

SAND HILL RIVER WATERSHED DISTRICT

December 2, 2014

1. **Attendance:** Vice Chairman Scott Balstad called the December 2, 2014 meeting to order at 8:10 AM at the District Office. Other managers present were Bill Brekke, Roger Hanson and Phillip Swenson. Managers Absent: Chairman, Stuart Christian. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Zach Herrmann - Houston Engineering, Joyce Downs and Bill Downs - Landowners.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the November 4, 2014 meeting, **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 Hanson, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Swenson to approve and pay bills, with the exception of the SWCD balances which are listed for informational purposes only, **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**

Climax Ring Dike: A revised engineer's estimate of \$845,000 was reviewed. This estimate reflects higher bid prices recently experienced in the region. Langan is continuing to review the estimates for further cost savings by reducing the lift station items, open cut construction through TH 220, adjusting specs of trench backfill requirements to a more typical municipal construction and reviewed a proposal of adding items from Phase II into Phase I for construction efficiency and minimize highway and property impacts.

It is planned to advertise for bids on December 15, 22, and 29 and open bids Thursday January 15. A **Motion** was made by Manager Brekke authorizing HE to begin advertising for bids using the proposed schedule, **Seconded** by Manager Swenson, **Carried**. If the bids are abnormally high, additional funding requirements would be determined and discussed with Pat Lynch for additional MN DNR funding after the bid opening. The district is planning on awarding the bids during the February or March 2015 SHRWD board meeting, pending funding availability.

DFIRM Panels, (Flood Plain Maps): MN DNR has received comments and will work with the district on incorporating comments once the 90-day appeal period opens. This may require some technical work to accomplish our goal.

Project # 24: There is sediment upstream of the sediment control structure as a result of the Spokely potato plant. A letter was sent to Spokely last spring asking them to clean out the sediment as per the agreement. Spokely's have not cleaned out the sediment. The engineer felt it might do more harm than good if we require them to bring the ditch back to original specs during the frozen months. Wilkens will tour the area and visit with the landowners about their obligations in the spring.

Fish Passage: The district is awaiting MN DNR funds to provide to the US Army Corps to continue with design in order to meet a 2015 construction timeline.

6. Dan's Monthly Report

Project Team: The district project team is currently suspended. The FDRWG changed funding back to \$15,000 for each WD with quarterly reporting and redistribution towards the end of the fiscal year.

RRWMB: The RRWMB met in Ada. Meeting highlights were given to the managers. The next meeting is in Fertile.

RRBC: The RRBC Annual Conference will be in Winnipeg, 1:00 pm on January 20-22.

IRRB: Wilkens is working on the communications work plan with Lance Yohe and a draft has been submitted.

ADA: Meeting on December 3 at MAWD. 10:00 am to 4:00 pm

Bear Park Project: Glen Paulson is having beaver problems on the Sand Hill River in the Bear Park Project. Wilkens gave him authorization to trap them and call Harold Olson's son to blast the beaver dam. That was completed. There are still some dams located north of the Ricky Miller pit. Miller is checking to see if he can dig them out with his hoe, otherwise they will need to be blown.

Vesledahl/Morvig: Gary Lee has been on vacation and will be for another month. Vice-Chair Balstad asked Wilkens to meet with Morvig and contact Gary Lee to meet with Dave Weirens, BWSR, again to try to get this resolved.

Airport Drainage: The City has not applied for another permit to date.

Cost Share Funding with SWCD's for 2015: A **Motion** was made by Manager Swenson to approve \$30,000 for Mahnomon and \$50,000 for East Polk for sediment basin cost share, **Seconded** by Manager Hanson, **Carried**. The Managers decided not to allot the usual \$10,000 for West Polk at this time as they have not used it in the previous year. Their balance will remain from the previous year. If more funds are needed, the district would entertain requests for additional funding as the need arises.

Fund Balance Dormant Accounts: Accounts with negative balances were reviewed: Project #28, Project # 22, # 26. A **Motion** was made by Manager Hanson to transfer money from the construction fund for project # 28 and # 22 and money from the admin fund from project #26 to zero out the balances in these accounts, **Seconded** by Manager Brekke, **Carried**.

7. Other Business:

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

Christmas Party: The Christmas Party was set for December 19 at Erickson's Smokehouse at 5:30 PM.

Benefit package: Wilkens reviewed Polk Counties current benefit package, which is what the district has historically modeled. Polk County, in 2014 was \$784 and for 2015 is \$835. A **Motion** was made by

Manager Brekke to table this discussion until the January meeting, **Seconded** by Manager Hanson **Carried**.

Employee Evaluations: Wilkens asked the board to approve continuing the phased out retirement program offered by PERA. A **Motion** was made by Manager Swenson to continue another year with Wilkens participating in the phased out PERA retirement plan extending it for the year 2015, **Seconded** by Manager Brekke, Carried.

The managers reviewed the administrator's current salary, benefit package, and other agency compensations. A **Motion** was made by Manager Swenson to increase Wilken's base salary by 2%, **Seconded** by Manager Brekke, **not carried**. A **Motion** was made by Manager Hanson to amend the initial motion and increase Wilkens base salary by 3%, **Seconded** by Manager Swenson, **Carried**.

Swenby was not evaluated by the board and pay increases were not discussed with her. She gave an update on the filing progress.

The manager's expressed a verbal "Thank You" to both employees for their service and their job well done.

Manager Balstad would like to see a personnel committee formed for next year's job evaluation. He would like to have the personnel committee meet with the administrator and bring a recommendation to the board at the December meeting. The board tabled this discussion until January.

Joyce Downs: Joyce asked about a permit given to Stuart Christian's last month. Wilkens showed her the location of the permit on the map. It involved cleaning the east township road ditch along the Haugen property NW of the airport. No new water was drained.

SHAC List: John Balstad has requested to be removed from the SHAC. Doug Burd has not attended a meeting and his name will be removed. Manager Balstad will ask a few landowners in his area if they would like to serve on the advisory committee. Manager Brekke will ask a few landowners in his area.

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

2014-57: Gary Erickson – Heier Twp. Section 16 – Install culvert.

2014-58 Gary Erickson – Heier Twp. Section 20 – Install culverts.

9. **Adjournment:** The next regular meeting will be held at 8:00 AM on January 6, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:52 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary