

# SAND HILL RIVER WATERSHED DISTRICT

January 10, 2017

1. **Attendance:** Chairman Stuart Christian called January 10, 2017 (postponed from January 3, 2017) to meeting to order at 8:29 AM at the District Office. Other managers present were Scott Balstad, JJ Hamre, Roger Hanson and Phillip Swenson. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance: Jeff Langan – Houston Engineering substituting for Zach Herrmann.
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 Hanson to approve the minutes from the December 6, 2016 meeting, **Seconded** by Manager Balstad, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Balstad to approve the treasurer's report for December, **Seconded** by Manager Hanson, **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, except for 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: The district is currently in the process of completing obtaining the final ROW. Recording of all easements are expected to be completed this winter, along with final restricted use easements.

Rock Riffles: The SWCD and the district are exploring possibilities for the excess grant funds.

Carlson Coulee: Field inspection work has been completed. The surveying will be the next item and will likely take place in the spring.

BWSR Funding – Sediment Control Basins: The public hearing was held December 15 at 5:30 PM in McIntosh.

FEMA flood plain map: A map was given to the managers regarding the new flood plain maps and a map specific to a Beltrami landowner who had questions on his property was also presented.

Upper Detention Sites: A work plan is being developed. The cooperative agreement between the district and the NRCS has been finalized.

Project # 24: Houston Engineering is developing a plan to reinforce the outlet structure with sheet pile and a concrete slab. Quotes for work at the outlet structure for 2017 construction season will be solicited.

Redetermination of Benefits: Three systems are in the process of consideration for redetermination: Polk County Ditch # 9, Polk County Ditch # 119 and SHRWD Project No. 5. Herrmann has quantified acreage and will meet with Wilkens to discuss. Hearings are expected to be held within the next month or two.

Polk County Ditch #80: Houston Engineering is working on developing a preliminary plan. The district was awarded \$68,800 to assist with side inlet pipes and construction of berm over the side

inlet pipes. The grant required a \$17,200 match, which would be provided from the County Ditch 80 Improvement Project. This portion will be coordinated with the West Polk SWCD to develop a work plan for the grant through the Multi-Purpose Drainage Management Grant.

## 6. Dan's Monthly Report

**Beltrami Diversion:** Herrmann and Wilkens measured the pipe under Polk County # 1 by the substation and it is an arched concrete pipe. It will be very difficult to put a trap on. Wilkens will contact Paul Engelstad to discuss additional options.

**RRWMB:** The RRWMB met on December 20 in Fertile. Meeting highlights were given to the managers.

**RRBC Commission:** The annual RRBC Commission conference is planned for January 17 to the 19 in Fargo at the Ramada.

**DWG:** The last meeting was held December 8th in St. Paul at the Farmers Union Bldg. Meeting highlights were given to the managers.

**Maple Creek Project:** Elliot Solheim completed the north section. Dave Johnstad did not get started on the south section.

**Dave Aarends:** The managers asked Wilkens to contact the district attorney and inquire about the current status.

**Hovland Marsh:** A public hearing was held on December 19<sup>th</sup> at 1:30 pm at the McIntosh Community Center. A synopsis of the outcome of the meeting was given to the managers by Manager Balstad.

**Union Lake Easements:** Herrmann has developed a map that shows land ownership, permanent easements, temporary easements, and filter strips that need to be purchased. When complete we will work with the landowners and Dave Hauff to finalize the easements and ROW issues.

## 7. Other Business:

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

**SHAC Membership:** Swenby called each individual current member to seek interest for remaining on the SHAC. A **Motion** was made by Manager Swenson to approve the following changes to the SHAC member list, **Seconded** by Manager Hamre, **Carried**.

The following people were removed from the advisory committee as per their request: Steven Vesledahl, Jeff Voeller, and Chuck Lucken. JJ Hamre was removed as he is now a board manager.

Craig Bunes was replaced by Jerry Jacobson, the new Polk County Commissioner.

The following people were added pursuant to statute: Joan Lee – Farm Bureau, Nicole Bernd – West Polk SWCD, Kenny Pederson – East Polk SWCD, Aaron Neubert – Mahnommen County SWCD, Lori Thronson – Norman County SWCD, Aaron Iverson – Mahnommen County Landowner.

The following person was added as per the SHAC's request: Douglas Chandler pending his willingness to serve.

**Reorganization of the Board:** Annual reorganization of the Board was conducted. Chairman Christian turned the meeting over to Manager Balstad who asked for nominations for **Chairman of the Board**. Manager Hanson nominated Manager Christian for President. Nominations were called for three times by Scott Balstad. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Stuart Christian for Chairman by Manager Hanson **Seconded** by Manager Hamre, **Carried**. Manager Balstad returned the chair to Chairman Christian

Chairman Christian asked for nominations for **Vice Chairman** of the Board. Manager Hanson nominated Manager **Balstad** for Vice Chairman. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for **Balstad** for Vice Chairman by Manager Hamre, **Seconded** by Manager Hanson, **Carried**.

Chairman Christian asked for nominations for **Secretary of the Board**. Manager Balstad nominated Manager **Hamre** for Secretary. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Manager Hamre for Secretary by Manager Balstad, **Seconded** by Manager Hanson, **Carried**.

Chairman Christian asked for nominations for **Treasurer** of the Board. Manager Hanson nominated Manager **Swenson** for Treasurer. Nominations were called for three times by Chairman Christian. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Manager Swenson for Treasurer by Manager Balstad **Seconded** by Manager Hamre **Carried**.

Manager Balstad made a **Motion** for the following: That the Fertile Journal is designated as the official newspaper of the SHRWD. That the following financial institutions be designated as official depositories for SHRWD funds: Red River State Bank of Fertile, Agassiz Federal Credit Union, Crookston National Bank, Citizens State Bank of Roseau, The Ada National Bank, Prime Security State Bank, Unity Bank, American State Bank, Ultima Bank, and Argyle State Bank. That the District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. That the attorney for the District is David Hauff, Firm of Anderson and Bottrell, PO Box 10247, Fargo, ND. That mileage for District business is reimbursable at a per mile rate coinciding with the allowable IRS mileage rate. That manager per diem is set at \$25 per hour with a maximum daily total of \$75.00 as prescribed by State law. **Seconded** by Manager Hanson, **Carried**.

A **Motion** was made by Manager Hanson to add the Chairman, Stuart Christian, as an additional check signer, along with the current signers, Daniel Wilkens, April Swenby, and Treasurer – Manager Phillip Swenson. **Seconded** by Manager Balstad, **Carried**.

**Priorities for 2017:** The managers were asked to put together a priority list for 2017 to present at the next meeting.

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

**2017-01 MN DOT** - Cities of Climax and Nielsville – Install culvert and storm sewer, urban reconstruction, grading, concrete surfacing, sidewalks, ped. Ramps, and curb and gutter

Houston Engineering reviewed the MN DOT Highway 200 Permit and no issues were noted in their review.

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on February 7, 2017.** As there was no further business to come before the board, a **Motion** was made by Manager Hamre to adjourn the meeting at 10:10 AM, **Seconded** by Manager Swenson **Carried**.

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April Swenby, Administrative Assistant

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JJ Hamre, Secretary