

**SAND HILL RIVER WATERSHED DISTRICT**  
June 7, 2011 Meeting Minutes

1. **Attendance:** Chairman Harold Vig called the June 7, 2011 meeting to order at 8:04 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, and April Swenby – Administrative Assistant. Others in attendance were Jeff Langan – Houston Engineering, Joyce Downs and Bill Downs - Landowners.
2. **Approval of the Agenda:** A **Motion** was made by Manager Brekke to approve the agenda as presented, **Seconded** by Manager Hanson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Brekke to approve the minutes with minor corrections of the SHRWD regular board meeting conducted on May 3, 2011, **Seconded** by Manager Hanson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for May, **Seconded** by Manager Hanson, **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 Balstad, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

## 5. Engineer's Report

**Project # 24:** The viewers will coordinate with Houston Engineering and Wilkens. It was suggested meeting with them on June 16 at 10 a.m. before the Kick Off meeting. Langan will be available after the kick off meeting if the viewers need more information. If the viewers report is completed by August, we can plan for the beginning of construction in the fall.

A meeting was held with the core group of project # 24. It was agreed to remove the portion along the road by Irvin Vigness and move it to the coulee to the west. The rest of the project will remain as planned. The DNR permit has been formulated.

**TMDL:** The contract has been signed by PCA and a kick off meeting is planned for June 16, 2011 at 11:00 am.

**Overall Plan:** Each manager will receive a copy of the overall plan. Woodbury and Dwight will be reviewing the comments received from the comment period.

**City Ring Dikes:** Both of the city ring dikes are in Phase II.

## 6. Dan's Monthly Report

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

**RRBC Commission:** There was not a RRBC Commission meeting in May.

**Permit Data Base:** The permit database is up and running and fully functional. Swenby and Wilkens attended a webinar and were briefly trained on its capabilities. Brian Fisher will attend a board meeting the near future to brief the managers on using the database.

**Ditch # 55:** Blake Carlson did not have a final engineers report prepared for today. The managers will hold a special meeting again on June 16 before the kick-off meeting at 9 a.m. to review his report.

The minutes from the preliminary hearing on April 27 and May 3 were brought before the managers. A **Motion** was made by Manager Hanson approving the minutes as presented, **Seconded** by Manager Brekke, **Carried**.

The managers discussed the maintenance possibilities for the project. Wilkens has suggested that the City appoint a liaison, the city council, to be the contact between the city and the watershed district to set budgets and levies and work to be done in the future.

**Drainage Records Modernization Grant/Overall Plan:** Swenby has submitted a bill to BWSR for request for reimbursement. Wilkens will talk to Brian Dwight on the status of the funds for the overall plan.

**Boundary:** Wilkens will meet with Wild Rice to explore the possibility of sharing the engineering fees to develop the boundary.

A **Motion** was made by Manager Balstad to adopt the following boundary resolution, **Seconded** by Manager Brekke, **Carried**.

Request for an Order

SAND HILL RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS  
Resolution # 2011-01

**Whereas,** The Sand Hill River Watershed District is a Watershed District established and authorized under M.S. 103D “Watershed Law”; and  
**Whereas,** It is the intentions of the Sand Hill River Watershed District to manage water on a watershed basis as defined in 103B.205 subd. 11; and

**Whereas,** The accuracy of the Sand Hill River Watershed District boundaries has been of concern to the Sand Hill River Watershed District Board of Managers; and

**Whereas,** With the development of a digital elevation model In the Red River Basin using Light Detection And Ranging, “LIDAR” there now exists ability to delineate watershed boundaries with precise accuracy ; and

**Whereas,** The Sand Hill River Watershed Boundaries have been more precisely delineated with the use of “LIDAR”

**Now, Therefore, Be it Resolved,** The Sand Hill River Watershed District petitions the Minnesota Board of Water and Soil Resources pursuant M.S. 103D.251 to issue an order changing the common boundaries of the Sand Hill River Watershed District, with the Red Lake Watershed District and the Wild Rice Watershed District as described in the Boundary Change Petition submitted by the Sand Hill River Watershed District.

The adoption of this resolution was made by Manager, Scott Balstad and seconded by Manager, Bill Brekke. The motion carried with the following vote:

- Bill Brekke Yay
- Roger Hanson Yay
- Stuart Christian Yay
- Scott Balstad Yay
- Harold Vig Yay

By: \_\_\_\_\_  
Daniel Wilkens, Administrator

Dated: June 7, 2011

A **Motion** was made by Manager Christian to approve the boundary petition as presented, **Seconded** by Manager Brekke, **Carried**.

STATE OF MINNESOTA  
BOARD OF WATER AND SOIL RESOURCES

PETITION OF SAND HILL RIVER WATERSHED DISTRICT  
FOR AN ORDER  
CHANGING ITS BOUNDARY BETWEEN

(1) Names of Districts                   THE RED LAKE WATERSHED DISTRICT  
  AND THE WILD RICE WATERSHED DISTRICT

(2) Description of affected area: The area encompassing the boundary change ranges from the old Lake Agassiz lake bed in the western part of the district to the glacial till area of the upper watershed. The western area is primarily heavy clay soils and intensively farmed while the upper watershed being also heavily farmed has undulating landscapes with intermittent wetland and lakes. The upper area also has much more variety of soil types. The boundary change affects our northern and a portion of our easterly boundary with the Red Lake Watershed District and a portion of the easterly boundary and the southern boundary with the Wild Rice Watershed District.

(3) Reasons for benefit: The reason that the proposed boundary change would benefit the three watershed districts is that each district would be able to appropriately manage the waters of their districts based on an accurate hydrologic boundary. Currently we are being asked by our citizens to address water issues when in fact their waters are in the adjoining district. This creates confusion for our citizens and increased time required to address a problem by involving two watersheds.

