

WILD RICE WATERSHED DISTRICT
11 Fifth Avenue East
Ada, MN 56510

SPECIAL MEETING

September 22, 2010
Administrative Interviews, Permits
APPROVED MINUTES

1. A special meeting of the Wild Rice Watershed District was held on Wednesday September 22, 2010, at the office of the District located at 11 Fifth Avenue East, Ada, MN. The purpose of the meeting was for prospective administrative interviews, permits and other issues. The following Managers were in attendance: Raymond Hanson, Mike Christensen, Diane Ista, Greg Holmvik, Duane Erickson, John Austinson and Dean Spaeth. Managers absent: None. In addition the following persons were in attendance: Interim Administrator Mark Aanenson, Assistant Administrator Loretta Johnson, Attorney Elroy Hanson and applicants.

2. Chairman Holmvik called the meeting to order at 8:30 a.m. Chairman Holmvik explained the process that would be used when interviewing the two administrator applicants at 9:00 a.m. and 10:00 a.m. Managers previously had been given a list of questions to choose from. Each Manager was told to choose two questions that they would like from the list and then use the same fourteen questions for both applicants.

3. September 8, 2010, Meeting Minutes. Minutes were reviewed by Managers and the consensus was that editing and changes would be made and the edited minutes would be provided to Managers for approval at the Regular October 13, 2010, meeting.

4. FEMA 2010 Projects Grant. A **motion** was made by Manager Christensen and **seconded** by Manager Austinson to authorize TDR1900 Sub-grant Agreement with FEMA in the amount of \$9,239.30 for categories C through G, permanent work. **Carried**.

5. Community Levees City of Hendrum. Attorney Hanson stated that there is no new information on the City of Hendrum's appeal of the Upper Becker Project. Interim Administrator Mark Aanenson reported that a preconstruction meeting for the City of Hendrum's Levee Project will be held soon and construction will begin within a couple of weeks.

6. Approval of Billing. A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth authorizing payment in the amount of \$405 to All Seasons Contracting, Inc. for repair of a washout near Borup. **Carried**.

7. Administrator Interviews. Brad Oberg, candidate for Watershed District Administrator, met with Managers at 9:00 a.m. Managers asked the following questions of each candidate.

1. Compare and contrast a soil and water conservation district with a watershed district.
2. Explain the relationship between the Red River Water Management Board and the Wild Rice Watershed District.
3. In the WRWD there is a need for significant flood damage reduction, there is also a desire to keep local taxes affordable for the residents of the District, how would you accomplish the goals of flood damage reduction while keeping costs affordable for district residents assuming that a local funds are required to construct projects?

4. What do you think is the most important issue facing the WRWD right now? 5. Explain the difference between a county ditch and a watershed ditch? 6. Are you familiar with Quick Books, explain? 7. Where do the funds come from to maintain the ditch systems? 8. If you are hired as our administrator, you may see the need to change the organization. How would you approach this situation? 9. How do you typically deal with conflict? 10. Talk about a time you had to deal with a co-worker that was hard to get along with. How did you get along with them? 11. Tell about a situation where you were told "No" and you took the initiative to look for a win/win outcome. 12. Tell us how you've worked effectively under pressure. 13. What are the first five things you would do if you get this position? 14. Tell us about two memorable projects...on success and one failure. To what do you attribute the different outcomes? What would you do differently next time?

8. Oberg answered the questions to the best of his ability and also gave some background information, stating that he went to school for engineering and construction. He also asked about the Board's goal, what is the need, is there a job description and what is the compensation package. Chairman Holmvik stated that the compensation package would be discussed with the finance committee and be something that was agreeable to both the applicant and the District. Oberg was thanked for his time and left the meeting at 9:35 a.m.

9. Resolutions to MAWD. Resolutions to be submitted to MAWD were discussed. A **motion** was made by Manager Ista and **seconded** by Manager Christensen to approve the following resolution to be submitted to MAWD regarding Redetermination of Benefits on projects on 103D. **Carried.**

REDETERMINATION OF BENEFITS FOR PROJECTS ESTABLISHED UNDER 103D

Whereas, the redetermination of benefits and damages is a vital part of the fiscal management of the Watershed District Projects.

Whereas, the authority to conduct the redetermination of benefits and damages for projects established under 103D does not currently exist.

NOW, THEREFORE BE IT RESOLVED, that the Minnesota Association of Watershed District seek statutory authority to add an additional section to 103D that allows for Redetermination of Benefits and Damages on watershed district projects established under 103D to be completed using the procedures set forth in 103E.351 (Redetermination of Benefits and Damages).

Manager Erickson also brought up the fact that under current law, Managers are required to be included in the PERA program and pay into the retirement plan. A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth that a resolution be submitted to MAWD that would allow Managers the right to chose whether they wanted to be involved in the PERA retirement plan. **Carried.**

10. Administrator Interviews. Kevin Ruud met with Managers at 10:00 a.m. for the administrative interview. Ruud was asked the same fourteen questions that were given Oberg and answered accordingly. Ruud also gave background information regarding his current work with boards and government agencies and stated that his work history shows that he sticks around for awhile.

He stated that he doesn't usually take long vacations and brought up that fact that he currently uses his vacations days as a Friday off. Ruud stated that he would be required to give his current employer a 30 day notice and even with that stated, would not be able to start prior to November 4, 2010. He stated that he would be waiting to hear and left at 10:35 a.m.

11. Managers Discussion Regarding Administrator. Manager Ista asked if the Board could go back and contact candidates from those who did not return the job applications when given the opportunity. No further discussion was held regarding former applicants. Manager Hanson stated that he felt that Ruud was more qualified for the job than Oberg, to which Chairman Holmvik agreed. A **motion** was made by Manager Raymond Hanson to hire Kevin Ruud pending a background check. The Finance Committee will hold a meeting and review the background information, negotiate a financial package and contract to be offered to Ruud. The Financial Committee's recommendation will be brought back to the full board for approval. Manager Duane Erickson **seconded** the motion. Pending discussion the motion was **carried with a unanimous vote**.

12. Resolutions to MAWD. Manager Erickson brought forth additional resolutions that he would like to be brought to MAWD. A **motion** was made by Manager Erickson and **seconded** by Manager Christensen to approve a resolution to be submitted to MAWD requesting that Watershed Districts request that the State of Minnesota, Federal USFWS and MN DNR faithfully come forth with areas of water retention on property that they own and also that this request be forwarded to our State and Federal legislators. **Carried**.

Manager Erickson **made** a motion that was **seconded** by Manager Hanson to submit a resolution to MAWD requesting that a freeze be put on the RRWMB levy that keeps it at the current revenue equivalent to 2010. Chairman Holmvik called for a role vote. Managers Erickson, Hanson, Austinson and Spaeth voted for the motion. Managers Holmvik, Christensen and Ista voted against. **Carried**.

PERMIT APPLICATIONS

13. A **motion** was made by Manager Christensen and **seconded** by Manager Hanson to approve the following permit applications with staff recommendations. **Carried**.

- Paul Adams, Section 11, Lake Ida Township. Permit Application #9-22-10-1, to install subsurface drain tile, approved with the condition that the landowners in the SW ½ of Section 11 and the SE ¼ Section 10 of Lake Ida Township sign on the permit.
- Paul Adams, Section 14, Lake Ida Township. Permit Application #9-22-10-2, to install subsurface drain tile, approved with the condition that the landowners in the W ½ of the SW ¼ of Section 14, Lake Ida Township sign on the permit.
- Austin Anderson, Section 12, Georgetown Township. Permit Application #9-22-10-4, to extend a 24" culvert to widen the driveway, approved with the condition that the elevation of the culvert does not change.
- Rick Borgen, Section 5, Lee Township. Permit Application #9-22-10-5, to replace a 32" RCP and a 36" CMP with 18" longer culverts and widen the field approaches.
- Michael Chisholm, Section 16, Strand Township. Permit Application #9-22-10-7, to install subsurface drain tile, approved with the condition that the applicant gain approval from the road authority to outlet to the Road RWO and with a recommendation that the applicant get NRCS and SWCD approval prior to installation.

- Steve Kahlbaugh, Section 14, Pembina Township. Permit Application #9-22-10-11, to install subsurface drain tile approved with a recommendation that the applicant get NRCS and SWCD approval prior to installation.
- Steve Kahlbaugh, Section 15, Pembina Township. Permit Application #9-22-10-12, to install subsurface drain tile approved with a recommendation that the applicant get NRCS and SWCD approval prior to installation.
- Steve Kahlbaugh, Section 13, Pembina Township. Permit Application #9-22-10-13, to install subsurface drain tile approved with a recommendation that the applicant get NRCS and SWCD approval prior to installation.
- Steve Kahlbaugh, Section 18, Rosedale Township. Permit Application #9-22-10-14, to install subsurface drain tile approved with a recommendation that the applicant get NRCS and SWCD approval prior to installation.
- Harry Kveno, Section 28, Bear Park Township. Permit Application #9-22-10-15, to install a field approach with an 18" culvert.
- Verdell Olson, Section 7, Sundal Township. Permit Application #9-22-10-17, to install subsurface drain tile.
- Mike Roesch, Section 32, McDonaldsville Township. Permit Application #9-22-10-18, to install a field approach and a culvert. Approved for a 36" or a 48".
- Vig Farms, Section 19, Heier Township. Permit Application #9-22-10-19, to install two water and sediment basins with the condition that the landowner in the N ½ of the NW ¼ of Section of Heier Township sign on the permit.
- Greg Zillmer, Section 13, Hagen Township. Permit Application #9-22-10-22, to install subsurface drain tile approved with the condition that the applicant gain approval from the road authority to outlet to the Road ROW and with a recommendation that the applicant get NRCS and SWCD approval prior to installation.
- Greg Zillmer, Section 18, Ulen Township. Permit Application #9-22-10-24, to install subsurface drain tile approved with the condition that the applicant gain approval from the road authority to outlet to the Road ROW and with a recommendation that the applicant get NRCS and SWCD approval prior to installation.
- Greg Zillmer, Section 11, Hagen Township. Permit Application #9-22-10-25, to install subsurface drain tile approved with the condition that the applicant gain approval from the road authority to outlet to the Road ROW and with a recommendation that the applicant get NRCS and SWCD approval prior to installation.


14. A **motion** was made by Manager Christensen and **seconded** by Manger Hanson to table the following permit applications and notice landowners. **Carried.**

- Austin Anderson, Section 12, Georgetown Township. Permit Application #9-22-10-3, to remove trees and install a temporary berm across the coulee for equipment access. Landowners in the NE ¼ of Section 11 and the SE ¼ of Section 2 of Georgetown Township will be notified.
- Michael Chisholm, Section 10, Strand Township. Permit Application #9-22-10-6, to install subsurface drain tile. Landowners in the NW ¼ of Section 15, Strand Township, will be notified.

- Michael Chisholm, Section 8, Strand Township. Permit Application #9-22-10-8, to install subsurface drain tile. Landowners in the W ½ of the NW ¼ of Section 8 and the E ½ of Section 7 of Wild Rice Township will be notified.
- Jeff Hoff, Section 19, Mary Township. Permit Application #9-22-10-10, to install a 24" culvert and construct a ditch. Additional information from the applicant will be provided to the office.
- Russell Olson, Section 12, Rockwell Township. Permit Application #9-22-10-16, to install two subsurface tiles or a ditch. Landowners in the NW ¼ of Rockwell Township will be notified.
- Scott Visser, Section 2, Wild Rice Township. Permit Application #9-22-10-20, to change a culvert in a driveway from a 15" to an 18". Additional information is needed from applicant.
- Scott Visser, Section 26 Fossum Township. Permit Application #9-22-10-21, to move a ditch. Additional information is needed from applicant.
- Greg Zillmer, Section 7, Ulen Township. Permit Application #9-22-10-23, to install subsurface drain tile. Landowners in the E ½ of Section 12, Hagen Township, will be notified.

15. Derek Hendricks, Section 30, Wild Rice Township. A **motion** was made by Manager Spaeth and **seconded** by Manager Hanson to **deny** Permit Application #9-22-10-9, to remove a block in the NW ¼ of Section 30, Wild Rice Township, and bring runoff west from the E ½ of the section, based on a recommendation from Attorney Hanson's due to a court order. **Carried.**

16. There being no further business to come before the Board of Managers a **motion** was made by Manager Christensen and **seconded** by Manager Hanson to adjourn the meeting. **Carried.**
Chairman Holmvik adjourned the meeting at 12:00 noon.



John Austinson, Secretary