

SAND HILL RIVER WATERSHED DISTRICT

September 6 2016

1. **Attendance:** Chairman Stuart Christian called the September 6, 2016 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: Bill Downs and Joyce Downs – Landowners, David Johnstad – Landowner, Paul Engelstad – Landowner, and Zach Herrmann – Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Swenson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
3. **Budget Hearing:** The regular meeting was recessed at 8:31 am. The budget hearing was called to order at 8:31 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</u> <u>17</u>
Income	
INTEREST INCOME	9,000.00
REIMBURSED EXPENSE	1,800.00
TAX LEVY INCOME	<u>250,000.00</u>
Total Income	260,800.00
Expense	
CAPITAL IMPROVEMENTS	35,000.00
WEB-SITE	12,500.00
BUILDING	
MAINTENCE/OCCUPANCY	30,000.00
COMPUTER EXPENSE	5,000.00
DUES-MEMBERSHIP	1,700.00
EDUCATION	5,000.00
MANAGER EXPENSE	15,000.00
OFFICE OPERATIONS	13,000.00
PAYROLL EXPENSES	110,000.00
PAYROLL TAXES	8,600.00
PROF SERVICES	<u>25,000.00</u>
Total Expense	<u>260,800.00</u>
Net Income	<u><u>0.00</u></u>

A **Motion** was made by Manager Balstad to approve the budget as advertised, **Seconded** by Manager Brekke, **Carried**. The budget meeting was adjourned and the regular monthly meeting was reconvened at 8:40 AM.

4. **Minutes:** A **Motion** was made by Manager Swenson to approve the minutes from the August 2, 2016 meeting, **Seconded** by Manager Hanson, **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 Balstad 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.

The managers suggested negotiating with Red River State Bank over the monthly statement fee. Alternative banking options were discussed.

6. Engineer's Report

Fish Passage Rock Riffles: Riffles were installed at stations 56+39, 72+36 and 19+75. The MN DNR was onsite for the construction of all three riffles. The current plan is to resume construction on Tuesday (9-6-16) at the west most riffle (14+00), depending on the river and right of way conditions. Due to rock arches being installed at this location, Luther Aadland (DNR) will likely be onsite to supervise construction of this riffle.

BWSR Clean Water Fund Grant Opportunities:

Carlson Coulee: Survey work for the Carlson Coulee is schedule to be completed this fall. Following the survey, project plans and permitting will be completed this winter with construction planned for summer 2017.

Sediment Basins: Houston Engineering plans to complete the Prioritized Implementation Plans using GIS data in September and October and the SWCD will conduct a public meeting in November.

DFIRM Panels: Houston Engineering has received a response to comments from MN 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 additional documentation as required.

Project # 24: Additional sheet pile will be added on the North side. About two feet on the west side will be excavated out allowing for the inspector to see the welds. Houston Engineering discussed future work with the contractor (Tim Crompton) and reiterated that inspection needs to happen when work is done. Houston Engineering has provided a plan sheet for the managers to review.

Annual Ditch Inspections: ROW staking is completed.

Nielsville Ring Dike: There is no state bonding bill for 2016. Because there is not a funding opportunity, Nielsville will not be considered until the 2017 construction season. MnDOT will participate in costs for base and bituminous according to district 2 design engineer Joe McKinnon. The MnDOT will stop their 2017 trunk highway project in Nielsville short of the district's project limits to the north so there should be no duplication of construction and engineering once the Nielsville Flood Protection project is funded.

Climax Phase I: The pump motor relay switches are tripping and are losing power periodically. The electrician is trouble shooting the issue. Houston Engineering is planning for partial payment in October and final project approval in November. Houston will allow for the electrical starter switch issue, seeding, leaking valve manhole and the final completion of the NW lift station in determining the retainer.

Climax Phase II: The new Crisafulli trailer pump is heavy and is ripping up the new gravel driveway where it is being stored in the NE lift station shed. WFW suggested that we take out the recycled concrete installed last year and install a concrete slab instead. He estimated 56 square yards of driveway would be paved, 6: to 8" thick. It was suggested including this as part of our project cost

instead of using City funds as the pump is part of our project and the driveway was part of the Phase 1 work last year.

The managers discussed the district covering the cost of the slab and creating a change order. Manager Balstad and Manager Brekke felt this cost should be covered by the City. Manager Balstad requested obtaining a cost estimate for next meeting before making a decision.

A **Motion** was made by Manager Balstad to authorized pay request #2 for \$155,263.99, **Seconded** by Manager Swenson, **Carried**.

7. Dan's Monthly Report

Ditch Spraying and Seeding: Herrmann provided district maps. Wilkens has contacted L and M Road Services of Lake Park for spraying cattails/brush and they began August 31.

RRWMB: The RRWMB met on August 16 in Ada. Meeting highlights were given to the managers.

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

RRBC Commission: The RRBC Ex-Officio meeting was September 1 at the Marriot in Moorhead.

IRRB: The fall meeting is scheduled for September 7th and 8th in Devils Lake.

DWG: The next DWG meeting is September 15 in Eagan, MN at Farm Bureau. Highlights were given to the managers.

Dave Aarends wet area: The culvert was installed on August 19th.

Dave Aarends ROW concern: The district attorney is researching the history and possible solutions for this issue.

Enbridge Presentation: Jennifer Maleitzke will come to our October meeting as requested by Manager Balstad.

Erosion at the Union Lake Erosion Control Site: The lower stretch still needs addressing. SWCD if working on this. The district is waiting for the area engineer to schedule time with landowners.

Building upgrades: Wilkens met with Nathan Hoffman and asked him to give us a quote to design building upgrades for our meeting this morning.

7. Other Business:

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

Polk County Ditch # 80 Improvement: When the bond is complete and our attorney approves the petition as meeting all requirements, Houston Engineering will schedule a survey crew. A grant for side inlet pipes was submitted and Herrmann is expecting to hear decision regarding the grant by the end of the year. This should help with construction costs for the project.

Engelstad: There is a two-mile stretch were the dams (riffles) are being installed. Engelstad needs

the road maintained for farm equipment. He would like to verify that the road will be put back in its original condition if the road is beat up from construction. The contractor must bring roads damaged in the project construction back to original condition.

Engelstad asked who is responsible for the normal road maintenance in this area. Manager Hanson explained that the Watershed District is not in the road business. Reis Township has an easement for road establishment and maintenance, however, the road was closed by the township several years ago. Regardless, the road has a lot of traffic. Engelstad stated that portions of the road are sloughing into the river. Herrmann stated there are funds in the BWSR Clean Water Fund grant remaining and he will review the area and see if we might be able to use some of those funds to repair some of the critical sloughs.

Section 33 of Russia Twp.: David Johnstad and Paul Engelstad would like to clean in the SW corner of 33 between two box culverts. Engelstad asked if he needed a permit. Wilkens suggested getting MN Railroad approval and State approval. A Sand Hill River Watershed District permit is not necessary.

Engelstad would also like to have this area toured as he would like to suggested a pipe on the corner draining to the North to Project #17. Elliot Solheim is willing to review this with the district. Herrmann and Wilkens will meet them on site this afternoon.

Ditch #93: West in Section 19 of Hammond, Johnstad reported that the culverts are half full and the water is not moving and leaking back into the fields. Wilkens explained that ditch # 93 is a county ditch and Johnstad needs to contact Jody Beauchane, (Polk County Ditch Inspector).

Independent Auditor's Report: The managers were given a copy of the auditor's report and the management report. The management report contained two errors. Swenby will contact the auditor to request a correct report.

Sand Hill River Maintenance: Manager Hanson commented that the Sand Hill River bands are in rough shape on the West end and have been for years and are only getting worse. He suggested coordinating with area agencies (DNR, Audubon Society and Pheasants Forever, etc.) and build set-back levies on both sides of the channel. Wilkens felt if the Bear Park project and the two Winger Dam sites could be built that would help to greatly reduce the bank erosion. Manager Hanson felt there was too much area between the proposed structures and the ditch. The Corp has washed their hands of the Sand Hill Ditch many years ago. Herrmann suggested Lessard- Sams funding, which might cover 75% of the cost (excluding construction). The assessment area isn't large enough to do something drastic without a grant. A redetermination of benefits was discussed. Herrmann will review outside possibilities.

Ditch #133: The systems was abandoned many years ago. It is now declared public waters. A petition amongst landowners to establish a new ditch system a few years ago did not result in moving forward with establishing a new ditch system. Manager Balstad has challenged the declaration of public waters in this area. A fifty- foot buffer strip is required in this section because it is listed as a public waters and is not a legal system.

PERA: Manager Swenson would like to see the managers have PERA.

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

2016-16 Jeffrey A Broadwell – Sletten Twp., Sections 22 – Install grade stabilization project

2016-17 Barry Halland – Knute Twp. Section 29 – Install culvert

2016-18 CMGB Farms – Scandia Twp. Section 19 – Install tile

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on October 4, 2016**. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:55 AM, **Seconded** by Manager Hanson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary