

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

**REGULAR MEETING**  
**May 14, 2014**  
**APPROVED MINUTES**

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, May 14, 2014. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, John Austinson, Curt Johannsen, and Raymond Hanson. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Elroy Hanson, Tara Jensen, 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 Austinson to approve the meeting agenda with the following additions: Additions by Administrator Ruud – US Army Corps of Engineers (Army Corps) information, reorganization of officers, acquisition demolition bids, update on Lockhart project, and moving the 9:30 am Audit Review appointment to the first available spot, following open microphone. Additions from Manager Erickson – Wetland restoration policies. Carried.
4. Approval of Billings. A motion was made by Manager Johannsen and seconded by Manager Austinson to approve the payment of billings as presented.
5. Meeting Minutes. Due to late distribution, it was decided to table the April 2014 regular meeting minutes until the June meeting to allow Managers adequate time to review.
6. Financial Report. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve the monthly financial report dated April 30, 2014 and the following transfers from unassessed projects to the Red River Construction and Survey and Data accounts. Carried.

## Transfers as of 4-30-2014

	4/30/2014	RRC	Survey & Data
<b>PROJECTS AND DITCHES</b>			
<b>UNASSESSED</b>			
#38 Rockwell Dam	58.00	(58.00)	
#42 Proj #284 Non Leviable	161.00	(161.00)	
<b>Project Development - RRC</b>			
#194 Farm Ring Dikes	68.00	(68.00)	
#354 Goose Prairie WMA Storage	11,385.18	(11,385.18)	
#356 Upper Green Meadow/Klask S	5,981.39	(5,981.39)	
#357 WildRice Vik/Tufte/heitma	979.00	(979.00)	
<b>Permits and Violations</b>			
#12 Permits			
#18 Violations			
#19 Bborgen - Mary 10	669.50	(669.50)	
#72 Pete Domogalla Complaint 20	36.00	(36.00)	
#18 Violations - Other	348.00	(348.00)	
#12 Permits - Other	11,055.00	(11,055.00)	
#173 Anderson Wetland #5	521.00	(521.00)	
	31,262.07	(31,262.07)	-
	31,262.07		(31,262.07)

7. Open Mic. Landowner Jerry Bitker spoke to the managers in regards to the Army Corps and EPA proposed rule on waters of the United States. Bitker asked the Board to write a letter in support of agriculture and keeping our control locally rather than turning it to the control of the EPA. Bitker defined the proposed legislation as very restrictive. Engineer Bents added that there is a 90 day comment period which ends July 21<sup>st</sup>. Administrator Ruud added that the topic was added to the meeting agenda and would be discussed later in the meeting.

8. Audit Report. Judi Moravec from Mathias C. Justin LTD presented the Board with a draft 2013 audit report. Moravec went through the report and summarized each page and section for the managers. She added that she was pleased with the progress that the Watershed had made in the past year. A motion was made by Manager Hanson and seconded by Manager Spaeth to accept the Audit Report as presented. Carried.

### PERMIT APPLICATIONS

9. Norman County Highway Department, Section 13-14, Flom Twp. A motion was made by Manager Austinson and seconded by Manager Johannsen to approve Permit #5-14-14-17, to replace a box culvert with a new box culvert. Engineer Bents added that adjacent landowners were noticed and no comments were returned. Two landowners were in attendance, both voicing favor towards the permit. Carried.

10. A motion was made by Manager Austinson and seconded by Manager Hanson to approve the following permits with conditions as listed Carried.

- Darren Anderson, Section 31, Waukon Twp. Permit #5-14-14-1 to install a field approach and culvert with the condition that the culvert will be a 24" CMP or equivalent size.

- Kevin Chisholm, Section 20, Sundal Twp. Permit #5-14-14-4 to widen a field approach extend a 24" CMP.
- Kevin Chisholm, Section 20, Sundal Twp. Permit #5-14-14-5 to install a field approach and culvert with the condition that the culvert is a 36" CMP or equivalent size.
- Ty Ellefson, Section 21, Home Lake Twp. Permit #5-14-14-8 to lower a culvert in a field approach 6-7 inches with the condition that the landowner acquire approval from the Road Authority for any work within the road right-of way and with the recommendation that the landowner get approval from the NRCS/SWCD office regarding any wetland drainage issues.
- Jay Gunderson, Section 29-30, Heier Twp. Permit #5-14-14-9 to install water and sediment control basins.
- Paul Harless, Section 4, Felton Twp. Permit #5-14-14-10 to widen a field approach and extend an 18" CMP.
- Paul Harless, Section 21, Winchester Twp. Permit #5-14-14-11 to widen a field approach and extend a 24" CMP.
- Stashenko Hempeck, Section 12, Hendrum West Twp. Permit #5-14-14-12 to repair erosion on a driveway, extend a culvert and raise the driveway elevation with the conditions that the area where the driveway is raised is limited to the area adjacent to the existing culvert – 100 feet on either side of the existing culvert location.
- Samuel Holl, Section 21, Popple Grove Twp. Permit #5-14-14-13 to install a new field approach and 24" culvert.
- Samuel Holl, Section 21, Popple Grove Twp. Permit #5-14-14-14 to install a new field crossing and culvert with the condition that the culvert will be a minimum of and 18" CMP or equivalent size.
- Robert Holl, Section 9, Popple Grove Twp. Permit #5-14-14-15 to install a new field approach and a 24" x 36" CMPA.
- Brandon Ruud, Section 2, Flom Twp. Permit #5-14-14-18 to install a field approach with the condition that the culvert will be an 18" CMP or equivalent size.
- Skaurud Grain Farms, Section 7, Pembina Twp. Permit #5-14-14-19 to remove a field approach with a 24" CMP and install a field approach with a 24" CMP.
- Skaurud Grain Farms, Section 21, Pembina Twp. Permit #5-14-14-20 to fill in a ditch, construct a new ditch, and remove a field approach and culvert with the condition that the landowner in the SE1/4 of Section 21 sign the permit and that the applicant get approval from the township for any work done in the township road ROW.
- Gary and Betty Stueness, Section 21, Wild Rice Twp. Permit #5-14-14-21 to install a new field approach and construct a new ditch with the condition that the applicant get approval from the Road Authorities for any work done in the township and highway road ROW.
- David Thorson, Section 26, Strand Twp. Permit #5-14-14-23 to install a field approach and 18" culvert.
- Greg Zillmer, Section 13, Hagen Twp. Permit #5-14-14-26 to install subsurface drain tile with standard tile conditions.

11. A motion was made by Manager Johannsen and seconded by Manager Hanson to return the following permit applications as incomplete and recommend that the applicants resubmit when requested information is available. Carried.

- Roderick Anderson, Section 4, Wild Rice Twp. Permit #5-14-14-2 to install a crossing and culvert in Project 12. Previously requested information included a design showing details regarding pipe sizes, and cross sections of the crossing.
- Dahl Brothers, Section 21, Bear Park Twp. Permit #5-14-14-6 to install subsurface drain tile. Previously requested information included written documentation of approval from MNDNR, the Norman County SWCD and NRCS regarding wetland information.

- Scott Visser, Section 7, Fossum Twp. Permit #5-14-14-24 to install a new centerline culvert. Previously requested information included written documentation of approval from the Norman County SWCD and NRCD regarding wetland issues; or this documentation and installation of a flap gate on the east side of the pipe.

12. Becker County Highway Department, Section 1-2, Walworth Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #5-14-14-3 to replace three CMPs (48", 60", 72") with a box culvert (14'x4'). Engineer Bents stated that Sections 26, 35, and 36 of Flom Township and Sections 1 and 12 of Walworth Township were noticed. No comments were received. Carried.

13. Ty Ellefson, Section 27, Home Lake Twp. A motion was made by Manager Austinson and seconded by Manager Erickson to approve Permit #5-14-14-7 to install subsurface drain tile with standard tile conditions. Engineer Bents added that Section 27 of Home Lake Township was noticed. No comments were received. Carried.

14. Ken Jirava, Section 17, Beaulieu Twp. A motion was made by Manager Austinson and seconded by Manager Hanson to approve Permit #5-14-14-16 to install subsurface drain tile with standard tile conditions. It was noted that the Permit does not grant approval to enter property owned by other individuals. Administrator Ruud added that adjacent landowners were notified. Comments were returned from one landowner with no opposition to the installation of the tile, rather questions surrounding the outlet on his property. Jirava was instructed that he would need to obtain permission from the landowner to outlet onto their property. Attorney Hanson recommended that Jirava obtains a repair and maintenance easement from adjacent landowners. Carried.

15. Mike Thompson, Section 30, Gregory Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Permit #5-14-14-22 to install water and sediment control basins. Engineer Bents stated that the road authority (Mahnomen County) was notified and adjacent landowner approval was received. Carried.

16. Greg Zillmer, Section 13, Hagen Twp. A motion was made by Manager Austinson and seconded by Manager Christensen to table Permit #5-14-14-25 to install a new centerline culvert and notice the east half of Section 14 of Hagen Township and Hagen Township road authority. Carried.

17. Norman County Highway Department, Section 23, Shelly Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Permit #5-14-14-27, an amendment to a previously approved permit. Applicant will remove a deficient bridge and replace with 1 line 10'x16' concrete box culvert and 1 line 12'x6' concrete box culvert. Carried.

18. Domogalla Complaint. Engineer Bents informed the Managers that the complaint was originally filed Spring 2013 and withdrawn when parties reached verbal agreement, prior to presentation to Board. Domogalla is no longer happy with the situation and submitted a complaint in April. In speaking with the adjacent land renters, they have agreed to fill in a low area to decrease the chance of water backing up to the sound on Domogalla's property. Engineer Bents stated that he does not believe that anything was done to violate Watershed Rules, instead the repair work needed is to fix a washout that occurred. He recommended that the Board monitor the situation to see if the work is completed. Manager Hanson stated that he drove by the site and it appears that the ditch needs to be cleaned out for it to function properly. A motion was made by Manager Hanson and seconded by Manager Erickson to send the adjacent renters (Sather Brothers) stating that the washed out area be restored and filled in. Carried. Manager Hanson stated that he felt that a formal letter would better satisfy Domogalla's request.

19. Army Corps Information. Administrator Ruud distributed a letter from Rinke Noonan regarding comments to the US EPA proposed rule on waters of the United States which asks for \$500 in financial assistance to provide a response to the EPA and Army Corps regarding the proposed rule. Bitker stated that in his opinion the major concern is the desire to drop an ag exemption. This action would not keep the agricultural sector separate from other entities. Manager Spaeth felt that the County Commissioners should also act on this matter. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve \$500 in financial assistance to Rinke Noonan for drafting a response. Carried. Manager Erickson asked if the Board will have a decision on what language is used. Attorney Hanson stated that the Watershed is providing financial assistance and supporting the comments that will be drafted, limiting the restriction to navigable waters. Manager Erickson felt that the Watershed should let Rinke Noonan know their concerns prior to the comments being drafted, in hopes that the concerns would be addressed in the response.

20. Community Flood Control Levee Projects. Administrator Ruud stated that there was a landowner meeting in Halstad which was met with a good reception. Currently the acquisition process is underway.

21. Lower Wild Rice. Administrator Ruud informed the Board that an appraisal was conducted and he passed the information on to the landowner to review. Also, an application is being completed to apply for funding for land acquisition from Lessard Sams. Engineer Bents added that the channel has been divided into corridors to prioritize land acquisition, which will work well for the application process.

22. Goose Prairie. Administrator Ruud updated the Board regarding the progress of the Goose Prairie Marsh Enhancement Project. A staff gauge was installed. This determined that the current level of the water is 1206.8. More surveying was completed along County Ditch 18 and a meeting is scheduled for Monday, May 19<sup>th</sup> to review the findings. Manager Erickson stated that he would like to see the structure built with a retention capacity of 1207.5 in the interest of decreasing the cost of the project. Manager Hanson disagreed and thought that it would be beneficial to allow the ability to change the operating plan in the future and would like to see a cost estimate for building the structure at both 1207.5 and 1208.5. If there is not a substantial difference Manager Hanson thought it would make the most sense to build the structure with a higher capacity. Engineer Bents added that he can determine what the cost difference will be, however the road height likely will not change dependent on the size of the structure.

23. Farm Bill Assistance Partnership Grant. John Voz informed the Board that the SWCD is seeking funding partners to hire a farm bill technician. Mark Christianson stated that the SWCD would provide a 1% salary match, it is requested that the Watershed provide the remaining 9% match required for a 10% local match towards the grant. Voz added that currently there are 42 similar positions throughout the state which are one year contracts funded primarily through the grant application. Manager Hanson felt that each county currently had staff that could work with landowners and write plans. Christianson replied that there are positions in each county, but with the current workload they are unable to make buffer strips and CRP a priority. A motion was made by Manager Austinson and seconded by Manager Christensen to approve a 9% cost share towards the Farm Bill Assistance Partnership Grant on a one year basis. Manager Johannsen felt that the information was too vague and would like to see more details surrounding the position. He also expressed concern regarding finding and individual who would accept a one year position. Voz said that the information is a proposal. The majority of the positions throughout the state are filled by recent college graduates who are looking to obtain experience. The job description would be developed later in the process. Bitker felt that this job is already being completed by individuals and stated that he did not agree with taxpayer dollars funding another redundant position, rather he would like to see taxes going towards ditch projects. Managers Spaeth, Austinson, Christensen, and Chairman Holmvik voted in favor of the motion. Managers Erickson, Johannsen, and Hanson voted against the motion. Motion passed with majority vote. Carried.

24. Lockhart Project. Administrator Ruud stated that Mark Christianson has developed a conservation plan incorporating new grass in the west area, replacing the current food plot with grass, and developing a new food plot. The plan will be sent to BWSR for approval. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve the conservation plan contingent on BWSR approval. Carried. A motion was also made by Manager Hanson and seconded by Manager Christensen to approve Watershed funds paying for seed to replant the grass cover as it is related to project maintenance. Carried. Jon Peterson will be responsible for covering the cost of the food plot, as it is not a project maintenance concern.

25. Green Meadow Project Team. Administrator Ruud presented the Board with Concurrence Point #2 and summarized the table. The two options that were determined as feasible alternatives were gated impoundments and ungated impoundments. The table needs final approval from the Project Team. The next step would be a selection of identified alternatives. Administrator Ruud reported that preliminary sites for consideration have been determined by the additional resources team dependent on engineering studies. Concern was brought forth surrounding respecting the landowners of the identified locations. Engineer Bents and Administrator Ruud felt that landowners should be contacted prior to the Project Team viewing sites for alternatives. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Administrator Ruud to begin conversations with landowners of preliminary sites. Carried.

26. Water Retention and Permit Policy. Manager Hanson felt that adding wording to the current permit application informing applicants that the funding may be available for any project holding water dependent on the amount and length of storage would be favorable. Manager Johannsen thought that a policy should be developed prior to publicizing the potential funding. Manager Hanson stated that his intent is to simply get the information into the public's hands so they think about locations where they might be willing to store water. An applicant likely will see it on the permit application and refer to it in future situations. Manager Johannsen expressed concern regarding putting the language on the permit application without a policy in place. This would help answer questions when they are brought forward. Manager Hanson felt that a strict policy was difficult to establish as each scenario would likely have to be viewed independently. Manager Erickson suggested that each Manager comes back at the next meeting with items that they would like to see included in a policy. Following the collaboration Manager Erickson felt that it would be in the Board's best interest to develop a plan based on the suggestions brought forward. Chairman Holmvik asked each Manager to follow Manager Erickson's lead and return to the next meeting with policy ideas.

27. Acquisition Leasing. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve leasing of acquisition property to Roger Dyrdaahl for five years. Terms of the lease are \$100 rent per year plus paying property taxes. Carried.

28. Acquisition Demolition Bids. Administrator Ruud commented that two quotes have been received for the remaining demolition at the Thody and Hess properties. A motion was made by Manager Christensen and seconded by Manager Johannsen to accept the low bid of \$19,180 from Gordon Construction. Carried.

29. RRWMB Proposed Model Rules Update. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Administrator Ruud making the document more specific to Watershed needs. Carried.

30. Rockwell Dam Repairs. Engineer Bents updated the Managers regarding the repair needs at the Rockwell Dam and suggested repairing the outlet structure with one that will allow for easier operation. A motion was made by Manager Johannsen and seconded by Manager Erickson to table the repairs to allow Engineer Bents to seek funding options for the necessary improvements. Carried.

31. Credit Card Policy. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the credit card policy as presented. Carried. Administrator Ruud informed the Board that policies updates will continue in the upcoming months, with the Records Retention Policy expected to be presented at the June Board meeting.

32. Reorganization of Officers. Chairman Holmvik passed the lead to Vice-Chairman Christensen to begin the reorganization. Chairman Holmvik returned to leading nominations following the completion of election of the Chairman position.

- Chairman - Manager Johannsen nominated Manager Holmvik for the office of chairman. Manager Erickson nominated Manager Christensen for the office of chairman. A motion was made by Manager Johannsen and seconded by Manager Spaeth to cease nominations. Manager Holmvik was reappointed Chairman by majority vote with Manager Erickson voting for Manager Christensen and the remaining Managers voting for Manager Holmvik. Carried.
- Vice-Chairman. Manager Austinson nominated Manager Christensen for the office of vice-chairman. A motion was made by Manager Johannsen and seconded by Manager Spaeth to cease nominations. Manager Christensen was reappointed as Vice-Chairman. Carried.
- Treasurer. Manager Hanson nominated Manager Spaeth for the office of treasurer. A motion was made by Manager Johannsen and seconded by Manager Christensen to cease nominations and cast a white ballot, reappointing Manager Spaeth to the office of treasurer. Carried.
- Secretary. Manager Christensen appointed Manager Austinson for the office of secretary. A motion was made by Manager Johannsen and seconded by Manager Spaeth to cease nominations and cast a white ballot, reappointing Manager Austinson to the office of secretary. Carried.

33. Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment of Manager per diems and expenses as distributed. Carried.

34. Auto Pay Vendors. A motion was made by Manager Johannsen and seconded by Manager Austinson to approve the list of 2014 Auto Pay vendors as follows. Carried.

- Arvig
- AT & T
- City of Ada
- Harland Checks – Check reorder
- Frandsen Bank – safe deposit box annual renewal
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- PERA
- Postalia – postage meter postage deposits
- Quickbooks Payroll Service
- US Treasury – Payroll Taxes

35. Upcoming Events. A motion was made by Manager Austinson and seconded by Manager Christensen to approve Managers to attend the MAWD seminar in Stillwater. Carried.

36. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Spaeth to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:59 am.

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John Austinson, Secretary



Date	Num	Name	Memo	Amt
<b>Apr 10 - May 14, 14</b>				
04/10/2014	ACH	PERA		846.14
04/11/2014	ACH	MN Dept of Revenue		39.47
04/22/2014		QuickBooks Payroll Service	Created by Payroll Service on 04/21/2014	5,464.21
04/23/2014	ACH	PERA		749.61
04/25/2014	ACH	AT&T		93.04
05/06/2014		QuickBooks Payroll Service	Created by Payroll Service on 05/05/2014	5,357.44
05/08/2014	ACH	Ada City	Utilities	253.82
05/08/2014	ACH	Arvig	Utilities	368.40
05/14/2014	15278	AmeriPride	rugs	74.12
05/14/2014	15279	Becker County SWCD	Updated Plat books	115.00
05/14/2014	15280	Cardmember Service	March Conf/Phone	230.25
05/14/2014	15281	Farmers National Company	Vik appraisal	2,800.00
05/14/2014	15282	Heather Krogstad	Meeting	20.00
05/14/2014	15283	Houston Engineering, Inc.	May Engineering	34,824.22
05/14/2014	15284	MARCO, Inc.	Copier Lease	630.36
05/14/2014	15285	Minnesota Energy Resources Corporation	utilities	73.00
05/14/2014	15286	Morris Electronics, Inc.		915.60
05/14/2014	15287	Norman County Highway Department	Remove Debris from bridges	2,145.00
05/14/2014	15288	Norman County Treasurer/Auditor		4,567.03
05/14/2014	15290	Office Supplies Plus		260.74
05/14/2014	15291	Ralph's Food Pride	Meeting Supplies	46.95
05/14/2014	15292	Renae Kappes	Cleaning - 3@60	180.00
05/14/2014	15293	Sorenson Electric	Hang flag/lights	408.90
05/14/2014	15294	Tony Sip	May Mowing	2,635.00
05/14/2014	15295	Visser Trenching	Snow Removal	60.00
05/14/2014	15296	Wambach & Hanson		3,010.65
05/14/2014	15297	Northwest Beverage, Inc.		42.21
05/14/2014	15299	Curt Johannsen		166.43
05/14/2014	15300	Dean P Spaeth		105.42
05/14/2014	15301	Duane L Erickson		196.95
05/14/2014	15303	John D Austinson		108.81
05/14/2014	15304	Michael K Christensen		185.65
05/14/2014	15305	Raymond M Hanson		89.60
05/14/2014	15302	Gregory R Holmvik		69.26
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