

SAND HILL RIVER WATERSHED DISTRICT

September 2, 2014

1. **Attendance:** Chairman Christian called the September 2, 2014 meeting to order at 8:20 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, Brian Gullekson – Landowner, Paul Engelstad - Landowner, and Joyce Downs - Landowner.
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 Brekke to approve the minutes from the August 5, 2014 meeting, with a minor change on item # 4, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for August, **Seconded** by Manager Swenson, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Brekke 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. **Budget Hearing:** The regular meeting was recessed at 8:29 am. 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	4,000.00
REIMBURSED EXPENSE	
Payroll Reimbursement	25,000.00
REIMBURSED EXPENSE - Other	<u>10,000.00</u>
Total REIMBURSED EXPENSE	35,000.00
TAX LEVY INCOME	<u>221,000.00</u>
Total Income	260,000.00
Expense	
CAPITAL IMPROVEMENTS	32,900.00
WEB-SITE	10,000.00
BUILDING MAINTENCE/OCCUPANCY	30,000.00
COMPUTER EXPENSE	5,000.00
DUES-MEMBERSHIP	1,500.00
EDUCATION	5,000.00
MANAGER EXPENSE	13,000.00

OFFICE OPERATIONS	13,000.00
PAYROLL EXPENSES	113,000.00
PAYROLL TAXES	8,600.00
PROF SERVICES	18,000.00
PROJECT TEAM	<u>10,000.00</u>
Total Expense	260,000.00

A **Motion** was made by Manager Hanson to approve the budget as advertised, **Seconded** by Manager Brekke, **Carried**. The budget meeting was adjourned and the regular monthly meeting was reconvened at 8:35 am.

6. **Engineer's Report**

Climax Ring Dike: Bids were opened for the Climax Ring Dike for Phase I on August 29, 2014 at 10:00 am at the district office. Manager Swenson and Administrator Wilkens along with Jeff Langen and Zach Herrmann attended. Ten bidder packets were requested. Three bids were received. Sellin Brothers, Inc. \$995,802, Spruce Valley Corporation, \$945,225.60, and R&R Excavating, \$918,491.81. The Engineers estimate was \$658,000. Bid tabulations were distributed to the managers. The lowest bid was 41% over the Engineers estimate. The engineers are going to review their estimates to determine what may have changed to the going rates. Statute 103.D prevents the bid from being awarded if the low bid is over 130% of the engineers estimate. An extension to the grant time-frame for the project will be requested from DNR. It is currently July of 2015. The engineers have recommended not taking action on the bids at the current time. A **Motion** was made by Manager Brekke to table action on the bids until the October meeting, **Seconded** by Manager Swenson, **Carried**.

DFIRM Panels: Houston Engineering is working with MN DNR staff in charge of the project. They have recently acquired hydraulics and hydrology technical memos for the projects. They are drafting comments to the MN DNR. The board believes that the new flood plain map has serious errors and if left as is will cost our constituents a lot of money into the future. The board felt the errors in question need to be addressed for correction.

Project # 24: (RE: Driveway maintenance; Section 21 of Hubbard Twp. (CD 166) - one mile east and a ½ mile north of Nielsville). The road was raised using dirt from the ditch bottom and it appears to be silt with cattails mixed in. Wilkens is working with Don Blasey to blade off the gravel and remove the soft material. Don Blasey will then have class five hauled in and compacted with the gravel being graded back on top of the road.

Fish Passage: Stephanie Klamm – MN DNR, has requested information about the design of the proposed riffle structures on the Sand Hill River downstream of the last drop structure. HEI has provided channel cross section data for their use. MN DNR is applying for a Clean Water Fund grant for rock riffles below the drop structures.

Upper Sand Hill River Watershed Targeted Watershed Demonstration Program: Houston Engineering has updated the application from last year and added in the new TMDL data and the grant application was submitted.

Clean Water Fund: The BWSR clean water fund grant application is due the end of September.

7. Dan's Monthly Report

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

Project Team: The Project Team is currently suspended. The FDRWG did not set aside an amount for each WD. It is a first come-first serve basis for this year.

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: The last meeting was held August 26 and 27 in Grand Forks and included a tour of the Pembina basin road dyke project.

Personnel Manual: Michelle Donarski has suggested using the manual that MAWD has available for the districts. She said it is very good. A copy was given to the managers. A few changes were made to keep it up to date and to coincide in principle with our current manual. The cafeteria plan section was written before Obama Care and is being reviewed by Vincent Brekken from Brady Martz to see how to implement the required changes to meet IRS guidelines. A draft was given to the managers for their review of what is currently being proposed.

When the official copy of the cafeteria plan is prepared, it will be forwarded to the managers. If we can get the necessary information the managers will review and approve the cafeteria plan at the October meeting.

A **Motion** was made by Manager Brekke to hire April Swenby full time, as per the administrator's recommendations, for a nine month period at her current wage rate starting September 1, 2014. **Seconded** by Manager Hanson, **Carried.**

LID: The next LID meeting is on September 10th at the Ness Café at 6:30 pm.

