

# **WILD RICE WATERSHED DISTRICT**

**11 Fifth Avenue East**

**Ada, MN 56510**

**Ph: 218-784-5501**

## **REGULAR MEETING**

**November 13, 2013**

## **APPROVED MINUTES**

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday November 13, 2013. Managers in attendance included Greg Holmvik, Curt Johannsen, Raymond Hanson, Dean Spaeth, and John Austinson. Absent: Duane Erickson and Mike Christensen. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Hanson, Loretta Johnson, Tara Jensen, and various other interested taxpayers and landowners.
2. Chairman Holmvik called the meeting to order 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the agenda with the following additional items: Manager Spaeth added discussion regarding his SWCD position, Administrator Ruud added updating the banking accounts reflecting the hiring of Tara and resignation of Loretta and the Olson Agassiz project, Engineer Bents added the Norman Polk Project 5 repairs. Carried.
4. Approval of Billings. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve payment of billings as presented with the addition of one billing to Renae Kappes and clarification regarding the payment to Mahnomen County Highway Department which was made due to an agreement where we maintain the road where overflow is, similar to the situation located in upper Becker. Carried.
5. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the minutes of the regular October 10, 2013, meeting with a changes presented by Manager Johannsen to Paragraph #3, Manager Johannsen asked to add the Modified Project Team to the agenda; Paragraph #8, additional seeding was to be done to the Hendrum levee as well; Paragraph #24, removing the phrase "instead of one" as the reduction was simply made from three members to two; Paragraph #27, clarifying the meaning of "above board" to state that possible renters are able to see that nothing was hidden during the bid opening process; and Paragraph #31, reflecting that Managers Johannsen, Hanson, and Erickson voted yes to establishing a hiring committee using 3 members, including Kari Kujava and Administrator Ruud. Carried. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the minutes of the special October 28, 2013 meeting. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the financial report dated September 31, 2013 as presented including the following transfers made from unassessed project and program accounts to the Red River Construction account. Carried.

## Transfers as of 10-31-13

	10/31/13	RRC	Survey & Data
#8 Moccasin Creek	(1,012.00)	1,012.00	
#10 Mashaug Creek	38.00	(38.00)	
#39 Mashaug Dam	(350.00)	350.00	
#42 Proj #284 Non Leviale	(54,376.38)	54,376.38	(Braseth)
#42 Proj #284 Non Leviale	372,025.94	(372,025.94)	(Loan)
#354 Goose Prairie WMA Storage	3,568.00	(3,568.00)	
#355 Moccasin Creek Pre Storage	141.75	(141.75)	
#356 Upper Green Meadow/Klask S	432.75	(432.75)	
#357 Wild Rice Vik/Tufte/heitma	303.00	(303.00)	
#360 Minerva Twp. Hyd Analysis			
#1 General Evaluation	1,291.00		(1,291.00)
#2 230th Ave & WRR	4,952.98		(4,952.98)
#3 240th Ave & WRR	1,775.98		(1,775.98)
#361 MPCA Wetland Monit Ph 005	1,308.86	(1,308.86)	
#12 Permits	14,412.11	(14,412.11)	
	344,511.99	(336,492.03)	(8,019.96)
	344,511.99	-344511.99	

7. Open Microphone. No one spoke at this time.

8. Norman Polk – Project 5 Outlet Repair – Pay Request. A motion was made by Manager Austinson and seconded by Manager Hanson to approve the final pay request of \$3,224.80 to Key Contracting, releasing the 10% retainer that was being held until work was completed. Engineer Bents reported that all work has been completed. Carried.

9. Norman Polk – Project 5 repairs. Engineer Bents informed the Managers on the need for repairs to be made along approximately eight and a half miles of Norman Polk Project 5 with an estimated cost of \$9,000 per mile for a total estimated cost of \$75,000 - \$80,000. Administrator Ruud is currently working to obtain spoil releases from property owners on the south side of the project. Engineer Bents stated that a project this size would require obtaining two quotes. Mike is currently working on getting three quotes, which should be ready at the end of this week or the beginning of next week. Engineer Bents asked the Managers for approval to enter into a contract with the lowest quote, as long as it is within 20% of the estimated cost of the project. Chairman Holmvik asked if it is sufficient to obtain quotes rather than bids. Attorney Hanson stated that for a project this size two quotes would suffice. Engineer Bents stated that the plan is to return the ditch to the original plan from the 1980's which would require removing two feet of debris from two miles of the project, with the remaining six and a half miles needing one foot of debris removed. Manager Johanssen asked if the current balance of the Norman Polk account could fund this project. Administrator Ruud stated the account currently carries a balance of \$161,866.23. A motion was made by Manager Hanson and seconded by Manager Spaeth to proceed with this project as long as bids are within 20% of the estimated cost of \$75,000-80,000. Carried.



8. Community Flood Control Projects. Engineer Bents updated the Managers on the status of the community projects stating that all work has been completed and the contracts for both Perley and Hendrum are ready to be closed. The DNR grant extension would be available if additional reseeding needs to take place in the spring. Manager Johannsen provided feedback that the Hendrum city council is not happy with the additional seeding that took place on the project. The retention pond should have been seeded and was not. Engineer Bents stated that the DNR extension would allow reseeding to take place if it is necessary and we have every intention of finishing the project correctly. Manager Spaeth stated that the optimal time to seed is November and the reseeding on this project was done in October. So long as there is no flooding issues in the spring there should not be problems with the work that was done. Manager Johannsen will inform the city of Hendrum that if reseeding needs to take place it will be done; at this point we would like to see what the seeding looks like in the spring. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve final pay requests from Zavoral & Sons for the amount of \$71,168.11 for the Perley community dike and \$69,548.90 for the Hendrum community dike. Carried.

## PERMIT APPLICATIONS

9. Scott Visser, Section 7 Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny Permit #11-13-13-12 to remove a block at the property line due to downstream landowner concerns. Carried.

10. A motion was made by Manager Austinson and seconded by Manager Hanson to approve the following permit applications with conditions and recommendations as illustrated. Carried.

- Harlan Bueng, Section 2, Rockwell Twp. Permit #11-13-13-2 to install a field approach with an 18" culvert with the condition that the pipe size is 30" diameter.
- Richard Gilbery, Section 19, Georgetown Twp. Permit # 11-13-13-4 to construct a grade stabilization project with the condition that the applicant provides a "no rise" certification to the Clay County Planning and Environmental Department.
- Leon Sip, Section 23, Lockhart Twp. Permit #11-13-13-9 to extend an existing ditch and add a new ditch to an existing private ditch system.
- Duane Swiers, Sections 7, 8, 17, and 18, Gregory Twp. Permit #11-13-13-10 to install water and sediment basins #1, 2, 3, and 6 from a previous application

11. Robert Brandt, Section 9, Lake Ida Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit # 11-13-13-1 with standard tiling conditions and the agreement that Administrator Ruud would contact Kirk Strand notifying him of MNDOT ditch right of ways. Carried.

12. Dahl Brothers, Section 21, Bear Park Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #11-13-13-3 to install subsurface drain tile pending information from the applicant documenting approval from the MNDNR, the Norman County SWCD, and the NRCS regarding wetland issues. Carried.

13. Eric Hoven, Section 30, Green Meadow Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #11-13-13-5 to construct two field approaches with 24" culverts and flap gates so landowners in Sections 25 and 30 of Green Meadow Twp. can be notified of the request. Carried.

14. Chad Jetvig, Section 26, Georgetown Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #11-13-13-6 to install three 24" culverts with flap gates into Clay County Ditch No. 6 with the condition the outlets are installed above (however not more than two feet above) the elevation of the original design grade line of the receiving ditch and the condition that the ditch banks and/or



levees are restored to the preproject geometry and the condition that the applicant is responsible for adequate erosion control measures at the outlet. This could include the installation of riprap or other protection measures as necessary. Carried.

15. Leon Johnson, Section 23, Pleasant View Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #11-13-13-7 pending information previously requested from applicant. Carried.

16. MNDOT, Georgetown Twp. A motion was made by Manager Spaeth and seconded by Manager Austinson to approve Permit #11-13-13-8 to replace a centerline culvert with the same size culvert and resurface Hwy 75 and raise the driving surface approximately 1.5 inches. Carried.

17. Scott Visser, Section 7 Fossum Twp. A motion was made by Manager Johanssen and seconded by Manager Hanson to table Permit #11-13-13-11 to install a new centerline culvert pending information previously requested from the applicant. Carried

18. Goose Prairie Marsh. Administrator Ruud reported that a site tour was conducted with the DNR, Fish and Wildlife, and interested landowners to discuss options for placement of a control structure with no preferred location determined. The project team had the same consensus, with there being advantages and disadvantages of each option that did not weigh heavily enough to clearly sway the decision towards one option over another. Currently Administrator Ruud is waiting for more information from the DNR on how the control structure will be operated. Engineer Bents commented that the MnDNR is planning to complete an ordinary high water level evaluation once the lake is frozen to allow for better access. The Project Team will wait for the results of this evaluation before taking further action. Bents stated that the control structure would likely be viewed as a Natural Resource Enhancement project with additional flood control benefits. Administrator Ruud commented the marsh could not be completely drained, but it would be better than it has been for the past twenty years. The benefit to the Watershed is that water can be stored in this providing additional reimbursement from various areas. Chairman Holmvik remarked that answers would be provided throughout the winter and spring, asking if work would be completed next summer and fall. Engineer Bents stated that work in the upcoming year would be unlikely as funding would need to be obtained.

19. Lower Wild Rice Preliminary Storage Evaluation. Administrator Ruud presented a memorandum from Eugene Vik offering approximately 300 acres for sale to the Watershed based on the appraised value, fair market price with both parties able to negotiate or terminate discussion if the appraisal is unacceptable. Vik imposed a deadline of November 13, 2014 before said land would be offered to other interested buyers. The terms of payment were requested to cover four or five years with Vik having five years from the date of the contract to vacate the property. Attorney Hanson recommended that the Board acknowledge the receipt of the memorandum and view options once the appraised value of the land is present. Upon viewing the value the Board could enter into a legally enforceable contract if they chose to do so. Engineer Bents offered the recommendation that the Board develop a long term plan for what they would like to do with the property and restoring the corridor back to original depths (7-8 feet deeper than current). Bents commented that having a plan of action in place would increase the Board's chances of obtaining funding towards a project from sources such as Clean Water legacy Funding. This project would likely happen in phases, requiring other parcels of land to be obtained in the future. Manager Spaeth recommended that board accepts the memorandum and work towards a future plan for the channel which would likely include the parcels currently offered by Vik.

20. Moccasin Creek. Engineer Bents informed the Board that no changes have occurred since the previous meeting.



21. Upper Reaches Bank Stabilization Project Pay Request. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve partial pay request #2 to Spruce Valley Corporation in the amount of \$9,212.69. Engineer Bents updated the Board the current cost of the 2012 Fall Stabilization Project is approximately \$112,000. A retainer of \$5,600 is being withheld until grass is established. Carried.
22. Minerva Twp. Section 21, Minerva Twp. Administrator Ruud presented the board with a request for additional assistance from Minerva Township and the Clearwater County Highway Department. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny the request. Chairman Holmvik asked that the benefit of our previous assistance be conveyed when informing them of the option to deny further assistance on the project. Carried.
23. Board Involvement in Project Team Process presentation by Henry Van Offelen and Chuck Fritz. Mr. Van Offelen presented a basic overview of the Red River Basin Mediation Process Overview for Watershed districts to the Board. By looking at what the problem is and determining the solution it will decrease the amount spent and make it easier to reach the permit stage of a project. The Project Team will hold an advisory role, presenting two or more viable strategy options to the Board, who is the decision maker in the process, setting direction and taking action on recommendations provided by the Project Team. A Project Team meeting will take place on December 11<sup>th</sup>, focusing on problem identification. Engineer Bents provided that while at times the problem is clear and the commitment to a solution is present, in many situations with the Watershed the problem isn't directly connected to the solution and may be located a great distance away. Fritz informed the board that a report from the Project Team meeting would be presented at the January meeting.
24. Rural Acquisition Program. Engineer Bents reported that the hazardous material removal at the Thody property is scheduled to occur November 15<sup>th</sup> and removal of the Hess house is scheduled for December 10<sup>th</sup>. Engineer Ruud added the Halstad Fire Department has been using the Thody property for training every two weeks and final burning of the house likely will not occur until next spring due to deteriorating weather conditions.
25. RRWMB Tile Recommendations. Upon reviewing the recommendations by the RRWMB regarding tile, Engineer Bents suggested the board ask for more clarification regarding the numbered bullets on the second page of the *Red River watershed Management Board Recommendations – Tile Drainage Systems*. A motion was made by Manager Hanson and seconded by Manager Johannsen to ask for clarification on the second page of the document, along with clarification regarding uncontrolled systems. Upon voting, Chairman Holmvik, Manager Spaeth, Manager Johannsen, and Manager Hanson for and Manager Austinson opposed. Motion passed with a majority vote.
26. Olson Agassiz. Administrator Ruud informed the Board that a meeting will take place Monday, November 25, 2013, at 10:00 am and requested the presence of Chairman Holmvik, Manager Erickson, and Manager Christenson. Chairman Holmvik stated he would be present at the meeting. The DNR will present report regarding the spraying of cattails.
27. Soil and Water Conservation Board. Manager Spaeth questioned whether his presence at SWCD meetings was required. Chairman Holmvik suggested checking with the SWCD Board chair to see if there is any reason his attendance would be required.

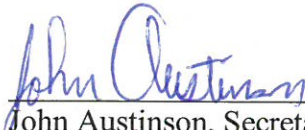
28. Update banking information. A motion was made by Manager Hanson and seconded by Manager Spaeth to make the following personnel changes associated with the Wild Rice Watershed District's accounts with Frandsen Bank and Trust:

- Grant viewing authority of checking, money market, and line of credit accounts to Tara Jensen.
- Request email notification for Estatement retrieval sent to Tara Jensen.
- Authorizing access to Safe Deposit Box to Tara Jensen.
- Removing Loretta Johnson as authorized viewer and signer for all accounts held by the Wild Rice Watershed District.

Carried.

29. Managers Per Diems and Expenses. A motion was made by Manager Austinson and seconded by Manager Spaeth to approve payment of Managers per diems and expenses as distributed. Carried.

30. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Spaeth to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:55 a.m.

  
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John Austinson, Secretary



Oct 10 - Nov 20, 2013

Date	Num	Name	Memo	Amount
10/24/2013	dd	MN Dept of Revenue		-3,038.00
10/24/2013	dd	PERA		-583.68
11/05/2013	dd	MN Dept of Revenue		-866.00
11/05/2013	dd	US Treasury-Payroll		-3,715.92
11/13/2013	15044	Ada City	utilities	-222.74
11/13/2013	15045	AmeriPride	rugs	-74.12
11/13/2013	15046	Angstrom Analytical, Inc.	Hess/Thody asbestos removal	-1,960.00
11/13/2013	15047	Arvig	Phone, Fax, Internet	-385.27
11/13/2013	15048	AT&T	Kevin cell phone	-101.70
11/13/2013	15049	Clay County Union	Advertising	-10.00
11/13/2013	15050	EcoLab	rodent control	-74.81
11/13/2013	15051	Gordon Construction, Inc.	VOID: November billing	0.00
11/13/2013	15052	Houston Engineering, Inc.	November Billing	-53,249.37
11/13/2013	15053	Kevin Erickson	Mow and Trim	-210.00
11/13/2013	15054	Key Contracting	Final Pay request Norman Polk #5	-3,224.80
11/13/2013	15055	Mahnomen County Highway Department	Repair Marsh Creek twp road washout	-1,390.35
11/13/2013	15056	MARCO, Inc.	Copier lease	-630.36
11/13/2013	15057	Morris Electronics, Inc.	Technical support, program	-473.71
11/13/2013	15058	Norman County Index-Ada	1 year subscription	-33.00
11/13/2013	15059	Norman County Treasurer/Auditor	Beaver control	-36.00
11/13/2013	15060	Office Supplies Plus	Office supplies	-69.45
11/13/2013	15061	Ralph's Food Pride	Groceries	-47.91
11/13/2013	15062	Red River Watershed Management Board	Stream gauges	-11,308.00
11/13/2013	15063	Roger O. Berg	#14 NC Ditch 45 Brush cutting	-555.00
11/13/2013	15064	Spruce Valley Corp	Request for partial payment #2 (Upper Reaches)	-9,212.69
11/13/2013	15065	Steichen Excavating	Remove beaver dam Clay co. #18	-260.50
11/13/2013	15066	Tony Sip	Ditch mowing	-11,050.00
11/13/2013	15067	Wambach & Hanson	Professional fees	-941.40
11/13/2013	15043	Zavoral & Sons, Inc.	Final Pay Requests - Perley and Hendrum	140,717.01
11/13/2013	15015	Renae Kappes	cleaning 2@60	-120.00
11/13/2013	15075	Dean P Spaeth	Mgrs per diem & exp	-105.42
11/13/2013	15076	Gregory R Holmvik	Mgrs per diem & exp	-138.52
11/13/2013	15077	John D Austinson	Mgrs per diem & exp	-204.06
11/13/2013	15078	Raymond M Hanson	Mgrs per diem & exp	-179.21
11/13/2013	15074	Curt Johannsen	Mgrs per diem & exp	-83.22
11/14/2013	15016	Gordon Construction, Inc.		-21,449.00
Oct 10 - Nov 13, 2013				266,721.22