

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

REGULAR MEETING
January 9, 2019
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday January 9, 2019. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Mike Christensen, Dean Spaeth, 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 with the reciting of the Pledge of Allegiance.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the agenda with the following additions: NCE Riverwatch presentation at 9:15 am. Carried.
4. Approval of Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the December 12, 2018, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly and year end financial reports and transfers between Unassessed Projects and Ditches to Red River Construction Account dated December 31, 2018. Carried. Note: Transfers are displayed in Appendix A at the end of this report.
7. Open Microphone. No one spoke at this time.
8. Lower Wild Rice River. Administrator Ruud presented an Income Contract with the State of MN for reimbursement to BWSR for the RIM program. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Chairman Holmvik to sign the contract as presented. Carried.
9. Goose Prairie. Administrator Ruud provided an update regarding conversations with landowners in the project area. Engineer Bents added that the engineer's report for the project is currently being developed.

PERMIT APPLICATIONS

10. A motion was made by Manager Spaeth and seconded by Manager Harless to continue to table the following permit applications pending previously requested information from the applicants. Carried.
 - Richard Balstad, Section 3, Gregory Twp. Permit #18-090 to install a culvert.
 - Perry Ellingson, Section 36, Hendrum Twp. Permit #18-092 to install a culvert.
 - Verdell Olson, Section 7, Sundal Twp. Permit #18-128 to install subsurface drain tile.

11. Randy Green, Section 8, Green Meadow Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to deny Permit #18-131 to install subsurface drain tile and recommend the applicant provide an alternative plan for an outlet that utilizes the existing gravity pipes through the levees. Carried.
12. Allen Haaland, Section 19, Strand Twp. Permit #18-123 to construct a field approach and access road with an 18" culvert was withdrawn by the applicant prior to the meeting.
13. MNDOT, Sections 19 & 30, Hendrum Twp A motion was made by Manager Spaeth and seconded by Manager Harless to table Permit #19-001 for reconstruction of urban and rural sections of TH 75 including culvert replacements and changes to notice the City of Hendrum and adjacent property owners outside of the city. Carried with Manager Johannsen abstaining.
14. MNDOT, Section 19 & 30, Halstad Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #19-002 for reconstruction of urban and rural sections of TH 75 including culvert replacements and changes to notice the City of Halstad and adjacent property owners outside of the city. Carried.
15. Norman County Highway Department, Sections 18 & 19, Shelly Twp. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve Permit #18-129 for roadway reconstruction and culvert changes with the condition that the 36" culvert and gate through the railway on the south side of CSAH 3 is either replaced with another culvert with a gate on the west side or that the existing culvert is removed and replaced with a dry crossing. Carried.
16. Norman County East River Watch. Students with the Norman County East River Watch program were in attendance to give the Managers an overview of what their program entails. They discussed their past project from last year and their new project for the upcoming year. They will be identifying a problem and addressing it. The problem they will be working to minimize is tree snags along the Wild Rice River from Faith to the Heiberg Dam. The students engaged in discussion with Board members regarding the project.
17. 1W1P. Administrator Ruud updated the Board that a Steering committee meeting was held in December. The Steering and Policy committees will meet on February 6th.
18. RCPP. Engineer Bents stated that information has been reviewed and a meeting with Project Team manager committees for the Moccasin Creek and South Branch project areas will be held on the afternoon of February 6th. Manager Erickson presented questions regarding the amount spent. He was asked to direct specific questions to Tara for further processing after the Board meeting.
19. RRWMB. RRWMB Executive Director Rob Sip was in attendance to give a presentation regarding the RRWMB with overview of the history, area, composition of staff and board, internal committees, external committee representation, services provided, strategic planning process, responsiveness to landowners, historical expenses and income, and current and past commitments to the WRWD. Manager discussion with Sip was held following the presentation.
20. RRWMB Representative Communication Responsibilities. Manager Hanson requested that a copy of the most recently approved RRWMB minutes be mailed to WRWD in their monthly packets beginning in February. Staff will fulfill the request.
21. Remodeling Project. Administrator Ruud is reviewing webcast capabilities with the architect. More information will be brought forward at the February Meeting.

22. Change Order List. Administrator Ruud brought forth a list of items to eliminate or change with the remodeling process. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize Administrator Ruud to proceed with the list of changes, so long as the overall cost of the project does not increase as a result. Carried. A motion was made by Manager Hanson and seconded by Manager Harless to authorize Administrator Ruud to proceed with future changes to the project, as long as the overall cost of the project does not increase as a result of changes. Carried.

23. Manager Erickson left the meeting at 10:35 am.

24. Community Flood Protection. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Pay Request #6 in the amount of \$72,265.72 presented by Sellin Brothers for work on the Halstad levee improvements. Carried. The request for funding assistance which was presented to the RRWMB will be reviewed by the TAC on Monday and return to the RRWMB for discussion next week. MNDOT has submitted 60% construction plans and is expected to return 100% plans later in the month. The City of Halstad has filed a technical appeal with FEMA regarding the flood plain mapping. Manager Johannsen asked if the City of Hendrum should file an additional appeal. Engineer Bents stated that they City currently couldn't file a technical appeal. Once the project plans are completed or the project is awarded the City could further explore the appeal process.

25. Official Newspaper. A motion was made by Manager Christensen and seconded by Manager Hanson to approve the 2019 list of WRWD Official newspapers for each county. Carried. A list of newspapers can be found in Appendix B at the end of this report.

26. Auto Pay Vendor List. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the 2019 Auto Pay Vendor list, which is available in Appendix C at the end of this report. Carried.

27. Frandsen Bank Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Administrator Ruud to transfer between Money Market and Checking Accounts, with a daily limit of \$1,000,000, 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.

28. Internal Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Christensen 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

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

30. Meetings, Conferences, and Seminars. A motion was made by Manager Johannsen and seconded by Manager Harless to approve Manager and Staff attendance at the MAWD Legislative Session in February. Carried.

31. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Harless to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:47 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 13, '18 - Jan 9, 19				
12/24/2018		QuickBooks Payroll Service	Created by Payroll Service on 12/20/2018	5,867.02
01/05/2019		MARCO, Inc.		508.23
12/21/2018			Funds Transfer	190,000.00
01/08/2019		QuickBooks Payroll Service	Created by Payroll Service on 01/07/2019	6,025.28
01/04/2019		Lloyd Harding Jr and Pagyn Harding	Goose Prairie Option	100.00
01/07/2019	ACH	Verizon Wireless		153.89
12/15/2018	ACH	Aflac		433.64
01/03/2019	ACH	Arvig		312.88
12/28/2018	ACH	MN Dept of Revenue	5062265	338.00
12/31/2018	ACH	US Treasury-Payroll	41-6145653	1,630.26
12/31/2018	ACH	PERA		918.04
01/02/2019	ACH	Minnesota Energy Resources Corporation		63.00
12/13/2018	ACH	MN Dept of Revenue	5062265	352.00
12/13/2018	ACH	US Treasury-Payroll	41-6145653	1,820.40
12/13/2018	ACH	PERA		1,033.55
12/18/2018	ACH	Pioneer Press		62.40
12/31/2018	ACH	Whitepages		4.99
01/09/2019	16993	Ada Building Center	Snow Guard	732.09
01/09/2019	16994	Craig Larson Construction	Roof Repair	300.00
01/09/2019	16995	Dusty's Floor Covering	Labor	250.00
01/09/2019	16996	FP Mailing Solutions	Postage Meter Lease	118.63
01/09/2019	16997	Houston Engineering, Inc.		72,748.05
01/09/2019	16998	Jon Peterson	Mowing	300.00
01/09/2019	16999	Kappes Leiran Agency	Builder's Risk Policy	500.83
01/09/2019	17000	Kenneth Aaron Kesselberg	Snow removal	195.00
01/09/2019	17001	MAWD	Legislative Registration - Holmvik & Ruud	200.00
01/09/2019	17002	MN PEIP		1,191.60
01/09/2019	17003	Norman County Treasurer/Auditor	Tax Appeal	520.27
01/09/2019	17004	Norman County Treasurer/Auditor	Hendrum Obligation	34,450.00
01/09/2019	17005	Northwest Beverage, Inc.	Water	22.75
01/09/2019	17006	Office Supplies Plus	supplies	16.47
01/09/2019	17007	Ralph's Food Pride	Supplies	71.77
01/09/2019	17008	Red River Basin Commission	Conference Registration	500.00
01/09/2019	17009	Red River Watershed Management Board	Tax Levy Reimbursement	10,870.45
01/09/2019	17010	Red River Watershed Management Board	Rent Reimbursement	625.00
01/09/2019	17011	Renae Kappes	cleaning	120.00
01/09/2019	17012	Rinke Noonan	Legal Advice	315.00
01/09/2019	17013	Sellin Brothers, Inc	Req 6	72,265.72
01/09/2019	17014	Sheena Moore	Landowner refund for rural ring dike program	6,352.85
01/09/2019	17015	Tony Sip	Mowing & Tree removal	9,180.00

01/09/2019	17016	Vareberg Engineering	Halstad project	225.00
01/09/2019	17017	Wambach & Hanson	December Legal	1,109.35
01/09/2019	17018	Curt Johannsen		83.52
01/09/2019	17019	Dean P Spaeth		106.38
01/09/2019	17020	Duane L Erickson		99.18
01/09/2019	17021	Gregory R Holmvik		69.26
01/09/2019	17022	Mark L Harless		167.77
01/09/2019	17023	Michael K Christensen		93.38
01/09/2019	17024	Raymond M Hanson		90.14
			TOTAL	423,514.04

Appendix A

Transfers from Red River Construction to Unassessed Projects and Ditches

12/31/2018			
	12/31/2018	RRC	Survey & Data
Red River Construction			
Red River Construction			
General			
Dist Owned			
Acquisitions	1,342.13	(1,342.13)	
Leased Ag			
Property	-79,381.00	79,381.00	
Project Development - other			
#336 - Community Dikes			
#12 Hendrum			
Road Raise	15,816.37	(15,816.37)	
#11 Perley Road			
Raise	174.00	(174.00)	
Project Development - RRC			
#364 property Acq/Demo	465.00	(465.00)	
#368 2016 Rural Ring Dike	611.25	(611.25)	
#354 Goose Prairie WMA			
Storage	8,555.14	(8,555.14)	
#357 Lower Wild Rice	5,487.14	(5,487.14)	
#12 Permits			
#91 Corey Hanson	162.00	(162.00)	
#18 Violations -			
other	528.00	(528.00)	
#12 Permits -			
Other	30,115.10	(30,115.10)	
Special Revenue Fund			
Job:FEMA Programs	409.50	(409.50)	
	(15,715.37)	15,715.37	-
	(15,715.37)	15,715.37	

Appendix B

Wild Rice Watershed District Official Newspaper by County 2019

Becker County	Detroit Lakes Tribune
Clay County	Clay County Union
Clearwater County	Farmers Independent
Mahnomen County	Mahnomen Pioneer
Norman County	Norman County Index
Polk County	Fertile Journal

Appendix C

2019 Auto Pay Vendors

- Arvig
- City of Ada
- Harland Checks – Check reorder
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- MN PEIP – Insurance
- PERA
- Postalia – postage meter postage deposits
- Quickbooks Payroll Service
- Star Tribune – subscription
- Twin Cities Pioneer Press – subscription
- US Treasury – Payroll Taxes
- Verizon Wireless
- Whitepages

Appendix D

List of Acronyms Used:

1W1P	One Watershed One Plan
BWSR	Board of Water and Soil Resources
CSAH	County State Aid Highway
FEMA	Federal Emergency Management Agency
MAWD	Minnesota Association of Watershed Districts
MN	Minnesota
MNDOT	Minnesota Department of Transportation
NCE	Norman County East
RCPP	Regional Conservation Partnership Program
RIM	Reinvest in Minnesota
RRWMB	Red River Watershed Management Board
TAC	Technical Advisory Committee
TH	Trunk Highway
WRWD	Wild Rice Watershed District