

SAND HILL RIVER WATERSHED DISTRICT

November 1, 2016

1. **Attendance:** Chairman Stuart Christian called the November 1, 2016 meeting to order at 8:10 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: Naomi Goral – RRWMB, Bill Downs and Joyce Downs – Landowners, and Zach Herrmann – Houston Engineering.
2. **Approval of the Agenda:** A **Motion** was made by Manager Hanson to approve the agenda as presented, **Seconded** by Manager Brekke, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the October 4, 2016 meeting, **Seconded** by Manager Brekke, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Brekke to approve the treasurer's report for October, **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, except for 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

Rock Riffles: All the riffles are installed and in place. MN DNR staff has been on site to assist in inspections. The DNR walked through the area for inspection two weeks ago. Next month a pay request will be submitted and the final payment will be submitted next spring after seeding is established.

Because bids came in low, the managers were told to look for other grade stabilization issues in that stretch to use the excess funds.

Upper Sand Hill Detention Sites (RCPP Funding): Herrmann reported on the meeting with NRCS planning staff on October 26th and 27th in Fargo to discuss the technical approach of watershed planning.

A public meeting, through the scoping process will be held this winter.

BWSR Clean Water Fund Grant Opportunities:

Carlson Coulee: Herrmann is planning to schedule a time with Lisa Newton to meet with the landowners.

Nielsville Ring Dike: Houston Engineering has submitted a legislative fact sheet.

Climax Phase II: A **Motion** was made by Manager Brekke to authorized pay request #4 for \$18,428.64, **Seconded** by Manager Hanson, **Carried**. Another partial payment is likely at the December board meeting and a final payment is likely in June or July of 2017.

Project is 99% complete. MnDot would like to redo the Hwy 220 patch by milling a few inches off and overlaying the Hwy 220 patch next spring. The contract should be left open with a small retainage over winter in order to use the project funds next spring for the Hwy 220 patch. The contractor will use a different sub to perform this work next spring.

The contractor will be onsite to finish the punch list items this week and are as follows:

1. Remove silt fence
2. Grout gate well structure and install sluice gate
3. Fix the ditch bottom (tire ruts) in the ditch north of HWY 220 (ditch in front of church)
4. Area near the crushed concrete road, pump station and MH 3
 - a. Grade crushed concrete to allow water to flow across south to north (in front of Brian Evenson's house). The work has been performed, but Evenson claims it isn't adequate.
 - b. Fill low spot with topsoil in east-west ditch (in front of Brian Evenson's house). The work has been performed, but Evenson claims it isn't adequate.
 - c. Get the low spots to drain to MH 3 in south-north ditch (west of Brian Evenson's house). The work has been performed, but Evenson claims it isn't adequate.
5. Deliver set screw for PTO and owner's manual for pump.

The Easements are in the process of being recorded.

Project #24: The contractor was at the site to add additional sheet pile and to fix a weld issue. Herrmann will inspect this work today.

Polk County Ditch # 80: The survey work was completed in October and Houston Engineering is working on developing a preliminary plan.

TMDL: The public comment period has been finalized. The plan is at the EPA for review.

Redetermination of Benefits: Herrmann reviewed his findings on the three systems (Ditch 9, 119, and SH Project #5). We will schedule informational meetings this winter to move this forward.

Union Lake Easements: Herrmann reviewed the Ness property. Herrmann will give Wilkens his findings to bring to the LID for easement suggestions.

6. Dan's Monthly Report

Beltrami Diversion: Jody Beauchane discussed adding a trap on the culvert under PC# 1 east of the substation with Rich Sanders. The district has their permission to install a trap but it would be at our expense. The district discussed options.

RRWMB: The RRWMB met on October 18 in Thief River Falls. Meeting highlights were given to the managers.

RRBC Commission: The next meeting is November 3rd at the Canad Inn in Grand Forks

FDRWG: The FDRWG met following the RRWMB meeting in Thief River Falls.

DWG: The next DWG meeting was November 10 in Eagan, MN at Farm Bureau.

Ditch Spraying: Heavy rains came and cut short spraying. The district will continue their efforts next season.

Maple Creek Project: North ½ mile has channel dug. Working on the next section going south.

Fish Passage: Site three is almost complete and site two has a lot done.

Rock Riffles: Project is complete except for seeding disturbed areas. Swenby is working on reimbursement requests.

WRAPS: Board Report

Web Site Upgrade: Houston Engineering is working on upgrading our permit database.

Dave Aarends ROW concern: Nothing new from attorney.

Hovland Marsh: Wilkens discussed this with Rita Albrecht, DNR Regional Director.

