

WILD RICE WATERSHED DISTRICT

11 Fifth Avenue East

Ada, MN 56510

Ph: 218-784-5501

REGULAR MEETING

October 10, 2012

APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on **Wednesday, October 10, 2012**. Managers in attendance included Greg Holmvik, Raymond Hanson, Duane Erickson, Curt Johannsen, Mike Christensen, John Austinson and Dean Spaeth. Absent: None. In addition the following persons were in attendance: Administrator Kevin Ruud, Loretta Johnson, Engineer Jerry Bents, Attorney Hanson and various other interested taxpayers and landowners.
2. Chairman Holmvik called the meeting to order 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the agenda with the addition of Discovery Magazine, Upper Reaches repair bids, Upper Becker and Building Repair. Carried.
4. Approval of Billings. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve the bills as distributed. Carried.
5. Meeting Minutes. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the minutes of the following dates: August 8, 2012, corrected to Paragraph #23 the following, due to the need for clarification of the time extension for the plan update, consensus of Managers was for staff to contact Brian Dwight, BWSR and Jim Ziegler, MPCA, and tell them that we need a written example of the authority under the law or changes that have been made allowing BWSR to authorize the District to postpone the 10 year plan to a later date. August 29, 2012, corrected Paragraph #5 to include seconded by Manager Hanson; September 12, 2012, as distributed. Carried.
6. Financial Report Dated October 30, 2012. The Financial Report dated October 30, 2012, was distributed to the Board of Managers and reviewed. Consensus of Managers was to take the report home and review and act on at the next meeting.
7. Open Microphone. There were no speakers.
8. Upper Becker Dams. Administrator Ruud distributed an estimated cost for either purchasing easements or obtaining the land fee title, if the District decided to move forward with a project at that location by adding traps to the dams to increase storage. Consensus was that if possible purchasing the land fee title might be the best, even with additional cost, due to the fact of owning the land and at a future date if needed to make changes, the district would already own the land and not have to purchase easements again. Managers directed Ruud to contact landowners and see if they would sell.

9. Building Repairs. Administrator Ruud reported that Timber Lake's bid was the same regardless of steel or shingles. Manager Erickson felt the Board should check into the value of the current building and probably sell, rather than putting a large amount of funds into the building. A motion was made by Manager Johannsen and seconded by Manager Hanson to accept the bid from Timber Lake in the amount of 42,150. Carried with Manager Erickson opposed. Attorney Hanson stated that the District should obtain a lien waiver from the Contractor.

10. Lower Becker Dam. Discussion was held whether Managers and/or private individuals should be doing repairs to District projects and ditches. Traditionally the repair request is brought to the office and inspected by proper staff and authorized for a contractor to do the work, if the repair is under a specified amount. Attorney Hanson stated that this provides for insurance coverage, proper work, and having a licensed contractor doing the work and felt it should continue this way.

11. Acquisition Leasing. A motion was made by Manager Spaeth and seconded by Manager Hanson authorizing Administrator Ruud to contact perspective leasers and inform them that the cost will be \$100 plus the amount of taxes which must be paid by January 1 of the year. Carried.

12. Managers Per Diems and Expenses. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of Managers per diems and expenses as distributed. Carried.

PERMIT APPLICATIONS.

13. Norman County Highway Department, Section 1, Lake Ida Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to deny Permit #10-10-12-17 to install a ditch block, due to downstream impacts. Carried.

14. Richard Oberg, Section 35, Pleasant View Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table Permit #10-10-12-18 to install subsurface drain tile until either approval is gained from the drainage authority or an alternate plan is provided. Carried.

15. Dave and Stacie Arends, Section 2, Shelly Twp. A motion was made by Manager Hanson and seconded by Manager Austinson to approve Permit #10-10-12-1 to install subsurface drain tile with the following recommendations and conditions: 1. Recommendation that the applicant contact and coordinate with the NRCS/SWCD/FSA offices to ensure approval/clearance regarding any potential wetland issues (and with the USFW for installation of tile on any parcel that is under easement from the USFWS). 2. Recommendation that the applicant obtain approval from the necessary road authorities (Township, county, state,...) for any work in the road R/W and the drainage authorities (county) for outlets into legal ditches not under the WRWD jurisdiction. 3. Approved with the condition that the applicant is responsible for adequate erosion control measures at the outlet of the tile system. This should include the installation of riprap or other protection measures at pump outlets. It will remain the responsibility of the applicant to maintain this protection as long as the tile is in place and operating. 4. Approved with the condition that all gravity outlets be installed above (however not more than 2-feet above) the elevation of the original design gradeline of the receiving ditch or channel. 5. Pumped Outlets Only – Approved with the condition that the pump (s) not be operated during freezing conditions and during times of downstream flooding and that pumps and associated pipes will not be installed above ground and will not block vehicle traffic on the ROW of ditch systems. Also all disturbed areas in the ditch ROW's will be restored and reseeded to preexisting conditions. Carried.

16. Joseph Chisholm, Section 12, Green Meadow Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to deny Permit #10-12-12-6 to install a ditch crossing and a 24" pipe. Due to the fact that the pipe is already in place, the applicant must also remove the pipe. Carried.

17. Habedank Farms, Section 7, Wild Rice Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #10-10-12-11 to construct a new ditch. Carried.

COMPLAINTS

18. Jerome Thompson Complaint, Section 12, Lake Ida Twp. A motion was made by Manager Hanson and seconded by Manager Erickson that a complaint filed by Jerome Thompson alleging that the berm constructed by Habedank Farms in Section 12 of Lake Ida is not a violation of watershed district rules, and denies the complaint. The Board found that there was insignificant information available to find a violation of the WRWD rules. Motion passed with Managers Hanson, Erickson, Spaeth and Austinson voting for the motion and Managers Christensen, Johannsen and Holmvik voting against the motion. Motion carried.

19. Stewart Klask/Leon Johnson Complaint, Section 21, Green Meadow Twp. A motion was made by Manager Hanson and seconded by Manager Austinson to do a site visit near June 1, 2013, to determine if the restoration ordered by the Watershed District in Section 21, of Green Meadow Twp., was completed by John Brandt. This will be reported by the Board for any further action. Carried.

20. Gerald Chisholm, Section 12, Green Meadow Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve Gerald Chisholm's complaint against Joe Chisholm for installation of a culvert in Sec. 12, Green Meadow Twp. Notice will also be send to Joe Chisholm informing him of this action and that he must remove the culvert and restore the site. Carried.

PERMIT APPLICATIONS

21. Bob Brandt, Section 10, McDonaldsville Twp. A motion was made by Manager Austinson and seconded by Manager Hanson to approve Permit #10-10-12-5 to install an erosion control, grade stabilization structure. Carried.

22. Norman French, Section 18, Shelly Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #10-10-12-10 to install an erosion control structure. Carried.

23. A motion was made by Manager Austinson and seconded by Manager Hanson to table the following permit applications. Carried.

- B & G Farms, Section 18, Marsh Creek Twp. Install subsurface drain tile.
- Charles Borgen, Jr. Section 3. Georgetown Twp. Install subsurface drain tile.
- Bob Brandt, Sections 23, 24, 26, McDonaldsville Twp. Install subsurface drain tile.
- Bryan Klabunde, Sections 2, Popple Grove Twp. and Sections 34, 35 Pembina Twp. Install subsurface drain tile.
- Adam Stalboerger, Section 12, Popple Grove Twp. Install a culvert under Hwy #59 for subsurface tile drainage system.
- Ryan Zimmerman, Section 11, Georgetown Twp. Install subsurface drain tile.

24. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the following permit applications with conditions as shown. Carried.

- Clement Erickson, Section 29, Lake Ida Twp. Permit #10-10-12-8 to install subsurface drain tile with the following recommendations and conditions: 1. Recommendation that the applicant contact and coordinate with the NRCS/SWCD/FSA offices to ensure approval/clearance regarding any potential wetland issues (and with the USFW for installation of tile on any parcel that is under easement from the USFWS). 2. Recommendation that the applicant obtain approval from the necessary road authorities (Township, county, state,...) for any work in the road R/W and the drainage authorities (county) for outlets into legal ditches not under the WRWD jurisdiction. 3. Approved with the condition that the applicant is responsible for adequate erosion control measures at the outlet of the tile system. This should include the installation of riprap or other protection measures at pump outlets. It will remain the responsibility of the applicant to maintain this protection as long as the tile is in place and operating. 4. Approved with the condition that all gravity outlets be installed above (however not more than 2-feet above) the elevation of the original design gradeline of the receiving ditch or channel. 5. Pumped Outlets Only – Approved with the condition that the pump (s) not be operated during freezing conditions and during times of downstream flooding and that pumps and associated pipes will not be installed above ground and will not block vehicle traffic on the ROW of ditch systems. Also all disturbed areas in the ditch ROW's will be restored and reseeded to preexisting conditions.
- Allen Haaland, Section 30, Strand Twp. Permit #10-10-12-12 to install two field crossings with 24" pipes.
- Vernon Holland, Section 20, Wild Rice Twp. Permit #10-10-12-13 to remove a field crossing and a 24" pipe, widen a field crossing and 24" pipe.
- Curt Jacobson, Section 14, McDonaldsville Twp. Permit #10-10-12-14 to extend an 18" culvert through a field approach.
- Doug Kettner, Section 10, Pembina Twp. Permit #10-10-12-15 to install a water and sediment basin.
- Red River Coop, Section 17, Felton Twp. Permit #10-10-12-19 to bore a high voltage power line under Clay County Ditch #45 with the condition that the powerline is installed a minimum of 30" below any ditch channel bottom and the applicant is responsible for adequate erosion control measures during construction.
- Red River Coop, Sections 8, 9, Felton Twp. Permit #10-10-12-20 to bore a high voltage power line under J.D. #56 in two locations with the condition that the powerlines are installed a minimum of 30" below the ditch channel bottom and the applicant is responsible for adequate erosion control measures during construction.
- Loyal Sakrismo, Section 36, Home Lake Twp. Permit #10-10-12-21 to install a driveway with an 18" culvert.
- Gene Thompson, Section 36, Home Lake Twp. Permit #10-10-12-23 to extend an 18" culvert through a field approach eleven feet on each end.

25. Dahl Farms, Section 22, Bejou Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #10-10-12-7 to install subsurface drain tile with the conditions illustrated in Paragraph #15. Applicant will be notified that a permit is required prior to the work being done, which was not the case in this instance. Carried.

26. US Fish & Wildlife, Sections 29, 31, 32. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #10-10-12-24 to restore 14 wetlands with the condition that new wetland areas are not developed within 200 feet of the property line without the written approval of the adjacent landowner. Carried.

27. US Fish & Wildlife, Sections 23, 26 Heier Twp. A motion was made by Manager Christensen and seconded by Manager Hanson to approve Permit #10-10-12-25 to restore 20 wetlands with the condition that new wetland areas are not developed within 200 feet of the property line without the written approval of the adjacent landowner. Carried.

28. Manager Erickson left the meeting at 11:00 a.m.

29. Community Flood Control Levees. Engineer Bents updated the Managers on the status of the three community levees, Hendrum, Perley and Shelly and specifically talked about the proposed road raises in Hendrum and Perley. Bents presented the proposed Engineer's Report for the Community of Shelly. A motion was made by Manager Hanson and seconded by Manager Johannsen to accept the Viewers Report as presented and that the Managers act as their own viewers. Carried.

30. Norman County Ditch #1 Repair. A motion was made by Manager Johannsen and seconded by Manager Hanson authorizing Pay Request to Zavoral Construction for the FEMA portion of the repair in the amount of \$78,561.20 and the non FEMA portion of the repair in the amount of \$27,189. Carried.


31. Upper Reaches Repair Project. A motion was made by Manager Hanson and seconded by Manager Christensen approving the plans and specifications and advertisement of bids on a maintenance request north of the Billy Lee Bridge. Carried.

32. Discover Magazine Advertisement. A motion was made by Manager Johannsen and seconded by Manager Holmvik to place an ad in the local Discover Magazine in the amount of \$99. Managers Holmvik and Johannsen voted for and the balance of the Managers against. Motion failed for lack of a majority.

33. Meetings/Conferences/Seminars. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve staff and Managers attendance at the MAWD Annual Meeting and Trade Show November 29-Dec. 1 and the Red River Basin Commission Annual Conference, Jan 22-24. Carried.

34. Guidelines for Redetermination of Benefits. Consensus of Managers was for Administrator Ruud to contact the Buffalo Red River Watershed District to obtain information on how they worked with their redeterminations.

35. There being no further business to come before the Board of Managers a motion was made by Manager Austinson and seconded by Manager Hanson to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 12:30 p.m.


John Austinson, Secretary

Date	Num	Name	Memo	Amount
Sep 13 - Oct 10, 12				
09/24/2012	14242	MPCA	mpca permit Proj #9	400.00
10/10/2012	14211	Ada City	Utilities	259 15
10/10/2012	14212	AmeriPride	Office Maintenance	70.37
10/10/2012	14243	Arvig	Utilities	72.52
10/10/2012	14244	AT&T	utilities	102 90
10/10/2012	14245	Braun Intertec Corporation	Construction Costs	8,632 55
10/10/2012	14246	Cardmember Service	Envelopes for Office	519 90
10/10/2012	14247	Docu Shred Inc	Office Supplies	118 06
10/10/2012	14248	EcoLab	Office Maintenance Pest Control	69 47
10/10/2012	14249	Gordon Construction	Construction	7,664.00
10/10/2012	14250	Houston Engineering, Inc	Engineering Fees	48,600.58
10/10/2012	14251	James Wagner, Sr	Beaver Control Proj #30 & #9	1,532.52
10/10/2012	14252	Jon Peterson	Maintenance J D 53 Main	250.00
10/10/2012	14253	Jon Schauier	Technical Assistance	1,158.33
10/10/2012	14254	Kris Versdahl	Technical Support	120.00
10/10/2012	14255	Loretel Systems	Utilities	284.44
10/10/2012	14256	MARCO, Inc	Office Equipment	674 46
10/10/2012	14257	McCollum Hardware, Inc	Office Supplies	17.08
10/10/2012	14258	Morris Electronics, Inc.	Technical Support	52.50
10/10/2012	14259	Norman County Index-Ada	Office Supplies	109 33
10/10/2012	14260	Norman County Recorder	Recording Fees	46.00
10/10/2012	14479	Northwest Beverage, Inc	Office Supplies	6 25
10/10/2012	14533	Office Supplies Plus	Office Supplies	72 19
10/10/2012	14498	Ralph's Food Pride	Office Supplies	26 95
10/10/2012	14499	RRWMB	1/2 Cost Share Payment	65,421.61
10/10/2012	14500	Renae Kappes	Office Maintenance	120.00
10/10/2012	14501	Tony Sip	Mowing	11,007.50
10/10/2012	14502	Wambach & Hanson	Legal Counsel	830 00
10/10/2012	14503	Zavoral & Sons	Pay Requests for Construction	105,751 15
10/10/2012	14498	Kevin Erickson	Mowing and Trimming	97 50
10/10/2012	14535	Dean P Spaeth	Managers per diems & exp	106.28
10/10/2012	14536	Duane L Erickson	Managers per diems & exp	99 37
10/10/2012	14537	Gregory R Holmvik	Managers per diems & exp	127 37
10/10/2012	14538	John D Austinson	Managers per diems & exp	205.90
10/10/2012	14539	Michael K Christensen	Managers per diems & exp	139 19
10/10/2012	14540	Raymond M Hanson	Managers per diems & exp	90 74
10/10/2012	14534	Curt Johannsen	Managers per diems & exp	183.77
Sep 13 - Oct 10, 12		Mgrs/Staff payroll, withholding		<u>17,384 59</u>
		Total		272,424.52