

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

**REGULAR MEETING**  
**October 9, 2013**  
**APPROVED MINUTES**

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday October 9, 2013. Managers in attendance included Greg Holmvik, Mike Christensen, Duane Erickson, Curt Johannsen, Raymond Hanson and Dean Spaeth. Absent: John Austinson. 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 Christensen and seconded by Manager Spaeth to approve the agenda with the following additional items: Manager Johannesen added Modified Project Team, Administrator Ruud added MAWD and Red River Basin meeting attendance, Manager Erickson added Audit. Carried.
4. Approval of Billings. A motion was made by Manager Christensen and seconded by Manager Hanson to approve payment of billings as presented with the addition of two billings to Wambach and Hanson and Renae Kappes. Carried.
5. Meeting Minutes. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve the minutes of the regular September 14, 2013, with a change to Paragraph #27, the permit was tabled and additional information regarding Perley and Hendrum in Paragraph #11. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the financial report dated September 30, 2013 as presented. Carried.
7. Open Microphone. Newly hired Ada City Administrator Paul Poczobut introduced himself to the Board and staff, and stated that he is available at any time if someone would like to visit with him.
8. Community Flood Control Projects. Engineer Bents updated the Managers on the status of the community projects stating that the Perley project work of placing the bands on the pipe under the road has been completed by Zavoral and recommended the pay request be taken care of. A motion was made by Manager Johannsen and seconded by Manager Hanson authorizing the Pay Request in the amount of \$29,754.55 to R.J. Zavoral for the Perley Project. Carried. There is some additional seeding to be done on the Perley and Hendrum levees and the Hendrum manhole cover extension on the east side of the city has been ordered. The DNR has agreed to a time extension on the projects until June 2014. Chairman Holmvik asked how many times the contractor, Zavoral, would be expected to continue paying for the reseeding of Hendrum and Perley. Bents stated that Zavoral will be paid for this seeding and any additional required from funds that are still available in the grant. He stated that Administrator Ruud and Bents met with the Halstad city council on Tuesday, October 7, to discuss the Halstad levee certification



project. Bents said that they intend to use the same process with Halstad as was used for Hendrum and Perley, and he will be working on an application to be submitted to the State for cost share funding for the project.

9. Goose Prairie Marsh. Administrator Ruud reported that Don Schulz presented a draft operation for the Goose Prairie Marsh at the Project Team meeting held on September 25, 2013. It is the plan to do a site visit at the next Project Team meeting on October 30, 2013.

## **PERMIT APPLICATIONS**

10. Scott Visser, Section 7 Fossum Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #10-9-13-19 to install a new centerline culvert and request written documentation of approval from the Norman County SWCD and NRCS regarding wetland issues; or permit is approved if the applicant can provide this documentation and if a flap gate is installed on the east side of the permit. Carried.

11. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permit applications with conditions and recommendations as illustrated. Carried.

- Dean Pederson, Section 7, Waukon Twp. Permit #10-9-13-14 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.
- Dean Pederson, Section 17, Waukon Twp. Permit #10-9-13-15 to install subsurface drain tile with the same recommendations and conditions as noted above.
- Dean Pederson, Section 25, Strand Twp. Permit #10-9-13-16 to install subsurface drain tile with the same recommendations and conditions as noted above.
- Dean Pederson, Section 24, Strand Twp. Permit #10-9-13-17 to install subsurface drain tile with the same recommendations and conditions as noted above.

12. John Habedank, Richard Delaney, Sections 32-33 Fossum Twp. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve Permit #10-9-13-7 to install subsurface drain tile with the same recommendations and conditions as shown in Paragraph #11. Carried.



13. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permit applications with the recommendations and conditions as illustrated. Carried.

- Robert Brandt, Section 13, Pleasant View Twp. Permit #10-9-13-1 to install subsurface drain tile with the same recommendations and conditions as illustrated in Paragraph #11.
- Matt McCollum, Section 8, Gregory Twp. Permit #10-9-13-10 to construct a grade stabilization project.
- MN Dot, Section 18, Hendrum Twp. Permit #10-9-13-11 to install a culvert liner in a 48" CMP.
- Jeff Opsahl, Section 18, Home Lake Twp. Permit #10-9-13-13 to widen two field approaches and install longer 18" pipes.
- Dennis Thorson, Section 24, Flom Twp. Permit #10-9-13-18 to install a field approach.

14. Bob Brandt, Section 9, Lake Ida Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table Permit #10-9-13-2 to install subsurface drain tile and notice the SE4SE4, Section 8, or permit is approved with the standard tile conditions if the applicant can provide documentation of approval. Carried.

15. Allard Christenson, Section 2, Pembina Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #10-9-13-3 to install subsurface drain tile with the same conditions and recommendations as illustrated in Paragraph #11. Carried.

16. Dahl Brothers, Section 21, Bear Park Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #10-9-13-4 to install subsurface drain tile and request written documentation of approval from MN DNR, the Norman County SWCD and NRCS regarding wetland issues. Carried.

17. Duane Erickson, Section 17, Spring Creek Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #10-9-13-5 to install subsurface drain tile with the same conditions and recommendations as illustrated in Paragraph #11. Carried with Manager Erickson abstaining.

18. Duane Erickson, Section 6, Walworth Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #10-9-13-6 to install subsurface drain tile with the same conditions and recommendations as illustrated in Paragraph #11 and that no perforated tile is installed within 200 feet of the property line with the USFWS without written approval from the USFWS. Carried with Manager Erickson abstaining.

19. Leon Johnson, Section 23, Pleasant View Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #10-9-13-8 and request that the applicant provide a revised pipe size and supporting hydraulic data. Carried.

20. Oberg Farms, Section 33, Viding Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to approve Permit #10-9-13-12 to install subsurface drain tile with the same recommendations and conditions as illustrated in Paragraph #11. Carried.

21. Clean Water Legacy (CWL) Grants Wild Rice Mainstem Tree Buffers, Norman County SWCD. Representatives from the N.C. SWCD met with Managers to discuss a prospective grant to establish tree



buffers on the Wild Rice River. A motion was made by Manager Hanson and seconded by Manager Erickson authorizing the District to contribute \$5,000 matching funds for the Grant Application. Carried.

22. Minerva Twp. Section 21, Minerva Twp. Administrator Ruud and Engineer Bents discussed the permit Application to install a new 6' x 40' centerline culvert. Bents stated that he doesn't think that the culvert installation will help them and recommended approval of the permit, but stated that he and Ruud are planning on a conference call with Minerva Twp. officials and discuss better options for the culvert installation. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve Permit #10-9-13-9 to install a centerline culvert sized 6' x 40'. Carried.

23. Lower Wild Rice Preliminary Storage Evaluation Vik/Heitman. Administrator Ruud reported that he met with Marijo and Eugene Vik regarding the proposed project. They stated that they would prefer not receiving all of the money at one time.

24. Project Team Modification. Administrator Ruud discussed the possible modification to the Project Team in which two members would be on, i.e. the Green Meadow Storage Site, Ruud recommended Greg Holmvik and one other member. Manager Holmvik asked if Ruud meant to reduce the three members currently on the Project Team down to two. Ruud stated yes. Manager Johannsen opposed this theory and instead felt it was important to have 3 from various parts of the District to balance it out. Also he stated that board members should not only represent their area but the entire district. Administrator Ruud stated that this was not his idea, rather a recommendation from Chuck Fritz. Chairman Holmvik stated that it was his opinion that all three members should stay on the Project Team and stated that other recommendations that Fritz had to move the Project Team along were great.

25. Moccasin Creek. Engineer Bents stated that the action today and the next step is to identify three landowners in the area to become involved in the process. Manager Erickson stated that the landowners did not want to end up with a ditch assessment to pay for the project. Consensus of the Managers was to continue moving forward.

26. Clearwater County Ditch #3. Administrator Ruud reported that he met with officials regarding the ditch. The assessments have been sent out to Clearwater County for collection in the year 2014.

27. Land Rental, Erickson. Manager Erickson brought up the fact that he wanted possible renters the right to open their bids at the table with everyone else, so that when they go home they know everything is above board. Chairman Holmvik stated that is what we did last time. Erickson also wanted to see that everybody has the right to raise their bid. Manager Hanson stated that it was being done the say this year as the previous bid three years ago. Administrator Ruud stated that the property to rent will be advertised in local papers the last week in October, the second and last week in November and bids will be opened the 9<sup>th</sup> of December at 10 a.m.

28. Upper Reaches Bank Stabilization Project. Engineer Bents stated that Spruce Prairie has completed the stabilization project except to determine if the grass comes in the spring. A motion was made by Manager Hanson and seconded by Manager Spaeth authorizing Pay Request to Spruce Prairie in the amount of \$96,423.75. Carried.

29. Rural Acquisition Program. A motion was made by Manager Hanson and seconded by Manager Erickson to accept the proposal of Arends Farms to lease land in the Southeast Quarter of Section 14, Mary Township, in the amount of \$100 per year for a term of ten years. Additionally Arends will also need to pay the taxes. Carried.



30. Red River Watershed Management Board (RRWMB) Detention Plan Update. Engineer Bents distributed the latest expanded detention strategy report and reviewed the information with Managers.

31. Personnel and Hiring Procedures. Administrator Ruud stated that he was looking for clarification on how the Board of Managers wanted staff to proceed and move forward with hiring a new staff member. A motion was made by Manager Hanson and seconded by Manager Johannsen authorizing a hiring committee be established and that they review all the applicants and pare them down to six people. The hiring committee will include staff but only on a suggestion basis, with no voting. Upon being called for the vote, Managers Hanson, Erickson and Johannsen voted for and Managers Spaeth, Christensen and Holmvik against. Motion failed due to lack of a majority. A motion was made by Manager Johansen and seconded by Chairman Holmvik authorizing the establishment of a hiring committee using the 3 personnel committee members and including staff of Administrator Ruud and Kari Kujava as part of the committee. Upon voting Managers Johannsen, Hanson, and Erickson voted for and Managers Spaeth, Christensen, and Holvik against motion failed. Motion failed due to lack of a majority. A motion was made by Manager Hanson and seconded by Manager Christensen to schedule a special board meeting and go through the six qualified applicants. Upon voting, Managers Johannsen, Hanson and Erickson voted for and Managers Holmvik, Christensen and Spaeth voted against. Motion failed due to lack of a majority. A motion was made by Manager Spaeth and seconded by Manager Christensen authorizing Staff Administrator Ruud and Kari Kujava to go through applicants and interviews and bring the final one to the board for authorization for hiring. Upon the vote Managers Spaeth, Christensen, Holmvik and Johannsen voted for and Managers Hanson and Erickson opposed. Motion passed with a majority vote.

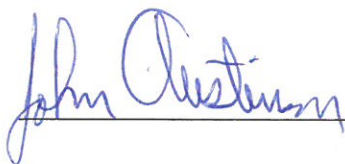
32. Advertise for Consultants. A motion was made by Manager Christensen and seconded by Manager Spaeth authorizing staff to advertise for consultants for yearly legal and engineering and mowing and spraying for a three year term. Carried.

33. Clay County Ditches Sediment Reduction Project. Staff distributed a copy of the 2014 Clay Co. Ditches Sediment Redcution Project Grant which was submitted to the State of MN for Clean Water Funds. The local match would be 1/3 or 33%.

34. 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.

35. Meetings/conferences/Seminars. A motion was made by Manager Johannsen and seconded by Manager Spaeth authorizing staff and Managers attendance at the upcoming MAWD and Red River Basin conferences. Carried.

36. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Spaeth to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:55 a.m.



John Austinson, Secretary

Date	Num	Name	Memo	Amount
<b>Sep 12 - Oct 9, 13</b>				
09/18/2013	14928	Timberlake Builders, Inc.	Building Contractor Payment	14,690.00
09/18/2013	14929	Timberlake Builders, Inc.	Final 10% Contractor Pymt	860.00
09/24/2013	DD	PERA	PERA	1,200.45
09/24/2013	DD	Postalia	Postage Deposit	500.00
09/24/2013	DD	US Treasury-Payroll	Withholding	3,794.36
10/07/2013	DD	MN Dept of Revenue	PAYROLL EXP	866.00
10/07/2013	DD	PERA	PERA	583.68
10/07/2013	DD	US Treasury-Payroll	FED payroll ded	3,732.66
10/09/2013	14980	Northwestern Bank	Principal on Loan Dated 10/10/13	364,487.03
10/09/2013	14998	Northwestern Bank	Interest & Exp to pay off Loan	7,334.91
10/09/2013	15000	Northwestern Bank	Mortgage Satisfaction for Loan Payoff	204.00
10/09/2013	15001	Ada City	Utilities	259.60
10/09/2013	15012	AmeriPride	Rug Cleaning	74.12
10/09/2013	15013	Arvig	Utilities	72.52
10/09/2013	15009	Becker Co. Auditor	Special Assmts Maint.	565.00
10/09/2013	15010	Cardmember Service	Utilities	357.37
10/09/2013	15032	Home Town Aditude	Web Site Downpayment	3,000.00
10/09/2013	15033	Houston Engineering, Inc.	Engineering Fees	38,713.85
10/09/2013	15034	Jet-Way Multiple Serv Inc.	Hendrum-Perley exp	5,471.25
10/09/2013	15029	Mahnomen Pioneer	Ad for Help Wanted	16.00
10/09/2013	15030	MARCO, Inc.	Lease Agreement	630.36
10/09/2013	15031	Marcussen Accounting	Audit Asstnce	120.00
10/09/2013	15026	Matt Wagner	Beaver Control	925.48
10/09/2013	15027	Norman County Index-Ada	Ad for Employment	11.78
10/09/2013	15028	Norman County Recorder	City of Hendrum Recording Easement	46.00
10/09/2013	15023	Northwest Beverage, Inc.	Office Supplies	42.50
10/09/2013	15024	Office Supplies Plus	Office Supplies	122.64
10/09/2013	15025	Ralph's Food Pride	Office Supplies	83.90
10/09/2013	15020	Spruce Valley Corp	Pay Req #1	96,423.75
10/09/2013	15021	The Shopper	Ad for Employment	40.00
10/09/2013	15022	Tony Sip	Mowing Projects	11,220.00
10/09/2013	15017	Twin Valley Times	Ad for clerk/secretary	10.00
10/09/2013	15018	Wesley Carlsrud	Spray Projects	8,427.26
10/09/2013	15019	Zavoral & Sons, Inc.	Pay Req #11 Perley	29,754.75
10/09/2013	15014	Renae Kappes	Cleaning	180.00
10/09/2013	15035	Curt Johannsen	Mgrs per diem & exp	153.52
10/09/2013	15036	Dean P Spaeth	Mgrs per diem & exp	105.42
10/09/2013	15037	Duane L Erickson	Mgrs per diem & exp	196.94
10/09/2013	15038	Gregory R Holmvik	Mgrs per diem & exp	87.73
10/09/2013	15039	Michael K Christensen	Mgrs per diem & exp	185.65
10/09/2013	15040	Raymond M Hanson	Mgrs per diem & exp	158.86
10/09/2013	15041	Jon Schauer	Accounting Consulting	525.00
10/09/2013	15042	Wambach & Hanson	Legal	1,058.90
<b>TOTAL</b>				<b>597,293.24</b>