

SAND HILL RIVER WATERSHED DISTRICT

June 7, 2016

1. **Attendance:** Chairman Stuart Christian called the June 7, 2016 meeting to order at 8:14 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, Derek Kayser, Jeff Langan and Zach Herrmann- Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Balstad to approve the minutes from May 7, 2016 meeting, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for May, **Seconded** by Manager Hanson, **Carried**.

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 Hanson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

Manager Brekke asked for confirmation from Zach Herrmann that no additional bills will be submitted for inspection on the stop log structure on Project # 24. Zach assured Brekke that Houston Engineering would not bill the WD for any extra inspection expense related to the stop log structure at the outlet to project # 24.

5. Engineer's Report

Fish Passage Rock Riffles: There is a scheduled bid opening for June 28 at 10 AM at the SH district office. Adjacent landowners have been notified of the upcoming construction schedule.

Fish Passage Drop Structure: The USACOE is planning on opening bids the end of June or early July. Houston Engineering has not been notified of an official date. Manager Hanson reported that equipment has been in the area. Wilkens confirmed that brush was removed in the construction sites before June 1 because of the nesting habits of an endangered bat.

BWSR Clean Water Fund Grant Opportunities: The district was awarded the Targeted Watershed Demonstration Program Grant. The project will provide partial funding for approximately 60 sediment control basins and stabilization of the Carlson Coulee. The total project cost is estimated to be \$987,800. The cost share is as follows:

\$790,240 – BWSR Targeted Watershed Program Grant

\$90,000 – Landowners (Construction of Sediment Control Basins)

\$107,560 – SHRWD (Carlson Coulee and Technical & Grant Administration)

DFIRM Panels: Houston Engineering has received a response to their comments from the DNR staff. Mosher and Nolte were awarded the LOMA and will have the opportunity to refrain from purchasing flood insurance. Reigert's LOMA was not accepted. They requested that more accurate survey work be done. A **Motion** was made by Manager Balstad to approve financing the additional survey work up to \$1000, **Seconded** by Manager Brekke, **Carried**. The landowners will be removed when the new maps go into effect (likely late 2016 – 2017).

Project # 24: Crompton Excavating did not receive prior approval for the fill that was used to fill the hole they dug last fall to make a coffer dam. Houston has assigned a new inspector to supervise the project. There is a rubber seal around the stop log that wasn't fit appropriately. The entire unit was not fastened properly. The contractor is working with Houston Engineering inspectors to resolve the workmanship issue. The district can withhold 10% of the cost until it is verified that the stop log structure will hold water. Herrmann will work as diligent as he can to get this project completed. The stop log issue needs to be resolved by winter.

At the outlet on the drop structure, where concrete and rock were placed for stabilization, water is running under the concrete. Manager Brekke suggested sheet piling. Zach will work on a remedy.

Spokely's are done washing potatoes for the season. Wilkens will talk to Spokely's about ditch maintenance and cleaning the ditch every year by June 15. A **Motion** was made by Manager Balstad to issue a letter to Spokely's giving them till June 15 of every year to clean the sediment from the settling pond in the bottom of the ditch, **Seconded** by Manager Hanson, **Carried**. If the ditch isn't cleaned, the district will hire it done and bill Spokely's.

Dave Hauff has drafted an easement for Brekke's pumping station pad. Wilkens and Herrmann will look it over and discuss it with Brekke.

Climax Phase I: Top soil will be hauled in by the church to aid in grass growth. Seeding should be completed by the end of June.

Ottetail Electric quoted us \$10,000-\$12,000 initially to bring in three phase power to the pump station site. Recently the Minneapolis office has increased that quote to \$28,000. Houston Engineering is now looking at using a static converter instead of a phase converter. If this option is feasible, 3-phase power will not be necessary. This process will continue throughout the summer.

Climax Phase II: The engineers estimate for the project was **\$644,000.00**. Jeff Langan proceeded to open the bids, verifying that bidders bond was enclosed and that the addendums were acknowledged. The bids were opened and the amounts were as follows:

1.	Gordon Construction of Mahnommen, Inc.	\$784,491.71
2.	H & S Contracting, Inc.	\$657,697.05
3.	JAV Construction	\$575,016.00
4.	Quam Construction, LLC	\$663,414.00
5.	R.J Zavoral and Sons, Inc.	\$482,526.00
6.	Reiner Contracting, Inc.	\$652,588.60
7.	Spruce Valley Corporation	\$471,680.49
8.	Taggart Construction	\$741,619.20

After the bids were opened the engineer informed everyone that all bids will be reviewed for accuracy. Minutes of the Climax Phase II bid opening are attached to the minutes of the regular board meeting.

A **Motion** was made by Manager Balstad to award the Climax Ring Dike to Spruce Valley (the low bidder), pending engineers review and approval, **Seconded** by Manager Brekke, **Carried**.

Nearly all of the ROW is acquired. Houston Engineering is currently working with one more landowner, Grace Tronnes, to acquire ROW. Construction is expected to begin in July and be completed in September.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Ada in May. The next meeting will be held in Thief River Falls on June 20.

River of Dreams: Wayne Goeken canoed the Sand Hill River recently and put all the River of Dreams canoes that were hung up, back in the stream so they can continue their way to Hudson Bay.

RRBC Commission: The RRBC tour and board meeting was held on June 1-2 in Winnipeg.

DWG: The next DWG meeting is June 9th in St. Paul at the Farmers Union Building.

FDRWG: The FDRWG will meet in Thief River Falls following the RRWMB meeting on June 20.

Hovland Marsh: Wilkens discussed the Hovland Marsh with Greg Nelson, DNR. He asked Wilkens to contact the Fjerstad Brothers to ask if they had been contacted by DNR and inquire if a viable solution was found. Wilkens contacted them and reported back that they had not been contacted. Nelson later sent Wilkens an email stating that the hearing had been postponed. An internal meeting will be held to update everyone on June 28th.

Ditch Spraying: As soon as our maps are completed Wilkens will contact L&M Road Services and engage them to spray where needed.

Dave Aarends/Project #24: Manager Hanson and Wilkens met at Section 24 of Hubbard Township to look at a water issue (Gene Brekke owns the property and Aarends farms it). Aarends asked if the district will reimburse Aarends for his time/material for digging the ditch or put in a culvert. The managers weighed the cost vs. benefit between a culvert or digging a ditch. A **Motion** was made by Manager Swenson authorizing Aarends to dig the ditch which will drain the two wet areas to an existing culvert and request reimbursement from the district up to \$500, **Seconded** by Manager Hanson, **Carried**. Manager Brekke recused himself from voting.

MAWD Summer Tour: Manager Hanson, Manager Swenson and Wilkens will attend.

Vesledahl / Morvig: A meeting was held on May 19th at the MnDOT office in Bemidji at 9:00 am on establishing a Legal Drainage System for long term maintenance of the Vesledahl project. Wilkens will be talking to Brian Dwight about this project this afternoon.

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 the petition ready for circulation and signatures.

FEMA MAPS: The district should hear from the DNR in a week or so.

Scanning Project: Kaitlyn Fuglseth has completed 4 boxes of Winger Dam, one box of Bear Park and one box of Union Lake Pumping project.

Erosion at the Union Lake Erosion Control Site: The lower stretch still needs addressing. East Polk SWCD is working on this. Wilkens met with Kenny Pederson who bring it up for discussion at the next SWCD board meeting.

Web Site Upgrade: Brian Fisher will contact Swenby when a programmer is available to start.

Redetermining Benefits on ditches # 9, 119, and project # 5: Herrmann and Wilkens toured these systems to determine the acreage required from each landowner. We will use this information to compile cost estimates for our decision on going forward for redetermination.

Annual Ditch Inspection: Zach and Wilkens did the ditch inspections after last month's board meeting. Buffers were inspected and Herrmann will establish where the ROW is supposed to be. Wilkens is requesting a sign every ¼ mile with actual GPS coordinates for each sign.

ROW Ditch Policy: A **Motion** was made by Manager Swenson to adopt the proposed ROW ditch policy as attached, **Seconded** by Manager Balstad, **Carried**. A **Motion** was made by Manager Balstad to give a written notice to correct a violation to the landowner, giving them 30 days to implement corrective measures or the district will do the necessary work and bill the landowner, **Seconded** by Manager Brekke, **Carried**.

DITCH POLICY

JUNE 7, 2016

PHASE 1 - Verify Current Compliance (Ditch System Expense)

1. GPS survey existing R/W markers; our older systems are not GPS at each stake. We added some new stakes on the newer systems. Zach has a summer student that they could use for a portion of this to do this reasonably.
2. Replace missing markers as necessary. There are still a few missing that we missed the first go around. All replaced markers will now be GPS located for future replacement, if damaged or removed.
3. Cultivate & Seed R/W; I was thinking of contacting Dale Berhow to see if he could get this reseeded. He would need to cultivate to get a seed bed which would take out any crop growing on the ROW
4. Determine if existing R/W satisfies Buffer Compliance requirements.
5. Acquire additional R/W as required to meet Buffer Compliance requirements. There are a few places that we did not acquire enough buffer.

PHASE II - Enforcement of Violations (Landowner expense where violation occurred)

1. Do our annual Inspections of Ditch Systems. This will include verification of R/W markers and encroachments on R/W.
2. Determine violations (removal/damages to R/W signs, cropping of R/W, Destroying cover)
3. Notify landowner where violation occurred in writing.
4. Allow timeframe for landowner to rectify violation (30 days)
5. If not rectified by the landowner in the 30 days, the work will be completed by the SHRWD and costs associated will be billed to the landowner where violation occurred.

After asking landowners to stay off the ROW and placing stakes every ¼ mile it seemed like it would work best to get the grass established back and then follow strict enforcement after that.

Project #24 ROW payments: Dave Aarends inquired about payment for the ROW on project #24 in section 26 of Hubbard Township. The ROW payments were made in 2012 and the check was issued to Davidson in 2012. Aarends claims he purchased and recorded the land in 2011. The county had not recorded the transfer until after the viewer's report was issued. Based on the bill of sale date, the property did not belong to Davidson. The SHRWD will contact Dave Hauff for direction.

Langan reviewed the process that develops the list of landowners. Langan suggested that in the future, recent sales should be reviewed and cross checked with the landowner list before actual checks are issued. Langan suggested writing Davidson Trust a letter from the attorney requesting the reimburse the district.

Project 11: Manager Hanson reported that he thought that Dennis Tupper and Jim Page were never paid ROW on Project 11. Swenby and Wilkens will review the file for more information.

Polk County Fair: The PC fair has requested support for the Reptile and Amphibian Zoo. A **Motion** was made by Manager Balstad to sponsor their request, **Seconded** by Manager Swenson, **Carried**. The managers would like to request Skanson's personally appear the next time they make a request for a donation.

A **Motion** was made by Manager Hanson to ask the Fertile River Watch team to have the stream table available during the Polk County Fair and pay \$500 to the River Watch Team for managing the booth, **Seconded** by Manager Swenson, **Carried**.

7. Other Business:

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

8. **Permits:** Three permits were brought before the board. A **Motion** was made by Manager Balstad to approve the following permits, **Seconded** by Manager Brekke, **Carried**.

2016-09 Dave Johnstad – Reis & Russia Twp., Sections 2 & 35 – Install Erosion Control Structure
2016-10 Sean Kveno – Scandia Twp., Section 18 – Clean existing ditch and install culvert
2016-11 Jeff Morvig – Garden Twp., Section 16 – Install culvert

9. **Adjournment:** The next regular meeting will be held Tuesday at 8 AM on July 5, 2016. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:47 AM, **Seconded** by Manager Swenson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary