

SAND HILL RIVER WATERSHED DISTRICT

June 2, 2015

1. **Attendance:** Chairman Stuart Christian called the June 2, 2015 meeting to order at 8:00 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 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 Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Swenson to approve the minutes from the May 5, 2015 meeting, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for May, **Seconded** by Manager Brekke, **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. Engineer's Report

DFIRM Panels: Houston Engineering is nearing the completion of Project # 17 area. The comments from Polk County regarding Maple Creek will be reviewed as part of the independent review. Houston Engineering is beginning the review of the Sand Hill Ditch. Hydrology and Hydraulics are being assessed similarly to Project # 17.

Spokely Wash Plant: The ditch has not been cleaned. Wilkens will tour the area and contact Lonnie Spokely about ditch cleaning.

Project #17: Slope failure has been detected at two locations. This is likely due to shallow ground water gravel veins. Houston Engineering will work with Wilkens and a contractor to complete potential fixes.

Annual Ditch Inspections: Houston Engineering and Wilkens toured Projects 12, 17, 20 and 24. It is noted that there are missing ROW markers, missing one-rod buffer strips, and minor repair items. Herrmann presented inspection maps with locations. Houston was instructed to replace the ROW markers. Wilkens will prepare letters to landowners.

Karl Tollefson Ring Dike: There is potential for NRCS EQUIP funding. The district has been coordinating with Tollefson to obtain outside funding.

Fish Passage Rock Riffles: Nicole Berndt has completed the contract through West Polk and BWSR. The process of bid documents and permitting will begin.

Fish Passage, COE: The Lessard-Sams Outdoor Heritage Council Funding Opportunity grant criteria has changed and it is expected that only two drop structures with a possibility of three, will be completed due to cost increases from 5% grade to 3% grade. The MN DNR is preparing an application to request additional funds from the LSOHC to complete the remaining two drop structures, and any riffles not completed with the Clean Water Fund Project. The Funding request is for \$1,451,900.

Climax Ring Dike: Jeff Langen prepared a written summary of the project status to date, Herrmann presented Langen's summary. A **Motion** was made by Manager Balstad to approve change order # 1 for \$1,073.61, relocating additional services, **Seconded** by Manager Swenson, **Carried**.

A **Motion** was made by Manager Balstad to approve partial pay request # 1 for \$159,334.40, for services

completed to date, **Seconded** by Manager Brekke, **Carried**.

Langan prepared a written report stating that the contractor has completed storm sewer, forcemain and gravity sewer from N side of Hwy 220, to the south curb line at River St. (on east side of church). The contractor has started to install wet well at NW lift station site and is likely to have issues with delivery and startup of the lift station control panels. This may delay final startup and operation date of the lift stations and Houston Engineering will monitor this closely. Langan reported that construction is progressing a bit slower than anticipated, but the quality of work is good. Within the next two weeks the contractor expects to complete the NW lift station, valve manhole, forcemain and gravity lines up to TH 220 (west end of project). Most likely the contractors will open cut TH 220 within the next two weeks.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Fertile at the SHRWD district office in May.

MAWD Summer Tour: June 24-26 in Duluth. Manager Hanson, Manager Swenson, and Wilkens plan on attending.

DWG: The next Drainage Workgroup Meeting is June 11th.

Maple Creek Improvement: David Johnstad would like to repair the center section of Maple Creek. Johnstad has requested assistance with permitting.

Erosion site at nature Center: Lisa Newton, Danielle Meunier, and Wilkens met on site on May 21. Newton will prepare a grant application to Enbridge.

Dike along PC # 48: Elliot Solheim requested we look at this ditch plug to see if it is appropriate.

Car Show Request: Lisa Liden, City Administrator, asked if they could use our parking lot for the car show. Patty Mosher asked to set up a booth on our corner selling cotton candy during the car show. She has asked if the district would grant her permission and has asked if she can run a cord from the back side of building. The board approved both requests.

Permanent Easement: A **Motion** was made by Manager Balstad to have Dave Hauff prepare a permanent easement for access to the pump site for Bill Brekke on his irrigation pond, **Seconded** by Manager Swenson, **Carried**. Manager Brekke recused himself from voting.

7. Other Business:

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

Computer Hardware Upgrades: Swenby updated the board. A server was not purchased. The district has outsourced the back up and has purchased two localized back up drives in addition to Microsoft 365.

Polk County Ditch Policy: Manager Brekke would like to continue to urge the county to develop a policy to required landowners to clean the ditches they fill. Manager Balstad commented that at his last visit with the county, he felt that there was not an interest for such a policy. Manager Brekke would like to continue to ask the county to adopt a policy.

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

2015-11: Paul Engelstad – Install a culvert – Liberty Twp. Section 18

2015-12: Bear Park Township – Install a culvert – Bear Park Twp. Section 1 & 2

2015-13: Garrett Peterson – Install a culvert – Hubbard Twp. Section 10

9. **Adjournment:** The next regular meeting will be held at 8 AM on July 7, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 9:50 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary