

SAND HILL RIVER WATERSHED DISTRICT

June 5, 2012 Meeting Minutes

- 1. Attendance:** Vice-Chairman, Roger Hanson called the June 5, 2012 meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, Stuart Christian, and Phillip Swenson. Absent: Bill Brekke. Two staff members were present: Daniel Wilkens ó Administrator and April Swenby ó Administrative Assistant. Others in attendance were Jeff Langan ó Houston Engineering, Dan Skanson ó Polk County Fair, Bill Downs ó Landowner, and Joyce Downs ó Landowners.
- 2. Approval of the Agenda:** A **Motion** was made by Manager Christian to approve the agenda as presented with additions regarding beaver trapping, **Seconded** by Manager Swenson, **Carried**.
- 3. Minutes:** Joyce Downs suggested a change. Manager Balstad questioned a permit regarding Dean Johnson from May and noted a date typo. A **Motion** was made by Manager Swenson to approve the minutes from May 1, 2012, **Seconded** by Manager Christian, **Carried**.
- 4. Treasurer's Report:** A **Motion** was made by Manager Swenson to approve the treasurer's report for May, **Seconded** by Manager Balstad, **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 Balstad, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

Manager Swenson expressed interest in attending the MAWD summer tour. He will contact Swenby for assistance.

5. Engineer's Report

Project # 24: After today's pay request, we will have spent about 66% of the project estimate of costs. The project is considered 2/3 complete. Langan presented a map highlighting the areas that are completed. The managers were briefed on the progress of the project. A change order was presented for work along branch 1 for large tree clearing and for the purchase of CRP grass mix. A **Motion** was made by Manager Christian to approve the change order, **Seconded** by Manager Balstad, **Carried**. Pay request # 3 was submitted to the managers for the amount of \$526,911.01. A **Motion** was made by Manager Balstad to approve and submit payment for pay request # 3, contingent upon Reiner Contracting's approval of the proposed change order #2, **Seconded** by Manager Swenson, **Carried**.

City Ring Dikes: We are still waiting to hear about bonding money from the state legislature.

Soil Borings: Langan has received quotes for soil borings for \$8,200 from Midwest and \$14,500 from Braun for all sites (Garden Slough, Bear Park and two sites at Upper Winger). This is less than the estimated costs.

Boundary Map: Langan presented a new boundary map which shows more detail than what was previously displayed on our old map. The map will be printed on three different sections. The managers offered their changes and suggestions.

Wilkins explained the boundary changes among the landowners on Maple Lake. If the water drains towards the Sand Hill, the whole parcel will be within our district and if water drains towards Red Lake, it will be within their boundary.

Spokely Potato Processing Plan: Langan presented a plan to alleviate the potato wash plant discharging sediment into the ditch system. This plan has not been presented to Spokelyø. Wilkens has conversed with PCA who will send a representative to meet with Spokelyø to modify the permit.

6. Dan's Monthly Report

Project Team: The project team will resume when we receive approval of point of concurrence # 1.

RRWMB: The RRWMB met in Thief River Falls. Meeting highlights were given to the managers.

RRBC Commission: The RRBC meeting and tour is scheduled for June 6 and 7 in Winnipeg.

FEMA: The district has received a letter asking for our status for DR 1830, which was damage done in 2009. It involves mostly rip rap of 10 outlet structures on our projects. We requested a year extension. We obtained the railroad rock last fall and have a local contractor that is willing to do this type of work.

City of Fosston: Chuck Lucken will present the balance obtained by the watershed for the Ditch # 55 project.

Redetermination of Benefits: Polk County approved using our engineering firm and our viewers.

Slough west of Highway 9: Langan will coordinate with Reiner Construction to see if they are interested in doing the work in this area.

LID: Hearing date is Friday June 29, 2012 at 7:00 PM at the Erskine Community Center. Awaiting Dave Hauffø approval and will then send out notices. Swenby will send a notice to the managers.

Watershed Planning Meeting: The managers have not met with Jody Horntvedt?

Mike Skaug: Ditching in section 27 of Reis Township. We toured the site. Are awaiting results of their survey.

Phase 6: Chuck Fritz and Charlie Anderson have requested to meet with the board at the July meeting to present the 20% reduction goal and the phase 6 project. They have requested that the Project Team and the Advisory Committee be also invited.

Cost Share Funding with SWCD's for 2012: A **Motion** was made by Manager Balstad to approve \$30,000 for Mahnomen, \$50,000 for East Polk, and \$10,000 West Polk for sediment basin cost share, **Seconded** by Manager Swenson, **Carried**.

7. Other Business:

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

Howard Hopke: Howard Hopke has contacted Manager Balstad regarding a culvert on his property. Wilkens gave Manager Balstad a history of the area, notably the change of boundary. Wilkens will meet with concerned landowners to negotiate a plan to bring to the township board to try to find a resolution.

Polk County Fair: Dan Skanson presented a request for a contribution to the Polk County Fair. Dan Skanson could not pin point a direct connection between the district and the Polk County Fair exhibit. The district receives

marketing in exchange. The exhibit also brings more traffic through the building, which also directs visitors to the district's booth. A **Motion** was made by Manager Balstad to approved the sponsorship for the Polk County Fair, **Seconded** by Manager Swenson, **Carried**. Manager Balstad requested that the Polk County Fair attend a meeting next January before they begin advertising the district's sponsorship.

Reorganization of board:

Annual reorganization of the Board was conducted. Vice-Chairman Hanson turned the meeting over to Daniel Wilkens who asked for nominations for **Chairman of the Board**. Vice-Chairman Hanson nominated Manager Christian 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 Stuart Christian for Chairman by Manager Balstad, **Seconded** by Manager Swenson, **Carried**. Daniel Wilkens returned the chair to Chairman Christian.

Chairman Christian asked for nominations for **Vice Chairman** of the Board. Manager Hanson nominated Manager Balstad for Vice Chairman. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Scott Balstad for Vice Chairman by Manager Swenson, **Seconded** by Manager Hanson, **Carried**.

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

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

Manager Hanson made a **Motion** for the following: That the Fertile Journal is 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, Unity Bank, Red River 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 David Hauff, 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 Balstad, **Carried**.

8. **Permits:** Two permits were brought before the board. A **Motion** was made by Manager Balstad to approve the following permits, **Seconded** by Manager Swenson, **Carried**.

2012-14 David Arends, Hubbard Township, section 35, install new culvert.

2012-15 Michael Gunderson, Bejou Township section 18, install erosion control structure.

9. **Adjournment:** The next regular meeting of the SHRWD will be at 8 AM on Tuesday, July 3, 2012. Chuck Fritz, Charlie Anderson, and Henry VanOffelen will present the 20% flow reduction goal and the phase 6 project at 10:00 am. As there was no further business to come before the board, a **Motion** was made by Manager Balstad to adjourn the meeting at 10:27 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Scott Balstad, Acting-Secretary