



**TITLE:** REGULAR MONTHLY BOARD MEETING MINUTES

**DATE:** AUGUST 6, 2019

## 1. ATTENDANCE:

Chairman Stuart Christian called the August 6, 2019 meeting to order at 8:05 AM at the District Office. Other managers present were Clayton Bartz, JJ Hamre, Dan Vesledahl and Roger Hanson. One staff member was present April Swenby – Administrator. Others in attendance include Zach Herrmann – Houston Engineering, Gerald Paulson - Landowner, Lori Thronson – Norman County SWCD, Mark Christianson – Norman County SWCD, Kevin Leiser – Landowner, Bill Downs – Landowner and various contractors for the bid opening of the Carlson Coulee project.

## 2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Hanson to approve the agenda, adding the bid opening at 9:30 AM, **Seconded** by Manager Bartz, **Carried**.

## 3. MINUTES:

A **Motion** was made by Manager Vesledahl to approve the minutes from the July 2, 2019 meeting, **Seconded** by Manager Hanson, **Carried**.

A **Motion** was made by Manager Bartz to approve the minutes from the July 23, 2019 facilities meeting, **Seconded** by Manager Vesledahl, **Carried**.

## 4. TREASURER'S/FINANCIAL REPORT:

April Swenby read the Treasurer's Report. A **Motion** was made by Manager Vesledahl to approve the Treasurer's Report for July, **Seconded** by Manager Hamre, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. The following bills were reviewed:

<b>Anders Valley Publishing</b>	463.61
<b>Anderson, Bottrell, Sanden &amp; Thompson</b>	2,722.50
<b>April J. Swenby</b>	224.84
<b>Bejou Township</b>	390.00
<b>Berhow Sodding</b>	100.00
<b>Brandner Printing</b>	319.23
<b>Buchholz Blasting</b>	80.00
<b>City of Fertile</b>	39.00
<b>Crookston Daily Times</b>	222.34
<b>Fertile Hardware Hank</b>	26.48
<b>First Community Credit Union</b>	74.04
<b>Garden Valley Telephone Company</b>	208.96
<b>Houston Engineering</b>	28,253.00
<b>MAWD</b>	2,714.00
<b>Minkota Technologies</b>	25.99

MN DNR	1,932.00
Office Supplies Plus	140.19
Otter Tail Power Company	132.51
Sarah Wise	66.00
Sletten Township	1,040.00
Stuhaug Sanitation	46.80
Travis Stene	1,500.00
Wild Rice Electric	138.71
<b>TOTAL</b>	<b><u>40,860.20</u></b>

A **Motion** was made by Manager Hamre to approve and pay the bills, **Seconded** by Vesledahl, **Carried**.

## 5. ENGINEER'S REPORT

**Climax Ring Dike:** Discussion regarding a landowner letter regarding the Climax Ring Dike. Houston Engineering has evaluated his concerns in 2017. The district has taken the stance that ongoing maintenance is the responsibility of the City. Chairman Christian suggested that Herrmann send the as built profiles and initial field entry and exit survey's along with a letter showing that the issues are maintenance/sediment related.

**Sand Hill Fish Passage & Grade Stabilization:** Herrmann anticipates work to begin in late summer/fall 2019 for the riffle expansion and is contracted through Spruce Valley. The completion date is November 2019.

**Kittleson Creek:** The district is in contract with Davidson Construction who was the low bidder at \$153,288 (approx. 18.5% under Engineer's Estimate). Herrmann is coordinating schedules and preconstruction meeting with the Contractor (date not yet set).

**Sand Hill Lake Outlet:** The permits are pending for the MN DNR and USACE. East Polk SWCD indicated that a WCA permitting is not needed. The MN DNR has sent out easements for access to the site. The land rights already are in place for the structure. The bidding is subject to permitting and land rights being secured. Draft plans were included for the board information.

**Targeted Watershed Demonstration Program (BWSR Funding):** The permits have been applied for to the MN DNR, East Polk SWCD (WCA), and USACE. The MN DNR has requested payment for processing (\$ 1,932.00), which is included in the bills to be paid. There are no WCA concerns. A letter from East Polk SWCD is forthcoming. The USACE is pending. Herrmann provided plans for the project to the board of managers. The bid opening is scheduled for 9:30 AM today.

**Annual Ditch Inspections:** Upon inspection with Swenby this spring, it is recommended that the following actions take place:

Project 12 –

- Channel cleanout beginning at downstream end and suggests up to 3 miles. Next year, it is suggested to continue on.
- Repair culvert apron that is causing a scour hole.

Project 17 –

- Clean partial culvert plugging on box culverts along County Road 41
- Sluff repair east of Highway 9. Herrmann suggests a geotechnical opinion as past efforts have not been successful. It is estimated that an analysis is about \$5,000. The managers suggested an estimate from Braun for an analysis.

Manager Hanson questioned the idea of installing a culvert.

- There is scouring near township roads where the water runs across Project 17 that resulted in road washing issues (this year only during heavy spring flooding). Herrmann stated that if the project exceeds its design capability, there are FEMA funds available to assist with those issue. However, if the district tries to find a solution it could affect the adjacent private landowners.
- A landowner has asked the district to review Project 17 and Polk County Ditch 9 breakout area. The board authorized Herrmann to proceed forward with a recommendation to the board.

Project 24 –

- There has been a verified report of cornstalks plugging the ditch of Project # 24. Dave Hauff is providing a legal opinion for handling cornstalk debris. The cornstalks in question are only affecting the contributing landowner.

A ditch spraying map has been field verified and completed (a copy was provided to the managers).

**Polk County Ditch No. 80 Improvement:** The Contractor does not plan to start until August. They have been reminded of the completion date but seem confident that they'll complete on time.

**Project 27 – Union/Sarah:** Permits have been applied for. Herrmann is working with Stephanie Klamm – MN DNR to verify that elevations are not changing from the original permit. The USACE permit is pending. A WCA is not needed (confirmed by East Polk SWCD).

**Verdell Olson Detention:** The Dam safety permit reviewers would like to see an Operating and Maintenance plan before granting a modification permit. Herrmann provided a proposed plan for project specifications. The estimated construction costs are \$ 100,000 - \$ 120,000. Manager Vesledahl suggested the idea of purchasing the slew for storage as a more affordable option. Herrmann stated that a plug was removed last year and stated it could be the cause of the failure of the project. The managers asked Herrmann and Swenby to meet with Olson's to discuss the new developments.

## 6. BID OPENING:

Bids were opened at 9:30 AM. All bids were received before 9:30 AM.

Bid Bonds and Responsible Contractor Certifications were all verified upon opening. The engineer's estimate was \$161,000.

Triple D Construction & Leasing	\$162,200.00
Spruce Valley Corporation	\$184,750.00
Gladen Construction, Inc.	\$235,800.00
Wright Construction	\$128,200.00
Olson Construction TRF, Inc.	\$240,600.00

A **Motion** was made by Manager Hanson to award the bid to Wright Construction as the lowest bidder pending engineer review of documents, **Seconded** by Manager Vesledahl, **Carried**.

## 7. ADMINISTRATOR REPORT:

**Calendar and August Work Plan:** Swenby highlighted her calendar for August.

**Investments:** Almost 25 banks were solicited for the opportunity to invest \$1,000,000 for the district. The highest interest rate received was 2.25% with Unity Bank in the CDARS program. Strem has updated the mailing list for the banks for future solicitation.

**Quarterly Reporting:** The quarterly reports for NRCS, Project Team Reimbursements, LSOHC, and all payrolls for the federal and state Government were completed.

**Annual Report:** The Annual Report for 2018 will be filed and recorded with the required agencies upon completion of the 2018 annual audit. The deadline for the audit is August 15 and Brady Martz has assured that it will be completed on time.

**MADI Meeting:** MADI meeting is scheduled for August 15, 2019 at the Holiday Inn located in Alexandria. The agenda, minutes from last year's meeting and the registration forms were provided.

**MAWD:** A request for comments on the proposed 2020-2022 draft MAWD Strategic Plan is provided. Comments can be submitted by September 1<sup>st</sup>.

**RRWMB:** The RRWMB is in the process of developing a strategic plan. At the July 16, 2019 meeting, the RRWMB Managers approved sharing a list of accomplishments and draft priorities for the future. The managers were given a letter that lists the accomplishments and draft priorities. The RRWMB is now asking for final comments on the list of draft priorities and the SHRWD was asked to provide feedback for submittal. Managers that have feedback will contact Swenby.

**MAWD Resolutions:** MAWD resolutions are provided. They are due by September 1, 2019. The managers were asked to submit their suggestions for resolutions.

**Polk County Commissioners:** Swenby met with the Polk County Commissioners on July 23, 2019 and presented the 2018 Annual report.

**Polk County Fair:** The Polk County Fair was July 10 – 14. The district had a booth and photos were provided. Manager Hanson took a turn to sit at the booth along with Swenby throughout the duration of the fair.

**Harold Slager:** Last month, Harold Slager asked the district to investigate the purpose for permit #2013-20 – a culvert plug near West Central in Beltrami and the board suggested that Slager apply for a protected water permit to clean the old SH channel. Swenby passed the suggestion onto Slager along with Stephanie Klamm's phone number. This was not the news he was hoping for. Swenby invited Slager to attend a board meeting.

**JR Dale:** Swenby contacted Norman County SWCD about implementing a ditch cleaning regimen into the trellises. The request for ditch cleaning to be included as a part of the erosion control plans was discussed at the SWCD meeting on July 11. An estimate of that work and cost will be completed by NRCS and may be included in the cost-sharing for the project. The SWCD may need to use some of the Sand Hill Watershed contribution dollars to Norman County if those funds that we receive are eligible. The SWCD is waiting for an estimate on the project of the ditch cleaning.

**Sand Hill Ditch:** The district is waiting on the US Army Corp for their determination regarding maintenance from the spring flooding and the impacts that the dam removal had on the culverts at the first drop structure. They did a two-day site tour on June 17 and 18. Swenby spoke with Joe Schroeder on July 19, 2019 who stated the contracts were closed. Swenby asked him to look into the closing, as the design inadequacies were reported prior to the closing. Joe Schroeder also stated that if it is determined that there are inadequacies, it could take 1-2 years for action through the Corp.

**Farmstead Ring Dike Funding:** The landowner that the district had in mind for a ring dike was interested in the program. The preliminary engineering has been authorized to fill out the application. Houston Engineering is moving forward with the survey.

**Conservation Corp:** The Conservation Corp crew came early and began their work starting at Rindahl on July 29. This is a clean water fund grant that Swenby applied for last year and will be of

no cost to the district. Photos of the area were provided. The crew reported that they have broken up multiple dams. There were no dams above water (holding water back) in any of the areas they have cleaned. Many under water dams were noted after the Harstad bridge.

**International Water Institute:** There was some discussion about River Watch and the RRWMB support at the last RRWMB meeting. Swenby was informed that RRWMB is asking the IWI to seek funding from non-member districts and funding will be decreased to the IWI by the RRWMB.

**Vesledahl Wetland Mitigation:** A tour is planned with Senator Mark Johnson and various landowners. A date has not been set.

**Project # 24 Assessment:** This spring, Chisholm asked the district to explore assessing his NW quarter into Project # 24 but would like a cost estimate. Houston Engineering is developing an estimate. A total of \$287.73 per acre has been incurred (including ditch installation). Using that amount times 80 acres (the amount he'd like to drain into #24), the estimated outlet fee would be about \$23,000. After conversations with Chisholm, he has decided that the cost was out of his budget and he will move towards a different plan to tile to the NW.

**Office Operations:** Wilkens e-mail address has been completely discontinued. A new account has been opened [officeassistant@sandhillwatershed.org](mailto:officeassistant@sandhillwatershed.org). This is a way for both staff to communicate with each other and avoids the need for Strem to use her school mail account. Minkota reviewed costs associated with the district office subscription and was able to save about \$15 per month. Historically, Swenby's subscription was just over \$20 a month and Wilkens was just over \$13 per month. Between Strem and Swenby the costs will be around \$20 per month and will be billed annually through Minkota.

**Nielsville Ring Dike:** The Nielsville City Council met May 6 and have asked Swenby to meet with them. Swenby met with the City Council August 5. The council has asked Swenby to pursue dike for the city, pending the cost and the landowner support. Swenby will research the costs to the city and determine if they have changed and discuss the plans with the landowner affected to ensure their continued support.

**Workman's Comp:** The dispute with Western National has been closed. The district will be getting a refund of \$850 for the revised audit and our payment of \$2,025 will also be refunded. The \$850 check was sent late last week and should be arriving sometime this week. The \$2,025 is currently being held for 10 days (their standard practice), but it will be refunded since we do not have an outstanding balance.

**Ditch Spraying/Mowing:** Herrmann has developed ditch spraying maps. A landowner called stating that the thistles on the SH Ditch were getting out of hand and has requested that they be sprayed. Swenby has asked Herrmann to add this to the maps for the sprayer. Swenby met with Fjerstad on August 5. Fjerstad toured our ditch systems and has opted out of the mowing as agreed. He would need to redo a price for spraying using an ATV. It was noted that it isn't good practice to offer a re-bid when L&M's price has been made public, and sealed bids were opened last month. A **Motion** was made by Manager Vesledahl to authorize L&M to spray our ditches, **Seconded** by Manager Bartz, **Carried.** Next year the managers would like a price on helicopter spraying.

Mowing is an ongoing process and the district has been unable to obtain a viable contractor for the district needs. The board discussed the cost for staff inspections and Swenby noted that it might not be cost effective. The ditch mowing permit process wasn't effective because people mowed regardless of sending in a permit. Swenby asked the board for ideas on creating accountability for work that is performed in a cost-effective way. Manager Hanson suggested that in the future we spray the ditches for thistles, etc. Manager Hanson felt that it was implied that the district would maintain the ditches by mowing. This year, despite efforts to hire a contractor for mowing, there were no contractors. Manager Vesledahl stated that if people are using this for hay, it cannot be

sprayed. Manager Vesledahl suggested asking L&M if there is a chemical safe for Hay that removes thistles.

**Ditch Maintenance:** A **Motion** was made by Manager Bartz to authorize Swenby to implement the following recommended maintenance based of the annual ditch inspections, **Seconded** by Manager Hamre, **Carried**.

Project 12 –

- Channel cleanout beginning at downstream end and suggests up to 3 miles. Next year, it is suggested to pick up where we leave off this year.
- Repair culvert apron that is causing a scour hole.

Project 17 –

- Clean partial culvert plugging on box culverts along County Road 41
- Sluff repair east of Highway 9. Herrmann suggests a geotechnical opinion as past efforts have not been successful. It is estimated that an analysis is about \$5,000. The managers suggested an estimate from Braun for an analysis. Manager Hanson questioned the idea of installing a culvert.

**Budget 2020:** Swenby and Manager Bartz reviewed the budget together for 2020 and the proposed Admin, Insurance Levy and three petitions. A copy of the past year and a half of expenses and last year's budget was presented. Additionally, the petition levies and resolutions were presented as a reminder.

The managers reviewed the proposed Admin, Insurance, Data and Acquisition, and three petitions. Swenby presented a copy of the past year and a half of expenses and last year's budget was presented. A **Motion** was made by Manager Vesledahl to schedule a budget hearing using the proposed budget for 8:30 AM, September 3, 2019, **Seconded** by Manager Hanson, **Carried**.

**Money Market Fund:** At the special meeting Swenby was asked to solicit two other banks for options for interest on the liquid cash account.

Ultima Bank uses UBM Direct which is a savings account that is linked to our checking account. The interest rate for under \$500,000 is a variable 1.6% and the interest rate for over \$500,000 is a variable 2%. They like Bremer use the Federal Home Loan Bank Letter of Credit for pledged securities.

Unity Bank uses an ICS program like RRSB and offers tiered interest rate based on balance (rate sheet provided). It is the Federal Funds Target Rate (currently 2.25%) minus a percentage based on the balance. At our current balance, the interest rate would be 2.25%. The interest rate would drop if our balance was below \$500,000. A checking account with Unity Bank is required.

It is suggested that the district keep a maximum of \$250,000 in the checking account at RRSB to handle day to day operations, as the district just ordered a box of checks with the RRSB account. The remaining balance that needs to remain liquid and accessible on demand to the district is suggested to be placed in the money market fund with Bremer. The district still has their investments at a fixed rate with the CDARS program.

A **Motion** was made by Manager Vesledahl authorizing Swenby to open a Money Market account with Bremer, keeping the checking account with Fertile, **Seconded** by Manager Bartz, **Carried**.

A **Motion** was made by Manager Hamre to include Swenby, Chairman Christian, and Treasurer Bartz as the authorized signers and responsible parties for the money market account, **Seconded** by Manager Hanson, **Carried**.

**Audit:** Audit exit conversations resulting in a couple of recommendations. The bills to be paid are available each month for the managers to review. Auditors suggest that a manager look through the



bills to paid, matching the amount paid with the invoice amount. It was also suggested that Strem or any other employee use a separate login for Quick Books. Swenby explained the type of work Strem is doing and it was offered for board discussion asking the board to re-evaluate their risk and determine if another user is necessary. Another license is about \$300.00. Vesledahl stated that we may be allowed a 2<sup>nd</sup> user, however both users may not be able to be logged in at one time. Swenby will check to find out what the district license entails. Manager Vesledahl agreed with the auditor, that named transactions are essential for checks and balances.

**Governance 101 Conference – MAWD:** MAWD is offering a 1.5-day governance training this fall in conjunction with the MN Association of Soil and Water Conservation Districts (MASWCD). Please see attached for the training content and registration details. The conference is held in Bloomington and the cost is \$250.00

A **Motion** was made by Manager Vesledahl authorizing Swenby attend the Governance 101 Training, **Seconded** by Manager Hamre, **Carried**.

**Lake Reports:** Last year the district enrolled in a cost share program with the EPSWCD for Kittleson and Sand Hill Lake for monitoring. Swenby asked for a report on the findings and they are attached. At the LID it was reported that water quality on Lake Sarah was deteriorating and phosphorus is suspected. A proposal was provided stating the costs for beginning now at \$1,853 or starting in 2020 for \$1635. Both are for three years.

A **Motion** was made by Manager Hanson to partner with EPSWC and provide financial assistance for lake monitoring on Lake Sarah and Union for \$1635, **Seconded** by Manager Vesledahl, **Carried**.

**Manager Per Diem:** The district approved and currently allows for the per diem rate at \$75 per day according to Minnesota Statute section 103D.315, Subdivision 8. Minnesota Legislature recently amended this statute, and the allowable per diem rate of \$75 per day has increased to \$125 per day and was effective on July 1, 2019.

A **Motion** was made by Manager Hanson to increase the manager per diem rate to \$125 per day effective July 3, 2019, pursuant to Minnesota Statute section 103D.315, Subdivision 8, **Seconded** by Manager Vesledahl, **Carried**. There are policies that can be adopted that allow the Managers paid prep time. Swenby will develop a policy for board manager review and research the options for the managers.

**Union Lake Pumping Project:** Swenby attended the LID meeting on July 15. An attendee at the LID meeting expressed heavy scrutiny on the district for the lack of action on the easements. The attendee was also discouraged that the district is working with a person who doesn't own the land, to obtain an easement (Bryan Boll property). It was explained that all easements are secured and are at the attorney for finalization. It was also explained that the Boll property instructions and direction were given from prior staff and it was offered to the LID that they are welcome to provide new direction at any time. The LID managers directed Swenby to continue moving forward with Boll for the next 30 days and report back at the annual meeting on the progress. Additionally, The LID asked for verification that the new closed ditch system is able to accommodate "sand". A landowner noted that this open ditch fills with sand often, and they wanted to make sure the end of the pipe has a screen or something to ensure that Sand will not plug it. It was confirmed that this has been accounted for in the plans the final details of a screen would be figured out once Houston Engineering knows if the closed line can be installed.

*Anderson Trust, Steve Ness & Jack Doyle Easements:* Easement paperwork have all been sent to the attorney and finished. The easements have been forwarded onto the landowners for signatures. After the agreed upon paperwork was sent, two landowners have decided that a temporary easement would be a better fit for them. The LID has agreed to move forward with temporary easements to secure the project.

A **Motion** was made by Manager Bartz to approve a temporary easement for Anderson Trust for 10 years, in relation to the Union Lake Pumping Project, authorizing Chairman Christian to sign with a notary when the easement paperwork is completed, **Seconded** by Manager Hamre, **Carried**.

A **Motion** was made by Manager Hanson to approve a temporary easement for Jack Doyle, in relation to the Union Lake Pumping Project for \$1500 for 5 years, authorizing Chairman Christian to sign with a notary when the easement paperwork is completed **Seconded** by Manager Bartz, **Carried**.

A **Motion** was made by Manager Hamre to approve a temporary easement for 10 years for Steve Ness in relation to the Union Lake Pumping Project, authorizing Chairman Christian to sign with a notary when the easement paperwork is completed, **Seconded** by Manager Vesledahl, **Carried**.

Additionally, it is deemed pertinent to the project that the ditch running across this parcel remain clean. Regarding maintenance, the it is the advice of the attorney that the district should be responsible for the project maintenance and cleaning. If the owner wants to do additional cleaning of the portion over the owner's property, that should be coordinated with the District and can be handled through the watershed permitting process. Herrmann stated that a grade line should be established for the project.

The district is awaiting formal confirmation that there are no WCA concerns before moving forward. Boll was informed that an easement would be 33' wide, centered on the pipe. Boll is currently negotiating with the landowner on a purchase price. In light of the LID meeting, Swenby asked Boll to move forward with the purchase or at least a purchase agreement within the next 30 days. Swenby explained that the LID may want to move forward to negotiating and easement with the current landowner (Prudhome).

Additionally, at the LID meeting a tour of Lake Sarah and the abundance of large snails was held. There is an inadequate buffer and a possible culvert extension off of PC # 41 or sediment basin to aid erosion within the campground. The campground was told to contact the SWCD for the buffer to improve the water quality. They were encouraged to apply for a watershed permit for the culvert extension and possible sediment basin.

**Beaver Trapping:** Beaver trapping reports are as follows:

**Carlson Coulee:** The district waiting until downstream is all trapped before removing this dam. A landowner meeting is scheduled for this afternoon.

**Bear Park:** The district is still waiting until the water goes down before removing channel obstructions. Because the Conservation Corp came early, Swenby has asked for a price quote to remove the in-channel obstructions of beaver dams that were under water. They have quoted \$3,920/week for the crew time + \$180/week for food for the crew, for a total of = \$4,100.00/week. This amount can be prorated based on the amount of time it takes. Swenby asked for board direction to determine if it is cheaper to have the Conservation Corp remove the channel obstructions within our jurisdiction, rather than have the blaster blast the dams. Last month, the blaster confirmed that he was unable to blast the dams effectively if they were under water. Manager Vesldahl didn't think "by hand" work could be as effective as blasting. It was decided to wait until the water goes down and have the blaster blast the dams when they are above water.

Swenby contacted Miller to determine the feasibility of removing the dam just East of Rindahl. After review of the location, blasting was determined to be the better solution for dam removal. This dam is not holding back water according to the pictures and it is out of our jurisdiction set by the board and the court order. A map was presented of the location of the dam.

The managers decided that this dam is not affecting Project # 1 and is currently not holding water back. Garden Township has talked to Swenby confirming that there have not been any landowners



who have come forward asking for beaver removal or obstruction removal. Swenby has offered them dam location sites based on the information that has been given to her.

**Building Project Discussions:** Swenby met with Yergens to move forward with a draft plan for a proposed remodel project. A special meeting was held July 23. Swenby has talked to Tim Olson for advice on the sewer line. The district did not apply for a building permit. All entities have been contacted to remove their wanted items from the basement by September 1. Options for consideration: building permit and Advisory Committee involvement by letter explaining the status of the project. The managers agreed to send the letter to the Advisory Committee as presented.

**Culvert Sales:** Wilkens has asked the district if they would sell three of the district's used culverts. He is looking to purchase three pieces of 20' culverts (36" diameter). Manager Hanson has seen the inventory that the district has but doesn't remember the condition of the culverts. Manager Vesledahl agreed that they can be sold at 20% the cost of new.

**Mapping Layers:** The district has worked with HE to incorporate the mapping layers on our web-site. This tool is essential to our daily functions as a watershed district. Not only does staff use this tool, sometimes daily, but other entities and many landowners count on it. The mapping layers have been in the "works" for an update for many years. Not all of the Sand Hill's ditch systems are on the system (only 6). Swenby would also like SWCD boundary's added as a layer.

This software is now out of date. To update the GIS Viewer, it will cost \$2,500 (HEI fee). The district will also need to purchase an ESRI ArcGIS Online Creator subscription. This is \$500/yr. that we would pay directly to ESRI thru this website.

To add the mapping layer updates that are needed to include all of our ditch systems, HEI estimates \$4,000. This would include mapping the project benefits by PLSS 40 for 6 remaining 103E systems (this assumes that HE can find a viewer's report to work from). This would also include updating the parcel layer to the most recent data they can get from the Counties. HEI estimates \$1,000 / year for bi-annual updates to the parcel layer and a review of all other GIS layers to see if there are other updates needed annually. This would also include HEI updating the viewer with the new parcel layer updates.

A **Motion** was made by Manager Vesledahl to proceed forward with updating the mapping tour system for our web-site for \$2,500 plus the annual fees associated with the software and maintenance, and the costs associated with updating the unaccounted for assessed area maps and incorporating the missing layers of ditch systems, **Seconded** by Manager Hamre, **Carried**. It was decided that updating the mapping layers for each assessed area is a ditch expense and Swenby was asked to have Houston Engineering track the costs for each ditch and allocated the associated costs to the ditch.

## 8. OTHER BUSINESS

**Partnering Agency Information:** The managers were given information on the RRWMB, MAWD, IWI, Union Lake Sarah Improvement District, the Drainage Work Group, MADI, Lake Monitoring Reports, and multiple training opportunities for managers.

**Sediment Basins – Norman County SWCD:** Upon reviewing the history of this program by reviewing the district minutes, Swenby confirmed that the idea for the sediment basin program is that the landowner is to pay 25%, the SWCD will pay 50% (usually they have grants to pay for their 50%) and the district pays 25%. All of this goes through the SWCD and they just send us a bill for 25% of the costs. The Norman County SWCD board has proposed an alternative cost share option as they have been awarded outside funding exceeding 50%, noting that this is the only project that has ever been done in the Sandhill River Watershed that the Norman County SWCD has requested funding as they only have a few sections of the watershed in Norman County.

They are asking the Sandhill Watershed for up to \$20,000 to help fund this big erosion project. The 10% cost share still makes the landowner accountable and affordable to complete this project. Without the additional funding, if this project were to be funded by 50% SWCD and not 75%, the district would be obligated to pay over \$27,000. The SWCD is asking for an exception asking the district to contribute a set amount of 18% vs. a 50/50 cost share with the landowner, given the overall cost to the district is less due to the extra grant funding. With the additional funding, the district is being asked to pay up to \$20,000. The following describes the cost difference between the two options.

	Proposed cost share	SHRWD existing policy for cost share
Total Project Cost	\$108,560	\$108,560
Equip Cost Share	\$77,843.67 (72%)	\$54,280 (50%)
SHRWD Cost share	\$19,860.33 (18%)	\$27,140 (25%)
Landowner Cost Share	\$10,856 (10%)	\$27,140 (25%)

A **Motion** was made by Manager Vesledahl to make an exception and pay up to \$20,000 to contribute towards the sediment basin from the allocated Norman County SWCD sediment basin funds, **Seconded** by Manager Hamre, **Carried**.

**Gerald Paulson:** Gerald Paulson proposed five questions to the district managers, staff and engineer:

1. Was there a determination of benefits for Project # 1?
2. Do other projects have a maintenance budget?
3. Have other projects had a determination of benefits for future maintenance?
4. Where is Exhibit A (from the Preliminary Engineers Report)
5. Given the data in "figure 6 from the Preliminary Engineers Report, is Project # 1 performing as designed? Paulson stated that given the design intent, the project was designed to withdraw water within a couple of days.

Paulson would like to see a copy of the Final Engineer's Report.

Paulson asks that the board remove a noted dam East of Rindahl, but downstream of the Krogstad Bridge.

**Polk County Ditch #176:** The district recently permitted and sized culverts for Polk County on Polk Ditch 176. It was noted there is a landowner/county dispute regarding the grade of the culvert installation. The managers determined this is not a watershed issue and the permits that were applied for were to be set at the same grade of their replacement or the specifications of their ditch proceedings. In recent conversations, it appears that the county may have lowered a culvert 1' lower than grade. The managers unanimously asked Swenby to converse with the County to comply with the permit that was applied. Swenby will call the County to ask for more clarification regarding the culvert reported at grade set to 1' below its replacement.

## 9. PERMITS:

Two permits were presented to the board. A **Motion** was made by Manager Vesledahl to approve the following permits, **Seconded** by Manager Bartz, **Carried**.

Houston Engineering has reviewed the permits.

- 2019-19: Wayne Goldsmith, Heier Township, Section 16, Install Erosion Control Structure
- 2019-20: Eric Johnson, Garden Township Section 17, Clean Ditch, Install Culvert, and Erosion Control Structure

Herrmann stated that the Goldsmith permit information provided did not prove that downstream landowners are not affected; but added that the sediment basin would not increase the flow on the downstream landowner.

Permit 2015-29: Swenby sent a letter with a July 22, 2019 deadline requesting to increase the height of the plugs meant to divert water away from Project # 24. Swenby met with the landowner who feels the plugs were placed at adequate height. Houston Engineering formally verified their adequacy and heights are sufficient and Swenby will obtain proof in the file. It was also reported that landowners to the west are draining into Project # 24 unassessed. Houston Engineering is unable to verify the adjacent landowner drainage until all crops are off.

#### 10. **ADJOURNMENT:**

The next regular meeting will be held Tuesday, September 3, 2019 at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Vesledahl to adjourn the meeting at 11:23 PM, **Seconded** by Manager Bartz, **Carried.**

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April Swenby, Administrator

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JJ Hamre, Secretary