

## SAND HILL RIVER WATERSHED DISTRICT

August 5, 2014

1. **Attendance:** Chairman Christian called the August 5, 2014 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 – Administrator and April Swenby – Administrative Assistant. Others in attendance were Paul Engelstad – Landowner, Zach Herrmann - Houston Engineering, and Bill Downs, Landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda as presented, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Balstad to approve the minutes from the July 1, 2014 meeting, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Swenson 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, with the exception of the SWCD balances which are listed for informational purposes only, **Seconded** by Manager Swenson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

### 5. Engineer's Report

**Climax Ring Dike:** The Westman house demolition is complete. Photos were given to the managers. A **Motion** was made by Manager Swenson to approve and pay the demolition bill as presented, **Seconded** by Manager Balstad, **Carried**.

Plans and specs for Phase 1 Sanitary Sewer Relocation are complete and ready for the bidding process. If bids are higher than the engineer's estimate, the district will need to adjust the project scope and perform some of the project work with the City of Climax Sanitary Sewer Project through USDA funding.

A **Motion** was made by Manager Balstad to authorize Houston Engineering to finish the plans and specs and proceed with the bidding process, opening bids on August 29 at 10:00 am at the watershed district office in Fertile, MN, **Seconded** by Manager Brekke, **Carried**. If the engineer recommends awarding the bid after review, we will award the bid at the September 2 board meeting. The project completion date is June 15, 2015. It is required that the project paperwork be completed by June 30, 2015 as per the FDR grant agreement.

The RW acquisition documents are being executed and will be signed prior to August 29.

**DFIRM Panels:** Draft county flood plain maps vs. the existing maps were presented to the managers. The district has submitted comments based on the new maps and Houston Engineering will research their models. Houston Engineering will submit their findings and engineering of the area in question to aid their endeavors for correcting the new proposed flood plain maps.

**Project # 24:** Houston Engineering made a site review for driveway maintenance, Section 21, Hubbard Twp. CD 166. Herrmann presented his analysis and offered his solutions based on the soils.

**TMDL:** We are about 50% complete of Phase II.

## 5. Dan's Monthly Report

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

**RRBC:** The next RRBC meeting is September 4th and is the Ex Officio Meeting, beginning at 9:00 a.m., at the Ramada Plaza Hotel and Conference Center, 1635 42nd Street S, Fargo, ND.

**IRRB:** Next meeting is August 26 and 27 in Grand Forks including a tour of the Pembina basin.

**Vesledahl / Morvig:** The district is waiting on Vesledahl and Morvig to establish the boundary. Wilkens received an email from Dave Weirens, BWSR who stated that BWSR has agreed to use the ditch maintenance funds they had given the district to establish a Legal System.

**Personnel Manual:** Michelle Donarski, Human Resource attorney, Anderson Bottrell, has suggested that we update our personnel manual. A **Motion** was made by Manager Brekke authorizing the draft of a new personnel manual, **Seconded** by Manager Balstad, **Carried.** Wilkens will ask Donarski to prepare a draft for the next meeting.

**LID:** Wilkens met with Mike Carroll and the LID board on invasive species issues and the Sand Hill Dam.

**City of Fosston:** On July 14<sup>th</sup> the city council approved payment of the project establishment costs.

**One Watershed/One Plan:** The district will bill the two SWCD's for their share (\$1,500 each) of the One Watershed/One Plan.

**Targeted Watershed:** Herrmann will submit a new grant proposal.

**Mapping System Upgrade:** Our ditch mapping system is in need of an upgrade. Wilkens and Swenby will meet with Brian Fischer Friday to discuss our needs.

**Phone Upgrade:** Our phone systems were upgraded.

**Union Lake Pumping:** Wilkens has presented a drawing for a gauge that would be accessible to all landowners on the lake. The regional hydrologist is researching solutions that would be accessible and will try to set up a meeting with the LID board to come up with a gauge that everyone can have access to.

## 6. Other Business:

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

**Budget:** A proposed budget for 2015 was given to the managers. The budget hearing was set for September 2, 2014 at 8:30 AM. Swenby will advertise the budget as presented.

**Paul Engelstad:** Paul Engelstad asked the board about being able to tile section 20 of Liberty Township into ditch # 95. Dan will look into the assessment area of ditch # 95 and if this land is included it should be possible. Paul should also check with Polk County to see what is involved with boring under Highway # 1. Paul also asked about cleaning ditch # 95 and also getting section 13 of Reis Township to drain to ditch # 95. Dan will check with Garden Valley Telephone to have someone come out to locate the main telephone lines location and depth to see if it is feasible to clean the ditch to get the water to drain south.

**Alan Stromstad:** Alan Stromstad submitted permits for approval.

**2013 Audit:** A draft management report was given to the managers. The Auditors have suggested several policies. Swenby has suggested that the managers comply by writing the suggested policies and incorporating them in the new personnel manual. Nine observations were made and the rebuttals were made. Swenby will submit the management responses.

It was observed that in 2013 a legal compliance testing showed that depositories of public funds were not designated. Manager Balstad asked that we check on moving the manager terms to January so that the annual reorganization of the board will not be forgotten in the future. Wilkens will check with Polk County to see if this can be changed.

**Annual Reorganization of the 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 Brekke, **Seconded** by Manager Balstad, **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 Swenson, **Seconded** by Manager Balstad, **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**.

**Polk County Fair Booth:** A written statement from the Riverwatch Team was given to the managers on the success of the fair booth. Swenby will send a thank you letter to Julie Thompson for her efforts to help make the district fair booth a success.

**Futuristic Planning:** The managers reviewed the administrative assistant position. Manager Christian and Manager Swenson will coordinate with two of the SWCD managers to determine the future of the two positions sharing an assistant. The managers discussed the role of the administrator and the hiring/firing of employees. A **Motion** was made by Manager Brekke table the discussion until the manual was complete, **Seconded** by Manager Balstad, **Carried**. Wilkens will forward the manual onto the managers as soon as it is completed.

**Tiling:** Manager Balstad has asked for a tiling policy. Wilkens will talk to the Wild Rice and the Red Lake Watershed's to review their tiling policies and have it ready to present to the managers at the September meeting.

8. **Permits:** Several permits were brought before the board. A **Motion** was made by Manager Swenson to approve the following permits, **Seconded** by Manager Brekke, **Carried**. Manager Balstad recused himself from voting.

2014-05 – Nels Lindseth – Install culvert – Section 20, Knute Twp.  
 2014-06 – DuWayne Engelstad – Clean existing ditch – Section 23, Hubbard Twp.  
 2014-07 – DuWayne Engelstad – Clean existing ditch – Section 35, Vineland Twp.  
 2014-08 – Wayne Erickson – Clean existing ditch – Section 36, Vineland Twp.  
 2014-09 – Stromstad Farms – Clean existing ditch - Section 35, Scandia Twp.  
 2014-10 – Stromstad Farms – Clean existing ditch - Section 14, Hubbard Twp.  
 2014-11 – Reis Township – Install culvert – Section 13 & 14, Reis Twp.  
 2014-12 – Charles Balstad – Install tile – Section 19, Hubbard Twp.  
 2014-13 – Blue Star – Install culvert – Section 29 & 30, Knute Twp.  
 2014- 14 – Steven Ness – Install tile – Section 34, Woodside Twp.

2014-15 – Steven Ness – Install tile – Section 10, Garden Twp.

A **Motion** was made by Manager Brekke to hold the permits from JR Dale until more information is obtained, **Seconded** by Manager Swenson, **Carried**.

9. **Adjournment:** The budget hearing will be at 8:30 AM on September 2, 2014 and the next regular meeting of the SHRWD will follow the budget hearing. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 11:36 AM, **Seconded** by Manager Swenson, **Carried**.

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April Swenby, Administrative Assistant

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Bill Brekke, Secretary