

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

REGULAR MEETING
November 19, 2014
APPROVED MINUTES

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, November 19, 2014. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, Curt Johannsen, John Austinson 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 at 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the agenda with the following items being added to the Agenda. Carried:
 - Administrator Ruud added Advisory Committee and Lower Wild Rice Project
 - Manager Erickson added Goose Prairie Marsh Enhancement Project
4. Approval of Billings. A motion was made by Manager Hanson and seconded by Manager Austinson to approve the payment of billings as presented, with the addition of a bill from the Red River Watershed Management Board for the streamgage cost share program in the amount of \$11,626.50. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson approving the September 10, 2014, regular meeting minutes, the October 8, 2014, regular meeting minutes, and the October 31, 2014 special meeting minutes as presented. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the monthly financial report and the quarterly financial report dated October 31, 2014. Manager Johannsen asked for a balance sheet to be included in the monthly financial report. Manager Erickson presented questions regarding maintenance of acquisition properties. Carried.
7. Open Mic. Nobody spoke at this time.
8. Advisory Committee. Administrator Ruud reported that Chairman Curt Jacobson removed himself from the committee and asked the board to bring a replacement forth to fill the open position. Manager Johannsen felt that there are already enough members on the Advisory Committee. Chairman Holmvik added that if a member wants to be added to the committee they should let Administrator Ruud know. Administrator Ruud stated that the Vice-Chairman is Steve Jacobson and they are currently working on setting a date for the committee to meet before the end of the year.
9. Goose Prairie Marsh. Administrator Ruud informed the Managers that he did receive a draft Environmental Assessment Worksheet from the DNR last week. He will go through the document with Engineer Bents and return comments to the DNR the following week. Engineer Bents added that the EAW looks positive.

Chairman Holmvik added that he would like Administrator Ruud to send a copy of the EAW to Manager Erickson for review as well.

10. Lower Wild Rice/Rural Acquisition Program. Funding has been secured through the Rural Acquisition program to acquire the Vik Homestead. Potential funding method documents are being developed to purchase the remaining 308.8 acres through other funding opportunities. A motion was made by Manager Spaeth and seconded by Manager Hanson approving Administrator Ruud to continue working with potential funding partners for the purchase of the agricultural acres. Attorney Hanson added that once funding has been secured he would assist in the development of necessary agreements for the acquisition. Carried.

PERMIT APPLICATIONS

11. David Visser, Section 2, Strand Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table Permit #11-19-14-11 to construct a new ditch to notice Sections 2 and 3 of Strand Township and NRCS for potential impacts to adjacent wetland. Carried.

12. Don Johnson, Section 8, Rockwell Twp. A motion was made by Manager Erickson and seconded by Manager Johannsen to table permit #11-19-14-12 to clean a ditch and construct a berm to contain runoff in the road ditch for reconsideration based on applicants appeal to the prior board decision. Carried.

13. Mattson Brothers and Shane Syverson, Section 1, Atlanta Twp. A motion was made Manager Hanson and seconded by Manager Austinson to table Permit #11-19-14-8 to block ditches, install culverts, and dig new ditches to notice Sections 1 and 2 of Atlanta Township, Section 35 and 36 of Walworth Township, Walworth Township officials and Atlanta Township officials. Carried.

Engineer Bents reported that the permit application is an after the fact application which asks for approval of work that has already been completed. The application was received two days prior to the board meeting leaving insufficient time to properly notice adjacent landowners prior to the meeting. He reported that from an engineering view there is concern regarding the installation of a new 36" pipe and the lack of slope on the roadways. Manager Johannsen asked how long the tile sections installed in the ditch were. Robert Mattson replied that they are approximately 300 feet and 400 feet long, respectively. Chairman Holmvik asked the applicants why the work was performed prior to obtaining a permit. R Mattson replied that they were unaware that a permit was needed for the work. Manager Erickson asked Engineer Bents if the application would have typically been approved if it were submitted prior to work being completed. Engineer Bents replied that historically the Board has not approved the installation of additional pipes. Manager Austinson added that a Walworth Township supervisor had concerns regarding the slope of the roadways. Manager Hanson responded that he accompanied Mark Aanenson on permit reviews prior to the board meeting and although he is not a township official he felt that the ditch on the north side of the road was excessively steep. A motion was made by Manager Johannsen and seconded by Manager Austinson to table the permit and violation to allow for proper notification. Attorney Hanson stated that historically the ratio for township roads has been a 2:1 slope. However more recently when townships have went to maintain ditches they have been required to return the ditch to a 4:1 slope. Walworth Township Supervisor, Justin Klemetson stated that he has concerns regarding the steep slope of the ditch that was caused by the work performed. Klemetson presented the board with a letter from an attorney who represents Townships in the state of Minnesota. Manager Spaeth added that the motion should maybe contain a request for additional culverts to be blocked for the winter months. Managers Johannsen and Austinson withdrew the motion on the table to allow the permit and the violation to be addressed separately. A motion was made by Manager Hanson and seconded by Manager Austinson to table Permit #11-19-14-8 to block ditches, install culverts, and dig new ditches to notice Sections 1 and 2 of Atlanta Township,

Section 35 and 36 of Walworth Township, Walworth Township officials and Atlanta Township officials. Carried.

Moving onto the violation, Chairman Holmvik asked Attorney Hanson's opinion of the letter previously presented by Klemetson. Attorney Hanson felt that the letter accurately represents the township concerns regarding the work completed and the current slope adjacent to the roadway. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the violation until the next board meeting to allow the board to properly address the after the fact permit application that was completed. Carried. Manager Erickson asked the adjacent landowners to work together prior to the next board meeting. Manager Hanson added that the township officials affected need to be notified as well. A representative of the Mattson party asked Attorney Hanson which township they would need to deal with when work is completed on township lines. Attorney Hanson replied that in this certain case they would need to be working with both townships.

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

- Ada Building Center, Section 4, McDonaldsville Twp. Permit #11-19-14-1 to extend a culvert and widen a driveway approach.
- Randy Green, Section 34, Green Meadow Twp. Permit #11-19-14-5 to install a field approach and culvert with the condition that the culvert is an 18" diameter pipe.
- Todd Manthe, Section 5, Flom Twp. Permit #11-19-14-6 to install and repair a water and sediment basin project with standard tile conditions and with the condition that the number of berms-surface intakes and locations are consistent with the locations shown on the plans.
- Todd Manthe, Section 4, Flom Twp. Permit #11-19-14-7 to install and repair a water and sediment basin project with the condition that the berm height does not exceed the elevation 166 as shown on the permit documents.
- Jeff Opsahl, Section 34, Wild Rice Twp. Permit #11-19-14-9 to install subsurface drain tile with standard tile conditions and with the condition that the applicant provide approval for the project from the ART and the landowners in the SW1/4SW1/4 of Section 34 of Wild Rice Township.

15. Joseph Chisholm, Section 12, Green Meadow Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #11-19-14-2 to install a field crossing with a 24" diameter pipe. Carried. It was noted that adjacent landowner Jerry Chisholm requested that the approach be installed 300 feet west of the proposed location. Engineer Bents stated that from a technical standpoint the request is not necessary.

16. A motion was made by Manager Spaeth and seconded by Manager Austinson to continue to table the following permit applications based on the reasoning listed. Carried.

- Duane Erickson, Section 25, Home Lake Twp. Permit #11-19-14-3 to install subsurface drain tile pending previously requested information from the applicant.
- Duane Erickson, Section 7, Spring Creek Twp. Permit #11-19-14-4 to install a field crossing with a 42" diameter concrete pipe and a 30" diameter plastic pipe pending previously requested information from the applicant.

17. David and Daniel Steffl, Section 23, Walworth Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to continue tabling Permit #11-19-14-10 to install subsurface drain tile. It was noted that the applicant has already received a letter requesting the information, along with a phone message. A second letter will be mailed to the applicant stating the previously requested information. If the information is not returned other options will be explored at the next regular board meeting. Carried.

18. Community Flood Control Levee Projects. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a final pay request, including a change order from Johnson Excavating in the amount of \$22,020.31 for work completed on the gatewall repairs in the City of Hendrum. Carried with Manager Johannsen abstaining.

Engineer Bents reported that some ditch maintenance is being completed for the City of Perley. The grant for both Perley and Hendrum expires at the end of the year. Following the grant closure, costs for the projects will be billed to the assessed projects. A meeting will be set up with each city to go through the operations rules and have the cities enter in the agreement with the District regarding these rules. Manager Johannsen asked if a crank for the pump in the gatewall can be installed for the City of Hendrum. Engineer Bents replied that this is currently being worked on.

Attorney Hanson asked Engineer Bents what the status of the options for the City of Halstad was. Engineer Bents replied that the Furuseth party has signed a purchase agreement and a closing date will be scheduled within a month.

19. Green Meadow Project Team. Administrator Ruud informed the Board that we have received approval of Concurrence Points 1 & 2 from the Corps. The Project Team will meet for a final time on December 17th and will have Concurrence Point 3 ready for submittal at the conclusion of the meeting.

20. Rockwell Dam. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a pay request from Subsurface Inc for repairs in the amount of \$51,247.80. Carried.

21. Rules Update. A motion was made by Manager Spaeth and seconded by Manager Christensen to accept the amended Wild Rice Watershed District Rules as written. Attorney Hanson stated that prior to any adoption the language needs to be approved by BWSR, followed by publishing in the paper, and a public hearing. Manager Johannsen stated that he felt that discussion should be held regarding the highlighted portions of the amended rules. Managers Spaeth and Christensen withdrew the motion on the table.

Detailed discussion was held surrounding areas of question highlighted in the amended Wild Rice Watershed District Rules. Attorney Hanson was asked to check on state statutes regarding length of time allowed in certain instances. Minor language changes were made in certain areas as well.

A motion was made by Manager Erickson and seconded by Manager Austinson to remove the additional criteria requiring all tile systems to have the capability to be shut off during times of downstream flooding. Manager Johannsen felt that it would be ideal to leave the language in allowing the Board to receive feedback from the public regarding the additional criteria. Manager Erickson stated that he wanted to make it publicly known that he is against additional criteria requiring all drain tile systems to have shut off capabilities. Motion passed with Managers Erickson, Austinson, Spaeth, Christensen, and Hanson voting for the motion and Managers Johannsen and Chairman Holmvik voting against the motion.

22. Complaints

- A motion was made by Manager Hanson and seconded by Manager Spaeth to close out a complaint filed by Ralph Kraft against Scott Visser. Carried. Engineer Bents stated that a follow-up investigation found that Visser has completed work requested by the District.
- A motion was made by Manager Hanson and seconded by Manager Christensen to close out a complaint filed by Gene Ueland against the Norman County Highway Department. Carried. Administrator Ruud stated that no violations of district rules were found following an investigation.

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

24. 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 11:26 am.

John Austinson, Secretary

Date	Num	Name	Memo	Credit
Oct 9 - Nov 19, 14				
10/09/2014	ACH	US Treasury-Payroll	41-6145653	4,015.78
10/10/2014	ACH	Ada City		252.93
10/20/2014	15479	Becker Co. Auditor		2,361.00
10/20/2014	15480	Clay County Auditor Treasurer	2nd Half Taxes - 11.011.1000	1,986.00
10/20/2014	15481	Norman County Treasurer/Auditor	2nd Half Taxes - 09-4174000	65.00
10/21/2014		QuickBooks Payroll Service	Created by Payroll Service on 10/20/2014	5,329.56
10/24/2014	ACH	AT&T		99.64
10/25/2014	ACH	MARCO, Inc.		647.77
11/03/2014	ACH	Arvig		405.07

11/03/2014	ACH	Minnesota Energy Resources Corporation		73.00
11/04/2014		QuickBooks Payroll Service	Created by Payroll Service on 11/03/2014	5,595.36
11/04/2014	ACH	PERA		766.24
11/04/2014	ACH	PERA		787.28
11/05/2014	ACH	MN Dept of Revenue	5062265	793.00
11/05/2014	ACH	US Treasury-Payroll	41-6145653	4,043.02
11/10/2014	ACH	Ada City		214.09
11/18/2014		QuickBooks Payroll Service	Created by Payroll Service on 11/17/2014	5,352.89
11/18/2014	15507	Clay County Union	Budget hearing ad	261.00
11/18/2014	15508	Office Supplies Plus	Tape	12.80
11/18/2014	15482	AmeriPride	rugs	84.80
11/18/2014	15483	Braun Intertec Corporation	Soil testing	613.57
11/18/2014	15484	Cardmember Service	November Bill	1,292.29
11/18/2014	15485	EcoLab	Rodent Control	77.51
11/18/2014	15486	Gordon Construction, Inc.	Final Pay Request	959.00
11/18/2014	15487	Home Town Attitude	Domain Renewal	50.00
11/18/2014	15488	Houston Engineering, Inc.	October Engineering	29,153.20
11/18/2014	15489	Indigo Signworks	Awning Final Payment	1,755.38
11/18/2014	15490	Information Policy Analysis	Staff Development	175.00
11/18/2014	15492	Jon Peterson	Mowing/Maintenance	250.00
11/18/2014	15493	McCollum Hardware, Inc.	October Statement	263.93
11/18/2014	15495	Morris Electronics, Inc.		898.10
11/18/2014	15496	Norman County Index-Ada	Yearly Subscription	33.00
11/18/2014	15497	Northwest Beverage, Inc.		65.00
11/18/2014	15498	Northwestern Power Equipment Co.	Electric Drill Operator	4,630.00
11/18/2014	15499	Office Supplies Plus		141.24
11/18/2014	15500	Perley City	Maintenance	1,500.00
11/18/2014	15501	Ralph's Food Pride	Supplies	69.50
11/18/2014	15502	Red River Watershed Management Board	October Reimbursements	6,892.04
11/18/2014	15503	Renae Kappes	Cleaning - 4 @ 60	240.00
11/18/2014	15504	Subsurface Inc.	Pay Request 1	51,247.80
11/18/2014	15505	Tony Sip	October Mowing	22,015.00
11/18/2014	15506	Wambach & Hanson	October Legal	1,452.80
11/19/2014	15510	Dean P Spaeth		282.37
11/19/2014	15511	Duane L Erickson		196.95
11/19/2014	15512	Gregory R Holmvik		138.53
11/19/2014	15513	John D Austinson		217.62
11/19/2014	15514	Michael K Christensen		382.87
11/19/2014	15509	Curt Johannsen		166.43
11/19/2014	15515	Raymond M Hanson		242.47
11/19/2014	15474	Johnson Excavating	Final Pay Request - Gatewell repairs	22,020.31
				TOTAL 180,568.14