

1. Permit (03-69) to Brad Lunke to install an 18" corrugated steel pipe or equivalent through the township road in the vicinity of the west end of the line common to sections 23 and 26 of Holt Township, provided that a permit is also issued for the same work from the Red Lake Watershed District;
2. Permit (03-70) to Rolland Miller to reslope and regrade what was formerly designated as Polk County Ditch #7, in the southwest quarter of section 13 of Sandville township.

Motion carried.

Eldon Elseth, Earl Pawloswki and Adrian Weslowski discussed with the Board water service to the rural Warren customers, north of the Snake River. Tracy Anderson announced that he is affected by this matter and that if necessary he would abstain from voting.

It was agreed that Attorney, Blake Sobolik, would contact the Attorney for the City of Warren, in an effort to determine responsibilities in this matter.

Eldon Elseth, Earl Pawloswki and Adrian Weslowski left the meeting at approximately 4:55 p.m.

Motion by Mr. Tracy Anderson, seconded by Mr. Carl Green that the following resolution be adopted:

**Data Policy
Middle-Snake-Tamarac Rivers Watershed District
(December 15, 2003)**

Government Data Policy'

BE IT RESOLVED, that the Middle-Snake-Tamarac Rivers Watershed District (MSTRWD) hereby adopts the following Policy Statement:

Policy Statement

This policy is in effect for all persons or entities that come to the MSTRWD office to review files and all those who request information from the MSTRWD.

Background

The MSTRWD will attempt to fill all reasonable requests for information from its files and computerized data bases (subject to the restrictions of the Minnesota government Data Practices Act, copyright laws, decisions of the Office of the Attorney General, and the availability of staff time). When appropriate, fees will be charged to recover the costs incurred in providing such information.

Implementation

The MSTRWD's files are open to the public unless classified by statutes, or temporary classification pursuant to Minnesota Statute § 13.06, or federal law, as non-public or protected non-public, or with respect to data or individuals, as private or confidential. The MSTRWD will keep its records containing government data in such an arrangement and condition as to make them reasonably accessible for inspection.

1. Persons wishing to inspect files are asked to schedule an appointment at least 48 hours in advance with the MSTRWD. This 48-hour lead time may need to be extended for cases in which a file needs to be reviewed for confidential or whistle blower type information, or in the event the district's designee is unavailable. Appointments are to be scheduled during MSTRWD's business hours on Monday through Friday between 8:00 a.m. and 4:30 p.m. File reviews will be scheduled as soon as possible, depending upon the availability of the appointments and the status of the file. General assistance will be provided by the designated Watershed District Employee, however, the person requesting the information remains responsible for searching through the file to find the desired information.
2. Single copies of documents that are published for purposes of public distribution will be made available at no charge. Multiple copies of these documents may be charged at the rate established for copying documents.
3. Single copies of approved minutes for the current fiscal year will be made available at no charge. Multiple copies of these minutes may be charged at the rate established for copying documents.
4. All other requests for copies of documents must be made in writing and the copies will be provided within 5 business days, if reasonably possible. The person requesting the copies will be charged an amount of 10¢ per copy, plus actual costs of searching for, and retrieving said data including the cost of employee time for making, certifying, compiling and transmitting copies of the data.

Designated Authority

That the MSTRWD Engineer, Ronald J. Adrian, is designated as the responsible authority for management of the data practices of the MSTRWD.

Fees

Pursuant to Minnesota Statutes §13.03, Subdivision 3, if copies of information/documents are requested from files or electronically maintained information, the MSTRWD will charge searching, retrieving, compiling and copying costs. Clients will be charged in increments of 0.1 hour. No charge will be assessed if files are inspected and no copies are requested.

A fee of \$0.10 will be charged for every page of the request, in addition to the above listed searching, retrieving, or compiling charges. A double-sided sheet counts as two pages. If preferred, clients may choose to pick up their copies at the MSTRWD office once they are completed, or alternatively make arrangements with the MSTRWD to have copies mailed.

The MSTRWD will make arrangements with a vendor when clients request reproduction of agency photographs and slides, large maps, plan sheets, diskettes and videotapes. The prices will vary depending on the services required, but quotes may be obtained from the MSTRWD.

All estimated charges for copying and services provided by the MSTRWD shall be paid in advance by the client, and any remaining balance shall be invoiced under separate cover. In the event that the client has outstanding charges for copies, the MSTRWD may require payment upon receipt of copies.

When a request for data involves any person's receipt of copies of public government data or MSTRWD data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process; data base, or system developed with a significant expenditure of public funds by the agency, the MSTRWD may charge a reasonable fee for the information in addition to the costs of making, certifying and compiling the copies, with the fee charged to relate to the actual development costs of the information. The MSTRWD will provide documentation to explain and justify the fee being charged.

If the MSTRWD determines that the requested data is classified so as to deny the requesting person access, the MSTRWD will inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and will cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person who is denied access to data, the MSTRWD will certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Submitting Requests for Data

All requests and all inquiries regarding data requests or the availability of data from the MSTRWD to:

Ronald J. Adrian, District Engineer
Middle-Snake-Tamarac Rivers Watershed District
453 North McKinley Warren, MN 56762
P. O. Box 154
Telephone: (218) 745-4741

Motion carried.

Correspondence was reviewed from the Red River Basin Commission concerning their 21st Annual Red River Basin Land and Water International Summit Conference, scheduled for January 14-16, 2004; from the Red River CREP Advisory Team concerning the minutes of the December 3, 2003 meeting; from the Minnesota Department of Employee Relations concerning their notice of Pay Equity Compliance; from the University of Minnesota concerning a Conference on Minnesota Drainage Management scheduled for January 8 and 9, 2004, and January 22 and 23, 2004; and from the City of Viking concerning Part 2 of their Wellhead Protection Plan.

Motion by Mr. Jim Johnson, seconded by Mr. Alvin Nybladh that the firm of Conrad Dahl and Associates be retained to do the audit for the 2003 fiscal year, and that the

secretary be directed to prepare an Annual Report concerning the activities of the District for the year 2003, and that copies of the Annual Report be provided to persons known to be interested in receiving a copy of said report, and those required to be sent a copy of said report. Motion carried.

Motion by Mr. Arlyn Stroble, seconded by Mr. Alvin Nybladh to rescind the motion passed at the November 17, 2003 meeting that Attorney Blake Sobolik write a letter to the Warren Sheaf. Motion carried.

Motion by Mr. Jim Johnson, seconded by Mr. Alvin Nybladh that proposed modifications to the rules of the District be prepared for action by the Board at the next regular meeting. Motion carried.

Motion by Mr. Jim Johnson, seconded by Mr. Alvin Nybladh that the District confirm with the Board of Water and Soil Resources the procedure it is to follow to amend the Watershed Management Plan. Motion carried.

A discussion was held concerning Angus Oslo Site #4.

The meeting was closed at approximately 5:44 p.m., for purposes of discussing the Agassiz Valley Water Management Project litigation.

The meeting was reopened at approximately 5:49 p.m.

It was reported that the Agreement from the Minnesota Department of Natural Resources for an additional Cost Share Agreement in the amount of \$57,300.00, had been signed and that the signed copies have been received and that District can now proceed with the construction of the ring dikes under this Grant Agreement.

A discussion was held concerning the PL-566 project. Among the items discussed include the cutting of trees for firewood on the project right-of-way, the taking of depositions for the appeals, and the progress of the contracts for the construction of the bridges and the crossings on the Trunk Highways.

The insurance policies in force for the District were reviewed.

It was reported that no word has been received on the District's request for reconsideration on the repair of damages to Judicial Ditch #75. It was also reported that the District has forwarded a request for a time extension to the Minnesota Department of Public Safety for this project.

It was reported that the Red River Watershed Management Board meeting is scheduled for 9:30 a.m., December 16, 2003, at the Watershed District office in Thief River Falls.

A discussion was held concerning the maintenance of the grass on the properties acquired for the floodway.

A discussion was held concerning the property acquired by the District for projects that is

no longer needed for the establishment of these projects. Mr. Blake Sobolik was directed to review this and report back to the Board.

Blake Sobolik left the meeting at approximately 6:45 p.m.

The resolutions adopted at the Minnesota Association of Watershed Districts Annual meeting were reviewed.

Motion by Mr. Jim Johnson, seconded by Mr. Tracy Anderson that the employee compensation for the Ronald Adrian, Nick Drees, Connie Kujawa and Ron Sorvig effective January 1, 2004 be increased by 5% and that the District pay $\frac{1}{2}$ of the increase in cost of the health insurance coverage, effective April 1, 2004, and that Doug Mager be given a 10% pay increase effective January 1, 2004. Motion carried.

A discussion was held concerning providing each of the employees with letters of appreciation. It was agreed that President Doug Sorenson draft the letters.

Motion by Mr. Jim Johnson, seconded by Mr. Carl Green that the District provide to Ronald Adrian a \$1000, one time payment, for the performance of additional administrative duties over the last 6 months, to be paid to him as soon as possible. Motion carried unanimously.

A discussion was held concerning the hiring of additional personnel. It was agreed that the list of duties would be compiled for each of the employees and that a tentative job description would be prepared.

The next regular meeting was set for 3:30 p.m., January 26, 2004, this meeting was moved back 1 week because of the Federal Holiday, and the regular February meeting was scheduled for 3:30 p.m., February 23, 2004, and was moved back one week due to the Federal Holiday.

Motion by Mr. Tracy Anderson, seconded by Mr. Arlyn Stroble that the meeting be adjourned. Motion carried.

The meeting was adjourned at approximately 7:30 p.m.

Ronald Adrian
Recording Secretary

Carl Green
Secretary