

WILD RICE WATERSHED DISTRICT
11 Fifth Avenue East
Ada, MN 56510
Ph: 218-784-5501

REGULAR MEETING
September 9, 2009
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, September 9, 2009. Managers in attendance included Diane Ista, Joe Spaeth, Greg Holmvik, Duane Erickson, John Austinson and Dean Spaeth. In addition the following persons were in attendance: Interim Administrator Loretta Johnson, Administrative Assistant Kari Kujava, Attorney Hanson, Engineer Bents and Marijo Vik, Joe Kroshus, Richard Pinsonneault, Mark Meister, Brent Kappes, Ronnie, Caroline, Bill and Tom Baker & Krogstad, Mark Habedank, Paul Borgen, Nelsons, Steve Jacobson and other interested landowners.
2. Chairman Christensen called the meeting to order at 8:50 a.m.
3. A **motion** was made by Manager Austinson and **seconded** by Manager Holmvik to approve the agenda with additions of tiling permit policy, Merkle acquisition signature, DNR grant for purchasing land for Becker County. **Carried.**
4. Ronnie, Carolyn, Bill and Tom Baker met with Managers to discuss the history of flooding and damages along J.D. #51 from County Road #24 to Ada along Baker's property. Bill Baker gave a complete history and background of flooding on their property, including a lawsuit during the 1970s. Baker stated that action is needed now and he is looking for recognition from the Board. He stated that he would like a comprehensive flood management plan. Baker stated that what is needed is to release some of the water on the south side of the Wild Rice River. Manager Ista stated that the District needs a holding area upstream, but the District doesn't have the funds right now. Engineer Bents explained the current USCOE Study that the District has been working on. Manager Holmvik suggested bringing this to the Project Team. Manager Erickson felt that it was up to the Board to ask the COE for erosion and sedimentation control and for water retention east of Highway #2. After considerable discussion Pinsonneault and Bakers left the meeting.

5. 2010 Administrative Budget. Chairman Christensen called the hearing to order on the proposed 2010 Administrative Budget. Loretta Johnson distributed copies of the proposed 2010 administrative budget that were published in the local newspapers in advance of the hearing. A motion was made by Manager Holmvik and seconded by Manager J Spaeth to approve the following Administrative Budget for the year 2010. Carried.

PROPOSED BUDGET FOR ADMINISTRATIVE ACCOUNT

Utilities	\$	13,000.00
Advisory Board		1,000.00
Supplies, Publications and Postage		18,000.00
Insurance and Bonds		17,500.00
Engineering		22,000.00
Admin. Salaries		86,000.00
Legal Fees		9,500.00
Accounting Fees		8,500.00
Managers' Per Diem		25,000.00
Managers Expenses		20,000.00
Annual Report/Audits		8,000.00
Organization Dues		2,500.00
Overall Plan (10 Year)		1,500.00
Capital Improvements (10 Year)		12,500.00
Mediation Project Team		5,000.00
Total	\$	<u>250,000.00</u>

Pursuant to Chapter 162, Laws of 1976, as amended, and under direction from the Red River Watershed Management Board, it is also proposed to levy .0004836 times the taxable market value of the property that lies within the District, in each county in the District for the Red River Watershed Management Fund, one-half of which remains in the Wild Rice Watershed District for construction and maintenance of projects of benefit to the District, and one-half of which is sent to the Red River Watershed Management Board for the construction and maintenance of projects of common benefit to more than one member district.

6. Project and Ditch Levies. A **motion** was made by Manager Holmvik and **seconded** by Manager Ista to approve the following project and ditch levies as reviewed at the regular August 10, 2009, meeting. **Carried**.

FINANCIAL FOR LEVIES IN 2010

Dated 7/31/2009

	CURRENT BLACK	STATUS RED	BENEFITS PER AUDITOR	BENEFITS FOR OUR RECORD	LEVIED FOR 2009	EST TO BE PD IN 2009	APPROVED % FOR 2010	ANT REVENUE
SURVEY & DATA	14,338.90		-					
WKS OF COM BENFT	36,291.70		-					
UP REACHES		(147,295.89)	117,788.73		100.00%	117,788.73	100%	117,788.73
PROJ #1	8,077.25		76,785.66		5.00%	3,839.28	10.00%	7,678.57
PROJ#2	45,713.54		276,749.74		2.00%	5,534.99	1.00%	2,767.50
PROJ #3	12,063.80		53,000.00		1.00%	530.00	1.00%	530.00
PROJ #6	10,366.80		99,322.58		4.00%	3,972.90	4.00%	3,972.90
PROJ #8		(7,169.48)						
PROJ #10		(0.61)						
PROJ #12		(15,046.80)	119,888.00		4.00%	4,795.52	6.00%	7,193.28
PROJ #13	9,681.50		1,510,030.90		0.50%	7,550.15	0.25%	3,775.08
PROJ #16	3,365.30			172,848.25			2.00%	
PROJ #17	25,362.08			496,711.70	0.50%	2,483.56	-	
PROJ #18	76,806.21			1,158,183.00	0.75%	8,686.37	0.75%	8,686.37
PROJ #19	48,572.43			1,523,118.75	0.50%	7,615.59	0.50%	7,615.59
PROJ #23	37,814.92		321,000.00				-	
PROJ #24	19,235.97		542,587.50		1.00%	5,425.88	1.00%	5,425.88
PROJ #25	41,507.40		271,712.50				-	
PROJ #30		(54,687.80)	1,785,424.20		3.00%	53,562.73	3.00%	53,562.73
PROJ #31	1,929.57		486,243.00		2.00%	9,724.86	2.00%	9,724.86
PROJ #32	19,875.06		1,100,380.50		0.50%	5,501.90	0.25%	2,750.95
PROJ #35		(701.74)						
PROJ #38		(16,356.76)						
PROJ #39		(1,066.05)	-					
PROJ #4	67,007.16							
NORMAN CO.			416,745.84		1.00%	4,167.46	1.00%	4,167.46
CLAY CO			610,333.70		1.00%	6,103.34	1.00%	6,103.34
BECKER CO			145,695.20		1.00%	1,456.95	1.00%	1,456.95
TOTAL			1,172,774.74					11,727.75
PROJ #5	206,682.69							
NORMAN CO			2,358,054.06		0.50%	11,790.27	0.50%	11,790.27
POLK CO			938,893.16		0.50%	4,694.47	0.50%	4,694.47
TOTAL			3,296,947.22					16,484.74

PROJ #9	223,704.54							
NORMAN CO			1,778,715.80		0.50%	8,893.58	0.50%	8,893.58
CLAY CO			<u>4,385,038.40</u>		0.50%	21,925.19	0.50%	<u>21,925.19</u>
TOTAL			6,163,754.20					30,818.77
PROJ #14	14,988.24							
NORMAN CO			403,744.44		0.50%	2,018.72	0.50%	2,018.72
POLK CO			<u>13,100.00</u>		0.50%	65.50	0.50%	<u>65.50</u>
TOTAL			416,844.44					2,084.22
PROJ #40	15,990.34							
N & C COUNTY				806,163.10	0.50%	4,030.82	0.50%	4,030.82
TOTAL								
JD #56 MAIN	35,922.93							
NORMAN CO			197,053.00		2.00%	3,941.06	2.00%	3,941.06
CLAY CO			<u>733,510.00</u>		2.00%	14,670.20	2.00%	<u>14,670.20</u>
TOTAL			930,563.00					18,611.26
BECKER CO								
PROJ #29	4,690.08			207,536.25	2.00%	4,150.73	2.00%	4,150.73
CLAY CO								
PROJ #20	38,013.37		3,157,178.50		1.00%	31,571.79	1.00%	31,571.79
MAHN. CO								
PROJ #27	6,216.42			154,739.40	1.00%	1,547.39	1.00%	1,547.39
PROJ #34	20,071.85			138,429.75	1.00%	1,384.30	1.00%	1,384.30
NORMAN CO								
#11	5,889.54			28,755.00				
#15	2,557.93			5,516.40	50.00%	2,758.20	50.00%	2,758.20
#18	25,516.90		54,998.00					
#18 LAT #1	1,007.00			3,300.00				
#21	912.78			3,586.00	50.00%	1,793.00	50.00%	1,793.00
#37	540.11		18,944.50		50.00%	9,472.25	50.00%	9,472.25
JD 53 MAIN		(105,939.61)	75,338.00		50.00%	37,669.00	50.00%	37,669.00
JD #53 LAT 1	13,996.14		400,876.00		1.00%	4,008.76	1.00%	4,008.76
JD #53 LAT 2	20,277.38		70,425.52			-		
CLAY CO								
#6	2,179.87			61,673.00	5.00%	3,083.65	10.00%	6,167.30
#7	2,565.00		47,687.64					
#8	1,987.59		281,737.48		1.00%	2,817.37	2.50%	7,043.44
#14		(39,409.55)	374,185.30		4.00%	14,967.41	4.50%	16,838.34
#18		(6,585.47)	16,924.60		40.00%	6,769.84	50.00%	8,462.30
#42	963.14		13,133.13		15.00%	1,969.97	15.00%	1,969.97
#44	6,309.59		22,059.32		5.00%	1,102.97	5.00%	1,102.97
#52	7,842.42		14,366.56		5.00%	718.33	5.00%	718.33
JD #56 LAT 1	18,386.18		811,662.93		1.00%	8,116.63	1.00%	8,116.63

7. Approval of Billings. Treasurer Manager Holmvik reported that in reviewing the bills he questioned if the administrative funds approved for the Soil and Water Conservation Districts was to be paid up front or after the work was completed. Consensus of Managers was that the administrative funds were to be paid immediately with the project funds to be paid upon completion. A **motion** was made by Manager Austinson and **seconded** by Manager Ista to approve the billings as distributed. **Carried**.

8. Violations, Steve Airhart, Section 23, Green Meadow Township. Mark Habedank met with Managers on behalf of Steve Airhart, regarding a ditch block Airhart installed in Section 23 of Green Meadow Township. Habedank stated that Airhart doesn't want all of his trees killed from standing water and would like a ditch cleaned, however the ditch is not along a township road and is a private ditch on property owned by Randy Chisholm. He also stated that Chisholm will allow Airhart to clean the ditch, but Airhart won't pay the costs and neither will Chisholm and that the simple issue is that no one wants to pay for it. Habedank left the meeting at 10:30 a.m.

PERMIT APPLICATIONS

9. Paul Borgen, Sections 11/12 Georgetown Township, Clay County. Landowners met with Managers at 10:30 a.m. to discuss the permit application in Sections 11/12 of Georgetown Township, to replace a 24" culvert with a 30" culvert, replace a 48" culvert with a 36" culvert, replace a 36" culvert with a 42" culvert approximately 2.5 feet lower in elevation, also reset the new 30" driveway culvert lower to provide grade, regrade roadway ditches to match the new culvert elevations. Several landowners including Nelsons discussed their concerns and opposition to the permit application. A **motion** was made by Manager Ista to **deny** the permit application based on the comments. Manager Holmvik **seconded** the motion. **Carried**.

10. Landstad Cemetery Association, Section 15, Lee Township. A **motion** was made by Manager Austinson and **seconded** by Manager Holmik to approve Permit Application #9-9-09-4 of the Landstad Cemetery Association to remove two 30" culverts with traps through the cemetery dike in Section 15 of Lee Township. **Carried**.

11. Permit Policies. A **motion** was made by Manager Ista and **seconded** by Manager Austinson to notice the SWCD and NRCS agencies for all tiling permits, effective retroactive to January 1, 2009, to insure that applicant does not effect his compliance with the USDA Farm Program or the Wetland Conservation Act. **Carried**.

12. A **motion** was made by Manager Ista and **seconded** by Manager J Spaeth to **approve** the following permits with conditions stated. **Carried**.

- Lloyd Jirava, Section 18, Spring Creek Township, Becker County. Permit Application #9-9-09-1 to install subsurface tile and a lift station with the recommendation that the applicant contact the NRCS and SWCD offices to insure work does not affect compliance with the USDA Farm Program or the Wetland Conservation Act. **Carried**.
- Circle E Farms, Section 7, Spring Creek Township, Norman County. Permit Application #9-9-09-2 to construct a new ditch, straighten an existing ditch along the property line with the condition that the adjacent landowner in the NE1/4 of Section 7, approves of the work and a recommendation that the applicant contact the NRCS and SWCD offices to insure work does not affect compliance with the USDA Farm Program or the Wetland Conservation Act. **Carried**.

- Rick Borgen, Section 2, Lee Township. Permit Application #9-9-09-5 to remove a field approach and a 24” culvert and construct a new field approach and a 24” culvert 509 feet north on the field edge.
- Keith Chisholm, Section 15, Strand Township. Permit Application #9-9-09-7 to install subsurface drain tile with the condition that the applicant contact the Norman County Highway Department for work inside the Right-of-Way. Also a recommendation that the applicant contact the NRCS and the SWCD offices to insure work does not affect compliance with the USDA Farm Program or the Wetland Conservation Act.
- Keith Chisholm, Section 36, Spring Creek Township, Norman County. Permit Application #9-9-09-8 to install subsurface drain tile.
- Keith Chisholm, Section 13, Strand Township. Permit Application #9-9-09-9 to install subsurface drain tile with the condition that the landowners in the SE14/ of Section 13 approve the work and a recommendation that the applicant contact the NRCS and SWCD offices to insure work does not affect compliance with the USDA Farm Program or the Wetland Conservation Act.
- Keith Chisholm, Section 31, Sundal Township. Permit Application #9-9-09-10 to install subsurface drain tile with the condition that the adjacent landowner in the NW1/4 of Section sign on the renewed permit application.
- Jason Keller, Section 20, Heier Township. Permit Application #9-9-09-11 to construct a water and sediment control basin.
- Dave Arends, Section 14, 15 of Mary Township. Permit application #9-9-09-12 to remove a field approach and 18” culvert and construct a new field approach and 18” culvert on the property line.

13. Project #42. Loretta Johnson reported that Dirk Swanson and Jay Richards have contacted the District office requesting the opportunity to purchase the District owned land in Kragnes Township if or when it may be available. Consensus of Managers was for staff to notify both parties that the District is keeping the property and it will be available for trade on the Upper Becker Project.

14. Upper Becker Location. Managers discussed moving the Upper Becker Storage Project ½ mile south/downstream, as was brought up by a landowner at the recent meeting. Managers discussed the amount of storage and the change in cost. A **motion** was made by Manager Erickson and **seconded** by Manager Holmvik authorizing Engineer Bents to prepare a report for the next meeting that will show the acre feet of storage that would be available by moving the dam and set at an elevation of 1215. **Carried.** Consensus of Managers was to continue with the original design of the dam.

15. Upper Becker Dam Enhancement Project. Engineer Bents distributed a copy of the “Upper Becker Dam Enhancement Project” which was given to Ron Harnack at the RRWMB and will be used for lobbying state bonding dollars. Manager Erickson also brought up the Lessard Grant Program which has a current grant application that is due November 3, 2009. Engineer Bents also agreed to ask Harnack if these dollars could be used to cost share State dollars or if they were considered State dollars.

16. Managers Per Diem & Expenses. A **motion** was made by Manager Ista and **seconded** by Manager Holmvik to approve the Managers per diem and expenses dated September 9, 2009. **Carried.**

17. Upper Becker Appraisals. Engineer Bents stated that Appraiser Rose Hoefs would be better able to determine land values if she had the exact acres for tillable and non tillable land for each landowner. Consensus of Managers was to send letters to landowners requesting that they provide that information. A **motion** was made by Manager Austinson and **seconded** by Manager D Spaeth authorizing staff to contact Dennis Ertelt and ask him to submit a contract to the District for approval at the October meeting. **Carried**. (Ertelt will work with landowners in negotiation for sale or trade of their property to the District for the project.)

18. Mahnomen Drainage Project. A **motion** was made by Manager Ista and **seconded** by Manager D Spaeth authorizing an easement payment be paid for the Bisek and Wickstrom project. The payment in the amount of \$7,500 to each will be made to the Wambach & Hanson Trust Account. **Carried**.

19. Vik Lawsuit. Attorney Hanson reported that Judge Remick issue his order regarding the Vik Lawsuit, which denied the plaintiff's motion and brought a successful resolution to the Board. There is a motion for reconsideration by Mr. Haik and the status of that isn't known at this time. A copy of the material will be available to Managers at the October meeting.

