

SAND HILL RIVER WATERSHED DISTRICT
December 6, 2011 Meeting Minutes

1. **Attendance:** Chairman Harold Vig called the December 6, 2011 meeting to order at 8:00 AM at the District Office. Other managers present were Scott Balstad, Bill Brekke, Stuart Christian, and Roger Hanson. Staff members present were Daniel Wilkens – Administrator. Others in attendance were Jeff Langan – Houston Engineering, Steve Ranz, Bill Downs and Joyce Downs - landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Christian to approve the agenda as presented, **Seconded** by Manager Hanson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from November 1, 2011, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for November, **Seconded** by Manager Balstad, **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 **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

Project # 24: The construction contracts for Project # 24 were given to Chairman Vig for signature. Swenby will send a copy to Jeff Langan. Swenby will mail a second copy to the contractor. The contractor would like partial payment for the mobilization that has been done. A **Motion** was made by Manager Brekke approving \$12,604 towards the mobilization, **Seconded** by Manager Balstad, **Carried**.

TMDL: Stephanie Johnson requested a meeting date in January for the TMDL kickoff meeting. The meeting date was set for January 10, 2012. Swenby will send a notice to the managers before the meeting.

Overall Plan: Boundary changes have been updated in the plan. The northern planning meeting for BWSR which is the next step to getting the plan finalized is scheduled for January.

SH River Restoration Project: Gary Bennett has done the final inspection on behalf of the EPA has approved the project completion.

6. Dan's Monthly Report

RRWMB: The RRWMB met in Ada. Meeting highlights were given to the managers.

RRBC Commission: The RRBC board did not meet in November.

Project # 24: Bond sales are expected to be completed in January 2012.

SH Ditch: J C & J Trucking completed the work on October 27, 2011.

Section 35 Onstad Township: Finished cleaning the south mile in section 2 of Liberty Township. Wilkens will visit with Polk County Highway Engineer this winter so the project can be finished next summer.

Ditch Spraying: The ditch spraying is done. The bill has not been received.

Rock Pile south of Beltrami Bridge: Mike Liden estimates that there is between 200 and 300 ton of granite. Swenby Dirtworks was hired to move the rock pile north of Beltrami on our ROW. Mike Liden agreed to split the pile 50-50. We can use the rock to rip rap our field inlet pipes next year.

MAWD Report: Swenby, Hanson, and Wilkens attended MAWD.

Liberty-Onstad Ditch: J C & J Trucking finished the ditch cleaning on November 8, 2011.

Slough west of Highway # 9: Swenby Dirtworks cleaned out the culvert outlet and reported that he could barely see light through the pipe. It appears that the culvert has a curve in it. This maybe the reason for the slough. If it is curved, the band may be leaking which may have saturated the ditch bank which may have caused the slough.

Road build up on project # 17: Leroy Reitmeier built up the two crossings but the finishing work needs to be completed. This will have to wait until next spring.

Ditch Cleaning south of Larry Walters: Paul Engelstad cleaned a ¼ mile and pulled back the back slope. Russia Twp removed two 36” cross culverts and replaced with one 48” at section corner. The two adjacent landowners have cleaned the north - south ditches on both sides of the township road.

Watershed Planning Meeting: Wilkens has contacted Jody Horntvedt to be our moderator and the only time she has available is the 14th of December from 10:00 am to 3:00 pm. Horntvedt said this meeting is designed to help the district think of the SHRWD future. She would follow up with a meeting in the spring to chart a course of action.

7. Other Business:

Public Relations: The managers reviewed possible public relations items. No new information was brought before the board.

TMDL Billing: Swenby will send the TMDL billing for November to the appropriate people as per the contract.

Watershed Computers: Swenby finalized the numbers for new technology equipment and distributed that to the managers along with Houston Engineering’s IT comments. The costs included a server, software, 2 new PC’s, a laptop and installation. Leasing amounts were given to the managers. A **Motion** was made by Manager Hanson to approve the estimate from Marco to upgrade the SHRWD technology as presented and lease, **Seconded** by Manager Brekke, Motion died due to opposition. A **Motion** was made by Manager Balstad to approve the estimate from Marco to upgrade the SHRWD technology as presented and purchase rather than lease the equipment, **Seconded** by Manager Christian, **Carried**.

Employee Evaluations: The managers reviewed the administrator’s current salary, benefit package, and other agency compensations. Wilkens compensation was not increased last year. A **Motion** was made by Manager Balstad to increase Wilkens base salary by \$2,500, **Seconded** by Manager Hanson, **Carried**. The managers have chosen to leave the benefit package the same as the previous year. Wilkens will have the option to place the \$2,500 within the benefit package should Wilkens choose so.

Swenby’s wages were reviewed. It has been two years since her last pay increase. A **Motion** was made by Manager Balstad to authorize an additional \$1 per hour for Swenby, **Seconded** by Manager Brekke, **Carried**.

Christmas Party: Swenby will explore the possibilities of December 16 and 17.

2010 Annual Report: Swenby has asked for assistance in writing a section about Gordon Sonstelié's years of service. Chairman Vig volunteered to help Swenby with the write up.

Downs: Bill Downs asked if a vote was taken to accept the engineers report. Chairman Vig said we typically do not approve the engineer's comments at our regular monthly board meetings; however, engineer reports are approved when pertaining to a project.

Boundary Map: Swenby will explore the possibility of a digital boundary map with layers using Smart Board Technology.

8. **Permits:** Several permits were brought before the board. A **Motion** was made by Manager Brekke to approve the following permits, **Seconded** by Manager Christian, **Carried**.

2011-49 - Steve Gullickson, Section 13 and 14, Bear Park Township, Clean ditch

2011-50 - Bear Park Township, Section 13 and 14, Bear Park Township, Clean ditch

2011-51 - Pedersen Bros., Section 13 and 14, Bear Park Township, replace and lower culvert

A **Motion** was made by Manager Balstad to extend permit # 2008-03 from Dean Johnson for one year, **Seconded** by Manager Brekke, **Carried**.

9. **Adjournment:** The next regular meeting of the SHRWD will be at **1:00 PM** on Tuesday, January 3, 2011. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 11:51 AM, **Seconded** by Manager Balstad, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Acting - Secretary