

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

REGULAR MEETING
January 19, 2022
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 19, 2022. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Raymond Hanson, Dean Spaeth, Mike Christensen and Curt Johannsen. In addition, the following persons were in attendance: Administrator Tara Jensen, Engineer Jerry Bents, Attorney Elroy Hanson, and Administrative Assistant Amy Nelson. Bookkeeper Stacy Purrington attended via electronic means.
2. Chairman Holmvik called the meeting to order at 8:30 a.m. with recital 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. Carried:
 - Safety Deposit Box
 - Credit Card Authorized Users
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless approving the December 8, 2021, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the 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 financial report dated December 31, 2021 and internal transfers between unassessed projects and ditches and the Red River Construction Account as detailed in Appendix A at the end of this report. Carried.
7. Open Mic. Nobody spoke at this time.
8. Manager Erickson arrived at 8:38 pm.

PERMIT APPLICATIONS

9. Keith Berndt (Norman County), Section 21, Anthony Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #22-001 to replace a bridge with (4) 12' X 10' R.C. box culverts. Carried.
10. A motion was made by Manager Hanson and seconded by Manager Spaeth to continue to table the following permit applications. Carried.
 - Johnson Bros Farms, Section 35, Hegne Twp. Permit #21-093 to install a new 18" or 24" centerline culvert pending previously requested information from the applicant.

- Brian Ramsrud, Section 11, LaPrairie Twp. Permit #21-105 to install a crossing over Mosquito Creek with a 6 foot or 8 foot diameter culvert pending previously requested information from the applicant.
- Kelly Schultz, Section 23, Goose Prairie Twp. Permit #21-142 to install a new 18" centerline culvert pending previously requested information from the applicant.
- Robert Spaeth, Section 1, Pembina Twp. Permit #21-123 to replace a bridge with box culverts or raise the bridge pending previously requested information from the applicant.

11. A motion was made by Manager Christensen and seconded by Manager Johannsen to table the following permit applications as listed. Carried.

- John Pazdernik, Section 7, Lake Grove Twp. Permit #22-003 to install subsurface drain tile pending a field review and to notice adjacent landowners, if applicable.
- Ed Scherping, Section 35, Pembina Twp. Permit #22-002 to install subsurface drain tile pending a field review and to notice adjacent landowners, if applicable.
- Tyler Zimmerman, Section 12, Popple Grove Twp. Permit #22-004 to construct wetland creations and restorations pending a field review and to notice adjacent landowners, if applicable.

12. Gerald Lien, Section 34, Flom Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #21-145 to install subsurface drain tile pending a field review. Carried.

13. Community Flood Protection. Engineer Bents reported that an application for funding the Perley Road Raises was submitted to FEMA and we are awaiting the NHS declaration. A request for project funding from the RRWMB for \$625,000 was granted at their December meeting. He also reported that the Operations and Maintenance manual for the City of Halstad is being completed. A quote for \$4,870 was received from Gordon construction for gate repair work in Hendrum and will be repaired when weather allows this spring.

14. FEMA Buyouts. Administrator Jensen stated that she recently received appraisals for all locations. Three of the locations will be partial property acquisitions, while the other four will be full property acquisitions. Staff will work to obtain abstracts from the owners. Attorney Hanson's office will work on purchase documents for the full property acquisitions.

15. Ditch and Project Maintenance. Administrator Jensen will follow up with property owners where a right of way acquisition is necessary for the JD 53 outlet repairs. The exhibit documents are being finished by engineering prior to easement documents being drafted by Attorney Hanson. A motion was made by Manager Hanson and second by Manager Harless to approve the Olson Agassiz Pay Request presented by Gordon Construction in the amount of \$9,731.77. Carried.

16. Upper Reaches. Discussion was held regarding the project easement needs. A motion was made by Manager Johannsen and seconded by Manager Hanson to authorize Attorney Ripple to contact Curt Jacobson to attempt to continue negotiations through the eminent domain proceedings with the approval to offer an updated easement offer of \$2,000. Carried.

17. Project 25 Green Meadow Township. Engineer Bents gave an update on the Ditch Relocation Option. He and Administrator Jensen will have a call next week with Green Meadow Township representatives prior to presenting the plans to FEMA. A decision on WRWD cost share potential is pending.

18. Safety Deposit Box. A motion was made by Manager Hanson and seconded by Manager Spaeth to remove access for former Administrator Ruud and give access to Amy Nelson. Carried.

19. Official Newspaper. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the list of official newspapers as detailed in Appendix B at the end of this report. Carried.
20. Envirothon Request Policy. A motion was made by Manager Christensen and seconded by Manager Harless to approve \$200 per SWCD if they apply. Carried.
21. Administrator Transfer Authority. A motion was made by Manager Harless and seconded by Manager Hanson to approve Administrator Jensen to transfer between Money Market and Checking Accounts, with a daily limit of \$1,000,000 at Frandsen Bank and Trust. Administrator Jensen must notify finance committee members of account transfers once they occur. Carried.
22. Internal Transfer Authority. A motion was made by Manager Hanson 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. Credit Card Authorized Users. A motion was made by Manager Spaeth and seconded by Manager Harless to remove access from former Administrator Ruud and add Stacy Purrington and Amy Nelson as authorized users. Carried.
24. Manager Per Diems. A motion was made by Manager Harless and seconded by Manager Hanson to approve payment of Manager per diems and expenses as distributed. Carried.
25. Administrator Authority Transfer. A motion was made by Manager Hanson and seconded by Manager Spaeth to remove Kevin Ruud as the Administrator on accounts and documents, adding Administrator Jensen to necessary accounts. Carried.
26. Reissue Check. A motion was made by Manager Spaeth and seconded by Manager Johannsen to reissue Manager Erickson's November per diem check. Carried.
27. Auto Pay Vendors. A motion was made by Manager Hanson and seconded by Manager Harless to approve the list of Auto Pay Vendors as detailed in Appendix C at the end of this report. Carried.
28. Meetings, Conferences and Seminars. A motion was made by Manager Spaeth and seconded by Manager Harless to approve Manager and Staff attendance at the MAWD Legislative Session March 16-17, 2022 and the RRWMB & FDRWG Conference March 22-23, 2022. Carried.
29. Goose Prairie WMA. Administrator Jensen provided an update on communication with representation for the Oberg party and Kyle Bergren. A motion was made by Manager Johannsen and seconded by Manager Hanson to offer Bergren a requested land trade with Bergren paying the difference in the appraised values with trade by the February Board meeting. Carried. A motion was made by Manager Johannsen and seconded by Manager Hanson to offer Kjos \$2,000 for the easement needs. Carried. A motion was made by Manager Johannsen and seconded by Manager Hanson to authorize staff to draft a response to be returned to the Peterman party which will be given through Attorney Ripple's office requesting a response by the February Regular Board meeting. Motion carried with Managers Erickson and Spaeth opposed. A motion was made by Manager Johannsen and seconded by Manager Hanson to update the previous motions, setting the date under Attorney Ripples direction rather than the February Board meeting. Carried.

30. 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 10:07 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 9, '21 - Jan 19, 22				
12/18/2021			Service Charge	32.00
12/21/2021		QuickBooks Payroll Service	Created by Payroll Service on 12/20/2021	6,896.80
12/28/2021			Funds Transfer	840,000.00
01/04/2022		QuickBooks Payroll Service	Created by Payroll Service on 01/03/2022	7,198.31
01/18/2022		QuickBooks Payroll Service	Created by Payroll Service on 01/14/2022	9,487.05
12/15/2021	ACH	Aflac		112.20
01/05/2022	ACH	MARCO, Inc.		601.88
12/29/2021	ACH	Minnesota Energy Resources Corporation		59.00
01/03/2022	ACH	Arvig		459.00
12/10/2021	ACH	Ada City		287.41
12/29/2021	ACH	PERA		1,021.10
01/07/2022	ACH	Verizon Wireless		32.96
12/09/2021	ACH	MN Dept of Revenue	5062265	437.00
12/09/2021	ACH	US Treasury-Payroll	41-6145653	2,365.20
12/28/2021	ACH	MN Dept of Revenue	5062265	427.00
12/28/2021	ACH	US Treasury-Payroll	41-6145653	2,118.64
01/10/2022	ACH	Ada City		334.49
01/11/2022	ACH	PERA		1,021.10
01/10/2022	ACH	MN Dept of Revenue	5062265	427.00
01/10/2022	ACH	US Treasury-Payroll	41-6145653	2,091.66
01/15/2022	ACH	Aflac		112.20
01/19/2022	18188	Anders Valley Publishing, LLC	Advertising	128.80
01/19/2022	18189	Becker County SWCD	Coordination	3,886.47
01/19/2022	18190	Boetcher Appraisal		2,500.00
01/19/2022	18191	Cardmember Service	December billing	251.38
01/19/2022	18192	Cintas		245.42
01/19/2022	18193	Clay County Union	job ad	40.00
01/19/2022	18194	Farmers Independent		84.39
01/19/2022	18195	Foltz Farm	Becker Clean Water Funding	8,333.33
01/19/2022	18196	FP Mailing Solutions	Postage meter lease	118.63
01/19/2022	18197	Gordon Construction, Inc.	Structure Materials	9,731.77
01/19/2022	18198	Houston Engineering, Inc.		15,280.06
01/19/2022	18199	Joey Gullard	Becker Clean Water Funding	8,333.33
01/19/2022	18200	Kenneth Aaron Kesselberg	Snow Removal	380.00
01/19/2022	18201	KRJB Radio	Seasonal Advertising	560.00
01/19/2022	18202	Mahnomen Soil & Water Cons. District		71,100.57
01/19/2022	18203	MARCO, Inc. Mpls		5,941.70
01/19/2022	18204	McCollum Hardware, Inc.		29.35
01/19/2022	18205	Morris Electronics, Inc.		870.00
01/19/2022	18206	National Watershed Coalition	Annual Dues	75.00
01/19/2022	18207	Norman County Index-Ada	Business Cards	91.38
01/19/2022	18208	Norman County Recorder	Amy Nelson Notary Filing	20.00
01/19/2022	18209	Office of the Secretary of State	Amy Nelson Application	120.00

01/19/2022	18210	Office Supplies Plus		1,657.98
01/19/2022	18211	Red River Watershed Management Board	1/2 Tax Levy	275,966.25
01/19/2022	18212	Renae Kappes	November - December Cleaning	300.00
01/19/2022	18213	Rinke Noonan		4,115.75
01/19/2022	18214	The Forum	Employment ad	40.00
01/19/2022	18215	Vance Jirava	Becker Clean Water Funding	8,333.33
01/19/2022	18216	Wambach & Hanson	December Legal	3,039.88
01/19/2022	18218	Curt Johannsen		126.62
01/19/2022	18219	Dean P Spaeth		152.88
01/19/2022	18220	Duane L Erickson		107.31
01/19/2022	18221	Gregory R Holmvik		437.75
01/19/2022	18222	Mark L Harless		129.48
01/19/2022	18223	Michael K Christensen		136.56
01/19/2022	18224	Raymond M Hanson		136.50
TOTAL				<u>1,298,323.87</u>

Appendix A

Transfers from Red River Construction to Unassessed Projects and Ditches

12/31/2021			
	12/31/2021	RRC	Survey & Data
PROJECTS			
Unassessed			
#8 Moccasin	314.32	(314.32)	
#35 Sande Detention	790.64	(790.64)	
Red River Construction			
Dist Owned Acquisitions	820.82	(820.82)	
Leased Ag Property	(68,858.00)	68,858.00	
Project Development - other			
#336 - Community Dikes			
#31 Perley Grade			
Raise 2021	6,043.75	(6,043.75)	
#375 - Property Acq/Demo	2,938.00	(2,938.00)	
Ph 001 Welch			
Property	750.00	(750.00)	
Project Development - RRC			
#354 Goose Prairie WMA			
Storage	10,477.07	(10,477.07)	
Ph 001 Project			
Permitting	2,000.00	(2,000.00)	
#357 Lower Wild Rice	4,802.68	(4,802.68)	
Ph 001 Vik	3,869.90	(3,869.90)	
Ph 003 Kroshus	3,539.51	(3,539.51)	
Ph 006 DW Kroshus	4,262.26	(4,262.26)	
Ph 013 Patrick			
Kovash	2,415.04	(2,415.04)	
Ph 014 Strand	(1,434.93)	1,434.93	
Ph 015 Debra			
Ruebke	46.00	(46.00)	
Ph 022 Andy			
Wagner	(1,357.73)	1,357.73	
Ph 023 Carol Peppel	(231.30)	231.30	
Ph 028 Jessica			
Green	157.50	(157.50)	
#368 2016 Rural Ring Dikes	202.00	(202.00)	
#364 Property Acq/Demo	983.00	(983.00)	
#18 Violations	2,119.60	(2,119.60)	
#105 Chuck Borgen	196.00	(196.00)	
#113 Stromstad			
Brothers	147.00	(147.00)	
#12 Permits	21,684.58	(21,684.58)	
	(3,322.29)	3,322.29	-
	(3,322.29)	3,222.29	

Appendix B

Wild Rice Watershed District Official Newspaper by County 2022

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

Appendix C

2022 Auto Pay Vendors

- Arvig
- Aflac
- 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:

FEMA	Federal Emergency Management Agency
FDRWG	Flood Damage Reduction Work Group
MAWD	Minnesota Association of Watershed Districts
NHS	National Historical Society
JD53	Judicial Ditch 53
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
WMA	Wildlife Management Area
WRWD	Wild Rice Watershed District