20. Watershed District By-Laws Change. A **motion** was made by Manager D Spaeth and **seconded** by Manager Holmvik authorizing Attorney Hanson to prepare the language to amend the Watershed District's By-Laws to change the meeting notice time from five days to three days as stated in the Minnesota Statutes. **Carried**.

21. Heiberg Dam Furuseth Land Issue. Attorney Hanson stated that he received a communication from Furuseths stating that they rejected a warranty deed recorded on property at the Heiberg Dam. Hanson stated that he corresponded with Furuseths asking them why they didn't agree, but no communication has been received from them at this time.

22. Open Meeting Law. Attorney Hanson addressed the open meeting law and stated that any more than three board members at a committee meeting or other meeting constitutes a quorum and is in violation of the open meeting law, unless it is a properly noticed meeting. A **motion** was made by Manager D Spaeth and **seconded** by Manager Ista authorizing Attorney Hanson's request to contact the Department of Administration and obtain an advisory opinion regarding the recent bus tour. **Carried**.

23. Vik Violation. It was reported that the Norman County SWCD did a survey of the site at various points which show the elevation and provided a report to the District. A **motion** was made by Manager Ista and **seconded** by Manager Erickson authorizing copies to be sent to Dick Ambuehl and Roger Kurpius. **Carried**.

24. Acquisition 2006 Rural Buyout. A **motion** was made by Manager Ista and **seconded** by Manager Austinson authorizing Chairman Christensen to execute the agreement. **Carried**.

25. Permits Listed on Meeting Notice. Consensus of Managers was to leave the meeting notice as is regarding the permit applications.

26. Red River Basin Commission Board. Managers discussed the District's lack of representation on the Basin Board. Manager Erickson stated that Director Lance Yohe stated that the earliest a new member could be on the Board is January 1, 2011.

27. Attorney Hanson left the meeting at 3:15 p.m.

28. Farmstead Ring Dikes. Engineer Bents distributed a tabulation for the 12 ring dike projects that were bid on September 8, 2009, stating that six are Watershed District and six NRCS. A motion was made by Manager J Spaeth and seconded by Manager Ista to award the bids to the following contractors. The Board of Managers chose not accept the Geray Dozing and Excavating bid due to problems associated with previous jobs. **Carried**.

- Project A Steve and Sandra Brammer, Avery Bros. Dirt Works \$26,393.74
- Project B Collin Hendrickson, Avery Bros. Dirtworks, \$15,213.36
- Project C Leon Miller, Roger Hennen, \$38,849.50
- Project D Jack Nyberg, Avery Bros. Dirtworks, \$18,388.52
- Project E Donald & Katherine Pingree, Custom Earth, Inc. \$17,263.25
- Project F Peter and Ruth Steen, Ziegler Construction, Inc. \$30,581
- Project G Mike Borgen, Avery Bros. Dirtworks, \$47,163.58
- Project H Tom Carlson, Custom Earth Inc., \$30,601.55
- Project I Ryan Gilbertson, Custom Earth, Inc., \$38,307
- Project J Terry Guttormson, Roger Hennen, \$30,428
- Project K Jeffery Hoff, Ziegler Construction, Inc. \$18,101.75
- Project L Dave Scherfenberg, Custom Earth Inc., \$43,865.25

Engineer Bents reported that the Dave Scherfenberg ring dike will have .2 acres of wetland impacts and suggested purchasing them from Bruce Paakh. A **motion** was made by Manager Ista and **seconded** by Manager J Spaeth authorizing the District purchase of .2 acres of wetland credits from Bruce Paakh. **Carried**.

A **motion** was made by Manager Austinson and **seconded** by Manager Ista authorizing the \$400 fee for the MPCA permit for each ring dike. **Carried**.

29. Lower Wild Rice River TMDL Implementation Plan. Engineer Bents distributed the final version dated September 4, 2009, of the Lower Wild Rice River Turbidity Total Maximum Daily Load Implementation Plan prepared by the Wild Rice Watershed District, Becker County SWCD, Clay County SWCD, Norman County SWCD and Mahnomon County SWCD. A **motion** was made by Manager Ista and **seconded** by Manager Spaeth to submit the plan. **Carried**.

30. Community Levee Improvements. Manager Ista reported that she and Engineer Bents met with Perley, Hendrum and Borup communities. The City of Perley approved the levy for the project, Hendrum will have another meeting. Pat Lynch agreed to limit the community cost to \$5,000 per community up to Final Design.

31. Watershed District Project Tour. Manager Spaeth reported on the bus tour by the Board and stated that he felt it was a good tour.

32. Data Practice Guidelines. A **motion** was made by Manager Ista and **seconded** by Manager Austinson to approve the following Data Practices Guidelines as in compliance with state guidelines. **Carried.**

The Public's Guide to Requesting Information - Wild Rice Watershed District

This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).

Chairman

Secretary

Date

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that The Wild Rice Watershed District *must* keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the Wild Rice Watershed District keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page. You may make your written request for data by filling out a request in the office or emailing your request by using the form on page 5.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

The Wild Rice Watershed District cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - ◇ arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - ◇ provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.Information about copy charges is on page 5. We also may arrange for you to pre pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Data Practices Contacts Responsible Authority

Kari Kujava, Administrative Assistant
11 5th Ave E
Ada MN 56510
Phone: 218-784-5501
Fax: 218-784-2459
Email: kkwrwd@loretel.net Copy Costs - Members of the Public

The Wild Rice Watershed District charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

For 100 or Fewer Paper Copies - 25 Cents Per Page

100 or fewer pages of black and white, letter or legal size paper copies cost 250 for a one-sided copy, or 500 for a two-sided copy.

Most Other Types of Copies - Actual Cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$14.00 per hour. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form

Name:	Date:
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Signature:

Completed by Watershed Staff

PHOTOCOPYING CHARGES: <input type="checkbox"/> None <input type="checkbox"/> _____ x 0.25 = _____ # of pages	FEES: (Complete Cost Calculation)
TOTAL AMOUNT DUE: \$	COMPLETED BY AND DATE:
AUTHORIZED SIGNATURE:	

Make check/money order payable to: Wild Rice Watershed District. If mailed, return form and payment to: **Wild Rice Watershed District, 11 5th Ave E, Ada MN 56510**

33. Data Practices Workshop. A **motion** was made by Manager Ista and **seconded** by Manager Erickson to authorize Kari Kujava’s attendance at a Data Practice Workshop in St. Paul on October 2, 2009. **Carried**.

34. District Vehicle. Manager Holmvik presented a bid from Lee Brothers in the amount of \$24,400 for the District Tahoe. A **motion** was made by Manager Holmvik and **seconded** by Manager D Spaeth to accept the bid and sell the vehicle. **Carried**.

35. Norman & Mahnomen County Flood Insurance Study Update. Engineer Bents updated the Managers on a meeting held regarding the Flood Insurance Study. Bents stated that there isn't mapping in areas of Mahnomen County and a meeting will be held there. A **motion** was made by Manager Ista and **seconded** by Manager Austinson authorizing Managers D Spaeth and J Spaeth to attend the Mahnomen meeting. Currently no date is scheduled. **Carried**.

36. BWSR Drainage Modernization Grant. Discussion was held concerning the need to get the Work Plan completed and submitted to BWSR. A **motion** was made by Manager Austinson and **seconded** by Manager Holmvik authorizing Engineer Bents to compose the plan and submit to BWSR. **Carried** with Manager Erickson opposed.

37. Project #14. Manager Austinson reported on a site visit to the N1/2 of Section 7, Sundal Township, for a maintenance request by Verdell Olson. A **motion** was made by Manager Erickson and **seconded** by Manager D Spaeth to investigate the request and if repair is less than \$3,500 move ahead with repair. **Carried**.

38. Administrator Application Process. Manager Holmvik reported on the status of the Personnel Committee's work on the administrator applications. Holmvik stated that the committee has used the grading system and reduced the application list to 21. These persons will receive an actual application to complete and return to the District office. Holmvik requested that Managers that had specific questions they would like used in the interview process, to bring them into the office to be incorporated into the list of questions. Holmvik stated that up to this point the committee has not used names; rather they have been looking at skills, education and things of that nature.

39. Project Team Meeting. Consensus of Managers was to schedule the regular Project Team Meeting for September 23, 2009.

40. Clay County Ditch #18. Managers discussed a permit application by Todd Kjos to increase pipe sizes on two culverts along Clay County Ditch #18 due to overtopping the roads. A **motion** was made by Manager Erickson and **seconded** by Manager Austinson to provide landowner list to Curtis Borchert for schedule a landowner meeting for September 23, 2009, in Hitterdal to discuss the drainage issues along CD #18. **Carried**.

41. There being no further business to come before the Board of Managers a **motion** was made by Manager Erickson and **seconded** by Manager Holmvik to adjourn the meeting. **Carried**. Chairman Christensen adjourned the meeting at 5:10 p.m.

John Austinson, Secretary

Date	Num	Name	Memo	Amount
Aug 13 - Sep 9, 09				
08/17/2009	DD	Twin Valley Bakery	Donuts	-10.20
08/19/2009	12401	George *Kane	Refund on Prepay of Ring Dike	-1,834.07
08/19/2009	12424	ARC Lanes	mngr lunch	-49.73
08/19/2009	11984	Petty Cash	Set to \$100.00	-92.05
08/21/2009		Alltel	Cell Bill	-178.98
08/26/2009	12429	Callaway Community Center	rent community hall	-100.00
09/08/2009		Postalia-direct purchase	Postage	-500.00
09/09/2009	12444	Arvid L Ambuehl	Mowing Projects	-9,800.00
09/09/2009	12445	Cardmember Service	Credit Card	-498.81
09/09/2009	12446	City of Ada	Utilities	-283.53
09/09/2009	12447	Clay County Auditor Treasurer	Donald Pingree Ring Dike Permit	-46.00
09/09/2009	12448	Clay County Planning & Zoning	Donald Pingree Ring Dike Permit	-200.00
09/09/2009	12449	Clay County SWCD	Small Project Administration	-2,400.00
09/09/2009	12450	Community Bank of the RRV	payroll taxes	-4,928.25
09/09/2009	12451	Dorsey & Whitney LLP	Legal Vik Lawsuit	-120.80
09/09/2009	12452	DVS Renewal	License Tahoe	-415.25
09/09/2009	12453	Farmers Publishing Company	Budget Hearing	-42.30
09/09/2009	12454	Georgetown Farmers Elev Co.	Chemical for Projects	-2,768.90
09/09/2009	12455	Gordon Construction	Beaver Dam Removal Becker Dam	-470.00
09/09/2009	12456	Grand Forks Herald	Adv for Administrator	-1,020.96
09/09/2009	12457	Houston Engineering, Inc.	Billings for September	-62,506.01
09/09/2009	12458	James Wagner, Sr.	Beaver Control	-1,172.50
09/09/2009	12459	Kelly's Chrysler Center, Inc.	Clean Tahoe	-187.03
09/09/2009	12460	Kevin Erickson	Mowing	-150.00
09/09/2009	12461	Loretel Systems	Utilities	-333.36
09/09/2009	12462	Mahnomen Pioneer	Budget Hearing	-110.00
09/09/2009	12463	Marcussen Accounting	Accounting Fees	-1,006.00
09/09/2009	12464	McCollum Hardware, Inc.	Cleaning Supplies	-34.87
09/09/2009	12465	Norman County Index-Ada	Legal Ads	-323.01
09/09/2009	12466	Norman County SWCD	Small Project Hours	-8,180.00
09/09/2009	12467	North Star Water	Supplies	-41.65
09/09/2009	12468	Office Supplies Plus	computer/toner/supplies	-1,605.79
09/09/2009	12469	Ralph's Food Pride	Supplies	-163.31
09/09/2009	12470	Renae Kappes	8/2-16-30	-150.00
09/09/2009	12471	Richards Transportation Service	board Tour	-600.00
09/09/2009	12472	Rinke Noonan	Legal Invoice	-486.00
09/09/2009	12473	Thomson West	MN Statutes	-168.33
09/09/2009	12474	Wambach & Hanson	Legal Inv Sept Pymt	-5,524.70
09/09/2009	12475	Wesley Carlsrud	Spraying Weeds/Cattails	-6,000.00
09/09/2009	12476	Ziegler Construction	FEMA 2009 Rep & Beaver Dam Removal Dalen C.	-765.00
8/12-9/9/09		Payroll/emp ins &	Med exp & Payroll taxes	-15,618.84
			Total	<u>130,886.23</u>