

SAND HILL RIVER WATERSHED DISTRICT

March 1, 2016

1. **Attendance:** Chairman Stuart Christian called the March 1, 2016 meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, Roger Hanson and Phillip Swenson. Managers Absent: Bill Brekke. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Joyce Downs and Bill Downs – Landowners, and Zach Herrmann- Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Balstad, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Balstad to approve the minutes from February 2, 2016 meeting, **Seconded** by Manager Hanson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for February, **Seconded** by Manager Balstad, **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 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 Phase I: The estimated cost to provide three-phase power to the lift pumps is between \$20,000 and \$25,000. A change order for this work will be submitted in April. If three-phase would have been provided at the initiation of the project to this lift station the cost would have likely been about \$8,000 less. However, this radio frequency problem exists in less than 1% of projects, and generally less frequent in low populated areas. Currently we have about \$800 of costs by the pump supplier and electrician for trips and troubleshooting work at the site to find a solution.

Climax Ring Dike Phase II: MNDOT and Polk County Highway permit applications will be submitted in late winter. We expect permits by May 2016.

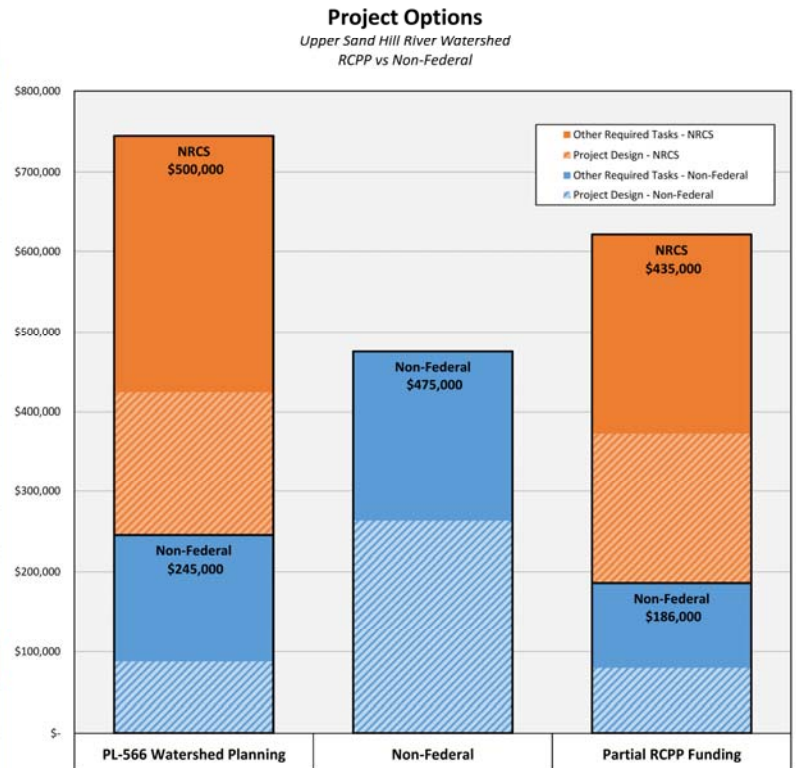
Fish Passage Rock Riffles: The district is currently waiting for the 408 and 404 permit review and approval. A **Motion** was made by Manager Balstad to advertise for bids as soon as possible pending permitting and drop structure timing, **Seconded** by Manager Swenson, **Carried**. We would like to schedule the bid at the same time as the USCOE bid opening on the 4th drop structure. They have tentatively set this in early May. Herrmann would like to award the bids as soon after as possible. We will have to see how things progress.

BWSR Clean Water Fund Grant Opportunities: The application period is now open and will close at 4:30 PM on March 9. Herrmann is working collaboratively with Lisa Newton. Their approach has been discussed with BWSR staff, who generally indicate a good application is being created.

Upper Sand Hill Detention Sites: Herrmann presented funding options for RCPP project development funding. The following graph displays the options available to the district for taking advantage of the funding available.

Upper Sand Hill River Watershed
 Review of Funding Options for Project Development
 March 1, 2016

Task	Option 1 PL-566 Watershed Planning	Option 2 Non-Federal	Option 3 Partial RCPP Funding
Purpose and Need Statement	Yes	Yes	Yes
Public Outreach	Yes	Yes	Yes
Agency Coordination	Yes	Yes	Yes
Hydrologic Modeling	Yes	Yes	Yes
Hydraulic Modeling of Damage Centers	Yes	No	Yes
Alternative Analysis	Yes	Yes	Yes
Field Survey	Yes	Yes	Yes
Dam Safety Design	Yes	Yes	Yes
Geotechnical Analysis	Yes	Yes	Yes
Structural Design	Yes	Yes	Yes
Civil/Site Design	Yes	Yes	Yes
Environmental Impacts	Yes	Yes	Yes
Mitigation Options	Yes	Yes	Yes
Economic Analysis	Yes	No	No
Selection of Preferred Alternative	Yes	Yes	Yes
Environmental Documentation	Yes	Yes	Yes



The board tentatively suggested signing up for Option 1 to have access to the NRCS funding, As the district moves forward in the process the, they can opt out at any time. If funding becomes available through the 566 program, the district would continue the process through option 1. If the 566 funding will not be available, the district can opt out at step 3 and use the planning process to procure funding through the normal state and local funding partners. Project team money is available for up to \$15,000 per year cost share for each district and if any funds are left at the end of the fiscal year they would be divided among those districts that exceeded the \$15,000 amount. The managers were given this information to discern and have chosen to wait to make this decision until Manager Brekke is in attendance.

DFIRM Panels: Herrmann 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 Sandhill ditch. HE will provide additional documentation as required.

The LOMA is still under FEMA review. Harlan Mosher has recently contacted Herrmann regarding the status.

Project # 24: Tim Crompton Excavating was on site and installed the sheet pile, riprap, and temporary water control berm in November. Shop drawings have been approved and are being fabricated. When weather allows Tim Crompton will install the control structure and finish up the site.

TMDL: The EPA’s comments have been received and addressed and sent back to MPCA. We have just received comments from MPCA supervisors and management regarding the WRAPS document and HE will address these comments in the next few weeks and send them back to MPCA.

Project #17: Wilkens and Herrmann toured the site. The elevation was verified at 850 msl and notification was sent to Stephanie Klamm.

Ditch #80: A draft petition for improvement on Ditch #80 with three laterals was received by the district. Wilkens will send the draft petition to our attorney to review and return to the petitioners for circulation and signatures.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Thief River Falls in February. Meeting highlights were given to the managers. Wilkens, Swenby and Manager Hanson attended the meeting. The March Conference is March 23 and 24. Wilkens urged managers who have not attended a manager training to try to attend the new manager's session at this meeting.

Manager Balstad will get back to Swenby today about whether he can attend. Manager Swenson and Manager Hanson stated they will attend. Swenby and Wilkens will also be attending.

RRBC Commission: The RRBC Retreat starts March 2, 2016. March 3rd is a retreat in morning followed by the board meeting.

DWG: The next meeting is March 3rd in Eagan.

FDRWG: The FDRWG was held in TRF on February 16th after RRWMB meeting.

Document Management Software: A **Motion** was made by Manager Balstad to approve the proposal of the e-file cabinet system, for \$3,514.60 for the first year and materials/software, and \$1,465 for each consecutive year, **Seconded** by Manager Swenson, **Carried**. A **Motion** was made by Manager Balstad to authorize the administrator to advertise and hire an intern to scan files as needed throughout the summer, **Seconded** by Manager Hanson, **Carried**.

Hovland Marsh: A permitting authority meeting was held in Crookston at the DNR office on February 23. The DNR is proposing to add a structure and raise the water level approximately 2.7 feet. This is a legal system that had been cleaned a couple of years ago. In the 60's a structure was installed and repaired again in the 80's. When the county ditch was cleaned they could find no easement for a structure that was in disrepair again so the ditch was cleaned back to original grade. If this project goes forward it appears that the water would back off the property and could affect local drainage in the area outside the project area. A permit to install a structure will be required from the SHRWD as well as a COE permit, DNR permit and lake designation, as well as an easement from the County for the structure on the ditch system.

MAWD Legislative Breakfast: Manager Hanson will attend the MAWD Legislative Breakfast.

MAWD Training: Each manager was encouraged to complete the MAWD survey.

Manager Responsibilities: A copy of the MAWD handbook regarding Manager roles were given to the managers. Wilkens explained the role of the administrator/managers and asked the managers to refer all calls to him when landowners have questions. If landowners choose not to call, the district cannot do anything about that. The managers asked about ditch maintenance. Wilkens explained that equipment operators for small projects are difficult to find and solutions that will last are even harder. He is working on several projects that he plans on doing this summer.

Building Repairs: Manager Hanson requested a special meeting to discuss building repairs. A special meeting date was set for March 14 at 8 AM at the district office.

7. Other Business:

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

SWCD: Jonah from the SWCD will be switching positions and will no longer be at East Polk SWCD.

Tiling: Manager Balstad would like to proceed forward with establishing tiling rules.

8. **Permits:** A permit from Sidney Fjerstad was received last month and the managers discussed the assessed areas of the drainage system he is assessed to. The water course he suggests is to run the water west which is a private system. Manager Balstad is not in favor of the water running west across private property. A possible solution may be to run it south along the highway to the next ditch going west. A **Motion** was made by Manager Hanson to deny this permit application and request more information with an outlet that addresses the concerns on the next permit application, **Seconded** by Manager Swenson, **Carried**. Manager Balstad recused from voting.

Gas Pipeline to Fertile: Two new permits were brought before the board. One was to install a natural gas line from SW of Beltrami to Beltrami and then eastward to Fertile. Another to distribute gas throughout the city of Fertile. Chairman Christian commented that he has irrigation pipe under the road west of town. Another landowner has tile outlets west of Fertile. The map suggests that the line will be in the road right of way. The managers suggested that all adjacent landowners be contacted. The board also had other questions about the route. The board suggested that to move this permit along as fast as possible that the permittees attend our next board meeting to answer questions. This permit was tabled until next month

9. **Adjournment:** A special board meeting will be held at 8 AM on March 14 to discuss building maintenance and improvements. **The next regular meeting will be held the second Monday at 8 AM on April 11, 2016** *NOTE THE DATE CHANGE*. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:34 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary