

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

REGULAR MEETING
June 10, 2015
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, June 10, 2015. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, Curt Johannsen, Sharon Askelson, 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 at 8:34 a.m.
3. Agenda Approval. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the meeting agenda with the following additions. Carried.
 - Add insurance for manager's liability
 - Add Beaulieu Lake
 - Add Becker/Clay County SWCD Meetings
4. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Askelson to approve the payment of billings as presented, with the addition of two late bills from Renae Kappes and Waypoint Insurance Advisors. Carried.
5. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the monthly meeting minutes dated May 13, 2015 with corrections to the verbiage relating to the Bealieu Lake discussion and one permit application. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated May 31, 2015 and transfers from unassessed projects to the Red River Construction and Survey and Data accounts as noted in Appendix A at the end of this report. Carried. Manager Erickson noted that he would like to make the total amount of land owned by the district available for the public in hopes that they would assist in lobbying politicians to pass legislation that allows us to sell former buyout properties. Administrator Ruud noted that the buyout property holds little value to the district until we are able to sell it. From an accounting standpoint it would not be practical to track assets that are not able to be sold.
7. Open Mic. Brent Kappes from Borup was in attendance and asked for more information regarding the recent Project 42 discussions, in specific the Borup Site. Administrator Ruud noted that the board is looking at obtaining funding to assist with technical expenses to evaluate locations throughout the District. Currently the Green Meadow Subwatershed, Project 42 (South Branch) and either Moccassin Creek or Marsh Creek are being considered for further review. As part of this process the entire channel of the South Branch would be reevaluated to determine where the best locations for projects are. Manager Johannsen noted that at the current time it is brainstorming. No work is being planned; rather the Board is interested in seeing what is out there.

Kappes noted that he would think that local support would be considered before the Board looks at developing projects. Manager Johannsen added that if the Board does decide to go forward with a project; that is the time when landowners would be informed. Right now there is no plans of project sites or locations, rather a reevaluation of the channel to determine if there are solutions out there.

8. Community Flood Control Levee Projects. Engineer Bents reported that the land acquisition is continuing in Halstad. The Hendrum and Perley annual levee inspections were also completed.

9. Judicial Ditch 53, Lateral 2 – Bid Award. Engineer Bents presented the board with information regarding the bid opening on Monday, June 8. Three bids were received; however one lacked required documentation and was disqualified. A motion was made by Manager Hanson and seconded by Manager Spaeth to award the contract to Key Contracting with a bid of \$97,575.00. Carried.

PERMIT APPLICATIONS

10. Joel Gritzmacher, Section 3, Rockwell Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Permit #6-10-15-13 to construct wetland creations and scrapes. Carried.

11. SHOP Farms, Section 4, Rockwell Twp. A motion was made by Manager Askelson and seconded by Manager Spaeth to approve Permit #6-10-15-17 to construct wetland creations and scrapes. Carried.

12. Tom Carlson, Section 19, Anthony Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve permit #6-10-15-5 to construct an erosion control project. Carried.

13. David Einyck, Section 17, Pembina Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to approve Permit #6-10-15-8 to install a grade stabilization project. Carried.

14. David Einyck, Section 17, Pembina Twp. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve Permit #6-10-15-9 to install a grade stabilization project. Carried.

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

- Dave Arends, Section 20, Mary Twp. Permit #6-10-15-1 to widen a field approach and extend the existing culvert.
- Dave Arends, Section 16, Halstad Twp. Permit #6-10-15-2 to widen a field approach and extend the existing culvert.
- Tom Bergren, Section 7, Riceville Twp. Permit #6-10-15-4 to construct a water and sediment control basin project.
- John Duelllea, Section 8, Halstad Twp. Permit #6-10-15-7 to widen a field approach and extend the existing culvert.
- Blaine Erickson, Section 7, Lockhart Twp. Permit #6-10-15-10 to widen a field approach and extend the existing culvert.
- Blaine Erickson, Section 27, Lockhart Twp. Permit #6-10-15-11 to widen a field approach and extend the existing culvert.
- Blaine Erickson, Section 11, Good Hope Twp. Permit #6-10-15-12 to widen a field approach and extend the existing culvert.
- Mahnomen County Highway Department, Section 2 & 3, Lake Grove Twp. Permit #6-10-15-14 to Replace a 48” CMP and a 36” CMP with a 60” CMP.

- Rob Myers, Section 17, Felton Twp. Permit #6-10-15-15 to widen a field approach and extend the existing culvert.

16. Andrew Borgen, Section 13, Georgetown Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #6-10-15-3 to install two new driveways and culverts requesting that the applicant provide a hydraulic analysis showing the effects of the proposed culverts and that the applicant provide additional documentation/information on the make and condition of the proposed culverts (new vs used, Material, end section treatments,). Carried.

17. CMGB Farms, Section 22, Strand Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #6-10-15-6 to install subsurface drain tile pending previously requested information. The applicant needs to petition to bring the 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.

18. Norman County Highway Department, Section 19, Winchester Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table Permit #6-10-15-16 to replace a bridge with a single span beam bridge pending on the applicant providing project plans when available as previously requested. Carried.

19. RB Farms, Section 12, McDonaldsville Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #6-10-15-19 to install a new driveway and culvert with the condition that the culvert is an 18" or 24" diameter culvert. Carried.

20. Lower Wild Rice. Administrator Ruud reported that we are still waiting for the special legislative session to receive final word on LSOHC funding. We have also submitted a request for additional funding in an upcoming session. Engineer Bents presented the Board with initial information received regarding payment in lieu of taxes and noted that nothing was finalized. Marijo Vik noted that there have been recent complications in dealing with the NRCS on the project and relayed feelings of dismay. Administrator Ruud assured Vik that we are working to provide the NRCS with necessary documentation so they can continue in the process. When asked by Manager Erickson, Vik noted that they are not interested in trading for property that is currently owned by the District.

21. Green Meadow Project Team. Administrator Ruud noted that Fritz and Van Offelen responded to Ben Cox with the USACOE latest letter. The WRWD did not respond. A meeting to clarify what the USACOE is requesting has been scheduled for June 18 in Detroit Lakes.

22. Goose Prairie Marsh. Administrator Ruud stated that Van Offelen has received a comment letter from St Paul. Tammy Baden is assisting in the process and revisions will be returned next week.

23. NRCS RCPP Screening Questions. Administrator Ruud informed the Board that a resolution approving the District to seek funding has been requested prior to June 17th. Attorney Hanson was asked to develop a resolution to be approved later in the meeting.

24. County Ditch 45 Pipe Replacement Update. Engineer Bents reported that communication has been taking place with contractor, landowner, and adjacent farmer. The project should begin soon.

25. Judicial Ditch 51 Cleanout Request Update. Administrator Ruud stated that a meeting will occur this afternoon with landowners along the proposed cleanout.

26. Acquisition Lease Request. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a lease request by Wayne Tenneson on Parcel 07-3254000 "Gilbertson Property". Terms of the lease will be \$100 per year plus applicable property taxes for a five year period expiring on December 31, 2019. Carried.

27. Beaulieu Lake. Engineer Bents presented the Board with storage scenarios showing up to a 1235 foot elevation storage level. Manager Hanson suggested that the information be passed along to the DNR for consideration.

28. NRCS RCPP Screening Questions (continued). Administrator Ruud read the *Wild Rice Watershed District Resolution Regarding National Watershed Program* as presented in Appendix B at the end of this report. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the resolution as read. A roll call vote was taken. Motion carried with Manager Erickson in opposition.

After discussion, a motion was made by Manager Johannsen and seconded by Manager Christensen to apply for technical funding assistance for the Green Meadow Subwatershed, Project 42, and Moccasin Creek. Carried.

29. Becker/Clay SWCD Meetings. Manager Erickson stated that he would like to attend the Becker and Clay SWCD meetings and let them know where we would like to implement projects and offer funding assistance. He noted that since the Board assists with ring dikes, they should consider providing assistance for retention projects on the east side of the District. Chairman Holmvik stated that when SWCD representatives come forward and ask for assistance it could be considered on a case by case basis.

30. Permit Review Schedule. Administrator Ruud presented the Board with a schedule where each Board member takes a month to assist with permit review. Several Managers felt that the current system is working fine and would rather get emails closer to the date than schedule out too far in advance.

31. FDR Questionnaire. In response to the FDR questionnaire, Manager Johannsen stated that he liked the idea of sending a newsletter to the public to inform them about what is happening with the Watershed. Manager Hanson felt that as long as the website is current and up to date we are being transparent.

32. Bank Signature Cards. Managers Christensen, Spaeth, and Askelson, along with Chairman Holmvik were informed that bank signature cards were present and needed to be signed following the meeting.

33. 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.

34. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:34 am.

Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
May 14 - Jun 10, 15				
05/19/2015		Payroll	Created by Payroll Service on 05/18/2015	5,481.45
06/02/2015		Payroll	Created by Payroll Service on 06/01/2015	5,574.61
05/25/2015	ACH	MARCO, Inc.	Copier Lease	647.77
05/24/2015	ACH	AT&T	Kevin Cell	115.02
06/03/2015	ACH	Arvig	Phone, Internet, Fax	395.20
06/01/2015	ACH	Minnesota Energy Resources Corporation		57.00
06/10/2015	ACH	City of Ada		219.60
05/20/2015	ACH	PERA		817.50
06/03/2015	ACH	PERA		817.50
06/10/2015	15670	AmeriPride	Rugs	89.94
06/10/2015	15677	EcoLab	rodent control	80.69
06/10/2015	15678	Gordon Construction, Inc.		5,230.00
06/10/2015	15679	GreenWay Lawn Spraying	Maintenance	80.16
06/10/2015	15680	Grinnell Mutual Payment Center	Business Owner's Policy	2,446.00
06/10/2015	15681	Houston Engineering, Inc.	May Engineering	20,833.49
06/10/2015	15682	Julin Law Office	Furuseth Land Purchase	1,196.50
06/10/2015	15683	Kathy Docken	supplies	20.00
06/10/2015	15684	Morris Electronics, Inc.		175.00
06/10/2015	15685	Norman County Index-Ada	Bid Advertisement	154.38
06/10/2015	15686	Northwest Beverage, Inc.		14.50
06/10/2015	15687	Sun-Flowers	Seykora Funeral	55.00
06/10/2015	15688	Tammy Erickson	May Mowing	150.00
06/10/2015	15689	Tony Sip	Tree removal	4,505.00
06/10/2015	15690	Wambach & Hanson	May Legal	1,084.50
06/10/2015	15691	Waypoint Insurance Advisors	D&O/EPL Coverage	7,595.00
06/10/2015	15692	Curt Johannsen		83.36
06/10/2015	15693	Dean P Spaeth		106.06
06/10/2015	15694	Duane L Erickson		98.88
06/10/2015	15695	Gregory R Holmvik		87.74
06/10/2015	15696	Michael K Christensen		93.14
06/10/2015	15697	Raymond M Hanson		89.96
06/10/2015	15698	Sharon R Askelson		156.93
06/10/2015	15699	Renae Kappes	Cleaning - 2x60	120.00
TOTAL				58,671.88

Appendix A

Transfers as of 5/31/2015

	5/31/2015	RRC		Survey & Data
PROJECTS				
UNASSESSED				
#8 Mocassin Creek	500.63	(500.63)		
#35 Sande Detention	962.43	(962.43)		
#36 Marsh Creek 3	219.45	(219.45)		
#36 Northern Improvement Dam	253.83	(253.83)		
#38 Rockwell Dam	288.33	(288.33)		
#39 Mashaug Dam	695.83	(695.83)		
Project Development - RRC				
#354 Goose Prairie WMA Storage	2,133.25	(2,133.25)		
#356 Green Meadow Project Team	(2,690.90)	2,690.90		
#357 Wild Rice Vik/Tufte/Heitman	8,045.98	(8,045.98)		
#12 Permits				
#12 Permits - Other	20,666.64	(20,666.64)		
	29,139.13	-29,139.13		0.00
	29,139.13	-29,139.13		

Appendix B

WILD RICE WATERSHED DISTRICT RESOLUTION REGARDING NATIONAL WATERSHED PROGRAM

WHEREAS, the Wild Rice Watershed District (the “District”) is a district and political subdivision under Minn. Stat. Chapter 103D.

WHEREAS, the District is a member of the Red River Watershed Management Board (the “RRWMB”) and the RRWMB is a joint water resource district.

WHEREAS, the RRWMB is a member of the Red River Retention Authority (the “RRRA”), a joint powers entity comprised of the RRWMB and its North Dakota counterpart in the Red River Basin, the Red River Watershed Management Board.

WHEREAS, the RRRA and the U.S. Department of Agriculture, Natural Resources Conservation Service (“NRCS”) recently entered into a MEMORANDUM OF UNDERSTANDING dated May 21, 2015 (the “MOU”), regarding the entities’ collaboration and partnership to encourage participation in the Regional Conservation Partnership Program (“RCPP”), an NRCS program intended to encourage installation and maintenance of conservation plan activities and systems to address priority natural resource concerns.

WHEREAS, the RRRA is an “eligible partner entity” under RCPP and is qualified to provide support to the individual water resource district members of the RRWMB; under the MOU, the District and all other members of the RRWMB are “eligible program participants” under RCPP.

WHEREAS, the District wishes to pursue RCPP assistance regarding a Watershed Protection Planning Study, in accordance with the requirements of NRCS’ National Watershed Program, and to ultimately pursue development of a project.

WHEREAS, the District has reviewed the NRCS National Watershed Program Manual (the “NWPM”) and is prepared to comply with the requirements of project sponsors under the NWPM.

WHEREAS, more specifically, the District possesses eminent domain authority; the District is prepared to obtain the requisite licenses for a study and project; the District possesses the ability to fund and finance the local share of project development, operation, and maintenance; the District is prepared to engage the public to encourage public participation in the watershed project planning process; the District is equipped to administer all contracting regarding project construction; the District is prepared to enact and implement operating plans, regulations, and requirements regarding watershed management features; and the District possesses authority to ensure proper project installation, operation, and maintenance.

NOW THEREFORE, BE IT RESOLVED that this RESOLUTION is the District’s official RESOLUTION as required under the NWPM to pursue a Watershed Protection Planning Study, in full compliance with the NWPM.

BE IT FURTHER RESOLVED that the District will comply with its other obligations under the NWPM.

WILD RICE WATERSHED DISTRICT

Greg Holmvik, Chair

ATTEST:

Sharon Askelson, Secretary

Dated: _____, 2015

Appendix C

List of Acronyms Used:

DNR	Department of Natural Resources
FDR	Flood Damage Reduction
LSOHC	Lessard Sams Outdoor Heritage Council
MOU	Memorandum of Understanding
NRCS	Natural Resources Conservation Service
NWPM	National Watershed Program Manual
RCPP	Regional Conservation Partnership Program
RRRA	Red River Retention Authority
RRWMB	Red River Watershed Management Board
SWCD	Soil & Water Conservation District
USACOE	United States Army Corps of Engineers
WRWD	Wild Rice Watershed District