

# SAND HILL RIVER WATERSHED DISTRICT

December 4, 2012

- 1. Attendance:** Chairman Stuart Christian called the December 4, 2012 meeting to order at 8:08 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 – Administrator and April Swenby – Administrative Assistant. Others in attendance were Katie Engelmann and Gary Lee – EPSWCD, Jeff Langan – Houston Engineering, Joyce Downs – Landowner, and Bill Downs – Landowner.
- 2. Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented with the addition of landowner concerns by Scott Balstad, Seconded by Manager Swenson, **Carried**.
- 3. Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from November 13, 2012, **Seconded** by Manager Swenson, **Carried**.
- 4. Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for November, **Seconded** by Manager Balstad, **Carried**.

Manager Balstad inquired about the City of Fosston's portion for the project. Dave Hauff has been contacted and he will continue to pursue the responsibility of the finances when the home buyout process settles down.

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:** Negotiations are underway for an additional pay request from Reiner Contracting. Reiner Contracting is basing this request on the premise that additional costs incurred with the addition of the 18" CS Pipes and Gates. Houston Engineering has reviewed the contract and denied their claim. Houston Engineering request felt that support documentation from Reiner Contracting did not justify their claim. There is roughly a \$75,000 retainage (5%) being held at this time.

Wilkens was authorized to sign the termination forms for MPCA Storm water Runoff Permit.

**Project Team:** Langan is reviewing the geo-tech data for the Upper Winger, Bear Park and Garden Slough projects. All sites will require a slurry wall/trench as soils are generally sand/silt materials.

**TMDL:** There is no TMDL data to report this month.

**Spokely's Washing:** The managers suggested having an operating agreement on the sediment pond structure control gate. Langan will review the criteria needed and present a proposed agreement at the January meeting.

**Climax Ring Dike:** Reimbursement requests will be sent this week. The completion date has been extended to December 2013. A meeting with the City of Climax is scheduled for tonight for an update and individual discussions with homeowners regarding property impact. A hearing for Climax is tentatively scheduled for February/March.

## 6. Dan's Monthly Report

**Project Team:** A project team meeting is scheduled for December 11, 2012 to introduce Phase 6 to the members.

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

**RRBC Commission:** The RRBC Commission met on November 7 and 8.

**FEMA:** Swenby Dirtworks has completed two projects. Weather permitting, they will finish the remainder. If unable to complete, they will complete the unfinished projects in the spring.

## 7. Other Business:

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

**SWCD Grants:** Scott Balstad reported that the Carlson grant, the AELC grant, and airport drainage grants that Gary Lee and the district had applied for were all denied. The airport drainage grant was denied due to lack of information submitted from the county. The Carlson grant was next in line to be approved. All of these projects will need to be reapplied for next time around.

**Sediment Basins:** Gary Lee reported that six sites were not completed this fall. Nineteen sites were surveyed this fall. The engineer will develop a design for each project. The projects are very successful. Total spent to date is \$295,000 for sediment basins. In the Sand Hill District, landowners have contributed \$70,000 as their cost share.

**Landowner Concerns:** Scott Balstad had talked to Kevin Ruud, Administrator from the Wild Rice District. They had discussed Phillip Hamres land in section 36 of Hubbard Township. Phillip Hamre has 120 acres that currently drains into the Norman Polk ditch. As part of the project # 24 his land was assessed into project # 24. No change was made in this area from the old assessment boundary to the current assessment boundary. Wilkens explained that he had contacted the Senate Council, Greg Knopff, at the Drainage Work Group meeting, and he said that if the landowner did not attend the Final Hearing or Appeal the viewer's report in the required 30 day appeal period, that there is no way to get out of the assessment after that date. Wilkens had also been in contact with the Polk County Assessor in charge of drainage, Michelle Coty, and forwarded the applicable statutes to her so she could reply to Phillip Hamres concerns.

**Futuristic Planning Meeting:** Wilkens has contacted Jody Horntvedt. Notes from the futuristic planning meeting were given to the managers. A meeting will be scheduled this winter.

**Christmas Party:** The managers were open December 14 and December 21. Swenby will mail out invitations after arrangements have been made with the Sand Hill Supper Club.

**Employee Evaluations:** The managers reviewed the administrator's current salary, benefit package, and other agency compensations. A **Motion** was made by Manager Balstad to increase Wilkens base salary by 3%, **Seconded** by Manager Brekke, **Carried**. The managers have chosen to leave the benefit package the same as the previous year. Wilkens will have the option to place the 3% within the benefit package should Wilkens choose so.

The managers evaluated Wilkens performance. The managers were very satisfied with his performance.

Swenby's wages were reviewed. A **Motion** was made by Manager Swenson to provide an additional \$.50 per hour for Swenby, **Seconded** by Manager Balstad, **Carried**.

## 8. Permits:

One permit was brought before the board. A **Motion** authorize was made by Manager Swenson to approve the following permits, **Seconded** by Manager Balstad, **Carried**.

The managers evaluated Swenby's performance. The managers were very satisfied with her performance.

2012-45 Dennis Kutsev, Knute Township, Install Culvert

9. **Adjournment:** The next regular meeting of the SHRWD will be at 8:00 AM on Tuesday, January 8, 2012. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:24 P.M, **Seconded** by Manager Hanson, **Carried**.

---

April Swenby, Administrative Assistant

---

Bill Brekke, Secretary