

SAND HILL RIVER WATERSHED DISTRICT

July 1, 1997 Meeting Minutes

1. **Attendance:** Roger Hanson called the July 1, 1997 meeting to order at 7:00 a.m. at the District Office. Other managers present were Dan Wilkens, Jimmie Krogstad, Ervin Vigness, and Harold Vig. Others in attendance were Naomi Jagol-Administrative Assistant, Lawrence Woodbury-SHRWD Engineer, Lyle Fuchs, Ray Christian, Charles Gustafson, Jim Todahl, Oliver Moen, Eugene Wilkenson, Jim Lehmann, Clayton Engelstad, Vernon Floan, and Alden Jallo.
2. **Agenda Review:** No changes to the agenda were noted.
3. **Minutes:** Motion by Krogstad to approve the minutes of the SHRWD regular Board meeting on June 3, 1997 as mailed, Seconded by Vig, Carried.
4. **Treasurer's Report:** Wilkens handed out and reviewed the Treasurer's report. Bills that had been submitted for payment were then reviewed. Motion to approve the Treasurer's report and pay the bills as presented by Vigness, Seconded by Krogstad, Carried.

Payment Made to--Memo	Amount
Naomi Jagol-sec. services & exp. 6/1-6/15 (\$803.25), 6/16-6/30 (\$526.00)	\$1,329.25
Roger Hanson—meetings & expenses	283.59
Harold Vig— meetings & expenses	136.86
Jimmie Krogstad— meetings & expenses	241.60
Ervin Vigness—meetings & expenses	136.86
Dan Wilkens— meetings & expenses	522.06
Al & Laura's— Supplies	7.22
American Linen Supply, Co. —Rental agreement	20.93
Anderson & Bailly-Project #12, Co. Ditches 98 & 148 appeal	1,418.97
Bertils Gravel & Excavation— Sand Hill Ditch	300.00
Chapin Construction Bulletin— Project #11, Beltrami Flood Control & Diversion	221.20
City of Fertile-Utility bill	45.27
Coast to Coast— Supplies	59.22
Fertile Bakery— Meeting expense	27.00
The Fertile Journal-Meeting notices	2.88
First State Bank of Fertile- Soc. Sec./Med. deposit	467.86
Garden Valley Telephone Co.-July phone bill	114.54
Houston Engineering, Inc.— Mtgs & Spec. Mtgs., Misc., Overall Plan, Proj. #11-Beltrami Diversion, and Proj. #13-Reis/Scandia	8,519.03
Johnston Fargo Culvert-Sand Hill Ditch	972.35
Liberty Township— Liberty Township Project	22,000.00
Mac's— Noon meal	31.89
Marlene Block— Wallpaper installation	150.00
Marilyn Ness— Wallpaper installation	150.00
Otter Tail Power Co.-July billing	92.57
Ruth Moos Family Partnership— Project #13, Reis-Scandia, right-of-way costs	3,783.00
Tony Dorn, Inc. —Maintenance contract & toner	151.25
MONTHLY TOTAL	\$41,185.40

5. Project Reports:

- a.) Project #11, Beltrami Flood Control & Diversion: Polk County Highway Department requested the SHRWD to size a culvert for them. Woodbury presented a letter of recommendation to the Board. After careful investigation, Woodbury recommended that a 30" culvert be incorporated when Polk County Highway #41 is improved in 1998. The Board concurred and asked Woodbury to pass this information along to the Polk County Highway Department. The funds availability for this Project was discussed and it was decided that Wilkens and Woodbury would review the expenses to date and request funds from the RRWMB as necessary.

Woodbury had been in contact with Northland Contracting and they have a tentative starting date of August 15, 1997 for construction.

Roger Hanson stated that Murray Gast had contacted him about payment for the right-of-way for this Project. **Motion** to pay for the right-of-way costs by Vig, **Seconded** by Vigness, **Carried**. Woodbury will calculate the costs to be paid.

- b.) Project #13, Reis-Scandia Township Ditch: An item remaining on this project is to pay for the right-of-way for the north/south branch. Woodbury researched the records and stated that the rate is \$975.00 per acre for 3.88 acres which is \$3,783.00 payable to the Ruth Moos Family Partnership. **Motion** to pay the remaining right-of-way costs and to retain the services of Harold Slager Construction to complete the remaining north/south section of this Project by Vig, **Seconded** by Vigness, **Carried**.
- c.) Project #12, Co. Ditches 98 & 148: Wilkens reviewed the Supreme Court ruling which stated that the petition to review this case had been denied, thereby leaving the appellate court decision stand which allows the Project to move forward. Woodbury presented the construction contract to the Board and after review obtained the signatures of President Hanson and Secretary Krogstad. Hanson asked Woodbury if the ditch along the north/south section could be dug without the road being built this summer. Woodbury stated that this was the way the original contract read and that this option may still be necessary. Hanson was concerned about the time constraints for the township to obtain right-of-way and the tremendous demand placed upon the power companies due to the spring ice storm may effect the cost and their ability to move the power line. Hanson asked Woodbury about the culverts in this project. Woodbury stated that the townships asked for the concrete option for their culverts and that the private bridges would have metal culverts installed. Woodbury noted that the townships involved and the power company should be notified and that the necessary changes to the viewer's report would need to be made. Polk County will also be notified that this Project will move forward.
- d.) Liberty Township Project: Jim Todahl, representing Liberty Township, updated the Board on the status of this Project. The Board had originally approved \$15,000 on November 12, 1996. An estimated \$8,000 for dirt work and \$7,000 in culverts made up the original estimate. This was based on NRCS's approximation of 5,000 yards of dirt. Upon construction completion, the bill for earth work and culvert installation came in at \$11,900. The actual yardage moved was 14,000. 432 feet of culverts were purchased and installed at a cost of \$6,179.36. Culverts and earth work bring the costs to date to \$18,079.36. Todahl stated that there are still three culverts to install at an estimated \$200.00 each with some dirt work on the west side of the road. Todahl stated that he will absorb the earth work on the west side of the road to minimize expenses involved with this Project. There still remains 14,000 yards of spoil bank yet to level at an estimated cost of \$2,500 along with seeding and mulching to be completed which brings the final Project cost to \$22,000. This total is \$7,000 greater than the original estimate which is entirely due to the much larger volume of dirt to be moved than was originally estimated. This Project has a .035 grade which amounts to approximately 1.85 feet per mile. Todahl stated that immediately upon Project completion, the area received 4 1/2 inches of rainfall and the Project

performed extremely well. Todahl requested the District reimburse Liberty township for a total of \$22,000 to facilitate the completion of all phases of this Project. **Motion** to approve the above request by Vig, **Seconded** by Krogstad, **Carried.**

6. Upcoming Meetings and Other Business:

- a.) **Union Lake Sarah Improvement Association:** Wilkens informed the Board of the meeting held on June 12, 1997 at the Sand Hill River Watershed District office. Those attending were: Daniel Wilkens-SHRWD, Rolland Gagner and Jack Bailey-Union Lake Sarah Improvement Association, Nate Dalager-DNR, and Roger Diesen-Polk County Highway Department. Wilkens stated that the East Polk Soil & Water Conservation District will be conducting a survey to determine the feasibility of this project. A copy of the minutes are attached hereto.
- b.) **Wally Moe Farm:** Vig stated that he had inspected the washout at the Wally Moe farm and recommended installing riprap at this location. Wilkens and Krogstad also viewed the site and concurred with Vig's recommendation and suggested Vig contact an area contractor to remedy this problem.
- c.) **Flood Disaster Recovery:** A meeting has been scheduled for July 8, 1997, at 9:00 a.m. at the Red Lake WD office, Thief River Falls, MN, to discuss our current involvement in the flood recovery process and the potential for broader participation in the coming months.
- d.) **Memorandum of Understanding Agreement:** A meeting has been scheduled for July 11, 1997, at 10:00 a.m. at the Sand Hill River WD office, Fertile, MN, for all member watershed districts in the RRWMB to discuss the questions and concerns of individual watershed districts relative to signing the MOU. Ray Bohn and Woody Love of the Minnesota Association of Watershed Districts plan on attending to explain the legislation and to answer any questions relating to this document. The purpose of this meeting is to address all member districts' ideas and concerns.
- e.) **Building Maintenance Projects:** Two separate bids were obtained for the purchase and installation of carpeting in the office. The Board decided it would be more cost effective to go with a local individual to purchase and install the carpeting. **Motion** to purchase and install an estimated 170 yards of carpeting from Vern Anderson by Vigness, **Seconded** by Vig, **Carried.**
- f.) **Garden Slough;** Krogstad visited with the Board regarding Norman County rebuilding road #105 that crosses the Garden Slough southwest of Rindal. When this occurs, there is potential to incorporate an excellent water retention project at this site.
- g.) **Board Reorganization:** President Hanson turned the meeting over to Naomi Jagol to serve as moderator for the reorganization proceedings. Naomi Jagol asked for nominations for President of the Board. Vig nominated Hanson to continue serving as acting President. Nominations were called for three times by Naomi Jagol. **Motion** by Wilkens to cease nominations and cast a unanimous ballot for Roger Hanson as President of the Board, **Seconded** by Vigness, **Carried** Naomi Jagol returned the chair to President Hanson.

Hanson asked for nominations for Vice-President of the Board. Wilkens nominated Vig to serve in this capacity. Nominations were called for three times by Hanson. **Motion** by Krogstad to cease nominations and cast a unanimous ballot for Harold Vig as Vice-President of the Board, **Seconded** by Vigness, **Carried.**

Hanson asked for nominations for Secretary of the Board. Vig nominated Krogstad to continue serving in this capacity. Nominations were called for three times by Hanson. **Motion** by Wilkens to cease nominations and cast a unanimous ballot for Jimmie Krogstad as Secretary of the Board, **Seconded** by Vigness, **Carried.**

Hanson asked for nominations for Vice-Secretary of the Board. Wilkens nominated Vigness to continue serving in this capacity. Nominations were called for three times by Hanson. **Motion** by Krogstad to cease

nominations and cast a unanimous ballot for Ervin Vigness as Vice-Secretary of the Board, **Seconded** by Vig, **Carried**.

Hanson asked for nominations for Treasurer of the Board. Vigness nominated Wilkens to continue serving in this capacity. Nominations were called for three times by Hanson. **Motion** by Vig to cease nominations and cast a unanimous ballot for Daniel Wilkens as Treasurer of the Board, **Seconded** by Krogstad, **Carried**.

The Fertile Journal was designated as the official newspaper of the SHRWD. The following financial institutions were designated as official depositories for SHRWD funds: First State Bank of Fertile, Agassiz Federal Credit Union, Crookston National Bank, Edward D. Jones-TVA Bond G., State Bank of Fargo, Citizens State Bank of Roseau, and Arygyle State Bank. The District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. The attorney for the District is Lowell P. Bottrell, Firm of Anderson and Bailly, PO Box 10247, Fargo, ND. Mileage for District business is reimbursable at a per mile rate coinciding with the allowable IRS mileage rate. Managers per diem is set at \$25 per hour with a maximum daily total of \$55 as prescribed by State law.

7. Permits:

a.) Five permits came before the Board for review:

- 1997-05 Lyle Fuchs - Construct new ditch in Garden township, Section 27. Board approved.
- 1997-06 Gerald A. Broeking - Install culvert in Woodside township, Section 35. Board approved.
- 1997-07 Ray Christian - Install culvert in Garfield township, Section 17. Pending inspection and more information.
- 1997-08 Woodside Township - Install culvert in Woodside township, Section 36. Board approved.
- 1997-09 Liberty Township - Install second culvert adjacent to original in two locations in Liberty township, Section 2. Board approved.

8. Adjournment: The next regular meeting of the SHRWD will be 7:00 a.m. Tuesday, August 12, 1997. As there was no further business to come before the Board, the meeting was adjourned by Chairman Hanson at 10:10 a.m.

Jimmie Krogstad, Secretary

Naomi L. Jagol, Administrative Assistant