(4) Map of Boundary Change: A map and accompanying table shows the proposed boundary changes that have been agreed upon by all three districts. The changes have been needed for a long time and major effort has been made to arrive at the new boundary over many years. Until the availability of LIDAR it was almost impossible to accomplish. A lot to the area has no access which always brought our efforts to a halt.

(5) Request to Establish: The Sand Hill River Watershed District is petitioning the Minnesota Board of Water and Soil Resources to change the Boundary between the Red Lake Watershed District and the Wild Rice Watershed District. The reason for the requested boundary change is to achieve a more accurate alignment between the hydrologic and legal boundaries of the three watershed district. This will be accomplished by the transfer of lands between all three districts as noted in the table attached.

(6) Resolution of Support: The Red Lake Watershed District and the Wild Rice Watershed District have both passed a resolution of support for the petitioned boundary change. Please find them enclosed in the packet.

Harold Vig, Chairman \_\_\_\_\_ June 7, 2011

## 7. Other Business:

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

### Reorganization of board:

Annual reorganization of the Board was conducted. President Vig turned the meeting over to Daniel Wilkens who asked for nominations for **President of the Board**. Manager Hanson nominated Manager Vig for President. Nominations were called for three times by Daniel Wilkens. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Harold Vig for President by Manager Christian, **Seconded** by Manager Balstad, **Carried**. Daniel Wilkens returned the chair to President Vig.

Chairman Vig asked for nominations for **Vice President** of the Board. Manager Balstad nominated Manager

Hanson for Vice President. Nominations were called for three times by Chairman Vig. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Roger Hanson for Vice President by Manager Brekke, **Seconded** by Manager Balstad, **Carried**.

Chairman Vig asked for nominations for **Secretary of the Board**. Manager Brekke nominated Manager Balstad for Secretary. Nominations were called for three times by Chairman Vig. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Scott Balstad for Secretary by Manager Brekke, **Seconded** by Manager Christian, **Carried**.

Chairman Vig asked for nominations for **Treasurer** of the Board. Manager Balstad nominated Manager Christian for Treasurer. Nominations were called for three times by Manager Hanson. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Stuart Christian for Treasurer by Manager Hanson, **Seconded** by Manager Brekke, **Carried**.

Manager Hanson made a **Motion** for the following: That the Fertile Journal is designated as the official newspaper of the SHRWD. That the following financial institutions be designated as official depositories for SHRWD funds: First State Bank of Fertile, Agassiz Federal Credit Union, Crookston National Bank, Citizens State Bank of Roseau, The Ada National Bank, Prime Security State Bank, Unity Bank, Red River State Bank, and Argyle State Bank. That the District's consulting engineering firm is Houston Engineering, PO Box 5054, Fargo, ND. That the attorney for the District is David Hauff, Firm of Anderson and Bottrell, PO Box 10247, Fargo, ND. That mileage for District business is reimbursable at a per mile rate coinciding with the allowable IRS mileage rate. That manager per diem is set at \$25 per hour with a maximum daily total of \$75.00 as prescribed by State law. **Seconded** by Manager Balstad, **Carried**.

**Polk County Fair:** The Polk County Fair has requested a donation for \$500 from the Watershed board to bring the Reptile Discover Zoo to the Polk County Fair. A **Motion** was made by Manager Balstad to approve the following permit, **Seconded** by Manager Christian, **Carried**.

Manager Balstad would appreciate a personal visit from a fair board member to discuss the program that the watershed is sponsoring and would prefer this visit in early January. Chairman Vig would like the programs that the district sponsors to reflect actual issues pertaining to the watershed. Manager Hanson voiced the opinion of a local landowner who did not feel taxpayer dollars should go towards fair support not directly pertaining to the watershed, and Manager Brekke agreed.

Scott Balstad will bring a DVD/TV for the fair booth.

**Brent Slager Property:** Slager reported a permit violation regarding land adjacent to Polley's and Jane Hole in Section 11 in Garden Twp. Paige Guetter has been informed about this issue regarding the wetlands that have been drained. Manager Balstad suggested inviting Slager, Polley's and Paige Guetter to the July meeting.

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

2011-07 – Andrew Johnstad - Clean Existing Ditch, Section 13 – Hubbard Township

2011-08 – Stuart Christian - Install culvert - Section 18 – Garfield Township

2011-09 – Howard Haugen – Install Culvert – Section 8 – Garfield Township

2011-10 – Darin Carlstrom -Polk County Highway Department – Install Culvert – Section 35/36 – Godfrey Twp.

2011-11 - Darin Carlstrom - Polk County Highway Department – Install Culvert – Section 33/34 – Godfrey Twp.

2011-12 – Helen Lutness (Brent Slager) - Install Culvert – Section 2 – Garden Township

- 2011-13 – Craig Engelstad – Install Culvert – Section 15 – Liberty Township
- 2011-14 – Craig Engelstad – Install Culvert – Section 10 – Liberty Township
- 2011-15 – Craig Engelstad – Install Culvert – Section 14 – Liberty Township
- 2011-16 – Craig Engelstad – Install Culvert – Section 1 – Liberty Township

A **Motion** was made by Manager Brekke to extend the permit 2009-54 applied for by Brian Gullekson for one year, **Seconded** by Manager Balstad, **Carried**.

9. **Adjournment:** The next meeting of the SHRWD will be at 9 AM on Thursday, June 16, 2011. The next regular meeting of the SHRWD will be at 8 AM on **Thursday, July 12, 2011**. **NOTE: Because of the holiday week, the meeting has been postponed a week.** As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:30 AM, **Seconded** by Manager Hanson, **Carried**.

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April Swenby, Administrative Assistant

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Scott Balstad, Secretary