

SAND HILL RIVER WATERSHED DISTRICT

August 7, 2012

1. **Attendance:** Chairman Stuart Christian called the August 7, 2012 meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke, Roger Hanson, and Phillip Swenson. Two staff members were present: Daniel Wilkens ó Administrator and April Swenby ó Administrative Assistant. Others in attendance were Jon Clementson ó Landowner, Al Bauer ó Landowner, Jeff Langan ó Houston Engineering, Bill and Joyce Downs ó Landowners.
2. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda as presented, adding the review of the audit report, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** Manager Balstad expressed concern with the way his comments were worded in the minutes from July regarding Spokely's potato wash plant, as his intent was not to place restrictions on the landowners and only questioned the washing operating in November and December. Manager Balstad would like to discuss this further. A **Motion** was made by Manager Brekke to approve the minutes from July 3, 2012, **Seconded** by Manager Balstad, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for July, **Seconded** by Manager Hanson, **Carried**.

Manager Balstad asked when the reimbursements will be submitted to the DNR for the City Ring dikes. Langan stated that requests are submitted regularly to the DNR for reimbursement.

Manager Hanson asked Wilkens if the City of Fosston will be contributing funds to pay for the preliminary costs before the project was placed in a petition. Wilkens is working with our attorney to separate the expenditures relating to the petition from the lawsuit. The settlement that was agreed to stated that all lawsuit costs would be absorbed by each entity.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Balstad 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: Wilkens and Langan met and toured the project, maintaining a list of areas that were in need of attention. Langan was optimistic that within the next month the project would be completed. Additional ROW will need to be purchased from Bill Brekke for the drop structure site. The project costs are about 4% over the original contract amount, which includes change orders. Langan is estimating about 10% overage when the project is complete due to quantity increases. Pay request # 5 was submitted for \$311,964. The project should end up a little under the project estimate. A **Motion** was made by Manager Hanson to approve and submit payment for pay request # 5, **Seconded** by Manager Brekke, **Carried**. A **Motion** was made by Manager Balstad to approve the change order # 3 for the bridge removal and pipe in county road 220 at the drop structure site in the amount of \$7,835.54, **Seconded** by Manager Swenson, **Carried**.

Langan will mark the ROW and suggested hiring a local contractor to put the posts in.

City Ring Dikes: Nielsville did not receive funding for ROW. Climax received ROW funding. The plat for Climax is completed and the final plans are expected to be completed by the end of the year. Dave Hauff will have

the purchase ready and Langan hopes to close on the homes by the end of October.

In an effort to continue the home buyout in a speedy manner, Wilkens requested authorization to sign the grant agreement on behalf of the board when it comes in the mail. A **Motion** was made by Manager Brekke to authorize Wilkens to sign the grant agreement on behalf of the board for the City of Climax, **Seconded** by Manager Swenson, **Carried**.

Spokely Potato Processing Plan: As requested last month, Langan explored the feasibility of using the ditch as a settling pond to remove the sediment. It was determined to discharge 25 ó 30 gallons per minute. Langan felt comfortable that the ditch would handle the amount of sediment from the wash plant. Langan proposed getting a cost estimate from Reiner Construction to install the structure. An earthen dike will be constructed within Polk County Ditch 77 Lateral 1 at Station 902+00. On the upstream (or south) side of the embankment, a riser structure is proposed which is designed so that the water remains pooled at elevation 862.0 during a 0.06 cfs maximum inflow rate. The maximum inflow rate was based upon a project maximum operational water use of 12,500 gallons per 8 hour work day. Spokelyø will be responsible for payment of his proposal, as this is not part of the project. The proposal satisfies MPCA. It is also noted that Spokelyø cannot wash potatoes until this plan has been implemented. A **Motion** was made by Manager Balstad approving the Houston Engineering concept drawing for Spokelyø washing and the information be included in the as built project drawings, noted as private ownership with no responsibility to the drainage system, **Seconded** by Manager Swenson, **Carried**. A **Motion** was made by Manager Balstad to inform Spokelyø that this needs to be cleaned to grade every year and that washing for 2012 cannot begin until this plan has been implemented, **Seconded** by Manager Hanson, **Carried**.

TMDL: Invoices were submitted this month. Swenby will submit them for reimbursement.

6. Dan's Monthly Report

Project Team: Soil borings are completed and Houston Engineering is awaiting the results. The district is awaiting approval for our submission of Points of Concurrence #1. Wilkens is arranging a meeting with Tamara from the Corp.

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

RRBC Commission: The RRBC Commission meeting and tour was held August 2, 2012 in Devils Lake.

Boundary Change Maps: Langan and Wilkens are making a final review before printing.

Heads of Organizations meeting: A meeting is scheduled for September 17-18. Planning committee is working on the project. A conference call is scheduled for 3:00 P.M. on August 7, 2012.

Rules and Regulations: The RRWMB agreed to retain Lewis Smith, attorney, to look at all our member district watershed rules and regulations and try to put together a uniform set for all districts to use as a template when the districtø update their rules and regulations to accommodate the tiling issue.

Ditch 17-2: Mat Sirjord requested cleaning the ditch by Bergeson Nursery this summer.

Section 35 Onstad Township: The district received a permit from Polk County. Wilkens will coordinate with landowner.

Fish Passage: The district is waiting to hear on COE review of project.

Redetermination of Benefits: Polk County approved using Houston Engineering and the district viewers.

LID: The final hearing date is set for Friday, August 10th at 7:00 pm at the Erskine Community Center. Al Bauer and Jon Clementson asked if the assessment area will be changed at this time. The board told them that the petition states a request to transfer the project to the district as is. No changes will happen at this hearing.

A **Motion** was made by Manager Balstad to approve the following order, **Seconded** by Manager Brekke, **Carried:**

BEFORE THE SAND HILL RIVER WATERSHED DISTRICT ACTING AS DRAINAGE AUTHORITY FOR THE TRANSFER OF THE UNION LAKE OUTLET PUMP STATION TO THE SAND HILL RIVER WATERSHED DISTRICT

**ORDER OF SAND HILL WATERSHED DISTRICT
PURSUANT TO HEARING AND MOTION**

The Board of Managers of the Sand Hill River Watershed District conducted preliminary hearing on the transfer of the Union Lake Outlet Pump Station to the Sand Hill River Watershed District and held a further meeting on said hearing on August 7, 2012. At said hearing and meeting, the following actions took place:

1. The Petition for the project was reviewed and determined to be legal in conformity with Minn. Stat. § 103D.705;
2. The Watershed District accepts the transfer subject to a final hearing.

Upon motion duly made by Bill Brekke, Jr., and seconded by Phillip Swenson, and approved by unanimous vote of the managers, IT IS HEREBY ORDERED:

1. The petition is duly sufficient;
2. The Managers are appointed as viewers to assess benefits and damages.

Dated this 7th day of August, 2012.

Stuart Christian, President

ATTEST:

I, Bill Brekke, Jr., Secretary of the organization, do hereby certify this is a true and correct copy of the original order on file with the Board of Managers of the Sand Hill River Watershed District.

Bill Brekke, Jr., Secretary

Howard Hopke: Wilkens has talked to Howard Hopke, Ken Kasprzak, and Bartzø. Wilkens will attend the King Township meeting Tuesday evening in McIntosh.

Grant Applications: Gary Lee has put the Carlson project into the BBR. He is also working on the erosion caused by the airport drainage problem and the erosion north of the bridge at the Nature Center.

Slough west of Highway # 9: Langan and Wilkens met with the Reiner Construction culvert crew and they will get back to the district with a cost estimate to fix the slough west of Highway # 9 on Polk County # 41.

7. Other Business:

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

Project # 17 Maintenance: Manager Hanson suggested purchasing additional ROW 3 miles North of Beltrami on the West side of Highway 9 ó Elliot Solheim's land. Langan and Wilkens will review the area later this fall.

Audit Report: The managers were given the audit report. The auditors suggested a written travel policy and a written credit card policy. Manager Balstad reviewed the audit report and asked what the standard procedure is to do accrual vs. cash. The managers reviewed the management report. A written policy was suggested for out of state travel and a written credit card policy. Manager Balstad would like a cost estimate for the auditors to present to the district the auditor's report. Manager Balstad would like a report of the past 5 years for the administrative account and the construction account. A **Motion** was made by Manager Brekke to approve the audit report, **Seconded** by Manager Swenson, **Carried**.

Budget: A **Motion** was made by Manager Hanson to approve the following budget as presented, **Seconded** by Manager Swenson, **Carried**. **Permits:** Three permits were brought before the board. A **Motion** was made by Manager Hanson to approve the following permits, **Seconded** by Manager Swenson, **Carried**.

2012-18 Keith Christianson, Godfrey Township, section 21, Clean existing ditch.

2012-19 Dean Johnson, Garfield Township, section 33, Clean existing ditch.

2012-20 Dean Johnson, Garfield Township, section 28 and 33, Clean existing ditch.

8. Adjournment: The next regular meeting of the SHRWD will be at 8:30 AM on Tuesday, September 4, 2012. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:36 P.M., **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Scott Balstad, Acting-Secretary