

## SAND HILL RIVER WATERSHED DISTRICT

June 5, 2001 Meeting Minutes

1. **Attendance:** Chairman Hanson called the June 5, 2001 meeting to order at 8:00 a.m. at the District Office. Other managers present were Stuart Christian and Harold Vig. Others in attendance were Daniel Wilkens-Administrator, Naomi Jagol-Administrative Assistant and Jim Larsen-Houston Engineering.
2. **Agenda Review:** No additional items were added to the agenda.
3. **Minutes:** Motion by Manager Vig to approve the minutes of the SHRWD regular board meeting conducted on May 1, 2001 as mailed, Seconded by Manager Christian, Carried.
4. **Treasurer's Report:** Wilkens distributed the Treasurer's report. Motion by Manager Vig to approve the Treasurer's report as presented, Seconded by Manager Christian, Carried.

Wilkens reviewed the bills to be approved. Motion by Manager Vig to approve and pay bills, Seconded by Manager Christian, Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

### 5. Project Reports:

- a. Geographic Information Systems (GIS): Jim Larsen, Houston Engineering, presented a proposal to develop a GIS database for the District. The information to begin the process is currently available, however, it would need to be extracted from large databases and clipped to include only the District and the surrounding area. The Board determined that the maps should include an area of 2-3 miles outside the District in order to assist in answering questions occurring on or near the boundary line. Another item that the Board determined should be developed is a digitized map showing the boundaries of the 38 sub watersheds within the District.

Motion by Manager Vig to pursue the proposal presented by Jim Larsen to develop a GIS map for the District including some of the major themes (rivers, lakes, and roads) estimated to cost \$4,000.00, Seconded by Manager Christian, Carried.

- b. Project Team Report: The project team did not meet during the month of June. Houston Engineering is in the process of developing information regarding the drop structures and Texas crossing, and also the Maple Creek area. The project team decided that a meeting would be scheduled as soon as that information is available.

### 6. Upcoming Meetings and Other Business:

- a. Jim Larsen's Report: Larsen stated that survey crews obtained the necessary information regarding the drop structures and the Texas crossing. He noted that Houston Engineering continues to work on the Maple Creek area and will be gathering elevations to determine the feasibility of a project in this area. He stated that the workload has increased substantially and requested approval from the board to obtain Bob Muscha's assistance in preparing this information. The board authorized Larsen to obtain Muscha's assistance.

The Red River Basin Flood Damage Reduction Work Group funding for the project teams was discussed. Wilkens explained that \$20,000 is available for each project team with up to \$10,000 available for project team administration and up to \$20,000 available for alternatives analysis with the total eligible dollars for each team being \$20,000.

Larsen stated he would be in contact with the contractor on the Randy Hamre ring dike regarding the completion of seeding. He noted that Jeff Palmer, who has been working with the Wild Rice Watershed District, would be the new inspector for the Randy Hamre ring dike.

- b. Dan Wilkens' Report: Wilkens updated the board on the previous month's activities. The City of Fosston is experiencing high water lake problems in the NE part of town. A meeting scheduled for Friday, June 8, 2001 at 7:00 p.m. at the Rosebud town hall will be conducted with all parties involved to determine a solution.

Wilkens stated that the District is being asked to sponsor a spillway project NW of Nielsville should FEMA funds become available. **Motion** by Manager Christian to agree to sponsor the spillway project, **Seconded** by Manager Vig, **Carried**.

Wilkens noted that Polk County Ditch No. 77 is experiencing problems at the outlets with regard to several branches. A possible solution may require a petition for laterals to be established.

The Polk County Fair Booth was discussed. **Motion** by Manager Christian to contribute up to \$100.00 for the fair booth, **Seconded** by Manager Vig, **Carried**.

The bathrooms located in the District office were discussed. **Motion** by Manager Christian to approve the bathroom remodeling and partition wall installation, **Seconded** by Manager Vig, **Carried**. The Board determined that estimates should be obtained to install fans in the bathrooms also.

- c. Roger Hanson's Report: A problem occurred during the construction of Polk County No. 51 last year in the SE quarter of Section 2, Reis Township. As the water enters this property, it goes NW and erodes the field. This did not occur prior to construction due to a small dike, which kept the water flowing in the ditch. The dike was removed during construction. Lyle Abrams currently farms the land and requested that the dike be replaced. Abrams asked Hanson if assistance could be obtained from the District regarding reconstruction of the dike. The board determined that the District would offer assistance by requesting that the Polk County Highway Department reinstall the dike.
- d. Red River Basin Board (RRBB): The RRBB has hired Lance Yohe as the new Executive Director. Yohe will begin his duties on June 15<sup>th</sup>.
- e. Upcoming Events: The Minnesota Association of Watershed District's (MAWD) summer tour is scheduled for June 28-30, 2001 at Worthington, MN. Harold Vig and his wife will attend the conference. Wilkens was also authorized to attend.
- f. State Water Planners Conference: The State Local Water Planners Conference is scheduled for June 27-28, 2001 in Morton, MN. Wilkens was authorized to attend.
- g. Administrative Assistant Position: Wilkens stated that the Red River Watershed Management Board (RRWMB) will be making a decision at the June 19, 2001 board meeting whether to offer the position of Associate Director to Naomi Jagol. Should this occur, Jagol would resign from the District as of August 1, 2001. **Motion** by Manager Christian to advertise for a part-time administrative position, **Seconded** by Manager Vig, **Carried**.

- 7. Permits:** Two permits came before the Board for review and were approved as follows
- 2001-08 Stephen Holzer – Install culvert in Garfield township, Section 16.
  - 2001-09 Woodside Township – Install culvert in Section 36.

- 8. Adjournment:** Alternative meeting dates were discussed in order to avoid a scheduling conflict with the 4th of July holiday. **Motion** by Manager Vig to reschedule the regular monthly meeting of the SHRWD for July 10, 2001, **Seconded** by Manager Christian, **Carried**.

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Robert Brekke, Jr., Secretary

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Naomi L. Jagol, Administrative Assistant