

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

REGULAR MEETING
June 13, 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, June 13, 2018. Managers in attendance included: Duane Erickson, Greg Holmvik, Dean Spaeth, Mike Christensen, Curt Johannsen, Mark Harless, and Raymond Hanson. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, 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 Christensen and seconded by Manager Spaeth to approve the meeting agenda with the following additions or corrections. Carried.
 - One Watershed One Plan
 - FCCLA Donation Request
 - RRBC Funding request
 - Beaver Trapping
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the monthly meeting minutes dated May 9, 2018, as presented with one correction to a motion made. 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 Tammy Erickson. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the monthly financial report dated May 31, 2018. Carried.
7. Open Mic. None.
8. 4M Fund/Investments. Administrator Ruud presented the Board with investment proposals from PMA, who facilitates the 4M fund, and Bremer Bank. A motion was made by Manager Johannsen and seconded by Manager Harless to invest funds in the 4M fund, administered by PMA. Manager Erickson felt that investment should be placed with Bremer Bank as the interest rate offered was higher. Discussion regarding keeping checking local was held. Manager Johannsen rescinded previous motion, Manager Harless rescinded previous second. A motion was made by Manager Johannsen and seconded by Manager Spaeth to authorize staff to invest funds as they see fit in either 4M fund, Bremer Bank, or Frandsen Bank, following results of further research already initiated by staff. Carried.

9. Manager Johannsen stepped out of the meeting at 8:47 a.m.

10. Goose Prairie Marsh WMA. Engineer Bents stated that easement and ROW needs have been complied. Once legal documents have been prepared by Wambach and Hanson staff will work on securing options. An overview of the step 1 submittal, which will be presented to the RRWMB to request funding assistance for the project, was distributed to Managers for review. Staff will attend the June 19 RRWMB meeting to request funding assistance.

11. Manager Johannsen returned to the meeting at 8:53 a.m.

12. Goose Prairie Marsh WMA (continued). Administrator Ruud stated that a project team meeting has been scheduled for Tuesday, July 24th. Staff and consultants will continue to explore available funding sources prior to the project team meeting.

PERMIT APPLICATIONS

13. Randal Gorder, Section 22, Waukon Twp. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve Permit #18-034 to install a new 18” centerline culvert. Motion carried with Managers Christensen and Johannsen and Chairman Holmvik opposed.

14. Waukon Twp, Section 25 & 36, Waukon Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit #18-054 to replace a 5’ diameter culvert with a longer culvert with the condition that the applicant get approval from the Ditch Authority for any work in Norman County Ditch 8. Carried.

15. Jeff Gillespie, Sections 10 & 15, Home Lake Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #18-057 to install subsurface drain tile with standard tile conditions. Carried.

16. USDA – NRCS, Sections 34 & 35, Chief Twp. A motion was made by Manager Erickson and seconded by Manager Spaeth to deny Permit #18-041 to construct wetland restorations based on adjacent landowner concern. Motion failed with Managers Hanson, Christensen, Harless, Johannsen, and Chairman Holmvik opposed. A motion was made by Manager Hanson and seconded by Manager Christensen to table Permit #18-041 to construct wetland restorations to request that the applicant provide details, calculations, and statement from engineer on how seepage will be controlled to protect downstream property from the proposed basin 2-4; and request a hydraulic analysis that shows surface water impacts at the east and west property lines resulting from the restoration structure for basin 3-2 for a full range of storm events. Motion carried with Managers Spaeth and Erickson opposed.

17. Corey Hanson Complaint. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the complaint presented by Hanson. Carried. It is noted that the DNR is doing research to determine if the westerly flowing ditches can be restored to function.

18. RRBC Funding Request. Clay County Commissioner Frank Gross was in attendance to request \$2,500 cost share assistance to assist in efforts of securing a grant through the Minnesota Pollution Control Agency for the updating of the Long Term Flood Solutions Report. Manager Johannsen distributed an informational piece from RRBC Executive Director, Ted Preister. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the \$2,500 local cost share towards the MPCA grant. Motion carried with

Manager Johannsen abstaining. Engineer Bents felt that it would be advantageous for the Board to request reimbursement from the RRWMB as the LTFSR is beneficial basin wide, not specific to the WRWD.

PERMIT APPLICATIONS (continued)

19. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the following permit applications with conditions as listed. Carried.

- Mike Appert, Section 26, Georgetown Twp. Permit #18-049 to install subsurface drain tile with standard tile conditions.
- Bursch Farms, Sections 15, 15, 21, 22, Marsh Creek Twp. Permit #18-052 to install subsurface water and sediment basins and grade stabilization structures with standard tile conditions.
- Clay County Highway Department, Sections 2, 3, Highland Grove Twp. Permit #18-003 to replace an 18" centerline culvert with the same size culvert at a lower elevation.
- Haugo Brothers, Sections 20, 29, Marsh Creek Twp, Section 33, Pembina Twp. Permit #18-044 to install water and sediment control basins with standard tile conditions.
- Doug Kettner, Section 16, Pembina Twp. Permit #18-046 to install a grade stabilization structure with standard tile conditions.
- Bryan Klabunde, Section 17, Marsh Creek Twp. Permit #18-053 to install water and sediment basins and grade stabilization structures with standard tile conditions.
- Mike Kramer, Section 15, 22, Gregory Twp. Permit #18-051 to install a grade stabilization structure with standard tile conditions and with the condition that the emergency spillway is constructed at elevation 1251 or a block is installed on the east end of the pool to prevent runoff from backing into section 14 of Gregory Twp.
- Red River Valley Coop, Section 26, Georgetown Twp. Permit #18-058 to bore a high voltage underground power line under Clay County Ditch no. 6 with the condition that the utility line is installed a minimum of 30" below any ditch channel bottoms, the applicant is responsible for adequate erosion control measures during construction, and if a Watershed District project or other legal ditch project is hereafter initiated, repaired, or improved over permitted utility, the owner of said utility shall be responsible for the cost of moving or deepening the utility if the Watershed District deems it necessary for the construction of the repair, improvement or initiation of the project.
- Leon Sip, Section 32, Lockhart Twp. Permit #18-055 to remove a field approach and install a field approach.
- Skaurud Grain Farms, Section 16, Fossum Twp. Permit #18-060 to install subsurface drain tile with standard tile conditions.
- Skaurud Grain Farms, Section 12, Fossum Twp. Permit #18-059 to install subsurface drain tile with standard tile conditions.

20. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the following permit applications. Carried.

- Robert Brandt, Section 28, Green Meadow Twp. Permit #18-047 to remove a field approach and install a field approach.
- Robert Brandt, Section 33, Green Meadow Twp. Permit #18-048 to remove a field approach and install a field approach.

21. Duane Brendemuhl, Section 2, Flowing Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #18-020 to 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 applicants request pending a possible permit revision. Carried.

22. Circle E Farms, Schneiderman Bros, Mark Habedank, Sections 1, 2, Ulen Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to table Permit #18-015 to construct a berm, increase the size of a centerline culvert, improve a ditch to diver low flow run off to request additional information (height of the berm relative to the upstream culvert, depth and grade of the ditch to be constructed and the existing and proposed culvert sizes); then notice the adjacent landowners one mile downstream (NE1/4 of Section 2, of Ulen Township, S 1/2 and NW 1/4 of Section 35 of Home Lake Township, the MN DNR and the road authority (Ulen Township). Tabled and Notice the adjacent landowners one mile downstream (NE1/4 of Section 2, of Ulen Township, S 1/2 and NW 1/4 of Section 35 of Home Lake Township, the MN DNR and the road authority (Ulen Township). Carried with Manager Erickson abstaining.
23. Circle E Farms, Section 3, Home Lake Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to table Permit #18-061 to install subsurface drain tile to notice adjacent landowners and the MNDNR. Carried with Manager Erickson abstaining.
24. Rodney Olson, Section 24, Anthony Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #18-056 to remove a field approach and install a field approach with the recommendation that the applicant obtain permission from the ditch authority (Norman County). Carried.
25. Luckow Complaint. A motion was made by Manager Hanson and seconded by Manager Harless to dismiss the complaint filed by Rodger Luckow due to no violation of district rules. Carried. Staff will notify parties of determination.
26. Kirsch Complaint. A motion was made by Manager Johannsen and seconded by Manager Hanson to dismiss the complaint filed by Keith Kirsch due to no violation of district rules. Carried. Staff will notify parties of determination.
27. Weerts Complaint. A motion was made by Manager Hanson and seconded by Manager Erickson to dismiss the complaint filed by Earl Weerts due to no violation of district rules. Carried. Staff will notify parties of determination.
28. The Board recessed for a brief break at 10:51 a.m.
29. The Board reconvened at 10:59 a.m.
30. RRWMB. Manager Johannsen spoke in favor of co-locating with the RRWMB and voiced opinion on the process to obtain quotes and develop plans. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve staff to move forward with construction based on quotes received on Plan B. Manager Hanson spoke regarding the process to co-locate with the RRWMB and stated that he would like to see the Board hire an architect to take over the process. Motion carried with Managers Erickson and Hanson opposed.
31. Manager Hanson left the meeting at 11:29 a.m.
32. RRWMB (continued). A draft letter for submittal for funding assistance with the Hendrum Ring Dike was distributed to the Board. A motion was made by Manager Harless and seconded by Manager Christensen to authorize staff to present the request of up to 25% cost share assistance to the RRMWB prior to their June 19, 2018, regular meeting, and authorize a WRWD contribution towards the project of up to 12.5% of the total project costs (up to \$312,500). Motion carried with Manager Johannsen abstaining and Manager Erickson opposed. It was noted that staff will continue to attempt to secure funding through legislative bonding, however

securing alternate funding will allow the project to continue forward regardless of future legislative bonding bills.

33. Clearwater Ditch 3. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize Attorney Hanson to communicate with the White Earth Tribe regarding existing easement obligations on the property, which were existing when the land was transferred to tribal possession. Carried.

34. The Board recessed for a brief break at 11:59 a.m. Attorney Hanson left the meeting at this time.

35. The Board reconvened at 12:06 p.m.

36. RCPP. A committee meeting will be scheduled to review comments for the Green Meadow subwatershed. The Moccasin Creek and South Branch subwatersheds are both awaiting comments regarding review point 3. A drone flyover of Moccasin Creek is being completed. Project team meetings may occur later in the summer or early fall. Manager Spaeth recommended checking with the DNR to determine if they have completed some of the Moccasin channel survey in attempt to eliminate duplicate field work.

37. Community Flood Protection. A motion was made by Manager Johannsen and seconded by Manager Spaeth to award the contract for Halstad construction to Sellin Brothers for 1A/1B, in the amount of \$3,163,708.00 contingent on formal USACOE 408 permission. Carried.

A motion was made by Manager Johannsen and seconded by Manager Harless to adopt Resolution 6-13-18-1 for Flood Hazard Mitigation Grant Funding Assistance to the Wild Rice Watershed District of the City of Halstad Flood Risk Reduction Project. Carried. A copy of the resolution can be found in appendix B at the end of this report.

38. Lower Wild Rice. Administrator Ruud informed the Board that an application for an additional \$5,000,008.00 from LSOHC was submitted in attempt to provide continuity to the program once it is established. The current grant with LSOHC is being amended to extend funding to 2021. It is anticipated that the program might be available to landowners as early as August.

39. Farmstead Ring Dikes. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve a pay request from Northern States Excavating in the amount of \$40,977.00 for work completed on the Todd Ring Dike. Carried.

40. 2017 Annual Report. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the 2017 Annual Report as presented. Carried.

41. One Watershed One Plan. Engineer Bents presented an overview of what will be discussed at the meeting scheduled for the afternoon following the Board meeting. An application for funding will be submitted prior to the end of the month, with funding granted this winter. A One Watershed One Plan Committee consisting of Manager Johannsen, Manager Harless, and up to one other Manager to be named at a future date was developed.

42. Donations. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve a donation of \$400 to the Ada Borup FCCLA for community service performed at the District, assisting in the cleaning out of the building. Carried.

43. Beaver Trapping. Manager Erickson spoke regarding a dam on the South Branch. Administrator Ruud responded that landowners need to be diligent in reporting concerns immediately when they appear rather than waiting until a later time in an effort to prevent them from growing to a point where they are more difficult to address.

44. Committee Assignments. No changes were made to the committee assignment list. A full list of committee assignments is available in appendix C at the end of this report.

45. Norman County Fair. A motion was made by Manager Erickson and seconded by Manager Johannsen to approve a \$250.00 donation towards the Norman County Fair. Carried.

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

34. There being no further business to come before the Board of Managers, a motion was made by Manager Johannsen and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 12:33 p.m.

Curt Johannsen, Secretary

| Date | Num | Name | Memo | Amount |
|----------------------------|-----|--|--|------------|
| May 10 - Jun 13, 18 | | | | |
| 05/15/2018 | | QuickBooks Payroll Service | Created by Payroll Service on 05/14/2018 | 5,692.22 |
| 05/29/2018 | | QuickBooks Payroll Service | Created by Payroll Service on 05/25/2018 | 5,740.64 |
| 06/05/2018 | | | Funds Transfer | 400,000.00 |
| 06/12/2018 | | QuickBooks Payroll Service | Created by Payroll Service on 06/11/2018 | 5,693.55 |
| 05/10/2018 | ACH | Ada City | | 257.66 |
| 05/14/2018 | ACH | MN Dept of Revenue | 5062265 | 2.00 |
| 05/14/2018 | ACH | US Treasury-Payroll | 41-6145653 | 163.70 |
| 05/15/2018 | ACH | Aflac | | 447.68 |
| 05/14/2018 | ACH | PERA | | 73.51 |
| 05/30/2018 | ACH | Minnesota Energy Resources Corporation | | 63.00 |
| 06/03/2018 | ACH | Arvig | Phone Internet | 314.78 |
| 05/18/2018 | ACH | MN Dept of Revenue | 5062265 | 337.00 |
| 05/18/2018 | ACH | US Treasury-Payroll | 41-6145653 | 1,771.40 |

| | | | | |
|--------------|-------|--------------------------------------|---------------------------|-------------------|
| 05/18/2018 | ACH | PERA | | 908.86 |
| 06/05/2018 | ACH | MARCO, Inc. | | 508.23 |
| 05/29/2018 | ACH | Subway | | 32.06 |
| 06/11/2018 | ACH | Ada City | | 246.31 |
| 06/01/2018 | ACH | MN Dept of Revenue | 5062265 | 335.00 |
| 06/01/2018 | ACH | US Treasury-Payroll | 41-6145653 | 1,763.42 |
| 06/01/2018 | ACH | PERA | | 908.86 |
| 05/30/2018 | ACH | Whitepages | | 4.99 |
| 05/30/2018 | ACH | Garberg Foods | | 7.21 |
| 05/14/2018 | ACH | Postalia | | 100.00 |
| 06/08/2018 | ACH | QuickBooks Payroll Service | Payroll subscription | 651.94 |
| 06/07/2018 | ACH | Verizon Wireless | | 136.88 |
| 06/13/2018 | 16756 | Ada Building Center | Materials | 859.02 |
| 06/13/2018 | 16757 | Al's Disposal | Dumpster rental | 159.85 |
| 06/13/2018 | 16758 | AmeriPride | Ameripride | 77.16 |
| 06/13/2018 | 16759 | Arvig | 100# 61943 Tood Ring Dike | 2,310.11 |
| 06/13/2018 | 16760 | Brad Jensen | Office repairs | 780.00 |
| 06/13/2018 | 16761 | Clay County Union | Advertising | 55.00 |
| 06/13/2018 | 16762 | Gordon Construction, Inc. | | 1,770.00 |
| 06/13/2018 | 16763 | Houston Engineering, Inc. | | 85,809.54 |
| 06/13/2018 | 16764 | Larry's Excavating Inc. | Todd Septic Relocate | 8,790.00 |
| 06/13/2018 | 16765 | MARCO, Inc. Mpls | | 3,053.05 |
| 06/13/2018 | 16766 | McCollum Hardware, Inc. | Supplies | 13.88 |
| 06/13/2018 | 16767 | Morris Electronics, Inc. | | 928.10 |
| 06/13/2018 | 16768 | Norman County Index-Ada | Notice for Bids | 1,085.70 |
| 06/13/2018 | 16769 | Norman County Treasurer/Auditor | Beaver Cost Share | 55.00 |
| 06/13/2018 | 16770 | Northern States Excavating | Pay Req 1 - Todd | 40,977.00 |
| 06/13/2018 | 16771 | Office Supplies Plus | | 94.02 |
| 06/13/2018 | 16772 | Ralph's Food Pride | Supplies | 11.56 |
| 06/13/2018 | 16773 | Red River Watershed Management Board | 1/2 Reimbursement | 232,962.90 |
| 06/13/2018 | 16774 | Vareberg Engineering | Halstad Engineering | 450.00 |
| 06/13/2018 | 16775 | Wambach & Hanson | May Legal | 2,315.49 |
| 06/13/2018 | 16776 | Waypoint Insurance Advisors | D&O Renewal | 8,711.00 |
| 06/13/2018 | 16777 | Western National Insurance Group | Insurance Premium | 1,468.00 |
| 06/13/2018 | 16778 | MN PEIP | | 2,331.32 |
| 06/13/2018 | 16779 | Norman County Fair | Fair Sponsorship Donation | 250.00 |
| 06/13/2018 | 16780 | Tammy Erickson | mowing | 180.00 |
| 06/13/2018 | 16781 | Curt Johannsen | | 82.38 |
| 06/13/2018 | 16782 | Dean P Spaeth | | 277.55 |
| 06/13/2018 | 16783 | Duane L Erickson | | 172.37 |
| 06/13/2018 | 16784 | Gregory R Holmvik | | 138.52 |
| 06/13/2018 | 16785 | Mark L Harless | | 81.25 |
| 06/13/2018 | 16786 | Michael K Christensen | | 183.27 |
| 06/13/2018 | 16787 | Raymond M Hanson | | 88.88 |
| TOTAL | | | | 822,682.82 |

Appendix A

List of Acronyms Used:

| | |
|--------|---|
| DNR | Department of Natural Resources |
| FCCLA | Family, Career and Community Leaders of America |
| LSOHC | Lessard Sams Outdoor Heritage Council |
| LTFSR | Long Term Flood Solutions Report |
| MPCA | Minnesota Pollution Control Agency |
| PMA | Prudent Man Advisors, Inc. |
| ROW | Right of Way |
| RCPP | Regional Conservation Partnership Program |
| RRBC | Red River Basin Commission |
| RRWMB | Red River Watershed Management Board |
| USACOE | United States Army Corps of Engineers |
| WMA | Wildlife Management Area |
| WRWD | Wild Rice Watershed District |

Appendix B

Resolution No. 6-13-18-1 For Flood Hazard Mitigation Grant Funding Assistance to the Wild Rice Watershed District for the City of Halstad Flood Risk Reduction Project

BE IT RESOLVED that the Wild Rice Watershed District, hereinafter referred to as the “Grantee” acting as legal sponsor for the flood risk reduction project described in the State of Minnesota Flood Hazard Mitigation Grant #3000038193, dated March 25, 2013 and as subsequently amended, is hereby authorized to apply to the Department of Natural Resources for additional funding to complete this project.

BE IT FURTHER RESOLVED that the Grantee has the legal authority and the institutional, administrative, and managerial capability to ensure adequate acquisition, construction, maintenance and protection of the proposed project or phase.

BE IT FURTHER RESOLVED that the Grantee hereby pledges to complete the project if it exceeds the total funding provided by the Department of Natural Resources and any required local match.

BE IT FURTHER RESOLVED that upon approval of its request by the state, the Grantee will enter into an amended agreement with the State of Minnesota for the above- references project or phase, and that the Grantee certifies that it will comply with all applicable laws and regulations as stated in the amended contract agreement.

NOW, THEREFORE BE IT RESOLVED that _____Chair_____ is hereby authorized to execute such agreements as are necessary to implement the project or phase on behalf of the Grantee.

(Title of Authorized Official)

I CERTIFY THAT the above resolution was adopted by the _____Wild Rice Watershed District_____ on __June 13, 2018__.

(LGU)

(Date)

SIGNED:

(Signature)

(Title)

(Date)

WITNESSED:

(Signature)

(Title)

(Date)

Appendix C 2018-2019 Committee and Representative Assignments

COMMITTEES:

FINANCE

Greg Holmvik
Dean Spaeth
Mike Christensen

BONDING/LEGISLATIVE

Mike Christensen
Duane Erickson
Curt Johannsen

PERSONNEL

Greg Holmvik – employee liaison
Dean Spaeth
Raymond Hanson

RING DIKE

Curt Johannsen
Raymond Hanson
Dean Spaeth

PROJECT TEAM

Mike Christensen
Duane Erickson
Curt Johannsen

ONE WATERSHED ONE PLAN

Mark Harless
Curt Johannsen

REPRESENTATIVES

RRWMB

Greg Holmvik
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Mark Harless

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

RCPP PROJECT TEAM ASSIGNMENTS:

GREEN MEADOW

Greg Holmvik
Raymond Hanson
Mike Christensen

SOUTH BRANCH

Mark Harless
Duane Erickson
Curt Johannsen

MOCCASIN CREEK

Raymond Hanson
Dean Spaeth
Duane Erickson