

SAND HILL RIVER WATERSHED DISTRICT

June 5, 2018

1. **Attendance:** Chairman Stuart Christian called June 5, 2018 to meeting to order at 8:00 AM at the District Office. Other managers present were Clayton Bartz, JJ Hamre, and Roger Hanson. Managers absent include Dan Vesledahl. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance include, Bill Downs- Landowner, Joyce Downs – Landowner, Gerald Paulson – Landowner, and Jeff Langan – Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Bartz, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hamre to approve the minutes from the May 1, 2018 meeting, **Seconded** by Manager Hanson, **Carried**.
4. **Treasurer's Report:** Swenby noted that the month of May has not been reconciled yet. During the reconciliation, she noted that the bank cleared a check two times and was unable to reconcile due to the error. She also noted to the board that January - May will be reprinted to reflect the annual adjusting entries suggested by the auditor.

The auditor completed the annual audit this month and she is expecting an audit report for July.

A **Motion** was made by Manager Hamre to approve the treasurer's report for May, **Seconded** by Manager Hanson, **Carried**.

Swenby noted that the Visa credit card billing has not been received this month. To avoid late fees and interest the managers asked Swenby to present the billing to the Administrator and the Chairman and upon their approval pay the bill mid month.

Manager Hanson questioned the viability of the RCPP program and if the cost vs. benefit was substantial. It is estimated that the Sand Hill's local share will be just over \$200,000. Swenby noted that during the initial agreement Herrmann confirmed he would be mindful of the cost vs. benefit. Herrmann stated he would keep the managers up to date with the process by communicating the completion of each phase and the benefits of each phase after its completion allowing them to make good decisions of the cost vs. benefit for proceeding.

The managers reviewed their expense reports and reported on activities for the month. The following bills were reviewed. A **Motion** was made by Manager Hanson, to approve and pay the following bills, **Seconded** by Manager Bartz, **Carried**.

April J. Swenby	21.82
Carter Mosher	150.00
City of Fertile	39.00
East Polk Soil and Water District	1,320.00
Gail Sondreal	1,458.60
Garden Valley Telephone Company	236.09
Hannah Campbell	82.50
Houston Engineering	24,358.40
Hubbard Township	280.00
JC & J Trucking, Inc.	525.00
Kaitlyn Fuglseth	623.00
L2 Concrete Excavation & Fuel Systems	1,000.00

Minnesota Viewers Association	125.00
Office Supplies Plus	8.48
Opdahl's Donuts	27.00
Otter Tail Power Company	354.65
Polk County Auditor - Treasurer	3,000.00
Polk County Taxpayer Service Center	920.00
Stuart Christian (Vendor)	554.41
Wayne R. Goeken	400.00
Wendell Paulson	850.00
Wild Rice Electric	122.13
TOTAL	<u><u>36,456.09</u></u>

5. Engineer's Report

Climax Ring Dike: Project work is 100% complete. L2 Contracting finished up additional ditch work north of Highway 200 in December 2017. Seeding was completed in May 2018. The \$1,000 that was held back for retainage until project completion is recommended by the engineer to be paid and is included in the bills to be paid.

There were \$12,261.55 pre-grant agreement expenses. The managers asked Swenby to bill the City of Climax for the expenses incurred prior to the grant agreement signature.

The City of Climax has adopted an ordinance amending their current ordinance for discharge of storm water, ground water, and surface water into the sanitary system. This amendment will make it unlawful to construct or maintain an improvement that has openings below the 100-year flood elevation established by the project. An amendment document was added to the operating and maintenance manual. Four easements remain unsigned, but the ordinance will protect the city sewer up to the 100-year event for these locations.

Any expenses incurred after June 30, 2018 will no longer be reimbursable from the State of MN. The project will be complete.

Nielsville Ring Dike: The managers were presented a draft billing for costs incurred for the Nielsville Ring Dike. The managers approved presenting a billing to the City of Nielsville for costs incurred for \$22,332.

