

SAND HILL RIVER WATERSHED DISTRICT

October 7, 2014

1. **Attendance:** Chairman Christian called the October 7, 2014 meeting to order at 8:05 AM at the District Office. Other managers present were Bill Brekke, Roger Hanson and Phillip Swenson. One manager absent: Scott Balstad. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Zach Herrmann - Houston Engineering, Dan 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 September 2, 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 September, **Seconded** by Manager Swenson, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Hanson 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: Because the low bid was 30% over the engineer's estimate (approximately 41% over) the bids by law must be rejected. The DNR has granted an extension for the purpose of rebidding this project sometime later this winter. A **Motion** was made by Manager Hanson to reject the submitted bids and rebid the project at a later date, **Seconded** by Manager Swenson, **Carried**.

MnDOT is planning on reconstructing Highway 75 through Nielsville and Climax in 2015. Zach is working with MnDOT to coordinate the road reconstruction and the ring dike project for the benefit of both of us.

DFIRM Panels, (Flood Plain Maps): Houston Engineering has drafted a letter for submittal when the 30 day appeal period begins. There are two ways to approach fixing the maps. One is to try to get DNR to use their resources to redo the maps so they are accurate. Two would be to have our engineering firm accurize the maps and submit them to FEMA for acceptance. The first one is much cheaper but if it can't be done we would need to follow the second option. This is too important and costly for our citizens to not get it right and now is the only opportunity to do it. The last time they updated these maps was in 1966 so they lasted a long time and they were anything but accurate. No one was around at the time to try to correct them.

Project # 24: The driveway maintenance in Section 21 of Hubbard Twp. (CD 166) was completed. The gravel was bladed to the side, 18" of muck was removed and hauled away, class five was brought in and packed, and then the gravel was brought back on top of the road. This should solve the soft road problem.

Fish Passage: Stephanie Klamm (MN DNR) requested information about the design of the riffle structures and she submitted a grant to the clean water fund last week. Determination on funding is expected by

December/January.

A meeting of the Lessard-Sams Outdoor Heritage Council was attended by Daniel Wilkens and Jamison Wendel on September 10, 2014. They gave a presentation on the project and requested 25% funding of the fish passage project. The COE has 75% funding ready and waiting for the State match. Wilkens felt that the presentation went well. A decision is expected to be determined by October 7, 2014.

Upper Sand Hill River Watershed Targeted Watershed Demonstration Program Application: The application was denied for further consideration. Applications were more competitive for the same funds this year when compared to last year. We will try again next year.

6. Dan's Monthly Report

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

Project Team: The Project Team is currently suspended.

RRBC: The RRBC met September 4th and was the Ex Officio Meeting.

IRRB: Wilkens met with Gordon Goldsborough in Winnipeg and discussed the communications committee agenda for the IRRB. Daniel Wilkens presented the IRRB Basin Leadership award to Muriel Smith. She was given this award 2 years ago at the January conference but was unable to attend due to health issues. Wilkens said this was one of the highlights of his career to be able to present Muriel with this award and quoted "she is a great lady".

Personnel Manual: A conference call was held with Ron Grams, (Health Insurance Coordinator) and the board. Grams explained the changes for employers due to the new Obamacare regulations. A proposal was given by a company called TASC to operate, manage and facilitate our flex/cafeteria benefits. Brady Martz, the district auditor, also recommended the use of a third party administrator to facilitate the district's cafeteria plan. A **Motion** was made by Manager Hanson to approve the proposal to use TASC as a third party administrator to operate, manage and facilitate the districts flex benefits plan, **Seconded** by Manager Swenson, **Carried**.

A **Motion** was made by Manager Brekke to approve the personal manual with the changes made regarding the flex plan benefits contingent on the attorney's approval and removing Martin Luther King Day as a holiday, **Seconded** by Manager Swenson, **Carried**.

LID: The next LID meeting is on October 9th at the Ness Café at 6:30 pm.

Mapping System Upgrade: Swenby presented Brian Fisher's cost estimate for the proposed permit database upgrades. A **Motion** was made by Manager Swenson to upgrade the mapping system authorizing HE to include the various GIS layers needed, **Seconded** by Manager Brekke, **Carried**.

Vesledahl Drainage System: Wilkens gave the managers a copy of an e-mail written by Dave Weirens stating that BWSR authorizes the use of the funds they gave to the district years ago to use toward the cost of establishing a public ditch system under Minn. State 103E with conditions. Wilkens had met with Dave Weirens when he attended the Lessard Sams presentation. Weirens was going to review this e-mail with other colleagues and get back to Wilkens. So far there has been no response.

Ed Weise: Wilkens is working with Gary Lee on this project.

Ditch Levies: Wilkens proposed the 2015 ditch levies. A **Motion** was made by Manager Brekke approving the proposed ditch levies, **Seconded** by Manager Swenson, **Carried**.

A Drainage System	B County	C Year Benefits Determined	D County Portion of Benefits	E Percent of Benefits %	F Levy Amount (\$) (D x E = F)
SH Ditch	Polk	1956	\$272,174.05	5.5112	\$15,000.00
#12 - 98 & 148	Polk	1995	\$991,867.00	.7561	\$7,500.00
#20 - 46	Polk	2007	\$2,834,536.75	.002646	\$7,500.00
# 26 - LID Pump	Polk	2000			\$15,000.00
# 80	Polk	1909	\$9,561.50	52.293	\$5,000.00
# 24	Polk	2011	\$5,728,017	.0017458	\$10,000.00
Total					\$60,000.00

7. Other Business:

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

Bill Downs: Bill Downs asked that the district try to keep the steps and the sidewalk clear through the winter months as Joyce has just had knee replacement and wanted to ensure easier access to the building on meeting days. The board will try to accommodate the request.

Auditor’s Report: A **Motion** was made by Manager Hanson approving the 2013 auditor’s report, **Seconded** by Manager Brekke, **Carried**.

County Ditches: Manager Brekke asked that the policy of “you fill the ditch, you clean it” be reinforced in the area. Wilkens will contact the county commissioners to create and enforce a policy. Wilkens will check with the district attorney for a policy that will enforce and create a policy for the district ditches as well as soon as we get a response from the county.

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

- 2014-26: Rosebud Township – Rosebud Twp. Section 3 – Install Culvert
- 2014-27: Rosebud Township – Rosebud Twp. Section 16 & 17 – Install Culvert
- 2014-28: Rosebud Township – Rosebud Twp. Section 9 & 8 – Install Culvert
- 2014-29: Trevor Spokely - Hubbard Township – Section 28 – Clean Existing Ditch
- 2014-30: Trevor Spokely – Little Hubbard Township – Section 25 – Clean Existing Ditch
- 2014-31: Trevor Spokely - Hubbard Township – Section 27 – Clean Existing Ditch
- 2014-32: Tony Engelstad – Onstad Township – Section 32 – Clean Existing Ditch
- 2014-33: Chris Mjelde – Scandia Township – Section 25 & 36 – Install Culvert
- 2014-34: Andrew Johnstad – Reis Township – Section 28 – Clean Existing Ditch

Two permits were denied due to lack of information; a permit from JR Dale and a permit from the City of Fertile. A **Motion** was made by Manager Brekke to deny the permits, **Seconded** by Manager Swenson, **Carried**. Both applicants can reapply at a later date.

9. **Adjournment:** The next regular meeting will be held at 8:00 AM on November 4, 2014. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:20 AM, **Seconded** by Manager Brekke, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary