

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

REGULAR MEETING
November 9, 2011
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, November 9, 2011. Managers in attendance included Diane Ista, Dean Spaeth, Greg Holmvik, Duane Erickson, Raymond Hanson, and John Austinson. Absent: Mike Christensen. In addition the following persons were in attendance: Administrator Kevin Ruud, Loretta Johnson, Engineer 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 Austinson and seconded by Manager Spaeth to approve the agenda with the addition of cleaning ditches on Watershed District property, Marco proposal, efficiency and benefit cost ratios related to projects, right of way and easements on Project #4 Upper Becker Dams. Carried.
4. Approval of Billings. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the bills as distributed. Carried.
5. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Ista to approve the Regular Meeting Minutes dated October 12, 2011 Meeting. Carried. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the Special Meeting Minutes dated October 27, 2011, with the correction in Paragraph #3, of second by Manager Hanson to Ista. Carried.
6. Open Microphone. Gerry Schram, Becker County Commissioner recommended that Watershed District Managers attend the Annual Meeting conference seminars, especially those that pertain to building consensus, communication, email and phone conferences.
7. Watershed District Manager Appointment. Curt Johannsen was introduced to the Board as the new appointee effective November 10, 2011, replacing Diane Ista, who is moving out of the area.
8. Community Ring Dikes, Hendrum/Perley/Shelly. Engineer Bents reported that both projects are near completion and a meeting is scheduled for December 5, 2011, for the City of Shelly. A motion was made by Manager Ista and seconded by Manager Hanson to approve Pay Request #8 in the amount of \$92,873.19 to Zavoral Construction for the Hendrum levee and Pay Request #7 in the amount of \$43,781.38 to Zavoral Construction for the Perley levee. Carried.
9. PRAP BWSR. A motion was made by Manager Hanson and seconded by Manager Austinson to approve the following response to the Board of Water and Soil Resources for the Performance Review Report. Carried.

Level II Performance Review Report

Recommendation #1.

Action items:

Annual Report: this has been addressed by the new administrator as shown getting the 2010 annual report out in a timely fashion. The district is lining up an auditing firm to get the financials done early in the year and has the report writer lined up for the 2011 report. This should allow the District to get the Annual Report out in April or May at the latest.

Recommendation #2.

Action items:

Rules:

This will be put on the agenda to be looked at over the winter months.

Website:

We will be adding a link to our website which will make all information that has been entered into our server by the end of the year. This will include the financial records, permits, and projects.

Communication:

We will be working with the new Public Information Officer of the Red River Water Management Board to improve getting information out to the people of the District. We will also be putting out notices in the local newspapers when the financial information and Annual Reports are available on the website.

Recommendation #3.

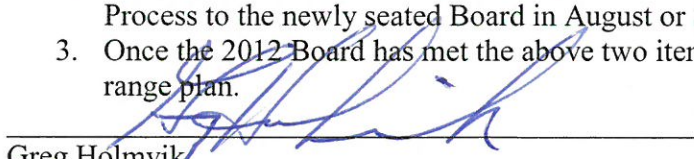
Action items:

1. Managers should familiarize themselves with the Watershed Management Plan (Sections 4, 5, and 6 of the Plan at a minimum, preferably the whole plan). This should be done once the Board has made it through the latest round of appointment in April and May of 2012.
2. Engage in a strategic planning discussion to develop a vision and mission statement for the Wild Rice Watershed District and a general consensus on strategies to support that mission.
3. We need to delay the next scheduled plan update due to the potential of changing of several Board members. In the meantime, the Board should engage in discussion as to what type of support, changes or amendments to the plan need to take place to move the Board to a consensus base with regard to the plan by the end of 2012.

Recommendation #4.

Action items:

1. The newly seated Board needs to familiarize themselves (with a minimum of Sections 1-5) with the Project Team Handbook.
2. The Board needs to invite Paul Wannarka and Brian Dwight to discuss the Project Team Process to the newly seated Board in August or September of 2012.
3. Once the 2012 Board has met the above two items, they should look at updating the long range plan.