Fish Passage and Grade Stabilization: Herrmann met with MN DNR and West Polk SWCD on June 24 to discuss funding prioritization for the remaining funds. The table below lists the remaining available funds:

Funding Source	Expiration Date	Remaining Funds
Clean Water Fund	12/2018	\$246,000.00
LSOHC Fish Passage	06/2021	\$425,000.00
LSOHC Riffles	06/2021	\$403,000.00
Local Match (CWF)	12/2018	\$18,750.00
Local match (LSOHC Riffles)	06/2021	\$28,100.00
West Polk SWCD 2016 Capacity Funds	12/2019	\$25,000.00
LOCHC USACE CAP 1135 Returning Funds	06/2020	\$250,000.00
Total		\$1,395,850.00

Funds are to be allocated to the following three projects:

- i. Sand Hill Ditch Riffle Expansion:
 1. Install approximately 18 riffles between County Road 14 and the riffles installed in 2016.
 2. Install 1-2 riffles just west of the upstream most USACE drop structure
 3. Install side inlets at several locations along the Sand Hill Ditch.
 4. Currently working on final design and permitting.
 5. Anticipate bidding late summer 2018, with a fall 2018 construction
- ii. Kittleson Creek Outlet (The district will explore using bridge bonding/grant money to allocate towards the project.)
 1. The in-place 66" Diameter RCP is proposed to be replaced with a 12'x6' Reinforced Concrete Box Culvert
 2. Final plans and spec development is underway.
 3. 2-3 riffles would be installed upstream of the culvert.
 4. Need to coordinate with Township on acceptable dates for road closure to install the box culvert.
- iii. Sand Hill Lake Outlet
 1. Provide a 3% channel slope and reroute Ditch 83 around the installed rock drop. This will preserve Ditch 83 capacity.
 2. MN DNR will coordinate with the Ditch Authority to reroute the channel.

The remaining funds are anticipated to cover all costs for the three projects.

Fish Passage Kittleson Creek Outlet: The final design is underway. The in-place 66" diameter RCP is proposed to be replaced with a 12'x 6' reinforced concrete box culvert.

Herrmann is currently reviewing available funds with MnDNR and West Polk SWCD to determine what's available and what qualifies.

Carlson Coulee: Herrmann is expecting a site visiting with the MN DNR on their requirements for the public waters permit.

Upper Sand Hill Detention Sites (RCPP): Swenby and Herrmann will coordinate a Project Team meeting for July and will continue to work to finalize an updated project team list.

Ditch #80 Preliminary Hearing: A special meeting may be required to approve the final engineers report. Herrmann will contact staff when the report is ready, and a meeting can be scheduled for board approval.

6. Dan's Monthly Report

Calendar: Wilkens reviewed his written calendar for May and the proposed upcoming events for

June.

Beltrami Diversion: Wilkens reported that the wires were still too low. He met with an Ottetail crew in Climax who verified that they were aware of the low wires and that they will address the issue as soon as possible.

RRWMB: Wilkens turned in his resignation as alternate representative of the Sand Hill River Watershed district and resigned as treasurer.

Tax Levy: Swenby, Wilkens, Manager Hanson and Manage Vesledahl met with the County to review the proposed petitions. The county has decided to table the decision of presenting petitions and has placed the Sand Hill River Watershed District's implementation of 103D.905 Subd 3 in lieu of the RRWMB levy on the agenda until their meeting on June 19. Chairman Christian suggested sending the presentation to the county again. The managers discussed the following options for the district should the county decide not to sign petitions:

1. Remain in the RRWMB for the local levy.
2. Proceed forward with the 103D.905 sub 3 and ask a different political unit for the petition.
3. Ask for landowner petitions.
4. Remove the construction items from the budget stopping all local projects and try to maintain the districts water management efforts with drainage and legal ditch systems and permitting. The district cannot depend on grant dollars for local efforts such as water quality and erosion efforts, studies, education, agency support, NRE benefits, sediment basins and beaver control and implement project-based accounting. The watershed operations would significantly change and the ability to fund projects as has been done in the past would significantly change. Beaver Control, studies, education, outreach, water quality projects (sediment basins, water monitoring) would all be placed on hold due to funding restraints.

Manager Hanson was not in favor of Option 1 or option 4. All managers agreed that it is best for the taxpayers of the SHRWD for the County to sign the petitions, because the county represents most of our district, but managers are also open to landowner petitions to implement 103D.905 to lower tax payer costs while continuing business as usual.

An e-mail from Brett Arne, BWSR was presented to the managers confirming the details District's implementation of 103D.905 Subd 3. Arne stated that Wild Rice Watershed District was also inquiring about this statute this past month.

RRBC: Board meeting and tour will be held June 6 and 7.

Drainage Workgroup: The next meeting is scheduled for June 14 in St. Paul. The Managers discussed the benefit of sending Wilkens to represent the Sand Hill at the Drainage Work Group. A **Motion** was made by Manager Hanson authorizing Wilkens to attend the next DWG meeting representing Sand Hill River Watershed District, **Seconded** by Manager Bartz, **Carried**. The managers will review Wilken's attendance each month.

MAWD Summer Tour: The MAWD Summer Tour is June 20 - 22. Invitations were given to the managers. Manager Hanson will attend.

Bear Park: Wilkens hired JC&J Trucking for cleaning the structure area of cattail debris. Miller reported that the structure wasn't plugged. Wilkens toured the area and reported high water, but water was flowing through the structure and water was not obstructed at the structure.

Project # 5: Prior Manager Phillip Swenson reported beaver issues near Project # 5 near Bergeson Nursery. Wilkens has contacted Greg Ranz for trapping the area.

Rules and Regulations: Wilkens toured with Darren Mayers, BWSR Buffer specialist. Darren says that the Buffer Law requires the district to add a section to our rules and regulations on enforcement. Wilkens suggests updating our rules and regulations at the same time and add this section.

Vesledahl Drainage: Wilkens is arranging a meeting with BWSR and MNDOT to do a site tour. Wilkens has not heard a report regarding the PILT payments and the legislation that was passed regarding the transfer of the land.

Fish Passage: Jamison Wendel reported six additional fish species in the Sand Hill River were reported as a result of the Fish Passage project and the modified dams. Species found included Channel Catfish, Smallmouth Bass, Northern Pike, Silver Redhorse, Golden Redhorse, and Chestnut Lamprey were all captured upstream of the dams. The furthest upstream a species was found was a Northern Pike at 25 miles above the upper dam.

Car Show: The City has asked permission again to use our parking lot. A **Motion** was made by Manager Bartz granting permission to the City of Fertile to use the parking lot during the car show, June 9, **Seconded** by Manager Hanson, **Carried**.

Reis Scandia: The area was cleaned last fall and Polk County has asked the district to maintain the grade to a 4-1 slope in the area. Herrmann will review the area in question and made note during the ditch inspections to try to find a solution to the County's concerns.

Ditch Inspections: Swenby, Wilkens and Herrmann completed west end ditch inspections in May. Wilkens reported several areas of encroachment and missing signs. A report with a map will be presented after it is completed. Reseeding of encroached areas will need to take place. Additional ROW will need to be purchased on one project and these areas will be reflected in the report.

7. Other Business:

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

Joyce Downs/Bill Downs: Joyce Downs asked Chairman Christian if he had a permit for the ditch that was dug out by the airport. Chairman Christian stated that the MnDNR, to the best of his knowledge, granted a permit and that was done years ago, and it wasn't by him, it was by his father who passed away. Downs left the meeting.

Bear Park: Gerald Paulson reported 17 beaver tails were presented today.

Paulson asked the managers to discuss the adoption of the maintenance policy he created.

Wilkens reported that water was flowing through the structure after the cleaning, and he toured the site last evening. Paulson disagreed with his analysis as he toured the site two nights ago and suggested that Wilkens should get his vision checked. Paulson asked the managers to visit the structure. Paulson does not feel that the river is flowing well, and in fact, not at all, at this point and has zero velocity. Paulson stated that there are obstructions downstream of the structure. Paulson feels that the river is in the same situation as last years. The trappers canoed from the structure to

Rindahl and reported 5 – 6 dams.

Swenby asked for clarification regarding our maintenance requirements and obligations regarding downstream of the structure. According to the agreement, the obligations of the district do not include removing obstructions below the structure. Paulson stated that the structure cannot work properly according to its intent if there are obstructions downstream and needs to be maintained to the Harstad bridge, and that MN statute regulates that the project works as intended. Wilkens suggested that the engineer define a point in the river downstream of the structure where it is unaffected by obstructions.

Swenby reminded Paulson that the beaver tails (17) cannot be paid for without a billing and asked him to ask the trappers to prepare a report/statement with their findings.

Wayne Goeken's report was just given this morning by e-mail. Paulson stated that Goeken's report corroborates remnants of beaver dam debris. Manager Christian reviewed the report and noted that varying amounts of debris was reported and some of the debris is not where an excavator can reach.

Paulson polled the managers asking who had all toured the area. Christian, Bartz, and Hamre have never been to the site. Manager Hanson had, but it's been a while.

A **Motion** was made by Manager Bartz to table the maintenance plan discussions until Herrmann can provide engineering regarding the fall below the Harstad bridge, **Seconded** by Manager Hamre, **Carried**.

Administrator Position: The district attorney reported that there is not a statute requiring a process for hiring processes. Hiring processes are at manager discretion. Chairman Christian suggested seeking out Jody Horntvedt for suggestions for proceeding forward. Manager Hanson did not see the necessity for hiring Horntvedt for moving forward, as the attorney indicated that it is a board decision on hiring processes for moving forward. Chairman Christian suggested asking the county for their hiring policies.

Building Upgrades: Swenby asked about building upgrades and asked for discussion. It was decided to wait until after the levy decisions are made to discuss the building upgrades.

Laptop: The district laptop screen does not render repair and a new laptop is necessary. Swenby obtained a quote for a new laptop. A **Motion** was made by Manager Hanson to purchase a new laptop using the quote provided by Minkota Technologies, **Seconded** by Manager Hamre, **Carried**.

8. **Permits:** Five permits were presented to the board. A **Motion** was made by Manager Hamre to approve the following permits, **Seconded** by Manager Bartz, **Carried**.

2018-08: Thomas and Traci Langner – Section 4, Garfield. – Clean existing ditch.

2018-09: Iverson Farms – Section 4 & 5 Bejou Twp. – Install erosion control structure

2018-10: Charles Balstad – Section 21 Rosebud Twp. – Clean existing ditch

2018-11: Vig Farms Inc. – Section 8 Heir Twp. – Install erosion control structure

2018-12: Mark Jacobson – Section 16 Garfield Twp. – Move existing crossing

A **Motion** was made by Manager Hamre to extend the following permits for one year, **Seconded** by Manager Bartz, **Carried**.

2011-13 – Craig Engelstad – Liberty Twp. Section 15 – Liberty Twp. Section 15

2015-20 – Craig Engelstad – Liberty Twp. Section 23 – Clean existing ditch

2015-27 – Craig Engelstad – Liberty Twp. Section 3 – Construct new ditch

2016-12 – Craig Engelstad – Onstad Twp. Section 34 – Install Culvert and Clean existing Ditch

9. **Adjournment:** The next regular meeting will be held **Tuesday, July 3, 2018 at 8:00 AM**. As there was no further business to come before the board, a **Motion** was made by Manager Hamre to adjourn the meeting at 11:11 AM, **Seconded** by Manager Bartz, **Carried**

April Swenby, Administrative Assistant

JJ Hamre, Secretary