

SAND HILL RIVER WATERSHED DISTRICT

May 2, 2017

1. **Attendance:** Chairman Stuart Christian called May 2, 2017 to meeting to order at 8:09 AM at the District Office. Other managers present were JJ Hamre, Roger Hanson and Phillip Swenson. Managers absent were: Scott Balstad. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance: Paul Engelstad – Landowner, Zach Herrmann – Houston Engineering, Bill Downs – Landowner, and Joyce Downs – Landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Swenson to approve the minutes from the April 4, 2017 **Seconded** by Manager Hamre, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for April, **Seconded** by Manager Hamre, **Carried**.

Manager Hanson asked about the insurance premiums that were paid last month and if they were all necessary. All were required by law.

Manager Hanson asked about the final numbers for Climax and Nielsville Ring Dikes. Swenby informed Hanson that she has been working on finalizing the numbers for the projects. Jeff Langan would like to wait until August to finalize the numbers and determine what the individual local final shares will be.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Hamre, 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

Nielsville Ring Dike: Herrmann was hoping to find out May 22, 2017 if the bonding bill included the Nielsville Ring Dike.

Climax Ring Dike: Highway 220 asphalt patch will be completed this summer. The bid opening was last week. Restricted use easements continue to come in and contact with landowners have been made. Dave Hauff would like to see a proper paper trail for the easements, and Langan and Nordby continue to comply for those areas that cross public property.

Rock Riffles: Herrmann was on a conference call to set up an additional meeting to plan for the additional funds that are still available due to low bids on the original project. Herrmann plans to fly that reach with their drone to show the group.

The district continues to hold the retainage from Spruce Valley for the riffles project. Five-percent is withheld (\$13,688.85).

Targeted Watershed Demonstration Program (BWSR Funding): The workplan for the \$790,240 that was awarded through BWSR has been completed.

- Carlson Coulee: Herrmann expects to have the survey completed before the next board meeting. After the survey, preliminary design can begin.

- **Sediment Control Basins:** The criteria have been developed for prioritization.

FEMA flood plain map: Preliminary flood maps are scheduled to become effective June 7, 2017. About eight landowners west of Beltrami are currently mapped in the 100 year Zone A floodplain. A letter of map adjustment (LOMA) may be completed for these landowners after the maps become effective.

Project # 24: Herrmann presented pictures of the erosion surrounding the sheet pile. The situation material was excavated around the north and south end of the sheet pile to remove any debris and voids around the structure. New clay was hauled in and packed around the sheet pile. Fabric was used on the top of the clay and riprap/crushed concrete was redistributed on the fabric surface.

Annual Ditch Inspections: Herrmann and Wilkens will perform annual ditch inspections today.

Ditch 9 and 119: Herrmann drafted a letter for the landowners stating the action to proceed and the district attorney is currently reviewing the draft.

Project #5: The viewers will be contacted this month.

Ditch 80: The petition is in the process of revision and signature to extend lateral 2. One mile to the east. Dave Hauff recommends that all new signatures are obtained, before the survey work is started. Engelstad questioned the proposed estimate for the pipe, and presented an estimate from a tile installer who might be able to provide the installation cheaper. Herrmann will review the proposed estimate.

Bear Park Beaver Dams: Drone footage was displayed. Swenby and Goeken kayaked the area. Swenby displayed pictures of the area kayaked with GPS coordinates of the problem areas. Two dams were reported and four lodges.

Road Slough along the Sand Hill Ditch: Engelstad asked if there is funding available to fix the soughing on the road in Section 25 and 26 of Reis Township along the Sand Hill Ditch project area. Reis Township closed this section of the road in approximately the 2010 time-frame due to liability reasons. Local farmers still need this road so the signage keeps disappearing. The watershed district is the caretaker of the ditch funds which have been in the negative for some time. This would be a large project and not much assurance of success unless the road was moved farther south from the ditch.

6. Dan's Monthly Report

RRWMB: The RRWMB met on April 18 in Ada. Meeting highlights were given to the managers as was the results of their strategic planning session. The RRWMB has adopted a new structure which would include an Executive Director and an Assistant Director. The RRWMB plans to use a head hunter to proceed with hiring an Executive Director.

DWG: The next meeting will be on June 8, 2017.

Administrators Meeting: The Administrator's met in Fertile April 21. Meeting highlights were given to the managers.

Vesledahl Wetland Mitigation Legal System: Wilkens took pictures yesterday, presented them to

the board, and sent them to John Williams. Wilkens will be meeting with Rita Albrecht (DNR) and John Jaschke (BWSR).

RRBC Commission: The executive board met with Jeff Lewis on April 26. Julie Goering will be the interim Executive Director until a new one is hired.

Web Site Upgrade: Swenby continues to work with Brian Fisher and Zach Herrmann to finalized the adjustments on the new mapping layers, project write ups, and the permit database.

Building upgrades: Wilkens has been in contact with the local building center for a new roof and received an estimate for materials. Wilkens has contacted a local contractor for an estimate on labor.

Wilkens proposed adding on to the building after the roof was completed. Bids are not required if the estimate is under \$100,000. A local contractor has given a quote and can start in 2-3 weeks. Chairman Christian asked if the roof structure had been designed by and engineer and suggested asking a couple other contractors for bids. The trusses are engineered by the truss company. Obtaining other estimates would require additional time. The building needs a new roof and as soon as possible. A **Motion** was made by Manager Swenson to proceed with Wilkens plan to install a new roof and hire K&S Construction for \$27,500, **Seconded** by Manager Hamre, **Carried**

A plumber will be contacted to discuss the options for the sewer vent problems.

MAWD Bylaw changes: Handouts from MAWD were distributed to the board highlighting the importance of the upcoming vote at the MAWD summer tour that updates the organizations by-laws.

Manager Swenson is planning on attending. A **Motion** was made by Manager Hanson to list Wilkens and Swenby as a proxy, **Seconded** by Manager Hamre, **Carried**. It is undetermined who will attend to represent the district.

RCPP, PL566: Swenby was trained with NRCS staff in April to learn the reimbursement process for these funds.

Dave Aarends ROW concern: Herrmann reported that Hauff had not received a response to his letter. He did not send it certified mail. Hauff will resend the letter by certified mail.

7. Other Business:

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

River Clean Up: Swenby has been looking for grant opportunities to clean up tree snags and garbage along the Sand Hill River. She reported that the district has been selected as the recipient of this year's Adopt a River Program which is funded through the DNR. The DNR hires the Conservation Corp of Minnesota to do the work. The work is scheduled for June 29-30, with pre-scouting mid-June. 21 workers operating in two crews are scheduled to complete as much as they can in the time allowed. There is no cost to the district; however, Swenby will be the point of contact for lining up landowner contact, scouting, lodging, volunteers, etc.

Drone Use: The managers were impressed with the drone footage. They discussed the possibilities of before and after footage for projects. The possibility of drone footage for the Sand Hill River was discussed. Drone footage will be done for the riffles project as part of the completion phase, if

BWSR approves of the cost.

A **Motion** was made by Manager Hamre to extend the footage from the Texas crossing west of Highway # 9 to Allen Erickson's farm, **Seconded** by Manager Hanson, **Carried**.

Zach will get an estimate for drone footage of the entire Sand Hill River.

Ken & Mavis Durm: Durm's asked Swenson why the water table is so high in Section 6 of Bear Park Township. Manager Swenson toured the area reported he found some sloughs and suggested cleaning this stretch this fall. No beaver dams were reported.

Fair Contribution: The Polk County Fair has asked the district for \$500 to support the Polk County Fair Petting Zoo for advertising for the Sand Hill River Watershed District. Swenby questioned how the taxpayers of the district benefit from this contribution. Manager Swenson added that a large amount of money is currently being spent at the fairgrounds for building upgrades. A **Motion** was made by Manager Swenson to provide the amount of \$500 to the Polk County Fair in exchange for Sand Hill River Watershed advertising, **Seconded** by Manager Hanson, **Motion Failed** by a 0-3 vote. Manager Hanson and Chairman Christian questioned the use of tax payer dollars to use as advertising and receiving only a sign to promote the district. It was discussed that it is not tax payer responsibility to provide to the Polk County Fair. The Motion was not carried as the managers would rather use the additional \$500 to promote the Sand Hill River Watershed District locally at our own booth, possibly using drone footage to display at the fair.

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

The following permits were presented to the board for approval:

- 2017-03: David Johnstad, Section 33 of Reis Twp, Install Crossing
- 2017-04: Vernon Larson, Section 31 of Vineland Twp. Clean existing ditch
- 2017-05: Minnkota Power Cooperative, Section 28 of Rosebud Twp., Install culvert
- 2017-06: Alex Engelstad, Section 13 of Reis Twp., Install Tile
- 2017-07: James Mattison, Section 27 of Garden Twp., Replace Culvert
- 2017-08: Minkota Farms, Section 1 of Garden Twp., Install Culvert
- 2017-09: Bear Park Township, Section 35 & 36 of Bear Park, Install Culvert

The following permits were approved permit extensions:

- 2015-22 Permit Extension – Paul Engelstad, Section 17:Liberty Twp., Install tile
- 2015-23 Permit Extension - Paul Engelstad, Section 18:Liberty Twp., Install tile

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on June 6, 2017**. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:55 AM, **Seconded** by Manager Hamre, **Carried**.