

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

REGULAR MEETING
February 8, 2017
APPROVED MINUTES

A full list of acronyms used is available at the end of this report (Appendix A)

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday February 8, 2017. Managers in attendance included: Greg Holmvik, Duane Erickson, Sharon Askelson, Dean Spaeth, Curt Johannsen, and Raymond Hanson. Managers absent: Michael Christensen. 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 Askelson to approve the agenda with the following additions. Carried.
 - Olson Agassiz
 - City of Ada Permit
 - RCPP Projects
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the January 11, 2017 meeting minutes as presented, with one correction the meetings and conferences section. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Askelson to approve payment of billings as presented, with the addition of a late bill from Morris Electronics. Carried.
7. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the monthly financial report January 31, 2017 and transfers from unassessed projects and ditches to Red River Construction and Survey and Data as detailed in Appendix A at the end of this report. Carried.
8. Open Mic. Nobody spoke at this time.
9. Upper Reaches. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve a change order and final pay request in the amount of \$1,725.00 from Cougar Tree Service for work completed on the Wild Rice River south of Ada. Carried.
10. Community Flood Protection. Engineer Bents distributed memorandums for Hendrum and Perley with information that will be distributed at the state level to provide information regarding each project and updated cost share estimates. He noted that this information has been shared with Ron Harneck for lobbying purposes.
11. Green Meadow RCPP. Administrator Ruud informed the Board that a Project Team meeting was held January 25. Members were updated regarding the process and what is currently going on. Right now work is being completed to come up with a way to meet the Benefit Cost for moving forward with a project.

12. Lower Wild Rice. Administrator Ruud stated that he has been working with Attorney Hanson to develop easement language. We are waiting for approval from BWSR regarding using RIM program to help acquire land using the proposed easement language.

13. Rules Update. Administrator Ruud updated the Board that the question presented regarding wetlands was researched by Attorney Hanson with no conflicts determined. The updated rules were submitted to BWSR on January 17.

PERMIT APPLICATIONS

14. Allen Haaland, Section 19, Strand Twp. Engineer Bents provided an overview of the application and work proposed for those in attendance. Discussion was held amongst those in attendance and Engineer Bents regarding the proposed work. A motion was made by Manager Johannsen and seconded by Manager Askelson to table Permit #2-8-17-2 to lower a culvert, remove a culvert and crossing, build a rock ditch block, ditch cleaning and deepening requesting that the applicant provide hydrologic/hydraulic study to show the expected changes in water levels (and velocities) that would be expected in the ditches both north and south of Highway 19 in the 2.5 miles to the west of the permit location. This should identify additional breakout flows that would result from the project in the fields or residences. Carried.

15. Allen Haaland, Section 30, Strand Twp. Engineer Bents provided an overview of the application and work proposed for those in attendance. Discussion followed the overview. A motion was made by Manager Spaeth and seconded by Manager Erickson to table Permit #2-8-17-3 to add a 24" centerline culvert to allow staff time to verify the size of culverts in the next downstream crossing and discuss any need to upgrade them with the NCHD. Carried.

16. Norman County Highway Department, various sections, Good Hope, Lockhart, Anthony, and Pleasant View Twps. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #17-009 to remove a bridge over JD53. Carried.

17. Norman County Highway Department, various sections, Hegne & Hendrum Twps. Following discussion regarding proposed project and historical flooding in the area, a motion was made by Manager Erickson and seconded by Manager Hanson to approve Permit #17-005 to mill and overlay CSAH 25 from the Wild Rice River Bridge to CSAH 10. Motion carried with Manager Johannsen opposed.

18. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the following Permit applications as listed. Motion carried with Manager Johannsen opposed.

- Norman County Highway Department, various sections, Lake Ida & Rockwell Twps. Permit #17-004 to mill and overlay CSAH 28 from CSAH 33 to CSAH 27.
- Norman County Highway Department, various sections, Wild Rice, Home Lake, Flom & Fossum Twps. Permit #17-006 to mill and overlay CSAH 31 from Twin Valley to CSAH 26.

19. Norman County Highway Department, various sections, Strand & Waukon Twps. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #17-007 to mill and overlay CSAH 19 from CR 160 to CSAH 36 to notice adjacent property owners on the north and south sides of the roadway in Sections 13 & 15 and Sections 22 & 24 of Strand Township and Section 16 & 21 of Waukon Township. Carried.

20. Andrew Borgen, Section 6, Mary Twp An adjacent landowner was in attendance and voiced concern regarding the pump location and excess water standing in the ditch near her property. A motion was made by Manager Erickson and seconded by Manager Hanson to table Permit #2-8-17-1 to install subsurface drain tile

requesting that the applicant consider relocation of the pump to be further from the building site in the SW corner and also to consider additional measures to prevent low water discharges from flowing south and saturating the ditch bottom near the resident in the SW corner. Carried.

21. Blair Hoseth, Section 14, Fossum Twp. A motion was made by Manager Spaeth and seconded by Manager Askelson to table Permit #17-008 to add an 18" culvert to an existing field approach pending a field review. Carried.

22. Goose Prairie Marsh. Administrator Ruud informed the Board that a landowner meeting was held the previous day at West Central Ag offices in Ulen. Flowage easements and the need to acquire them were discussed. He noted that a questionnaire will be mailed to landowners to request comments regarding flowage easements and the project in general.

23. Policies. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the Internal Control Policy and Fund Balance Policy as distributed at the December Regular Board meeting. Copies of each policy are available at the District Office upon completion and submittal of a Data Request Form. Carried.

24. RCPP Projects. Manager Johannsen asked what a projected start date for Moccasin Creek and South Branch RCPP projects was. Administrator Ruud stated that he is currently trying to determine who would serve as members of the Interdisciplinary Team for each of the processes. Manager Johannsen asked what the funding deadline for the RCPP process was. It was noted that the current deadline is September 30, 2019, with extensions possible.

25. City of Ada. Administrator Ruud provided an update regarding the JD51 realignment. Sampling was done in the new channel and it was determined that MPCA may conduct further site assessments due to a potential cadmium contamination in the new channel. Administrator Ruud asked Attorney Hanson to do more research regarding accepting the new channel as part of the project, but leaving any potential responsibilities or costs related to the potential cadmium contamination as a liability to the City of Ada. No timeline for further site reviews are available at this time.

26. Olson Agassiz. A meeting will be held at 11:00 am, following the Board meeting regarding the two year operation agreement. The document will return to the March Meeting for Board discussion and approval.

27. Envirothon Request. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve increasing the amount paid to each envirothon request to \$200.00. Carried.

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

20. Auto Pay Vendors. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the 2017 Auto Pay Vendor list, which is available in Appendix B at the end of this report. Carried.

21. Frandsen Bank Transfer Authority. A motion was made by Manager Askelson and seconded by Manager Spaeth to approve Administrator Ruud to transfer between Money Market and Checking Accounts, with a daily limit of \$500,000, and between Checking and Debit card accounts, with a daily limit of \$2,000 at Frandsen Bank and Trust. Administrator Ruud must notify finance committee members of account transfers once they occur. Carried.

22. Internal Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried.

23. Meetings and Conferences. Administrator Ruud stated that he will be meeting with the Norman County Board regarding Buffer implementation the following week. Chairman Holmvik asked Administrator Ruud to meet with Mahnomen, Clay, and Becker Counties as well, notifying Managers representing each of the counties and asking that they join him at the scheduled time.

23. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Askelson to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:51 am.

Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
Jan 12 - Feb 8, 17				
01/24/2017		QuickBooks Payroll Service	Created by Payroll Service on 01/23/2017	5,707.87
02/07/2017		QuickBooks Payroll Service	Created by Payroll Service on 02/06/2017	5,701.98
02/06/2017			Funds Transfer	1,000.00
01/15/2017	ACH	Aflac		212.16
02/03/2017	ACH	Arvig		315.58
01/30/2017	ACH	Minnesota Energy Resources Corporation		47.00
01/13/2017	ACH	MN Dept of Revenue	5062265	437.00
01/13/2017	ACH	US Treasury-Payroll	41-6145653	2,322.08
01/13/2017	ACH	PERA		924.22
01/23/2017	ACH	Ramada Plaza Suites	Ruud Reservation	218.80
01/23/2017	ACH	Ramada Plaza Suites	Holmvik Reservation	328.20
01/25/2017	ACH	Star Tribune		49.27
01/25/2017	ACH	Amazon	Vacuum	194.50
01/25/2017	ACH	Intuit Quickbooks	Software Update	416.76
01/26/2017	ACH	MN Dept of Revenue	5062265	437.00
01/26/2017	ACH	US Treasury-Payroll	41-6145653	2,334.50
01/27/2017	ACH	PERA		884.29
01/26/2017	ACH	MAWD	Ruud, Holmvik, Johannsen - Legislative Registration	300.00
01/30/2017	ACH	The Forum	annual subscription	114.00
02/07/2017	ACH	Intuit Quickbooks	Annual Support Plan	249.95
02/08/2017	16259	Afixia	Website Support	31.25
02/08/2017	16260	AmeriPride		201.66
02/08/2017	16261	Cougar Tree Care, Inc.	Upper Reaches Final Request	1,725.00
02/08/2017	16262	Houston Engineering, Inc.	January Engineering	30,660.27
02/08/2017	16263	Kenneth Aaron Kesselberg	Snow Removal	300.00
02/08/2017	16264	Mahnomen Pioneer	Advertising	64.80
02/08/2017	16265	MARCO, Inc. Mpls	M-Files Coverage	1,795.40
02/08/2017	16266	MAWD	2017 Dues	4,000.00
02/08/2017	16267	McCollum Hardware, Inc.	supplies	6.40
02/08/2017	16268	Minnesota Viewers Association	2017 dues	150.00
02/08/2017	16269	Norman County Treasurer/Auditor	Beaver Control Cost Share	120.00
02/08/2017	16270	Northwest Beverage, Inc.	water	28.50
02/08/2017	16271	Office Supplies Plus		26.43
02/08/2017	16272	Ralph's Food Pride	Supplies	72.25
02/08/2017	16273	Red River Valley Coop Power Assn	Power line work for Ring Dike improvements	1,406.43
02/08/2017	16274	Red River Watershed Management Board	1/2 Tax Reimbursements	18,460.62
02/08/2017	16275	Renae Kappes	cleaning	120.00
02/08/2017	16276	Rinke Noonan	Kevin - Drainage & Wetland Conference	95.00
02/08/2017	16277	Twin Valley Times	Subscription	35.00
02/08/2017	16278	Wambach & Hanson	January Legal	1,351.04
02/08/2017	16279	Western National Insurance Group	Insurance Policy	11,912.00
02/08/2017	16280	Curt Johannsen		379.90
02/08/2017	16281	Dean P Spaeth		103.50

02/08/2017	16282	Duane L Erickson		268.06
02/08/2017	16283	Gregory R Holmvik		372.35
02/08/2017	16284	Raymond M Hanson		88.52
02/08/2017	16285	Sharon R Askelson		85.31
02/08/2017	16286	Area 1 Envirothon	Envirothon Donation Request	200.00
02/08/2017	16287	Becker County SWCD	Envirothon Donation Request	200.00
02/08/2017	16288	Morris Electronics, Inc.	Tech Support	735.40
02/08/2017	16289	Norman County SWCD	Envirothon Donation Request	200.00
TOTAL				97,390.25

Appendix A

Transfers from Unassessed Projects and Ditches, Permits and Violations to Red River Construction Account for period ending September 30, 2016.

	9/30/2016	RRC	Survey & Data
PROJECTS			
UNASSESSED			
#8 Mocassin Creek	305.00	(305.00)	
#39 Mashaug Dam	95.20	(95.20)	
RED RIVER CONSTRUCTION			
Project Development - RRC			
#11 - Perley Road Raise	1,244.55		(1,244.55)
#12 - Hendrum Road Raise	3,212.17		(3,212.17)
#173 Anderson Wetland #5	124.00	(124.00)	
#354 Goose Prairie WMA Storage	6,202.98	(6,202.98)	
#356 Green Meadow Project Team	(436.39)	436.39	
#357 Wild Rice Vik/Tufte/Heitman	(5,085.18)	5,085.18	
#362 Wild Rice River MPCA WRAP	85.00		(85.00)
#363 March River MPCA WRAP	85.00		(85.00)
#12 Permits			
#82 John Pazdernik Lake Grove	144.00	(144.00)	
#18 Violations - other	880.00	(880.00)	
#12 Permits - Other	16,401.46	(16,401.46)	
Works of Common Benefit	-18,871.00	18,871.00	
	4,386.79	239.93	(4,626.72)
	4,386.79	-4,386.79	

Appendix A (continued)

Transfers from Unassessed Projects and Ditches, Permits and Violations to Red River Construction Account for period ending December 31, 2016.

	12/31/2016	RRC	Survey & Data
PROJECTS			
DITCHES			
J.D. 53 Main - Lockhart Flood	67.90		(67.90)
UNASSESSED			
#35 Sande Detention	134.52	(134.52)	
RED RIVER CONSTRUCTION			
District Owned Acquisitions	2,152.80	(2,152.80)	
Leased Ag Property	(98,724.68)	98,724.68	
Levy Admin Work	81.00	(81.00)	
Project Development - RRC			
#11 - Perley Road Raise	761.63		(761.63)
#12 - Hendrum Road Raise	3,148.81		(3,148.81)
#173 Anderson Wetland #5	228.50	(228.50)	
#354 Goose Prairie WMA Storage	2,028.76	(2,028.76)	
#356 Green Meadow Project Team	1,774.93	(1,774.93)	
#357 Wild Rice Vik/Tufte/Heitman	3,497.87	(3,497.87)	
#12 Permits			
#82 John Pazdernik Lake Grove	1,085.75	(1,085.75)	
#83 Kim Syverson	1,393.00	(1,393.00)	
#18 Violations - other	2,676.84	(2,676.84)	
#12 Permits - Other	29,129.83	(29,129.83)	
	(50,562.54)	54,540.88	(3,978.34)
	(50,562.54)	50,562.54	

Appendix B

2017 Auto Pay Vendors

- Arvig
- 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
- Star Tribune – subscription
- Twin Cities Pioneer Press – subscription
- US Treasury – Payroll Taxes
- Verizon Wireless

Appendix C

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
CR	County Road
CSAH	County State Aide Highway
JD51	Judicial Ditch 51
JD53	Judicial Ditch 53
MPCA	Minnesota Pollution Control Agency
NCHD	Norman County Highway Department
RCPP	Regional Conservation Partnership Program
RIM	Reinvest In Minnesota