

SAND HILL RIVER WATERSHED DISTRICT

April 7, 2015

1. **Attendance:** Chairman Stuart Christian called the April 7, 2015 meeting to order at 8:06 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 Gary Lee – EPSWCD, Jonah Olson – EPSWCD, Kenny Pederson – EPSWCD, Lisa Newton – EPSWCD, Zach Herrmann - Houston Engineering, and Bill Downs and Joyce Downs - Landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the March 3, 2015 meeting, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Balstad to approve the treasurer's report for March, **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 Brekke, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. Engineer's Report

Nielsville Ring Dike: Wilkens met with Pat Lynch and informed him about the road raise in the area and the importance of funding in coordination with the road raise to save around \$400,000.

DFIRM Panels: The 90 day appeal period comments ends June 8. The MN DNR is incorporating the comments that Houston Engineering submitted last fall.

A local landowner was in the district this week stating that he continues to be required to have flood insurance due to the old flood plain maps and he cannot afford the premiums. The managers agreed on the importance of pursuing the flood plain so that it will be established in a realistic way. The managers discussed the most efficient way to challenge the proposed flood plain. A **Motion** was made by Manager Balstad authorizing Houston Engineering to provide engineering to redefine the area flood maps to aid the MN DNR to establish a realistic flood plain map for all the district, **Seconded** by Manager Brekke, **Carried**.

TMDL: Comments were provided and Houston Engineering has addressed all of the comments. A public meeting will be held by this fall allowing for additional comments. By this fall it is hoped that a final TMDL/WRAPS document will be completed so it can be used in the grant applications this fall.

Spokely Potato Washing: Houston Engineering was instructed to develop a design to hold water back during the winter months to prevent ice buildup in the drop structure due to the wash plant operating during freezing conditions.

Fish Passage: Luther Aadlund explained the reason for the current designs during a meeting in March. West Polk SWCD is finalizing a plan with BWSR. When the plan is finalized, the permitting process can begin with hopes of construction in the fall. Manager Hanson also agreed that the explanation of the current design detailed by Aadlund made sense, but was still not meeting his hopes for what the project could be.

A letter was received from Polk County Flood Plain Zoning stating that a Permit is not needed for the riffle project.

Climax Ring Dike: The revised grant agreement was presented requesting a grant increase and a date extension to September 30, 2016. A **Motion** was made by Manager Balstad to sign the following Resolution 0415-1, **Seconded** by Manager Brekke, **Carried**.

Resolution No. 0415-1 For Flood Hazard Mitigation Grant Funding Assistance to The Sand Hill River Watershed District Project No. 15 (12), City of Climax Flood Control Project Including Construction of Phase 1 – Public Utility Relocation in the City of Climax

BE IT RESOLVED that Sand Hill River Watershed District, hereinafter referred to as the "Grantee" acting as legal sponsor (LGU) for the flood risk reduction project or phase described in the State of Minnesota Flood Hazard Mitigation Grant # B49329/300000516, dated 10/27/2010 is hereby authorized to apply to the Department of Natural Resources for additional funding to complete this project or phase.

BE IT FURTHER RESOLVED that the Grantee has the legal authority and the institutional, administrative, and managerial capability to ensure adequate acquisition, construction, maintenance and protection of the proposed project or phase.

BE IT FURTHER RESOLVED that the Grantee hereby pledges to complete the project or phase if it exceeds the total funding provided by the Department of Natural Resources and any required local match.

BE IT FURTHER RESOLVED that upon approval of its request by the state, the Grantee will enter into an amended agreement with the State of Minnesota for the above- referenced project or phase, and that the Grantee certifies that it will comply with all applicable laws and regulations as stated in the amended contract agreement.

NOW, THEREFORE BE IT RESOLVED that the Watershed District Administrator, Daniel Wilkens is hereby authorized to (Title of Authorized Official) execute such agreements as are necessary to implement the project or phase on behalf of the Grantee.


I CERTIFY THAT the above resolution was adopted by the Sand Hill River Watershed District (LGU) on 4/7/15 (Date).

SIGNED:


(Signature)
Board Chairman

(Title)
4/7/15

(Date)

WITNESSED:


(Signature)
Board Secretary

(Title)
4/7/15

(Date)

Langan is proposing a pre-construction conference for April 15th at 10:00 am at the Climax City Hall.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Crookston in partnership with the River watch Conference.

RRBC: The RRBC retreat and board meeting was held March 4-5 in Grand Forks

IRRB: The next IRRB meeting is scheduled for September.

MAWD: Manager Hanson and Wilkens attended the Legislative Breakfast.

Ed Weise: Ed Weise has a washout coming from the abandoned ditch # 133 outlet and has requested assistance. Wilkens met with Weise on March 25. Wilkens is exploring government programs that would assist him in fixing the erosion issue.

7. Other Business:

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

East Polk SWCD: Lisa Newton was introduced to the managers. Gary Lee has given Newton a tour of the areas that will be applying for grant applications this fall and Newton has been filled in to pick up where Lee left off in the process.

The board wished Gary Lee a successful retirement and thanked him for his many years of service.

Ottertall Rate Increase: Ottertall sent a notice out regarding a substantial rate increase of 5.25 times in the distribution costs section.

Personnel Manual: Swenby requested that an Easter Holiday be added to our personnel manual. Manager Balstad was not in favor. A **Motion** was made by Manager Hanson to add an Easter Holiday to our personnel manual, **Seconded** by Manager Swenson, after discussion the vote did not carry. Manager Balstad would like to see what Ultima Bank does and discuss it at the next board meeting.

Reorganization of board:

Annual reorganization of the Board was conducted. Chairman Christian turned the meeting over to Manager Balstad 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 Swenson, **Carried**. Manager Balstad 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 Brekke, **Carried**.

Chairman Christian asked for nominations for **Secretary of the Board**. Manager Balstad 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 Balstad, **Seconded** by Manager Swenson, **Carried**.

Chairman Christian asked for nominations for **Treasurer** of the Board. Manager Hanson 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 Brekke, **Seconded** by Manager Balstad, **Carried**.

Manager Swenson 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, American State Bank, Ultima 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**.

8. **Permits:** One permit was brought before the board. A **Motion** was made by Manager Hanson to approve the following permit, **Seconded** by Manager Swenson, **Carried**.

2015-05: Nathan Ellingson – Install a culvert – Garfield Twp. Section 9

2015-06: Iverson Farms – Install erosion control structure and tile – Bejou Twp. Section 6

2015-07: Iverson Farms – Install erosion control structure and tile – Bear Park Twp. Section 1

9. **Adjournment:** The next regular meeting will be held at 8 AM on May 5, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:06 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary