

WILD RICE WATERSHED DISTRICT

11 Fifth Avenue East

Ada, MN 56510

Ph: 218-784-5501

REGULAR MEETING

May 13, 2015

APPROVED MINUTES

A full list of acronyms used is available at the end of this report

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, May 13, 2015. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Sharon Askelson, Curt Johannsen, and Raymond Hanson. Manager Mike Christensen was absent. 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 8:34 a.m.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the meeting agenda with the following additions. Carried.
 - Beaulieu Lake
 - Acquisition Leasing
 - Audit Firm Quote
4. Approval of Billings. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the payment of billings as presented, with the addition of two bills from Renae Kappes and Morris Electronics. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the April 8, 2015, meeting minutes as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated April 30, 2015. Carried.
7. Open Mic. No one spoke at this time.
8. Community Flood Control Levee Projects. Administrator Ruud reported that receiving funding for the closure structures in Hendrum and Perley has been a slight struggle. The information is going up the ladder at FEMA for review. Engineer Bents reported that we are still working to acquire land in Halstad.
9. Oaths of Office. Manager Johannsen felt that the newly appointed and reappointed officers should be sworn in prior to further Board discussion and action. Attorney Hanson administered the oaths of office to Sharon Askelson, Duane Erickson, and Dean Spaeth.

A new motion made by Manager Hanson and seconded by Manager Spaeth to approve the meeting agenda, April Meeting minutes and April Financial Report. Carried.

10. Community Flood Control Levee Projects (continued). Manager Johannsen asked how the funding application process is going. Administrator Ruud replied that more information would be available on Monday, May 18th, following the current legislative session.

11. Beaulieu Lake. Charlie and Scott Balstad were in attendance to ask the Watershed District to try to partner with the DNR regarding a restoration project on Beaulieu Lake. The Balstads felt that this location could potentially offer some retention. Administrator Ruud stated that in initial talks with Rob Baden, DNR wildlife specialist, and Tammy Baden, DNR shallow lakes specialist, they were not interested in storing more water on the lake. A motion was made by Manager Erickson and seconded by Manager Hanson to approve district staff to continue researching the topic to determine if other adjacent landowners are in agreement that the project would be a good fit for retention and if the DNR would consider exploring partnership options. Carried.

PERMIT APPLICATIONS

12. MnDOT, Section 27, McDonalsville Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to approve Permit # 5-13-15-12 to replace the Highway 9 bridge over the Wild Rice River, raise the bridge elevation 2.5 feet and reconstruct the adjacent highway to the new grade. The application also includes culvert changes. Carried.

13. Keith Faus, Section 24, Atlanta Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #5-13-15-3 to install a grade stabilization project. Carried.

14. Judi Moravec – 2014 Audit Report. Judith A. Moravec, representing Mathias C. Justin, LTD, summarized and presented the 2014 Audit Report and findings. Moravec noted that internal control and segregation of duties will continue to be an issue for a small office. It was recommended that the District begin displaying the check numbers consecutively in the monthly meeting minutes, rather than in date order. She complimented the district on being conscious of cross training of employees as much as possible, and noted that advances have been made to ensure that the payroll tax reporting process had checks and balances to ensure accuracy. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the 2014 Audit Report as presented by Moravec. Carried.

15. Audit Firm Quote. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve district staff in requesting bids from independent Accounting Agencies to complete annual audits for 2015, 2016, and 2017. Carried.

16. SHOP Farms, Section 2 & 3, Home Lake Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #5-13-15-17 to construct wetland restorations. Carried. Manager Erickson abstained.

17. Joel Gritzmacher, Section 3, Rockwell Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #5-13-15-19 to construct wetland creations and scrapes to notice all surrounding property owners. Carried.

18. SHOP Farms, Section 4, Rockwell Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #5-13-15-18 to construct wetland creations and scrapes to notice all surrounding property owners. Carried.

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

- Charles Bernhardson, Section 32, Shelly Twp. Permit #5-13-15-1 to wide a field approach and add a longer 18” culvert.
- Haugo Brothers, Sections 17 & 18, Lake Grove Twp. Permit #5-13-15-4 to install water and sediment control basins.
- Vernon Holland, Section 24, Lake Ida Twp. Permit #5-13-15-5 to install water and sediment control basins.
- Curt Jacobson, Section 15, McDonaldsville Twp. Permit #5-13-15-6 to install a field approach with a 24” CMP.
- Dean Johnson, Section 2, Spring Creek Twp. Permit #5-13-15-7 to install a field approach and culvert with the condition that the culvert is an 18” diameter pipe.
- Dean Johnson, Section 10, Spring Creek Twp. Permit #5-13-15-8 to install a field approach and culvert with the condition that the culvert is a 24” diameter pipe.
- MnDOT, Section 19, Shelly Twp. Permit #5-13-15-13 to replace two 36” pipes with the same size and install erosion control measures.
- MnDOT, McDonaldsville and Lake Ida Twps. Permit #5-13-15-14 to construct a mill and overlay project with no culvert changes and no elevation changes to overflow sections.
- SHOP Farms, Section 14, Home Lake Twp Permit #5-13-15-16 to widen a field approach and add a longer culvert with the condition that a 15” or 18” diameter pipe is installed.
- Lukas Steffl, Section 10, Rosedale Twp. Permit #5-13-15-20 to construct a water and sediment basin project with the condition that the applicant gain approval from the adjacent property owner for basin #2.
- Grant Wagner, Section 16, McDonaldsville Twp. Permit #5-13-15-22 to replace a culvert with a new culvert with the condition that a 15” or 18” diameter pipe is installed.
- Eric Zurn, Sections 7 & 8, Rosedale Twp. Permit #5-13-15-23 to install water and sediment control basins pending written township approval and verification by staff that no centerline pipe exists bear basin #1-9.

20. CMGB Farms, Section 22, Strand Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to continue tabling Permit #5-13-15-2 to install subsurface drain tile pending that the application either petition to bring land tiled to the SW outlet into the benefiting area of Project 12 or change the project design to split the drainage along the Project 12 benefiting area boundary. Carried.

21. Don Johnson, Section 8, Rockwell Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to return Permit #5-13-15-9 to clean a ditch and construct a berm to contain the runoff in the road ditch. Applicant was to be informed that they can reapply if previously requested information becomes available. The permit was denied on 10-31-14. At the November 12, 2014, regular board meeting, the applicant requested that the Board reconsider the decision to deny the permit. The Board accepted the request as an appeal of the prior decision. A letter was sent to the applicant requesting additional project design information, and the application was tabled for a period from November through April. Carried.

22. Ronald Kemper, Section 35, Rosedale Twp; Section 2, Lake Grove Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #5-13-15-10 to install water and sediment control basins with the condition that the applicant gain approval from the road authority for any work completed in the road right-of-way. Carried.

23. Wayne Lee, Section 3, Mary Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny Permit #5-13-15-11 to install a flap gate on a center line culvert in a driveway due to the fact that the property being protected from flooding by the proposed flap gate would be District property, leased by

the applicant. The Managers felt that property previously part of a rural acquisition should not be protected against flooding. Carried.

24. Norman County Highway Department, Section 19, Winchester Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to continue tabling Permit #5-13-15-15 to replace a bridge with a single span beam bridge, waiting for the applicant to provide project plans when available. Carried.

25. David Visser, Section 2, Strand Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to return Permit #5-13-15-21 and inform the applicant that they can reapply if they acquire previously requested information. The application was previously tabled to request documentation that the area to be cleaned is located within a township roadway ditch right of way and based on the applicant determining if all proposed work would be included within said right of way. Carried.

26. Lower Wild Rice. Engineer Bents updated the Board that we are currently waiting on the legislative session to finish to finalize LSOHC funding. Once we have received the final determination we would move further along in the process of publishing documents to inform landowners about the project and funding available. Engineer Bents summarized the project for Manager Askelson. A two sided draft summary sheet was distributed to the Managers for review. It was noted that this is not a document that is ready to be published; rather Board comments are being sought. Manager Johannsen commented that he would like to have the *future phases* portion more defined to show that retention areas would be implemented. Manager Hanson noted that once the document is finalized he would like to see it distributed to landowners along the corridor via a mailing. Engineer Bents noted that along with Board review, he is also waiting for more defined guidelines on what can be paid for with LSOHC funding.

27. Green Meadow Project Team. Administrator Ruud reported that he received verbal confirmation that Concurrence Point 3 was not approved by the USACOE. The verbal response stated that the USACOE wants to know what the direct and indirect impacts on wetlands in the area will be. Engineer Bents suggested waiting for the written response and then provide a response to any questions or concerns that are present. The Board agreed with the recommendation.

28. Goose Prairie Wildlife Management Area. Administrator Ruud stated that the EAW is currently at the state level for review. Once the process is completed we will have the opportunity to address concerns, followed by being release for public review.

29. NRCS RCPP. Engineer Bents reported that the RRWMB will solicit applications for project areas in the near future. He reviewed how the District areas were chosen using the Distributed Detention Plan. Currently the District will be able to submit three applications. Suggested areas for these applications would be the Green Meadow Subwatershed, Marsh Creek, South Branch, and Mocassin Creek areas. Manager Erickson asked if the current work being done by the Becker County SWCD would take the Becker Dam site off the map for future work. Engineer Bents responded that the work being completed wouldn't eliminate the site for possible work, rather it would provide an additional partner to work with on any future projects. Manager Erickson responded that he is more encouraged to explore options at the Borup site since there is currently work being done near the Becker Dams to slow the water down through SWCD programs. Manager Hanson added that he feels that it is important to make sure that the Green Meadow Subwatershed program is one of the areas that funding assistance is sought after. Chairman Holmvik informed the Board that the RRRRA expects Districts to move forward with the proposed sites as funding becomes available once the technical analysis has been completed. Manager Johannsen stated he felt that it would be beneficial to review the South Branch corridor, from top to bottom, to determine if old sites are beneficial to revisit or if there are areas that would be better fit for projects.

Chairman Holmvik noted that doing technical analysis in the project areas is just the beginning, land acquisition, project design, and implementation can take many years or decades to be completed.

30. Annual Report. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the 2014 Annual Report as presented at the April Regular Board Meeting with one correction to Manager Johannsen's name. Carried.

31. County Ditch 45 – Pipe Replacement Update. A motion was made by Manager Spaeth and seconded by Manager Hanson to award the Clay County Ditch 45 (Project 20) pipe replacement to Taggart Contracting out of Newfolden, MN, with a bid of \$88,500.00. Carried. It was noted that Taggart Contracting was the lowest bidder on the project who submitted all necessary and required documentation requested in the bid packet.

32. Judicial Ditch 51 Cleanout. Engineer Bents reviewed the cleanout requests for JD 51. A request for a cleanout from Highway 9 to Highway 200 was received from Ron Baker. An additional request for a cleanout from Highway 9 to the outlet into the Marsh River was received from Roesch, Visser, Visser, and Rockstad. Cost estimates for repairs totaled approximately \$300,000 with the east (Baker) request costing approximately \$175,000 and the west (Roesch, Visser, Visser, and Rockstad) request costing approximately \$120,000. A motion was made by Manager Hanson and seconded by Manager Spaeth to authorize a meeting between landowners adjacent to the corridor and District staff and consultants to review the proposed cleanout, ensuring that landowner concerns are addressed, as well as obtaining temporary right of way easements for the work. Carried. Manager Spaeth asked Engineer Bents if it would be beneficial to do the repairs over the course of three years. Engineer Bents responded that it would likely be more cost effective to do the entire stretch at the same time rather than getting contractors to come back.

33. Judicial Ditch 53, Lateral 2 – Pipe Repairs. Engineer Bents updated the Managers that a spec book has been put together and a bid opening is scheduled for Monday, June 8th, 10:00 am, District Office.

34. Acquisition Leasing. A request to lease acquisition property was received from Susan Dyrendahl, to replace the Board approved, but never executed lease between Dyrendahl, Mark Hoff, and Terry Hoff and the WRWD. The property is referred to as the "Newgard Acquisition Site" and is located in Section 25 of Lee Township, Norman County. Dyrendahl is requesting a 10 year lease between herself and the District, renewable in 2025 (if desired by both parties) for the amount of \$100 per year plus applicable property taxes. Dyrendahl also requested that the District review the site and remove or cap a cistern or well which is located on the North edge of the property. The final request was for the tenant to be able to remove the current driveway, granting the District access to the property once the surrounding field has been harvested.

Attorney Hanson recommended that the District Engineers complete a site review to determine what work would be necessary to take care of the cistern/well on the property. He also recommended District staff seek written approval from Mark Hoff and Terry Hoff that they acknowledge and approve a new lease being drafted with Susan Dyrendahl as the sole tenant. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the request until staff and consultants can address the items presented by Attorney Hanson. Carried.

35. Board Reorganization. Chairman Holmvik asked Attorney Hanson to oversee Board Reorganization. Attorney Hanson asked for nominations for Chairman.

- Chairman. A motion was made by Manager Spaeth and seconded by Manager Johannsen to nominate Manager Holmvik for the position of Chairman. No further nominations were received. Manager Holmvik was unanimously appointed Chairman. Carried.

- Vice-Chairman. A motion was made by Manager Hanson and seconded by Manager Johannsen to nominate Manager Christensen for the position of Vice-Chairman. No further nominations were received. Manager Christensen was unanimously appointed Vice-Chairman. Carried.
- Secretary. A motion was made by Manager Hanson and seconded by Manager Spaeth to nominate Manager Askelson for the position of Secretary. No further nominations were received. Manager Askelson was unanimously appointed Secretary. Carried.
- Treasurer. A motion was made by Manager Hanson and seconded by Manager Holmvik to nominate Manager Spaeth for the position of Treasurer. No further nominations were received. Manager Spaeth was unanimously appointed Treasurer. Carried.
- A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the following 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

REPRESENTATIVES

RRWMB

Greg Holmvik
Curt Johannsen (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Sharon Askelson

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

36. Enviro-thon Request Policy. A motion was made by Manager Hanson and seconded by Manager Johannsen approving Enviro-thon donation requests for up to \$100.00 to area SWCD offices. Carried.

37. Bank Signature Cards. A motion was made by Manager Hanson and seconded by Manager Spaeth to update the deposit account signature cards at Frandsen Bank and Trust. Greg Holmvik, Mike Christensen, Sharon Askelson, and Dean Spaeth are authorized signers for the bank deposit accounts (Checking and Money Market) effective May 13, 2015. John Austinson will be removed from the accounts. Carried. Administrator Ruud still has the capability to transfer funds between checking and money market accounts and is required to notify finance committee members when such action has been taken.

A motion was made by Manager Hanson and seconded by Manager Johannsen to update the safe deposit box signature card at Frandsen Bank and Trust. Greg Holmvik, Mike Christensen, Sharon Askelson, Dean Spaeth, Kevin, Ruud, Kari Kujava, and Tara Jensen are authorized to access the safe deposit box. John Austinson will be removed from the account. Carried.

38. Per Diems. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve payment of Manager per diems and expenses as distributed. Carried.
39. Wild Rice Watershed District Haying Policy. A District Policy regarding haying requests was distributed to Managers. It was noted that the policy will appear as a news article in area publications and is posted on the District website for interested parties.
40. 2015 MAWD Summer Tour – Duluth. Managers were reminded to inform Kari if they wanted to attend the 2015 MAWD Summer Tour, June 24-26, 2015, in Duluth, MN. Early registration deadline is Friday, June 12th.
41. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Erickson to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 12:20 pm.

Sharon Askelson, Secretary

List of Acronyms Used:

CMP – corrugated metal pipe
DNR – Department of Natural Resources
EAW – Environmental Assessment Worksheet
JD – Judicial Ditch
LSOHC – Lessard Sams Outdoor Heritage Council
MAWD – Minnesota Association of Watershed Districts
MnDOT – Minnesota Department of Transportation
NRCS – National Resources Conservation Service
RCPP – Regional Conservation Partnership Program
RRRA – Red River Retention Authority
RRWMB – Red River Watershed Management Board
SWCD – Soil and Water Conservation District
USACOE – United States Army Corps of Engineers
WRWD – Wild Rice Watershed District

Date	Num	Name	Memo	Amount
Apr 11 - May 13, 15				
04/21/2015		Payroll	Created by Payroll Service on 04/20/2015	5,599.78
05/05/2015		Payroll	Created by Payroll Service on 05/04/2015	5,602.79
04/25/2015	ACH	MARCO, Inc.		647.77
05/03/2015	ACH	Arvig		398.52
04/20/2015	ACH	PERA		817.50
04/22/2015	ACH	PERA		22.12
05/11/2015	ACH	City of Ada	Utilities	262.81
05/04/2015	ACH	Minnesota Energy Resources Corporation	Electric	57.00
04/24/2015	ACH	AT&T	Kevin Cell	115.24
05/04/2015	ACH	PERA	PERA Benefits	817.50
05/04/2015	ACH	MN Dept of Revenue	5062265	769.00
05/04/2015	ACH	US Treasury-Payroll	41-6145653	4,138.32
05/13/2015	ACH	PERA		21.02
05/13/2015	1668	Morris Electronics, Inc.		401.50
05/13/2015	15646	John D Austinson		5.20
05/13/2015	15647	Ada City	Refund on overpayment	8,391.44
05/13/2015	15648	AmeriPride	Rugs	89.94
05/13/2015	15649	Cardmember Service	Envelopes/Postage	606.35
05/13/2015	15650	Clay County Union	Change of Meeting date	63.00
05/13/2015	15651	Gordon Construction, Inc.		9,327.85
05/13/2015	15652	Holm Plumbing	Repairs	579.60
05/13/2015	15653	Houston Engineering, Inc.	April Billing	30,189.34
05/13/2015	15654	Jim's Locksmith Service	5 Keys	8.02
05/13/2015	15655	Jon Peterson	Reseeding Lockhart Project - materials	487.50
05/13/2015	15656	Kathy Docken	Supplies	70.00
05/13/2015	15657	MARCO, Inc. Mpls	M-Files Roller Kit	69.47
05/13/2015	15658	Mathias C. Justin, LTD	Annual Audit Expense	8,200.00
05/13/2015	15659	Norman County Abstract	Sulerud	632.75
05/13/2015	15660	Norman County Recorder	Copies	1.00
05/13/2015	15661	Northwest Beverage, Inc.		40.50
05/13/2015	15662	Office Supplies Plus		155.45
05/13/2015	15663	Ralph's Food Pride	April Billing	28.36
05/13/2015	15664	Tony Sip	Tree Removal	2,975.00
05/13/2015	15665	Visser Trenching	Snow Removal	85.00
05/13/2015	15666	Wambach & Hanson	April Legal	2,733.25
05/13/2015	15667	Cardmember Service	April Billing	89.71
05/13/2015	15669	Renae Kappes	Cleaning 3 times @ 60	180.00
05/13/2015	15671	Curt Johannsen		83.37
05/13/2015	15672	Dean P Spaeth		106.06
05/13/2015	15673	Duane L Erickson		98.89
05/13/2015	15674	Gregory R Holmvik		69.26
05/13/2015	15675	Raymond M Hanson		89.96
05/13/2015	15676	Sharon R Askelson		87.66
TOTAL				85,214.80