

# SAND HILL RIVER WATERSHED DISTRICT

May 5, 2015

1. **Attendance:** Chairman Stuart Christian called the May 5, 2015 meeting to order at 8:13 AM at the District Office. Other managers present were Bill Brekke, Roger Hanson and Phillip Swenson. Managers absent: Scott Balstad. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance were Zach Herrmann - Houston Engineering, and Bill Downs and Joyce Downs - Landowner.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Swenson to approve the minutes from the April 7, 2015 meeting, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for April, **Seconded** by Manager Brekke, **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, with the exception of the SWCD balances which are listed for informational purposes only, **Seconded** by Manager Hanson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

## 5. Engineer's Report

**DFIRM Panels:** Houston Engineering is doing an independent analysis of all the areas that are currently in the FEMA flood plain to make sure that the new flood plain maps will be accurate. Houston will provide the analysis and recommendations to the DNR for adoption. Zach was instructed to check each and every parcel that is in the flood plain for accuracy and to stay on top of this as it works through the system.

**TMDL:** Herrmann is expecting a public meeting late summer.

**Project #17:** Herrmann and Wilkens toured the area. Herrmann discussed the two areas that have sloughed. Houston Engineering will draft a plan to fix the areas and present it at the next meeting.

**Fish Passage:** An agreement for The Clean Water Fund Grant needs to be signed. A **Motion** was made by Manager Swenson to sign the Clean Water Assistant Contract for \$118,750 in cash or in-kind match, **Seconded** by Manager Brekke, **Carried**.

The district authorized Houston Engineering to provide the construction plans needed for the project.

The Corp. is discussing the option of building the four drop structures in phases due to the change in slope requested by the DNR. They originally suggested a 5% slope and now they recommended a 3% slope. This requires a lot more rock.

**Climax Ring Dike:** The pre-construction conference was held April 15<sup>th</sup> at 10:00 am at the Climax City Hall. Construction operations will begin this week. Meeting highlights were given to the managers. Webster Foster and West, the City of Climax Engineer, will inspect construction field operations, and HEI will perform project administration duties.

## 6. Dan's Monthly Report

**RRWMB:** The RRWMB met in Crookston at UMC in partnership with River Watch Conference.

**RRBC Commission:** The RRBC Commission held a meeting on Thursday May 7 at the Marriott in Moorhead.

**IRRB:** The next IRRB meeting is in September.

**MAWD Summer Tour:** June 24-26 in Duluth. Manager Hanson, Manager Swenson, and Wilkens plan on attending.

**FDRWG:** The FDRWG meeting was held on April 29<sup>th</sup> in DL.

**DWG:** The next Drainage Workgroup Meeting is June 11th. The group will meet every 2nd Thursday until December due to the workload brought on by this legislative session.

**SH Ecosystem Restoration Project (US Army Corp Drop structures):** A **Motion** was made by Manager Brekke to sign the Ecosystem restoration project right – of – entry form, **Seconded** by Manager Swenson, **Carried**.

7. **Other Business:**

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

**Hardware Upgrades:** Swenby made a synopsis of the server issues that have happened in the office during the month of April. Swenby updated the managers stating that the “cloud” has not been the best solution for the district and does not replace the server. She is currently researching an option of a NAS device in exchange for their server. Purchasing a new server is still an option. A server will provide security and make functions stable, backed up, and efficient, but could put us in the same position we are in currently without managed IT. A **Motion** was made by Manager Brekke to purchase a server if needed, but allow the administrator to make the best decision for the district, **Seconded** by Manager Swenson, **Carried**.

**Ditch Spraying:** A **Motion** was made by Manager Brekke authorizing Wilkens to hire a helicopter spray company to spray the ditches for cattails as needed, **Seconded** by Manager Swenson, **Carried**.

**Polk County Fair:** The Polk County Fair board has requested \$500 to help fund the Reptile Amphibian Zoo. A **Motion** was made by Manager Hanson to fund the Reptile Amphibian Zoo up to \$500, **Seconded** by Manger Brekke, **Carried**.

A **Motion** was made by Manager Swenson to ask the River Watch Team to hold an interactive fair booth and pay the Riverwatch Team \$500 for their time and materials, **Seconded** by Manager Hanson, **Carried**.

**Spokely Potato Washing:** Houston Engineering was instructed to develop a design to hold water back during the winter months to prevent ice buildup in the drop structure due to the wash plant operating during freezing conditions.

**Holiday:** A **Motion** was made by Manager Brekke to add an Easter Holiday to our Personnel Manual, **Seconded** by Manager Swenson, **Carried**.

8. **Permits:** One permit extension was brought before the board. A **Motion** was made by Manager Hanson to extend the following permit, **Seconded** by Manager Swenson, **Carried**.

2014-10: Alan Stromstad – Install a culvert – Scandia Twp. Section 9

9. **Adjournment:** The next regular meeting will be held at 8 AM on June 2, 2015. As there was no further business to come before the board, a **Motion** was made by Manager Brekke to adjourn the meeting at 10:06 AM, **Seconded** by Manager Brekke, **Carried**.

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April Swenby, Administrative Assistant

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Bill Brekke, Secretary