

## SAND HILL RIVER WATERSHED DISTRICT

September 4, 2012

1. **Attendance:** Chairman Stuart Christian called the September 4, 2012 meeting to order at 8:30 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 Gary Lee ó East Polk SWCD, Jeff Langan ó Houston Engineering, Bill and Joyce Downs ó Landowners. The meeting was then recessed to conduct the budget hearing.
2. **Budget Hearing:** The budget hearing was called to order at 8:30 am by Chairman Stuart Christian. Chairman Christian opened the hearing for discussion. No one came forward with any comments or questions on the budget as advertised. The budget was presented as follows:

Income	
INTEREST INCOME	14,375.00
REIMBURSED EXPENSE	15,000.00
TAX LEVY INCOME	177,125.00
<b>Total Income</b>	<b>206,500.00</b>
Expense	
WEB-SITE	1,000.00
DUES-MEMBERSHIP	1,500.00
COMPUTER EXPENSE	5,000.00
EDUCATION	5,000.00
PAYROLL TAXES	6,500.00
OFFICE OPERATIONS	12,000.00
PROJECT TEAM	12,500.00
MANAGER EXPENSE	13,000.00
CAPITAL IMPROVEMENTS	15,000.00
PROF SERVICES	25,000.00
BUILDING	
MAINTENCE/OCCUPANCY	30,000.00
PAYROLL EXPENSES	80,000.00
<b>Total Expense</b>	<b>206,500.00</b>

A **Motion** was made by Manager Brekke to approve the budget as advertised, **Seconded** by Manager Hanson, **Carried**. The budget meeting was adjourned and the regular monthly meeting was reconvened at 8:45 am.

3. A **Motion** was made by Manager Brekke to approve the budget as presented, **Seconded** by Manager Hanson, **Carried**. A **Motion** was made by Manager Brekke to close the budget hearing, **Seconded** by Manager Swenson, **Carried**. Chairman Christian then reconvened the regular meeting.
4. **Approval of the Agenda:** A **Motion** was made by Manager Swenson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
5. **Minutes:** A **Motion** was made by Manager Brekke to approve the minutes from August 7, 2012, **Seconded** by Manager Balstad, **Carried**.

**6. Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for July, **Seconded** by Manager Brekke, **Carried**.

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:** The project is near the end. Houston Engineering toured the site with the contractor. Reiner Construction has some final clean up work to finish and some rip rapping on the outlet channel. A **Motion** was made by Manager Hanson to approve and submit payment for pay request # 6, **Seconded** by Manager Brekke, **Carried**. When the project is completed, it is estimated that the cost will be about 10% over the original cost estimate of some of the items due to change orders, but will still be under the total budget for the project.

The ROW markers have been installed.

**Project Team:** Geotechnical work on the four proposed holding sites has been completed. Word from the COE on approving our purpose and need statement has not been forthcoming.

**City Ring Dikes:** The district is working on the home buyout process now. The homes that will be vacated will be put up on bids as soon as the homes are bought. Langan expects all but one family to stay through the winter.

**Spokely Potato Processing Plan:** The material quote was \$4,300 for the structure. It is expected to be installed within the next 3-4 weeks.

**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 will be talking with Tamara from the Corp.

**RRWMB:** The RRWMB met in Ada. 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.

**Rules and Regulations:** The district is awaiting the Lewis Smith report.

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

**Redetermination of Benefits on Polk County Ditches:** Polk County approved using Houston Engineering and our viewers to do the project.

**Phase 6:** Chuck is planning on a meeting with a small group tentatively set for Tuesday, September 11, 2012 to see how it works.

**LID: FINAL ORDER**

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

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

The Board of Managers of the Sand Hill River Watershed District conducted final 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 September 4, 2012. At said hearing and meeting, the following actions took place:

1. The Managers, pursuant to Minnesota Statutes § 103D.721, accepted the determination of damages and benefits that had been previously made by the Union/Lake Sarah Improvement District;

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 transfer of the project is accepted and established;

2. The damages and benefits that had been previously made by the Union/Lake Sarah Improvement District are to be continued.

Dated this 4th day of September, 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

A **Motion** was made by Manager Brekke to approve the final order, **Seconded** by Manager Swenson, **Carried**

The 30 day appeal period starts now and will be concluded on October 4 2012. Wilkens will attend the next LID board meeting to work with them to establish the levy for 2013.

**Howard Hopke:** King Township agreed to remove the culvert and install it in the dead crossing after cleaning the ditch to the south.

**7. Other Business:**

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

**Clean Water Grants:** Gary Lee presented 3 possible Grant applications he is preparing for the Clean Water Funding.

**Carlson Project:** Lee asked the board if they will commit to a cost share match regarding the Carlson Project. The district will need to commit to a 25% cost share match, which is estimated to be \$100,000. Lee reviewed the project with the board. A **Motion** was made by Manager Balstad to commit to the cost share and complete the application for the Carlson Project, **Seconded** by Manager Swenson, **Carried**.

**County Ditch # 122:** Lee asked the managers if they are willing to contribute a 25% cost share match towards County Ditch # 122 which is estimated to be \$18,000 (district share). Langan questioned the cost estimate and felt it might be a little light and felt it would be reasonable to double the cost. The managers reviewed the different possibilities on how to commit the cost share. A **Motion** was made by Manager Hanson to commit to the cost share and complete the application for Ditch # 122, **Seconded** by Manager Balstad, **Carried**.

**Erosion Site Nature Center:** Lee asked the managers if they are willing to contribute a 25% cost share match towards the erosion site downstream of the bridge near the Agassiz Environmental Learning Center. Lee reviewed the project with the managers. The managers reviewed the different cost share alternatives. The City of Fertile has noted they will help with the cost share. Gary Lee stated that some of the cost share could come out of the sediment basin cost share that is already in place. A **Motion** was made by Manager Swenson to commit to the cost share and complete the application for the Agassiz Environmental Learning Center, **Seconded** by Manager Brekke, **Carried**.

Lee reminded the managers that the cost estimates are rough estimates. Detailed engineering has not been done.

**Culvert Policy:** The district is storing culverts obtained from project # 24. Wilkens asked for approval to sell the culverts at a fair market value depending on their conditions. The managers agreed to sell the culverts.

**Audit Report:** Manager Balstad was given a P & L for the Admin fund as requested. The auditor gave a cost estimate of \$250 to visit with the managers about their report. The board did not feel that it would be worth \$250 to have the auditor come and explain the audit report.

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

2012-21 Leona Wilkens, Scandia Township, section 6, Install culvert.  
2012-22 Dean Johnson, Garfield Township, section 33, Clean existing ditch.  
2012-23 King Township, King Township, section 26, Clean existing ditch & install culvert.  
2012-24 Gary Sonstelie, Sletten Township, section 7, Install Tile.  
2012-25 Paul Engelstad, Liberty Township, section 7, Install Tile.  
2012-26 Richard and Chad Obert, Scandia Township, Section 23, Install Tile.  
2012-27 Daniel Wilkesn, Liberty Township, Section 1, Clean Existing Ditch & install culvert.  
2012-28 Dean Johnson, Liberty Township, section 2, Clean existing ditch.  
2012-29 Gary Sonstelie, Sletten Township, section 18, Install Tile.

9. **Adjournment:** The next regular meeting of the SHRWD will be at 8:00 AM on Tuesday, October 2, 2012. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:47 P.M, **Seconded** by Manager Brekke, **Carried**.

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April Swenby, Administrative Assistant

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Scott Balstad, Acting-Secretary