

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

REGULAR MEETING
January 10, 2018
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday January 10, 2018. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Mike Christensen, Dean Spaeth, Curt Johannsen and Raymond Hanson. In addition, the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Hanson, Tara Jensen, and various other interested taxpayers and landowners.
2. Chairman Holmvik called the meeting to order 8:30 a.m with the reciting of the Pledge of Allegiance.
3. Agenda Approval. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the agenda with the following additions: DOT Easement, Electronic Meeting Attendance. Carried.
4. Approval of Minutes. A motion was made by Manager Hanson and seconded by Manager Harless to approve the December 13, 2017, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Harless to approve payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the monthly and year end financial reports and transfers between Unassessed Projects and Ditches to Red River Construction Account dated December 31, 2017. Carried. Note: Transfers are displayed in Appendix A at the end of this report.
7. Open Microphone. No one spoke at this time.
8. DOT Easement. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve officer signatures on the temporary easement for TH32 improvements presented by MNDOT. Carried.
9. Electronic Meeting Attendance. A MAWD resolution was recently presented seeking support in asking legislators for the ability to managers to attend meetings via electronic means outside of the District. The Board expressed their desire to not offer support to the request.
10. Community Flood Protection. Engineer Bents stated that the archeological report was received and artifacts were located near the river. Borrow location will stay away from area noted. He added that it is anticipated that bids will be advertised around the March Regular Meeting with construction beginning following spring melt. It was also noted that several parties are being approached by the City of Halstad seeking an extension on temporary easement rights.
11. RCPP. Engineer Bents stated that review point 2 was submitted to the NRCS prior to the beginning of the year on the South Branch and Moccassin Creek Project areas. We are still waiting for a response. It is anticipated that spring meetings will be held to consider alternatives in each area.

12. Lower Wild Rice. Administrator Ruud stated that he has continued discussion with BWSR regarding easement language. It is hopeful that we will have a memorandum of understanding to present at the February meeting if a timely response from BWSR is received. Discussion was held regarding the project area, setback levees, and storage required.

PERMIT APPLICATIONS

13. Norman County Highway Department, Section 16, Fossum Twp A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Permit #17-133 to remove a bridge and restore the river banks with the condition that the applicant regrade the slopes to match the adjacent upstream and downstream channel section and obtain appropriate vegetative cover. Carried.

14. Norman County Highway Department, Sections 16, 17, 20, 21, 28, 29, 32, and 33, McDonaldsville Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit # 17-131 to construct a 2.25" mill and a 2.25" overlay on CSAH 64 from TH 200 to CR 142. Carried. It is noted that this permit application was revised from the original application submitted on 11-16-2017.

15. Russel Olson, Section 32, Wild Rice Twp A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #17-128 to install subsurface drain tile pending written approval from the landowners in the E1/2 of Section 30 of Wild Rice Township. Carried.

16. Ring Dikes. Engineer Bents stated that a meeting was held onsite with the septic installer regarding the adjusted levee alignment. The information will be returned to the landowner prior to sending out a request for quotes for 2018 construction.

17. Goose Prairie. Administrator Ruud stated that himself, Engineer Bents, and Manager Erickson visited the Kjos residence and met with several adjacent landowners regarding soil borings. The borings have been completed and we are waiting for the results of lab tests, which should be available for the February or March Board meetings.

18. RRWMB. The Board reviewed an office space proposal with will be given to RRWMB Executive Director Robert L. Sip. Favorable comments were returned by Managers regarding the possibility of hosting the RRWMB staff in the WRWD office building.

19. Lease Request. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a lease request from Brandon Borgen for the Merkle property. Terms of the lease agreement will be \$100 annually plus all applicable property taxes for a length of 5 years. Carried.

20. Official Newspaper. Discussion was held regarding delegating an official newspaper for the WRWD. Attorney Hanson will research the topic for continued discussion at the February Board meeting.

21. Managers 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.

22. Auto Pay Vendor List. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the 2018 Auto Pay Vendor list, which is available in Appendix B at the end of this report. Carried.

23. Frandsen Bank Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Administrator Ruud to transfer between Money Market and Checking Accounts, with a daily limit of \$500,000, and between Checking and Debit card accounts, with a daily limit of \$2,000 at Frandsen Bank and Trust. Administrator Ruud must notify finance committee members of account transfers once they occur. Carried.

22. Internal Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried

23. Manager Erickson presented questions regarding district owned property. Administrator Ruud asked Manager Erickson to present his questions during regular business hours, when staff is able to meet with him individually and answer any questions that he may have rather than during the meeting time when such information is not readily available.

23. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Harless to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:49 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 14, '17 - Jan 10, 18				
12/26/2017		QuickBooks Payroll Service	Created by Payroll Service on 12/22/2017	5,725.59
12/27/2017		Pioneer Press		26.00
01/09/2018		QuickBooks Payroll Service	Created by Payroll Service on 01/08/2018	5,939.09
12/15/2017	ACH	Aflac		345.78
12/28/2017	ACH	Minnesota Energy Resources Corporation		53.00
12/15/2017	ACH	MN Dept of Revenue	5062265	450.00
12/15/2017	ACH	US Treasury-Payroll	41-6145653	2,502.36
12/28/2017	ACH	MN Dept of Revenue	5062265	435.00
12/27/2017	ACH	US Treasury-Payroll	41-6145653	2,257.40
12/29/2017	ACH	PERA		905.57
12/15/2017	ACH	PERA		989.59
01/10/2018	ACH	Ada City		265.23
01/03/2018	ACH	Arvig		330.98
01/05/2018	ACH	MARCO, Inc.		518.35
01/10/2018	ACH	Verizon Wireless		533.52
12/18/2017	16580	Norman County East	River Watch Program Donation	600.00
01/10/2018	16581	AmeriPride	rugs	82.47
01/10/2018	16582	Braun Intertec Corporation		12,848.50
01/10/2018	16583	FP Mailing Solutions	Postage Meter fee	118.63
01/10/2018	16584	Gordon Construction, Inc.	Ditch cleanout	11,055.00
01/10/2018	16585	Houston Engineering, Inc.		50,906.11
01/10/2018	16586	John Hastings	crop damages - Moore ring dike	1,224.00
01/10/2018	16587	Kenneth Aaron Kesselberg	December snow removal	335.00
01/10/2018	16588	MARCO, Inc. Mpls	Software Support	2,427.75
01/10/2018	16589	Minnesota State University Moorhead	Archaeological Study	4,300.00
01/10/2018	16590	Norman County Highway Department	Tree removal	2,045.00
01/10/2018	16591	Norman County Treasurer/Auditor	Project 30 Payback	34,450.00
01/10/2018	16592	Northwest Beverage, Inc.		46.50
01/10/2018	16593	Office Supplies Plus		296.41
01/10/2018	16594	Perley City		2,880.00
01/10/2018	16595	Renae Kappes	Cleaning - November & December	300.00
01/10/2018	16596	Tony Sip	Tree removal	8,075.00
01/10/2018	16597	Wambach & Hanson	December Legal	910.85
01/10/2018	16598	Curt Johannsen		82.37
01/10/2018	16599	Dean P Spaeth		104.14
01/10/2018	16600	Duane L Erickson		97.08
01/10/2018	16601	Gregory R Holmvik		69.26
01/10/2018	16602	Mark L Harless		83.43
01/10/2018	16603	Michael K Christensen		91.63
01/10/2018	16604	Raymond M Hanson		88.88
			TOTAL	154,795.47

Appendix A

Transfers from Red River Construction to Unassessed Projects and Ditches 12/31/2017

	12/31/2017	RRC	Survey & Data
PROJECTS			
UNASSESSED			
#8 Moccasin Creek	1,897.84	(1,897.84)	
#35 Sande Detention	2,166.62	(2,166.62)	
#36 Marsh Creek	108.86	(108.86)	
#39 Mashaug Dam	106.65	(106.65)	
RED RIVER CONSTRUCTION			
RRC Levy Admin Work	609.00	(609.00)	
Red Riv Const General			
District Owned Acquisitions	2,918.88	(2,918.88)	
Leased Ag Property	-76,953.35	76,953.35	
Project Development - other			
#336 - Community Dikes			
#12 - Hendrum Road Raise	736.64	(730.52)	(6.12)
#364 - Property Acq/Demo	176.00	(176.00)	
Project Development - RRC			
#173 - Anderson Wetland	157.00	(157.00)	
#354 Goose Prairie WMA Storage	12,186.55	(12,186.55)	
#356 Green Meadow Project Team	204.00	(204.00)	
#357 Wild Rice Vik/Tufte/Heitman	3,148.66	(3,148.66)	
#368 2016 Rural Ring Dike	1,389.48	(1,389.48)	
#001 Ramstad	0.01	(0.01)	
#002 Visser	(0.01)	0.01	
#003 Carlsrud	1,946.12	(1,946.12)	
#12 Permits			
#88 - Mahnomen County Airport	151.00	(151.00)	
#85 - Kelly Gunderson Complaint	15.41	(15.41)	
#18 Violations - other	761.32	(761.32)	
#12 Permits - Other	19,543.83	(19,543.83)	
Special Revenue Fund Job:FEMA Programs			
FEMA 2011 1982 - Other	88.50	(88.50)	
	(28,640.99)	28,647.11	(6.12)
	(28,640.99)	-28,640.99	

Appendix B

2018 Auto Pay Vendors

- Arvig
- City of Ada
- Harland Checks – Check reorder
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- PERA
- Postalia – postage meter postage deposits
- Quickbooks Payroll Service
- Star Tribune – subscription
- Twin Cities Pioneer Press – subscription
- US Treasury – Payroll Taxes
- Verizon Wireless

Appendix C

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
CR	County Road
CSAH	County State Aid Highway
DOT	Department of Transportation
MAWD	Minnesota Association of Watershed Districts
MNDOT	Minnesota Department of Transportation
NRCS	Natural Resources Conservation Service
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
TH	Trunk Highway
WRWD	Wild Rice Watershed District