Fish Passage: A hearing is scheduled for September 10 at 8:40 AM at the Capitol by the Lessard Sams committee regarding the Fish Passage application to provide the ¼ share of funding to match the COE ¾ share. Wilkens and Wendell Jamison, DNR fisheries, will attend and make the presentation.

One Watershed/One Plan: Swenby has submitted a bill to the two SWCD's for their share (\$1,500 each) of the One Watershed/One Plan proposal.

Mapping System Upgrade: Swenby and Wilkens had a conference call with Brian Fisher about our web-site mapping system. Fisher will draft estimates and detailed explanations of his proposal. When they are received, Swenby will distribute them to the board for their review.

Mark Johnson: Wilkens has talked to Mark Johnson and he is in the process of wetland delineation for his project next to Union Lake. Wilkens has also asked him to contact the SWCD to see what could be done with the eroded waterway.

Ed Weise: Ed Weise has a washout and has requested assistance. It comes from the abandoned ditch # 133. Wilkens is working with Gary Lee on this project.

Beltrami slope project: Local landowners have pulled back the slope and cleaned to grade. This area needs to be mulched and seeded. Wilkens was instructed to contact Dale Berhow.

8. Other Business:

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

Joyce Downs: Downs asked about the district's intentions on Ditch # 122 located near her property. The managers reminded Downs that the project will not be discussed again, unless it is brought up before the board by a landowner or concerned citizen. The minutes from September of 2006 were read to Downs which read as follows:

*“Downs questioned the status of Ditch # 122. The board assured Downs that nothing is currently planned for ditch # 122. A **Motion** was made by Manager Vig removing this project off the agenda until the project is brought forward again, **Seconded** by Manager Sonstelie, **Carried**. Downs will be notified if the project is reinstated, however should discussion arise during a meeting, it may not be possible to contact her ahead of time. She will be notified if it comes up on the agenda.”*

In January of 2011, the district began to pursue a grant for repairing Ditch # 122.

She asked if the area was surveyed. The survey was drafted by Houston Engineering many years ago. The idea to bring water across Down's land was one of the options that was looked at. The survey was completed a few years back and due to landowner concerns, the project was deemed unfeasible at the time. Downs was assured that she will be notified if the project is ever revisited. She was reminded that the watershed door is open to anyone during the monthly meetings to come before the board with any issue at any time.

Paul Engelstad: Engelstad brought a permit request before the board to tile in section 20 and 21 of Liberty Township. The outlet would be in the NW corner of section 20. Engelstad would need to bore under PC # 1 in a NW direction to get an outlet into ditch # 95. He asked questions about cleaning ditch #95. This is a county ditch so he would need to contact Polk County and request a cleaning and get permission to bore under the road. The ditch outlet needs cleaning as well. He would need to get permission from the Highway Department to clean the ditch on the south side of PC # 1 going west. Engelstad also asked about the culvert that was approved for Reis Township. If the ditch on the west side of section 14 in the SW corner was cleaned to the south there is plenty of fall to drain Broden's property. If Reis township installs the culvert going west across the Gast property it would create more problems. Wilkens has contacted Garden Valley about locating the phone line and put them in touch with Brodens. So far they have not met. Reis Township is waiting for Brodens to have the phone line located to see if the water can be drained south to ditch # 95.

Auditor's Report: The managers received the auditor's report. They will review it for approval in October.

9. **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**.

- 2014-16: Brian and Brent Bullekson – Russia Twp. Section 35 – Clean existing ditch
- 2014-17: Paul Engelstad – Reis/Liberty Twp. Section 13, 23, 17 & 18 – Clean existing ditch
- 2014-18: Paul Engelstad –Liberty Twp. Section 20 & 21– Clean existing ditch & install tile
- 2014-19: USFWS – Rosebud Twp. Section 36 – Restore drained wetland
- 2014-20: USFWS – Rosebud Twp. Section 27 – Restore drained wetland
- 2014-21: Pederson Bros. Farm – Bejou Twp. Section 20 – Install tile
- 2014-22: Rogenes & Rye Farms – Hammond Twp. Section 30 – Construct new ditch
- 2014-23: Jerry Dahl – Bejou Twp. Section 2 – Install tile
- 2014-24: Spokely Bros – Hubbard Twp. Section 18 – Clean existing ditch
- 2014-25: Sletten Twp. – Rosebud Twp. Section 31 – Install culvert

An addition approval from the City of Fertile was tabled due to lack of information. Managers questioned the change in direction in the NE corner and had concerns about getting an adequate outlet before doing this project. They also asked if this project had gone before the airport commission for approval. Wilkens was instructed to contact the city engineer and request more information. The managers will review this at this at the October meeting, after more information is obtained.

- 10. Adjournment:** The next regular meeting will be held at 8:00 AM on October 7, 2014. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 11:36 AM, **Seconded** by Manager Brekke, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary