

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

**REGULAR MEETING**  
**May 11, 2011**  
**APPROVED MINUTES**

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, May 11, 2011. Managers in attendance included Diane Ista, Dean Spaeth, Greg Holmvik, Duane Erickson, John Austinson, Raymond Hanson and Mike Christensen. Absent: None. In addition the following persons were in attendance: Administrator Kevin Ruud, Loretta Johnson, Attorney Hanson, Engineer Bents 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 Austinson and **seconded** by Manager Christensen to approve the agenda with the addition of Manager Erickson's request to discuss the any issues related to Upper Becker Step I Submittal early while landowners may be here and Manager Ista the status of the Norman County SWCD's work on Moccasin Creek. **Carried**.
4. Approval of Billings. A **motion** was made by Manager Spaeth and **seconded** by Manager Hanson to approve payment of the billings as distributed and discussed. **Carried** with Manager Ista opposed.
5. Meeting Minutes. A **motion** was made by Manager Ista and **seconded** by Manager Christensen to approve the March 9, 2011, meeting minutes as distributed. **Carried**. A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth to approve the March 30, 2011, special meeting minutes as distributed. **Carried**. A **motion** was made by Manager Hanson and **seconded** by Manager Ista to approve the April 13, 2011, meeting minutes as distributed. **Carried**.
6. Upper Becker Site "D" Step I Submittal to RRWMB. It was reported that the Submittal for Step I funding was presented to the RRWMB at their last meeting. They will do a site review on Tuesday, May 17, 2011, following the meeting held at the Wild Rice Watershed District office. A **motion** was made by Manager Ista and **seconded** by Manager Christensen authorizing Managers attendance at the RRWMB for the purpose of attending the tour of the proposed project. **Carried**.
7. Open Microphone. Brent Kappes spoke stating that he felt the mowing and spraying on the projects and ditches has been successful and works well for maintaining the systems for drainage during the spring and summer months.
8. Mowing and Spraying Bids. A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth to accept the bid of Wes Carlsrud for the spraying of the District's projects, ditches and rural acquisition sites. Manager Erickson questioned if that was the only bid submitted and Administrator Ruud replied yes. **Carried with Manager Erickson opposed**.



Two bids were received for mowing of the District's projects and ditches, Arvid Ambuehl at a price of \$100 per hour and Tony Sip at a price of \$85 per hour. A **motion** was made by Manager Ista to accept the bid of Arvid Ambuehl because of his past services and his knowledge of the District. Chairman Holmvik called three times for a second and **with no second, the motion failed**. A **motion** was made by Manager Spaeth and **seconded** by Manager Hanson to accept the bid of Tony Sip. **Carried**.

### HEARING PROJECT #25

9. Chairman Holmvik called the Hearing on Project #25 to order at 9:00 a.m.

Under MN Statute 103E.401, a drainage authority shall consider the capacity of the outlet drainage system. If express authority is given to use the drainage system as an outlet, the drainage authority shall state, by order, the terms and conditions for use of the established drainage system as an outlet and shall set the amount to be paid as an outlet fee. The order must describe the property to be benefited by the drainage system and must state the amount of benefits to the property for the outlet. The property benefited is liable for assessments levied after that time in the drainage system, on the basis of the benefits as if the benefits had been determined in the order establishing the drainage system.

The landowner submitted a petition to the District to use the system as an outlet for a proposed tile system per the permit application. The following terms and conditions apply to the permit. The landowner contact and coordinate with NRCS/SWCD/FSA offices to ensure approval/clearance regarding any potential wetland impacts. The landowner obtain approval from the necessary road authorities (township, county, state,...) for any work in the road R/W. The landowner is responsible for adequate erosion control measures as applicable. It will remain the responsibility of the landowner to maintain this protection as long as the tile is in place and operating. All gravity outlets be installed above (however not more than 2-feet above) the elevation of the original design grade-line of the receiving ditch or channel.

### Board of Managers Order Allowing Use of Project #25 As Outlet

A hearing was held on May 11, 2011, at the WRWD office at 9 a.m. at the district's office at 11 5th Ave. East in Ada, Minnesota. A quorum of the board of managers was present including the following: Chairman Greg Holmvik, Mike Christenson, Diane Ista, Dean Spaeth, John Austinson, Duane Erickson, and Ray Hanson. Also present were Jerry Bents, the district's engineer, Elroy Hanson, the district's attorney, office staff, and members of the public.

The purpose of the hearing was for the board to consider a petition filed by CMGB to use Project #25 as an outlet.

Based on the testimony of the petitioner, testimony from the district's engineer, based on a review of the record/written documentation presented at the hearing, and on the motion of Manager Hanson, seconded by Manager Spaeth, and approved by a majority vote of the board (Manager Ista abstained), the board of managers makes the following FINDINGS OF FACT:

1. The landowner submitted a petition to the District to use the system as an outlet for a proposed tile system per the permit application for property described as 62.1 acres, more or less, located in the SW1/4 of the SE1/4; the SE1/4 of the SE1/4; and the NE1/4 of the SE1/4 of Section 32 of Spring Creek Township in Norman County, Minnesota located northwest of the existing Norman County Ditch #18, Lateral #1;
2. The district's engineer stated that all but approximately 8 acres of the petitioner's property being petitioned to use Project #25 as an outlet are already draining into said project, but were not included when the project was established;



3. The district's engineer stated that the additional acres draining into Project #25 will amount to less than 1% additional water and that Project #25 has the capacity to serve as an outlet for petitioner;
4. The board of managers considered the amount to charge for an outlet fee and considered the Engineer's Report dated May 6, 1985, at which time the project costs were estimated to be \$174,130 and the total benefits to the project per the Viewers' Report were \$273,212.50. Thus the initial cost for construction was approximately 63% of the benefits at that time. Since that time the Watershed District has also completed routine maintenance of the project for the past 26 years. Based on these figures, and to take into consideration inflation, the board concludes that an outlet fee equal to 130% of the benefitting rate be charged x 62.1 acres x \$75/acre, or \$6,054.75.
5. The board of managers requires additional conditions for allowing petitioner to use Project #25 as an outlet that:
  - a. petitioner contact and coordinate with the NRCS/SWCD/FSA any approval/clearance regarding potential wetland impacts, if any;
  - b. that necessary road authorities be consulted and appropriate permits obtained;
  - c. that petitioner is responsible for adequate erosion control measures at the outlet of the tile system to be installed including the installation of riprap or other protection measures as may be applicable and that petitioner maintain this protection as long as the tile is in place and operating; and
  - d. 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.

BASED ON THE ABOVE FINDINGS OF FACT, THE BOARD OF MANAGERS MAKES THE FOLLOWING ORDER:

1. Petitioner is hereby given express authority to use Project #25 as an outlet for the tile system he is proposing per his permit application, subject to the terms and conditions specified below.
2. The terms and conditions of being allowed to use Project #25 as an outlet are as follows:
  - a. The petitioner must contact and coordinate with NRCS/SWCD/FSA offices to ensure approval/clearance regarding any potential wetland impacts.
  - b. The petitioner must obtain approval from the necessary road authorities (township, county, state,...) for any work in the road R/W.
  - c. The petitioner 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 as applicable. It will remain the responsibility of the petitioner, as well as the future owners of the subject property, to maintain this protection as long as the tile is in place and operating.
  - d. All gravity outlets for the tile shall be installed above (however not more than 2 feet above) the elevation of the original design gradeline of the receiving ditch or channel.
3. The petitioner shall pay an outlet fee of \$6,054.75 (based on 62.1 acres x 130% x \$75 per acre).
4. The board establishes the benefits on the petitioned area to be \$75/acre for use in calculation of future operation and maintenance assessments for Project #25. The property described at paragraph one of the Findings of Fact shall be added to the current benefitting area for Project #25 and the Norman County Auditor's office shall be so notified by the district's administrator.
5. The watershed district shall be reimbursed for the actual costs associated with this petition, with those costs to include administrative, engineering and legal expenses incurred between the time of the petition and completion of the hearing. The amount of those costs shall be calculated by the district's administrator and provided to the petitioner for payment. If there is disagreement as to those costs, then petitioner shall bring the issue of such costs back to the board for further consideration.

Signed: \_\_\_\_\_

Dated: May 11, 2011

  
Chairman Greg Holmvik

  
Vice Chairman Mike Christenson

The hearing was closed and the Managers returned to the regular meeting.

10. Project #30 Repair Project. Administrator Ruud informed the board that he has received executed options on seven of the eight landowners needed for land on the Project #30 repair site. A draft Viewers' Report was presented to the Board of Managers. A **motion** was made by Manager Hanson and **seconded** by Manager Christensen to approve the benefits and damages and adopt the rates as presented, effective Friday May 13, 2011. **Carried with Manager Ista abstaining.**

A **motion** was made by Manager Hanson and **seconded** by Manager Christensen to set the date of the hearing for Project #30 Repair for 9:00 a.m. on Wednesday, June 8, 2011. **Carried.**

11. J.D. #51 Ice Control Structure Repair. A **motion** was made by Manager Hanson and **seconded** by Manager Ista to approve the Final Pay Request in the amount of \$1,345.65 to Robert Schroeder Construction for the repair of J.D. #51 Ice Control Structure. **Carried.**

12. Realignment of Watershed District Boundaries. At 9:45 a.m., Dan Wilkens, Sand Hill Watershed District, met with Managers to request support from the Watershed for a realignment of watershed district boundaries, with the Sand Hill. Wilkens stated that he began working on this when newer LIDAR information became available. The changes would move 5,282.4 acres from the Wild Rice to the Sande Hill and the Wild Rice would gain 1,490 from the Sande Hill. A **motion** was made by Manager Hanson and **seconded** by Manager Austinson to provide a Letter of Support to the Sande Hill Watershed District's request for realignment of the Districts' boundaries, to be the same as the maps presented with a minor change. **Carried.**

13. Community Ring Dikes Hendrum/Perley. Engineer Bents stated that he is expecting Zavoral Construction to begin work on the raising of the levees next week. They are in the process of revising the plans for Perley to provide an additional two feet of protection, which the costs will be paid by the state. There are no pay requests this month, but will begin at the June meeting.



## PERMIT APPLICATIONS

14. A **motion** was made by Manager Hanson and **seconded** by Manager Austinson to approve the following permit applications with conditions and recommendations as listed. **Carried with Manager Ista abstaining on #1.**

- **Nick Aldrich, Section 5, Green Meadow Township.** Permit Application #5-11-11-1, to install subsurface drain tile with the following 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **David Arends, Section 29, Mary Township.** Permit Application #5-11-11-2, to install subsurface drain tile with the condition that the applicant provide a revised tiling plan showing the outlet at the Northwest corner of the section and also 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **Andrew Borgen, Section 6, Halstad Township.** Permit Application #5-11-11-3 to install a culvert with the condition that the pipe is a minimum of 18” in diameter and the recommendation that the applicant obtains approval from the road authority for any work done in the road right-of-way.
- **Andrew Borgen, Section 5, Mary Township.** Permit Application #5-11-11-4 to move an existing culvert with the recommendation that the applicant obtain approval from the road authority for any work done in the road right-of-way.
- **Andrew Borgen, Section 6, Mary Township.** Permit Application #5-11-11-5 to install a culvert with the condition that the pipe is a minimum of 18” in diameter and the recommendation that the applicant obtains approval from the road authority for any work done in the road right-of-way.
- **Andrew Borgen, Section 27, Halstad Township.** Permit Application #5-11-11-6 to lengthen an existing culvert. No conditions or recommendations.



- **Andrew Borgen, Section 4, Winchester Township.** Permit Application #5-11-11-7 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **Andrew Borgen, Section 15, Hegne Township.** Permit Application #5-11-11-8 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **Wayne Borgen, Section 10, Hendrum Township.** Permit Application #5-11-11-9 to install a field approach with a 30” culvert.
- **Keith Chisholm, Section 13, Strand Township.** Permit Application #5-11-11-11 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **Halstad Township, Section 34, Halstad Township.** Permit Application #5-11-11-16 to replace a culvert. No conditions or recommendations.



- **Trevor Johnson, Section 32, Lake Grove Township.** Permit Application #5-11-11-24 to install a culvert and crossing.
- **McDonaldsville Township, Section 23, McDonaldsville Township.** Permit Application #5-11-11-27 to install a longer 30" culvert.

15. **Michael Holte, Section 20-21 of Shelly Township.** A motion was made by Manager Hanson and seconded by Manager Christensen to table Permit Application #5-11-11-20 to move an 18" CMP and reset another 18" CMP pending applicant providing survey profile of the ditch along the north side of the roadway in Section 20. Carried.

16. **Dan Brommenshenkel, Sections 15-16 of Hegne Township.** A **motion** was made by Manager Ista and **seconded** by Manager Hanson to approve Permit Application #5-11-11-10 to reset seven culverts and conduct ditch work in State Highway #200 Road Ditch, with a signed copy of the MN DOT permit on file at the office. **Carried.**

17. **Keith Chisholm, Section 12, Green Meadow Township.** A **motion** was made by Manager Hanson and **seconded** by Manager Ista to table Permit Application #5-11-11-12 to install a culvert. Landowners in Section 14 and the SW1/4 of Section 13 of Green Meadow Township. **Carried.**

18. A **motion** was made by Manager Hanson and **seconded** by Manager Ista to **approve the following permit applications pending the applicant providing a detailed tiling plan, staff review, and 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 USFWS 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 to legal ditches not under WRWD watershed 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 protection measures at ump 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. **Carried.**

- **Mark Chisholm, Section 5, Wild Rice Township.** Permit Application # 5-11-11-13 to install subsurface drain tile following recommendations and conditions: the applicant must provide a detailed tiling plan, staff review, and 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.



- **James Jirava, Section 29, Spring Creek Township.** Permit Application #5-11-11-22 to install drain tile with the condition that the applicant provides a detailed tiling plan, staff review and 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **Nick Zurn, Section 29, Spring Creek Township.** Permit Application #5-11-11-30 to install drain tile following recommendations and conditions: the applicant must provide a detailed tiling plan, staff review, and 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
- **William Zurn, Section 36, Atlanta Township.** Permit Application #5-11-11-32 to install subsurface tile following recommendations and conditions: the applicant must provide a detailed tiling plan, staff review, and 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 USFWS 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 to legal ditches not under WRWD watershed 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 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.



19. **Lyle Fuchs, Section 9, Sundal Township.** A **motion** was made by Manager Erickson to approve Permit Application #5-11-11-14 to move a ditch ten feet to the east of the property line. Manager Ista **seconded the motion but withdrew her second.** Chairman Holmvik called for a second three times, there being no second, **motion failed for lack of a second.** A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth to deny the permit due to downstream concerns and opposition of the adjacent property owner (ART Trail) that would be required to provide the land per the permit. **Carried with Manager Erickson opposed.**
20. **Lyle Fuchs, Section 9, Sundal Township.** A **motion** was made by Manager Spaeth and **seconded** by Manager Austinson to table Permit Application #5-11-11-15 to install subsurface drain tile pending the applicant providing approval from the Norman County Ditch Authority for Ditch #41 and from the NRCS and SWCD offices. **Carried.**
21. **Tim Hoff, Section 27, Mary Township.** A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth to **deny** Permit Application #5-11-11-17 to install subsurface drain tile, due to downstream landowner concerns regarding the capacity of the outlet. **Carried with Manager Erickson opposed.**
22. **Tim Hoff, Section 27, Mary Township.** A **motion** was made by Manager Hanson and **seconded** by Manager Ista to **deny** Permit Application #5-11-11-18 to install a 36" culvert due to downstream landowner concerns regarding the capacity of the outlet. **Carried.**
23. **Home Lake Township, Section 29-30 Home Lake Township.** A **motion** was made by Manager Erickson and **seconded** by Manager Austinson to approve Permit Application #5-11-11-19 to install a culvert with the condition that written approval is obtained from the landowner directly downstream of the proposed pipe. **Carried.**
24. **Don Johnson, Section 7, Rockwell Township.** A **motion** was made by Manager Spaeth and **seconded** by Manager Christensen to approve Permit Application #5-11-11-23 to install 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 USFWS 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 to legal ditches not under WRWD watershed 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 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. **Carried.**
25. **Leiser Brothers, Section 8, Spring Creek Township.** A **motion** was made by Manager Erickson and **seconded** by Manager Hanson to approve Permit Application #5-11-11-25 to replace an 18" CMP with a 24" CMP. **Carried.**
26. **Lockhart Township, Section 28-29, Lockhart Township.** A **motion** was made by Manager Erickson and **seconded** by Manager Erickson to approve Permit Application #5-11-11-26 to install a culvert with the written approval from the landowner in the SE ¼ of Section 29, Lockhart Township and that a riser be installed on the upstream side of the proposed pipe installed with a crest no more than 1.5 Feet below the roadway overflow. **Carried.**
27. **Adam Stalboerger, Section 1, Popple Grove Township.** A **motion** was made by Manager Hanson and **seconded** by Manager Ista to table Permit Application #5-11-11-28 to install a culvert and an approach. Landowners in the NE ¼ of Section 1 of Popple Grove Township will be notified. **Carried.**
28. **Sundal Township, Section 15-16 of Sundal Township.** A **motion** was made by Manager Christensen and **seconded** by Manager Erickson to approve Permit Application #5-11-11-29 to replace a 30" centerline culvert with a larger (36") culvert or additional (24") culvert with the condition that the riser pipe installed on the new 24" culvert. And the crest of the riser to be set no more than 1.5 feet below the overflow of the roadway. **Carried.**



29. Program Review and Assistance Program (PRAP), Don Buckhout, MN BWSR. Don Buckhout distributed information regarding the Board of Water and Soil Resources (BWSR) program in which they work with Local Units of Government (LGU) in reporting progress toward management plan goals and objectives. Buckhout and Brian Dwight are requesting that the Watershed District participate in this objective. Consensus of Managers was to work with BWSR on this program. Buckhout stated that he would begin initially providing information to Administrator Kevin Ruud and then later he would attend another board meeting for discussion and review.

30. Election of Officers. Chairman Holmvik turned the meeting over to Vice Chairman Christensen. Vice Chairman Christensen called for nominations for Chairman. Manager Spaeth made a motion to nominate Greg Holmvik for Chairman. Manager Hanson seconded the motion. Manager Austinson made a motion that nominations cease and that the Secretary cast a unanimous vote for Holmvik. Carried. Chairman Holmvik resumed the office of Chairman. Chairman Holmvik called for nominations for Vice Chairman. A motion was made by Manager Austinson and seconded by Manager Spaeth to nominate Mike Christensen for Vice Chairman. Manager Ista made a motion that nominations cease and the secretary cast a unanimous vote for Mike Christensen as Vice Chairman. Carried. Chairman Holmvik called for nominations for Secretary. Manager Hanson made a motion to nominate John Austinson, and Manager Christensen seconded the motion. A motion was made by Manager Spaeth and seconded by Manager Hanson that the nominations cease and the Secretary cast a unanimous vote for John Austinson for Secretary. Carried. Chairman Holmvik called for nominations for Treasurer. Manager Hanson made a motion to nominate Manager Spaeth and Manager Austinson seconded the motion. A motion was made by Manager Austinson and seconded by Manager Hanson that nominations cease and the Secretary cast a unanimous vote for Dean Spaeth as Treasurer. Carried.

31. Managers Per Diems and Expenses. A motion was made by Manager Ista and seconded by Manager Christensen to approve payment of Managers Per Diems and Expenses as distributed, for May 11, 2011. Carried.


32. Project Team Appointments. Manager Hanson discussed Project Team Appointments and the fact that if a board member is appointed to that organization to represent the Board of Managers, they need to vote as the whole board voted as the previous meeting, not what or how they feel personally. Manager Holmvik agreed and just wanted to make sure that when this board makes a decision, and a Project Team member represents this board they do not vote their own ideas and thoughts.

33. Permit Tile Standard Conditions. After considerable discussion the following conditions were approved by the Managers as standard conditions for tile permitting. A motion was made by Manager Hanson and seconded by Manager Austinson to approve the following. Carried.

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 USFWS 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 to legal ditches not under WRWD watershed 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 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.
34. Financial Report Dated April 30, 2011. A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth to approve the financial report as presented by Accountant Marcussen. **Carried**.
35. Finance Committee Report. Administrator Ruud reported that the lowest rate for borrowing the funds to pay the funds to the DNR is through Northwestern Bank at Hendrum. At this time, they are in the process of appraising the property used as collateral. A **motion** was made by Manager Hanson and **seconded** by Manager Spaeth authorizing Administrator Ruud to prepare and update the \$500,000 operating loan and authorizing Chairman Holmvik to execute the document. **Carried**.
36. Renewal of Consultants Contracts. Administrator Ruud stated that staff did not place ads in local papers for the advertisement of consultants due to the fact that for the last approximately 20 years there has been no change and the costs incurred for the advertising when there were no changes. Ruud also stated that it may be a thought if the Managers want to advertise, they wait until December and then the renewal would be effective on January 1, 2012, as the office staff is going to go to a calendar year with their agreements. A **motion** was made by Manager Christensen and **seconded** by Manager Austinson to renew consultants in January of 2012. **Carried**.
37. Meetings/Conferences. A **motion** was made by Manager Ista and **seconded** by Manager Christensen authorizing Managers attendance at the MAWD Tour and meeting June 16-19 at Thief River Falls. **Carried**.
38. There being no further business to come before the Board of Managers a **motion** was made by Manager Spaeth and **seconded** by Manager Austinson to adjourn the meeting. **Carried**. Chairman Holmvik adjourned the meeting at 2:30 p.m.

  
John Austinson, Secretary



Date	Name	Memo	Amount
<b>Apr 14 - May 11, 11</b>			
05/03/2011	Houston Engineering, Inc.	Engineering Fees	34,683.29
05/05/2011	City of Ada	Utilities	370.51
05/05/2011	Cardmember Service	Cell Phone billing	10.99
05/05/2011	Jon Schauer	technical support	1,622.64
05/05/2011	MARCO, Inc.	copier lease	616.89
05/05/2011	AmeriPride	Rug Cleaning	64.40
05/05/2011	Loretel Systems	Phone billing	50.36
05/05/2011	Loretel Systems	Phone Service	258.97
05/05/2011	McCollum Hardware, Inc.	Office Supplies	7.89
05/05/2011	Wambach & Hanson	Legal Counsel	1,414.99
05/05/2011	Norman County Index-Ada	Office Supplies & bidding	439.42
05/05/2011	Norman County Auditor/Treasurer	Maint CD #15	30.00
05/05/2011	Lunde Blade & Gravel	Proj #29	1,615.00
05/05/2011	Auto-Owners Insurance	Flood Insurance	1,127.00
05/05/2011	American Engineering Testing, Inc.	Upper Becker D	2,080.00
05/05/2011	Rena Kappes	Cleaning	100.00
05/05/2011	Morris Electronics, Inc.	Comp Tech	178.75
05/05/2011	Twin Valley Times	Mowing/Spraying Bids	59.28
05/05/2011	FP Mailing Solutions	Postage meter	112.22
05/05/2011	Red River Coop Power	Acquisition Costs	21.67
05/05/2011	Office Supplies Plus	Office Supplies	118.60
05/05/2011	North Star Water	Office Supplies	65.45
05/05/2011	Ralph's Food Pride	Office Supplies	24.12
05/05/2011	FP Mailing Solutions	Postage Meter	124.72
05/06/2011	James Wagner, Sr.	Beaver Control	2,007.69
05/09/2011	Arvid L Ambuehl	Repairs	1,174.50
05/09/2011	USGS	Sediment Study	10,000.00
05/09/2011	Marijo Vik*	2010 Annual Report	2,400.00
05/11/2011	Robert Schroeder Construction	Final Pay Request	1,345.65
<b>Apr 14 - May 11, 11</b>	<b>Payroll/emp ins &amp;</b>	<b>Med exp &amp; Payroll taxes</b>	<b><u>7,777.43</u></b>
			<b><u>69,902.43</u></b>