

SAND HILL RIVER WATERSHED DISTRICT

February 3, 2004 Meeting Minutes

1. **Attendance:** Chairman Hanson called the February 3, 2004 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill Brekke and Stuart Christian. Others in attendance were Daniel Wilkens-Administrator, April Swenby – Administrative Assistant, Jim Larsen -Houston Engineering, Roger Beiswinger and Ray Sauve - potential Project # 17 viewers, and David Flakne, landowner, Mervin Sirjord, Bear Park Twp, and Steve Gullickson, renter, and Neil Peterson – permit applicant.
2. **Approval of the Agenda:** A **Motion** was made by Manager Christian to approve the agenda, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** **Motion** was made by Manager Brekke to approve the minutes of the SHRWD regular board meeting conducted on January 6, 2004, **Seconded** by Manager Christian, **Carried**.
4. **Treasurer's Report:** Wilkens distributed the treasurer's report. A **Motion** was made by Manager Brekke to accept the treasurer's report as presented, **Seconded** by Manager Christian, **Carried**. **Motion** was made by Manager Brekke to pay watershed utility bills upon arrival to avoid late fees, **Seconded** by Manager Christian, **Carried**.

Motion was made by Manager Brekke to approve and pay bills, **Seconded** by Manager Christian, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

A **Motion** was made by Manager Christian to purchase an external CD ROM burner for the watershed laptop, **Seconded** by Manager Brekke, **Carried**.

5. Engineer's Report:

Union Lake Detention: Larsen presented two alternatives to the managers. Alternative 1 has 13.138 acre ft of storage. Alternative 2 has 11.154 acre feet of storage. The main differences are the dam height and location. They both will hold about .3 inches of runoff from the watershed. This is not a substantial amount of the total runoff. The main purpose of the project is erosion control. Very preliminary cost estimates ranged from to \$80,000 to \$112,000. We will present these alternatives to the project team next week for their comments.

Cable Concrete near Beltrami –Larsen distributed a project proposal detailing the project. Rocky Waldin, (representative for Cable Concrete) presented his recommendations on the site to Houston Engineering. The price estimated included installation. Larsen will do some more research for our next meeting.

Polk County # 1 – Larsen has received a preliminary set of plans as requested from Polk County Highway Department. Larsen will look at the plan developed several years ago for the area east of PC Highway # 14 by the district to see if the current plans reflect what was developed at that time. Larsen will review both plans and coordinate with Polk County. The request from Lively's to address their drainage concerns in section 29 of Reis Township was discussed. Larsen will also discuss this with Polk County. Wilkens asked if the district should host an informational meeting in Nielsville to go over the proposed plans with landowners. We will check with the county to see if they are interested.

6. Dan's Report:

Project Team: The next project team meeting is scheduled for February 10, 2004 beginning at 10:30 AM. The agenda for the project team meeting was given to the managers.

RRWMB: The RRWMB met on January 14, 2004. The next meeting is scheduled for February 17, 04 at the Sand Hill River Watershed District office. The previous meeting minutes were distributed to the managers.

RRBFDRWG: The RRBFDWRWG met on January 7, 2004 in Detroit Lakes. The next meeting is scheduled for April 22 at the Holiday Inn in Detroit Lakes.

RRBC: The RRBC met January 16, 2004 after the conference.

PROJECT 17: Viewers need to be appointed.

Fish Passage: The letter of intent was given to the board for their information. We will have an update from Tom Raster at the next project team meeting.

Union Lake Flood Control and Erosion Project: Larson is developing plans and costs estimates.

Jerde Erosion Control Project: Plans and specs will be worked on in February and March.

Beltrami Slough by Highway # 9: Jim Larsen has plans and cost estimates for repairing the slough.

Ditch # 122: Wilkens has e-mailed Bruce Burslie a form for permission to survey.

Section 15, Hubbard Twp.: The managers reviewed a draft letter prepared after consultation with Polk County Attorney, Greg Widseth. The board approved mailing the letter to the landowner by certified mail- return receipt, as written. The letter requests that the landowner complete the work as originally requested by May 2, 2004, or the district will have to pursue legal remedies as allowed by law.

Polk County # 1 rebuild: We need to address the Lively and Hamre requests in the plans. Board report.

PC # 44: Craig Engelstad would like several culverts closed and the ditch cleaned farther north. They are obtaining cost estimates.

Polk County # 46: Wilkens is assisting Duane Fagerlund, landowner's attorney, in developing an improvement petition in the upstream area of ditch # 46.

Audit: Mark Hatton has sent us Bank authorization forms to sign.

7. Other Business:

Pederson Brothers Tiling Permit: David Flakne, representing Norlien Flakne, Mervin Sirjord – Bear Park Township Officer, Steve Gullickson, renter and Neil Peterson, landowner appeared before the board to discuss the two tile permit applications of Neil Peterson. The permit for tiling in section 19 of Bejou Township did not appear to have any concerns. The tile outlet entered Norlien Flakne's property for a few hundred feet where it drained into a natural coulee. David Flakne stated that his father had no problem with the tile project going through his property. The tile project in section 14 of Bear Park had several concerns. One concern was obtaining permission to cross the township right of way. The district has sent the Bear Park Township a copy of

the permission form that was developed by Norman County to use on their right of ways. Another concern was the ability to keep the surface ditch maintained after the tile project is installed to allow drainage from the SE ¼ of section 14 Bear Park Township across the S ½ of the NE ¼ of section 14 Bear Park Township. Steve Gullickson has rented the SE ¼ of section 14 Bear Park for many years and has kept the ditch open across the S ½ of the NE ¼ to provide drainage as needed with permission from the previous owner. He would like an easement to be able to continue cleaning the ditch across Neil Pederson's property as needed in the future. He has contacted the landlords and they agreed that this is needed. After discussion, it was agreed that an easement will be drawn up between the two landowners and filed in the courthouse and a signed permission to work in the township right of way will be obtained from Bear Park Township. After both of these items are completed a permit will be issued.

Polk County # 41 Viewers: Wilkens distributed the list of potential viewers the board had given him last month to contact. Many of the viewers on the list were not interested in the project, could not spare the time, or were not qualified to do a project of this size. Wilkens had contacted Ray Sauve and Roger Beiswenger, who have had recent experience in viewing a project of this magnitude. Wilkens asked Ray Sauve and Roger Beiswenger to attend our board meeting to discuss Project # 17. Wilkens gave them a broad overview of the project. They discussed time frames. Wilkens first explained to them that Polk County # 41 is currently scheduled to be rebuilt this summer and that a petition has been received to improve the ditch and the preliminary hearing held. In order to meet this dead line the viewing would need to be done very soon. Their largest concern was the time restrictions. Sauve estimated that it would take most of the summer to view a project of this size. Sauve only has 1 to 2 days a week that he can devote to the process. Beiswenger had the same capability. Wilkens asked if the district could assist them in any way to help speed up the process. Beiswenger stated that as viewers they are required to do the job unassisted. Wilkens then telephoned Rich Sanders, Polk County Engineer to discuss time frames. Sanders stated that it would not be a problem to rearrange construction schedules if this project is not ready by bid time. The viewing process was discussed. Sauve stated that they use the latest approved methods in establishing benefits and damages. This requires them to evaluate each 40 acre plot. They look at yield potential based on the crop equivalency index to develop benefits. They also have to locate the boundaries, and establish what to pay for permanent and construction easements. Beiswenger stated that most of their information comes from maps and information obtained from government publications. Sauve asked if there are any disputing landowners. Wilkens stated that currently all landowners appeared to be in favor of the project. Sauve asked Larsen if the engineers report was completed and Larsen said it was. Sauve asked if the watershed's liability insurance will protect the viewers from lawsuits. Wilkens will verify that the Sand Hill River Watershed District's liability insurance covers the viewers. Costs of viewing were discussed. If Beiswenger, Sauve, and Rueben Rydeen agree to do the viewing, their fee would be \$150 per day plus expenses. Sauve said he would like the administrator to prepare a job description/proposal for their review. The viewers asked the managers to state the pay rate in the proposal. Sauve will converse with Reuben Rydeen, the potential third viewer to verify his interest in completing this project. They have worked as a team in the past.

Annual Reports: The annual reports for 2002 were completed and given to the managers for their review.

8. Permits: No permits were brought before the board.

9. Adjournment: The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, March 2, 2004.** As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 11:37 a.m., **Seconded** by Manager Christian, **Carried.**

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant