

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

**REGULAR MEETING**  
**December 9, 2009**  
**APPROVED MINUTES**

1. The **regular** meeting of the Wild Rice Watershed District Board of Managers was held on **Wednesday, December 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 and other interested landowners.
2. Chairman Christensen called the meeting to order at 8:35 a.m.
3. **Agenda Approval**. A **motion** was made by Manager D Spaeth and **seconded** by Manager Erickson to approve the agenda with the addition of Moccasin Creek, Mahnomen West Side Drainage, Project Team and John Beckwith discussion. **Carried**.
4. **Vik Lawsuit**. Attorney Hanson reported that in communications from Kristey Albrecht, Attorney for the lawsuit with Vik. Albrecht stated that Paul Haik, Attorney for Vik has rejected the proposed settlement by the District.
5. **State Audit**. Manager Holmvik reported that he had been in contact with the State Auditors who discussed the possibility of doing both the 2008 and 2009 audit for the District. They felt that they could reduce the costs by completing one right after the other. A **motion** was made by Manager Ista and **seconded** by Manager Erickson authorizing staff to notify the Bob Johnson, at the State Auditor's office notifying him of this decision. **Carried**.
6. **Avery Brothers, Inc. Farmstead Ring Dikes**. Attorney Hanson reported that Attorney Kaler, representing Fargo Parts contacted him with a prelean notice regarding a payment owed Fargo Parts by Avery Brothers on the farmstead ring dikes. A **motion** was made by Manager Holmvik and **seconded** by Manager Erickson to approve the following ring dike payments but place a hold on any payment to Avery Brothers at this time. **Carried**. Custom Earth, Pay Request #1 in the amount of \$26,351.55 for the Dave Scherfenberg Ring Dike; Pay Request #2 in the amount of \$351 for the Donald Pingree Ring Dike; Zeigler Construction Pay Request #3 in the amount of \$2,511 for the Ruth Steen Ring Dike; Pay Request #1 in the amount of \$16,096.50 for the Rick Prussia Ring Dike and Pay Request #2 in the amount of \$2,837.70 for the Jeff Hoff Ring Dike; Avery Brothers, Inc. Pay Request #2 in the amount of \$1,364.22; Pay Request #2 in the amount of \$978.08 for the Collin Hendrickson Ring Dike.

7. Project #42 Upper Becker. Engineer Bents reviewed the current status of the project and discussed some of the concerns brought up by landowners at the November 30, 2009, landowner meeting in Ogema. Manager Ista stated that she would like the District to address the issues listed by Tom Bergren at the meeting. Discussion was also held regarding landowners illustrated in the charging area who wanted their property removed. Manager Holmvik stated that this is not a project based on benefiting area but rather based on runoff. Landowners are paying to drain the water off their property. Manager Erickson brought up opening the whole Watershed District to pay for the project which would spread the cost to a minimum.

#### **PERMIT APPLICATIONS**

8. MNDOT, Section 19, Shelly Township. A **motion** was made by Manager Ista and **seconded** by Manager D Spaeth to table Permit Application #12-9-09-1 of MNDOT to replace an existing bridge over the Marsh River in Section 19 Shelly Township and notice affected landowners and cities.

**Carried.**

9. Violations/Complaints. Joe Chisholm and Corey and Floyd Hanson met with Managers to discuss a complaint submitted by Corey and Floyd Hanson against Joe Chisholm for illegal ditching on the Hanson property in the West half of Section 2 of Green Meadow Township. Jonathon Chisholm did not apply for a permit to do the work from the Watershed District prior to doing the work, nor did he have permission to go on the Hanson property. A permit application was submitted after the fact by Joe Chisholm.

10. Jonathan Chisholm, Section 2, Green Meadow Township. A **motion** was made by Manager D Spaeth and **seconded** by Manager J Spaeth to deny Permit Application #12-9-09-2 of Joe Chisholm to deepen and widen an existing ditch in Section 2 of Green Meadow Township because it does not include any provision for erosion control on the north end. **Carried.**

Regarding the violation a **motion** was made by Manager Ista that regarding the cut through the block on the quarter line the District does not have enough information to prove that it is a violation but on the illegal ditching a restoration plan must be in the District office by March 1, 2010. **Seconded** by Manager Austinson. **Carried.**

11. Meeting Notice Changes. A **motion** was made by Manager Austinson and **seconded** by Manager D Spaeth to change Article IV of the Bylaws from five (5) days to three (3) days notice for special meetings. **Carried.**

#### **PERMIT APPLICATIONS**

12. Jonathon Chisholm, Section 15, Sundal Township. A **motion** was made by Manager Austinson and **seconded** by Manager Holmvik to table Permit Application #12-9-09-3 of Jonathon Chisholm to deepen an existing ditch in Section 15 of Sundal Township, and request Chisholm to provide approval from the NRCS and SWCD for wetland issues. **Carried.**

13. Roger Kurpius, Section 27, Spring Creek Township. A **motion** was made by Manager Ista and **seconded** by Manager D Spaeth to table Permit Application #12-9-09-4 of Roger Kurpius to install subsurface drain tile in Section 27 of Spring Creek Township due to concerns regarding wetland impacts. Permit will be considered once approval for the project by the NRCS and SWCD is provided to the District. **Carried.** Manager Erickson opposed.

14. Water Management District (WMD) Ordinance. A **motion** was made by Manager Ista to approve the following draft ordinance contingent on approval from the Board of Water and Soil Resources (BWSR). Manager Holmvik **seconded** the motion. **Carried**. Attorney Hanson reminded Managers that this ordinance couldn't be adopted until approved by BWSR, however they are voting on what will be presented.

**PROJECT #42 Upper Becker Dam Enhancement Project Water Management District  
Utility Charge Ordinance  
December 9, 2009**

**Chapter 1 General Purpose**

§ 1.01 The Wild Rice Watershed District (District) initiated the Project #42 Upper Becker Dam Enhancement Project (UB Project) pursuant to Minn. Stat. §103D.605. In order to collect revenues and pay the costs of said project, the District amended its Water Management Plan (WMP) to allow the establishment of this Water Management District (WMD) for the area within the UB Project.

§ 1.02 The Managers make the following findings:

(A) That the District has initiated Project #42 as a flood control, stormwater management project, said UB Project being initiated under Minn. Stat. §103D.605.

(B) That a component of Project #42 is the UB Project which encompasses both the South Branch and Lake Bed South areas within the District, with a map delineating said areas being attached hereto as Exhibit "A."

(C) That properties within the UB Project area will use and benefit from the UB Project WMD. These benefits include the control of waters which run off of properties and the protection of properties from the ravages of floodwaters.

(D) That properties within UB Project area will also benefit from a flood control and stormwater utility because it will protect that area, help maintain property values, reduce erosion, and prevent destruction to vital public and private infrastructure.

(E) That the area within UB Project will benefit from provision of a stable source of revenues to provide for investment in flood control and stormwater management and pollution prevention.

§ 1.03 The UB Project will be funded under the system of charges established by this ordinance.

§ 1.04 The amount of charges imposed under this ordinance are limited to the amounts specified in the District's Petition to Amend its WMD dated November 18, 2009 to BWSR and BWSR's order regarding said Petition.

§ 1.05 The length of time this WMD may remain in force is 10 years, excepting, however, a maintenance fund may be established and paid for by the WMD for the maintenance of the UB Project for the useful life of the project, with assessments for such maintenance fund to be based on runoff, subject, however, to no maintenance assessments

being permitted if the maintenance fund exceeds 20% of the original local cost share for said project.

## **Chapter 2 Boundaries of the Water Management District**

§ 2.01 The boundaries of the WMD, as established by the District's Plan, will be the area depicted on the attached Exhibit "A," said area generally referred to as the Lake Bed South/South Branch areas. Said areas will be squared into 40 acre parcels.

## **Chapter 3 Land Classification**

§ 3.01 Charges will be just and equitable, based upon the system of land classification described in this section.

§ 3.02 Rural Agricultural lands are all parcels that are not specifically covered in another section of this chapter, and which are not located within the established city limits of the municipalities listed in the municipal lands section.

§ 3.03 Municipal lands are all lands located within the established city limits of the following municipalities.

1. Ogeina (Becker County)
2. Felton (Clay County)
3. Hitterdal (Clay County)
4. Ulen (Clay County)
5. Borup (Norman County)
6. Halstad (Norman County)
7. Hendrum (Norman County)
8. Perley (Norman County)

## **Chapter 4 Charging Methodology**

§ 4.01 Lands within the WMD will be divided into two classifications, rural and municipal, and charges will be determined as provided below.

### **§ 4.02 Rural/Agricultural Lands.**

(A) The rate structure for Rural/Agricultural Lands will be based on the runoff producing potential as determined under this ordinance. The runoff producing potential will be based on USA Soil Conservation Service (now called the Natural Resources Conservation Service), division of the USDA (USA Department of Agriculture) Curve Number (CN) Method.

(B) SCS Curve Numbers are determined based on the land use and hydrologic soil type. The hydrologic soil type can be either A, B, C, or D, where the infiltration capacity decreases from A to D. For Rural/Agricultural Lands, a composite curve number for each quarter section is computed by taking an area-weighted average of the different curve numbers for the different regions (soil type and land use combinations) within the quarter-section. A map showing the calculated CN value per quarter-section is included in APPENDIX I. The WRWD will review and update the information for collecting charges, periodically, or at the board's discretion.

(C) Based on CN value, the % runoff for each quarter-section was calculated for the 2, 5, 10, 25, 50, and 100-year 24-hr storm events. The average % runoff was then calculated from these based on the probability of each storm event. A map showing the average % runoff per quarter section is included in APPENDIX 2.

(D) The Managers will determine the total annual collection amount.

(E) The cost per each municipality will then be based on the ratio of the calculated average percent runoff that each municipality provides compared to the overall WMD area.

§ 4.03 **Municipal Lands.** Municipal lands are all lands located within the established city limits of the following municipalities:

1. Ogema (Becker County)
2. Felton (Clay County)
3. Hitterdal (Clay County)
4. Ulen (Clay County)
5. Borup (Norman County)
6. Halstad (Norman County)
7. Hendrum (Norman County)
8. Perley (Norman County)

(A) The rate structure for Municipal Lands will be based on the runoff producing potential as determined under this ordinance. The runoff producing potential will be based on USA Soil Conservation Service (now called the Natural Resources Conservation Service), division of the USDA (USA Department of Agriculture) Curve Number (CN) Method.

(B) SCS Curve Numbers are determined based on the land use and hydrologic soil type. A composite curve number for each municipality is computed by taking an area-weighted average of the different curve numbers for the different regions (soil type and land use combinations) within each municipality.

(C) Based on CN value, the % runoff for each municipality was calculated for the 2, 5, 10, 25, 50, and 100-year 24-1u- storm events. The average % runoff was then calculated from these based on the probability of each storm event. A map showing the average % runoff per quarter section is included in APPENDIX 2.

(D) The Managers will determine the total annual collection amount.

(E) The cost per each municipality will then be based on the ratio of the calculated average percent runoff that each municipality provides compared to the overall WMD area.

### **Chapter 5 Appeals Process**

§ 5.01 Initial Determination. The administrator will annually present proposed charges to the Managers for approval at a public meeting. At least 10 days prior to the meeting, persons who have objections to the charges may submit their objections to the charges in writing, and must provide an explanation of the reasons for their objection. After adoption of the charges by the Managers, persons who have provided written objections to their charges, may then utilize the appeals procedure described in this Chapter.

§ 5.02 Initial appeal determination. Upon receipt of the appeal, the Administrator shall review the appeal and any evidence provided by the appellant. In the event that there are no factual disputes regarding the appeal, the administrator shall provide the appellant with his factual findings and recommended disposition of the appeal. The Managers will consider the recommendation of the Administrator at a regularly scheduled meeting within 45 days of the Administrators recommendation, and may take the following actions (A) affirm the recommendation of the Administrator, (B) modify the rates applicable to the appellant in accordance with the applicable charge system, if the Managers determine that the modification is justified, (C) refer the dispute to the appeals panel as provided in this Chapter.

§ 5.03 Appeals Panel. The Managers will appoint one or more citizens to serve as an appeals panel to make recommended appeals determinations. The appeals panel will conduct hearings and make recommended decisions when: (a) the administrator determines that there exists a factual dispute material to resolution of the appeal and refers the appeal to the panel; or (b) when the Managers refer the appeal to the panel.

The appeals panel will set a time and place for the hearing. At the hearing, in addition to any oral presentation, appellant shall state all grounds supporting the appeal in writing, attaching any exhibits, such as photographs, drawings or maps and affidavits that support the claim. Prior to the hearing, the administrator will have the right to require that appellant submit reasonable documentary evidence needed to determine the appeal.

§ 5.04 The burden of proof shall be on the appellant to demonstrate, by clear and convincing evidence, that the initial determination of the managers, from which the appeal is being taken, is erroneous.

§ 5.05 The filing of a notice of appeal shall not stay the imposition, calculation or duty to pay the charge.

§ 5.06 The appeals panel will make its written recommendation on any appeal referred to it within 15 days of the hearing. The managers will then review the findings and recommendation of the appeals panel and may: (a) affirm the recommended findings and decision of the appeals panel; (b) reject the findings and recommendation of the appeals panel, and issue findings and a decision that affirms the original charges; or (c) modify the recommended decision of the appeals panel, and issue findings and decision. Except as specifically authorized by the managers under special circumstances, any objection to the recommended decision by the appeals panel (either by the appellant or the Administrator) must be made in writing and presented in time to be distributed with the agenda packet for the meeting where the managers will decide.

§ 5.07 Appeals from the final decision of the Managers. Appeals from a final decision by the Managers must be made and perfected as provided by law.

15. Project #42 Upper Becker Dam Project. Engineer Bents distributed information on the project schedule and additional Upper Becker Dam drawings that also provided breach analysis. Discussion followed and Managers concurred that a meeting should be held with landowners and township officials to provide this information to them. A motion was made by Manager Ista and seconded by Manager Holmvik authorizing staff to schedule a landowner and township official meeting as soon as possible. Carried.

16. Brian Borgen Complaint, Section 3, Mary Township. Brian Borgen met with Managers to discuss his complaint that the levee in Section 3 of Mary is higher than it should be as a result of repairs completed following the spring flood of 2009. Engineer Bents reported that the repairs were completed in the fall of 2009 and the elevations were verified by engineering and the contractor. Elevations taken December 6, 2009, are at the same elevations as established by survey in 2005. Engineer Bents concluded that after all investigation and elevations were taken there is no violation of District rules.

17. Project #30, Section #21, Anthony Township. Manager Ista reported that there is a repair site in Section #21 of Anthony Township on the road side of the Project. Discussion ensued and consensus of Managers was that typically the ditch side repairs of District projects are the responsibility of the District and road side either the County or township. Staff will notify Mick Alm, Norman County Engineer, via correspondence that the Board feels it is the responsibility of Norman County to repair the road side.

18. COE WRRFS – Nan Bischoff. Nan Bischoff joined the meeting via teleconference. Terminating the study was discussed with Bischoff and the Board of Managers. Bischoff stated that the District did receive a \$50,000 grant from the DNR to be applied to the COE WRRFS for the terrestrial study. Those funds could be returned to the DNR however there are enough funds to completed the terrestrial study. Manager Ista stated that she did not want to terminate the study and would prefer to find storage sites upstream. Bischoff stated that onstream storage is on a pat of the ecosystem restoration, the restoration includes setback levees and creating less constriction on the channel. Flowage easements would also be included. Ista stated that landowners downstream have consistently stated that they do not want flowage easements until storage is obtained upstream. Engineer Bents commented that if the board does not want to construct the setback levee project, they may want to consider stopping the study. A **motion** was made by Manager Ista to begin an orderly termination of the Wild Rice River COE Feasibility Study. Manager Holmvik **seconded** the motion. **Carried.**

19. Approval of Bills. A **motion** was made by Manager Ista and **seconded** by Manager Austinson to approve the bills as distributed along with Managers Per Diems and expenses. **Carried.**

20. Upper Becker Funding. Discussion was held regarding funding options for the Upper Becker Project. Consensus of the Managers was to talk to Legislative leaders. A **motion** was made by Manager Ista and **seconded** by Manager Austinson to try to meet with Congressman Langseth and request additional assistance with funding on Project #42. **Carried.**

21. A **motion** was made by Manager Erickson and **seconded** by Manager Holmvik to recess the meeting until 8:30 a.m. on Thursday, December 10, 2009. **Carried.**

## REGULAR RECONVENED MEETING DECEMBER 10, 2009

22. The regular meeting of the Wild Rice Watershed District was reconvened at 8:50 a.m. on **Thursday December 10, 2009**, at the office of the Wild Rice Watershed District in Ada, MN. The following members were in attendance: Greg Holmvik, Diane Ista, Mike Christensen, Joe Spaeth, Dean Spaeth, John Austinson and Duane Erickson. Also in attendance were Interim Administrator Loretta Johnson, Kari Kujava, Administrative Assistant and Steve Odegaard.

23. Approval of Billings. A **motion** was made Manager Ista and **seconded** by Manager Holmvik to approve an invoice from Clay County Road and Bridge Department for a bridge repair over Clay County Ditch # 6 in the amount of \$800. **Carried**. A **motion** was made by Manager Holmvik and **seconded** by Manager D Spaeth to approve the real estate taxes in the amount of \$1,633.71 for land owned by the District. **Carried**. A **motion** was made by Manager Austinson and seconded by Manager J Spaeth to approve Pay Request #1 to Gordon Construction in the amount of \$53,311.50 for 2009 FEMA repairs. **Carried**.

24. Administrator Interviews. Steve Odegaard, applicant for the position of Administrator interviewed with the Managers. The same list of questions was used as on all of the previous applicants' interviews. Odegaard talked about his history of years with the U.S. Army Corps of Engineers working hands on operating flood control dams and dealing with the public, rules and regulations. He felt that his career with the U.S. COE, and dealings with landowners on the reservoir would be good experience to bring to the Watershed District as Administrator. Upon completion of the interview Odegaard left the meeting. Managers continued to discuss the applicants for a considerable amount of time.

25. Clay County Rural Acquisition Request for Funding. Kelly Kukowski, and family and Tim Magnusson, Clay County met with Managers to request funding assistance in the amount of approximately \$20,000 or 12.5% of the total amount in the acquisition of her rural home as a result of the flood of 2009. Kukowski was flooded in the spring of 2009 and is in the HSEM program; however the federal government pays 75% and the state 12.5% of the total amount. After considerable discussion, it was the consensus of Managers that due to the financial condition of the Red River Construction Account they did not feel comfortable funding this program. A **motion** was made by Manager Ista and **seconded** by Manager Austinson to request assistance from the Red River Watershed Management Board. **Carried**.

26. Norman/Mahnomen County FEMA Flood Insurance Study (FIS). Kevin Rude, Norman County Environmental Services, met with Managers to discuss the Flood Insurance Study that is funded by FEMA for Norman County and parts of Mahnomen County. Attorney Hanson drew up a contract with Norman and Mahnomen Counties to work with both counties and Rude. A **motion** was made by Manager Holmvik and **seconded** by Manager D Spaeth to approve the agreement as prepared by Attorney Hanson. **Carried**.

27. SWCD Small Project Request for Funding. A **motion** was made by Manager Austinson and **seconded** by Manager Erickson to approve the request for funding for small projects for the Billy Stalboerger in the amount of \$3,000. **Carried**.



28. Project #30 FEMA Repair. Engineer Bents stated that the amount that FEMA approved for the repair on Project #30 is \$171,400. Bents stated that to rebuild the repair site to good condition would cost far more, but with this amount approved, Bents requested direction from the Board of Managers. A **motion** was made by Manager D Spaeth and **seconded** by Manager Holmvik to try to appeal to FEMA, if that fails, move forward with the repair as approved by FEMA. **Carried**.

29. Hendrum and Perley 2009 Community Levee Improvements. Engineer Bents provided an update on the status of the Community Levee Improvements. Bents stated that Hendrum and Perley are proceeding well, and Shelly and Felton are still in the decision phase.

30. Mahnomen West Side Drainage Project. Engineer Bents reported that the City of Mahnomen and Mahnomen County are in the process of deciding who should be owner of the project upon completion and responsible for maintenance. Bents stated that there will be a Mahnomen County Board meeting and it would be a good idea for Managers Spaeths to be in attendance.

31. Moccasin Creek. Engineer Bents stated that the District is waiting for a response from the DNR regarding a request by the District for a change in the Operation Plan for Moccasin to include summer floods. Manager Erickson stated that Aide to Collin Peterson, Wally Sparbe, wanted an update on the status of the project.

32. Project #30 Repair, Section 21, Anthony Township. Managers discussed the damages to the road in Section 21, Anthony Township, along Norman County Road #147. Engineer Bents stated that the District currently is working with FEMA on repair of the ditch side, and historically the road side is the responsibility of the ditch authority, in this case, Norman County Highway Department. A **motion** was made by Manager Ista and **seconded** by Manager D Spaeth to notify Norman County Engineer Mick Alm by written correspondence of this decision by the Board. **Carried**.

33. Financial Report Dated November 30, 2009. Accountant Marcussen presented the Financial Report dated November 30, 2009. A **motion** was made by Manager Ista and **seconded** by Manager Austinson to approve the report as presented. **Carried**.

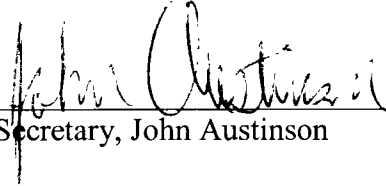
34. NRCS Study on South Branch. A **motion** was made by Manager Austinson and **seconded** by Manager Erickson to authorize discussions with John Beckwith and provide them any information that he needs. **Carried**.

35. Project #42 Upper Becker Flood Control Project. A **motion** was made by Manager Austinson and **seconded** by Manager Ista authorizing a landowner meeting with Riceville Township, Spring Creek Township and landowners to discuss the issues brought forth by Tom Bergren. **Carried**.

36. Authorization for Landowner Meeting/Sharon Wright. A **motion** was made by Manager Ista and **seconded** by Manager Holmvik authorizing a landowner meeting discuss negotiations with Sharon Wright. **Carried**.

37. Personnel Committee Meeting. Discussion was held regarding the personnel committee meeting with Steve Odegaard to discuss options for employment and negotiate a contract for Administrator. Joe Opposes, see if there is a motion.

38. There being no further business to come before the Board of Managers a **motion** was made by Manager Holmvik and **seconded** by Manager J Spaeth to adjourn the meeting. **Carried**. Chairman Christensen adjourned the meeting at 2:35 p.m.

  
Secretary, John Austinson

Date	Num	Name	Memo	Amount
<b>Nov 19 - Dec 10, 09</b>				
11/23/2009	DD	Alltel	cell bill	-178.98
12/09/2009	12558	All Seasons	construction	-13,062.50
12/09/2009	12559	AmeriPride	Rug Cleaning	-62.75
12/09/2009	12560	ARC Lanes	mngtr lunches	-32.01
12/09/2009	12561	Avery Brothers Dirtworks	Ring dikes	-2,342.30
12/09/2009	12562	Braun Intertec Corporation	Hendrum/Perley Grant Repairs	-38,969.00
12/09/2009	12563	Cardmember Service	November Office exp	-761.14
12/09/2009	12564	City of Ada	Dec Billing	-250.95
12/09/2009	12565	Clay County Auditor Treasurer	RE taxes	-1,633.71
12/09/2009	12566	Clearwater SWCD	Small Projects Costs	-1,960.00
12/09/2009	12567	Custom Earth, Inc	Ring dikes	-26,702.55
12/09/2009	12568	Dean Spaeth	per diem	-375.62
12/09/2009	12569	Diane Ista	per diem	-621.72
12/09/2009	12570	Duane Erickson-Mgr	per diem	-366.99
12/09/2009	12571	Genesys Conferencing	Utilities, Phone Conferencing	-98.56
12/09/2009	12609	Greg Holmvik	per diem	-253.96
12/09/2009	12610	Houston Engineering, Inc.	December Invoices	-54,343.51
12/09/2009	12611	James Wagner, Sr.	Beaver Control	-2,973.60
12/09/2009	12612	Joe Spaeth	per diem	-375.62
12/09/2009	12613	John Austinson	manager per diem	-207.79
12/09/2009	12614	Jon Peterson	Lockhart Project	-200.00
12/09/2009	12615	KJB Repair LLC	Damg Assessments 2009 Home Acq	-3,271.45
12/09/2009	12616	Loretel Systems	Dec Billing	-97.44
12/09/2009	12617	LTP Enterprises, Inc	Scherfenberg Ring Dike	-575.77
12/09/2009	12618	MARCO, Inc.	copy Machine	-598.50
12/09/2009	12619	McCollum Hardware, Inc.	Drain Cleaner	-19.23
12/09/2009	12620	Mike Christensen	per diem	-457.65
12/09/2009	12621	Norman Co Auditor/Treasurer	Beaver Control	-32.00
12/09/2009	12622	Norman County Index-Ada	Office Supplies	-34.42
12/09/2009	12623	North Star Water	water for office	-23.80
12/09/2009	12624	Office Supplies Plus	Dec Statement	-791.62
12/09/2009	12625	Petty Cash	Petty Cash	-100.00
12/09/2009	12626	Ralph's Food Pride	Cleaning Supplies, Managers Lunch	-95.44
12/09/2009	12627	Renae Kappes	Cleaning	-100.00
12/09/2009	12628	RM Hoefs & Associates, Inc.	Final Billing Upper Becker Appraisals	-3,072.80
12/09/2009	12629	Steichen Excavating	Beaver Control	-398.00
12/09/2009	12630	USGS	USGS Geo Survey	-10,000.00
12/09/2009	12631	Wambach & Hanson	December Billings	-3,831.25
12/09/2009	12632	Ziegler Construction	Ring dikes	-21,687.70
12/09/2009	12633	Dean Spaeth	mileage	-196.35
12/09/2009	12634	Diane Ista	reimburse expenses	-288.86
12/09/2009	12635	Duane Erickson-Mgr	mileage	-157.30
12/09/2009	12636	Greg Holmvik	mileage	-45.10
12/09/2009	12637	Joe Spaeth	exp reimbursement	-241.01
12/09/2009	12638	John Austinson	mileage	-83.60
12/09/2009	12639	Mike Christensen	mileage	-343.75
12/09/2009	12640	ARC Lanes	Managers Lunches, 3 days	-134.88
12/09/2009		Payroll/emp ins &	Med exp & Payroll taxes	-7020.16
<b>Total</b>				<b>-199,471.34</b>

# **WILD RICE WATERSHED DISTRICT**

**11 Fifth Avenue East  
Ada, MN 56510  
Ph: 218-784-5501**

## **SPECIAL MEETING December 8, 2009**

### **ADMINISTRATOR INTERVIEWS**

1. A Special Meeting of the Wild Rice Watershed District Board of Managers was held on Tuesday December 8, 2009, at the office of the District located at 11 Fifth Avenue East, Ada, MN. The purpose of the meeting was to hold interviews for Administrator Applicants. The following Managers were in attendance: Joe Spaeth, Dean Spaeth, Mike Christensen, Greg Holmvik, Duane Erickson, John Austinson and Diane Ista. Absent: None. Also in attendance were Interim Administrator Loretta Johnson, Executive Assistant/Project Coordinator Kari Kujava. Chairman Christensen called the meeting to order at 8:15 a.m.

2. Managers used the following questions for all applicants to answer. Answers included information regarding their ability to be administrator. 1. Describe an unpopular decision someone else made that you had to implement. How did you handle the implementation? 2. Describe an example of when you had to convince a team to work on a project that they weren't thrilled about? How did you do it? 3. Give an example of a difficult situation you handled with a co-worker. How did you handle that situation? What was the outcome? 4. Give an example of an occasion when you used logic to solve a problem. 5. How do you raise the bar for yourself and others around you? 6. How do you typically deal with conflict? 7. Tell about a situation where you were told "No" and you took the initiative to look for a win/win outcome. 8. Tell us about a time when you took charge of a situation and made something positive happen. 9. What are the first five things you would do if you get this position? 10. Talk about a time you had to deal with a person or client who was difficult to get along with and tell how you handled the situation. 11. Do you have knowledge of Minnesota drainage laws and the legislative process, and if not, how will you gain this knowledge? 12. What is your perception of the difference between the roles of administrator versus board members? 13. What is your experience in grant writing? How much success have you had in this field? 14. Tell us about a time you had to work to come to a consensus and move forward.

3. Raymond Reading talked about his knowledge of NRCS and CRP rules as a result of his previous employment with USDA and felt that his knowledge of these programs would assist him in being the administrator. As Reading currently has his own business, he was asked if this would interfere with a job at the Watershed District. Reading answered that he would not be involved in private business if he became Administrator.

4. Blair Stoltman talked about his work experience at his current manufacturing position in which he works to coordinate and solve problems between sales, design and manufacturing of a particular product, getting it to the consumer in a timely fashion. Stoltman stated that his knowledge gained in working with employees would provide him with training for the job of Administrator.