounty for project # 11, **Seconded** by Manager Balstad, **Carried**.

**Overall Plan:** Because of the state shut down, it may take longer. Brian Dwight will coordinate with Woodbury regarding the compilation of comments. When Dwight is back to work, a more definitive answer will be given.

## 7. Other Business:

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

**Polley/Slager Permit Inquiry.** Brent Slager stated that he is the legal representative for Jane Hole and her property. Polley's state that the ditch was only cleaned, not new construction, because of this, Slager cannot access the field through the road ditch in question. A crossing would solve Slager's concern about accessing the field, but he still does not feel he should have to take all of the water. Slager is dissatisfied and he stated he will take it to the "next level". Katie Engelmann, West Polk SWCD was present representing the SWCD and gave a report on the area in question.

**Handicapped Accessibility:** Joyce Downs reminded the managers that it is required by law to provide a handicapped accessibility entry into the building. Downs was informed that the managers will be holding a planning meeting this fall and will try to address this concern.

**Database Presentation:** Brian Fisher presented the permit database to the board. Changes will be made as follows:

1. A field for a permit extension (research if this is the best way to handle extensions)
2. A login to access the control panel directly on the Sand Hill web-site.
3. Search by name using the map
4. GIS mapping layer for the boundary
5. Contact the County for maps of county ditches and implement
6. Update the boundary when it is approved in August
7. Keep the ditches on by default
8. Include benefit map for each section of land

The managers were pleased with the database. Houston Engineering did a great job.

**Audit Report:** Audit reports for 2010 were given to the managers.

8. **Permits:** One permit was brought before the board. A **Motion** was made by Manager Brekke to approve the following permit, **Seconded** by Manager Balstad, **Carried**.

2011-17 – Rodney Spokely, Install culvert, clean existing ditch and lower culvert in SW corner, Section 29 – Scandia Township

9. **Adjournment:** The next meeting of the SHRWD will be at 8 AM on Tuesday, August 2, 2011. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 11:35 AM, **Seconded** by Manager Balstad, **Carried**.

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April Swenby, Administrative Assistant

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Scott Balstad, Secretary