

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

REGULAR MEETING
December 11, 2013
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday December 11, 2013. Managers in attendance included: Greg Holmvik, Dean Spaeth, Duane Erickson, John Austinson, Mike Christensen, Curt Johannsen, and Raymond Hanson. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Hanson, Tara Jensen, 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 Hanson and seconded by Manager Christensen to approve the agenda with the addition of the following items made by Administrator Ruud: update regarding the progress of building repairs and opening of consultant bids. Carried.
4. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Austinson to approve payment of billings as presented with the addition of one billing from Wambach and Hanson for abstracts from Norman County Abstract in relating to the Halstad levee project. Carried.
5. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the minutes of the regular November 13, 2013 meeting. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the financial report dated October 31, 2013. Carried.
7. Manager Johannsen arrived at 8:35 pm.
8. Open Microphone. No one spoke at this time.
9. Building repair updates. Administrator Ruud updated the Managers on the ongoing building repair project. Martin Warnsholz with Timberlake Builders has been given a written notice that a deadline of Monday, December 1, 2013, at 12:00 pm was imposed on the project. At such time if the project is not complete, an \$860 retainer currently being held on the project would be forfeited and a different contractor would be sought to finish the work. Set deadline was not acknowledged or met by Warnsholz. Ruud has been in contact with Yost Brothers Construction who was the subcontractor on the project and will receive a bid for completion. It was forecasted that the bid would likely be close to the amount currently retained on the project. Attorney Hanson remarked that since Warnsholz received written notification of a deadline, and set deadline has passed, legally a different contractor could be awarded the remainder of the project. A motion was made by Manager Spaeth and seconded by Manager Hanson to accept a reasonable bid by Yost Brothers Construction for completion of the project. Carried.
10. Norman Polk – Project 5 repairs. Engineer Bents informed the Managers that Gordon Construction was the lowest bid on the project. Approximately one mile of cleaning was able to be completed before freeze up.

Pending spring weather conditions, the project is scheduled to continue prior to spring field work with completion slated for fall 2014. A motion was made by Manager Hanson and seconded by Manager Austinson to approve a partial pay request of \$7,605.00 to Gordon Construction for work currently completed on the project. Carried.

11. Community Flood Control Projects. Engineer Bents updated the Managers on the status of the community projects first in Perley and Hendrum, followed by Halstad. The Perley and Hendrum projects are currently working to reenter into the Army Corps of Engineers non-federal levee program which would provide an annual inspection to identify deficiencies at no additional charge. Currently various efforts are in the works in an attempt to raise the roads in each city. The desired option would raise the roads to a 100 plus three year flood level, bringing them even with the current levee and eliminating the current need for emergency road closures. Manager Johannsen stated that the city of Hendrum has not been notified regarding the road raise project on County Road 25 through Hendrum and asked when the plans began to develop. Manager Hanson asked if an alternative gate closure system would lower the cost of the project. Manager Johannsen remarked that in previous cost comparisons it was not found to be a substantial change to go with other options. Engineer Bents relayed that currently FEMA is uncomfortable with the voids in the flood control projects, therefore a need to raise the roads is present.

Continuing onto the Halstad community flood control project, currently work is being done to recertify the levee which was originally constructed by the Army Corps of Engineers. The process will require improvements being made. If the modifications are classified as minor modifications they would be covered by the Corps since it was originally a federal project. Major modifications would require residents paying a portion of the costs. Attorney Hanson recommended ordering owner incumbeance reports to assist in determining right of ways on the project. Additional funding assistance is being requested from Pat with the DNR and a current deadline for recertification has been imposed by FEMA as November 28, 2014.

Administrator Ruud informed the Managers that a notification was received from Natalie Hilde, Felton City Clerk, stating that upon unanimous vote the City of Felton has decided to withdraw their petition for flood protection assistance, thanking the Watershed for their assistance with the project. Attorney Hanson stated that since the petition has been withdrawn it could be returned to the City at this time.

PERMIT APPLICATIONS

12. Eric Hoven, Section 30, Green Meadow Twp. A motion was made by Manager Hanson and seconded by Manager Austinson to approve Permit #12-11-13-3 to construct two field approaches with 24" culvers and flap gates. Engineer Bents remarked that adjacent land owners were notified, with no concerns being returned. Carried.

13. Longspur Prairie Fund (NRCS), Section 23 and 26, Marsh Creek Twp. A motion was made by Manager Hanson and approved by Manager Johannsen to approve Permit #12-11-13-5 to construct wetland restorations and creations with the conditions new wetland areas are not developed within 200 feet of property lines without the written approval of the adjacent landowner. Manager Spaeth removed himself from the Board table, joining the audience due to landowner concern regarding the project. Carried.

14. Roderick Anderson, Section 4, Wild Rice Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #12-11-13-1 to install a crossing and culver in Project 12 requesting the applicant provide a design showing details regarding pipe sizes, and cross sections of the crossing. Carried.

15. Dahl Brothers, Section 21, Bear Park Twp. A motion was made by Manager Spaeth and seconded by Manager Austinson to table Permit #12-11-13-2 to install subsurface drain tile pending previously requested information from the applicant. Carried.

16. Leon Johnson, Section 23, Pleasant View Twp. A motion was made by Manager Spaeth and seconded by Manager Austinson to table Permit #12-11-13-4 to install a crossing with a 60" pipe or two 48" pipes pending information previously requested from the applicant. Carried.

17. Norman County Highway Department, Section 23, Shelly Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #12-11-13-6 to replace a bridge with a new bridge and regrade the adjacent roadways in order to notice landowners in Section 25, 26, and 27 of Shelly Township and Section 30 of Good Hope Township. Carried.

18. Scott Visser, Section 7, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #12-11-13-7 to install a new centerline culvert pending previously requested information from the applicant. Carried.

19. Clem Erickson/Vernon Holland Complaint Section 30, Wild Rice Twp. At 9:15 am, Engineer Bents provided an overview of the original complaint filed against Derek Hendricks showing satellite imagery and LIDAR mapping of the subject area. Based on the information provided, Bents felt that Hendricks had met the request made by the Board in the June 12, 2013 to remove a 200 foot section of the berm on the property line and remove a curve berm located west of the property line. A motion was made by Manager Hanson and seconded by Manager Erickson to close the current complaint as provided imagery, along with testimony from Hendricks show that the requests had be fulfilled. Carried.

20. Lower Wild Rice Preliminary Storage Evaluation. A motion was made by Manager Hanson and seconded by Manager Johannsen to seek funding from the FDR Work Group under the project acceleration grant. A plan serving as a marketing piece will be developed showing the phases of restoring the channel along the Upper Reaches Project area. Carried.

21. Leasing of Wild Rice Watershed District Land. A motion was made by Manager Hanson and seconded by Manager Spaeth awarding the lease to the highest bidder on all three parcels, Dana Braseth, on a three year lease term. Administrator Ruud provided that four bids were received prior to the printed deadline, with Braseth as the highest bidder on all three pieces at total yearly bid of \$118,100.00 due annually on March 1st. Clarification regarding the terms of the lease were discussed by Board members and Attorney Hanson determining that the conditions of the bid state the lease is valid for three years unless the Board enters into a like-kind exchange involving the property. Attorney Hanson clarified that the only way the parcels could be sold is if the buyer accepted the burden of the existing lease. Carried.

22. RRWMB 2014 State FDR Funding Summaries. Engineer Bents presented one page summaries of the Lower Wild Rice Corridor Restoration and Setback Levees – Phase 1, Goose Prairie WMA Enhancements, Upper Green Meadow Water Management Project, City of Halstad Levee Improvements, and Phase 2 of the Community Levee Improvements in Perley and Hendrum completing grade raises. Each summary included a short description of the project and its location, a list of project benefits, the estimated project cost, and a timeline of completion for funding purposes. Engineer Bents also discussed partnership opportunities in each of the project areas.

23. Consultant Bids. A motion was made by Manager Hanson and seconded by Manager Austinson to accept the lone bid for spraying from Wes Carlsrud, owner of Wes' All Crop Application at the rate of \$150 per hour. Carried.

A motion was made by Manager Hanson and seconded by Manager Erickson to accept the lone three year bid for mowing and maintenance of the Lockhart flood storage project in Section 24, Lockhart Twp from Jon Peterson at a yearly rate of \$250. Carried.

A motion was made by Manager Hanson and seconded by Manager Johannsen to accept the lone three year bid for Wild Rice Watershed ditch mowing from Anthony Sip at a rate of \$85 per hour. Carried.

A motion was made by Manager Johannsen and seconded by Manager Hanson to accept the lone one year bid for legal services from Elroy Hanson, Wambach and Hanson Law Office at the rate of \$165 per hour for attorney services and \$40 per hour for skilled secretary/paralegal services. Actual mileage is billed at the IRS approved rate. Approved with Manager Spaeth abstaining. Carried.

A motion was made by Manager Hanson and seconded by Manager Spaeth to accept the printed 2014 Engineering Services Proposal from Houston Engineering presented to the Board by Engineer Bents. The distributed publication included a detailed fee schedule. Carried.

24. Advisory Board. Administrator Ruud reported that a meeting of the Advisory Board was scheduled to occur on Monday, December 2, at 10:00 am with three members attending, not meeting the required quorum. Ruud stated that seeking members who will participate is necessary. Manager Hanson asked if a separate Advisory Board is required or if having an open microphone at the meeting would suffice. Attorney Hanson stated that an Advisory Board consisting of a minimum of five members required by statute. Upon further discussion it was decided that an advertisement would be placed in local newspapers seeking Advisory Board members, and Chairman Holmvik encouraged Managers to seek and encourage citizens to participate.

25. Business Accounts. A motion was made by Manager Hanson and seconded by Manager Johannsen approving adding Tara Jensen to all necessary accounts payable regarding the Wild Rice Watershed District, replacing Loretta Johnson whom was previously authorized to access financial information regarding Watershed accounts.

26. Staff Benefits Package Review. A motion was made by Manager Hanson and seconded by Manager Christensen approving a 2% increase on the staff benefits package for Kevin Ruud and Kari Kujava, omitting Tara Jensen due to her recent start date. Carried.

27. Computer Updates. Administrator Ruud informed the Managers that the last update on computer systems occurred three years ago and device storage is now nearly maxed out. Ruud will obtain 2 quotes on replacing the current computers and return to the board at a future time. Chairman Holmvik discussed budget monies in capital outlay that would cover expenditures such as this one.

28. Red River Basin Commission. Managers were reminded to sign up with Kari if they wanted to attend.

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

30. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:50 a.m.

John Austinson, Secretary

Date	Num	Name	Memo	Amount
Nov 15 - Dec 11, 13				
11/25/2013	DD	PERA	Benefits	-737.58
11/25/2013	DD	PERA	Benefits	-11.75
12/03/2013	DD	MN Dept of Revenue	November State Payroll Taxes	-920.00
12/03/2013	DD	US Treasury-Payroll	November Federal Payroll Taxes	-3,926.62
12/03/2013	DD	PERA	November PERA	-737.58
12/03/2013	dd	PERA		-11.75
12/11/2013	15080	Ada City	November Utility Bill	-219.44
12/11/2013	15081	AmeriPride	Rugs	-74.12
12/11/2013	15082	Braun Intertec Corporation	Certification	-2,237.00
12/11/2013	15083	Brugen Environmental	Hazardous Material removal - Thody property	-8,200.00
12/11/2013	15084	Frandsen Bank	Credit Card account ending in #1108	-213.74
12/11/2013	15085	Gordon Construction, Inc.		-35,669.35
12/11/2013	15086	Holm Plumbing	Repair toilet	-35.25
12/11/2013	15087	Home Town Aditude	Website Final Payment	-1,590.00
12/11/2013	15088	Houston Engineering, Inc.	General and meetings	-37,120.80
12/11/2013	15089	Jim's Locksmith Service	Rekey main door and office door	-122.83
12/11/2013	15090	Jim Skaurud	Mileage reimbursement	-22.60
12/11/2013	15091	Lunde Blade & Gravel LLC	2 hours cleaning Mahnomen Ditch #3	-300.00
12/11/2013	15092	Mahnomen Pioneer	Land Rental Advertisement	-72.00
12/11/2013	15093	Mahnomen Soil & Water Cons. District	Clean Water Legacy Funds	-18,315.00
12/11/2013	15094	MARCO, Inc.	Copier Lease	-630.36
12/11/2013	15095	Matt Wagner	Beaver Control	-300.00
12/11/2013	15096	McCollum Hardware, Inc.	Office Hardware	-1.12
12/11/2013	15097	Minnesota Energy Resources Corporation	Account 42308890	-6.91
12/11/2013	15098	Morris Electronics, Inc.	Update Server	-670.59
12/11/2013	15099	Norman County Index-Ada	Open Bid Advertising	-345.00
12/11/2013	15100	Office Supplies Plus		-862.41
12/11/2013	15101	Ralph's Food Pride	Office supplies	-24.20
12/11/2013	15102	Red River Basin Commission		-450.00
12/11/2013	15103	Red River Watershed Management Board	November Settlement	257,378.73
12/11/2013	15104	Renae Kappes	Office Cleaning	-120.00
12/11/2013	15105	Steve Bergren Excavating	Removal of Beaver Dam - N of 330th St	-300.00
12/11/2013	15106	Tony Sip	Tree Removal	-3,102.50
12/11/2013	15070	Twin Valley Times	Open Bid Advertising	-52.20
12/11/2013	15079	Wambach & Hanson		-2,428.90
12/11/2013	15071	AT&T	Kevin Cell	-103.38
12/11/2013	15108	Curt Johannsen		-83.22

12/11/2013	15111	Gregory R Holmvik		-522.61
12/11/2013	15113	Michael K Christensen		-329.60
12/11/2013	15114	Raymond M Hanson		-89.60
12/11/2013	15112	John D Austinson		-102.04
12/11/2013	15109	Dean P Spaeth		-105.42
12/11/2013	15110	Duane L Erickson		-316.68
12/11/2013	15115	Wambach & Hanson	Professional Services	-1,800.00
Nov 15 - Dec 11, 13				380,662.88