

SAND HILL RIVER WATERSHED DISTRICT

January 6, 2015

1. **Attendance:** Chairman Stuart Christian called the January 6, 2015 meeting to order at 8:10 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 Wayne Goeken – Riverwatch Coordinator, Jeff Langan - Houston Engineering, Joyce Downs and Bill Downs - Landowners.
2. **Approval of the Agenda:** A **Motion** was made by Manager Swenson to approve the agenda, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Swenson to approve the minutes from the December 2, 2014 meeting, making an attendance change from Brian to Bill Downs and changing a discussion item in the other business category reflecting only Joyce's name not Bill/Joyce, **Seconded** by Manager Brekke, **Carried**. The minutes for October and November also has a typo stating Brian Downs was in attendance, and they should be corrected to read Bill Downs. A **Motion** was made by Manager Swenson to make the suggested name changes, **Seconded** by Manager Balstad, **Carried**. Swenby will make the changes and update the website.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for December, **Seconded** by Manager Hanson, **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 Hanson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

5. **Engineer's Report**

Climax Ring Dike: MN DNR granted an extension of funding that would allow for project completion by December 2015. Paperwork will not be completed until spring 2016. Existing grant expires June 2016. Plans and specs were updated in December, advertisement for bids began mid-December, and Bid Opening is scheduled for Thursday January 15, at 10 AM in the district office. A portion of Phase 2 storm sewer work (\$60,000) has been incorporated into Phase 1 work. The cost estimate remains at \$890,000.

Nielsville Ring Dike: A presentation will be given to Ron Harnack, to help him obtain funding for July 2016 fiscal year.

Fish Passage: A meeting was held December 18 in Fergus Falls, with Hanson and Wilkens attending, to discuss the rock riffle design for the COE four drop structures and the next steps. Meeting notes were given for detailed information.

Clean Water Fund Grant: The MN DNR needs two separate COE permits, in addition to a multitude of others to install the rock riffles downstream of the four drop structures the COE is working on. Stephanie Klamm, DNR, has requested information about the design of riffle structures below the drop structures. HEI provided channel cross section and hydraulic data to assist in the Clean Water Fund Grant Application. Determination on funding should be made in January.

6. Dan's Monthly Report

Project Team: The districts project team is currently suspended. Henry Van Offelen, Chuck Fritz, and Dan Wilkens will draft a proposal to the FDRWG to bring in a moderator to run our project team meetings. Our goal is based on the Green Meadow project which is to have a project selected in 6 meetings in a 6-9 months' timeframe.

RRWMB: The RRWMB met in Fertile. Meeting highlights were given to the managers. The next meeting is in Moorhead at the Courtyard by Marriot.

RRBC: The RRBC Annual Conference will be in Winnipeg starting at 1:00 pm on January 20. It runs through the 22nd.

IRRB: The IRRB meeting will be held after the RRBC conference on Thursday and Friday.

MAWD: MAWD was held in early December. Hanson, Swenson and Wilkens attended and gave a report.

LID: Wilkens met with the LID Chairman, Richard Rock, at the pump site. The culvert is 8' diameter. We will do some measuring as to how deep when it gets warmer and it should be easy to build a gauge.

Wind Erosion in Ditches: Wilkens has contacted Polk County Administrator to begin policy development. The two board members up for appointment will discuss this issue this afternoon. No report yet.

Bear Park Project: Rick Miller has taken care of the dams, except for one. They will continue to work on removing the problem dam.

Map Layers Upgrade: Houston Engineering is working on upgrading our mapping layers. Swenby is tentatively scheduled to meet with Brian Fischer this week.

Benefit Package: Benefit package discussions were tabled from last month. Manager Balstad requested that a personnel committee be set up. The managers discussed the pros/cons of a separate committee. A **Motion** was made by Manager Balstad to set up a personnel committee, **Seconded** by Manager Swenson, **NOT carried (one for and three against)**. After discussion, the managers felt it is more efficient to continue as we have with holding a closed meeting for evaluations.

Manager Balstad stated that the Buffalo Red WD obtained a BWSR grant to determine what personnel/employee items are needed. Wilkens will check on the availability of this type of grant for our district.

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 Balstad to leave the benefit package at \$600 per month, **Seconded** by Manager Hanson **Carried**.

Swenby' s performance or pay was not evaluated at this time.

7. Other Business:

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

Wayne Goeken presentation: Goeken presented the findings for oxygen and turbidity levels in the Sand Hill River in various sampling locations. Goeken is hoping that the turbidity levels will decrease due to the amount of sediment basins constructed in the East end. He displayed many photos along the stretches of the river. He is exploring more school groups to continue sampling. A **Motion** was made by Manager Balstad to contribute \$500 to the Riverwatch Forum, **Seconded** by Manager Swenson, **Carried**.

SHAC List: The SHAC meeting was held December 29. The SHAC has suggested adding JJ Hamre and Chuck Lucken to the SHAC list. Manager Balstad said that Clayton Bartz is willing to serve. A **Motion** was made by Manager Balstad to add the suggested members to the SHAC list, **Seconded** by Manager Swenson, **Carried**. Manager Brekke will continue to look for members in his area.

Payroll class: Swenby presented an opportunity in Grand Forks or Fargo for a one day seminar on new payroll laws. There are many new rules with Obamacare and to ensure that the district is utilizing the best solution possible, she has recommended placing the implementation of the TASC process on hold until this class can be attended. Many of the TASC policies were “overkill” for the district and she would like to continue her search for a simplified solution for the district going forward for new employees. For the time being, she will proceed with dispersing the payroll benefits in the same way the district has historically been, ensuring proper and legal documentation is attached. Swenby will attend the seminar and report findings to the board.

Thank you note: A thank you note was presented to the district from Sylvia Hovland for addressing the water issues near her property.

8. **Permits:** One permit was brought before the board. A **Motion** was made by Manager Balstad to approve the following permit dated 12/8/14, **Seconded** by Manager Hanson, **Carried**.

2015-01: City of Fertile – Garfield Twp. Section 17 – construct a new ditch on the north side of the runway.

9. **Adjournment:** The next regular meeting will be held at 8:00 AM on February 3, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Balstad to adjourn the meeting at 10:35 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary