

SAND HILL RIVER WATERSHED DISTRICT

October 2, 2018

1. **Attendance:** Chairman Stuart Christian called the October 2, 2018 meeting to order at 8:04 AM at the District Office. Other managers present were Clayton Bartz, Dan Vesledahl and Roger Hanson. Managers Absent: JJ Hamre. One staff member was present April Swenby – Administrative Assistant. Others in attendance include Bill Downs and Joyce Downs – Landowner, and Zach Herrmann – Houston Engineering.

Those in attendance relating to the bid opening for Ditch # 80 included: Bruce VonHoldt and Larry Ricard.

Those in attendance relating to the redetermination of benefits for Project # 5 included: Steve Gullickson, Brian Floan, Troy Lindberg, and Project # 5 Viewer Edwin Johnson.

Several contractors were in attendance for the bid openings.

2. **Approval of the Agenda:** A **Motion** was made by Manager Bartz to approve the agenda as presented, **Seconded** by Manager Hanson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the September 4, 2018 meeting, **Seconded** by Manager Vesledahl, **Carried**.

A **Motion** was made by Manager Bartz to approve the minutes for the Reconvened Improvement Hearing on Ditch # 80 held on August 23, 2018, **Seconded** by Manager Vesledahl, **Carried**.

A **Motion** was made by Manager Bartz to approve the minutes for the Project team meeting held on August 14, 2018, **Seconded** by Manager Vesledahl, **Carried**.

A **Motion** was made by Manager Hanson to approve the minutes for the final hearing for the Redetermination of Benefits on Project # 5 held on September 18, 2018, **Seconded** by Manager Bartz, **Carried**.

A **Motion** was made by Manager Vesledahl to approve the minutes for the special meeting regarding the Rules and Regulations held on September 26, 2018, **Seconded** by Manager Bartz, **Carried**.

4. **Treasurer's/Financial Report:** Swenby noted that September has not been reconciled as of the date of the presented report due to our early meeting date and not receiving the bank statement.

April Swenby read the Treasurer's Report. A **Motion** was made by Manager Bartz to approve the treasurer's report for September, **Seconded** by Manager Hanson, **Carried**.

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

	<u>TOTAL</u>
City of Fertile	39.00
David Sundheim	45.00
Mahnomen Pioneer	154.00
Otter Tail Power Company	177.11
East Polk Soil and Water District	231.35
Garden Valley Telephone Company	235.39
Norman County Index	376.00

Crookston Daily Times	451.80
VISA Credit	594.83
Marco	856.62
Anderson, Bottrell, Sanden & Thompson	1,025.00
Houston Engineering	<u>15,014.90</u>
TOTAL	<u>19,201.00</u>

Swenby noted that the following bill was paid September 30, 2018. She noted reimbursement request for the RCPP program and the Project Team date sensitivities as the reason for paying before the meeting. The check was cut and held but will be mailed upon today’s meeting approval.

Houston Engineering	<u>9,393.25</u>
TOTAL	<u>9,393.25</u>

A **Motion** was made by Manager Hanson, to approve and pay the above listed bills along with manager per diems, **Seconded** by Manager Vesledahl, **Carried**.

5. Engineer's Report

Fish Passage and Grade Stabilization: Permitting is moving forward. The MN DNR has suggested that the district will need to draft a letter stating that an EAW is not necessary. WACA does not apply.

Project Team: Herrmann will redistribute the Purpose and Need.

Project # 5: Comments from final hearing were reviewed and adjustments were made.

Ditch # 80 Preliminary Hearing: Bid opening is scheduled for today at 10 AM.

Brady Kroening Erosion: Herrmann has not been able to obtain original engineering.

Union Lake Sarah Pump: Benchmarks were reviewed to validate vertical datum accuracy. New surveys were completed, and current ditch bottom elevations are between 2-3 feet off from the as built plans. Decisions were discussed at the LID meeting, but decisions were not made until cost estimates are obtained.

6. Dan's Monthly Report: A written report was distributed in the absence of Administrator Wilkens. The following was read.

Calendar: Wilkens written calendar for September and the proposed upcoming events for October was reviewed.

Beltrami Diversion: Wilken’s report confirmed that low wire issues have not been corrected by Ottertail Power.

RRBC: Wilkens attended the RRBC board meeting and tour on September 5 and 6.

Bear Park Project: A letter from the MN DNR was distributed to the managers regarding the structure needs. Herrmann suggests a review with a structural engineer. Herrmann has reviewed the site and the sink hole is quite evident. Herrmann will draft a plan for a proposal to move forward.

Drainage Workgroup: Wilkens will attend the Drainage Workgroup meeting on October 11 in St. Paul. BdSWD and MCEA are unable to reach a language agreement.

LID: Wilkens attended a LID meeting on September 17 at 6:30 PM at the Deuce. Wilkens has contacted the Mn DNR to obtain proper measurement tape for installation on the gauge uprights. Wilkens has spoken with Steve Ness regarding the permanent easement on his property. Houston Engineering will survey the center line for development of the easement.

Vesledahl Project: Wilkens reported that the district is waiting for bids regarding LeRoy Johnson's property, however the tiling firm working on the bid, has recently closed. There was no new activity report on the Vesledahl project drainage.

Olson Dam: Troy Olson approved lowering the culvert through the structure 2.5'. Wilkens will move forward with cost estimates and construction. Herrmann thought it may include backhoe work, and maybe a small scraper. Herrmann thought this could begin this fall.

MAWD Resolution: A **Motion** was made by Manager Vesledahl to support the resolution presented by Rice Creek Watershed District, **Seconded** by Manager Bartz, **Carried**.

Building Upgrades: Swenby and Wilkens met with the Crookston Building Center in September to begin drafting plans for a new handicapped accessible addition. Manager Hanson was in favor of a special meeting to move the project forward. Manager Christian and Manager Vesledahl asked about the need for a basement and felt footings may be a better choice. Manager Vesledahl would like to see the price difference between the two options prepared for the managers.

Erosion/Union Lake Erosion Control Project: Wilkens conversed with Jim Hest who suggested holding a meeting to find a solution to the problem.

Ditch Inspections: Wilkens has reminded Rich Sanders, Polk County Highway Engineer, on August 27 about cornstalk residue blowing into the highway ditch east of Nielsville. Wilkens has forwarded Sanders the Soil Loss Ordinance from WPSWCD. Sanders has asked the Polk County attorney and Kurt Deter to review the ordinance to determine if cornstalks fall under the category of soil loss.

Wilkens has contacted Darrell Chisholm about adding more fill in the bank of the Sand Hill ditch on a tile outlet site in the NW corner of section 19 of Scandia Township. He has also discussed the drainage around the Travis Johnson site.

Wilkens confirmed speaking with Joe Miller regarding the leveling of spoil banks and additional ditch cleaning on August 24.

On September 26, Wilkens contacted Dale Berhow regarding seeding the spoil areas this fall. Herrmann has prepared maps for ROW enforcement, signage, cleaning and spraying.

RRRA: Swenby presented a draft letter responding to the RRRA's suggestion to void the contract between the SHRWD and the NRCS regarding the RCPP program for the managers to review. Wilkens and Swenby talked with Debra Walchuk regarding the RRRA's action and the NRCS position. A **Motion** was made by Manager Vesledahl approving the proposed letter and authorized Swenby to send the letter, **Seconded** by Manager Bartz, **Carried**.

Rules and Regulations: According to the minutes of the special meeting held September 26, 2018,

it is planned to approve the new Rules and Regulations at the November meeting. Advertising will be done in November with a hearing at the December board meeting.

- 7. **Recessed for Project # 5 Hearing:** A **Motion** was made by Manager Hanson to recess the regular meeting of the Sand Hill River Watershed District board of managers and to open the recessed final hearing held that was held on September 18. **Seconded** by Manager Bartz, **Carried**. The regular meeting was recessed at 9:00 AM.

Following the adjournment of the final hearing of the Redetermination of Benefits of Project # 5 and a short break, a **Motion** was made by Manager Vesledahl to reconvene the regular meeting of the Sand Hill River Watershed District board of Manager at 9:29 AM, **Seconded** by Manager Bartz **Carried**.

8. **Other Business:**

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

Joyce Downs: Downs stated she will be calling the attorney general’s office to determine what her options are. She stated that she was told a unanimous resolution of the board cannot be used for her property and she was told to go to the County Attorney’s office. Timelines were discussed regarding Ditch #122 and the managers and Downs recollected the history of Ditch #122 and manager decisions regarding Ditch #122. The project was deemed unfeasible through her property and not cost effective.

Swenby will develop a timeline for the Ditch #122 and present to the managers by the December board meeting, if not sooner.

Bid Openings:

GRADE STABILIZATION PHASE 2 (9:30 AM):

Hermann reviewed that each bid enclosed a bid bond and a responsible contractor certification was signed.

Bidder	Bid Amount
Gladen Construction, Inc.	\$299,280.00
Davidson Construction, Inc.	\$323,132.00
Triple D Construction, Inc.	\$385,430.00
Landwehr Construction, Inc.	\$421,988.00
Nordic Group	\$624,900.00
Olson Construction TRF, Inc.	\$405,760.00
Wright Construction, Inc.	\$322,133.00
R.J. Zavoral and Sons, Inc.	\$528,946.00
Spruce Valley Corporation	\$285,206.00
Sellin Brothers, Inc.	\$423,350.00

Herrmann indicated to those in attendance that legal and engineering review will be conducted prior to bid awarding.

DITCH #80 (10:00 AM):

Herrmann reviewed that each bid enclosed a bid bond and a responsible contractor certification was signed.

Bidder	Bid Amount
Gladen Construction, Inc.	\$596,695.00
Davidson Construction, Inc.	\$501,226.00
Knife River Materials – Northern MN Division	\$582,914.90
Lyle Wilkens Inc.	\$833,788.18
Red Lake Builders, Inc.	\$624,435.50
Triple D Construction & Leasing, Inc.	\$668,320.50
Wright Construction, Inc.	\$606,764.00
R.J. Zavoral and Sons, Inc.	\$672,680.00
Spruce Valley Corporation	\$670,583.00

Herrmann indicated to those in attendance that legal and engineering review will be conducted prior to bid awarding.

Bid Awards:

A **Motion** was made by Manager Vesledahl to tentatively award the bid to Spruce Valley Construction for \$285,206 conditionally upon legal and engineering review for the Sand Hill River Grade Stabilization Phase 2, **Seconded** by Manager Bartz, **Carried**.

A **Motion** was made by Manager Bartz to tentatively award the bid to Davidson Construction for \$501,226 conditionally upon legal and engineering review for Ditch # 80, **Seconded** by Manager Hanson, **Carried**. Herrmann explained to VonHoldt and Ricard that the bid amount has been reduced significantly from the engineers estimate. VonHoldt felt the cost is still very high for the drainage that he is receiving. Ricard agreed that the cost was high. Herrmann stated that it is past the 30-day appeal period and the district can proceed forward with the award.

9. **Permits:** Two permits and one extension was presented to the board. A **Motion** was made by Manager Vesledahl to approve the following permits, **Seconded** by Manager Hanson, **Carried**.

2018- 19: Isaac Ness – Garden Township Section 9 – Install tile and erosion control structure

2018- 20: Jason Kohl – Liberty Township – Section 3 – Clean existing ditch

10. **Adjournment:** The next regular meeting will be held **Tuesday, November 6, 2018 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 10:43 PM, **Seconded** by Manager Bartz, **Carried**

April Swenby, Administrative Assistant

JJ Hamre, Secretary