

WILD RICE WATERSHED DISTRICT

11 Fifth Avenue East

Ada, MN 56510

Ph: 218-784-5501

REGULAR MEETING

September 11, 2013

APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday September 11, 2013. Managers in attendance included Greg Holmvik, Mike Christensen, John Austinson, Duane Erickson, Curt Johannsen, Raymond Hanson 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 Christensen to approve the agenda with the following additional items: Administrator Ruud added the District's bank loan, and Manager Erickson an update on the audit, land rent status and J.D. #51. Carried.
4. Approval of Billings. A motion was made by Manager Johannsen and seconded by Manager Austinson to approve payment of billings as presented. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the minutes of the regular August 14, 2013, as distributed. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the financial report dated August 31, 2013 as presented. Carried.
7. Open Microphone. No one spoke at this time.
8. Northwestern Bank Loan. Administrator Ruud questioned Managers regarding paying off the balance of the loan from Northwestern Bank when an upcoming payment is received from FEMA. A motion was made by Manager Austinson and seconded by Manager Spaeth authorizing the full payment of the District's loan with Northwestern Bank upon receiving payment from FEMA. Carried.
9. WRWD Audit Report. Manager Johannsen reported that he had discussion with the auditor and upon gaining that information, made a motion to accept the 2012 Audit prepared by Mathis C Justin. Manager Erickson seconded the motion. Carried.

10. District Land Rental. The upcoming renewal of the District owned land rental agreement was discussed. Administrator Ruud stated that as stipulated at a previous board meeting, it will be advertised for rent near the end of October and into November with bid opening on the 9th of December. Attorney Hanson recommended that as a courtesy the District should notify the current renter with a notice of termination and that the property will be advertised for bids.

11. Community Flood Control Levee Projects. Engineer Bents reported that the contractor will be doing additional work on the bump in the highway by Perley and additional reseeding has been discussed on Hendrum Levee. Manhole covers will be raised and installed in both communities. Documentation has been provided to the COE for the purpose of obtaining enrollment in the federal levee programs which makes them eligible for funding in emergencies. Recertification work continues for Halstad. The community of Felton will make a decision on the city working on funding for a levee for them.

12. Budget Hearing. Chairman Holmvik called the Budget hearing to order at 9:30 a.m. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following levies to be collected in the year 2014. Carried. (This information is attached at the end of the minutes.)

13. General Budget for 2014. The proposed 2014 Administrative Budget for consideration at the budget hearing in September was distributed for review. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the General Administrative Account at the \$250,000, the same as last year. Carried. Pursuant to Chapter 162, laws of 1976, as amended, and under the direction from the Red River Watershed Management Board, a motion was made by Manager Johannsen and seconded by Manager Christensen to approve the proposed levy of .0004836 times the taxable market value of the property in each county that lies within the District for the Red River Watershed Management Fund, one-half of which remains in the Wild Rice Watershed District for construction and maintenance of projects and one half provided to the Red River Watershed Management Board for projects and programs of common benefit to more than one member district and that the following proposed budget. The motion was made and unanimously approved and Carried.

PROPOSED BUDGET FOR ADMINISTRATIVE ACCOUNT

**September 11, 2013
PROPOSED FOR 2014**

PROPOSED BUDGET	
	2014
Utilities	11,000.00
Advisory Board	1,000.00
Supplies, Publications and Postage	29,000.00
Insurance and Bonds	19,000.00
Engineering	15,000.00
Admin. Salaries	80,000.00
Legal Fees	16,000.00
Accounting Fees	8,500.00
Managers' Per Diem	19,000.00
Managers Expenses	14,000.00
Annual Report/Audits	15,000.00
Organization Dues	2,500.00
Overall Plan (10 Year)	1,500.00
Education Programs	1,000.00
Capital Improvements (10 Year)	12,500.00
Mediation Project Team	5,000.00
	<u>250,000.00</u>

Chairman Holmvik closed the Budget Hearing at 9:15 and reconvened the regular meeting.

14. Goose Prairie Marsh Project. Managers discussed the proposed project, and the consensus was for Administrator Ruud to contact Lance Yohe and make a determination on whether it would be a good idea for a letter of support of the project be submitted to the MN DNR by the Basin Commission.
15. Project Development Tool, Chuck Fritz. Chuck Fritz met with Managers at 9:30 a.m. to discuss the Project Planning Tool and distributed a handout for review. He also discussed being a possible facilitator for the Project Team. Manager Hanson thought this was a PR issue and Johannsen stated he viewed this tool as a resource to be used. Manager Austinson felt that the District should give it a try. A motion was made by Manager Austinson and seconded by Manager Johanson authorizing the Board and staff to move forward with this. Carried with Managers Spaeth and Hanson opposed. Carried.
16. Lower Wild Rice Preliminary Storage/Upper Green Meadow Preliminary Storage. Managers discussed both of the proposed projects, which each have landowners who have come to the District willing to offer their land for a project. A motion was made by Manager Hanson and seconded by Manager Erickson authorizing staff to contact landowners who said they were interested in both projects and determine what their expectations are. Carried.
17. Clearwater County Ditch #3. Staff reported that Clearwater County provided information to the District on the assessed area of the project and staff will provide the necessary information to Clearwater County for the upcoming year's tax rolls.
18. Building Repair Update. Administrator Ruud reported that the contractors are currently working on the building repairs, and it is going well. Ruud stated that upon completion he would like to place a new Watershed District sign on the building.

PERMIT APPLICATIONS

19. Rick Oberg, Section 35, Pleasant View Twp. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve Permit #9-11-13-15 to install subsurface drain tile with the following recommendations and conditions: Carried. Oberg must fill ditch bottom near the culvert installation at the Gunnerson property to reduce standing water and the following standard tile 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.

20. Chad Oberg Section 14, Lee Twp. A motion was made by Manager Austinson and seconded by Manager Hanson to approve Permit #9-11-13-14 to install subsurface drain tile with the following recommendations and conditions as Paragraph #19. Carried.

21. Clay County Highway Dept., Sections 5-6 Felton Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #9-11-13-4 to replace an existing bridge with a 14' x 4' box culvert with the amendment that an additional 9' x 4' RCBC or 8' x 5' RCBE be installed in addition to the proposed 14' x 4' RCBC. County should ensure that the second pipe is installed on the original gradeline of the ditch per the WRWD records. Carried.

22. Tim Chisholm, Section 8, Wild Rice Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #9-11-13-3 to lower a culvert in a field approach by approximately 1 foot and deepen the road ditch to grade, install a longer pipe and widen the field approach. Carried.

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

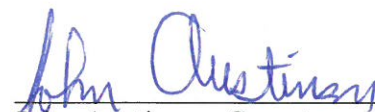
- Dean Bentley, Section 15, Wild Rice Twp. Permit #9-11-13 to install a field approach with an 18" pipe.
- Keith Chisholm, Section 24, Spring Creek Twp. Permit #9-11-13-2 to install subsurface drain tile with the recommendations and conditions as Paragraph #19.
- John Habedank, Section 9, Fossum Twp. Permit #9-11-13-7 to install subsurface drain tile with the recommendations and conditions as Paragraph #19.
- MNDOT, Sections 8-17, McDonaldsville Twp. Permit #9-11-13-12 to amend Permit #5-8-13-18 to add a 36" culvert in McDonaldsville Twp. to the list of culverts that will have a culvert liner installed.
- MNDOT, Sections 8-17, McDonaldsville Twp. Permit #9-11-13-13 to amend Permit #8-14-13-25 to remove the part of the permit that indicates that the 36" centerline culvert in McDonaldsville Twp. will be replaced with a new culvert.
- Oxley Herford Ranch, Sec. 25, Rosedale Twp. Permit #9-11-13-16 to install subsurface drain tile with the recommendations and conditions as Paragraph #19.
- Duane Swiers, Sec. 8-18, Gregory Twp. Permit #9-11-13-18 to install two grade stabilization structures.

24. Dean Spaeth, Sec. 24, Marsh Creek Twp. A motion was made by Manager Austinson and seconded by Manager Johannsen to approve Permit #9-11-13-17 to install an 18" x 30' pipe and a crossing. Carried with Manager Spaeth abstaining.

25. Duane Erickson, Section 17, Spring Creek Twp. and Section 6, Walworth Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table and notice neighboring landowners in permits to install subsurface drain tiles. Carried with Manager Erickson abstaining.

26. Minerva Twp. Sec. 21. A motion was made by Manager Hanson and seconded by Manager Spaeth to table and notice adjoining landowners on Permit #9-11-13-11 to install a new 6' x 40' centerline culvert. Carried.
27. John Habedank, Richard Delaney, Sec. 32-33, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #9-11-13-8 to install subsurface drain tile and notice affected landowners. Carried.
28. John Haugo, Section 16, Popple Grove Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #9-11-13-9 to replace a 16" culvert with a longer 18" culvert in a field approach and widen the field approach. Carried.
29. Leon Johnson, Section 23, Pleasant View Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to continue to Table Permit #9-11-13-10 of Leon Johnson to install a crossing with a 60" pipe or two 48" pipes. Carried.
30. Duane Swiers, Sections 7, 8, 17, 18 Gregory Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to approve Permit #9-11-13-19 to install 6 water and sediment basins with the condition that only basins 4 and 5 are installed and that the applicant provide a revised Application for basins 1, 2, 3 and 6. Carried.
31. Personnel Staff Committee Meeting Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to accept the resignation of Loretta Johnson. Carried. Discussion followed regarding 3 options presented to replace Johnson. The Personnel Committee recommended 2-1 to replace the position with a full time person. A motion was made by Manager Johannsen and seconded by Manager Spaeth authorizing staff to place ads in the local papers for a replacement for Johnson. Carried with Manager Hanson opposed. A motion was made by Manager Johannsen and seconded by Manager Spaeth to replace with a full time position. Carried with Managers Hanson and Erickson opposed.
32. 2014 Bonding Request. Engineer Bents distributed draft copies of the Community Levee Improvements for Ph #2 Grade Raises for Hendrum and Perley and the City of Halstad Levee Improvements. Managers were asked to review and approve as bonding requests for these two projects. A motion was made by Manager Spaeth and seconded by Manager Johannsen approving these be used for bonding. Carried.
33. WRP Lake Ida, N.C. Board. Administrator Ruud reported on a meeting held with the Norman County Commissioners at which time they discussed the possibility of the WRWD working with them in a storage site, in Lake Ida Township which involved RIM payments. A motion was made by Manager Johannsen and seconded by Manager Holmvik for the District to move forward and work with Norman County on a possible storage site. Carried.
34. Managers Per Diems and Expenses. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve payment of Managers Per Diems and Expenses as distributed. Carried.
35. Possible NRCS Storage Sites. Manager Erickson stated that he owned land in Section 29 of Flom Twp. and he would be willing to use this for storage. A motion was made by Manager Hanson and seconded by Manager Spaeth to move forward with this possibility. Carried with Manager Austinson opposed and Manager Erickson abstaining.

36. 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 11:10 a.m.


John Austinson, Secretary

Aug 15 - Sep 11, 13

08/27/2013	DD	QuickBooks Payroll Service	Created by Payroll Service on 08/26/2013	5,942.42
08/27/2013	DD	PERA	PERA	368.34
08/28/2013	DD	PERA	pera	599.47
08/29/2013	DD	PERA	PERA	583.68
09/11/2013	14890	Ada City	Utilities	250.98
09/11/2013	14968	AmeriPride	Office Supplies	74.12
09/11/2013	14976	Arvig	Utilities	72.52
09/11/2013	14977	Braun Intertec Corporation	Geotech Info for Halstad	9,336.50
09/11/2013	14978	Cardmember Service	Office supplies	151.95
09/11/2013	14979	Houston Engineering, Inc.	Engineering Fees	39,661.12
09/11/2013	14981	Jim Skaurud	Viewers Seminar	108.80
09/11/2013	14982	Jon Schauer	Technical Support	150.00
09/11/2013	14983	MARCO, Inc.	Copier Lease	614.53
09/11/2013	14984	Matt Wagner	Beaver Control	278.00
09/11/2013	14985	McCollum Hardware, Inc.	Office	68.36
09/11/2013	14986	Morris Electronics, Inc.	Technical Assistance	355.36
09/11/2013	14987	Norman County Highway Department	Cleanup Bridges	2,665.00
09/11/2013	14988	Norman County Index-Ada	Adv for Budget Hearing	156.75
09/11/2013	14989	Norman County Recorder	Easements Hendrum/Perley	32.00
09/11/2013	14990	Northern States Excavating	Contractor	9,228.47
09/11/2013	14991	Northwest Beverage, Inc.	Office Supplies	42.50
09/11/2013	14992	Office Supplies Plus	Printer	1,709.99
09/11/2013	14993	Ralph's Food Pride	Office Supplies	21.64
09/11/2013	14994	Renae Kappes	Cleaning	120.00
09/11/2013	14995	Tony Sip	Mowing Projects	11,475.00
09/11/2013	14996	Wambach & Hanson	Legal Counsel	1,529.34
09/11/2013	14999	Wesley Carlsrud	Spray brush, thistle and cattails	36,664.88
09/11/2013	15002	Curt Johannsen	Mgrs Per Diems/Exp	83.23
09/11/2013	15003	Dean P Spaeth	Mgrs Per Diems/Exp	280.11
09/11/2013	15005	Gregory R Holmvik	Mgrs Per Diems/Exp	157.00
09/11/2013	15006	John D Austinson	Mgrs Per Diems/Exp	102.03
09/11/2013	15007	Michael K Christensen	Mgrs Per Diems/Exp	138.29
09/11/2013	15008	Raymond M Hanson	Mgrs Per Diems/Exp	179.21
09/11/2013	15011	Duane L Erickson	Mgrs Per Diems/Exp	98.47
			Total	<u>123,300.06</u>

PROPOSED LEVIES FOR 2014

Dated 9-11-13

DITCH	CURRENT FINANCIAL 7/31/13	TOTAL BENEFITS	LEVIED % FOR 2013	COLLECTED IN 2013 AS OF 7/31/13	ESTIMATE TO BE PD 2013	SUGGESTED % FOR 2014	ANT REVENUE 2014
UP REACHES	100,205.75	117,788.73	100.00%	115,653.61	2,135.12	100.00%	117,788.73
PROJ. NO. 5 - Norman/Polk	223,256.98	3,296,947.22	0.50%	9,549.31	6,935.43	0.50%	16,484.74
PROJ. NO. 6 - Lake Ida	10,615.14	99,322.58	8.00%	3,832.33	4,113.48	8.00%	7,945.81
PROJ. NO. 12 - Wild Rice Twp	3,935.39	118,373.00	7.00%	4,777.26	3,508.85	7.00%	8,286.11
PROJ. NO. 14 - NC 45	(6,599.68)	416,844.44	4.00%	5,007.08	11,666.70	5.00%	20,842.22
PROJ. NO. 17 - Lockhart Ditch	28,481.87	496,711.70	0.25%	678.29	563.49	0.25%	1,241.78
PROJ. NO. 27 - Mah	8,540.56	154,739.40	1.00%	742.27	805.12	1.00%	1,547.39
PROJ. NO. 29 - Becker	10,147.40	207,536.25	2.50%	2,678.13	2,510.28	2.50%	5,188.41
PROJ. NO. 34 - Mahn	18,594.88	138,429.75	1.00%	708.63	675.67	1.00%	1,384.30
CCD NO. 18	(2,961.30)	16,924.60	100.00%	16,363.19	561.41	100.00%	16,924.60
NO. 2 - Heiberg	54,479.90	276,749.74	1.00%	1,741.80	1,025.70	1.00%	2,767.50
PROJ. NO. 4 - Becker	111,146.23	1,172,774.74	1.00%	9,353.77	2,373.98	1.00%	11,727.75
PROJ. NO. 13 - Olson/Ag	(15,056.14)	1,510,030.90	0.25%	2,244.81	1,530.27	0.25%	3,775.08
PROJ. NO. 43 - PERLEY	3,566.36	2,073,648.00	0.00%		-	0.20%	4,147.30
PROJ. NO. 44 - HENDRUM	118,623.32	4,674,664.97	0.00%		-	0.10%	4,674.66
PROJ. NO. 3 - NC 20	10,790.86	53,000.00	1.00%	325.06	204.94	1.00%	530.00
PROJ. NO. 19 - 35/10/19	28,097.81	1,523,118.75	1.00%	7,836.44	7,394.75	1.00%	15,231.19
PROJ. NO. 24 - NC 12	35,399.65	542,587.50	1.00%	2,631.28	2,794.60	1.00%	5,425.88
PROJ. NO. 31 - Hegne Cut	23,193.22	486,243.00	2.00%	4,766.49	4,958.37	2.00%	9,724.86
NCD NO. 37	1,515.52	18,944.50	50.00%	6,104.05	3,368.20	50.00%	9,472.25
PROJ. NO. 9 - SB & FD	90,928.45	6,163,754.20	0.50%	26,631.25	4,187.52	0.50%	30,818.77
PROJ. NO. 20 - CC 45	151,682.27	3,157,178.50	1.00%	32,008.05	(436.26)	1.00%	31,571.79
JD #56 MAIN	85,140.54	930,563.00	1.00%	8,359.70	945.93	1.00%	9,305.63
CCD NO. 4	(86,649.27)	117,693.20	4.00%		4,707.73	8.00%	9,415.46
CCD NO. 8	28,527.90	145,764.40	4.00%	9,184.34	(3,353.76)	4.00%	5,830.58
JD #56 LAT 1	33,586.54	811,662.93	1.00%	7,926.05	190.58	1.00%	8,116.63
PROJ. NO. 1 - NC 1	(193,048.58)	76,785.66	30.00%	13,077.21	9,958.49	60.00%	46,071.40
PROJ. NO. 16 - Anthony Twp	4,998.30	172,848.25	2.00%	1,872.46	1,584.51	2.00%	3,456.97
PROJ. NO. 23 - NC34 Lat 1	38,914.09	321,000.00	0.00%		-	0.00%	-
PROJ. NO. 32 - Hegne/Anth Cut	18,912.48	1,100,380.50	0.25%	1,711.66	1,039.29	0.25%	2,750.95
NCD NO. 15	10,762.94	5,516.40	50.00%	1,584.25	1,173.95	50.00%	2,758.20
NCD NO. 21	6,633.45	3,586.00	50.00%	1,044.00	749.00	50.00%	1,793.00
PROJ. NO. 18 - NC 64	89,918.09	1,158,183.00	0.10%	635.83	522.35	0.10%	1,158.18
PROJ. NO. 25 - NC 38	43,169.24	271,712.50	0.00%		-	0.00%	-
PROJ. NO. 30 - Green	(317,030.40)	1,785,424.20	3.50%	45,165.69	17,324.16	4.50%	80,344.09
NCD NO. 11	3,751.51	28,755.00	0.00%		-	0.00%	-
NCD NO. 18	9,324.18	54,998.00	15.00%	3,669.41	4,580.29	30.00%	16,499.40
NCD NO. 18 LAT 1	(274.77)	3,300.00	30.00%	936.00	54.00	50.00%	1,650.00

PROPOSED LEVIES FOR 2014

Dated 9-11-13							
DITCH	CURRENT FINANCIAL 7/31/13	TOTAL BENEFITS	LEVIED % FOR 2013	COLLECTED IN 2013 AS OF 7/31/13	ESTIMATE TO BE PD 2013	SUGGESTED % FOR 2014	ANT REVENUE 2014
JD 53 MAIN	42,767.98	75,338.00	60.00%	28,734.61	16,468.19	30.00%	22,601.40
JD #53 LAT 1	(106,276.59)	400,876.00	4.00%	9,452.31	6,582.73	8.00%	32,070.08
JD #53 LAT 2	3,269.16	70,425.52	15.00%	7,630.11	2,933.72	15.00%	10,563.83
PROJ. NO. 40 - DALEN	554.25	806,163.10	1.00%	6,342.32	1,719.31	2.00%	16,123.26
CCD NO. 6	16,048.25	61,673.00	10.00%	6,182.78	(15.48)	10.00%	6,167.30
CCD NO. 14	2,540.77	374,185.30	6.00%	19,276.29	3,174.83	6.00%	22,451.12
CCD NO. 42	7,731.00	13,133.13	15.00%	2,291.13	(321.16)	30.00%	3,939.94
CCD NO. 44	9,394.91	22,059.32	5.00%	1,120.10	(17.13)	10.00%	2,205.93
CCD NO. 52	9,920.80	14,366.56	5.00%	719.88	(1.55)	10.00%	1,436.66
CLEARWATER NO. 3	(3,656.00)	50,267.00	0.00%		-	25.00%	12,566.75
SURVEY & DATA	51,509.00	50,000.00	0.00%		-	0.00%	-
	847,122.02			438,385.67	123,041.11		646,777.83