

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

REGULAR MEETING
November 14, 2018
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, November 14, 2018. Managers in attendance included: Greg Holmvik, Duane Erickson, Mike Christensen, Dean Spaeth, Mark Harless, 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 at 8:30 a.m. with the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the agenda with the following items being added to the Agenda. Carried:
 - Lower Wild Rice
 - Clearwater SWCD Cost Share Request
 - Red Board Lease Extension
 - Proposed Holiday Schedule
 - 1W1P
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the October 10, 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 the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen approving the monthly financial report dated October 31, 2018. Carried.
7. Open Mic. Nobody spoke at this time.
8. Rich Meier, YHR. Rich Meier, YHR Partners, reported that six contractors submitted bids for the office remodel project with the low bid received from Schmitz Builders. Chairman Holmvik reported that the RRWMB contributed an additional \$60,000 towards the project, asking to extend the lease for an additional five years in exchange. Manager Hanson felt that the extension of the lease was not a favorable decision as it is difficult to project what lease rates would be in another ten years. A motion was made by Manager Johannsen and seconded by Manager Harless to award the remodeling project to Schmitz Builders as low bidder of \$440,000. Manager Erickson voiced opposition to remodeling the existing building and wanted to further explore the Arvig lease options presented at the previous meeting. Discussion was held regarding the lease agreement and Attorney Hanson advised that the Board has not explored potential punitive damages associated with terminating the signed agreement. Motion carried with Chairman Holmvik, Managers Harless, Christensen, and Johannsen in favor and Managers Spaeth, Hanson and Erickson opposed.

PERMIT APPLICATIONS

9. NRCS, Sections 23, 26, 34, 35, Lake Ida Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Permit #18-117 to fill in ditches and construct ponds with the condition that the applicant get approval from the adjacent property owners for any wetlands restored or created within 200 feet of the property line and from the Ditch Authority (Norman County) for any work within the ROW of Norman County Ditch 29. Carried with Manager Erickson opposed.

10. Gerald Chisholm, Section 4, Lake Ida Twp. Permit #18-125 to cleanout and possibly improve existing ditches was returned to the applicant as it was determined through phone conversation with the applicant that ditch improvements would not be completed, only cleaning of existing ditchways which does not require a permit.

11. Chris Erickson, Section 23, Walworth Twp. Bob Klemetson was in attendance regarding approved Permit #18-106 to install subsurface drain tile with the condition that written approval from the Walworth Township board and the downstream landowners in Section 22 of Walworth Twp. Klemetson stated that Walworth township would not be approving the proposed work and wanted the Erickson parties to be aware that further attempts to change their mind regarding this proposed work will not be successful.

12. Falk Twp, Section 22, Falk Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #18-122 to lower an existing centerline culvert requesting that the applicant provide written approval including any required mitigation from the WCA LGU (Clearwater County). Carried.

13. Clearwater County Aerial Cost Share Request. Chester Powell was in attendance representing Clearwater County SWCD requesting a cost share for aerial imagery updating for Clearwater County. Total anticipated project cost is \$75,375.00, with a request being presented to each watershed district in Clearwater County for 10% of the cost. A motion was made by Manager Hanson and seconded by Manager Erickson to approve a local cost share request from Clearwater County SWCD for the amount of \$7,537.50 for aerial imagery updating once all funding sources are secured. Carried.

14. Manager Erickson presented the Board with his letter of resignation from the WRWD and asked to be excused from the meeting. He stated that he has enjoyed his years of service and voiced frustration with the lack of retention projects during his time on the Board. Manager Erickson left the meeting at 9:54 am.

PERMIT APPLICATIONS (continued)

15. James Borgen, Section 7, Hendrum Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Permit #18-124 to install a field approach with an 18" culvert, Carried.

16. Richard Balstad, Section 3, Gregory Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #18-090 to install a culvert pending previously requested information from the applicant. Carried.

17. A motion was made by Manager Spaeth and seconded by Manager Harless to table the following permit applications with reasons as listed. Carried.

- Perry Ellingson, Section 36, Hendrum Twp. Permit #18-092 to install a culvert pending previously requested information including a permit from MNDNR
- Darin Erickson, Section 17, Walworth Twp. Permit #18-097 to install a ditch crossing and culvert to request survey information as shown on an attached project map.

18. Allen Halland, Section 19, Strand Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #18-123 to construct a field approach and access road with an 18” culvert and request that the applicant provide written approval including any required wetland mitigation from the Norman County WCA LGU (Norman SWCD). Carried.
19. Kraig Nelson, Section 10, Atlanta Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve Permit #18-120 to construct a field crossing with two 18” culverts and a 50’ wide overflow section with a flowline that is 18” above the existing ditch bottom with the condition that the applicant provide written permission from the landowner upstream (Bergren) and that the field crossing is constructed with two 18” culverts and a 50’ wide overflow section with a flowline that is 18” above the existing ditch bottom. Carried.
20. Adam Stalboerger, Section 6, Lake Grove Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #18-108 to restore wetlands and construct ditch plugs with the condition that the applicant get approval from the Road Authority. Carried.
21. David Vipond, Section 8, Ulen Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to approve Permit #18-121 to install subsurface drain tile with standard tile conditions and the condition that the applicant provide written approval from the road authority (Ulen Twp) and from the landowner in the N1/2NE1/4 of Section 17 of Ulen Twp. Carried.
22. Hanson Complaint. Engineer Bents reported that the DNR would be completing proposed work in the spring due to outdoor conditions.
23. Conflict of Interest Refresher. Board and staff were reminded that they are required to clearly state if they have a personal interest in a topic and refrain from voting on said topic for matters of personal or financial gain.
24. Lower Wild Rice. Administrator Ruud stated that the documents for the RIM program are being reviewed by legal consultants. Discussion ensued regarding funding for the project. Attorney Hanson asked for clarification of when the corridor would be established as an official project. Engineer Bents responded that would be done closer to implementation as the exact design would be dependent on what easements are obtained.
25. 1W1P. Administrator Ruud updated the Board regarding the 1W1P orientation which was held the previous week and gave an overview of the three working committees that will be formed. Manager Harless was assigned to serve on the Policy Committee and Manager Johannsen was assigned to serve on the Advisory Committee representing the WRWD.
26. Goose Prairie. Administrator Ruud provided an update regarding the current option acquisitions. A motion was made by Manager Hanson and seconded by Manager Spaeth to increase the offer to Olek as requested by the landowner. Carried. Engineer Bents stated that further survey of the project area determined that the concern regarding trees by the Kjos party should be addressed with removal not necessary. He added that a project hearing could potentially be held in February or March.
27. RCCP. Administrator Ruud stated that project team meetings for the Moccasin Creek and South Branch studies will be held on November 27th. Studies are still being completed in the Green Meadow Subwatershed.
28. Community Flood Protection. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Pay Request 4 from Sellin Brothers in the amount of \$453,133.52. Carried. Engineer

Bents reported that the contractor has returned the levee to the required height prior to leaving the site for the winter. Due to inclement weather, the gatewell structure work was not able to be completed. An emergency flood protection plan was presented by Sellin Brothers and was accepted by the City of Halstad. MNDOT is expected to submit 60% plans in the coming month on the road work to be completed through Hendrum and Halstad. During the USACOE annual inspections in Hendrum and Perley it was determined that the pipes through the levee and those critical for interior drainage need to be televised. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Jetway to televise required pipes in Hendrum (\$11,090.00) and in Perley (\$10,480.00). Motion carried with Manager Johannsen abstaining.

29. Acquisition Properties. Administrator Ruud reported that three bids for leasing the Swenson parcel were received. A motion was made by Manager Harless and seconded by Manager Spaeth to approve leasing the property to Wesley Magnell for a term of five years with the annual rent being \$510.00 plus applicable property taxes. Carried.

30. Upper Reaches Repair. Engineer Bents reported that the bank stabilization along the Wild Rice River south of Ada began earlier this week. He provided an overview of the work being completed.

31. MAWD Delegate Selection. A motion was made by Manager Harless and seconded by Manager Spaeth to appoint Chairman Holmvik and Manager Johannsen as District voting delegates for the MAWD annual meeting. No alternate is named. Carried.

32. Holiday Schedule. A motion was made by Manager Hanson and seconded by Manager Christensen to approve adjusting the holiday schedule to close the office on Christmas Eve, being open the day following Christmas. Carried. Administrator Ruud indicated that staff desired to close the office on December 31 using accrued PTO for the closure. Manager consensus indicated the desire was acceptable.

33. RRWMB Questionnaire. A RRWMB Questionnaire was distributed to Managers. Comments must be returned to the district office on or before December 5th. Staff will compile responses and return them for Board discussion at the December Regular Meeting.

34. RRWMB Lease. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the five year lease extension for the amount of \$60,000. Manager Harless asked if the RRWMB would consider offering the additional amount without an extension to the lease agreement. Discussion regarding the terms ensued and it was determined that Board wanted staff to return to RRWMB to determine if the rental rate could be renegotiated at the end of the initial ten year period. Manager Johannsen withdrew his motion, Manager Christensen withdrew his second.

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

36. Meetings, Conferences, and Seminars. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Manager and Staff attendance at the MAWD Annual Meeting. Carried.

37. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Harless to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:23 am.

Date	Num	Name	Memo	Amount
Oct 11 - Nov 14, 18				
10/16/2018		QuickBooks Payroll Service	Created by Payroll Service on 10/15/2018	5,999.31
10/22/2018			Funds Transfer	400,000.00
10/30/2018		QuickBooks Payroll Service	Created by Payroll Service on 10/29/2018	6,024.82
10/26/2018		Dollar General		26.51
10/31/2018		Whitepages		4.99
10/11/2018		Verizon Wireless		136.83
11/13/2018		QuickBooks Payroll Service	Created by Payroll Service on 11/09/2018	6,045.12
11/14/2018			Funds Transfer	2,000.00
10/15/2018	ACH	Aflac		433.64
10/31/2018	ACH	Minnesota Energy Resources Corporation		63.00
11/03/2018	ACH	Arvig		329.32
11/05/2018	ACH	MARCO, Inc.		508.23
10/18/2018	ACH	MN Dept of Revenue	5062265	340.00
10/18/2018	ACH	US Treasury-Payroll	41-6145653	1,637.28
10/11/2018	ACH	US Treasury-Payroll	41-6145653	103.28
11/01/2018	ACH	MN Dept of Revenue	5062265	339.00
11/01/2018	ACH	US Treasury-Payroll	41-6145653	1,634.60
11/01/2018	ACH	PERA		918.04
10/18/2018	ACH	PERA		918.04
10/11/2018	ACH	PERA		52.53
11/12/2018	ACH	Ada City		227.46
10/12/2018	ACH	Verizon Wireless		73.83
10/24/2018	ACH	Star Tribune		49.27
10/22/2018	ACH	Postalia		500.00
10/18/2018	16932	Graydon Larson Trustee	easement	200.00
10/18/2018	16933	Jared & Roxanne Visser	easement	200.00
11/14/2018	16934	AmeriPride	Rugs	68.86
11/14/2018	16935	Braun Intertec Corporation		25,712.50
11/14/2018	16936	Clay County Union		268.00
11/14/2018	16937	Farmers National Company	Bergren appraisal	900.00
11/14/2018	16938	Farmers Publishing Company	Lease Parcel Ad	53.10
11/14/2018	16939	Houston Engineering, Inc.		123,270.20
11/14/2018	16940	Mahnomen Pioneer	Lease property	19.25
11/14/2018	16941	MARCO, Inc. Mpls		100.00
11/14/2018	16942	McColum Hardware, Inc.	Cleaning supplies	30.94
11/14/2018	16943	MN PEIP	Insurance Benefits	1,165.66
11/14/2018	16944	Morris Electronics, Inc.		377.50
11/14/2018	16945	Norman County Index-Ada		108.20
11/14/2018	16946	Northwest Beverage, Inc.		47.19
11/14/2018	16947	Office Supplies Plus		212.28
11/14/2018	16948	Ralph's Food Pride	supplies	39.87
11/14/2018	16949	Red River Watershed Management Board	Tax Settlement	10,973.01
11/14/2018	16950	Renae Kappes	cleaning - 3@60	180.00

11/14/2018	16951	Rinke Noonan	Drainage & Water Conference	95.00
11/14/2018	16952	Sellin Brothers, Inc	Pay Req 4	453,133.52
11/14/2018	16953	Tammy Erickson	mowing - 6@ 30	180.00
11/14/2018	16954	The Forum	Lease property	85.00
11/14/2018	16955	Tony Sip	Mowing	17,255.00
11/14/2018	16956	Wambach & Hanson	October Legal	1,904.33
11/14/2018	16957	Wesley Carlsrud	September Spraying	10,199.48
11/14/2018	16958	Curt Johannsen		117.52
11/14/2018	16959	Dean P Spaeth		104.15
11/14/2018	16960	Duane L Erickson		97.08
11/14/2018	16961	Gregory R Holmvik		69.27
11/14/2018	16962	Mark L Harless		83.43
11/14/2018	16963	Michael K Christensen		91.63
11/14/2018	16964	Raymond M Hanson		88.88
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TOTAL				1,075,795.95

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
DNR	Department of Natural Resources
LGU	Local Government Unit
MAWD	Minnesota Association of Watershed Districts
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
NRCS	Natural Resource Conservation Service
RCPP	Regional Conservation Partnership Program
RIM	Reinvest in Minnesota
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
USACOE	United States Army Corps of Engineers
WCA	Wetland Conservation Act
WRWD	Wild Rice Watershed District