

SAND HILL RIVER WATERSHED DISTRICT

September 5, 2006 Meeting Minutes

- 1. Attendance:** Chairman Roger Hanson called the September 5, 2006 meeting to order at 8:00 a.m. at the District Office. Other managers present were Bill Brekke, Harold Vig and Gordon Sonsteli. Others in attendance were April Swenby-Administrative Assistant, Lawrence Woodbury-Houston Engineering, Dean Johnson – Landowner and Joyce Downs – Landowner.
- 2. Budget Hearing:** The budget hearing began at 8 a.m. No citizens attended the hearing. A **Motion** was made by Manager Brekke to approve the budget as advertised, **Seconded** by Manager Vig, **Carried**.

	<u>Jan - Dec 07</u>
Income	
REIMBURSED EXPENSE	
MEDIATION INC.	
Project Team Reimbursement	20,000.00
Total MEDIATION INC.	<u>20,000.00</u>
Total REIMBURSED EXPENSE	20,000.00
INTEREST INCOME	26,000.00
TAX LEVY INCOME	<u>83,500.00</u>
Total Income	129,500.00
Expense	
DUES-MEMBERSHIP	1,500.00
EDUCATION	2,000.00
COMPUTER EXPENSE	2,000.00
PAYROLL TAXES	4,000.00
OFFICE OPERATIONS	9,000.00
BUILDING MAINTENANCE/OCCUPANCY	10,000.00
MANAGER EXPENSE	16,000.00
PROF SERVICES	20,000.00
PAYROLL EXPENSES	<u>65,000.00</u>
Total Expense	<u>129,500.00</u>

- 3. Approval of the Agenda:** A **Motion** was made by Manager Vig to approve the agenda, **Seconded** by Brekke Sonsteli, **Carried**.
- 4. Minutes:** A **Motion** was made by Manager Brekke to approve the minutes of the SHRWD regular board meeting conducted on August 1, 2006, **Seconded** by Manager Sonsteli, **Carried**.
- 5. Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for August, **Seconded** by Manager Vig, **Carried**.

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

- 6. Engineer's Report:**

Fish Passage: The permit from the DNR has been granted. Bids will be opened at 10 am today.

Project # 17: Chairman Hanson reported on actions relating to his most recent tour of the project. Hanson instructed the contractor to lower the 24 inch culvert in Voeller’s driveway that was placed at too high an elevation. It needs to be lowered approximately 18”. He also instructed the engineers to install an 18” culvert for a field drain in section 30 of Hammond Township. A field drain was missed in the plans. Hanson and Wilkens both recommend that the berm be leveled by the railroad track to make it easier to maintain in the future. The Managers opposed leveling the berm near the railroad track.

Ditch #46: Wilkens has sent a letter to John Peters on behalf of the district requesting the bond be increased by \$20,000 as per last month’s motion.

Overall Plan: Planning Regions: A Motion was made by Manager Vig accepting the planning regions proposed by the Project Team, Seconded by Manager Brekke, Carried.

7. Dan's Monthly Report:

The Managers reviewed Wilkens report for the month of August.

8. Other Business:

Dean Johnson: Johnson approached the managers regarding his former request for information on easements for the ditch right of way and a crossing from the Liberty Onstad Ditch adjoining his property. Chairman Hanson stated that a letter was approved stating the Watershed’s position regarding the information he requested and was sent to him immediately following last months board meeting to his address in Prescott, Wisconsin. Johnson said he had not received the letter.

Swenby printed Johnson a copy of the letter that the Manager’s approved last month. The following is an excerpt from the letter:

“You requested information on easements and ROW on property in section 2 of Liberty Township Polk County Minnesota. You also refer to the Liberty Onstad Ditch in section 1 of Liberty Township. The ditch in question is located in section 1 of Liberty Township. I researched our minutes and found a reference to the ROW in the November 3, 1980 minutes which states 90 feet has been purchased. Copy enclosed. I also checked our file and found a sheet with the following calculations.

<i>The NW ¼ of the NW ¼</i>	<i>45.90 feet + 33 feet Road ROW = 78.90</i>
<i>The SW ¼ of the NW ¼</i>	<i>46.90 feet + 33 feet Road ROW = 79.90</i>
<i>The NW ¼ of the SW ¼</i>	<i>56.76 feet + 33 feet Road ROW = 89.76</i>
<i>The SW ¼ of the SW ¼</i>	<i>64.00 feet + 33 feet Road ROW = 97.00</i>

This puts the ROW approximately 1 rod east of the power line.

The reason for the different widths is the ditch gets deeper and wider as it flows south thereby requiring more ROW.

The landowner may hay the ROW, per watershed district policy, if they so choose. They may not destroy the cover in any way. If they farm the adjacent land, they may only do so up to the ROW. The ditch authority, in this case the watershed district, must maintain the ditch in its original condition which includes spraying cattails, brush, and weeds and mowing. They must also maintain the filter strip vegetation and remove sediment where needed and do any other maintenance required to maintain the system as it was originally designed.”

Johnson indicated that this does not give him the information that he has requested. He would like a copy of the easement and/or documentation and proof of the easement for the ditch right of way. Johnson stated that he feels that the road has been abandoned by the township and that he feels that it is not a cart way and that this crossing was illegally installed by the watershed. Chairman Hanson told Johnson that the board would try to get him more

information to answer his request.

Joyce Downs: Downs questioned the status of Ditch # 122. The board assured Downs that nothing is currently planned for ditch # 122. A **Motion** was made by Manager Vig removing this project off the agenda until the project is brought forward again, **Seconded** by Manager Sonstelie, **Carried**. Downs will be notified if the project is reinstated, however should discussion arise during a meeting, it may not be possible to contact her ahead of time. She will be notified if it comes up on the agenda.

Fish Passage bid opening: Bids for the West Mill Site and the Texas Crossing were opened at 10 am.

Contractor	West Mill Site	Texas Crossing
Davidson Red Mix & Constr. Inc Newfolden, MN	\$264,620.00	\$118,002.00
Gladen Construction Laporte, MN	\$319,556.60	\$165,879.60
ICS, Inc. Grand Forks, ND	\$328,159.00	\$121,648.00
The Spruce Valley Corporation Middle River, MN	\$282,350.00	\$138,438.00
Landwehr Construction Inc. St. Cloud, MN	\$292,798.00	\$120,126.44

Woodbury stated that Davidson Red Mix & Construction appears to be the lowest bidder at this time but he would like to check the calculations and inspect the bids before final awarding of the project. A **Motion** was made by manager Brekke awarding the bid to Davidson Red Mix and Construction upon approval of Houston Engineering, **Seconded** by Manager Sonstelie, **Carried**.

9. **Permits:** Three permits were brought before the board. A **Motion** was made by Manager Brekke approving the following permits, **Seconded** by Manager Vig, **Carried**:

Permit # 2006-23 – Orland Hanson – Section 24, Hammond Twp. – Install Culvert

Permit # 2006-24 – Daniel Wilkens – Section 36, Onstad Twp. – Clean existing ditch

Permit # 2006-25 – Verdell Olson – Section 16, Garfield Twp. – Install Culvert

Permit # 2006-26 – City of Beltrami – Section 16, Reis Twp. – Construct a new ditch

10. **Adjournment:** The next regular meeting of the SHRWD will be at **8 a.m. on Tuesday, October 3, 2006**. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:15 am, **Seconded** by Manager Sonstelie, **Carried**.

Robert Brekke, Jr., Secretary

April Swenby, Administrative Assistant