

SAND HILL RIVER WATERSHED DISTRICT

March 1, 2005 Meeting Minutes

- 1. Attendance:** Chairman Hanson called the March 1, 2005 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, Lawrence Woodbury -Houston Engineering, Paul Baumgartner - Information Management Systems, Brian Fischer – Houston Engineering, Paul Gredvig, Charles Gustafson, Steve Taylor, & Joyce Downs.
- 2. Approval of the Agenda:** A **Motion** was made by Manager Brekke to approve the agenda, **Seconded** by Manager Christian, **Carried**.
- 3. Minutes:** **Motion** was made by Manager Christian to approve the minutes of the SHRWD regular board meeting conducted on February 1, 2005, **Seconded** by Manager Brekke, **Carried**.

Chairman Hanson verified with the managers and staff the process the minutes go through before they are entered into the permanent record. All minutes that are sent out are draft minutes prepared by staff. At the subsequent meeting the board approves the minutes as mailed or with corrections. They are then entered into the permanent record for the Sand Hill River Watershed District as approved at the board meeting. All Managers and staff concurred.

- 4. Treasurer's Report:** Wilkens distributed the treasurer's reports' for the months of January and February. A **Motion** was made by Manager Brekke to accept the treasurer's reports' as presented, **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.

5. Engineer's Report:

Beltrami Bank Sloughing (Project # 20) – Woodbury reported that Grenier Construction, the low bidder, has requested to withdraw his bid on project # 20. Woodbury read a letter given to Grenier Construction on behalf of Houston Engineering regarding his request. Woodbury stated his recommendations for handling this situation. A **Motion** was made by Manager Brekke to award project # 20 to Spruce Valley Construction (the next lowest bidder) and retain Grenier Construction's cashiers check in the amount of \$5,511.02 as per Woodbury's recommendations, **Seconded** by Manager Christian, **Carried**.

Project # 17 – Woodbury distributed the final detailed engineers report and went over the few changes that were made from the preliminary engineers report. This report has been submitted to BWSR and DNR. Woodbury reported that the Official Viewers report for each parcel was mailed out to each individual person in the assessment area telling them what the assessments will be and/or what their damages will be. The board can modify the viewers report at the final hearing based on testimony and board review.

Woodbury informed the board of the 30 day appeal period after the final hearing which is set for March 14. In the essence of saving the time, Polk County may advertise for bids on the presumption there would be no appeals that would stop the project. Environmental appeals and/or damage/assessment appeals could cause a delay in the project.

When the managers asked for an agenda for the final hearing, Woodbury explained that the final engineers report would be presented, leaving time for questions and answers. A viewers report would also be presented, leaving time for questions and answers.

Ditch # 122 – The managers agreed that at April’s meeting, the managers would take a tour of the proposed project.

6. Dan’s Report:

Project Team: The project team is scheduled to meet on March 8, 2005.

RRWMB: The RRWMB met on February 15 in Thief River Falls. The March meeting is scheduled for March 15 at the Sand Hill River Watershed District office.

RRBFDRWG: The RRBFDWRWG met on February 9 in Crookston. Next meeting is March 30 in Crookston.

RRBC: The RRBC met on January 12, 13, and 14 in Fargo. The next meeting is schedule for March 3 in Grand Forks.

PROJECT 17: Final hearing is scheduled for March 14 at 9:00 am at the Climax Community Center.

7. Other Business:

Charles Gustafson: Gustafson expressed concern with the boundary for Project # 17 in section 19 of Onstad Township. Chairman Hanson explained that if his water ran towards the Sand Hill it had to be included in the project. He was advised to bring his questions to the final hearing where the viewers will be present, and at which time his concerns would be duly noted.

Dan Skanson (Fair Booth): The managers decided to table this decision until next month on whether to support the environmental program for kids the fair board is sponsoring as per Dan Skanson’s request.

Brian Fischer – Houston Engineering: Fischer presented a proposal to create a web-site for the Sand Hill River Watershed District. He was asked to prepare a cost estimate for the managers to view for April’s meeting.

Paul Baumgartner – ISC: Baumgartner presented a program called Application Xtender to the Sand Hill River Watershed District Manager’s. This program will enhance the ability to preserve permanent records as well as enhance the capabilities for document retrieval. Baumgartner was asked to give a cost proposal for the managers to review.

Legislative Breakfast: Chairman Hanson and Administrator Wilkens plan to attend the Legislative Breakfast to be held on March 22 and 23 at the capitol. Swenby will contact Sonsteli and Vig to see if they plan on attending, and make final arrangements for rooms and registration.

March Conference – Northland Inn: Chairman Hanson, Manager Christian, and Administrator Wilkens plan to attend the March 31 conference at the Northland Inn in Crookston. Swenby will ask Sonsteli and Vig if they plan on attending.

Cabellas Gift Card: A **Motion** was made by Manager Brekke to purchase a gift card at Cabellas for \$100 to be presented to Bob Nephew, Win-E-Mac School, at the River Watch Forum, for recognition of 10 years of service to the River Watch Program, **Seconded** by Manager Christian, **Carried.**

8. Permits: The following permits were approved:

2005-04 Garden Valley Telephone, Directional Bore under Sand Hill River along Hwy # 59 south of Winger,
Section 27 Winger Twp

9. Adjournment: The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, February 1, 2005.** As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 11:15 a.m., Seconded by Manager Christian, **Carried.**

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant