

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

**REGULAR MEETING**  
**March 14, 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 March 14, 2018. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Michael Christensen, Raymond Hanson, Mark Harless, and Curt Johannsen. 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 Johannsen and seconded by Manager Christensen to approve the agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the February 14, 2018, meeting minutes as presented, with a correction to item #18. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve payment of billings as presented, with a late addition from Clay County Union. Carried.
5. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the monthly financial report dated February 28, 2018. Carried.
6. Open Mic. No one spoke at this time.
7. RRWMB. Administrator Ruud stated that a lease agreement has been submitted to the RRWMB and is currently being reviewed by their attorney. Once the lease agreement is signed, we will proceed with remodeling project. Board discussion was held regarding the project. A motion was made by Manager Spaeth and seconded by Manager Johannsen to authorize Administrator Ruud to act as General Contractor for the project and advertise in official newspapers for general construction work and materials, plumbing, electrical, drywall, concrete, heating and cooling, and flooring quote. It was noted that all general construction, plumbing and electrical quotes must be accompanied by a current contractor's license and all parties submitting quotes must supply a certificate of liability insurance with their quote. Carried. Discussion continued that the District seeks to work with respectable contractors whose availability meets our need.
8. Community Flood Protection. Engineer Bents reported that we are waiting for USACOE comments for the City of Halstad. Once a response has been received, staff will meet with city officials. Current plan is to advertise for bids in April, open in May, and begin construction in June. Administrator Ruud added that a conference call with the City of Hendrum, City of Halstad, MNDOT and WRWD representatives was recently held. The DOT is looking at requiring additional ROW for the projects. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve paying parties for options to purchase ROW necessary for

the projects, noting that the transaction of acquiring the ROW would take place once grant funding has been secured. Motion carried with Manager Johannsen abstaining.

## **PERMIT APPLICATIONS**

9. Norman County Highway Department, Many Sections, Shelly Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #18-005 to reconstruct CSAH3, road surface will be approximately one inch lower, relocate a centerline culvert, and move a number of field approaches and culverts. Carried.
10. Norman County Highway Department, Many Sections, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #18-010 to resurface CSAH 40 from TH200 to CSAH 29, the roadway surface would increase by 2.25 inches, with the condition that there will be no elevation change to the roadway surface in areas where the 100-year event currently overtops the roadway. The NCHD engineer was provided with a map noting these locations. Carried.
11. Norman County Highway Department, Many Sections, Lake Ida and Wild Rice Twps. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #18-011 to resurface CSAH 27 from TH32 to CSAH 24, the roadway surface would increase by 0.25 inches, with the condition that there will be no elevation change to the roadway surface in areas where the 100-year event currently overtops the roadway. The NCHD engineer was provided with a map noting these locations. Carried.
12. Norman County Highway Department, Many Sections, Mary Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #18-013 to resurface CSAH 12 from CSAH 39 to the Norman-Clay County line, the roadway surface would increase by 0.75 inches. Carried.
13. A motion was made by Manger Spaeth and seconded by Manager Johannsen to approve the following permit applications with conditions as listed. Carried.
  - Arvig Enterprises, Many Sections, Riceville, Atlanta, Goose Prairie Twps. Permit #18-009 to install fiber optic lines 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.
  - Arvig Enterprises, Many Sections, Hendrum, Lee, Georgetown, Mary, Hegne, and Winchester Twps. Permit #18-016 to install fiber optic lines 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.
  - Mark Chisholm, Section 16, Strand Twp. Permit #18-006 to widen a field approach and install a 24" culvert.
14. Circle E Farms, Schneiderman Bros, and 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, and improve a ditch to divert 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). Motion carried with Manager Erickson abstaining

15. Clay County Highway Department, Sections 2 & 3, Highland Grove Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #18-003 to replace an 18" centerline culvert with the same size at a lower elevation to request that the applicant provide written approval from the Clay SWCD regarding Wetland Conservation Act Compliance and plans showing any revisions to the proposed elevations or layouts. Noticed the E1/2 of Section 3 and the W1/2 of Section 2 of Highland Grove Township. Carried.

16. Barry Halland, Section 11, Waukon Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit #18-012 to wide two crossings and install longer 24" pipes. It is noted that the drainage authority for the adjacent ditch was noticed and the NCHD engineer was in attendance at the meeting and had no objection to the permit on their ditch system. Carried.

17. Russel Olson, Section 32, Wild Rice Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to return Permit #17-128 to install subsurface drain tile, informing the applicant that they can reapply if they acquire the requested information [written approval from the landowners (Thompson and Hendricks) located in the E1/2 of Section 30 of Wild Rice Township]. Carried.

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

- WBI Energy, Section 11, Flowing Twp. Permit #18-001 to install a new driveway and a new field approach with 24" pipes pending a field review to verify adjacent culvert sizes.
- Jared Visser, Section 20, Fossum Twp. Permit #18-007 to construct a new field approach with a 24" culvert pending a field review.
- Jared Visser, Section 29, Fossum Twp. Permit #18-008 to construct a new field approach with a 24" culvert pending a field review.

19. Complaints. Engineer Bents stated that a field review needs to be done on the complaint filed by Rodger Luckow when weather permits.

20. RCPP. Administrator Ruud reported that a landowner meeting was held for the Green Meadow RCPP at the end of February and it was well attended. Following the meeting a mailer was sent to all landowners in the subwatershed with a requested response time by March 28<sup>th</sup>. He continued that meetings will be held at the end of April for the South Branch and Moccasin Creek areas. Engineer Bents continued that he is waiting to hear a response from the NRCS on review point 2, which he is hoping to receive prior to the meetings.

21. SWCD. Clay County SWCD employees were in attendance and asked for assistance with buffer implementation within they county. Following lengthy discussion, the Board asked SWCD staff to return when more definite information including funding, responsibilities of parties, and implementation details are available.

22. Lower Wild Rice Corridor Project. Administrator Ruud stated that he is still waiting on an opinion from the Attorney General on the memorandum of understanding. Engineer Bents presented three different funding scenarios for providing payments to landowners. Discussion was held regarding the information presented. Engineer Bents responded that he will return potential cost scenarios to the board showing what various percentages could cost.

23. Ring Dikes. A motion was made by Manager Hanson and seconded by Manager Johannsen to enter into contract with Northern States Excavating for the Todd Ring Dike project. Carried.
24. Goose Prairie WMA. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the preliminary resolution for the Goose Prairie WMA. Carried. It is noted that the project will be referred to as "Project 45 Goose Prairie WMA".
25. Official Newspaper. A motion was made to approve a 2018 official newspaper for each of the six (6) counties served by the Wild Rice Watershed District. A list of official newspapers is attached as Appendix A at the end of this report. Carried.
26. Ditch Right of Way. Administrator Ruud updated the board on continued work to determine district ditch right of ways. A motion was made by Manager Hanson and seconded by Manager Christensen to approve staff to continue working on the process. Motion carried with Manager Erickson opposed.
27. 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.
28. Goose Prairie WMA. A motion was made to hold a public hearing regarding the preliminary resolution regarding project 45, Goose Prairie WMA, on Wednesday, April 11, 2018, 11:00 am at the West Central Ag Meeting Room, 329 1<sup>st</sup> St SW, Ulen, MN. The regular monthly board meeting will also be held at this location beginning at 8:30 am on the same date. Carried.
29. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:21 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Feb 15 - Mar 14, 18</b>				
02/20/2018		QuickBooks Payroll Service	Created by Payroll Service on 02/16/2018	5,272.17
03/06/2018		QuickBooks Payroll Service	Created by Payroll Service on 03/05/2018	5,676.46
03/13/2018			Funds Transfer	2,000.00
02/15/2018	ACH	Aflac		230.52
03/03/2018	ACH	Arvig		323.09
02/28/2018	ACH	Minnesota Energy Resources Corporation		53.00
03/05/2018	ACH	MARCO, Inc.		543.17
02/23/2018	ACH	MN Dept of Revenue	5062265	76.00
02/23/2018	ACH	US Treasury-Payroll	41-6145653	442.26
02/23/2018	ACH	MN Dept of Revenue	5062265	356.00
02/23/2018	ACH	US Treasury-Payroll	41-6145653	1,721.00
02/23/2018	ACH	PERA		21.02
02/23/2018	ACH	PERA		957.06
02/20/2018	ACH	MAWD		125.00
03/12/2018	ACH	City of Ada		287.64
03/09/2018	ACH	PERA		908.86
03/09/2018	ACH	MN Dept of Revenue	5062265	337.00
03/09/2018	ACH	US Treasury-Payroll	41-6145653	1,771.38
03/12/2018	ACH	Target		15.05
03/06/2018	ACH	Mail Quick		26.90
03/06/2018	ACH	US Postal Service		905.70
03/05/2018	ACH	Embassy Suites	Ruud Legislative	939.40
02/16/2018	16644	Area 1 Envirothon	Envirothon Request	200.00
02/16/2018	16645	Norman County SWCD	Envirothon Request	200.00
03/13/2018	16646	MN PEIP		184.48
03/14/2018	16647	VOID		0.00
03/14/2018	16648	VOID		0.00
03/13/2018	16649	MN PEIP		981.18
03/14/2018	16650	VOID		0.00
03/14/2018	16651	VOID		0.00
03/14/2018	16652	Afixia	website maintenance	31.25
03/14/2018	16653	VOID		0.00
03/14/2018	16654	VOID		0.00
03/14/2018	16655	AmeriPride	rugs	82.47
03/14/2018	16656	VOID		0.00
03/14/2018	16657	VOID		0.00
03/14/2018	16658	Barb Kesselberg	snow removal services	400.00
03/14/2018	16659	VOID		0.00
03/14/2018	16660	VOID		0.00
03/14/2018	16661	Houston Engineering, Inc.		34,467.00
03/14/2018	16662	VOID		0.00
03/14/2018	16663	VOID		0.00
03/14/2018	16664	Mahnomen Pioneer		75.10

03/14/2018	16665	MARCO, Inc. Mpls		1,068.75
03/14/2018	16666	Minnesota Viewers Association	Annual Membership Dues	200.00
03/14/2018	16667	Norman County Index-Ada	Permit advertisement	35.00
03/14/2018	16668	Northwest Beverage, Inc.		38.00
03/14/2018	16669	Office Supplies Plus		552.40
03/14/2018	16670	Ralph's Food Pride	supplies	58.91
03/14/2018	16671	Renae Kappes	cleaning	180.00
03/14/2018	16672	Twin Valley Times	Permit Ad	32.50
03/14/2018	16673	Wambach & Hanson	February Legal	2,980.64
03/14/2018	16674	Clay County Union	Permit Ad	60.00
03/14/2018	16676	VOID		0.00
03/14/2018	16677	VOID		0.00
03/14/2018	16678	VOID		0.00
03/14/2018	16679	VOID		0.00
03/14/2018	16680	VOID		0.00
03/14/2018	16681	VOID		0.00
03/14/2018	16682	VOID		0.00
03/14/2018	16683	VOID		0.00
03/14/2018	16684	VOID		0.00
03/14/2018	16685	Curt Johannsen		164.75
03/14/2018	16686	Dean P Spaeth		104.15
03/14/2018	16687	Duane L Erickson		194.18
03/14/2018	16688	Gregory R Holmvik		695.75
03/14/2018	16689	Mark L Harless		83.44
03/14/2018	16690	Michael K Christensen		674.48
03/14/2018	16691	Raymond M Hanson		88.89
<b>TOTAL</b>				<b>66,822.00</b>

## Appendix A

### Wild Rice Watershed District Official Newspaper by County 2018

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 B

### List of Acronyms Used:

CSAH	County State Aid Highway
DOT	Department of Transportation
MN DNR	Minnesota Department of Natural Resources
NCHD	Norman County Highway Department
NRCS	Natural Resources Conservation Service
RCPP	Regional Conservation Partnership Program
ROW	Right of Way
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TH	Trunk Highway
USACOE	United States Army Corps of Engineers
WMA	Wildlife Management Area