

SAND HILL RIVER WATERSHED DISTRICT

April 11, 2016

1. **Attendance:** Chairman Stuart Christian called the April 11, 2016 meeting to order at 8:10 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke, Roger Hanson and Phillip Swenson. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Joyce Downs and Bill Downs – Landowners, Zach Herrmann- Houston Engineering, David Finney and Mike Smith - Greater Minnesota Gas and Jake Swiers – Community Co-Op.
2. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda as presented, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Balstad to approve the minutes from March 1, 2016 meeting, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Balstad to approve the treasurer's report for March, **Seconded** by Manager Brekke, **Carried**.

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

5. Engineer's Report

Climax Ring Dike Phase I: All contract construction is complete. It was decided to install three phase power to solve the noise issue with the Ham radio station near the lift station. It was noted that there are other options that might work but this solution will guarantee a solution to the problem. A **Motion** was made by Manager Hanson to approve change order #8 for \$11,178.17, which is the amount required to change over the single phase power at the lift station to 3 phase power, **Seconded** by Manager Swenson, **Carried**. Manager Balstad opposed the Motion. Otter Tail Power will charge an additional \$11,000 to bring in three phase 3 power from the main line to the substation which will be billed directly to the watershed district. The district will then apply for reimbursement from the project funds.

Climax Ring Dike Phase II: Houston Engineering is currently working on obtaining right-of-way for the project. Property acquisition was delayed until funding was secured. The Morken easement documents were executed last week. Nesvig, Midboe, Erickson, and the Development Commission easements are next for execution. MN DOT and Polk County Highway permit applications were submitted this month. Langan has suggested a bid opening in May. The managers would like to see the bid opening as soon as possible.

Fish Passage Rock Riffles: The permit was approved for the USACE 404 and the USACE 408 was approved. WCA is complete. The MN DNR public waters permit review is underway. Houston Engineering is planning for advertisement in May with a bid opening in June, matching the schedule of the 4th drop structure to capitalize on bidders for both projects (Riffles and Drop Structures).

Fish Passage Drop Structure: The USCOE is planning to complete design and advertise for bids in early May.

BWSR Clean Water Fund Grant Opportunities: The district was interviewed for the Targeted Watershed Demonstration Program. Drew Kessler, Jeff Langan and Lisa Newton attended the interview. We are currently waiting response from the review panel. The grant would provide

funding for 60 sediment control basins and Carlson Coulee grade stabilization.

Upper Sand Hill Detention Sites: Herrmann reviewed the conversations that took place last month regarding funding options for RCPP project development funding. Herrmann reminded the managers that there are some benefits through the FDRWG using Project Team money. The managers will consider this option. Manager Brekke expressed dissatisfaction with implementing the project team. Manager Hanson asked if the information produced will benefit the districts future projects. Manager Hanson compared this to “purchasing a parachute because one day you might buy a plane”. Wilkens confirmed that if we want to proceed with Bear Park, we are required to have this information for permitting. A **Motion** was made by Manager Balstad to sign up for the RCPP funding to aid in the planning process for detention projects and reinstating the project team as required by the program, **Seconded** by Manager Hanson, **Carried**. The managers have the choice to opt out at any time.

DFIRM Panels: The LOMA is still under FEMA review. Herrmann is hoping for an answer by next month.

Project # 24: The stop log structure will be installed in the sheet piling when available from the manufacturer, berm removal and final rock placement will be completed when conditions permit. Manager Balstad asked if the contractor could clean the sediment from Spokely’s sediment control structure while he is there. It was explained that sediment removal is up to Spokely’s.

Project #17: Herrmann reviewed the last couple of months’ progress with the Maple Creek outlet and landowner permit process with manager Brekke. As far as the district has been informed, the landowners still do not have a DNR permit.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Crookston in March. Meeting highlights were given to the managers. Wilkens and Swenby attended the meeting. The March Conference was March 23 and 24. Swenby, Hanson, Swenson and Wilkens attended. The next RRWMB meeting is April 19, 2016 at the Sand Hill River Watershed District office.

RRBC Commission: The RRBC Retreat was held March 2, 2016 with the board meeting on March 3rd.

DWG: The DWG met March 3rd in Eagan. The next meeting is scheduled for June 9 in Eagan.

FDRWG: The FDRWG will be held in Detroit Lakes on Wednesday, April 20th.

Hovland Marsh: A meeting is scheduled for Tuesday, April 12, 2016 at 6:30 to 8:00 pm at the Knight Riders Snowmobile Club, 360th Ave. SE in Fosston. Wilkens will attend.

MAWD Legislative Breakfast: Manager Hanson attended the MAWD Legislative Breakfast.

Maple Creek Project: Johnstad informed Manager Hanson that the DNR permit is scheduled to be issued sometime this month.

LID: Wilkens has the 6” plastic pipe on hand and a contractor lined up to get the gauge installed as soon as the weather warms up.

Ditch # 80: Paul Engelstad has contacted Wayne Swanson, attorney. Swanson has prepared a petition for receiving signatures.

Scanning Project: Kaitlyn Fuglseth has been hired to work on scanning projects throughout the summer. She is planning on starting in May with Winger Dam.

Web Site Upgrade: Houston Engineering has finished upgrading our mapping layers. Our permit database is not functioning in Internet Explorer and it is now time to upgrade the software behind our database. We can 'piggy back' off the software used by Buffalo Red and Red Lake, which limits our field customization, but the cost savings was a substantial savings. A **Motion** was made by Manger Balstad to upgrade our permit database as suggested by Brian Fisher for \$7,000, **Seconded** by Manager Swenson, **Carried**.

Redetermining Benefits on ditches # 9, 119, and project # 5: Zach and Wilkens will tour these systems and try to determine the amount of Buffer Strips needed as soon as the weather warms up.

7. Other Business:

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

8. **Permits:** David Finney, Mike Smith - Greater Minnesota Transmission LLC, and Jake Swiers – Community Coops of Lake Park attended the meeting to discuss their permits to bring natural gas to Fertile.

County ditch # 95 Crossing: The attendees and the managers discussed alternatives to avoid interfering with the ditch system. They agreed to bore on an angle directly under the box culvert $\frac{3}{4}$ mile east of the sub-station on Polk County # 1 connecting Beltrami and Fertile. They all agreed boring 6 feet under the box culverts should be sufficient (the county has no records of pilings under the box culverts). Keeping the lines around 6 feet deep is beneficial for future location as lines can be located easily if needed for future projects. Any deeper, lines may be more difficult to locate for future construction. At this depth future work should not affect the gas line at these depths.

Sand Hill River south of Beltrami: The managers also requested that when boring under the Sand Hill ditch south of Beltrami, that they bore at least 12 feet under the river channel measured from the cable concrete.

Kittleson Creek Crossing: It was recommended to also bore 12 feet under Kittleson Creek measured from the bottom of the box culverts under Highway # 1.

The managers also asked them to contact all the landowners along the route to make sure that there are no issues with underground cable, tile lines, irrigation pipes, etc. and be sure and contact Paul Engelstad to discuss the location of tile lines. They will also contact Stuart Christian to discuss the location of irrigation lines.

The attendees also went over the design of the city distribution system and saw no issues at this time.

A **Motion** was made by Manager Balstad to approve the following permit, **Seconded** by Manager Swenson, **Carried**.

2016-03 Greater Minnesota Transmission LLC – Reis, Liberty & Garfield Twp. Install Gas line from west of Beltrami to outskirts of Fertile.

A **Motion** was made by Manager Balstad to approve the following permit, **Seconded** by Manager Brekke, **Carried**.

2016-04 Community Co-ops of Lake Park – Reis, Liberty & Garfield Twp. Install Gas line in the cities of Beltrami and Fertile.

A **Motion** was made by Manager Balstad to approve the following permit, **Seconded** by Manager Swenson, **Carried**.

2016-05 Norman County – Bear Park Township, Section 12 & 13 – Install Culvert

9. **Adjournment:** The next regular meeting will be held the second Tuesday at 8 AM on May 3, 2016. As there was no further business to come before the board, a **Motion** was made by Manager Hanson to adjourn the meeting at 10:34 AM, **Seconded** by Manager Balstad, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary