

# SAND HILL RIVER WATERSHED DISTRICT

September 1, 2015

1. **Attendance:** Chairman Stuart Christian called the September 1, 2015 meeting to order at 8:03 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 Brian Gullekson, Bill Downs, and Joyce Downs - Landowner.
2. **Budget Hearing:** The regular meeting was recessed at 8:03 am. The budget hearing was called to order at 8:03 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:

	<u>Jan - Dec 16</u>
<b>Income</b>	
<b>INTEREST INCOME</b>	7,500.00
<b>REIMBURSED EXPENSE</b>	600.00
<b>TAX LEVY INCOME</b>	<u>250,000.00</u>
<b>Total Income</b>	258,100.00
<b>Expense</b>	
<b>CAPITAL IMPROVEMENTS</b>	35,000.00
<b>WEB-SITE</b>	10,000.00
<b>BUILDING MAINTENCE/OCCUPANCY</b>	30,000.00
<b>COMPUTER EXPENSE</b>	5,000.00
<b>DUES-MEMBERSHIP</b>	1,500.00
<b>EDUCATION</b>	5,000.00
<b>MANAGER EXPENSE</b>	15,000.00
<b>OFFICE OPERATIONS</b>	13,000.00
<b>PAYROLL EXPENSES</b>	110,000.00
<b>PAYROLL TAXES</b>	8,600.00
<b>PROF SERVICES</b>	<u>25,000.00</u>
<b>Total Expense</b>	<u>258,100.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

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 8:04 am.

3. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda, **Seconded** by Manager Brekke, **Carried**.
4. **Minutes:** A **Motion** was made by Manager Balstad to approve the minutes from the August 4, 2015 meeting, **Seconded** by Manager Swenson, **Carried**.
5. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for August, **Seconded** by Manager Brekke, **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.

Manager Balstad questioned the bill from Houston Engineering regarding the sub-engineering bill submitted from WFW for construction engineering on the Climax phase one project. Herrmann explained that the city of Climax is using their engineer for the sewer project, and they are billing Houston for reimbursement as the SHRWD is the sponsor of the ring dike project.

## 6. Engineer's Report

**DFIRM Panels (FEMA MAPS):** The hydrology has been revised based on the Climax gage. This reduces flow rates along the entire Sand Hill River. The MN DNR provided the hydraulic model that was used to analyze the revised flows, and mapped using LiDAR data. The revised mapping removes many impacted structures from the floodplain.

The preliminary floodplain along County Ditch 9 did not include Project #17. The hydraulic model was developed using as-built construction plans and LiDAR data. Flows were recalculated using USGS regression equations and modeled in the hydraulic model. The results were mapped. Herrmann also reviewed road overtopping elevations and compared them to the revised floodplain.

**Project # 24:** Herrmann contacted Spokely's about the gallons of water used to determine the required height for stop log structure that would contain the wash plant water in the pond during the winter months to prevent freezing the outlet structure. Approximately 3.3 million gallons are anticipated to be discharged between November and April, requiring 0.8 feet of storage. The structure will be designed to provide 1.3 feet of storage assuming a 0.5' factor of safety. Herrmann is working with contractors to determine the most feasible option. They are exploring a sheet pile option and a cast-in-place concrete option.

Herrmann reviewed Brekke's easement near the project outlet. Dave Hauff does not think the current easement would prevent use of the easement for maintenance of existing private utilities. Brekke would still request that an easement be drawn up and recorded.

**Rock Riffles:** The channel survey was completed last week. The survey will be used to finalize the riffle design and prepare information for USACE 408 permit.

**Fish Passage:** Herrmann confirmed via MN DNR that Zebra Mussels cannot be transported upstream and that the MN DNR was not concerned with Zebra Mussels in the SH River. Herrmann will check with the MN DNR about Manager Balstad concerns with Zebra Mussels attaching to fish and being transported upstream.

**BWSR Clean Water Fund Grant Opportunities:** Houston Engineering provided technical assistance to EPSWCD on the Carlson Coulee project. The project would fund construction of 5-6 rock riffles, armoring outside channel bends, and two corrugated metal drop culverts for field inlets into the coulee. The total estimated at \$382,500 (80%, or \$306,000 funded through BWSR grant, if successful).

A new opportunity through BWSR presented itself regarding Polk County Ditch # 122 that would allow funding projects on 103E projects. This grant allows for erosion control projects. BWSR plans to host a public information meeting on September 10 in Ada, MN. The anticipated grant due date would be late in October. Herrmann will attend the meeting to get more information on the new program.

**Project #17:** There is slope failure at two locations. This is likely due to shallow ground water. Herrmann will work with Wilkens to find a contractor on potential fixes when/if conditions warrant this fall. The fix will require dry weather.

There is approximately 3 feet of head-cutting at the upstream end of Project # 17 where Maple Creek drops into project # 17 and also on ditch # 80. Rock drop grade control structures and bank armor is required.

A **Motion** was made by Manager Balstad authorizing fixing the heading-cutting on Ditch 80 and Maple Creek, with the two ditch system paying for it, **Seconded** by Manager Swenson, **Carried**.

**Annual Ditch Inspections:** Herrmann inspected projects 12, 17, 20, and 24 on May 5. Stake replacements will take place this fall. Herrmann is soliciting bids from two contractors to install replacement signage. As soon as the locations are staked the signs will be installed.

**Climax Ring Dike:** Herrmann presented Langan's update on the Climax Ring Dike. Gladen Construction completed startup of the NW Lift Station this month, and tied in the sanitary sewer and force main along River Street (NW part of town). The old lift station was turned off. The painting is completed in NW lift station with the exception of some touchup work. All sanitary sewers and sanitary force main work in the NW part of town are installed and tested out. The gravity sanitary sewers will need to be televised upon completion of the project. The concrete curb and Gutter has been installed. No asphalt paving (TH 220), asphalt patching and grass restoration have been completed.

The NE lift station structures are pretty much completed with just some site work to finish up. The electrician is working on outlets and lights and should be finished within a week. The power from the utility to this station is in, and should be energized this week. The NE Lift Station is expected to be started up Tuesday September 8. After it is on line Gladen Construction will complete the final tie in of the force main, gravity sewer and services. The concrete curb and gutter was replaced. Asphalt patching and grass restoration will occur after the new station is on line. The gravity sewers were tested with a mandrel, and two locations failed and had to be re-dug and adjusted. We will review these two areas in the final sewer televising footage.

The lift stations should be on line and operational within a week, and the project should be complete by the end of September, if not sooner. The residents are starting to grumble about the time, so wrapping it up will be good.

Most all of the underground sewer and services are installed. The contractor has the connection points to existing systems yet to make. They are waiting for the new lift stations to be ready for on line service before they make the tie in. The painter completed most of the lift station painting, just some minor touchups left.

The NE lift station slab was placed, and the carpenter started on framing the lift station building. The walls and roof are sheeted, and ½ of the roof is shingled. The carpenter is working on the lift station buildings part time in the evenings.

WFW continues spending additional engineering field time due to the Contractor's slow progress, but is somewhat less at this point. They have reduced field time this last month and will continue this coming month to try to compensate for the slower than anticipated construction.

Three change orders were brought before the board:

*Time Extension Required (Change Order 3)*: Due to utility company service connection delays and delivery of materials for lift station control panels. Langan has approved this change and agrees it is allowed by special provisions. A **Motion** was made by Manager Balstad approving change order #3, **Seconded** by Manager Hanson, **Carried**.

Note: Lift Station Completion Dates – Original August 18 extend to September 15 and Final Construction Completion Dates – Original Contract September 18 extend to October 2.

*Pavement Repair of Streets (Change Order 4)* - \$11,432.00: The contractor damaged various locations of the city streets adjacent to work site. Access was limited and damage was not reasonably avoidable due to limited accessibility and minimal street pavement sections. No improvements, just simply restoring surface of various areas to preconstruction conditions. A **Motion** was made by Manager Brekke approving change order #4, **Seconded** by Manager Swenson, **Carried**.

*Additional Storm Sewer Manhole Required (Change Order 5)* - \$4,714.60: A conflict between storm sewer and sanitary sewer was discovered during construction. Additional storm manhole installation was required to best resolve the conflict. The conflict was not a result of Contractor operations. General cost for additional storm sewer manhole would have existed if conflict had been identified and included in final plans. A **Motion** was made by Manager Swenson approving change order #5 **Seconded** by Manager Brekke, **Carried**.

The budget appears healthy, even considering the additional field engineering and administrative time. No concerns at this point with exceeding maximum grant funds.

A **Motion** was made by Manager Hanson to approve partial pay request # 4 for \$76,635.39, for services completed to date, **Seconded** by Manager Swenson, **Carried**.

## 7. Dan's Monthly Report

**RRWMB:** The RRWMB met in Fertile in August. Meeting highlights were given to the managers.

**RRBC Commission:** The exofficio meeting at the Marriot at 9:00 am on September 3.

**IRRB:** The next IRRB meeting is in September.

**DWG:** The next meeting is September 10 in Eagan.

**Maple Creek Improvement:** Dave Johnstad, Elliot Solheim, and Mike Skaug are preparing a permit to clean Maple Creek.

**Section # 10 Hubbard:** The Garrett Peterson crossing has been sized by our engineer to a 48". Wilkens will work with Garrett on elevations of earthwork.

**Dike along PC # 48:** Elliot Solheim requested we look at this ditch plug to see if it is appropriate. Wilkens is researching our records to see if this was permitted.

**Culvert Replacement along Hwy # 9.** Dave Johnstad replaced the culvert. The project is complete.

**FDRWG:** The FDRWG met in Detroit lakes on August 19<sup>th</sup>. The next meeting is September 21 in Thief River Falls.

**LID:** Wilkens attended the LID annual meeting and gave an update on easements and gauge construction.

**Spokely Wash Plant:** A registered letter was sent to Lonnie Spokely asking him to clean the wash plant sediment pond, as per the agreement. If it was not completed by September 1, the district will hire it done at the landowner's expense. Wilkens will follow up to see if it was completed, if it wasn't a contractor will be hired. Manager Brekke recused himself from the discussion.

**Corp of Engineers Spoil:** The COE has between 8-11,000 yards of spoil that needs to be removed at the drop structures and located off site. The district has placed an ad in the Fertile Journal asking for possible sites that would be able to accept the extra spoil.

## 8. Other Business:

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

**Data Practices:** A data practices request has been submitted. Our attorney is drafting a letter.

**RRWMB Media Consultant:** Swenby will meet with the RRWMB PIC committee on September 18 to determine if collaboration between the SHRWD and the RRWMB can be made for the Public Information Consultant position.

**Capital Improvements:** Images of the roof were given to the managers. The managers talked about options for a new roof.

**Brian Gullekson:** Gullekson is requesting that the berm be fixed, making the berm grade coincide with the road grade in Section 8 of Liberty Township (1/2 mile from the twp. road going east). The managers asked that Gullekson fill out a permit for that.

**Permits:** Two permits was brought before the board. A **Motion** was made by Manager Hanson to approve the following permit, **Seconded** by Manager Brekke, **Carried**. Manager Balstad recused from approving the approving permit.

**2015-18:** Brian Gullekson, Liberty Township-Section 8, Reshape ditch berm

A **Motion** was made by Manager Balstad to approve the following permit, **Seconded** by Manager Swenson, **Carried**.

**2015-19:** David Johnstad, Reis Township-Section 2, Clean existing ditch

A permit extension for permit 2014-16 was requested. A **Motion** was made by Manager Brekke to approve the extension, **Seconded** by Manager Swenson, **Carried**.

9. **Adjournment:** The next regular meeting will be held at 8 AM on October 6, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Balstad to adjourn the meeting at 10:26 AM, **Seconded** by Manager Swenson, **Carried**.