

SAND HILL RIVER WATERSHED DISTRICT

January 7, 2014

1. **Attendance:** Chairman, Stuart Christianson, was unable to attend the board meeting. Vice Chairman, Scott Balstad, was not in attendance. In his absence, Roger Hanson took the chairmanship and called the January 7, 2014 meeting to order at 8:00 AM at the District Office. Other managers present were Bill Brekke, Roger Hanson and Phillip Swenson. Scott Balstad arrived later. Managers absent: Stuart Christian. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Bill Downs – Landowner and Joyce Downs – Landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Swenson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Brekke to approve the minutes from the December 3, 2013 meeting which was held on November 27, 2014, due to the MASWCD and the MAWD conventions conflicting with our normal board meeting date, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for December, **Seconded** by Manager Swenson, **Carried**.

Manager Hanson turned the meeting over to Vice Chair, Manager Balstad. Manager Balstad continued with the meeting.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Brekke to approve and pay bills, with the exception of the SWCD balances which are listed for informational purposes only, **Seconded** by Manager Swenson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

The managers asked Swenby to add the \$50,000 cost share allotment to the East Polk SWCD bills to be paid as per their request in August of 2013. The other SWCD's balances can be evaluated when/if cost share is requested by their agencies or annually. Further discussion on which way to handle this in the future needs to be held at our next meeting.

A **Motion** was made by Manager Swenson approving payment of \$2,132.00 to Bill Brekke for the permanent easement and temporary construction easement for the extra right of way needed at the drop structure site pending notarization and return of the paperwork, **Seconded** by Manager Hanson, **Carried**. Manager Brekke abstained from the vote.

5. Engineer's Report

Jeff Langan was not present. Wilkens presented Langan's written report.

Project #20: RW Markers were installed along TH 9 at lower end of Project # 20.

Project # 24: Brian Steiger, Steiger Manufacturing, St. Hilaire, MN has made the pedestals to raise the trash rack 18" to help eliminate plugging with debris.

Nielsville Ring Dike: A **Motion** was made by Manager Hanson approving signing the order establishing

project 15-11, Nielsville ring dike, **Seconded** by Manager Swenson, **Carried**. Manager Brekke abstained from the vote.

Climax Ring Dike: A **Motion** was made by Manager Swenson approving signing the order establishing project, 15-12, Climax ring dike, **Seconded** by Manager Brekke, **Carried**.

The building site clean ups in Climax are completed. A February 18th bid opening is planned for the home and garage that was not moved by the original purchaser.

5. **Dan's Monthly Report**

Project Team: The project team is currently suspended.

RRWMB: The RRWMB met in Fertile. Meeting highlights were given to the managers.

RRBC Commission: Conference is coming up.

Rules and Regulations: The RRWMB approved sending them out to the districts for the review and comment.

Futuristic Planning: Wilkens would like the board to start thinking about how they are going to continue the planning process they started last year. We need to have a plan by this coming summer. The managers have asked for an updated administrator job description. Wilkens will talk to Jim Todahl, SHAC to hold a meeting to coordinate efforts for Wilkens succession.

6. **Other Business:**

Audit Report: The auditor's report has suggested that the district maintain a credit card policy. Swenby will create a draft for the manager's approval in February. Manager Hanson suggested asking MAWD what their policy is for reference.

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

8. **Permits:** No permits were brought before the board.

9. **Adjournment:** The next regular meeting of the SHRWD will be at 8:00 AM on Tuesday, February 4, 2014. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 9:31 A.M., **Seconded** by Manager Hanson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary