

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

REGULAR MEETING
July 18, 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, July 18, 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 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 Harless and seconded by Manager Spaeth to approve the meeting agenda with the following additions. Carried.
 - Zero dollar permit for Halstad
 - Lease agreements
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the monthly meeting minutes dated June 13, 2018, and the special meeting minutes dated June 20, 2018, as presented, with a correction to two items. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly and quarterly financial reports dated June 30, 2018, and transfers between unassessed projects and ditches and Red River Construction. Carried.
7. Open Mic. Don Johnson, Borup, was in attendance presenting questions regarding the WRWD membership in the RRWMB. Board Managers, Administrator Ruud, and Engineer Bents answered questions presented regarding membership, tax levy, and office co-location.
8. Goose Prairie WMA. Engineer Bents reported that the step 1 submittal received a \$250,000 funding commitment from the RRWMB at yesterday's meeting. We are still hopeful to receive DNR and state bonding funding in upcoming fiscal years. The current funding will assist to secure options for flowage easements. Administrator Ruud added that he will begin meeting with landowners to secure options once final paperwork is received from Attorney Hanson's office. A project team meeting will be held next Tuesday to work on funding details, project design and permitting with agency representatives serving on the team.

PERMIT APPLICATIONS

9. Georgetown Twp, Sections 21 and 22, Georgetown Twp. Discussion was held regarding the request to increase culvert sizes at the location. A downstream landowner was present with concerns about poor drainage in the system.
10. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the following permit applications pending a field review of areas downstream of TH 75 that were identified as concerns from adjacent property owner. Carried.
- Georgetown Twp, Sections 21 and 22, Georgetown Twp. Permit #18-065 to replace a 24" centerline culvert with a 36" centerline culvert.
 - Charles Borgen, Section 21, Georgetown Twp. Permit #18-062 to replace a 24" culvert in a field approach with a 36" culvert.
11. Russel Olson, Section 12, Rockwell Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #18-067 to install subsurface drain tile requesting a tile plan with tile sizes and outlet locations. Carried. Rockwell Township presented a letter of support for the project. A representative for an adjacent landowner requested a detailed tile plan prior to the meeting.
12. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the following permit applications with conditions as listed. Carried
- John Brandt, Section 13, Pleasant View Twp. Permit #18-073 to install subsurface drain tile with standard tile conditions
 - CHS Inc, Section 35, Marsh Creek Twp, Section 2, Pembina Twp. Permit #18-069 to construct a railway spur line with culvert extensions, new approach, driveways, culvert replacements and drain tile.
 - Halstad Twp, Section 36, Halstad Twp. Permit #18-063 to extend a centerline culvert and widen the roadway slopes.
 - Jesse McCollum, Section 21, Beaulieu Twp. Permit #18-075 to install water and sediment control basins with standard tile conditions.
 - Sundal Twp, Section 30 & 31, Sundal Twp. Permit #18-066 to replace a box centerline culvert (approx. 7.9ft² with an equivalent sized longer centerline culvert with the condition that the culvert diameter be 36".
 - Eric Visser, Section 15, Winchester Twp. Permit #18-071 to install a field approach and culvert.
 - Waukon Twp, Sections 1 & 2, Waukon Twp. Permit #18-070 to lower a 24" centerline culvert approximately 12-13 inches.
13. Clay County Highway Department, Section 30, Georgetown Twp. A motion was made by Manager Spaeth and seconded by Manager Harless to table Permit #18-074 to replace a bridge with two box culverts pending a field review. Carried.
14. Duane Brendemuhl, Section 2, Flowing Twp. A motion was made by Manager Johannsen and seconded by Manager Harless 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 applicant's request pending a possible permit revision. Carried.
15. Circle E Farms, Schneiderman Bros, Mark Habedank, Sections 1 & 2, Ulen Twp. A motion was made by Manager Harless 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 pending previously requested information from the applicant/approval from the MNDNR for proposed work. Carried.

16. Circle E Farms, Section 3, Home Lake Twp. A motion was made by Manager Christensen and seconded by Manager Hanson to approve Permit #18-061 to install subsurface drain tile with standard tile conditions and the condition that no perforated tile is installed within 200 feet of the property line without written permission from the adjacent property owner. Carried. Manager Erickson abstained.
17. Norman County Highway Department, Sections 1 and 2, Halstad Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #18-068 to install sheet piling for a roadway stabilization project to request information from applicant on details on where sheet pile has or will be placed in the repair locations. Carried.
18. Mike Revier, Section 1, Spring Creek Twp, Becker County. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Permit #18-064 to install subsurface drain tile with standard tile conditions. Carried.
19. Mike Revier, Section 5, White Earth Twp. A motion was made by Manager Christensen and seconded by Manager Harless to table Permit #18-072 to install subsurface drain tile and notice the east half of section 6 and section 5 of White Earth Township and notice Mahnomen County, Drainage Authority for Mahnomen County Ditch 3. Carried.
20. USDA-NRCS, Section 34 & 35, Chief Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #18-041 to construct wetland restorations pending previously requested information requested from the applicant. Carried.
21. Hanson Complaint. Engineer Bents updated the Board that the DNR has expressed willingness to restore erosion sites and attempt to rectify some of the issues in the area. A letter is currently being prepared by the DNR detailing the proposed work and will be shared with Hanson once complete.
22. RCCP Projects. Administrator Ruud stated that Review Point 3 has been submitted for the South Branch and Moccasin Creek Project areas. While waiting for a response, work is being completed on alternative evaluation for interdisciplinary team review in September or October. A Green Meadow committee meeting will be held following the Board meeting today to review information gathered from landowners.
23. Community Flood Protection. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve a zero dollar permit presented by the MNDOT for work on the Halstad grade raises. Carried. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve Administrator or Chairman to enter into agreement for service locations to be moved on the Halstad Ring Dike. Carried. Engineer Bents updated that the contractor will begin work in Halstad next week. He also stated that they are encouraging FEMA to delay the publishing of the final maps until following the levee improvements being completed. Discussion was held regarding flood mapping, grade raises and timing of process for both Halstad and Hendrum.
24. YHR Partners, Rich Meier. Rich Meier with YHR Partners presented a floor plan designed by his firm for the office remodel project. Board discussion regarding the plan was held. Meier stated that his team is completing the final specifications and advertisement for bids will be placed in a local paper in the coming days. It is anticipated that bids will be received mid-late August.
25. Lower Wild Rice. Administrator Ruud stated that paperwork for a single source agreement with BWSR for the RIM program was completed and returned. A MOA is expected to be signed in the near future. The grant

agreement is currently being updated to reflect the extension granted. Once the updated agreement is received it is anticipated that acquisition could begin.

26. Ring Dikes. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve a pay request in the amount of \$37,856.70 and a change order in the amount of \$1,000.00 from Northern States Excavating for the Todd Ring Dike. Carried.

27. Clearwater County Ditch 3. Attorney Hanson is completing a letter to present to parties regarding parcels being accepted subject to existing ditches. Once the research is completed he will send it to all parties necessary. Discussion was held regarding the system having several government properties which could present an increased tax burden to private landowners if maintenance levy taxes are not paid by these entities.

28. RRWMB. Manager Erickson led discussion regarding the status of the RRWMB joint powers agreement, including Buffalo Red River withdrawal of membership years ago and the Sand Hill River showing intent of possibly withdrawing from joint powers agreement. Discussion surrounding tax levy authority, unassessed project funding, and cooperative retention work was held.

29. 1W1P. Administrator Ruud stated that an application for the 1W1P was submitted. Manager Erickson volunteered to serve on the committee with Managers Harless and Johannsen.

30. MAWD Resolutions. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve submitting the following to MAWD: **Resolution of the Wild Rice Watershed District Board of Managers to Increase the Manager's Per Diem** and **Resolution of the Wild Rice Watershed District Board of Managers to Expand Minn. Stat. 103D.345, Subd. 5 to Include the Department of Natural Resources in Addition to the Department of Transportation**. Resolutions can be found in Appendix B and C at the end of this report. Carried with Manager Hanson opposed. Manager Erickson requested that a resolution to be able to sell land acquired with buyout funding be prepared. Such resolution would need to be presented to federal agencies, not state.

31. Hearings. The budget and levy hearing was set for 10:00 am on August 8, 2018, at the District Office.

32. Lease Agreements. A motion was made by Manager Johannsen and seconded by Manager Spaeth to authorize Administrator Ruud to prepare a letter requesting payment on a pro rated basis from Stashenko Hemeck in response to his verbal communication that he wishes to terminate lease agreements on two district owned parcels. Following discussion, an amendment to the motion was made by Manager Johannsen and seconded by Manager Spaeth to request Hemeck pay the full amount of the lease since request was not received prior to the end of the calendar year. Carried.

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

34. Draft levy recommendations and general budget for 2019 were distributed for review.

35. 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 11:18 am.

Date	Num	Name	Memo	Amount
Jun 14 - Jul 18, 18				
06/26/2018		Payroll	Created by Payroll Service on 06/25/2018	7,455.08
06/27/2018			Funds Transfer	450,000.00
06/30/2018			Funds Transfer	1,000.00
07/05/2018			Funds Transfer	200,000.00
07/10/2018		Payroll	Created by Payroll Service on 07/09/2018	4,448.04
07/13/2018	ACH	MN Dept of Revenue	5062265	336.00
07/03/2018	ACH	Arvig		333.40
06/15/2018	ACH	Aflac		650.46
06/14/2018	ACH	PERA		961.37
06/14/2018	ACH	MN Dept of Revenue	5062265	336.00
06/14/2018	ACH	US Treasury-Payroll	41-6145653	1,903.94
07/05/2018	ACH	MARCO, Inc.		508.23
07/02/2018	ACH	Minnesota Energy Resources Corporation		63.00
07/07/2018	ACH	Verizon Wireless		136.88
06/29/2018	ACH	US Treasury-Payroll	41-6145653	1,623.26
06/29/2018	ACH	MN Dept of Revenue	5062265	336.00
06/29/2018	ACH	PERA		908.86
07/10/2018	ACH	Ada City		242.67
06/15/2018	ACH	Subway	Reg meeting/1W1P meeting gap	52.56
06/19/2018	ACH	Sherwin Williams		52.25
06/27/2018	ACH	US Postal Service		27.30
06/28/2018	ACH	GeoLand Management, LLC		219.00
07/12/2018	ACH	PERA		908.86
07/13/2018	ACH	US Treasury-Payroll	41-6145653	1,623.14
07/15/2018	ACH	Aflac		433.64
07/13/2018	ACH	Postalia	Postage refill	500.00
07/02/2018	ACH	Whitepages	Subscription	4.99
07/10/2018	ACH	Tapestry	Property information search	9.00
07/10/2018	ACH	Tapestry	Property information search	25.90
07/12/2018	ACH	Microsoft	Programs	106.86
06/14/2018	16788	Ada-Borup FCCLA	Donation	400.00
06/20/2018	16789	Bremer Bank	Funds Transfer to Open Account	4,000,000.00
07/03/2018	16790	Randall C & Sandra C Aarestad	Tempoary Easement ROW	200.00
07/17/2018	16791	Al's Disposal	Dumpster fees	1,321.80
07/17/2018	16792	AmeriPride		154.32
07/17/2018	16793	Braun Intertec Corporation		1,342.50
07/17/2018	16794	EcoLab	Pest Control	89.45
07/17/2018	16795	FP Mailing Solutions	Postage Meter	118.63
07/17/2018	16796	Gordon Construction, Inc.		11,348.00
07/17/2018	16797	Grinnell Mutual Payment Center	Business Policy	3,126.00
07/17/2018	16798	Houston Engineering, Inc.		103,146.52
07/17/2018	16799	Mahnomen Soil & Water Cons. District	WRAPS Work	600.00
07/17/2018	16800	Matt Wagner	Trapping	811.74

07/17/2018	16801	McCollum Hardware, Inc.		18.13
07/18/2018	16802	MN PEIP		1,165.66
07/17/2018	16803	Morris Electronics, Inc.		943.43
07/17/2018	16804	Norman County Treasurer/Auditor		35.00
07/17/2018	16805	Northern States Excavating	Todd Request 2	37,856.70
07/17/2018	16806	Northwest Beverage, Inc.		8.00
07/17/2018	16807	Office Supplies Plus		466.72
07/17/2018	16808	Ralph's Food Pride		62.82
07/17/2018	16809	Red River Watershed Management Board	1/2 tax share	133,041.89
07/17/2018	16810	Rena Kappes		300.00
07/17/2018	16811	Sky Skopes	Moccasin Creek Overview	4,722.00
07/17/2018	16812	Sorenson Electric	Office work	711.49
07/17/2018	16813	The Forum	Meeting Date Change	68.00
07/17/2018	16814	Tony Sip	June Mowing	12,325.00
07/17/2018	16815	Visser Trenching	Culvert Repair	5,325.84
07/17/2018	16816	Wambach & Hanson	June Legal	4,469.12
07/18/2018	16817	Curt Johannsen		164.74
07/18/2018	16818	Dean P Spaeth		208.29
07/18/2018	16819	Duane L Erickson		194.18
07/18/2018	16820	Gregory R Holmvik		138.53
07/18/2018	16821	Mark L Harless		250.30
07/18/2018	16822	Michael K Christensen		183.28
07/18/2018	16823	Raymond M Hanson		245.03
TOTAL				5,000,769.80

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
BWSR	Board of Water and Soil Resources
DNR	Department of Natural Resources
FEMA	Federal Emergency Management Agency
MAWD	Minnesota Association of Watershed Districts
MOA	Memorandum of Understanding
MNDNR	Minnesota Department of Natural Resources
RRWMB	Red River Watershed Management Board
TH	Trunk Highway
WRWD	Wild Rice Watershed District

Appendix B

Resolution of the Wild Rice Watershed District Board of Managers to Expand Minn. Stat. §103D.345, Subd. 5 to Include the Department of Natural Resources in Addition to the Department of Transportation

A meeting of the Wild Rice Watershed District Board of Managers (WRWD) was held on July 18, 2018 at the WRWD main office at 11 5th Ave E. in Ada, MN, with a quorum of the managers present.

WHEREAS, discussion was had that the Minnesota Department of Natural Resources has engaged in certain activity on property owned by the DNR which would require a permit for such activity as being within the scope of an existing rule of the WRWD, but the DNR asserts its position that it is exempt from obtaining any such permit, and

WHEREAS, the WRWD has concerns that the non-permitted work being done by the DNR on its property impacts other property owners/residents within the WRWD resulting in such impacted property owners/residents having no recourse for water flowing, seeping, or otherwise being cast upon such other owners/residents, and

WHEREAS, the WRWD desires that Minn. Stat. § 103D.345, Subd. 5 which pertains to the applicability of watershed permit requirements to the state and provides that a rule adopted by the managers that requires a permit for an activity applies to the Department of Transportation should be expanded to include the Minnesota Department of Natural Resources.

NOW, THEREFORE, be it Resolved by the WRWD Board of Managers that it requests the Minnesota Association of Watershed Districts (MAWD) pass a resolution at its 2018 meeting to seek an amendment by the Minnesota legislature of Minn. Stat. § 103D.315, Subd. 5, to read as follows:

"Subd. 5. Applicability of permit requirements to state. A rule adopted by the managers that requires a permit for an activity applies to the Department of Transportation and to the Department of Natural Resources." (underlining is the added language to the existing statute)

Date: _____

By: _____

Secretary of the WRWD Board of Managers

Date: _____

Attested by: _____

Chairman of the WRWD Board of Managers

Appendix C

Resolution of the Wild Rice Watershed District Board of Managers to Increase the Manager's Per Diem

A meeting of the Wild Rice Watershed District Board of Managers (WRWD) was held on July 18, 2018, at the WRWD main office at 11 5th Ave E, Ada, MN, with a quorum of the managers present.

WHEREAS, the current \$75 per day compensation limit (plus reimbursement for traveling and other necessary expenses incurred in the performance of official duties) for managers attendance at meetings and for performance of other necessary duties per Minn. Stat. section 103D.315 has not been increased for many years and is unrealistically low considering the WRWD managers spend approximately ½ day for each regular meeting; and

WHEREAS, the WRWD concludes that an increase in the per day compensation limit for managers attendance at meetings and for the performance of other necessary duties should be increased by the Minnesota legislature to \$100 per day will encourage qualified persons to serve as managers and provide a more adequate (albeit still minimal) level of compensation.

NOW, THEREFORE, be it RESOLVED by the WRWD that it should request the Minnesota Association of Watershed Districts pass a resolution at its 2018 annual meeting to seek legislative authority to amend Minn. Stat. section 103D.315, Subd. 8 as follows: "Subd. 8. Compensation. The compensation of managers for meetings and for performance of other necessary duties may not exceed \$100 per day. Managers are entitled to reimbursement for traveling and other necessary expenses incurred in the performance of official duties."

By: _____
Chair of the WRWD Board of Managers

Date: _____

Attested: _____
Secretary of the WRWD Board of Managers

Date: _____