Greg Holmvik
Chair, Wild Rice Watershed District

10. Dalen Coulee Project, Cleanout Section 2, Georgetown and Section 35, Lee Township. A request for cleanout was received by the District and Engineer Bents estimates that if a contractor would be available this fall the estimated cost would be 15 – 18,000. A motion was made by Manager Ista and seconded by Manager Hanson to authorize staff to hire a contractor for a fall cleanout providing the cost doesn't exceed the engineer's estimate. Carried.
11. Storage Bill, Warren Seykora. Administrator Ruud reported that an email was received from Warren Seykora stating that he was storing 26 rolls of Enkamat and requested that they be removed as he needed the space for rental storage. A motion was made by Manager Erickson and seconded by Manager Spaeth authorizing Managers Erickson and Hanson to contact Seykora and make arrangements to look at the Enkamat and remove the product as soon as possible. Carried.
12. MARCO Proposal for M-Files Software. Administrator Ruud presented information regarding the proposal for the installation of M-Files Computer Software. Ruud stated that the software upgrade would provide the public and staff an easier, better product to access the data information that is available at the District office. A motion was made by Manager Spaeth and seconded by Manager Austinson to approve the proposal submitted by MARCO. Carried.
13. Cleaning Ditches on Watershed District Property. Dan Pritchard contacted the office regarding ditches on the former Lee land that the District currently owns and rents out to Braseth requesting that the ditches be cleaned. A motion was made by Manager Erickson and seconded by Manager Spaeth authorizing staff to coordinate with Managers Erickson and Austinson, Braseth and Pritchard to determine what should be done. Carried.
14. Meetings/Conferences. Managers discussed the upcoming MAWD Annual Conference to be held at Alexandria, and Chairman Holmvik noting that Managers might want to attend at the very least the Thursday seminar.
15. 2012 Audit, Drees, Risky & Vallager. A motion was made by Manager Hanson and seconded by Manager Ista authorizing the execution of an engagement letter for the 2012 audit with Drees, Risky & Vallager Accounting Firm. Carried.
16. Staff Compensation Package for 2012. A motion was made by Manager Austinson and seconded by Manager Spaeth authorizing approval of the staff compensation package as presented to the Board. Carried.
17. At 9:45 a.m. a motion was made by Manager Spaeth and seconded by Manager Hanson to recess the meeting until 10:00 a.m. at which time permits will be on the agenda. Carried.
18. Chairman Holmvik called the meeting back to order 10:00 a.m.

COMPLAINTS/VIOLATIONS

19. John Brandt, Section 21, Green Meadow Township. A complaint was filed against John Brandt alleging that ditching without a permit was done in Section 21, Green Meadow Township. Staff and Technician Mark Aanenson reviewed the area and stated that there is clearly a violation, no permit was submitted to the Wild Rice Watershed and the ditching was down into the clay. A motion was made by Manager Spaeth and seconded by Manager Hanson stating that the Board of Managers' decision is that it is a violation of District rules and issued an order that it must be restored to its original condition by Wednesday, November 16, 2011. Carried.

PERMIT APPLICATIONS

APPROVED PERMITS

20. A motion was made by Manager Hanson and seconded by Manager Austinson authorizing approval of the following permit applications with conditions and recommendations as stated. Carried.

- a) Michael Chisholm, Section 8, Wild Rice Township. Permit Application #11-9-11-2 to install subsurface drain tile approved with the following recommendations and conditions and that a tile plan is provided to staff for their approval: 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. 6.) With the condition that the landowner in the West ½ of the SW1/4 of Section 8 of Wild Rice Township sign on the permit.
- b) Michael Chisholm, Section 10, Strand Township. Permit Application #11-9-11-3 to install subsurface drain tile approved with the recommendations and conditions shown above with the exception of #6.
- c) Michael Chisholm, Section 16, Strand Township. Permit Application #11-9-11-4 to install subsurface drain tile approved with the same recommendations and conditions as shown in Permit # 20 b).
- d) Stuart Christian, Section 12, Anthony Township. Permit Application #11-9-11-6 to install four filed approaches with the condition that the culvert sizes will be a minimum size of 24" in diameter.
- e) Brian Hest, Section 33, Lee Township. Permit Application #11-9-11-10 to install a field approach with a 30" diameter culvert, approved with no conditions.
- f) Steve Hlubek, Section 36, Waukon Township. Permit Application #11-9-11-11 to install a field approach with a 24" diameter culvert, approved with the condition that the applicant obtains a permit from the Norman County Highway Department for work within the county R/W.
- g) Steve Hlubek, Section 36, Waukon Township. Permit Application #11-9-11-12 to install a field approach with a 24" diameter culvert and remove a field approach with a 24" diameter culvert, approved with the conditions that the landowner of the existing field approach approves the permit and that the applicant obtains a permit from the Norman County Highway Department to work within the county R/W.
- h) Matthew Horn, Section 36, Hendrum Township. Permit Application #11-9-11-13 to lower a culvert in a driveway with the condition that the pipe is lowered to grade between the up and downstream culvert and that the landowners in the N1/2SW1/4 of Section 36 of Hendrum Township sign the permit.
- i) Don Johnson, Section 17, Rockwell Township. Permit Application #11-9-11-14A to install subsurface drain tile approved with the same recommendations and conditions as shown in Permit #20 b).
- j) Don Johnson, Section 14, Winchester Township. Permit Application #11-9-11-15A to install subsurface drain tile approved with the revised tile alignment received 11/9/11 with the same recommendations and conditions as shown in Permit #20 b).
- k) Paul Larson, Sections 22-27, McDonaldsville Township. Permit Application #11-9-11-15B to install subsurface drain tile approved with the same recommendations and conditions as shown in Permit #20 b) and that the condition that the riverbanks and/or levees are restored to the preproject geometry and condition and any inlet pipes are not disturbed or blocked.

- m) Verdell Olson, Section 28, Sundal Township. Permit Application #11-9-11-19 to clean out an old ditch and redirect the water to flow in old channel approved with the condition that the landowner in the E1/2SW1/4 of Section 28, sign on the permit and a recommendation that the applicant contact and coordinate with the NRCS/SWCD/FSA offices to ensure approval/clearance regarding any potential wetland issues.
- n) Myron Pallum, Section 25, Mary Township. Permit Application #11-9-11-20 to realign a drainage ditch with the condition that the applicant contact and coordinate with NRCS/SWCD/FSA offices to ensure approval/clearance regarding any potential wetland issues.
- o) Popple Grove Township, Section 17, Popple Grove Township. Permit Application #11-9-11-22 to install a 18" centerline culvert approved with no conditions.
- p) Jerome Thompson, Section 1, Lake Ida Township. Permit Application #11-9-11-24 to install a field approach and culvert with the condition that the culvert size will be a minimum size of an 18" diameter pipe.

21. Greg Zillmer, Section 10, Hagen Township. A motion was made by Manager Austinson and seconded by Manager Erickson to approve Permit Application #11-9-11-26 to install subsurface drain tile approved with the same five conditions as shown in Permit #20 b). Carried.

22. Steve Kalbaugh, Section 18, Rosedale Township. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve Permit Application #11-9-11-27 to clean ditch and change culvert to a 24". Carried.

TABLED PERMITS

23. Leon Johnson/Stewart Klask, Section 25, Pleasant View Township. A motion was made by Manager Ista and seconded by Manager Hanson to table Permit Application 11-9-11-14B to increase the culvert size in a field approach from 24" to 36". Landowners in the NW1/4 of Section 25, N1/2 of Section 26 and the SW1/4SW1/4 of Section 23, and the S1/2 of Section 24 of Pleasant View will be notified and the permit will be reviewed at the December meeting. Carried.

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

- a) Bejou Township, Sections 13-24 Bejou Township. Permit Application #11-9-11-1 to replace a 24" culvert with a 36" culvert, waiting for additional information from the applicant.
- b) Gerald Chisholm, Section 25, Green Meadow Township. Permit Application #11-9-11-5 to install culverts in a Texas crossing tabled pending culvert size and hydraulic analysis from the applicant.
- c) Mark Christianson, Section 35, Ulen Township. Permit Application #11-9-11-7 to construct two water and sediment basins, tabled pending signature from the landowner in the S1/2SE1/4 of Section 35.
- d) David Eiyneck, Section 34, Fossum Township. Permit Application #11-9-11-9 to install subsurface drain tile tabled pending additional information from the applicant.
- e) Mattson Brothers, Sections 27-34, Atlanta Township. Permit Application #11-9-11-16 to install subsurface drain tile tabled pending additional information from the applicant.
- f) Kevin Olson, Section 25, Green Meadow Township. Permit Application #11-9-11-17 to improve a drainage ditch, tabled pending project plans from the applicant and approval from the SWCD/NRCS office.
- g) Tom Olson, Section 6, Ulen Township. Permit Application #11-9-11-18 to construct wetland restorations and creations tabled pending landowner meeting results.
- h) Dean Pederson, Section 7, Waukon Township. Permit Application #11-9-11-21 to install a field approach and culvert tabled pending additional information from the applicant.
- i) NRCS/John Voz, Section 32-33 Home Lake Township and Sections 4-5 Ulen Township. Permit Application #11-9-11-25 to construct wetland restorations and creations tabled pending documentation that seepage concerns from Paul Amundson have been addressed.

DENIED PERMITS

25. Loyal Sip, Section 27, Pleasant View Township. A motion was made by Manager Spaeth and seconded by Manager Hanson to deny Permit Application #11-9-11-23 to increase the culvert size in a centerline culvert from a 24" to a 36" due to the additional pipe size not warranted. Carried.

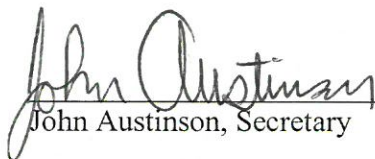
ADDITIONAL BOARD ACTION

26. Financial Report Dated October 31, 2011. A motion was made by Manager Austinson and seconded by Manager Hanson to approve the Financial Report Dated October 31, 2011, as presented. Carried.

27. Managers Per Diems & Expenses. A motion was made by Manager Austinson and seconded by Manager Hanson to approve Managers Per Diems and Expenses as presented. Carried.

28. Manager Ista Resignation. Manager Austinson thanked Manager Ista for her time on the board.

29. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Austinson to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:05 a.m.


John Austinson, Secretary

Date	Num	Name	Memo	Amount
Oct 13 - Nov 9, 11				
10/18/2011	DD	Frandsen Bank	Loan Repayment	300,225.00
10/19/2011	14040	Wambach & Hanson Trust Acc	Olson Rural Acquisition	83,777.13
11/01/2011	14043	Mike Borgen	Farm Dike Refund	2,130.00
11/02/2011	DD	Money Market Account	Trans from Checking to M Market	500,000.00
11/08/2011	14048	AmeriPride	Office Rugs	66.81
11/08/2011	14049	AT&T	Cell Phone	92.61
11/08/2011	14050	Becker Co. Auditor	RE Taxes	615.00
11/08/2011	14051	Braun Intertec Corporation	Community Ring Dike Fees	1,105.00
11/08/2011	14052	City of Ada	Utilities	241.86
11/08/2011	14053	Clay County Union	Budget Hearing	146.52
11/08/2011	14054	Clay County Auditor Treasurer	RE Taxes	1,774.54
11/08/2011	14055	Francotyp-Postalia, Inc.	Postage Meter	236.97
11/08/2011	14056	Gordon Construction	#3341	778.75
11/08/2011	14057	Houston Engineering, Inc.	Engineering Fees	49,440.12
11/08/2011	14058	James Wagner, Sr.	Beaver Control	2,405.35
11/08/2011	14059	Kevin Erickson	Lawn Mowing	162.50
11/08/2011	14060	Loretel Systems	Utilities	286.71
11/08/2011	14061	Lunde Blade & Gravel	Ditch Cleaning	1,900.00
11/08/2011	14062	MARCO, Inc.	Lease Agreement	641.70
11/08/2011	14063	Marcussen Accounting	Inv 10/7/11	513.00
11/08/2011	14064	Nor County Heating & Cooling	Furnace Filters	50.00
11/08/2011	14065	Nor County Highway Department	Culvert	1,369.65
11/08/2011	14066	Norman County Index-Ada	Subscription	33.00
11/08/2011	14067	Norman County Recorder	Residential Lease	46.00
11/08/2011	14068	North Star Water	Office Supplies	29.75
11/08/2011	14069	Northwestern Bank	Loan Payment	103,974.08
11/08/2011	14070	Office Supplies Plus	Office Supplies	441.70
11/08/2011	14071	Ralph's Food Pride	Office Supplies	46.26
11/08/2011	14072	Renae Kappes	Cleaning	150.00
11/08/2011	14073	Tony Sip	Mowing Ditches and Projects	13,345.00
11/08/2011	14074	Wambach & Hanson	Legal Counsel	1,966.66
11/08/2011	14075	Zavoral & Sons	Com Ring Dike Construction Costs	136,654.57
11/09/2011	14078	Dean P Spaeth	Mgrs Per Diems & Expenses	327.08
11/09/2011	14079	Diane J Ista	Mgrs Per Diems & Expenses	264.30
11/09/2011	14080	Duane L Erickson	Mgrs Per Diems & Expenses	185.54
11/09/2011	14081	Gregory R Homvik	Mgrs Per Diems & Expenses	242.69
11/09/2011	14082	John D Austinson	Mgrs Per Diems & Expenses	143.49
11/09/2011	14083	Raymond M Hanson	Mgrs Per Diems & Expenses	90.74
10/13-11/11	DD	Payroll/emp ins &	Med exp & Payroll taxes	16,894.21
Oct 13 - Nov 9, 11				1,222,794.29