

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

**REGULAR MEETING**  
**April 12, 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, April 12, 2017. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, Sharon Askelson, 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 Johannsen to approve the meeting agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the March 8, 2017 meeting minutes as presented, with a correction to the attendance list. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Askelson to approve payment of billings as presented. Carried.
6. Approval of Financial Report. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the monthly and quarterly financial report dated March 31, 2017, as presented and quarterly transfers from unassessed projects and ditches to Red River Construction, as detailed in Appendix B at the end of this report. Carried.
7. Open Mic. No one spoke at this time.
8. Community Flood Protection. Engineer Bents passed around a final design report that will be submitted to the Corps to begin the 408 process. He continued by saying that himself, Administrator Ruud, Chairman Holmvik, and Manager Johannsen met with several legislators during the recent MAWD legislative session. They received supportive comments from those that they met with regarding the road raise efforts in western communities. Halstad discussion ended with an update that Halstad Elevator is the final right-of-way to acquire, Attorney Hanson is currently working towards completing this process. Administrator Ruud added that the legislators have submitted stand alone bills separate from bonding bills to try to obtain funding for road raises and levee certification. He also stated that the DNR is checking on funding possibilities prior to highway 75 repairs.
9. RCPP Projects. Administrator Ruud updated the Board that hydrologic and hydraulic studies have been started on the Moccasin Creek and South Branch Projects. Engineer Bents distributed a memorandum summarizing the Moccasin Creek and South Branch Projects for Board review. Administrator Ruud added that they are looking at scheduling public scoping meetings for both projects for the end of June. He continued by

stating that a letter was received from IWI stating that Chuck Fritz and Jay Lietch will no longer be working with the Green Meadow RCPP process. Once a range of alternatives has been established, they might resume work if approached. He added that Fritz will no longer be facilitating future project team meetings, unless the Board wished to hire him to do so. The current plan is to have Administrator Ruud and Engineer Bents facilitate future meetings.

10. Lower Wild Rice. Administrator Ruud informed the Board that himself, Engineer Bents and Manager Johannsen met with representatives from BWSR when they were in the cities for legislative days. Discussion was held regarding a draft reservation of rights. Currently District staff is putting together a spreadsheet of various options for potential funding to return to BWSR in order to determine which program would be the best to utilize. All in attendance felt that the meeting was well received and sparked great conversation regarding acquisition of property.

11. Carpet Quotes. Administrator Ruud presented the Board with two quotes for the installation of carpet tile and one quote for the installation of traditional roll carpet. A motion was made by Manager Johannsen and seconded by Manager Spaeth to accept the low quote for the installation of carpet tile from Dusty's Flooring. Motion carried with Managers Hanson and Erickson opposed.

## **PERMIT APPLICATIONS**

12. Engineer Bents presented an overview of the following permit applications and comments from adjacent landowners regarding the need for better drainage downstream from the proposed permit locations were heard. A motion was made by Manager Johannsen and seconded by Manager Hanson to deny the following permit applications with reasoning as listed. Motion carried with Manager Erickson in opposition.

- CMGB Farms, Section 27, Strand Twp. Permit #17-014 to amend a previously approved permit to install subsurface drain tile due to downstream landowner concerns.
- Daryl Chisholm, Section 27, Strand Twp. Permit #17-032 to lower a culvert and regrade the roadway ditch to drain south due to downstream landowner concerns.
- Mark Chisholm, Section 28, Strand Twp. Permit #17-028 to remove a centerline culvert due to downstream landowner concerns.

13. Allen Haaland, Section 19, Strand Twp. Engineer Bents summarized the revised permit application and work proposed. Administrator Ruud distributed comments received, and Board listened to comments from adjacent property owners in attendance both in favor of and against the permit application. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny Permit #4-12-17-10 to build a rock ditch block in the cutoff ditch to an elevation of 0.5' lower than the top elevation of the culvert in the field crossing west of the ditch due to downstream landowner concern. Motion carried with Managers Erickson, Spaeth, and Christensen opposed.

14. 9:45 am – City of Mahanomen Funding Request for Storm Sewer. Mayor Dave Weimer and Engineer Lee Cariveau spoke regarding the city need to reroute a previously installed storm sewer system due to construction on Mahanomen School Property. The total anticipated project cost is \$187,000, with the Mahanomen School District contributing \$60,000 towards project costs. Mayor Weimer and Engineer Cariveau asked the WRWD to contribute \$60,000 towards project costs. A motion was made by Manager Johannsen and seconded by Manager Christensen to deny the request from the City of Mahanomen for funding assistance due to its lack of correlation to a District project. Carried.

**PERMIT APPLICATIONS (continued at 10:04 am)**

15. Norman County Highway Department, Sections 15 & 22, Lake Ida Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #17-041 to construct a mill and overlay project. Carried.
16. Manager Erickson left the Board table and retreated to the audience.
17. Ken Jirava, Sections 18 & 19, Spring Creek Twp, Becker County. A motion was made by Manager Johannsen and seconded by Manager Askelson to table Permit #17-020 to install subsurface drain tile, culverts, and ditch improvements requesting that the applicant provide additional details on the outlet/riser, centerline pipe through the roadway, tile locations and any inlets, and specifics on the ditch grading work. Carried.
18. Ken Jirava, Sections 19 & 29, Spring Creek Twp, Becker County. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #17-021 to install subsurface drain tile, culverts and ditch improvements with standard tile conditions. Carried.
19. Duane Erickson, Section 18, Spring Creek Twp, Becker County A motion was made by Manager Christensen and seconded by Manager Spaeth to table Permit #17-036 to install subsurface drain tile requesting that the applicant supply a revised application or documentation that the Kreblitz oppositions are addressed. Carried.
20. Duane Erickson, Section 17, Spring Creek Twp, Becker County. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #17-035 to install subsurface drain tile with standard tile conditions. Carried. It is noted that this permit application was approved for a term of two-years.
21. Duane Erickson, Sections 22 & 23, Walworth Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #17-037 to install a centerline culvert, install a section of drain tile in the roadway ditch, and construct a dry block field approach to notice the road authority. Carried.
22. A motion was made by Manager Askelson and seconded by Manager Hanson to approve the following permit applications with conditions as listed. Carried.
  - Keith Chisholm, Section 30, Sundal Twp. Permit #17-038 to install subsurface drain tile with standard tile conditions.
  - Keith Chisholm, Section 25, Spring Creek Twp, Norman County Permit #17-039 to install subsurface drain tile with standard tile conditions and the condition that the applicant provide a copy of approval from the road authority to bore under CSAH 5.
  - Donald Kaiser, Section 26, Waukon Twp. Permit #17-024 to replace a culvert in a field approach.
  - Daniel Krogstad, Section 1, Lee Twp. Permit #17-034 to install subsurface drain tile with standard tile conditions and with the condition that the applicant get written permission from the owner of the tile system that the project will connect to.
  - Skaurud Grain Farms, Section 3, Fossum Twp. Permit #17-042 to install subsurface drain tile with standard tile conditions.

- SNL LLC, Section 23, Good Hope Twp. Permit #17-027 to install a side inlet pipe into JD 53 with the condition that the pipe is 18” and information will be provided to the applicant showing the benefitting area for JD 53 with an explanation that the Hwy 18 road ditch could not be graded to the south in future permits from outside of the benefitting area.
- SNL LLC, Section 19, Lockhart Twp. Permit #17-026 to remove a side inlet pipe and install a new side inlet pipe into JD 53.
- SNL LLC, Section 30, Lockhart Twp. Permit #17-025 to replace a culvert in a driveway.
- Kraig Thornton, Section 15, Home Lake Twp. Permit #17-033 to install subsurface drain tile with standard tile conditions
- Greg Zilmer, Section 12, Hagen Twp. Permit #17-019 to install subsurface drain tile with standard tile conditions.

23. Manager Christensen left the Board table and retreated to the audience.

24. Michael Christensen, Section 23, Fossum Twp A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #17-040 to install an 18” centerline culvert to request documentation of approval from the Norman County SWCD regarding compliance with the Wetland Conservation Act. Carried.

25. Manager Christensen and Manager Erickson returned to the Board table.

26. Hough, Inc., Sections 18 & 19, Goose Prairie Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #17-031 to reconstruct a section of CSAH 33 to widen the roadway and add turn lanes. Carried.

27. Skaurud Gran Farms, Section 5, Fossum Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #07-043 to install subsurface drain tile, two berms along the Hwy 200 ROW, and install an 18” inlet culvert and trap into Norman County Ditch 7 to notice the Ditch Authority (Norman County), MNDOT, and request that the applicant provide documentation of approval from the Norman County SWCD regarding compliance with the Wetland Conservation Act. Carried.

28. Burton Slininger, Section 33, Lake Ida Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #17-022 to install an 18” culvert to notice the south ½ of Section 28 of Lake Ida Twp and request that the applicant provide documentation of approval from the Norman County SWCD regarding compliance with the Wetland Conservation Act. Carried.

29. Bill Stalboerger, Section 1, Popple Grove Twp. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve Permit #17-011 to install subsurface drain tile with standard tile conditions and the condition that the applicant gain and provide approval from the adjacent property owner (USFWS) for any work on their property. Carried.

30. Bill Stalboerger, Section 26, Popple Grove Twp. A motion was made by Manager Christensen and seconded by Manager Hanson to table Permit #17-012 to install subsurface drain tile pending a decision on the petition to add land to the benefitting area of WRWD Project 34. Carried.

31. Petition for Project 34 – Bill Stalboerger. A motion was made by Manager Hanson and seconded by Manager Johannsen to schedule a Public Hearing for Petition to Drain into Project 34 by Bill Stalboerger for

May 10, 2017, 10:00 am at the District Office. Information regarding outlet fee and established benefits will be communicated to the petitioner prior to the public hearing. Carried.

32. Petition for Project 12 – Daryl Chisholm. A motion was made by Manager Hanson and seconded by Manager Johannsen to schedule a Public Hearing for Petition to Drain into Project 12 by Daryl Chisholm for May 10, 2017, 9:45 am at the District Office. Information regarding outlet fee and established benefits will be communicated to the petitioner prior to the public hearing. Carried.

33. Discussion was held regarding the current process for individuals to petition to drain into an existing project. Attorney Hanson advised that State Statute rules that we cannot impose a fee in advance, however we can recover expenses for administrative work once a petition is approved following a Public Hearing.

34. Goose Prairie. Administrator Ruud offered an update regarding progress on the area. During the legislative session he asked legislators for support of LSOHC funding, all approached seemed to be in favor of the project. Upon funding approval, Administrator Ruud will seek options to purchase flowage easements.

35. Rules Update. Administrator Ruud distributed comments received from BWSR regarding the proposed Rules Update and noted that the comments were not received within the mandated time frame so the Board is not required to take them under consideration. A motion was made by Manager Johannsen and seconded by Manager Askelson to schedule a hearing for the Rules Update Process for June 14, 2017, at 10:00 am, at the District Office. Carried. Administrator Ruud will work with Attorney Hanson to ensure that parties required to receive notification are notified a minimum of 45 days prior to the hearing.

36. Flood Buyout Request. Discussion was held regarding proposed cost estimates to build a ring dike on property and asking the RRWMB for similar funding assistance to entertain a flood buyout on the property. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve presenting a request for funding assistance to the RRWMB. Motion failed with Managers Erickson, Hanson, Spaeth, Christensen, and Holmvik opposed.

37. 2016 Annual Report. The draft 2016 Annual Report was distributed for Manager review. Administrator Ruud informed the Board that the annual audit on site review will be occurring on Wednesday, April 19, 2017.

38. Citizens Advisory Committee. Administrator Ruud updated the Board regarding the recent Citizens Advisory Committee meeting, Committee Members, and attendance history of members. A motion was made by Manager Hanson and seconded by Manager Christensen to remove Allen Boreen from the Citizens Advisory Committee due to lack of attendance at meetings. Carried. Manager Hanson asked for clarification regarding discussion about keeping tile outlets lower to the ground. Administrator Ruud stated that the current tile conditions require applicants to keep outlets not more than 2 feet from the bottom of the ditch. The outlets that were of concern by the committee were likely ones that were installed several years ago before such condition existed.

39. Interested Parties for Ring Dike Program. Administrator Ruud informed the Board that we have received notification from three individuals who are interested in participating in the Ring Dike Program Funding. Two are improvements to existing ring dikes, one would be a new ring dike. One of the interested parties has returned an application to the District Office. Houston Engineering will begin survey and planning for the improvement in the near future.

40. Leased Acquisition Property. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a request from Robert Blome who is interested in leasing the Walden Property for a term of one year at a rate of \$100 plus applicable property taxes. Carried.

A motion was made by Manager Johannsen and seconded by Manager Hanson to accept an Affidavit for Collection of Personal Property presented by Mary Kappes, accepting the lease agreement between her deceased husband, Barry Kappes, and the WRWD, and also acknowledging Mary's desire not to continue leasing the Ambuehl Property which was once leased by her husband. Carried.

41. JD 51 408. Discussion was held regarding the potential cadmium contamination and responsibilities if future testing requires remedying the issue. A motion was made by Manager Johannsen and seconded by Manager Askelson to have Attorney Hanson work towards obtaining a letter from the MPCA releasing the District of future liability if further testing is completed and it is determined that a cadmium contamination is indeed present. Motion carried with Manager Erickson opposed.

42. Per Diems. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Manager Per Diems and expenses as distributed. Carried.

43. Meetings, Conferences & Seminars. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Manager and Staff attendance at the 2017 MAWD Summer Tour and Special Meeting to be held June 21-23, 2017, in the Leech Lake Area near Bemidji, MN. Carried. It was noted that Manager attendance is suggested to fill our voting delegate position for the special meeting.

44. Complaints. Administrator Ruud and Engineer Bents summarized two complaints recently received by the District Office and distributed paperwork regarding the complaints. A motion was made by Manager Johannsen and seconded by Manager Askelson to send a letter Chad Aldrich requesting that he provide a timeframe for restoration or a plan to resolve the violation within 30 days. Carried.

It was noted that more time was needed prior to making a determination regarding the second complaint received. More information and findings will be presented for Board action at the May Regular Board Meeting.

45. 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 11:45 am.

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Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
<b>Mar 9 - Apr 12, 17</b>				
03/10/2017			Funds Transfer	175,000.00
03/21/2017		QuickBooks Payroll Service	Created by Payroll Service on 03/20/2017	5,728.47
04/04/2017		QuickBooks Payroll Service	Created by Payroll Service on 04/03/2017	6,079.98
03/27/2017			Funds Transfer	1,000.00
03/10/2017	ACH	Ada City	Elec	304.42
03/09/2017	ACH	MN Dept of Revenue	5062265	427.00
03/09/2017	ACH	US Treasury-Payroll	41-6145653	2,303.28
03/15/2017	ACH	Aflac		212.16
03/10/2017	ACH	PERA		936.80
04/03/2017	ACH	Arvig		343.02
03/28/2017	ACH	Minnesota Energy Resources Corporation		47.00
03/24/2017	ACH	MN Dept of Revenue	5062265	426.00
03/24/2017	ACH	US Treasury-Payroll	41-6145653	2,209.54
03/24/2017	ACH	PERA		884.29
03/30/2017	ACH	Embassy Suites	Ruud - Legislative Session	394.04
03/24/2017	ACH	Courtyard by Marriott		283.48
03/27/2017	ACH	Sun-Flowers		40.00
04/10/2017	ACH	Verizon Wireless		68.59
04/10/2017	ACH	Ada City		260.89
03/30/2017	ACH	Embassy Suites	Holmvik - legislative session	361.80
04/05/2017	ACH	Jackpot Junction	Ruud - Viewers meeting	84.47
04/07/2017	ACH	MN Dept of Revenue	5062265	426.00
04/07/2017	ACH	US Treasury-Payroll	41-6145653	2,209.52
04/07/2017	ACH	PERA		884.29
04/10/2017	ACH	Frandsen Bank	Safe Deposit Box Fee	23.00
04/12/2017	16306	AmeriPride	Rugs	100.83
04/12/2017	16307	Barb Kesselberg	Snow Removal	85.00
04/12/2017	16308	Becker Co. Auditor		2,519.00
04/12/2017	16309	Clay County Auditor Treasurer		6,398.00
04/12/2017	16310	FP Mailing Solutions	postage meter	118.63
04/12/2017	16311	Houston Engineering, Inc.	March Engineering	31,857.90
04/12/2017	16312	Indiana Insurance Company	Bond Premium	125.00
04/12/2017	16313	Mahnomen Pioneer	Subscription	30.00
04/12/2017	16314	Norman County Highway Department		393.58
04/12/2017	16315	Norman County Recorder		2.50
04/12/2017	16316	Norman County Treasurer/Auditor		1,365.66
04/12/2017	16317	Norman County Treasurer/Auditor		7,835.79
04/12/2017	16318	Northwest Beverage, Inc.		36.75
04/12/2017	16319	Office Supplies Plus		46.36
04/12/2017	16320	Ralph's Food Pride	Supplies	36.65
04/12/2017	16321	Tony Sip		4,845.00
04/12/2017	16322	Vareberg Engineering	Electrical Engineering Services	2,600.00

04/12/2017	16323	Wambach & Hanson	March Legal	1,791.04
04/12/2017	16324	Western National Insurance Group	Workers Compensation Policy	1,119.00
04/12/2017	16325	Curt Johannsen		512.52
04/12/2017	16326	Dean P Spaeth		103.50
04/12/2017	16327	Duane L Erickson		294.81
04/12/2017	16328	Gregory R Holmvik		342.42
04/12/2017	16329	Michael K Christensen		600.13
04/12/2017	16330	Raymond M Hanson		88.53
04/12/2017	16331	Sharon R Askelson		186.67
<b>TOTAL</b>				<b>264,373.31</b>

## Appendix A

### List of Acronyms Used:

BWSR	Board of Water and Soil Resources
CSAH	County State Aide Highway
DNR	Department of Natural Resources
IWI	International Water Institute
JD	Judicial Ditch
MAWD	Minnesota Association of Watershed Districts
MNDOT	Minnesota Department of Transportation
MPCA	Minnesota Pollution Control Agency
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
USFWS	United States Fish and Wildlife Services
WRWD	Wild Rice Watershed District



## Appendix B

### Transfers from Unassessed Projects and Ditches, Permits and Violations to Red River Construction Account for period ending March 31, 2017.

<b>3/31/2017</b>			
	<b>3/31/2017</b>	<b>RRC</b>	<b>Survey &amp; Data</b>
<b>PROJECTS</b>			
<b>UNASSESSED</b>			
#8 Moccasin Creek	227.50	(227.50)	
#35 Sande Detention	51.50	(51.50)	
#36 Marsh Creek	51.50	(51.50)	
#36 Northern Creek Dam	51.50	(51.50)	
#38 Rockwell Dam	51.50	(51.50)	
#39 Mashaug Dam	51.50	(51.50)	
<b>Project Development - RRC</b>			
#11 - Perley Road Raise	810.75	(808.39)	(2.36)
#12 - Hendrum Road Raise	1,168.75	(1,166.38)	(2.37)
#354 Goose Prairie WMA Storage	1,674.76	(1,674.76)	
#356 Green Meadow Project Team	3,166.32	(3,166.32)	
#357 Wild Rice Vik/Tufte/Heitman	2,847.98	(2,847.98)	
<b>#12 Permits</b>			
#85 Kelly Gunderson	193.50	(193.50)	
#18 Violations - other	1,629.03	(1,629.03)	
#12 Permits - Other	19,239.35	(19,239.35)	
<b>Special Revenue Fund Job:FEMA Programs</b>			
FEMA 2011 1982 - Other	435.00	(435.00)	
	31,650.44	(31,645.71)	(4.73)
	31,650.44	-31,650.44	