

# SAND HILL RIVER WATERSHED DISTRICT

October 4, 2016

1. **Attendance:** Chairman Stuart Christian called the October 4, 2016 meeting to order at 8:15 AM at the District Office. Other managers present were Roger Hanson and Phillip Swenson. Managers Absent: Bill Brekke and Scott Balstad. Two staff members were present: Daniel Wilkens – Administrator and April Swenby – Administrative Assistant. Others in attendance: Jerry Jacobson – Polk County Commissioner Candidate, Jennifer Maleitzke – Enbridge, Patrick Hugley – Enbridge, Mark Johnson – State Senate Candidate, Paul Engelstad – Landowner, 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 Swenson, **Carried**.
3. **Minutes:** A **Motion** was made by Manager Hanson to approve the minutes from the September 6, 2016 meeting, **Seconded** by Manager Swenson, **Carried**.
4. **Treasurer's Report:** A **Motion** was made by Manager Hanson to approve the treasurer's report for September, **Seconded** by Manager Swenson, **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 Swenson, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

## 5. **Engineer's Report**

**Fish Passage Rock Riffles:** Thirteen of the sixteen riffles are installed and in place. MN DNR staff has been on site to assist in inspections. The contractor is planning to finish the rock installation by the end of the week. Minor adjustments to riffle stations are being made in the field to provide a better fit with the existing channel.

A **Motion** was made by Manager Hanson to approve the partial pay request from Spruce Valley Corporation for the Rock Riffle project in the amount of \$109,492.83, **Seconded** by Manager Swenson, **Carried**. A ten percent retainage was withheld.

**Upper Sand Hill Detention Sites (RCPP Funding):** The cooperative agreement has been signed. The Red River Retention Authority has scheduled a meeting with NRCS planning staff for October 26<sup>th</sup> and 27<sup>th</sup> in Fargo to discuss technical approach of watershed planning.

### **BWSR Clean Water Fund Grant Opportunities:**

**Carlson Coulee:** Survey work for the Carlson Coulee is schedule to be completed this fall. Following the survey, project plans and permitting will be completed this winter with construction planned for summer 2017. Herrmann is planning to schedule a time with Lisa Newton to meet with the landowner.

**Sediment Basins:** Houston Engineering plans to complete the Prioritized Implementation Plans using GIS data in September and October and the SWCD will conduct a public meeting in November.

**DFIRM Panels:** Houston Engineering has received a response to comments from MN DNR staff. All three LOMA's have been completed and approved. The landowner's will submit the LOMA's to their insurance companies.

**Project # 24:** Additional sheet pile will be added on the North side. About two feet on the west side

will be excavated out allowing for the inspector to see the welds. Houston Engineering discussed future work with the contractor (Tim Crompton) and reiterated that inspection needs to happen when work is done. Houston Engineering has provided a plan sheet for the managers to review. Herrmann is continuing conversations with the contractor and the contractor is planning on starting next week.

**Nielsville Ring Dike:** Ron Harnack has requested a legislative fact sheet.

**Climax Phase I:** A **Motion** was made by Manager Swenson approving to pay the final pay request of \$41,065.17, **Seconded** by Manager Hanson, **Carried**. A five percent retainage is being withheld.

**Climax Phase II:** A **Motion** was made by Manager Swenson to authorized pay request #3 for \$69,997.16, **Seconded** by Manager Hanson, **Carried**. This allows for a ten percent retainage.

Houston Engineering is currently working with the contractor to finish up the punch list items.

**Project # 17:** Herrmann and Wilkens met with some landowners (Johnstad, Engelstad, & Solheim) regarding their concerns from last month. Houston Engineering surveyed the area and offered culvert sizes and suggestions. Engelstad asked if separate permits will be needed and the managers would like to have a permit for each piece/parcel affected.

**Polk County Ditch # 80:** The bond was received. Houston Engineering will set up a crew to survey.

**ROW:** Manager Hanson asked for a fee schedule for replacing signs. Herrmann will develop a fee schedule as a suggestion to add to the district's policy book.

**Union Lake Pumping:** Herrmann developed a map for each parcel requiring an easement. Focusing on those parcels with temporary easements Herrmann found that all the temporary easements have expired.

## 6. Dan's Monthly Report

**Watershed Days:** Swenby and Wilkens helped the SWCD staff and teachers with about 335 kids for the day educating fourth grade students about our watershed.

**Beltrami Diversion:** Wilkens met with Jody Beauchane on Sept. 30<sup>th</sup> and discussed the cross culvert on PC # 1 at the substation east of Beltrami. The cross culvert needs a trap on the south end to stop high water from going into Beltrami. Beauchane will bring it to Rich Sander's attention.

**Climax Ring Dike:** Yesterday Brian Evenson spoke with Wilkens informing him of a couple of small drains that are not working and the pump is not complete. There is not a set screw for the PTO shaft and no operator's manual. Herrmann will check with Evenson.

**RRWMB:** The RRWMB met on September 20 in Moorhead. Meeting highlights were given to the managers.

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

**DWG:** The last DWG meeting was September 15 in Eagan, MN at Farm Bureau. Highlights were given to the managers.

## 7. Other Business:

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

**Enbridge:** Jennifer Maleitzke and Patrick Hugley from Enbridge Energy Company gave a presentation about their company. Maleitzke and Hugley gave a synopsis of their safety and preventative maintenance program and displayed a map of the pipeline projects underway.

**Polk County Commissioner:** Jerry Jacobson introduced himself as candidate for Polk County Commissioner.

**Mark Johnson – Senate:** Mark Johnson introduced himself as a candidate for US Senate.

**Independent Auditor’s Report:** Swenby contacted the auditor’s about the management report. The Auditor’s will send a revised copy of the management report; items regarding credit card statements and signed journal entries will be removed and a new management report will be issued.

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

2016-19 Eric Engelstad – Onstad (36) Godfrey (31) Garfield (6) Twp. – Clean Existing Ditch

2016-20 Stuart Christian – Garfield Twp. Section 17 – Install Culvert

2016-21 Karl Tollefson – Scandia Twp. Section 4– Clean Existing Ditch and Install Culvert

2016-22 Karl Tollefson – Scandia Twp. Section 5 - Clean Existing Ditch

2016-23 Karl Tollefson – Russia Twp. Section 31 - Clean Existing Ditch

2016-24 Michael Grandbois – Sletton Twp. Section 10 – Install Erosion Control Structure

9. **Adjournment:** The next regular meeting will be held **Tuesday at 8:00 AM on November 1, 2016**. As there was no further business to come before the board, a **Motion** was made by Manager Swenson to adjourn the meeting at 10:41 AM, **Seconded** by Manager Hanson, **Carried**.

---

April Swenby, Administrative Assistant

---

Roger Hanson – Acting Secretary