

MAY 16, 2008  
RECONVENED REGULAR MEETING  
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was reconvened at 7:05 a.m. on Friday May 16, 2008. The following members were in attendance: Warren Seykora, Joe Spaeth, Bob Wright, Don Vellenga, Mike Christensen, and Diane Ista. Absent: Dave Vipond. In addition the following persons were in attendance: Administrator Dalen, Jerry Bents, Elroy Hanson, Loretta Johnson, Tim Halle, Marijo Vik and Brian Borgen.

2. Upper Felton Project. Administrator Dalen reported that he has been working with Dave Stumbo on a possible small storage site in Section 17 of Goose Prairie Township.

3. Mahnomen West Side Drainage. Engineer Bents stated that survey for the project is complete; engineering will begin preparation of construction plans.

4. Moccasin Creek Dam. Engineer Bents distributed copies of correspondence dated May 13, 2008, sent to Michele Puchalski, DNR, which requests an amendment to the Operation and Maintenance Plan for Project #8, Moccasin Creek Dam, which would allow summer operation.

5. Water Management District (WMD). Administrator Dalen reported on the recent WMD meeting held at the District office with county commissioners from Norman, Clay, Mahnomen and Clearwater. The proposed ordinance was discussed. Attorney Hanson recommended that the District begin the process of adopting the ordinance in the near future if the intention is to go to construction as quickly as possible. Hanson stated that the process takes a considerable amount of time.

6. Commissioner Warren Olson Request. A motion was made by Manager Wright and seconded by Manager Spaeth authorizing investigation into a request by Olson to clean up a property near Halstad, purchased by the District in the acquisition program. Carried.

7. Dwight Heitman and Norman County Deputy Sheriff arrived at 8:00 a.m.

8. SWCD Requests. Manager Ista brought a resolution from the Norman County SWCD asking to establish a committee to utilize them in permits, investigations and violations. Also discussed was a farm bill promotion grant for \$45,000, in which the SWCD requested a cost share from the District. A motion was made by Manager Ista and seconded by Manager Vellenga authorizing \$2,250 in matching funds for the Farm Bill Promotion Grant. Carried with Manager Spaeth opposed.

9. Project #31 Cleanout. Dwight Heitman stated that it has been 11 months since the original request for a cleanout and it needs to be done soon. Discussion was held regarding Mr. Vik and his attorney Mr. Haik disagreeing that the District has ROW and concern over a phone call from Vik on Friday, May 9, 2008, in which he stated he wanted the surveyors off within an hour. A motion was made by Manager Vellenga and seconded by Manager Christensen authorizing staff and consultants to use their authority in calling for protection in the event of maintenance on district projects to take such actions as imminently necessary to complete the maintenance and repairs on a project. Carried. Manager Ista opposed. Engineer Bents also reported that Viks contacted the DNR to determine if the District needs a permit. Bents received notice from DNR that a permit is not necessary.

A motion was made by Manager Ista and seconded by Manager Wright to complete the repair to project #31 as described in the cost estimate to be less than \$25,000. Carried.

10. Dwight Heitman and Deputy County Sheriff left at 8:35 a.m.

11. J.D. #51 Cleanout. Engineer Bents distributed a packet of information on the J.D. #51 cleanout. Administrator Dalen also stated that Mrs. Grivno requested staff to do a field review and determine if contractors inadvertently left a block near the bridge, which he and Engineer Bents will be conducting later today. A motion was made by Manager Wright and seconded by Manager Spaeth to proceed with the cleanout. Carried. Manager Vellenga abstained.

12. Data Policy Approval. A motion was made by Manager Spaeth and seconded by Manager Christensen authorizing approval of the following resolution. Carried.

### RESOLUTION

The Wild Rice Watershed District Board of Managers under the provisions of Minnesota Statutes, section 13.02. Subdivision 16, as amended, Steve Dalen is hereby authorized to take all actions necessary to assure that all programs, administrative procedures and forms used by the Wild Rice Watershed District Board are administered in compliance with the provisions of Minnesota Statutes, chapter 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration and published in the State Register on May 16, 2008.

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Chairman

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Secretary

A motion was made by Manager Ista and seconded by Manager Vellenga authorizing staff to complete the forms attached to the resolution that was distributed and return to the board. Carried.

13. Attorney Proposals. A motion was made by Manager Ista and seconded by Manager Vellenga to accept the proposal for legal services submitted by Wambach & Hanson. Carried. A copy of the proposal and fee schedule is on file at the District office.

14. Department of Administration. Attorney Hanson reported that the Department of Administration is requesting additional information from him regarding his request about the open meeting law. He will provide the information.

15. SWCD Small Project Fund Request. A motion was made by Manager Christensen and seconded by Manager Spaeth authorizing a cost share on two projects requested by the Mahnommen County SWCD for a total of \$3,300. Carried.

16. Attorney Hanson left the meeting at 9:25 a.m.

17. Mowing Proposal. A motion was made by Manager Ista and seconded by Manager Christensen to accept the proposal of Arvid Ambuehl for the mowing contract and for Administrator Dalen and Kari Kujava to work with Ambuehl. Carried. A copy of the proposal and fee schedule is on file at the District office.

18. Spraying Proposal. A motion was made by Manager Ista and seconded by Manager Wright to accept the proposal for spraying of district projects of Bigg Dogg Agg. Carried with Manager Vellenga opposed. A copy of the proposal and fee schedule is on file at the District office.

19. Publicity Firm Proposal. A motion was made by Manager Vellenga and seconded by Manager Wright to accept the proposal submitted by Tim Halle to provide press releases and public information coverage. Carried. A copy of the proposal and fee schedule is on file at the District office
20. Accountant Proposal. A motion was made by Manager Christensen and seconded by Manager Spaeth to accept the proposal submitted by Marcussen Accounting for accounting services. Carried. A copy of the proposal and fee schedule is on file at the District office.
21. Chairman Seykora turned the meeting over to Vice Chairman Wright.
22. Vice Chairman Wright called for the nomination of Chairman. Manager Ista nominated Mike Christensen. Manager Spaeth nominated Warren Seykora. Manager Ista moved and Manager Vellenga seconded the motion that nominations cease. Carried. Warren Seykora was elected Chairman.
23. Chairman Seykora resumed the duties of Chairman.
24. Manager Christensen nominated Bob Wright as Vice Chairman and Don Vellenga nominated Diane Ista. Manager Spaeth moved the nominations cease. The vote was tie and Manager Ista withdrew her name and indicated that she would like to be considered for Treasurer. Bob Wright was elected Vice Chairman.
25. Manager Ista nominated Don Vellenga for Secretary, and Manager Christensen moved that the nominations cease and the secretary cast a unanimous ballot for Vellenga. Vice Chairman Wright cast a unanimous ballot for Vellenga who was appointed Secretary.
26. Chairman Seykora nominated Mike Christensen and Manager Vellenga nominated Diane Ista for Treasurer. Manager Spaeth moved that the nominations cease and cast a ballot for Treasurer. Mike Christensen was appointed Treasurer. Carried.

27. Chairman Seykora introduced the following letter into the record.

## Citizens for Farmland Preservation

*Our mission is to preserve agricultural land for crop production,  
promote viable alternatives for flood damage reduction and on-stem erosion control  
while providing environmental enhancement.  
All these activities will be mindful that public monies must be spent wisely  
to gain the most benefit for the public good.*

May 6, 2008

Warren Seykora  
13683 390th St  
Ulen, MN 56585

Dear Mr. Seykora,

At a recent meeting of our Board of Directors, a motion was passed concerning the Wild Rice Watershed District's upcoming re-organization on May 14, 2008. Therefore, you are receiving this letter, as are all the other watershed managers.

It is our recommendation that since a new treasurer will be installed on the WRWD board, an audit should be considered, and hopefully, conducted.

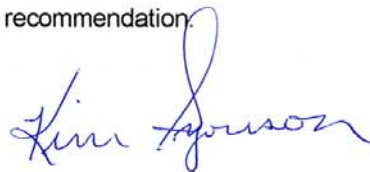
At this important juncture in the re-organization of the board, an audit protects the outgoing treasurer as well as the incoming treasurer and is fiscally responsible.

We appreciate your consideration of this recommendation.

Sincerely,



Robert Braseth, President  
25415 190th Ave N  
Ulen, MN 56585



Kim Syverson, Vice President  
P.O. Box 216  
Ulen, MN 56585

cc: Nancy Bode, J.D.  
State of Minnesota  
Office of the State Auditor  
525 Park Street, #500  
St. Paul, MN 55103

[www.citizensforfarmlandpreservation.org](http://www.citizensforfarmlandpreservation.org)

A motion was made by Manager Vellenga and seconded by Manager Christensen for the District to request an audit from the Office of the State of Minnesota Auditor. Carried.

28. Compensation for Mileage. Action on setting the compensation for mileage was postponed until the June meeting to obtain additional information on the guidelines.

29. Committee Appointments. Manager Wright distributed a handout listing the various committees and possible appointments. Wright stated that in working on the listings he tried to include every Manager on various committees. He also suggested that Managers review the listing and postpone any action until the June meeting.

30. Violations. A motion was made by Manager Wright and seconded by Manager Vellenga to provide Everett Darco with the correspondence from Houston Engineering regarding his complaint in Section 3 of Marsh Creek Township. Carried.

### **PERMIT APPLICATIONS**

31. A motion was made by Manager Ista and seconded by Manager Vellenga to approve the following permit applications. Carried.

32. West Central Ag, Section 17, McDonaldsville Township, #5-16-08-1 to construct a grain handling facility with two driveways each with an 18" CMP. Two 12" pipes will be installed within the site to facilitate internal drainage, with the condition that the existing drainage patterns are maintained within the project site.

33. Paul Borgen, Section 8, Anthony Township, #5-16-08-2 to replace an 18" CMP and flap gate that has become damaged with the condition that the pipe and flap gate is the same size, at the same location and at the same elevation as the existing pipe.

34. Skaurud Grain Farms, Section 33, Waukon Township, #5-16-08-3 to install subsurface drainage tile with two lift station outlets to the township road ditch with the condition that the applicant get approval from the landowner in the NE1/4 of Section 33 of Waukon Township and with a recommendation that the applicant get township approval for the outlets.

35. City of Mahanomen, Sections 11 and 14 of Pembina Township, #5-16-08-6 to install a water main, sanitary sewer, storm sewer and replace a lift station.

36. Erick Zurn, Section 27/28 of Spring Creek Township, #5-16-08-8 to install tile and grass waterway with the condition that the applicant install any erosion control measures necessary at the outlet of the tile.

37. A motion was made by Manager Wright and seconded by Manager Christensen to table the following permit applications. Carried.

38. Roy A. Christianson, Section 35, Halstad Township, # 5-16-08-4 to install a field approach with an 18: culvert and flap gate. Will need to verify the number and locations of flap gates on the ditch system.

39. Richard Delaney, Section 33, Fossum Township, #5-16-08-5 to clean sediment out of a natural waterway. Applicant will need to obtain approval from the MNDNR (protected waters permit) and the Norman County SWCD/NRCS office relative to wetland impacts.

40. Gregory Township, Sections 3-4 of Gregory Township, #5-16-08-7 to extend the existing culvert and lower it by two feet, the applicant is also requesting funding for the work. Tabled until work is completed by Mahnomon County Engineer as to the status of the work (repair or improvement). Deny the funding request because the ditch system is not managed by the Watershed District.

41. A motion was made by Manager Ista and seconded by Manager Christensen authorizing payment of \$23.72 to Minnesota Energy Resources Corporation. Carried.

42. Project Team Meeting. A motion was made by Manager Christensen and seconded by Manager Wright to schedule a Project Team meeting on May 28, 2008. Carried.

43. Staff Reorganization. Consensus of Managers was that Administrator Dalen hire Sherry Essen to assist the office staff in reorganization.

44. A motion was made by Manager Wright and seconded by Manager Christensen to close the meeting to discuss the review of Administrator Dalen. Carried. Chairman Seykora reopened the meeting.

45. Meeting Minutes. A motion was made by Manager Ista and seconded by Manager Christensen to approve the regular meeting minutes dated April 9, 2008. Carried. A motion was made by Manager Spaeth and seconded by Manager Wright to approve the reconvened meeting minutes dated April 28, 2008, with the addition of "distribution" in Paragraph #17. Carried.

46. MAWD Summer Tour. A motion was made by Manager Wright and seconded by Manager Christensen to approve staff and Managers attendance at the MAWD Summer Tour. Carried.

47. There being no further business to come before the Board of Managers a motion was made by Manager Spaeth and seconded by Manager Wright to adjourn the meeting. Carried.

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Don Vellenga, Secretary

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>May 1 - 20, 08</b>				
05/07/2008	11419	Kathleen Radeck	Abstract-Land Purchase	-278.00
05/12/2008	11420	Subway	Lunch WMD Mtg	-81.18
05/14/2008	11421	Alerus Appraisals	Bisek appraisal	-150.00
05/14/2008	11422	AmeriPride	Rug rental	-43.86
05/14/2008	11423	Angstrom Analytical, Inc.		-950.00
05/14/2008	11424	Bridge Communications	computer technical equip	-482.30
05/14/2008	11425	Cardmember Service	credit card bill	-1,407.10
05/14/2008	11426	City of Ada		-339.81
05/14/2008	11427	Clay County Aud/Treasurer		-1,302.00
05/14/2008	11428	Dakota Mailing	Rate increase chip	-129.81
05/14/2008	11429	Diane Ista	per diem	-194.29
05/14/2008	11430	Don Vellenga	per diem	-69.26
05/14/2008	11431	FP Mailing Solutions	postage meter	-99.05
05/14/2008	11432	Genesys Conf	Teleconference	-123.25
05/14/2008	11433	Houston Eng, Inc.	Engineering services	-30,178.38
05/14/2008	11434	ICS Agency	Insurance renewal	-3,062.00
05/14/2008	11435	Index Printing Inc.	meeting notice pub	-66.88
05/14/2008	11436	James Wagner, Sr.	Beaver Control Services	-2,520.27
05/14/2008	11437	JB Associates, Ltd., Inc.	Conciliation Court	-460.00
05/14/2008	11438	Joe Spaeth	per diem	-440.39
05/14/2008	11439	Loretel Systems	phone bill	-333.57
05/14/2008	11440	Mahnomen Pioneer	Subscription	-36.10
05/14/2008	11441	Marcussen Accounting	Feb, Mar, and April 2008	-1,644.50
05/14/2008	11442	McCollum Hardware, Inc.	building supplies	-36.37
05/14/2008	11443	Mike Christensen	per diem	-259.05
05/14/2008	11444	North Star Water	water	-88.00
05/14/2008	11445	Office Supplies Plus	general office supplies	-605.41
05/14/2008	11446	Ralph's Food Pride	misc	-40.48
05/14/2008	11447	Renae Kappes	office cleaning	-100.00
05/14/2008	11448	Rinke Noonan	April 08 billings	-8,830.00
05/14/2008	11449	Robert E. Wright	per diem	-259.05
05/14/2008	11450	Sun-Flowers	plant for funeral	-155.03
05/14/2008	11451	The Shopper	notice for professional services	-23.25
05/14/2008	11452	The Union		-53.98
05/14/2008	11453	Tim Halle	monthly services	-870.00
05/14/2008	11454	Twin Valley Times	advertising	-68.42
05/14/2008	11455	Visser Trenching	snow removal	-115.00
05/14/2008	11456	Wambach & Hanson	8084	-2,803.51
05/14/2008	11457	Warren J. Seykora	per diem	-976.20
05/14/2008	11460	Joe Spaeth	reimburse expense	-211.61
05/14/2008	11461	Robert E. Wright	mileage	-72.72
05/14/2008	11462	Warren J. Seykora	expense reimburse	-789.93
05/14/2008	11458	Auto-Owners Insurance	Building and content insurance	<u>-826.00</u>
				<b>-61,576.01</b>