Building upgrades: Board Report

Project # 17: Joe Miller cleaned a mile from Robert Haller’s road to the east until they got to the erosion site. Miller repaired the erosion at the rock drop structure near the outlet. He also completed the erosion site in section 28 of Hammond, (Brekken) and the (Solheim) slough just west of Hwy # 9. The Brekken site had severe downcutting at the site and for several hundred feet in the ditch bottom downstream. This was built up with broken concrete from Donarski Bros.

Project # 5: Joe Miller used the long stick hoe and cleaned from the township road a long way east into the woods.

MAWD: Manager Hanson will be the delegate and Manager Swenson will be the alternate. Wilkens will not be attending MAWD this year. The managers reviewed the proposed resolutions and will contact Manager Hanson if they have suggestions or changes.

BWSR Academy: Swenby attended the BWSR Academy in October in Brainerd, MN. She gave a report to the board.

7. Other Business:

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

Plugged Waterway: There is a report of a ditch being plugged in Norman County and our Rules and Regulations were reviewed. Wilkens and Manager Swenson will tour the area.

Ditch Levy: The managers reviewed the ditch levy for 2015 and 2016 and compared it to our current fund balance. A **Motion** was made by Manager Swenson to approved the following ditch levies, **Seconded** by Manager Hanson, **Carried**.

Norman County:

A Drainage System	B County	C Year Benefits Determined	D County Portion of Benefits	E Percent of Benefits %	F Levy Amount (\$) (D x E = F)
#5 – 17-2 (.68764%)	Norman	1981	\$23,346.75	14.73	\$3,438.00
Total					\$3,438.00

Polk County:

A Drainage System	B County	C Year Benefits Determined	D County Portion of Benefits	E Percent of Benefits %	F Levy Amount (\$) (D x E = F)
SH Ditch	Polk	1956	\$272,174.05	5.5112	\$15,000.00
#5 - 17-2 (.3123599%)	Polk	1981	\$23,346.75	6.69	\$1,562.00
#12 - 98 & 148	Polk	1995	\$991,867.00	.7561	\$7,500.00
#20 - 46	Polk	2007	\$2,834,536.75	.002646	\$7,500.00
# 24	Polk	2011	\$5,728,017	.0017458	\$10,000.00
# 27 - LID Pump	Polk	2000			\$15,000.00
# 80	Polk	1909	\$9,561.50	52.293	\$5,000.00
#11 Beltrami Diversion	Polk	1996	477,149.30	0.8383	\$5,000.00
#13 Reis - Scandia	Polk	1996	382,480.50	0.9151	\$5,000.00
County Ditch # 9	Polk	1982	274,235.40	9.116256	\$25,000.00
#17 PC # 41	Polk	2005	6,348,626	.236272	15,000.00
Total					\$111,562.00

Naomi Goral - RRWMB: Goral updated the managers on the partnerships that the RRWMB funds. She prepared the managers for upcoming stream gauging invoices and distributed Issue 2 of the RRWMB newsletter. Goral informed the managers that Ron Harnack will be retiring and the RRWMB is in the process of searching for his replacement.

Manager Hanson asked Goral what she considers to be the greatest accomplishment of the RRWMB. She explained that she felt that the hiring of a lobbyist on behalf of the RRWMB and the local watershed districts was the greatest accomplishment. Historically, the RRWMB had Don Ogaard who acted as the coordinator, administrator, and the lobbyist. Goral handles the administrative portion of the RRWMB and the designated lobbyist has been taking care of project coordination and the lobbying. Manager Swenson asked what areas she feels needs improvement and Goral felt that construction is more difficult right now and collaboration and coordination of various entities can improve do a better job of transparency.

Wilkens asked Goral how she sees Henry VanOffelen and the coordination between the RRWMB and VanOffelen. She is confident that there is a good working relationship.

Wilkens expressed the concern that the RRWMB is becoming top heavy by hiring three top levels in administration consisting of an administrator, lobbyist, and a coordinator. Goral explained that because the board is compiled up of people who already have a full-time job, there comes a time where services should be hired out.

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

2016-25 Rosebud Township – Rosebud Twp. – Install culvert

2016-26 Steven Ness – Woodside Twp. – Install tile and erosion control structure

2016-27 Isaac Ness – Garden Twp. – Install tile and erosion control structure

2016-28 West Central and Steve Voje – Reis Twp. – Clean existing ditch and install culvert

2016-29 Steve Voje – Reis Twp. – Clean existing ditch

2016-30 Steve Voje – Reis Twp. – Install culvert

2016-31 Todd Stenerson – Scandia Twp. – Clean existing ditch

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on December 6, 2016.** As there was no further business to come before the board, a **Motion** was made by Manager Swenson to adjourn the meeting at 10:10 AM, **Seconded** by Manager Hanson, **Carried**.

April Swenby, Administrative Assistant

Bill Brekke, Secretary