

# SAND HILL RIVER WATERSHED DISTRICT

November 27, 2013

The regular December meeting was rescheduled due to the MASWCD and MAWD Conferences.

**Attendance:** Chairman Christian called the November 27, 2013 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 Kenneth Pederson, Katie Engelmann and Gary Lee – East Polk SWCD, Brian Evenson – City of Climax, Jeff Langan – Houston Engineering, Bill Downs – Landowner, and Joyce Downs – Landowner.

1. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
2. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from November 4, 2013, **Seconded** by Manager Brekke, **Carried**.
3. **Treasurer's Report:** A **Motion** was made by Manager Swenson to approve the treasurer's report for November, **Seconded** by Manager Balstad, **Carried**.

A **Motion** was made by Manager Balstad to transfer money from the construction fund to close out Project 22, section 23 Russia Township Boundary for \$145.00 and Project 28, King Township (Hopke) for \$1,427.90, **Seconded** by Manager Swenson, **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 Swenson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

## 5. Engineer's Report

**Reiner Contracting Dispute:** The attorney representing Reiner Contracting has requested two copies of all information from Houston Engineering. Houston Engineering complied.

**Project # 24:** Brian Steiger, Steiger Manufacturing, St. Hilaire, MN has made pedestals to raise the trash rack 18" to help eliminate plugging with debris. They are estimated to be \$70 - \$75 each.

**Climax Ring Dike:** The Public Hearing is scheduled for December 11, 2013 at 7 PM at the Community Center in Climax. Brian Evenson, from the City of Climax was in attendance and updated the board. Phase 1 has funded 100% of relocating one lift station and a partial contribution of relocating the second. The City of Climax will be responsible for the portion not covered by DNR. The City is currently coordinating with the USDA to finance the other aspects of the sewer project upgrade, however, the USDA has not committed to funding the amount not funded by DNR. Evenson asked if the district would consider financing the amount that won't be paid by DNR for the second lift station which is estimated to be around \$70,000 should the USDA deny funding for the relocation of the second lift station.

Manager Balstad and Manager Brekke asked Wilkens to consult with our attorney to check the legality and precedence for financing the portion of the project in question.

A&S Contracting has removed the homes, removed the debris and have hauled in clay to fill the basement holes. The Westman house, which was purchased by Duane Stroot, did not get removed from the property by the agreement deadline. The property is now back in the watershed's ownership as per the agreement. Langan suggested placing the property up for bids again. Stroot paid for the house and garage and furnished a performance deposit which Stroot has forfeited by not having the home removed by the agreement deadline. Duane Stroot also forfeited his performance deposit on the other two homes by not leaving the lots in the condition as stated in the agreement. A **Motion** was made by Manager Brekke to place the Westman property up for bid (salvage or move),

keeping the house and garage separate, **Seconded** by Manager Hanson, **Carried**.

**Nielsville Ring Dike:** DNR has requested an EAW for the Nielsville Ring Dike. The public hearing is scheduled for December 12 at the Fire Hall at 7 PM. Jerry Bents will attend the next council meeting.

**Bear Park Project:** The funding for the modeling upgrades will come from the FDRWG.

#### 4. **Dan's Monthly Report**

**Project Team:** The project team is currently suspended.

**RRWMB:** The RRWMB met in West Fargo at the RRRRA office. Meeting highlights were given to the managers. The next RRWMB meeting is December 17 at the Sand Hill River Watershed District Office.

**RRBC Commission:** Retreat and board meeting was held November 5 and 6.

**Rules and Regulations:** The rules and regulations committee met on November 18th. The rules and regulations are near completion. Wilkens suggested that the manager review the proposal first and they can then discuss questions at the next meeting.

**LID:** Wilkens attended the LID meeting and presented the district's recommendations.

**Fish Passage:** The district signed the letter of intent and self-Certification form and sent it to the COE.

**Clean # 5 2-17:** Mark Sirjord, Section 8 Bear Park Township and Paul Swenson would like ditch cleaned from Bergeson's north to the county line also. Ricky Miller moved his equipment to cleaning county ditches in Norman and Mahnommen Counties. He will try to complete these projects this fall, weather cooperating.

#### 6. **Other Business:**

**East Polk SWCD:** Gary Lee updated the managers on the application status for the Targeted Watershed Demonstration Program that was discussed November 4. At most, the funding needed is a 25% cash match which is \$58,000 each year for the four years of the grant period.

East Polk has submitted grant requests for \$1.4 million to the clean water fund.

A **Motion** was made by Manager Swenson to approve submitting the grant for the Targeted Watershed Demonstration, obligating the district for the 25% match if the grant is accepted, **Seconded** by Manager Hanson, **Carried**. Manager Balstad recused from the vote.

At the RRBC commission conference, the SWCD was asked to present a talk on the coordinated efforts between the district and the SWCD.

BWSR has asked if the SWCD would partake in a study to determine the success of the sediment basins. The SWCD has complied.

**Christmas Party:** The Christmas Party was set for December 20 at April's home or Erickson's Smokehouse at 5:30pm.

**Employee Evaluations:** Wilkens asked the board to approve establishing the phased out retirement program

offered by PERA. A **Motion** was made by Manager Balstad to proceed with Wilkens beginning the phased out PERA retirement plan starting January 1, 2014, **Seconded** by Manager Brekke, **Carried.**

The managers reviewed the administrator's current salary, benefit package, and other agency compensations. A **Motion** was made by Manager Swenson to increase Wilkens base salary by 2%, **Seconded** by Manager Brekke, **Carried.** The managers have chosen to leave the benefit package the same as the previous year. Wilkens will have the option to place the 2% within the benefit package should Wilkens choose so.

The managers evaluated Wilkens performance. The managers were very pleased with his performance.

Wilkens gave the board his evaluation of Swenby's wages and performance. Swenby has been a great employee and done a great job for the district. He recommended a \$1.00 per hour raise. A **Motion** was made by Manager Swenson to provide an additional \$1.00 per hour for Swenby, **Seconded** by Manager Brekke, **Carried.**

The board thanked both Wilkens and Swenby for a job well done!

**Auditor's Report:** The auditor's report for 2012 was given to the managers. A **Motion** was made by Manager Hanson to approve the report as presented, **Seconded** by Manager Brekke, **Carried.**

**MAWD:** A **Motion** was made by Manager Balstad designated Manager Hanson to act as the voting delegate and Manager Swenson as the voting alternate, **Seconded** by Manager Brekke, **Carried.**

**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 January 7, 2014. As there was no further business to come before the board, a **Motion** was made by Manager Swenson to adjourn the meeting at 11:27 A.M., **Seconded** by Manager Hanson, **Carried.**

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April Swenby, Administrative Assistant

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Bill Brekke, Secretary