

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

REGULAR MEETING
December 9, 2015
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, December 9, 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 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the agenda with the following items being added to the Agenda. Carried:
 - Halstad Amendment
 - Debit Card
 - Beaulieu Lake
 - Ulen Project
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 bills from David Schneidermann, Sky Skopes, and Morris Electronics. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the monthly financial report dated November 30, 2015. Carried
7. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen approving the November 19, 2015, Regular Meeting Minutes as presented. Carried.
8. Debit Card. A motion was made by Manager Johannsen and seconded by Manager Askelson approving the opening of a secondary checking account for the purposes of utilizing it for company debit cards, replacing the existing credit cards that are being used. Manager Erickson stated that a Capital One credit card comes with a \$59 annual fee and he would like the district to explore it more. Manager Hanson voiced concern about disputing charges, stating that with a credit card they are asking for your payment, with a debit card you are asking for your funds back. It was determined that the district staff would set a sufficient minimum amount that will be maintained in the account. The account would not carry any overdraft protection, declining transactions if funds are not available. Current authorized card holders for the company are Kevin Ruud and Tara Jensen. Motion carried with Managers Erickson and Hanson in opposition.
8. Open Mic. Nobody spoke at this time.

9. Jessica Spaeth “Rail Trail” Project Support Letter. Jessica Spaeth stated that a group of individuals is working to get public support of a proposed rail trail project that would be located between the cities of Shelly and Perley. Jerry Bitker was in attendance and presented concern regarding the proposed trail. He referred to cases in Wyoming and Montana where the justice system is determining if the land should be returned to the adjacent property owners once a rail bed is abandoned. He also voiced concern about snowmobiles leaving the designated trail and entering private property, potentially damaging alfalfa and other ground cover. Manager Johannsen stated that he felt this trail has the potential of bringing increased traffic to rural areas which could greatly help small businesses in these communities. Manager Erickson felt that the counties should be responsible for managing the abandoned rail bed in each of their respective jurisdictions. A motion was made by Manager Hanson and seconded by Manager Johannsen offering support of leaving the rail bed in place as the effort to convert the area into a permanent recreation trail is consistent with the goals and objectives of the District’s Overall Watershed Management Plan. Motion carried with Manager Erickson in opposition.

10. Lower Wild Rice. Administrator Ruud reported that himself and Engineer Bents are currently working to determine the most ideal way to utilize the LSOHC funding. They are exploring the option of having BWSR and the SWCD as the monitoring authority of work being completed. A meeting will be held in the near future getting representatives together to discuss details.

PERMIT APPLICATIONS

11. Chuck Borgen, Section 22, Georgetown Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to continue tabling Permit #12-9-15 to install subsurface drain tile. The application is tabled to request that the applicant petition to bring the land tiled to the north end of the section into the benefitting area of Clay County Ditch 52; or change the project design to outlet to the south end of the section. Carried.

12. Wayne Thom, Wild Rice Township Chairman, Complaint, Section 30, Wild Rice Township. A motion was made by Manager Hanson and seconded by Manager Spaeth to dismiss the complaint brought forward by Wayne Thom, Wild Rice Township Chairman. Carried. Engineering review determined that the work completed was ditch cleaning, which would not constitute a violation of watershed rules. Derek Hendricks was in attendance and stated that he feels that the current outlet is insufficient which causes the water to overtop the adjacent township road in heavy rain events or spring flooding. Hendricks was advised that the ditch authority in that area is Norman County, so he should continue to work with the county engineer to try to determine a solution.

13. Good Hope Township Investigation. Administrator Ruud explained that Bob Ramstad, Norman County Highway Department Foreman, contacted the district office to inquire about extensive work being done along section 18 of Good Hope Township. Houston Engineering completed a site review and found that there were concerns regarding the safety of the slope, the lack of erosion control features, excess of spoil, and the extent of the work completed. It was noted that a sizeable amount of clay was removed during the process, however the ditch was placed to grade from one culvert to the other. Discussion was held regarding the scope of the work completed and what constitutes modifications to a ditch system. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve district staff sending a letter to the landowners/occupants along the north side of Sections 17-18 of Good Hope Township, along with the road authority, outlining recommended corrections regarding work that was performed in the ditch. Concerns include installation of erosion control measures (rip rap) near the outlet, slope/grade of the roadway ditch, and reseeded of spoil piles. Motion carried with Manager Johannsen opposed.

14. Ulen Project. Manager Erickson noted that he attended a meeting regarding the Ulen Project which was recently completed. Currently the operation plan has not been finalized.
15. Beaulieu Lake. Chairman Holmvik and Manager Spaeth attended a recent meeting regarding the Beaulieu Lake project. It was determined that we could potentially get up to one foot of storage if we asked for it. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve district staff sending a letter and submitting a comment asking for a minimum of one foot of storage, or more if available. Carried.
16. Brad Arends Order Granting Petition, dated May 23, 2013. A letter was mailed to Arends on November 24, 2015, asking for payment on the petition or the return of a *request to withdraw petition* form prior to the board meeting. Response has not been received. A motion was made by Manager Erickson and seconded by Manager Spaeth authorizing district staff to send a notice via certified mail requesting a response regarding the manner and informing Arends that he is responsible for engineering costs associated with the petition. Carried. It was suggested that the district require deposits from individuals when a petition is returned to cover district costs associated with said petition.
17. Manager Erickson left at 10:00 am.
18. Halstad Amendment. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Chairman Holmvik signing *Amendment #2 for Grant Agreement #62721/3000038193* for the City of Halstad, extending the expiration date to 12/31/2017 and granting an additional \$125,000 in funding for the project. Carried.
19. Goose Prairie Marsh. Administrator Ruud informed the Board that the EAW has been published and currently open for public comment. Henry Van Offelen is working with the DNR to try to obtain construction funds for the project.
20. NRCS RCPP. Administrator Ruud updated that we should receive agreements and funding around January 1, 2016.
21. JD51. Administrator Ruud stated that the spoil is being placed along the north side of the cleanout. There will be a small stretch where it will be difficult to complete the cleanout due to trees along the north side of the ditch. An agreement is in place with landowners along the north side of the channel that the spoil will not be spread until spring, at the earliest. If crops are planted prior to the spoil being spread, the district would leave the spoil until harvest has been complete.
22. Staff Benefit Package Review. A motion was made by Manager Hanson and seconded by Manager Spaeth approving a 2.5% increase to the current staff benefits package, with Courtney Hadedank's salary being exempt due to being within the 6-month probationary period of hiring. Carried.
23. Review Consultant Proposals. It was noted that next year the district may look at asking for a 3-year term for proposals from consultants, similar to those submitted by mowing and spraying contractors.
 - Engineering – A motion was made by Manager Hanson and seconded by Manager Christensen to approve the engineering consultant proposal submitted by Houston Engineering of Fargo, for 2016. Carried.
 - Legal Services – A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the legal consultant proposal submitted by Wambach & Hanson Law Office, PC of Mahnomen, MN, for 2016. Carried.

24. Per Diems. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve payment of Manager per diems and expenses as distributed. Carried.

25. Meetings/Conferences/Seminars. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Manager and staff attendance at the 33rd Annual Red River Basin Commission Land & Water International Summit Conference, January 19-21, 2016, Grand Forks, ND. Carried.

26. Issues-Discussions.

- Citizen's Advisory Committee Meeting – Administrator Ruud reported that Advisory Committee Chairman Jacobson was unable to attend the Board meeting today. Copies of the unapproved meeting minutes were distributed. It was noted that the advisory committee approved forwarding two motions to the WRWD Board of Managers. The motions were: to encourage the WRWD Board of Managers and staff to study and research to determine how drain tile affects flooding in the district; and to direct WRWD Board of Managers to continue to pursue flood damage reduction projects as a priority.
- MAWD Annual Meeting. Discussion was held regarding the MAWD annual meeting, resolutions submitted and discussion regarding the “Buffer Law”.

27. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:15 am.

Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
Nov 20 - Dec 9, 15				
12/01/2015		Payroll	Created by Payroll Service on 11/30/2015	5,549.68
11/25/2015	ACH	MARCO, Inc.	Copier Lease	670.75
11/30/2015	ACH	Minnesota Energy Resources Corporation	Utilities	57.00
12/03/2015	ACH	Arvig	Utilities	401.11
11/20/2015	ACH	MAWD	Christensen Registration	185.00
11/20/2015	ACH	MAWD	MAWD Registration	85.00
11/23/2015	ACH	AT&T	Kevin Cell	105.61
12/02/2015	ACH	PERA	PERA Benefits	815.25
12/01/2015	ACH	MN Dept of Revenue	Payroll Taxes	748.00
12/01/2015	ACH	US Treasury-Payroll	Payroll Taxes	4,031.32
12/09/2015	15860	Cardmember Service	November billing	135.14
12/09/2015	15861	Gordon Construction, Inc.	Project Maintenance	14,675.00
12/09/2015	15862	AmeriPride	rugs	94.83
12/09/2015	15863	Cardmember Service	November billing	156.27
12/09/2015	15864	Gordon Construction, Inc.	Project Maintenance	900.00
12/09/2015	15865	Houston Engineering, Inc.	November Engineering	6,875.52
12/09/2015	15866	Jon Peterson	Mowing and Maintenance	250.00
12/09/2015	15867	McCollum Hardware, Inc.	Supplies	32.19
12/09/2015	15868	Norman County Index-Ada	Advertisement	125.00
12/09/2015	15869	Northwest Beverage, Inc.	Water	42.50
12/09/2015	15870	Office Supplies Plus	Supplies	143.76
12/09/2015	15871	Ralph's Food Pride	SUPPLIES	33.16
12/09/2015	15872	Red River Promoter	Ring Dike Ad	84.00
12/09/2015	15873	Red River Watershed Management Board	Cost Share	145,625.80
12/09/2015	15874	Renae Kappes	Cleaning - 2@60	120.00
12/09/2015	15875	Twin Valley Times	Advertisement for Professional Services	44.27
12/09/2015	15876	Wambach & Hanson	November Legal	938.67
12/09/2015	15877	Morris Electronics, Inc.	Technical Support	35.00
12/09/2015	15878	Curt Johannsen	Per Diems	465.41
12/09/2015	15879	Dean P Spaeth	Per Diems	183.96
12/09/2015	15880	Duane L Erickson	Per Diems	226.44
12/09/2015	15881	Gregory R Holmvik	Per Diems	512.66
12/09/2015	15882	Michael K Christensen	Per Diems	674.30
12/09/2015	15883	Raymond M Hanson	Per Diems	91.12
12/09/2015	15884	Sharon R Askelson	Per Diems	86.52
12/09/2015	15885	David Schneidermann	25% cost share	1,807.57
TOTAL				187,007.81

Appendix A

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
DNR	Department of Natural Resources
EAW	Environmental Assessment Worksheet
JD51	Judicial Ditch 51
LSOHC	Lessard-Sams Outdoor Heritage Council
MAWD	Minnesota Association of Watershed Districts
NRCS	Natural Resources Conservation Service
PC	Professional Corporation
RCPP	Regional Conservation Partnership Program
SWCD	Soil and Water Conservation District
WRWD	Wild Rice Watershed District