

WILD RICE WATERSHED DISTRICT

11 Fifth Avenue East

Ada, MN 56510

Ph: 218-784-5501

REGULAR MEETING

May 9, 2018

APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, May 9, 2018. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mark Harless, Curt Johannsen, Mike Christensen 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 pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Harless and seconded by Manager Johannsen to approve the meeting agenda with the following additions. Carried.
 - James Stock cost share request
 - Goose Prairie Marsh
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the April 11, 2018, suggesting that the minutes reflect that the meeting was held at the West Central Ag Services Meeting Room in Ulen. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented with the addition of a late bill from C Larson Construction. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report dated April 30, 2018. Carried.
7. Open Mic. No one spoke at this time.
8. Audit Report - Christopher Clasen, CPA. Christopher Clasen, CPA from Justin Clasen & Company was in attendance and reported on the recently completed annual District audit. Clasen summarized the Communication Letter noting that the audit did not find significant deficiencies with the District, stating that the audit went very well and the District is in good financial standing.
9. Stock Cost Share Request. Dustin Jasken, NRCS, was in attendance to request a cost share for a project on property owned by Stock and operated by Darrel Neisen. A motion was made by Manager Erickson and seconded by Manager Johannsen to approve a 40% cost share for the project with a maximum amount of \$6,278.00. Carried.

PERMIT APPLICATIONS

10. John Brandt, Section 25, Pleasant View Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to deny Permit #18-033 to remove a field approach and culvert and install a field approach and culvert based on concern of adjacent hydraulic impacts. Carried.
11. Randall Gorder, Section 22, Waukon Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table Permit #18-034 to install a new 24” or 36” centerline culvert to notice downstream property owners to the west and also to ask applicant to consider amending permit to ask for an 18” or to install additional pip capacity in driveway to the south to address the problems. Carried.
12. USDA – NRCS, Sections 34 & 35, Chief Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #18-041 to construct wetland restorations and request applicant provide additional details on how seepage will be controlled to protect downstream property from proposed basin 2-4. Carried.
13. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the following permit applications with conditions as listed. Carried.
 - David Eiyneck, Section 11, Lake Grove Twp. Permit #18-038 to install water and sediment control basins with standard tile conditions.
 - Gerald Johnson, Section 21, Heier Twp. Permit #18-040 to install water and sediment control basins with standard tile conditions.
 - Steve Kahlbaugh, Section 11, Pembina Twp. Permit #18-037 to install water and sediment control basins with standard tile conditions.
 - Ben Kettner, Section 35, Waukon Twp. Permit #18-045 to install a side inlet structure with standard tile conditions and with the condition that the applicant get approval from Drainage Authority (Norman County) for Norman County Ditch 9 for any work done in ditch right-of-way.
 - John Pazdernik, Section 2, Lake Grove Twp. Permit #18-042 to install water and sediment control basins with standard tile conditions.
 - Matt Vig, Section 9, Gregory Twp. Permit #18-039 to install water and sediment control basins with standard tile conditions.
 - David Vilmo, Section 9, Green Meadow Twp. Permit #18-027 to install subsurface drain tile with standard tile conditions.
 - David Vilmo, Section 9, Green Meadow Twp. Permit #18-028 to install subsurface drain tile with standard tile conditions.
 - Eric Visser, Section 20, Winchester Twp. Permit #18-035 to install a field approach with a 24” culvert.
14. Duane Brendemuhl, Section 2, Flowing Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #18-020 remove two field approaches with culverts, install two new field approaches with culverts, the south approach will be wider with a longer culvert, at the request of the applicant who is considering a possible permit revision. Carried.
15. Clay County Highway Department, Sections 2 & 3, Highland Grove Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to table Permit #18-003 to replace an 18” centerline culvert with the same size at a lower elevation pending previously requested information at the request of the applicant. Carried.
16. Manager Erickson left the Board table.

17. Circle E Farms, Schneiderman Bros, Mark Habedank, Sections 1 & 2, Ulen Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #18-015 to construct a berm, increase the size of a centerline culvert, and improve a ditch to divert low flow runoff to notice the adjacent landowners one mile downstream (NE1/4 of Section 2 of Ulen Twp., S1/2 and NW1/4 of Section 35 of Home Lake Twp, the MN DNR and the road authority (Ulen Twp). Carried.
18. Manager Erickson returned to the Board table.
19. Haugo Bros, Sections 20 & 29, Marsh Creek Twp, Section 33, Pembina Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to table Permit #18-044 to install water and sediment control basins pending additional land use agreements from the NRCS. Carried.
20. Doug Kettner, Section 16, Pembina Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #18-046 to install a grade stabilization structure pending additional land use agreements from the NRCS. Carried.
21. Jeff Radke, Sections 10 & 15, Home Lake Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #18-036 to install subsurface drain tile to notice the N1/2 of the NW1/4 of section 15 of Home Lake Twp or the Permit is approved if the applicant provides written permission from landowners noticed. Carried.
22. Complaints. A motion was made by Manager Spaeth and seconded by Manager Johannsen to have staff follow up with the parties involved in the Luckow complaint in a couple weeks to determine if a solution was reached. Carried.
23. Norman County Highway Department. Norman County Highway Department Engineer, Jerilyn Swenson, was in attendance requesting the District to cost share sloughing repairs along JD 53 Lat 2. The areas to be repaired are located on the road side of the ditch and are out of the road authority right of way. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny the cost share request presented by Swenson. Discussion ensued surrounding responsibility for repairs, previous instances, and ditch fund balance. Motion carried with Managers Hanson, Johannsen, Harless, and Chairman Holmvik in favor and Managers Spaeth, Erickson, and Christensen opposed. Manager Johannsen stated that he would like to see a policy developed to provide guidance in the future. Attorney Hanson advised that a policy would require a joint powers agreement with each county and township, making it difficult to create a one size fits all policy.
24. Goose Prairie. Manager Erickson stated that he would like to see retention done in the near future. Engineer Bents suggested obtaining options to purchase flowage easements to expedite the process once funding is available. He also added that a step 1 submittal is being prepared to present to the RRWMB to request funding at a future meeting. Board requested Manager Erickson and Administrator Ruud to begin meeting with landowners to secure options for flowage easements.
25. RRWMB. Administrator Ruud presented quotes received for the building remodeling project. He also presented an additional floor plan which staff felt future needs of the district but could provide a cost savings over the plan which was distributed for quotes. Manager Hanson voiced concern regarding the remodeling project and increased cost. Manager Johannsen stated that he felt that the overall benefit of having the RRWMB co-located with the district are significant. A motion was made by Manager Hanson and seconded by Manager Erickson to dissolve the lease agreement with the RRWMB. Motion failed

with Managers Hanson and Erickson in favor and Chairman Holmvik, Managers Harless, Christensen, Spaeth, and Johannsen against.

A motion was made by Manager Johannsen and seconded by Manager Harless to solicit sealed bids for an updated floor plan. Discussion regarding project specifications and developing a bid packet followed. Manager Johannsen amended the motion to request updated quotes for each of the separate contracts. Manager Harless amended his second to the motion. Motion carried with Manager Hanson voting against.

A motion was made by Manager Erickson and seconded by Manager Hanson to request quotes for the original floor plan presented in December, updating the plan to meet the minimum requirements (RRWMB storage area, kitchenette). Carried.

26. Community Flood Protection. A motion was made by Manager Hanson and seconded by Manager Erickson to reject all bids and send out new advertisement for bids. Carried. It was noted that bids from the three contractors came in significantly higher than engineer estimates for the project. Engineer Bents is working with bidders in attempt to determine the large difference prior to the June 5th bid opening.

A motion was made by Manager Johannsen and seconded by Manager Harless to approve Resolution No. 05-09-17-1 requesting funding from the State of Minnesota flood damage reduction program to assist the cooperative project between the City of Hendrum, City of Perley, Norman County, MnDOT, and the Wild Rice Watershed District to provide grade raise to the roadway elevations that pass through the cities' levees in order to eliminate the need for emergency closures and complete flood protection for the City of Hendrum and the City of Perley. Carried. The resolution is included as Appendix A at the end of this report.

27. RCPP. Engineer Bents stated that a response was received on May 7 from the USACOE regarding the Moccasin Creek and South Branch of the Wild Rice River Review Point 2 submittal. Review Point 3 has since been submitted for review. At recent project team meetings, alternatives were discussed to address concerns in each of the two project areas.

An overview of landowner comments following the February meeting has been developed. It was recommended that the committee review the comments, place areas on a map, and return recommendations to the Board on the future of the area.

28. A board recess was taken at 11:56 am

29. The board reconvened at 12:05 pm.

30. Board Reorganization. Chairman Holmvik asked Attorney Hanson to preside over Board Officer Reorganization. Attorney Hanson called for nominations for Chairman. Raymond Hanson nominated Greg Holmvik for the position of Chairman. Holmvik was unanimously appointed Chairman. Attorney Hanson called for nominations for Vice-Chairman. Raymond Hanson nominated Mark Harless for the position of Vice-Chairman. Harless was unanimously appointed Vice-Chairman. Attorney Hanson called for nominations for Secretary. Raymond Hanson nominated Curt Johannsen for the position of Secretary. Johannsen was unanimously appointed Secretary. Attorney Hanson called for nominations for the position of Treasurer. Johannsen nominated Dean Spaeth for the position of Treasurer. Spaeth was unanimously appointed Treasurer. At this time Attorney Hanson returned the meeting to Chairman Holmvik's lead.

31. Attorney Hanson left the meeting at 12:09 pm.
32. Per Diems. A motion was made by Manager Johannsen and seconded by Manager Harless to approve payment of Manager per diems and expenses as distributed. Carried.
33. Manager Hanson left the meeting at the 12:12 pm
34. Lower Wild Rice. Engineer Bents stated that staff is currently working with BWSR on the MOU, noting that thus far LSOHC has been receptive to the concept of the idea. An application for an additional \$4 million in funding from LSOHC is being prepared and will be submitted prior to the deadline. If approved, funds are not available for approximately 14 months. Staff is hopefully that additional funding will provide continuity to the program once it is unveiled.
35. Farmstead Ring Dikes. Engineer Bents updated that the power is being moved out of the way and the septic work will be completed around the middle of the month. He is hopeful that the ring dike construction will begin around the end of the month.
36. MnDOT Zero Dollar Easement. An update to the previously approved easement was requested. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the updated zero dollar easement presented by MnDOT. Carried.
37. 2017 Annual Report. The 2017 Annual Report was distributed for Manager review.
38. Committee Reassignments. The previous committee assignments were distributed for review. Committee reassignments will be completed at the June Board Meeting.
39. Citizens Advisory Board. The draft meeting minutes from the April 2, 2018, Citizens Advisory Board meeting were presented to the Board for review.
40. Leased Acquisition Property. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve leasing Parcel #14-5707000 in Section 2 of Mary Township to Megan Kappes at the end of the current lease in her mother's name. The lease terms will be \$100 annually plus applicable property taxes for a term of 5 years.
41. 4M Fund from PMA. Administrator Ruud presented information regarding a 4M fund offered through PMA. He will reach out to current entities and provide additional feedback at the June meeting.
42. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 12:33 pm.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Apr 12 - May 9, 18				
04/17/2018		QuickBooks Payroll Service	Created by Payroll Service on 04/16/2018	6,126.53
05/01/2018		QuickBooks Payroll Service	Created by Payroll Service on 04/30/2018	5,853.02
04/15/2018	ACH	Aflac		354.98
04/19/2018	ACH	MN Dept of Revenue	5062265	337.00
04/19/2018	ACH	US Treasury-Payroll	41-6145653	1,771.38
05/05/2018	ACH	MARCO, Inc.		508.23
05/01/2018	ACH	Minnesota Energy Resources Corporation		63.00
05/03/2018	ACH	Arvig		329.53
04/16/2018	ACH	MN Dept of Revenue	5062265	5.00
04/16/2018	ACH	US Treasury-Payroll	41-6145653	103.30
04/20/2018	ACH	PERA		908.86
05/01/2018	ACH	Minnesota Energy Resources Corporation		63.00
05/03/2018	ACH	Arvig		329.53
04/16/2018	ACH	PERA		52.51
05/03/2018	ACH	Amazon	supplies	28.50
04/25/2018	ACH	Star Tribune		49.27
05/07/2018	ACH	MN Dept of Revenue	5062265	337.00
05/07/2018	ACH	US Treasury-Payroll	41-6145653	1,771.36
05/07/2018	ACH	PERA		908.86
05/08/2018	16724	Office Supplies Plus	Computer Stand	143.83
05/09/2018	16725	4 Corners Siding	Iterim Office Adjustments	930.00
05/09/2018	16726	Ada Building Center	Supplies	137.58
05/09/2018	16727	AmeriPride	rugs	77.16
05/09/2018	16728	Braun Intertec Corporation	Geotech Analysis	375.50
05/09/2018	16729	Clay County Union	Advertising	598.80
05/09/2018	16730	EcoLab	Pest Control	89.45
05/09/2018	16731	Farmers Publishing Company	Publications	129.69
05/09/2018	16732	Gordon Construction, Inc.		7,890.00
05/09/2018	16733	Houston Engineering, Inc.		93,773.08
05/09/2018	16734	Justin, Clasen & Company, Ltd.	2017 Audit	8,200.00
05/09/2018	16735	KRJB Radio	Advertisement	48.00
05/09/2018	16736	MARCO, Inc. Mpls	M-Files Revaulting	800.00
05/09/2018	16737	McCollum Hardware, Inc.		36.30
05/09/2018	16738	Morris Electronics, Inc.		390.00
05/09/2018	16739	Norman County Index-Ada	City of Halstad Legal	1,071.60
05/09/2018	16740	Norman County Treasurer/Auditor		9,778.14
05/09/2018	16741	Northwest Beverage, Inc.		32.50
05/09/2018	16742	Ralph's Food Pride	Supplies	33.71
05/09/2018	16743	Renae Kappes	Cleaning	120.00
05/09/2018	16744	The Forum	Advertisement	178.50
05/09/2018	16745	Twin Valley Times		390.02
05/09/2018	16746	Visser Trenching	Snow Removal - 2017-2018	1,015.00
05/09/2018	16747	Wambach & Hanson	April Legal	1,703.27

05/09/2018	16748	Curt Johannsen		164.74
05/09/2018	16749	Dean P Spaeth		208.28
05/09/2018	16750	Duane L Erickson		194.18
05/09/2018	16751	Gregory R Holmvik		87.74
05/09/2018	16752	Mark L Harless		83.43
05/09/2018	16753	Michael K Christensen		373.01
05/09/2018	16754	Raymond M Hanson		245.03
05/09/2018	16755	Craig Larson Construction	Install ridge vent on roof	1,400.00
TOTAL				150,599.40

Appendix A

RESOLUTION No. 05-09-18-1

RESOLUTION REQUESTING FUNDING FROM THE STATE OF MINNESOTA FLOOD DAMAGE REDUCTION PROGRAM TO ASSIST THE COOPERATIVE PROJECT BETWEEN THE CITY OF HENDRUM, CITY OF PERLEY, NORMAN COUNTY, MNDOT, AND THE WILD RICE WATERSHED DISTRICT TO PROVIDE GRADES RAISE TO THE ROADWAY ELEVATIONS THAT PASS THROUGH THE CITIES' LEVEES IN ORDER TO ELIMINATE THE NEED FOR EMERGENCY CLOSURES AND COMPLETE FLOOD PROTECTION FOR THE CITY OF HENDRUM AND THE CITY OF PERLEY

WHEREAS, the Cities of Hendrum, Minnesota, and Perley, Minnesota, are prone to flooding from the Red River of the North and the Wild Rice River of Minnesota which can result in considerable damage to personal and public property; and

WHEREAS, in order to prevent these flood damages, the Cities have had to call in support from the United States Army Corps of Engineers, National Guard, and hundreds of volunteers to raise the existing flood control levees using combinations of sandbag and clay; and

WHEREAS, the State of Minnesota, through the MNDNR FDR Grant Assistance Program, has already provided funding for the completed Phase One of the Community Flood Control Project which was to construct levees around the City of Hendrum and the City of Perley; however, Phase One did not include any adjustments to the roadway elevations that pass through the Cities; and

WHEREAS, without adjustments to the roadway elevations, the City of Hendrum and City of Perley are still susceptible to flooding through the roadway openings in the Cities' levees therefore requiring emergency closures in these locations, which result in added costs for flood fighting, costly damage to existing roadways, extended transportation closures, and public safety concerns for the traveling public; and

WHEREAS, the City of Hendrum and the City of Perley have had to implement the emergency closures numerous times since 1997; and

WHEREAS, a Phase Two of the Community Flood Control Project which would be a cooperative project between the City of Hendrum, the City of Perley, Norman County, MNDOT, and the Wild Rice Watershed District to provide grades raise thus eliminating the need for emergency closures; and

WHEREAS, the grades raise will complete the flood protection efforts for the City of Hendrum and City of Perley providing minimal acceptable protection for over hundreds of residents, numerous households, several businesses, and Norman County West Elementary School; as well as, eliminating future roadway damages and public safety concerns;

NOW THEREFORE, BE IT RESOLVED BY THE WILD RICE WATERSHED DISTRICT BOARD OF MANAGERS, at the regularly scheduled meeting on the 9th day of May, a resolution was introduced by Manager Johannsen; and seconded by Manager Harless, that the Wild Rice Watershed District Board of Managers requests funding from the State of Minnesota Flood Damage Reduction Program to assist in the cooperative project between the City of Hendrum, City of Perley, Norman County, MNDOT, and the Wild Rice Watershed District to provide grades raise to the roadway elevations that pass through the Cities' levees in order to eliminate the need for emergency closures and provide a minimum acceptable flood protection for the City of Hendrum and the City of Perley.

I CERTIFY THAT the above resolution was adopted by the Wild Rice Watershed District on May 9, 2018.

Secretary, WRWD Board of Managers

Attested By:

Chairman, WRWD Board of Managers

Appendix B

List of Acronyms Used:

BWSR – Board of Water and Soil Resources
CPA – Certified Public Accountant
DNR – Department of Natural Resources
JD – Judicial Ditch
LSOHC – Lessard Sams Outdoor Heritage Council
MnDOT – Minnesota Department of Transportation
MOU – Memorandum of Understanding
NRCS – Natural Resources Conservation Service
PMA – Prudent Man Advisors, Inc.
RCPP – Regional Conservation Partnership Program
RRWMB – Red River Watershed Management Board
USACOE – United States Army Corps of Engineers
USDA – United States Department of Agriculture
WRWD – Wild Rice Watershed District