

WILD RICE WATERSHED DISTRICT

11 Fifth Avenue East

Ada, MN 56510

Ph: 218-784-5501

REGULAR MEETING

January 13, 2016

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 January 13, 2016. Managers in attendance included: Greg Holmvik, Duane Erickson, Sharon Askelson, Mike Christensen, Dean Spaeth, Curt Johannsen and Raymond Hanson. In addition, the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney 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 Hanson and seconded by Manager Christensen to approve the agenda. Carried.
4. Approval of Billings. A motion was made by Manager Askelson and seconded by Manager Christensen to approve payment of billings as presented, with the addition of bills from Renae Kappes and Kathy Docken. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve the December 9, 2015, Regular Meeting Minutes as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Askelson to approve the monthly and yearend financial reports dated December 31, 2015, and the transfers from Unassessed Projects and Ditches, Permits and Violations to the Red River Construction Account as detailed in Appendix A at the end of this report. Carried.
7. Open Microphone. No one spoke at this time.
8. Lower Wild Rice – LSOHC funding. Administrator Ruud reported that we are still waiting to hear back from BWSR regarding possible funding opportunities. Engineer Bents added that if we do not have an answer by the February meeting the Board might need to discuss returning to LSOHC to change the grant funding details.
9. Goose Prairie Marsh - WMA. Administrator Ruud stated that the comment period closed on December 23, 2014. Comments were received from MPCA, Kenneth and James Dahl, and Shelly Steichen. The majority of the comments received were in regards to Clay County Ditch 18 and how the District would work with the MNDNR in regards to the project. Henry VanOffelen is currently drafting a response to the comments returned, asking that questions not directly associated with the project be directed to the District office.
10. NRCS RCPP. Administrator Ruud informed the Board that an agreement was received for the South Branch project. Clerical issues that are currently being corrected and we are waiting for the document to be returned. Once we receive it back we will go forward with the process. It is hopeful that it will be ready for Board approval at the February meeting.

11. Judicial Ditch 51 – Cleanout Update. Engineer Bents reported that the 2 ¼ miles of the cleanout has been completed, with the first pay request being approved in the monthly billings. Spoil is scheduled to be leveled in the Spring or Fall of 2016.
12. Arends Petition. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table the Arends petition information until the February Board Meeting. Carried. The Board directed office staff to contact Mr. Arends again to attempt to get the request for dismissal of petition paperwork completed.
13. Lease Request. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the request from Susan Dyrendahl to lease Parcel 12-5411000, Section 25 Lee Township (Newgard Acquisition) for a term of 5 years with an annual lease payment of \$100 plus applicable property taxes. The motion also grants the tenant the right to remove the current driveway into the property, with the condition that the district reserves the right of ingress and egress into the property and the District will not be held liable for future damages to crops in the area of the current driveway, if it is removed by the tenant. Carried. Under the advisement of Attorney Hanson, district staff will notify Terry Hoff and Mark Hoff of the District’s intent to lease the property to Dyrendahl, unless objection is received from either party within a timely manner.

PERMIT APPLICATIONS

14. Chuck Borgen, Section 22, Georgetown Twp. A motion was made by Manager Askelson and seconded by Manager Hanson to table Permit #1-13-16-1 to install subsurface drain tile pending previously requested information from the applicant. Carried.
15. KL Farms, Section 31, Liberty Twp. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve Permit #1-13-16-2 to install subsurface drain tile with standard tile conditions. Carried.
16. Rules Update. Administrator Ruud distributed information regarding the rules update and permit application update, asking the Managers to review the information and prepare to discuss it at the February board meeting.
17. Clearwater Ditch No. 3 Inspection. Engineer Bents led the Board through a power point presentation of the Clearwater Ditch No 3 drone flyover, identifying areas where cleanouts should occur. He added that the current plan is to remove dams with an excavator, pending landowner approval to cross adjacent property to get to the system.
18. 2016 IRS Mileage rate change. The Board was informed that the 2016 IRS Mileage rate is \$0.54, down from \$0.575 in 2015. Changes have been made to district software to reflect this update.
19. Managers Per Diems. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of Managers per diems and expenses as distributed. Carried.
20. Auto Pay Vendors. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the 2015 list of auto pay vendors as detailed in Appendix B at the end of this report. It is noted that the list remained the same, with the addition of subscriptions to the Star Tribune and the Twin Cities Pioneer Press. Carried.
21. Frandsen Bank Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Administrator Ruud to transfer between Money Market and Checking Accounts, with a daily limit of \$500,000, and between Checking and Debit card accounts, with a daily limit of \$2,000 at Frandsen

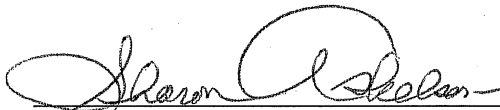
Bank and Trust. Administrator Ruud must notify finance committee members of account transfers once they occur. Carried. Discussion was held regarding the FDIC insurance limits. Attorney Hanson advised District staff to see if funds are pledged.

22. Internal Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried.

23. March Conference. A motion was made by Manager Hanson and seconded by Manager Askelson to approve Manager and staff attendance at the Red River Watershed Management Board and Red River Basin Commission Flood Damage Reduction Work Group Joint Annual Conference, March 23-24, 2015, at the Marriott in Moorhead, MN. Carried.

24. Issues-Discussion. Manager Erickson stated that he would like to the Managers to focus on what 2016 goals should be. Discussion was held regarding the Green Meadow Dam grazing. Engineer Bents replied that the embankment should be fenced off, preventing excessive grazing.

25. 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 9:44 a.m.


 Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
Dec 10, '15 - Jan 13, 16				
12/15/2015		Payroll	Created by Payroll Service on 12/14/2015	5,855.01
12/29/2015		Payroll	Created by Payroll Service on 12/28/2015	5,601.42
01/12/2016		Payroll	Created by Payroll Service on 01/11/2016	5,624.13
12/10/2015	ACH	City of Ada	Utilities	207.32
12/25/2015	ACH	MARCO, Inc.	Copier Lease	670.75
12/14/2015	ACH	US Treasury-Payroll	41-6145653	4,217.54
12/14/2015	ACH	MN Dept of Revenue	5062265	767.00
12/14/2015	ACH	PERA	PERA payable	933.56

12/30/2015	ACH	MN Dept of Revenue	5062265	374.00
12/30/2015	ACH	US Treasury-Payroll	41-6145653	1,975.52
12/29/2015	ACH	PERA		815.25
12/20/2015	ACH	AT&T		105.61
12/29/2015	ACH	Minnesota Energy Resources Corporation		57.00
01/11/2016	ACH	City of Ada		245.84
01/03/2016	ACH	Arvig	Telephone/Internet/Fax	394.43
01/05/2016	ACH	Star Tribune	Subscription	0.99
01/05/2016	ACH	Pioneer Press	Subscription	26.00
01/04/2016	15886	Sky Skopes	Dam Identification/Location	3,900.00
01/13/2016	15887	AmeriPride	rugs	94.83
01/13/2016	15888	Cardmember Service	January Billing	286.68
01/13/2016	15889	Cardmember Service	January Billing	929.33
01/13/2016	15890	Clay County Union	consultant bid proposals	108.00
01/13/2016	15891	FP Mailing Solutions	Postage Meter	118.63
01/13/2016	15892	Houston Engineering, Inc.	December billing	11,770.59
01/13/2016	15893	Kenneth Aaron Kesselberg	snow removal	165.00
01/13/2016	15894	Larry's Excavating Inc.	Beaver Control	275.00
01/13/2016	15895	Mahnomen Pioneer	Advertisement	64.80
01/13/2016	15896	McCollum Hardware, Inc.	Supplies	64.11
01/13/2016	15897	Norman County Highway Department	2015 Borgen Restitution	500.00
01/13/2016	15898	Norman County Treasurer/Auditor	Beaver Control Cost Share	32.00
01/13/2016	15899	Norman County Treasurer/Auditor	Hendrum Bond Obligation	34,450.00
01/13/2016	15900	Northwest Beverage, Inc.		35.75
01/13/2016	15901	Office Supplies Plus		554.52
01/13/2016	15902	Ralph's Food Pride	supplies	55.39
01/13/2016	15903	Red River Basin Commission		675.00
01/13/2016	15904	Red River Watershed Management Board	1/2 Cost Share Reimbursements	110,304.36
01/13/2016	15905	Red River Watershed Management Board	2016 Stream Gage cost share	11,843.50
01/13/2016	15906	Tim Crompton Excavating	Pay Request #1	25,578.00
01/13/2016	15907	Tony Sip	Tree Removal	3,230.00
01/13/2016	15908	Curt Johannsen		82.20
01/13/2016	15909	Dean P Spaeth		103.82
01/13/2016	15910	Duane L Erickson		96.78
01/13/2016	15911	Gregory R Holmvik		69.26
01/13/2016	15912	Michael K Christensen		91.38
01/13/2016	15913	Raymond M Hanson		88.70
01/13/2016	15914	Sharon R Askelson		85.46
01/13/2016	15915	Twin Valley Times	consultant bid advertisement	30.45
01/13/2016	15916	Kathy Docken	Supplies	30.00
01/13/2016	15917	Red River Basin Commission	Christensen Registration	225.00
01/13/2016	15918	Renae Kappes	Cleaning - 3@60	180.00

233,989.91

Appendix A

Transfers from Unassessed Projects and Ditches, Permits and Violations to Red River Construction Account for period ending December 31, 2015

12/31/2015

	12/31/2015	RRC	Survey & Data
PROJECTS			
UNASSESSED			
#8 Mocassin Creek	82.00	(82.00)	
#35 Sande Detention	182.00	(182.00)	
#38 Rockwell Dam	2,100.80	(2,100.80)	
#39 Mashaug Dam	10,894.25	(10,894.25)	
RED RIVER CONSTRUCTION			
Red River Construction			
General			
District Owned			
Acquisitions	3,394.63	(3,394.63)	
Leased Ag Property	(115,837.96)	115,837.96	
Project Development - RRC			
#354 Goose Prairie WMA			
Storage	1,649.48	(1,649.48)	
#356 Green Meadow			
Project Team	2,208.30	(2,208.30)	
#357 Wild Rice			
Vik/Tufte/Heitman	5,541.10	(5,541.10)	
#12 Permits			
#79 - Wayne Thom			
Complaint	208.50	(208.50)	
#18 Violations - other	1,548.00	(1,548.00)	
#12 Permits - Other	21,876.11	(21,876.11)	
	-66,416.79	66,416.79	0.00
	-66,416.79	66,416.79	

Appendix B

2016 Auto Pay Vendors

- Arvig
- AT & T
- City of Ada
- Harland Checks – Check reorder
- Frandsen Bank – safe deposit box annual renewal
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- PERA
- Postalia – postage meter postage deposits
- Quickbooks Payroll Service
- Star Tribune – subscription
- Twin Cities Pioneer Press – subscription
- US Treasury – Payroll Taxes

Appendix C

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
FDIC	Federal Deposit Insurance Corporation
IRS	Internal Revenue Service
LSOHC	Lessard-Sams Outdoor Heritage Council
MNDNR	Minnesota Department of Natural Resources
MPCA	Minnesota Pollution Control Agency
NRCS	Natural Resources Conservation Service
RCPP	Regional Conservation Partnership Program
WMA	Wildlife Management Area