

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

REGULAR MEETING
July 10, 2013
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday July 10, 2013. Managers in attendance included Greg Holmvik, Mike Christensen, John Austinson, Raymond Hanson, Duane Erickson, Curt Johannsen 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 land rental and request for payments from Timberlake Construction. Carried.
4. Approval of Billings. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve payment of billings as presented and the additional billing invoice of Renae Kappes for \$180. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the minutes of the regular June 12, 2013, meeting with the addition of the following in Paragraph #8: There can be additional costs estimated at \$50,000 as a result of the supplementary work of the COE for modification to the District's Judicial Ditch #51 north of Ada to be used as a part of the City of Ada Levee. These costs would be paid to the COE by the WRWD and reimbursed from the City of Ada, with terms agreed upon at the original hearing. Carried.
6. Financial Report. The Financial Report was presented and discussed. No action taken.
7. Community Flood Control Levee Projects. Engineer Bents stated that staff met with the Community of Felton on Monday evening regarding their previous request for assistance in flood protection. They were updated on the process and agreed to get back to the District by October/November. This would allow time to submit requests for funding to the State.
8. Project #5 Norman Polk. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the request of Key Contracting, Inc. for a time extension until September 1, 2013, for the Norman Polk Outlet Structure Repair. Carried.
9. Olson Agassiz Access Improvements. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Pay Request #1 to Gordon Construction, in the amount of \$24,768 for improvement in the catwalk on Olson Agassiz. Carried.

10. Open Microphone. Chuck Borgen requested that the District authorize helicopter spraying of Norman County Ditch #1. Borgen stated that he contacted the spray service who quoted him \$350 per mile and he estimated 12-13 miles on the ditch system. He would like to see it done every year. Managers felt that this would be treated as a maintenance request which Borgen submitted.

Peter Domogalla requested assistance with some flooding issues on his property. Domogalla was told that this would be addressed under permits.

Eric Zurn stated he felt that the WRWD should not be a land agency and felt that the property owned should be sold. Jerry Bitker concurred with this.

Jerry Bitker raised concerns regarding the added estimated cost of \$50,000 that may be paid to the COE for the supplementary work necessary to the modification of J.D. #51 north of Ada for the levee. Bitker also felt that a bond should have been required by the District from the city to make sure they paid the costs.

David Volkerding also expressed concerns regarding the necessity of paying the \$50,000 and felt the City should have gone through normal channels to do this work.

Jerry Bitker questioned the Board regarding what to do to change the draw down on Olson Agassiz. He was told to contact Blaine Klemek at the MN DNR. Engineer Bents also informed Bitker of the new Operation and Maintenance Agreement with the DNR of which he may not be aware.

Kim Syverson stated that he would prefer the WRWD sell their property and should not be a property owner.

11. District Owned Property. Discussed was the property the District owns in Sections 11 and 12 of Goose Prairie Township, Clay County and Sections 19 and 30 of Spring Creek Township, Becker County. Manager Austinson stated that he felt the board should reconsider their previous decision on not to sell the property. Manager Holmvik stated that whether to sell or not was voted on previously and the decision was made by a 4 to 3 vote to keep the land. He also stated that there are currently two possible projects that this land could be used for a swap, one on the Lower Wild Rice and the other Upper Green Meadow.

- A motion was made by Manager Austinson and seconded by Manager Hanson to sell the District's current property owned as shown above. Managers Austinson, Hanson and Erickson voted for the motion and Managers Spaeth, Christensen, Johannsen and Holmvik against. Motion failed for lack of a majority.
- Administrator Ruud discussed the rental of the property owned by the District in Section 11 and 12 of Goose Prairie Township, Clay County and Sections 19 and 30 of Spring Creek Township, Becker County and stated that the Board may want to decide on when they want to advertise for bidders to rent the property.
- A motion was made by Manager Hanson and seconded by Manager Johannsen to advertise for three years subject to termination by the WRWD without penalty or other damages for the second and/or three years of the contract upon like-kind exchange of the subject property by the WRWD, provided the WRWD shall give written notice of such early termination prior to January 1 of the second and/or third years of the contract, respective, as the case may be. This being the same verbiage as written in the original contract. Carried.
- A motion was made by Manager Spaeth and seconded by Manager Johannsen to require one rental payment of the entire amount on March 1, of each year of the contract. Carried.
- A motion was made by Manager Hanson and seconded by Manager Spaeth to advertise and open bids at the same time frame as under previous bidding and opening. Carried.

12. Minerva Township Assistance Request. Two Minerva Township officials met with Managers to request assistance in the form of a hydraulic analysis in an area of the Township with flooding issues. A motion was made by Manager Christensen and seconded by Manager Hanson to approve the request. Carried.

13. Timberlake Builders Request for Payment. A motion was made by Manager Hanson and seconded by Manager Erickson authorizing payments to Timberlake Builders weekly or biweekly, upon completion of partial work. The entire project of the new roofing of the District building must be within 30 days from the time the City of Ada approves the building permit. Administrator Ruud is to monitor the process and payments. Carried with Managers Holmvik and Spaeth opposed. Attorney Hanson recommended Timberlake sign waivers and that Ruud request a certificate of insurance.

PERMIT APPLICATIONS

14. Peter Domogalla, Section 11, Marsh Creek Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #7-10-13-2 to lower two culverts with the condition that the culvert will not be lower than the downstream 36" culvert through Highway #59, and also that the two pipes closest to Hwy. #39 be removed and replaced with the two 24" pipes. Carried. It was recommended that Domogalla submit two additional permits for the additional items that he requested.

15. Derek Hendricks, Sections 25-30, Wild Rice Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to table Permit #7-10-13-6 to deepen the road ditch, construct a new ditch and install a new culvert and request Hendricks provide written approval from the drainage authority, which is Norman County. Carried.

16. A motion was made by Manager Austinson and seconded by Manager Hanson to approve the following permit applications with conditions as shown. Carried.

- Derek Hendricks, Section 14, Rockwell Twp. Permit #7-10-13-7 to install subsurface drain tile with the following conditions and recommendations: Approved 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.

6. Pump stations or other tile control structures, shall not be placed within the R/W of existing legal ditch systems or within a distance determined as follows (6 times the depth of the ditch (measured from top of spoilbank elevation to bottom of ditch from the field side bottom of the ditch), whichever is greater, unless otherwise approved in writing by the WRWD. For example, if the vertical depth measured from top of spoilbank elevation to bottom of ditch is 8-ft, the pump station shall not be located within 48-ft from the field side bottom of the ditch, or within the existing R/W, whichever is greater.

- Derek Hendricks, Section 11, Rockwell Twp. Permit #7-10-13-8 to install subsurface drain tile with the following conditions and recommendations: Same as shown above in Permit #7.
- Derek Hendricks, Section 12, Rockwell Twp. Permit #7-10-13-9 to install subsurface drain tile with the following conditions and recommendations: Same as shown above in Permit #7.
- Derek Hendricks, Section 12, Lake Ida Twp. Permit #7-10-13-10 to install subsurface drain tile with the following conditions and recommendations: Same as shown above in Permit #7.

17. Derek Hendrickson, Section 30, Wild Rice Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #7-10-13-11 to install subsurface drain tile with water and retention basins and request that the applicant provide design information on the retention basins including contributing watershed to each basin and plan view and cross sections showing berm height and elevations, surface inlet details and locations and sizes of the pool areas. Carried.

18. David Visser, Section 11, Strand Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #7-10-13-28 to replace two 18" centerline culverts with a 24" culvert, replace a 24" centerline culvert with a longer 24" culvert and install a field approach with a 24" culvert with the recommendation that the applicant obtains approval from the NRCS and SWCD office regarding wetland regulatory rules. Carried.

19. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the following permit applications with conditions and recommendations as shown. Carried.

- Doug Chandler, Section 31, Hubbard Twp. Permit #7-10-13-1 to replace a 30" and a 24" culvert with one larger culvert (a 42" or 36") in a field approach.
- Good Hope Twp., Section 8/17. Permit #7-10-13-4 to replace a 24" culvert with a longer culvert with the condition that the culvert is replaced with the same diameter pipe with flap gates and that the outlet is installed above (however not more than 2-ft above) the elevation of the original design gradeline of the receiving ditch and the condition that the ditchbanks and/or levees are restored to the preproject geometry and the condition that the applicant is responsible for adequate erosion control measures at the outlet. This could include the installation of riprap or other protection measures as necessary.
- Harlan Hoff, Section 6, Lockhart Twp. Permit #7-10-13-12 to install flap gates on three culverts on Project #5.

- Skaurud Grain Farms, Section 27, Pembina Twp. Permit #7-10-13-17 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. 6. Pump stations or other tile control structures, shall not be placed within the R/W of existing legal ditch systems or within a distance determined as follows (6 times the depth of the ditch (measured from top of spoilbank elevation to bottom of ditch from the field side bottom of the ditch), whichever is greater, unless otherwise approved in writing by the WRWD. For example, if the vertical depth measured from top of spoilbank elevation to bottom of ditch is 8-ft, the pump station shall not be located within 48-ft from the field side bottom of the ditch, or within the existing R/W, whichever is greater.
- Skaurud Grain Farms, Section 2, Popple Grove Twp. Permit #7-10-13-18 to install subsurface drain tile with the same recommendations and conditions as shown in Permit #17.
- Skaurud Grain Farms, Section 20, Waukon Twp. Permit #7-10-13-19 to install subsurface drain tile with the same recommendations and conditions as shown in Permit #17.
- Skaurud Grain Farms, Section 12, Fossum and 7, Pembina Twp. Permit #710-13-20 to install subsurface drain tile with the same recommendations and conditions as shown in Permit #17.
- Skaurud Grain Farms, Section 7, Pembina Twp. Permit #7-10-13-21 to install subsurface drain tile with the same recommendations and conditions as shown in Permit #17.
- Skaurud Grain Farms, Section 2, Popple Grove Twp. Permit #7-10-13-23 to install subsurface drain tile with the same recommendations and conditions as shown in Permit #17.
- Brian Visser, Section 15, Strand Twp. Permit #7-10-13-27 to install subsurface drain tile with the same recommendations and conditions as shown in Permit #17.

20. Duane Erickson, Section 3, Home Lake Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #7-10-13-3 to fill in ditches and construct a new ditch. Carried with Manager Erickson abstaining from the discussion or voting.

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

- Nathan Grieve, Section 34, Spring Creek Twp. Permit to install a 15" culvert pending field review.
- Luther Jacobson, Section 15, Shelly Twp. Permit to increase a culvert size at two locations from 54" rise CMPAs to a 72" CMP. Notice landowners.
- Jerrold Jirava, Section 25 Pembina Twp. Permit to install subsurface drain tile, notice landowners.
- Richard Oberg, Section 35, Pleasant View Twp. Permit to install a new 30" culvert and install subsurface drain tile. Notice landowners and request information from applicant.

- Skaurud Grain Farms, Section 31, Marsh Creek Twp. Permit to install subsurface drain tile. Request design information from the applicant.
- Bruce Tufte, Section 11, Mary Twp. Permit to install a field crossing with a 24" pipe. Pending field review.
- USFWS, Section 22, Lake Grove Twp. Permit to construct wetland enhancements and break subsurface drain tile. Request locations from applicant.
- David Vilmo, Section 4, Green Meadow Twp. Permit to install subsurface drain tile. Notice landowners.

22. Popple Grove Twp., Sections 32-33 Popple Grove. A motion was made by Manager Hanson and seconded by Manager Johannsen to return Permit #7-10-13-16 to the applicant and indicate that a permit is not required to replace a culvert with the same size culvert at the same location and the same elevation. Carried.

23. Goose Prairie WMA Storage Evaluation. Engineer Bents reported on the proposed Goose Prairie Storage Site, stating that they now need to take it to the Project Team, look at elevations and determine what the PT would support.

24. Lower Wild Rice Preliminary Storage Evaluation (Vik/Tufte). It was reported that a meeting was recently held with landowners, and they continue to move forward at this time.

24. Upper Green Meadow Preliminary Storage Evaluation (Klask). Administrator Ruud reported on a meeting held recently with Township supervisors and County Engineer to consider the proposed storage site. It will now go to the next Project Team meeting.

25. Clearwater County #3. Managers Spaeth and Hanson and Engineer Bents and Administrator Ruud attended a meeting held with personnel from Clearwater County and a few landowners. Consensus of all was that the assessment/benefitting area should be resurrected and moved forward. This item will be added when the levies are discussed for the future year.

26. FEMA Repairs. A motion was made by Manager Christensen and seconded by Manager Austinson authorizing final payment to Gordon Construction in the amount of \$8,273.75 for work on the South Branch Repair. Carried.

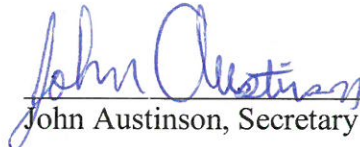
27. Financial Audit 2012. Managers reviewed the audit for 2012 prepared by Judith Moravec, Mathias Justin, LTD. As part of the report, she noted that some of the District financial reports and or payroll reports were either incomplete or difficult to access and reported the need for staff to develop proper reporting practices. Manager Johannsen questioned this part of the Audit. A motion was made by Manager Johannsen and seconded by Manager Erickson to request Ms. Moravec to meet with the Board of Managers at the August meeting or her earliest convenience to discuss the audit. Carried.

28. Website Update. Consensus of Managers was for Administrator Ruud to continue working on a District website update. Any interested Manager was authorized to assist and review.

29. Approval of Managers Per Diems & Exp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Managers' per diems and expenses as distributed. Carried.

30. Wetlands and Drainage Seminar July 31, 2013, Courtyard by Marriott, Moorhead, MN. A motion was made by Manager Austinson and seconded by Manager Hanson authorizing Managers and Staff attendance at the upcoming wetland seminar. Carried.

31. There being no further business to come before the Board of Managers a motion was made by Manager Hanson and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:20 a.m.



John Austinson, Secretary

Date	Num	Name	Memo	Amount
Jun 13 - Jul 10, 13				
06/17/2013	14889	Northwestern Bank	Pay to Loan at NW Bank from Mature CD	285,000.00
06/18/2013		QuickBooks Payroll Service	Created by Payroll Service on 06/17/2013	5,495.81
06/18/2013	DD	PERA	PERA	677.27
07/02/2013		QuickBooks Payroll Service	Created by Payroll Service on 07/01/2013	5,717.53
07/10/2013	14906	Ada City	Utilities	148.88
07/10/2013	14907	AmeriPride	Office Supplies	74.12
07/10/2013	14908	Arvid L Ambuehl	repair and maint to projects	509.91
07/10/2013	14909	Arvig	Utilities	72.52
07/10/2013	14910	Braun Intertec Corporation	Geotech Halstad	3,206.75
07/10/2013	14911	Cardmember Service	Credit Card Pymnt	1,687.19
07/10/2013	14912	Gordon Construction, Inc.	construction	33,041.75
07/10/2013	14913	Grinnell Mutual Payment Center	Insurance	1,968.00
07/10/2013	14914	Houston Engineering, Inc.	Engineering Fees	22,654.33
07/10/2013	14915	Jon Schauer	Technical Support	1,583.33
07/10/2013	14916	MARCO, Inc.	Copier Lease	614.53
07/10/2013	14917	Mathias C. Justin, LTD	Annual Audit yr 2012	8,000.00
07/10/2013	14918	McCollum Hardware, Inc.	Office Supplies	78.40
07/10/2013	14919	Minnesota Energy Resources Corporation	Utilities	76.06
07/10/2013	14920	Norman County Index-Ada	paper, printing	137.65
07/10/2013	14921	Northwest Beverage, Inc.	Office Supplies	222.61
07/10/2013	14922	Ralph's Food Pride	Office Supplies	21.05
07/10/2013	14923	Red River Watershed Management Board	1/2 Cost Share	98,765.48
07/10/2013	14924	Tony Sip	Proj Cleanout debris/mowing	6,757.50
07/10/2013	14925	Wambach & Hanson	legal counsel	165.00
07/10/2013	14926	Wesley Carlsrud	Spray Projects	21,541.90
07/10/2013	14927	Renae Kappes	Cleaning	180.00
07/10/2013	14937	John D Austinson	Mgrs Per Diem & Exp	102.03
07/10/2013	14938	Michael K Christensen	Mgrs Per Diem & Exp	138.29
07/10/2013	14939	Raymond M Hanson	Mgrs Per Diem & Exp	289.92
07/10/2013	14936	Gregory R Holmvik	Mgrs Per Diem & Exp	115.44
07/10/2013	14935	Duane L Erickson	Mgrs Per Diem & Exp	98.47
07/10/2013	14934	Dean P Spaeth	Mgrs Per Diem & Exp	195.41
07/10/2013	14933	Curt Johanssen	Mgrs Per Diem & Exp	101.86
Total as of 7/10/13				<u>499,438.99</u>