

SAND HILL RIVER WATERSHED DISTRICT
September 6, 2011 Meeting Minutes

1. **Attendance:** Chairman Harold Vig called the September 6, 2011 meeting to order at 8:00 AM at the District Office. Other managers present were Bill Brekke, Stuart Christian, and Roger Hanson. Staff members present were Daniel Wilkens – Administrator. Others in attendance were Lawrence Woodbury – Houston Engineering, Jeff Langan – Houston Engineering, Dustin Jasken – NRCS, Aaron Neubert – Mahanomen SWCD, Gary Lee – East Polk SWCD, Katie Engelmann, East Polk SWCD, Brian Dwight - BWSR, 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 Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Brekke to approve the minutes from August 2, Seconded by Manager Hanson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for August, **Seconded** by Manager Brekke, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Christian to approve and pay bills **Seconded** by Manager Brekke, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

A **Motion** was made by Manager Brekke to approve stream-gauging bill for \$2,745, **Seconded** by Manager Christian, **Carried**.

5. Engineer's Report

Project # 24: Detailed survey report and viewers report will be presented next Tuesday, September 13, 2011 at the final hearing. Swenby will remind the viewers to attend the meeting. Viewer's reports were presented to the managers along with a summary of the information that was sent to the landowners. Modifications to the project will be presented to the landowners and will be addressed in the detailed survey report. Al Kean, BWSR, was contacted and stated that no new comments would be forth coming. Langan will review the acreage of Vernon Larson in Section 8. Larson called Wilkens and does not feel his acreage drains the direction as stated in the viewers report.

Ditch # 55: The final hearing is scheduled for September 12, 2011 at 10:00 am at the Fosston Embassy Community Center.

Climax Ring Dike: The final alignment of the levy will begin to be developed. Langan will initiate conversation with the landowners regarding home buyouts and plans at a meeting with them tonight.

SH Restoration Project: Our restoration agreements states that the completion should take place this fall. The river levels have not been cooperative all summer. Wilkens will contact Rick Miller. Brad Johnson will be the engineer overseeing the SH Restoration Project.

Boundary Change: The boundary change was approved on August 25 2011. A letter has been sent to the Secretary of State requesting the change. Wilkens will contact the auditors to make the adjustments. Houston Engineering will provide the maps of the land splits between the counties and mail them to the county auditors.

Overall Plan: Dwight reviewed the comments received. Three were received: One from DNR, one from BWSR, and one from the Department of Ag. A public hearing can be held regarding the plan or a notice of filing can be done. The state office of BWSR suggested a public hearing be held. Because the district is small, a notice of filing was completed with the option of a public hearing being held if one is requested. The notice applies until September 22. Brian Dwight will keep the managers posted on the progress of approval.

Project # 17 Slide by Highway # 9: Woodbury and Manager Hanson agreed that purchasing more ROW and back sloping may be the most affordable way to repair the slide.

Jason Voeller Ring Dike: It has been engineered to accommodate settling, but is an area that needs to be reviewed. These are NRCS projects. Discussion was held regarding the financial responsibility of the settling. A **Motion** was made by Manager Brekke stating that project is no longer the watershed's responsibility for settling and maintenance resides in the responsibility of the landowner, **Seconded** by Manager Christian, **Carried**.

6. Dan's Monthly Report

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

RRBC: A RRBC meeting will be held on Thursday September 22, 2011.

LID: Wilkens is working on completing a project description.

Building Repairs: Wilkens has contacted a contractor for estimate.

Ditch 90: The culvert has been delivered. Wilkens met with JC&J trucking about moving granite pile. Ricky Miller would like an estimate of the quantity and the location of the pile. Wilkens will talk to Mike Liden.

Liberty-Onstad Ditch: Ricky Miller estimates starting in September.

RMB Labs Contract: A **Motion** was made by Manager Brekke to approve the contract with RMB labs on specific engagement, **Seconded** by Manager Hanson, **Carried**.

7. Other Business:

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

Web-site: Manager Christian and Chairman Vig are unable to print the minutes using DynaCal. Swenby will try to see what needs to be corrected.

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

Budget Hearing: The regular monthly meeting was recessed and the budget hearing was called to order at 8:30 a.m. The budget was presented as follows:

	<u>Jan - Dec 12</u>
Income	
REIMBURSED EXPENSE	15,000.00
INTEREST INCOME	22,200.00
TAX LEVY INCOME	<u>170,874.00</u>
Total Income	208,074.00
Expense	
WEB-SITE	1,000.00
DUES-MEMBERSHIP	2,000.00
COMPUTER EXPENSE	3,200.00
EDUCATION	5,000.00
PAYROLL TAXES	6,500.00
OFFICE OPERATIONS	10,000.00
MANAGER EXPENSE	13,000.00
PROJECT TEAM	15,000.00
CAPITAL IMPROVEMENTS	17,374.00
PROF SERVICES	25,000.00
BUILDING	
MAINTENANCE/OCCUPANCY	30,000.00
PAYROLL EXPENSES	<u>80,000.00</u>
Total Expense	<u>208,074.00</u>
Net Income	<u><u>0.00</u></u>

A **Motion** was made by Manager Brekke to approve the budget as advertised, **Seconded** by Manager Christian, **Carried**. The budget meeting was adjourned and the regular monthly meeting was reconvened at 8:45 am.

NRCS: Mahnomens NRCS has requested funding for Neal Pederson Sediment Basins. Jasken would like to see a policy put in place similar to what the district's policy is with the East Polk SWCD. Wilkens stated that Manager Balstad suggested we fund the other area SWCD's at \$20,000 per year just to get them started. There was concern brought forth about treating each district differently. A **Motion** was made by Manager Hanson allotting \$10,000 each for the remainder of 2011 to the Mahnomens SWCD, West Polk SWCD and Norman SWCD for sediment basins cost share. This would allow a WD 25%, Landowner, 25%, and SWCD/NRCS the remainder, **Seconded** by Manager Christian, **Carried**. The managers will review the amount allocated annually.

Carlson Site: Gary Lee reviewed the Carlson site. The construction cost estimate is \$400,000 (does not include admin fees). The watershed is required to pay 25% cost share. Lee asked for the watershed's support before they submit for the grant. The managers discussed the maintenance future of the project. Carlson's are supportive of the project, but do not want to participate in the planning or cost of the project. The district would be responsible as the project administrator. The East Polk SWCD has applied for a grant through NRCS. Should they receive that grant, the total cost of the project for both the East Polk SWCD and the Watershed will decrease. It was noted that our ¼ share would come from the construction fund. A **Motion** was made by Manager Christian to contribute 25%

towards the Carlson site should the grant be awarded, **Seconded** by Manager Hanson, **Carried**.

Ditch # 122: Gary Lee felt that applying for a grant at this time was a road block because the outlet is in West Polk SWCD and because it is a legal ditch system. Dwight felt that the grant should be applied for using conservation drainage. To apply for the grant, the district needs to commit to cost sharing 25%. Langan presented a draft plan for the project which includes drop structures, side inlet location, channel reshaping and included a little over two miles of channel. The total project cost was estimated at \$500,000 and at that price deemed unfeasible.

The managers asked Dwight for the best way to proceed to get funding for the project. Dwight suggested postponing until next fall. Implement this project into the long range plan and see what FEMA determines on the outlet tile. Gary Lee suggested touring the area next spring.

A **Motion** was made by Manager Brekke that no more district money be spent on Ditch # 122, including engineering unless grant money is available, **Seconded** by Manager Hanson, **NOT-Carried**. To get grant money some engineering such as cost estimates are necessary to apply for the grants. After discussion, the motion was tabled until next month allowing the manager's time to review the appropriate wording. Houston Engineering will present a tabulation of what has all been spent on Ditch # 122 over the years.

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

2011-21 - Engelstad, Section 7, Install tile, work done.

2011-22 - City of Climax, Section 29 – Vineland Twp., Install culvert.

2011-23 - US Fish and Wildlife, Section 2 – Winger Twp., Restore drained wetlands on Winger Waterfowl Production area.

2011-24 – Mike Roysland, Section 31 – Bransvold Twp. Install culvert.

2011-25 – Mike Gunderson, Section 18 – Bejou Twp., Install erosion control structure and tile.

Ted Dahl requested extensions on four permits from 2009. A **Motion** was made by Manager Brekke to approve the extension of the following permits, **Seconded** by Manager Hanson, **Carried**.

2009-44 James Dahl, Sr. Install tile in section 22 Bear Park Twp

2009-46 James & John Dahl, Install tile in section 23 Bear Park Twp

2009-47 James & John Dahl & James Dahl Sr. Install tile in section 26 Bear Park Twp.

2009-48 James & John Dahl & James Dahl Sr. Install tile in section 25 Bear Park Twp.

9. **Adjournment:** The next meeting of the SHRWD will be at 8 AM on Tuesday, October 4, 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 Christian, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Acting - Secretary