

SAND HILL RIVER WATERSHED DISTRICT

December 6, 2016

1. **Attendance:** Chairman Stuart Christian called the December 6, 2016 meeting to order at 8:07 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: Bill Downs - Landowner, and Zach Herrmann – Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda as presented, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the November 1, 2016 meeting, **Seconded** by Manager Balstad, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for November, **Seconded** by Manager Balstad, **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, except for 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

Rock Riffles: A **Motion** was made by Manager Hanson to approve pay request #2 (\$150,595.32 for the total contract amount, less a 5% retainer (\$13,688.85), **Seconded** by Manager Brekke, **Carried**. The retainage will be held to ensure that seeding is satisfactorily completed in 2017.

Additional funds under the grant are remaining. Now that we are near completion of the riffles, we will evaluate the amount of funds remaining and potential additional work items that could be completed.

BWSR Clean Water Fund Grant Opportunities:

PC Ditch 80 Improvement: Seventy-five percent funding for side inlet pipes for the improvement project have been requested and requires that the SHRWD partner with the West Polk SWCD. The application was submitted August 8, 2016.

Targeted Watershed Demonstration Program:

Carlson Coulee: Herrmann and Wilkens met with Lisa Newton and the landowners in November. The landowners were receptive to the project. The survey work will be completed yet this year. A field review was conducted in November to establish survey needs. Two large beaver dams were noted. The project plans and permitting will be completed this winter. The construction is anticipated for summer 2017.

Sediment Control Basins: Prioritized Implementation Planning using GIS is underway. A public meeting is planned for December 15 at 5:30 PM in McIntosh to gather citizen input.

Climax Phase II: A **Motion** was made by Manager Balstad to authorized pay request #5 for \$43,983.90, **Seconded** by Manager Brekke, **Carried**. Final payment is likely in June or July of 2017.

The project is 99% complete. MnDot would like to redo the Hwy 220 patch by milling a few inches off and overlaying the Hwy 220 patch next spring. The contract should be left open with a small retainage over winter in order to use the project funds next spring for the Hwy 220 patch. The

contractor will use a different sub to perform this work next spring.

The following punch list items were completed:

1. Remove silt fence
2. Grout gate-well structure and install sluice gate
3. Fix the ditch bottom (tire ruts) in the ditch north of HWY 220 (ditch in front of church)
4. Area near the crushed concrete road, pump station and MH 3
 - a. Grade crushed concrete to allow water to flow across south to north (in front of Brian Evenson's house). The work has been performed, but Evenson claims it isn't adequate.
 - b. Fill low spot with topsoil in east-west ditch (in front of Brian Evenson's house). The work has been performed, but Evenson claims it isn't adequate.
 - c. Get the low spots to drain to MH 3 in south-north ditch (west of Brian Evenson's house).
5. Deliver set screw for PTO and owner's manual for pump.

Project #24: The stop log structure has had additional pilings placed on each side and continuous welding around the stop log enclosure to prevent leakage. It appears to be water tight.

A **Motion** was made by Manager Balstad to approve the final pay request for \$6,910.00 for the stop log structure, **Seconded** by Manager Swenson, **Carried**.

Houston Engineering will solicit quotes for work at the outlet structure for 2017 construction.

DFIRM Panels: The district has received a response to comments from the DNR staff. Most responses were requesting additional documentation for revising the 100-year peak discharge for Zone A flood areas along the Sand Hill ditch. Houston Engineering will provide documentation as required. The MN DNR is beginning revisions to better model the 100-year floodplain west of Beltrami. They have a June 7, 2017 completion date.

Redetermination of Benefits: Houston Engineering continues working on the three systems (PC Ditch # 9, 119 and Project # 5). Herrmann has reviewed the existing in-place buffers. He will update maps showing areas needing buffers and provide cost estimates. When that data is ready the district will notify landowners in these systems and provide an informational meeting to discuss direction to move forward. Landowners agreed at our first meeting to move forward with redetermination of benefits to correct the benefited area and purchase the filter strip ROW.

ROW Sign Replacement: Herrmann continues to consider a policy for ROW sign replacement.

6. Dan's Monthly Report

RRWMB: The RRWMB met on November 15 in Ada. Meeting highlights were given to the managers.

RRBC Commission: The last meeting was held November 3rd at the Canad Inn in Grand Forks. The conference is scheduled for January 17th -19th.

FDRWG: The FDRWG met following the RRWMB meeting in Thief River Falls.

DWG: The last DWG meeting was held November 10 in Eagan, MN at Farm Bureau. Meeting highlights were given to the managers.

Web Site Upgrade: Houston Engineering continues to work on upgrading our permit database.

Dave Aarends ROW concern: Nothing new from attorney.

Hovland Marsh: A hearing will be held on December 19th at 1:30 pm at the McIntosh Community Center. Wilkens briefed the managers on the previous meeting he attended regarding this issue.

MAWD: Swenby, Manager Hanson, and Manager Swenson attended MAWD. Manager Hanson briefed the managers on MAWD's plans for hiring a new executive director.

Dave Aarends ROW concern: No new information has been received from attorney.

SHAC Meeting: The advisory committee suggested removing Rodney Spokely, removing Craig Bunn and replacing him with Jerry Jacobson, and adding Douglas Chandler as committee members. The committee asked Swenby to make a personal phone call to all inactive members asking them if they are still interested in serving. Statute requires each SWCD be represented. JJ Hamre was recommended by the advisory committee to serve as a board member to replace Bill Brekke who is not seeking another term.

Annual Report: Swenby completed the 2015 annual report and distributed it to the managers.

7. Other Business:

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

Project #17 Maintenance (Highway 9/County 41): The slough is not holding. Manager Hanson asked Herrmann to find expertise addressing this type of slough. Hanson questioned if draining and putting in a tile to remove the water from the sand vein in this area would be the solution. Herrmann will do some research and also discuss solutions with Polk County Highway Department.

Christmas Party: The Christmas Party was tentatively set for December 16 or December 18. Swenby will send out invitations pending Erickson's Smokehouse availability.

Employee Evaluations: A **Motion** was made by Manager Balstad to close the meeting for employee evaluations, allowing the managers to discuss the evaluations, **Seconded** by Manager Brekke, **Carried**.

The managers performed employee reviews.

A **Motion** was made by Manager Swenson to re-open the meeting for public, **Seconded** by Manager Balstad, **Carried**.

A **Motion** was made by Manager Brekke to approve a 2% pay raise for Swenby and Wilkens beginning January 1, with no changes to the health benefit. **Seconded** by Manager Hanson, **Carried**.

Brekke Retirement: A plaque was presented to Manager for 18 years of service. This will be Manager Brekke's last meeting. The board thanked him for his exemplary service and wished him well in his retirement.

Sand Hill Ditch, Redetermination of Benefits: The managers discussed the option of Redetermining benefits on the Sand Hill Ditch. This would be a very big undertaking. Herrmann suggested Lessard-Sams funds might be available to purchase additional ROW. More research and discussion will be needed before moving forward.

Red Lake Tiling Rules: Manager Balstad asked Wilkens to get a copy of the tiling Rules from Red Lake and Wild Rice Watershed Districts so we can move forward on updating our rules and regulations.

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

2016-32 Bear Park Township, Section 27 – Bear Park Twp. – Install culvert

2016-33 Jim VanRaden, Section 35 – Onstad Twp. – Clean Existing Ditch

2016-34 Jerrel Hamre, Section 23 – Scandia Twp. – Install Culvert

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

2015-18 – Brian & Brent Bullekson, Section 8 – Liberty Twp. – Repair, Reshape Ditch Berm

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on January 3, 2017**. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:10 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary