

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

REGULAR MEETING
April 8, 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, April 8, 2015. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, John Austinson, Curt Johannsen, and Raymond Hanson. 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.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the meeting agenda as presented, with the following additions. Carried.
 - Project 20 – added by Administrator Ruud
 - Audit update – added by Administrator Ruud
 - Borup storage site – added by Manager Erickson
 - Aquifer retention areas – added by Manager Erickson
4. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of billings as presented, with the addition of bills from Kathy Docken and Renae Kappes. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the March 2015 meeting minutes with a correction to a portion of the verbiage on item #9 *Bob Pickle – Judicial Ditch 53, Lateral 2*. Carried.
6. Approval of Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the financial report dated March 31, 2015, as presented. Manager Johannsen presented a question regarding the fund balance report for Project 44 – Hendrum. He will review the account with Tara following the meeting.
7. Open Mic. No one spoke at this time.
8. Bob Pickle – Judicial Ditch No. 53, Lateral 2 – Pipe Repairs 280th Ave. Administrator Ruud presented a cost sharing offer from Halstad Township regarding current and future repairs at the site of the emergency control structure (crossing of 280th Avenue and JD 53 Lat 2). It was determined that certain areas of the presented agreement needed clarification. A motion was made by Manager Austinson and approved by Manager Hanson to accept the cost share agreement, rewritten as follows:
 - Halstad Township would pay for 5% of repairs, up to a maximum of \$5,000.
 - In the event that the repair will require replacement of the roadway surfacing, the cost share will increase to 10% up to a maximum of \$10,000.00
 - In each case, Halstad Township would be on the same payment schedule as the ditch system.

- Halstad Township would be notified about anticipated repairs before such repairs are approved by the Watershed District.

Attorney Hanson stated that once the Halstad Township Board passes this as a resolution and presents an approved copy to our office, it will become effective.

PERMIT APPLICATIONS

9. Mike Jirik, Section 36, Popple Grove Twp. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve Permit #4-8-15-2 to install subsurface drain tile with standard tile conditions. Carried.

10. Mattson Brothers, Section 1, Atlanta Twp. Justin Klemetson, Walworth Township Supervisor was in attendance. He stated that at the site of the previous violation it is necessary to reseed the ditch and install rip rap to decrease erosion. It was determined that the complaint was closed at the January Regular Board Meeting. Since the additional water goes through the proposed project, it was determined that the request could be added as a condition of this permit application. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #4-8-15-4 to add culvert sections to existing pipes to allow for flatter roadway ditch slopes with the condition that all disturbed areas shall be seeded and appropriate permanent erosion control measures installed between the location of the pipes and the downstream township roadway. Carried.

11. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the following permit applications with reasoning as noted. Carried.

- Don Johnson, Section 8, Rockwell Twp. Permit #4-8-15-3 to clean a ditch and construct a berm to contain runoff in the road ditch, pending project design information from the applicant.
- MNDOT, Section 27, McDonaldsville Twp. Permit #4-8-15-6 to replace the highway 9 bridge over the Wild Rice River, raise the bridge elevation 2.5 feet and adjacent roadway will be reconstructed to the new grade. The project also includes culvert changes. Tabled asking the applicant to provide additional documentation on downstream impacts of proposed bridge configuration and to provide optional configuration that would result in less change when compared to existing structure.
- David Visser, Section 2, Strand Twp. Permit #4-8-15-9 to construct a new ditch pending project information from the applicant.

12. CMGB Farms, Section 22, Strand Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to table Permit #4-8-15-1 to install subsurface drain tile requesting that the applicant petition to bring land tiled into the SW outlet into the benefiting area of Project 12, or change the project design to split the drainage along the Project 12 benefitting area boundary. Carried.

13. Norman County Highway Department, Section 19, Winchester Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table Permit #4-8-15-7 to replace a bridge with a single span beam bridge pending project plans being submitted when available. Carried.

14. Jeff Opsahl, Section 34, Wild Rice Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to approve permit #4-8-15-8 to install a new 24" culvert through the ART. Carried.

15. Audit Update. Administrator Ruud updated the Board that Judith Moravec with Mathias Justin completed the onsite Annual Audit on Monday, March 30th. From initial conversations it is safe to say that everything went well. The audit report is expected to be presented at the May Regular Board Meeting.

16. Authorization to Sign Easement. A motion was made by Manager Johannsen and seconded by Manager Hanson authorizing Chairman Holmvik to sign the easement for the MnDOT regarding the Wagner Acquisition Property. Carried.

17. Barry Kappes Lease Request. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve a lease request from Barry Kappes for the Ambuehl Acquisition Property (Parcel 14-5795000) and the Turner Acquisition Property (Parcel 14-5707000) for \$100.00 annually per site plus taxes for a five year term. Carried.

18. Draft Annual Report. The Draft 2014 Annual Report was distributed. All questions and comments should be directed to Tara prior to the May Regular Board Meeting.

19. Green Meadow Project Team. Administrator Ruud informed the Board that the USACOE sent a letter asking for an extension to respond to Concurrence Point 3. A motion was made by Manager Johannsen and seconded by Manager Hanson to acknowledge the request and return a letter asking for a response by April 30th, 2015, offering any District staff or consultant assistance that might be needed with the process. Carried.

20. Joe Courneya – Regional AIS Project Activities. An update regarding the AIS project activities was presented by Joe Courneya, RRBC. An AIS prioritization report for the Wild Rice Watershed District was distributed and information contained was reviewed. Courneya noted that the report is a good tool for Lake Associations to make educated decision on how to prevent AIS. He also stated that Watershed Districts are beginning to include language regarding AIS education in their overall plans. Some examples he gave were youth river watch, river explorers, educating constituents, supporting AIS education programs, and making personal commitments to clean, drain, and dry.

21. Steve Jacobson – Advisory Committee Update. Steve Jacobson, Chairman of the Wild Rice Watershed District Advisory Committee, stated that the group was able to meet on Friday, March 27, 2015. He reported that the Advisory Committee would like to encourage the Board of Managers to continue to look at retention projects and flood damage reduction. He also stated that they encourage the Board to continue focus on the road raises for the cities of Hendrum and Perley, as it was the feeling that until they are completed, the levee projects are not completed. Discussion was also held regarding manager appointments and per diems. The Committee decided that they would like to meet twice a year, setting the dates as the first Monday in April and the last Monday in November with a 10:00 am meeting time.

22. Peter Mead – BWSR Grant. Peter Mead, Becker County BWSR, updated the Board regarding the Clean Water Legacy Grant Programs in the Buffalo Red and Wild Rice Watershed Districts. Work has been done to identify critical areas. If participants do all recommended practices they will get 90% funding assistance with implementation. If they select some but not all, they will receive 75% funding. Mead highlighted that we need to educate people that the implementation of different programs does not mean that the land is being removed from production, rather it is being utilized differently. As noted previously, payments from the Watershed District's cost share agreement will be made directly to the participant.

23. Community Flood Control Levee Projects. Engineer Bents stated that a risk screening assessment was recently completed and both the Hendrum and Perley levees ranked well in the screening. Work is still being completed to get the HMGP applications completed and submitted. Administrator Ruud commented that a recent conference call regarding the closure structures aka: road raises went well. This year's funding has been spent but there are two different areas of funding in the PDM and HMGP. The applications for both are similar. If we do not secure HMGP funding we will apply for PDM funding.

24. Lower Wild Rice. Handouts regarding the recent MAWD legislation were distributed, showing the preliminary recipients of the Lessard Sams Funding.

25. Goose Prairie. Engineer Bents provided final comments on the EAW and will return the document to the DNR soon. Manager Erickson asked when interested parties can be notified of the EAW posting. Engineer Bents responded that once the public hearing phase begins we could send a mailer to interested parties.

26. NRCS RCPP Funding Status. Administrator Ruud stated that we are still waiting on an agreement between RRRRA and NRCS to be signed. Chairman Holmvik added that this is expected to be signed on April 15th, but the date could change. He also added that the Wild Rice Watershed District has three of the potential 13 Minnesota projects within their district. The Board will need to decide if they want to go forward with these projects in the near future. Manager Erickson asked if there is involvement from the local NRCS offices. Engineer Bents stated that we would be working the RRRRA for the funding. Administrator Ruud added that we would use the local NRCS staff to implement projects, but there would not be work with them for the funding.

27. Project 20. Administrator Ruud reported that the Project has been advertised for rebidding, with a bid opening scheduled for April 23rd at 10:00 am.

28. Borup Site. Manager Erickson stated that at the Clay County Commissioners Meeting on Tuesday, April 7th, Commissioner Campbell had asked how the District was doing in obtaining a 20% retention goal and reference was made to the North Ottawa site. Manager Erickson was wondering how we get to the point where we are able to sell similar sites and get landowner agreement. He also stated that he was wondering if the Borup site would be the best location for a similar project or if there was another area that could be looked at. Administrator Ruud stated that currently we are seeking funding from the NRCS RCPP, with Project 42 being one of the areas that we would like to do more research on. Manager Erickson asked if this meant that the Borup Site would go forward. Administrator Ruud replied that Project 42 would survey the South Branch from the site of the Becker Dams down to the area of the Merkle Acquisition Buyout Property. Chairman Holmvik added that it took approximately thirty years to get the North Ottawa project going. Manager Hanson added that he felt the Board should focus on what they have going and the progress that is being made with the Lower Wild Rice Channel Restoration and the Green Meadow Project. Manager Johannsen added that a survey of the South Branch from top to bottom needs to be completed to determine the range of solutions available. He noted that there likely is not one single answer for project, rather a combination of things need to be done. Engineer Bents concluded by saying if the Board decides to seek funding assistance for the South Branch an economic evaluation will likely be completed.

Manager Erickson asked if the Marsh Creek can be viewed in this process. Engineer Bents responded that we have reserved three spots, we can determine which three areas we want to seek funding for. He also added that Moccasin Creek is another area that can be viewed. It was determined that further discussion regarding the three site locations would resume at the next Board meeting.

29. Aquifer Retention Sites. Manager Erickson asked if retention related efforts could be used by utilizing an aquifer. Administrator Ruud stated that he will ask the Norman and Mahan County SWCD offices if there is an aquifer located in the District and the location if there is one.

30. Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Manager Per Diems and expenses as distributed. Carried.

31. Judicial Ditch 51 Cleanout. Administrator Ruud distributed a letter received from David Roesch, Eric Visser, Neil Rockstad, and Clay Visser, Landowners along JD 51. They requested that the proposed cleanout of the system begin at the West end and work its way East. The letter was acknowledged and Engineer Bents will continue to work to determine the cost of cleaning out the westerly portion of the ditch system.

32. Manager Appointments. Administrator Ruud reported that at the Tuesday, April 7th, 2015, Clay County Commissioner's Meeting, interviews of Sharon Askelson, Duane Erickson, and Kim Syverson were conducted. Following the interviews the Commissioners approved the appointment of Sharon Askelson and Duane Erickson as Managers of the Wild Rice Watershed District. Attorney Hanson will prepare an oath of office and staff will work to secure a bond for Askelson.

33. Judicial Ditch 53, Lateral 2. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the engineer's recommended repairs on the JD 53 L2 Emergency Control Structure. Repairs include sealing joints with a flexible sealant and stabilizing the surrounding soil with an estimated cost of \$75,000-95,000. Carried.

20. 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 11:07 am.

Michael Christensen, Vice-Chairman

List of Acronyms used:

AIS	Aquatic Invasive Species
ART	Agassiz Recreational Trail
BWSR	Board of Water and Soil Resources
DNR	Department of Natural Resources
EAW	Environmental Assessment Worksheet
HMGP	Hazard Mitigation Grant Program
MAWD	Minnesota Association of Watershed Districts
MnDOT	Minnesota Department of Transportation
NRCS	Natural Resources Conservation Service
PDM	Pre-Disaster Mitigation
RCPP	Regional Conservation Partnership Program
RRBC	Red River Basin Commission
RRRA	Red River Retention Authority
SWCD	Soil and Water Conservation District
USACOE	United States Army Corps of Engineers

Date	Num	Name	Memo	Amount
Mar 19 - Apr 10, 15				
03/24/2015		Payroll	Created by Payroll Service on 03/23/2015	5,841.89
04/07/2015		Payroll	Created by Payroll Service on 04/06/2015	5,864.40
03/24/2015	ACH	AT&T	Kevin Cell	99.75
03/25/2015	ACH	MARCO, Inc.	Copier Lease	647.77
03/31/2015	ACH	Minnesota Energy Resources Corporation	Utilities	57.00
04/03/2015	ACH	Arvig	Telephone/Internet/Fax	399.25
03/31/2015	ACH	PERA	PERA Benefits	817.50
03/31/2015	ACH	PERA	PERA Benefits	56.02
04/10/2015	ACH	Ada City	Utilities	288.45
04/06/2015	ACH	MN Dept of Revenue	5062265	820.00
04/06/2015	ACH	US Treasury-Payroll	41-6145653	4,311.66
04/09/2015	ACH	PERA	PERA Benefits	880.52
04/08/2015	15589	Becker Co. Auditor	Real Estate Taxes	2,650.00
04/08/2015	15616	AmeriPride	Rugs	89.94
04/08/2015	15624	Kathy Docken	supplies	20.00
04/08/2015	15625	Renae Kappes	cleaning - 2@60	120.00
04/08/2015	15626	Cardmember Service	March Billing	833.89
04/08/2015	15627	Clay County Auditor Treasurer	Real Estate Taxes	2,677.00
04/08/2015	15628	Houston Engineering, Inc.	March Engineering	24,352.26
04/08/2015	15629	Indiana Insurance Company	Bond	125.00
04/08/2015	15630	Norman County Index-Ada	Advertisement for Bids	159.12
04/08/2015	15631	Norman County SWCD	Envirothon Donation	100.00
04/08/2015	15632	Norman County Treasurer/Auditor	Real Estate Taxes	1,715.05
04/08/2015	15633	Northwest Beverage, Inc.	Water	13.50
04/08/2015	15634	Office Supplies Plus	Supplies	117.29
04/08/2015	15635	Ralph's Food Pride	Supplies	18.22
04/08/2015	15636	Wambach & Hanson	March Legal	860.33
04/08/2015	15637	Western National Insurance Group	Insurance Premium	3,513.00
04/10/2015	15638	Curt Johannsen	Per Diems	244.20
04/10/2015	15639	Dean P Spaeth	Per Diems	106.06
04/10/2015	15640	Duane L Erickson	Per Diems	98.88
04/10/2015	15641	Gregory R Holmvik	Per Diems	69.26
04/10/2015	15642	John D Austinson	Per Diems	114.11
04/10/2015	15643	Michael K Christensen	Per Diems	169.02
04/10/2015	15644	Raymond M Hanson	Per Diems	89.96
TOTAL				58,340.30