

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

REGULAR MEETING
August 8, 2012
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, August 8, 2012. Managers in attendance included Greg Holmvik, Raymond Hanson, John Austinson, Mike Christensen and Dean Spaeth. Absent: Duane Erickson and Curt Johannsen. In addition the following persons were in attendance: Administrator Kevin Ruud, Loretta Johnson, Engineer Jerry Bents, Attorney Hanson and various other interested taxpayers and landowners.
2. Chairman Holmvik called the meeting to order 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the agenda with the addition Project #30, Community Ring Dikes. J.D. #53 Lat. 1, FEMA repairs and C.D. #1 maintenance. Carried.
4. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the bills as distributed. Carried.
5. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the Regular Meeting Minutes dated July 11, 2012, and the Special Meeting Minutes dated June 27, 2012. Carried.
6. Draft Financial Report. A draft financial report dated July 31, 2012, was distributed to Board members for review. Financial Reports for Board action will be provided to the Board at a later date.
7. Manager Erickson arrived at 8:40 a.m.
8. Project #30. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Pay Request #3 in the amount of \$5,551.00 to Zavoral Construction for the FEMA repair of Project #30. Carried.
9. Community Ring Dikes. A motion was made by Manager Hanson and seconded by Manager Austinson to approve the change orders and Pay Request #9 to Zavoral Construction in the amount of 56,219.32 for construction of Perley Ring Dike and Pay Request #10 to Zavoral Construction in the amount of 66,783.19 for construction of the Hendrum Ring Dike. Carried.
10. Open Microphone 8:45 a.m. Dave Stumbo discussed his concerns regarding property that he owns, which is included in a group of possible storage sites which were considered by the Board of Managers and has never been completely removed. Stumbo stated that his concerns were in regarding him making improvements on his property such as tiling and then being included in a future project. Stumbo asked that the Managers remove projects that have been proposed in the past to assure landowners that they will not be brought back to the table for a project at a later date. Attorney Hanson stated that is not a possibility as the board could later change their mind or a future board could reconsider and decide to put a project at that place.

Stash Hempeck met with Managers to discuss the possibility of leasing several of the District's rural acquisition sites. Hempeck stated that he would get back to the Administrator for additional discussions.

11. Project #4, Upper Becker Gated Structure, 9:00 a.m. Engineer Bents reported that the idea proposed regarding establishing a gated structure on the current Upper Becker Dams was discussed at the Project Team (PT) meeting. There was a willingness on the part of the PT to look into the possibility. Bents stated that there would probably be the same issues as currently in Moccasin. Permitting, easements would get into current farmland and the design and technical information needed to determine if water could be held in the structure as it is now. Consensus of Managers was that Administrator Ruud would visit with landowners currently in the easement area to determine their interest.

12. Beaver Control. Administrator Ruud distributed a spreadsheet illustrating the amounts and locations of beaver control in 2011.

13. J.D. #53, Lat #1. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Pay Request #1 in the amount of 96,862.90 to Olson Construction Thief River Falls for work on J.D. #53, Lat #1 bridge replacement. Carried.

14. Norman County Ditch #1, FEMA Repair. A motion was made by Manager Austinson and seconded by Manager Hanson authorizing the bid award to Zavoral Construction for the repair of N.C. #1 contingent on land rights. Carried.

15. Building Repair. Administrator Ruud reported that he received a proposal to repair the office building, i.e. put steel on the roof, and fix the gable end, for the amount of 60,000. A motion was made by Manager Hanson and seconded by Manager Spaeth authorizing Administrator Ruud to solicit quotes from other contractors to repair the building to the same specifications. Carried.

16. Audit Proposal. A motion was made by Manager Hanson and seconded by Manager Erickson authorizing Administrator Ruud to solicit for bids to do the audit for the District year ending December 31, 2012, with the minimum legal requirements. Carried.

17. Rural Acquisition 2009. A motion was made by Manager Hanson and seconded by Manager Christensen authorizing the Final Pay Request in the amount of 7,767.30 to Feldt Plumbing, Detroit Lakes, for the contract regarding the demolition of acquisition homes. Carried.

18. Moccasin Creek O & M Plan Report. Engineer Bents distributed the response prepared to submit to the MN DNR and USACE for the proposed change to the Operating Plan for Moccasin Creek. A motion was made by Manager Hanson and seconded by Manager Erickson authorizing Engineer Bents to submit the Revised O & M Plan Change as presented to the Board. Carried.

PERMIT APPLICATIONS

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

- Andrew Borgen, Section 15, Hegne Twp. Permit #8-8-12-3 to install a field approach and a 15" culvert.
- J.R. Dale, Section 3, Sundal Twp. Permit #8-8-12-6 to install a field approach and culvert with the condition that the culvert is an 18" pipe.

- Doug Kramer, Section 36, Bejou Twp. Permit #8-8-12-9 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.
- Mike Myers, Section 25, Mary Twp. Permit #8-8-12-14 to construct a ring dike.
- City of Waubun, Section 24, Popple Grove Twp. Permit #8-8-12-20 to clean ditch, reset culverts to grade, replace culverts with the condition that the culverts are replaced with the same size culvert or culverts smaller than 18" diameter can be replaced with an 18" diameter or smaller size.

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

- B & G Farms, Section 18, Marsh Creek Twp. Permit to install subsurface drain tile.
- Bejou Township, Sections 13-24, Bejou Twp. Permit to replace a 24" culvert with a 36" culvert.
- Andrew Borgen, Section 12, Georgetown Twp. Permit to install a field approach and a 15" culvert, remove a field approach and culvert.
- Dahl Farms, Section 22, Bejou Twp. Permit to install subsurface drain tile.
- Fossum Twp. Section 16, Fossum Twp. Permit to replace a bridge with a Texas Crossing.
- Steve Jacobson, Section 10, Lee Twp. Permit to install two field approaches with culverts, remove a field approach and culvert.
- Doug Kramer, Section 6, Chief Twp. Permit to install subsurface drain tile.
- Mattson Bros. Sections 27-34, Atlanta Twp. Permit to install subsurface drain tile.
- Ronald Mickelson, Section 31, McDonaldsville Twp. Permit to construct a farmstead ring dike.
- Doug Nelson, Section 29, Pleasant View Twp. Permit to install subsurface drain tile.
- Brad Olek, Section 33, Felton Twp. Permit to install subsurface drain tile.
- Brad Olek, Section 33, Felton Twp. Permit to install subsurface drain tile.
- Kevin Olson, Section 25, Green Meadow Twp. Permit to improve a drainage ditch.
- Wayne Stevenson, Section 29, Rockwell Twp. Permit to install subsurface drain tile.
- Wild Rice Twp. Section 32, Wild Rice Twp. Permit to remove a driveway, install a new field approach, install a new center line culvert, install a depressed culvert.

21. Complaints/Violations. Jerome Thompson asked the Managers about his complaint against Mark Habedank. He was told that a decision had already been made by the Board at the July meeting, and indicated that the cleaning was not a violation and although the berm was too high, Habedank already took care of that part of the issue. Thompson was told if he didn't agree with the Board's decision, he could appeal the decision. A motion was made by Manager Christensen and seconded by Manager Hanson authorizing staff to notify Thompson, Habedank, Kitchell and Hendricks of the Board's decision that the complaints has been resolved and requesting the smoothing of the berm and grass establishment by October 1. Bob Brandt is currently waiting for a decision by the Norman County Board of Commissioners on his complaint regarding a block in N. C. Ditch #26.

22. Acquisition Leasing. A motion was made by Manager Hanson and seconded by Manager Erickson authorizing leasing of the prior Wagner property south of Ada by the Wild Rice River to the Tank family for a period of two years beginning immediately, cost to be \$25 for the current year and \$50 for year 2013. Carried. Stash Hemepeck met with Managers to discuss his possible request to lease other rural acquisition properties of the District's for the purpose of truck farming and stated that he would continue to look into the location of the properties.

23. WRWD 10 Year Watershed Management Plan Update. Manager Hanson recently requested that item be placed on the agenda and brought forth ideas on how he thought this could be accomplished. Due to the need for clarification of the time extension for the plan update, consensus of Managers was for staff to contact Brian Dwight, BWSR and Jim Ziegler, MPCA, and tell them that we need a written example of the authority under the law or changes that have been made allowing BWSR to authorize the District to postpone the 10 year plan to a later date.

24. Project and Ditch System Proposed Levies for Year 2013. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following proposed Project and Ditch System Levies to present for a final approval at the September Regular Meeting. Carried.

FINANCIAL FOR PROPOSED LEVIES 2013

Dated 6/30/2012

	CURRENT BLACK 6/30/12	STATUS RED 6/30/12	BENEFITS PER AUDITOR	BENEFITS FOR OUR RECORD	LEVIED % FOR 2012	COLLECTED IN 2012 AS OF 6/30/12	ESTIMATE TO BE PD 2012	SUGGESTED % FOR 2013	ANT REVENUE 2013
SURVEY & DATA	23,448.73				100.00%	20,770.35	50,000.00	0.00%	-
WKS OF COM BENFT	18,871.00								
UP REACHES	42,372.14		117,788.73		100.00%	898.41	117,788.73	100.00%	117,788.73
PROJ #1	7,322.32		76,785.66		10.00%	4,241.88	7,678.57	30.00%	23,035.70
PROJ#2	52,372.85		276,749.74		1.00%	1,416.97	2,767.50	1.00%	2,767.50
PROJ #3	12,953.14		53,000.00		1.00%	323.99	530.00	1.00%	530.00
PROJ #6	12,702.81		99,322.58		4.00%	2,851.08	3,972.90	8.00%	7,945.81
PROJ #8 Moccasin		15,247.19							
PROJ #10 Mashaug		6,295.35							
PROJ #12		995.42	118,373.00		6.00%	3,597.81	7,102.38	7.00%	8,286.11
PROJ #13	23,513.84		1,510,030.90		0.25%	2,029.08	3,775.08	0.25%	3,775.08
PROJ #16	8,171.67			172,848.25	2.00%	1,856.30	3,456.97	2.00%	3,456.97
PROJ #17	29,326.92			496,711.70	0.25%	696.63	1,241.78	0.25%	1,241.78
PROJ #18/N C #64	90,011.98			1,158,183.00	0.10%	645.29	1,158.18	0.10%	1,158.18
PROJ #19	43,728.98			1,523,118.75	0.50%	3,823.66	7,615.59	1.00%	15,231.19
PROJ #23	38,675.91		321,000.00		0.00%		-	0.00%	-
PROJ #24/N C Ditch #12	33,526.69		542,587.50		1.00%	2,801.73	5,425.88	1.00%	5,425.88
PROJ #25/N C #38	44,919.87		271,712.50		0.00%		-	0.00%	-
PROJ #30		299,437.74	1,785,424.20		3.00%	60,620.87	53,562.73	3.50%	62,489.85
PROJ #31	19,964.84		486,243.00		2.00%	5,115.05	9,724.86	2.00%	9,724.86
PROJ #32	24,132.73		1,100,380.50		0.25%	1,526.26	2,750.95	0.25%	2,750.95
PROJ #35		1,281.33							
PROJ #36 Marsh									
PROJ #38 Rockwell									
PROJ #39 Mashaug									
PROJ #4									
NORMAN CO			416,745.84		1.00%	25,513.04	4,167.46		
CLAY CO			610,333.70		1.00%		6,103.34		
BECKER CO			145,695.20		1.00%	924.09	1,456.95		
TOTAL	107,837.36		1,172,774.74					1.00%	11,727.75
PROJ #5									
NORMAN CO			2,358,054.06		0.50%	6,947.63	11,790.27		
POLK CO			938,893.16		0.50%	2,369.98	4,694.47		
TOTAL	223,843.31		3,296,947.22				-	0.50%	16,484.74
PROJ #9									
NORMAN CO			1,778,715.80		0.50%	4,637.80	8,893.58		
CLAY CO			4,385,038.40		0.50%		21,925.19		
TOTAL	154,711.28		6,163,754.20				-	0.50%	30,818.77
PROJ #14, DITCH #45									
NORMAN CO			403,744.44		2.00%	3,550.22	8,074.89		
POLK CO			13,100.00		2.00%	131.00	262.00		
TOTAL		11,359.30	416,844.44				-	4.00%	16,673.78
PROJ #40									
N & C COUNTY		3,456.90		806,163.10	0.50%		4,030.82	1.00%	8,061.63

FINANCIAL FOR PROPOSED LEVIES 2013

Dated 6/30/2012

	CURRENT BLACK 6/30/12	STATUS RED 6/30/12	BENEFITS PER AUDITOR	BENEFITS FOR OUR RECORD	LEVIED % FOR 2012	COLLECTED IN 2012 AS OF 6/30/12	ESTIMATE TO BE PD 2012	SUGGESTED % FOR 2013	ANT REVENUE 2013
JD #56 MAIN									
NORMAN CO			197,053.00		1.00%	879.23	1,970.53		
CLAY CO			733,510.00		1.00%		7,335.10		
TOTAL	76,446.31		930,563.00				-	1.00%	9,305.63
BECKER CO									
PROJ #29	10,459.08			207,536.25	2.00%	2,136.34	4,150.73	2.50%	5,188.41
CLAY CO									
PROJ #20	117,439.21		3,157,178.50		1.00%		31,571.79	1.00%	31,571.79
MAHN CO									
PROJ #27	8,220.55			154,739.40	1.00%	568.72	1,547.39	1.00%	1,547.39
PROJ #34	19,840.81			138,429.75	1.00%	475.05	1,384.30	1.00%	1,384.30
NORMAN CO									
#11	4,085.15			28,755.00	0.00%		-	0.00%	-
#15	8,675.33			5,516.40	50.00%	1,346.91	2,758.20	50.00%	2,758.20
#18	17,766.34		54,998.00		0.00%		-	15.00%	8,249.70
#18 LAT #1		706.00		3,300.00	30.00%	444.00	990.00	30.00%	990.00
#21	4,985.13			3,586.00	50.00%	904.00	1,793.00	50.00%	1,793.00
#22 IS A NORMAN CO D	1,902.00								
#37	17,751.76		18,944.50		50.00%	4,275.39	9,472.25	50.00%	9,472.25
JD 53 MAIN	3,609.01		75,338.00		60.00%	20,683.34	45,202.80	60.00%	45,202.80
JD #53 LAT 1		3,297.60	400,876.00		2.50%	4,933.97	10,021.90	4.00%	16,035.04
JD #53 LAT 2		318.84	70,425.52		15.00%	4,026.75	10,563.83	15.00%	10,563.83
CLAY CO									
#6	10,579.93			61,673.00	10.00%		6,167.30	10.00%	6,167.30
#7	1,937.90		47,687.64				-		
#8/#4		3,766.42	281,737.48		2.50%		7,043.44	4.00%	11,269.50
#14		7,076.50		374,185.30	4.50%		16,838.34	6.00%	22,451.12
#18		28,976.50		16,924.60	100.00%		16,924.60	100.00%	16,924.60
#42	4,622.56			13,133.13	15.00%		1,969.97	15.00%	1,969.97
#44	8,224.11			22,059.32	5.00%		1,102.97	5.00%	1,102.97
#52	9,069.55			14,366.56	5.00%		718.33	5.00%	718.33
JD #56 LAT 1	31,949.24			811,662.93	1.00%		8,116.63	1.00%	8,116.63

25. Hearing Notice for Levies. A motion was made by Manager Hanson and seconded by Manager Erickson approving the hearing for the Levies and Budget to be held at 9:00 a.m. on Wednesday September 12, 2012, at the office of the Wild Rice Watershed District, 11 Fifth Avenue East, Ada, MN. Carried.

26. General Budget for 2013. The proposed 2013 Administrative Budget for consideration at the budget hearing in September was distributed for review. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the budget as presented. Carried. A motion was made by Manager Hanson to approve pursuant to Chapter 162, laws of 1976, as amended, and under the direction from the Red River Watershed Management Board, 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 be adopted for consideration at the budget hearing scheduled for 9:00 a.m. on Wednesday September 12, 2012, at the office of the Wild Rice Watershed District located at 11 Fifth Avenue East, Ada, MN. Manager Austinson seconded the motion for the adoption of the 2013 proposed administrative budget and, upon the vote being taken, the same was declared unanimously approved and carried.


PROPOSED BUDGET FOR ADMINISTRATIVE ACCOUNT
August 8, 2012
PROPOSED FOR 2013

	2012	PROPOSED BUDGET 2013
Utilities	11,000.00	11,000.00
Advisory Board	1,000.00	1,000.00
Supplies, Publications and Postage	34,000.00	29,000.00
Insurance and Bonds	19,000.00	19,000.00
Engineering	15,000.00	15,000.00
Admin. Salaries	80,000.00	80,000.00
Legal Fees – Wambach & Hanson	16,000.00	16,000.00
Accounting Fees	8,500.00	8,500.00
Managers’ Per Diem	19,000.00	19,000.00
Managers Expenses	14,000.00	14,000.00
Annual Report/Audits	10,000.00	15,000.00
Organization Dues	2,500.00	2,500.00
Overall Plan (10 Year)	1,500.00	1,500.00
Education Programs	1,000.00	1,000.00
Capital Improvements (10 Year)	12,500.00	12,500.00
Mediation Project Team	5,000.00	5,000.00
	<u>250,000.00</u>	<u>250,000.00</u>

27. Norman County Ditch #1. A motion was made by Manager Hanson and seconded by Manager Spaeth to authorizing cleaning and maintenance of N.C. #1. Carried.

28. Managers Per Diems and Expenses. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Managers per diems and expenses as distributed. Carried.

29. 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 11:30 a.m.



John Austinson, Secretary

Date	Num	Name	Memo	Amount
Jul 12 - Aug 8, 12				
08/06/2012	14490	Ada City	Utilities	255.22
08/06/2012	14491	AmeriPride	Office Expense	141.80
08/06/2012	14507	Arvig	utilites	72.52
08/06/2012	14508	Becker Co. Auditor	Proj Exp	568.00
08/06/2012	14509	Cardmember Service	Education Material	25.55
08/06/2012	14510	EcoLab	Office Expense	69.47
08/06/2012	14511	Feldt Plumbing	Final Pay Request	7,767.30
08/06/2012	14512	Gordon Construction	Construction Costs	11,410.00
08/06/2012	14513	Grinnell Mutual Payment Center	Balance Due	10.00
08/06/2012	14514	Holm Plumbing	Office Maintenance	56.55
08/06/2012	14515	Houston Engineering, Inc.	Engineering	45,786.71
08/06/2012	14516	Kevin Erickson	Law n Mow inv	162.50
08/06/2012	14517	Loretel Systems	Utilities	257.45
08/06/2012	14518	MARCO, Inc.	Office Equipment	641.70
08/06/2012	14519	Minnesota Energy Resources Corporation	Utilities	10.00
08/06/2012	14520	Morris Electronics, Inc.	Technical Assnts	52.50
08/06/2012	14521	Norman County Index-Ada	Pulications	983.24
08/06/2012	14522	Northwest Beverage, Inc.	Office Expense	42.75
08/06/2012	14523	Office Supplies Plus	Office Supplies	60.35
08/06/2012	14524	Olson Construction TRF Inc	Pay Req #1 Bridge Rep	96,863.90
08/06/2012	14525	Ralph's Food Pride	Supplies	63.78
08/06/2012	14526	Red River Coop Power	Acq Costs	3,921.95
08/06/2012	14527	Renae Kappes	Cleaning	120.00
08/06/2012	14528	Tony Sip	Mowing	11,220.00
08/06/2012	14529	Wagner Saw Mill, L.L.C.	programs	200.00
08/06/2012	14530	Wesley Carlsrud	Spray Ditches	36,153.96
08/06/2012	14531	Zavoral & Sons	Construction Costs	128,553.51
08/07/2012	14532	Wambach & Hanson	Legal Fees	1,857.48
08/08/2012	14204	Gregory R Holmvik	Managers Per Diems & Exp	169.83
08/08/2012	14202	Dean P Spaeth	Managers Per Diems & Exp	285.82
08/08/2012	14203	Duane L Erickson	Managers Per Diems & Exp	267.28
08/08/2012	14206	Michael K Christensen	Managers Per Diems & Exp	322.44
08/08/2012	14207	Raymond M Hanson	Managers Per Diems & Exp	181.49
08/08/2012	14205	John D Austinson	Managers Per Diems & Exp	276.67
Jul 12 - Aug 8, 12 PERA, witholding, mgrs & staff				12,229.57
				<u>361,061.29</u>