

SAND HILL RIVER WATERSHED DISTRICT

February 3, 2015

1. **Attendance:** Chairman Stuart Christian called the February 3, 2015 meeting to order at 8:10 AM at the District Office. Other managers present were Scott Balstad, Roger Hanson and Phillip Swenson. Managers absent: Bill Brekke. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Jonah Olson – East Polk SWCD, Gary Lee – East Polk SWCD, Stephanie Klamm – DNR Area Hydrologist, Duane Steinbrink – West Polk SWCD, Aaron Habermehl – West Polk SWCD, Brett Arne – BWSR, Nicole Bernd – West Polk SWCD, Isaac Lopez –David Lopez –Gene Brekke – Landowner, Zach Herrmann - Houston Engineering, and Bill Downs - Landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Balstad to approve the agenda, **Seconded** by Manager Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Balstad to approve the minutes from the January 6, 2015 meeting, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Balstad to approve the treasurer's report for January, **Seconded** by Manager Hanson, **Carried**.

The managers reviewed their expense reports and reported on activities for the month. A **Motion** was made by Manager Hanson to approve and pay bills, with the exception of the SWCD balances which are listed for informational purposes only, **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**

Climax Ring Dike: Bid opening was held in January for the Climax ring dike project phase 1. Minutes from the bid opening were given to the managers along with the bid tabulation sheet. A **Motion** to approve the minutes from the January 15th bid opening was made by Manager Hanson, **Seconded** by Manager Swenson, **Carried**. A **Motion** was made by Manager Hanson to approve the following resolution and award the contract to Gladen Construction, **Seconded** by Manager Swenson, **Carried**.

BE IT RESOLVED, that pursuant to advertisement for bids for the SHRWD Project No. 15 (12), City of Climax Flood Control Project Phase 1 – Sanitary Sewer Relocation, Sand Hill River Watershed District, Fertile, Minnesota, the following bids were received:

NAME	BID AMOUNT
<i>Gladen Construction, Inc.</i>	<i>\$775,001.35</i>
<i>Sellin Bros, Inc.</i>	<i>\$857,897.00</i>
<i>Spruce Valley Corp.</i>	<i>\$874,193.75</i>
<i>Ryan Contracting</i>	<i>\$883,770.00</i>
<i>Wagner Construction, Inc.</i>	<i>\$889,990.00</i>
<i>Quam Contracting</i>	<i>\$895,544.30</i>
<i>H&S Contracting, Inc.</i>	<i>\$910,798.00</i>
<i>R&R Excavating, Inc.</i>	<i>\$939,394.33</i>

NOW THEREFORE BE IT RESOLVED that the bid of Gladen Construction, Inc. in the amount of \$775,001.35 be accepted.

Phase 2: Levee and Storm Sewer Project work will remain idle pending 2015 state FDR funding determination.

Nielsville Ring Dike: The project will remain idle pending 2015 state FDR funding determination.

DFIRM Panels: The 90 day appeal period comments have not been released.

Fish Passage: The West Polk SWCD was awarded \$475,000 through the Clean Water Fund for construction of the riffles downstream of USCOE drop structures. While this isn't all of the \$875,300 requested, funds will allow a portion of the project to move forward. The SHRWD will continue coordination with the West Polk SWCD, MN DNR, COE and BWSR with regard to the final design and riffle layout.

The district has forwarded the \$120,000 DNR Funds to the USACE.

6. **Dan's Monthly Report**

Project Team: A management guidance portfolio for accelerating the project team process was given to the managers.

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

RRBC: The RRBC Annual Conference was held in Winnipeg on January 20.

IRRB: The IRRB meeting was held after the RRBC conference.

MAWD: Manager Hanson plans on attending the Legislative Breakfast. Swenby will register Hanson and Wilkens and make hotel reservations.

Wind Erosion in Ditches: Wilkens has contacted Polk County Administrator, Chuck Whiting, to ask the Polk County Board to look into policy development on this issue. Manager Balstad reported that the county is not finding public favor with a policy pertaining to this.

DWG: The DWG met on January 8.

DNR Roundtable: Attended meeting on January 9th.

Airport Drainage: City let bids on January 29th. Results were given to the managers.

Web Site Upgrade: Houston Engineering is working on upgrading our mapping layers. Swenby met with Brian Fischer in January for a training session for the changes.

7. **Other Business:**

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

East Polk SWCD: Jonah Olson was introduced to the managers. Olson is the new technician for the East Polk SWCD. The SWCD is waiting on design plans to determine where they stand with additional sediment basins.

Advertising for Gary Lee's position was closed January 31. Their personnel committee will review the

West Polk SWCD: The SWCD discussed the grant for \$475,000 that was received from the Clean Water Legacy Fund, which is a little over half of what was requested to do the entire project. This project was rated #3 in the state. The time frame for project completion is three years for the first phase. Planning meetings are in the process to aid in the design. Manager Hanson volunteered to be on a committee to attend the meetings to plan for the design.

The SHRWD is responsible for 25% of the cost of the project.

Building upgrade with handicapped accessibility: Manager Hanson asked that the managers continue conversations about providing handicapped accessibility to the building.

PRAP; Performance review and appraisal program: A program is available through BWSR that is a 50/50 grant to help the district highlight and define goals of the district. Don Buckhout is the “go to” person for our district. If the board decides to pursue this grant a consultant would be hired to decide the goals and the future of the district. Manager Balstad thought that the board was unsure as to what direction the district should pursue. The other board members didn’t have that same feeling and thought they knew the direction they wanted to go.

Gene Brekke: Brekke is being taxed on 40 acres in section 33 Hubbard Township and stated that there isn’t a drop of water that falls into the ditch. Brekke stated that Section 35 is being taxed on the whole south half and it is next to the Norman County ditch, and water drains to the Norman County ditch. It was explained to Brekke that the viewers established the boundaries and the time to change the position that the viewers determined was at the final hearing. A letter notifying Gene was given to him before the hearing and the final hearing minute’s state that Gene attended the meeting. Brekke stated he wasn’t aware of a 30 day appeal period. Hearing minutes and presentations show that the appeal period was definitely stated at the hearing.

Brekke also stated that the NW Quarter of Section 34 two culvert traps are missing. Wilkens will check on this finding in the spring.

Brekke’s renter has requested approval for a culvert. Wilkens and Langen had toured the area and were unable to locate the area in question. Brekke showed Wilkens on the Google Earth Map.

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

2015-02: Richard Moen, – Vineland Twp., Section 34 – Install erosion control structure

2015-03: MN DOT - Section 9 Reis & Section 32 Russia – Install Lining in culvert

9. **Adjournment:** The next regular meeting will be held at 8:00 AM on March 3, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Swenson to adjourn the meeting at 10:20 AM, **Seconded** by Manager Hanson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary