

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

**REGULAR MEETING**  
**May 11, 2016**  
**APPROVED MINUTES**

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, May 11, 2016. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Sharon Askelson, Curt Johannsen, Mike Christensen 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. Oath of Office for Reappointed Managers. Managers Hanson, Christensen, and Johannsen read the oath of office in unison and signed their respective forms. The original documents were filed at the District Office.
4. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the meeting agenda with the following additions. Carried.
  - JD 51 Final Payment
  - Pheasants Forever – Dalen Coulee at 8:36 am
  - Sidewalk repair quotes
4. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented. Carried.
5. Meeting Minutes. A motion was made by Manager Christensen and seconded by Manager Hanson to approve the April 13, 2016, meeting minutes as presented. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the monthly financial report dated April 30, 2016. Carried.
7. Open Mic. No one spoke at this time.
8. Pheasants Forever – Dalen Coulee. Tony Nelson, Clay County Farm Biologist, presented information regarding the Minnesota Walk-In Access Program, allowing public hunting on private land during any open hunting season from September 1 to May 31. The proposed District owned property that Nelson felt would fit well into this program is located in Section 14 of Georgetown Township, which is land owned as a part of the Dalen Coulee Project. The District would receive payments for allowing the parcel to be opened for public hunting and being included on the DNR maps. Nelson noted that the landowner has the right to terminate the contract at any time, with no penalty, with a 5 day notice. A motion was made by Manager Johannsen and seconded by Manager Hanson to enter the District owned property, located in Section 14, Georgetown Township (Parcel #09-014-2500) into the Minnesota DNR Walk-In Access Program, having Administrator Ruud complete the application process prior to June 1, 2016. Carried.

9. Lower Wild Rice – LSOHC Funding. Engineer Bents informed the Board that himself and Administrator Ruud are continuing to work through land acquisition requirements. They will be meeting with Attorney Hanson to look at needs of developing and easement contract.
10. Ring Dikes. Engineer Bents stated that plans for both the Ramstad and Visser ring dike improvements have been developed. Currently they are working on permitting and coordinating with Mark Aanenson on wetland determinations in the area.
11. Sidewalk repair quotes. Administrator Ruud reported that two quotes were received for repairing the sidewalk from the alley to where the DOT repairs were completed previously. Manager Hanson recommended asking the City if they have grants available for such repairs. Administrator Ruud asked for direction if no funding assistance is available. A motion was made by Manager Hanson and seconded by Manager Erickson to not remove and replace the sidewalk. Carried.
12. JD 51 Final Pay Request. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve payment of \$2,482.00 to Tim Crompton Excavating, releasing the retainer on the JD51 cleanout project. Carried.
13. 2015 Annual Report. The written portion of the 2015 Annual Report was distributed for Manager review.

#### **PERMIT APPLICATIONS**

14. Sletten Township, Section 34, Sletten Township. A motion was made by Manager Erickson and seconded by Manager Hanson to approve Permit #5-11-16-25 to replace a 24" centerline culvert with a 36" culvert, with the condition that the culvert remain a 24" diameter pipe. Carried.
15. John Pazdernik, Section 7, Lake Grove Twp. A motion was made by Manager Askelson and seconded by Manager Johannsen to approve Permit #5-11-16-15 to lower and existing 36" centerline culvert 18 inches with the condition that the applicant proved written approval from MNDOT. Carried.
16. John Pazdernik, Section 7, Lake Grove Twp. A motion was made by Manager Christensen and seconded by Manager Spaeth to deny Permit #5-11-16-16 to replace a 36" centerline culvert with a 48" culvert and install the new culvert 18" lower due to adjacent landowner concern. Carried.
17. Duane Pazdernik, Section 36, Pembina Twp. A motion was made by Manager Johannsen and seconded by Manager Askelson to deny Permit #5-11-16-17 to remove a 36" centerline culvert and replace it with a smaller culvert due to adjacent landowner concern. Carried.
18. Duane Pazdernik, Section 36, Pembina Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to deny Permit #5-11-16-18 to replace a 36" centerline culvert with an 18" culvert, leave the berm along the highway 59 ROW line, install a 6" tile riser to rain the water to the property line, and install a field crossing with a 12" culvert downstream of the existing 36" culvert due to adjacent landowner concerns. Carried. It was recommended that in the future, the applicant apply for each item on separate applications.
19. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the following permit applications with conditions as listed. Carried

- David Arends, Section 7, Georgetown Twp. Permit #5-11-16-1 to replace and extend a culvert in a field crossing with the condition that the new culvert is the same diameter pipe and that it is placed at the same location and elevation.
- David Arends, Section 29, Mary Twp. Permit #5-11-16-2 to install a culvert and field crossing with the condition that the culvert is a 24" diameter pipe.
- Doug Chandler, Section 31, Hubbard Twp. Permit #5-11-16-3 to lower an existing culvert 1.5 feet with the condition the outlet is installed above the elevation of the riser on the adjacent structure on Project No. 5 Norman-Polk Project and the condition that the ditchbanks and/or levees are restored to the preproject geometry and the condition that the applicant is responsible for adequate erosion control measures at the outlet. This could include the installation or riprap or other protection measures as necessary. Also approve with the recommendation that any ditchwork that is done as a result of this permit will also require permit approval from the Wild Rice Watershed District.
- Darrin Erickson, Section 7, Flom Twp. Permit #5-11-16-5 to install subsurface drain tile with standard tile conditions. Permit was approved for a requested term of two years.
- Darrin Erickson, Section 6, Walworth Twp. Permit #5-11-16-6 to install subsurface drain tile with standard tile conditions. Permit was approved for a requested term of two years.
- Steve Guenther, Section 36, Rosedale Twp. Permit #5-11-16-7 to install a water and sediment control basin project and conduct a wetland restoration.
- Gerald Johnson, Section 25 and 29, Heier Twp. Permit #5-11-16-8 to install water and sediment control basin projects.
- Jason Keller, Section 3, Marsh Creek Twp. Permit #5-11-16-9 to install water and sediment control basin projects.
- Doug Kettner, Section 19, Pembina Twp. Permit #5-11-16-10 to install water and sediment control basin projects.
- David Kitchell, Section 18, Wild Rice Twp. Permit #5-11-16-11 to install a field approach and culvert.
- Kevin Leiser, Section 6, Spring Creek Twp. Permit #5-11-16-12 to install a field approach with two 35" x 24" arch culverts.
- Oberg Family Farms, Section 26, Good Hope Twp. Permit #5-11-16-14 to install subsurface drain tile with standard tile conditions.
- Peter Scheff, Section 26, Beaulieu Twp. Permit #5-11-16-20 to install a water and sediment control basin project.
- John Seeger, Section 24, Fossum Twp. Permit #5-11-16-21 to install a water and sediment control basin project.
- Skaurud Grain Farm, Section 30, Marsh Creek Twp. Permit #5-11-16-22 to install subsurface drain tile with standard tile conditions.
- Skaurud Grain Farm, Section 32, Marsh Creek Twp. Permit #5-11-16-23 to install subsurface drain tile with standard tile conditions.
- Skaurud Grain Farm, Section 30 and 32, Marsh Creek Twp. Permit #5-11-16-24 to install a water and sediment control basin project.
- Mark Stock, Section 1, 11, and 12, Rosedale Twp. Permit #5-11-16-26 to install a water and sediment control basin project.
- Shaun Swiers, Section 22, Marsh Creek Twp. Permit #5-11-16-27 to install a grade stabilization structure.

20. Peter Domogalla, Section 11, Marsh Creek Twp. A motion was made by Manager Spaeth and seconded by Manager Askelson to table Permit #5-11-16-4 to install subsurface drain tile pending previously requested information from the applicant to provide written approval from the NRCS and Mahnommen SWCD for the tile installation including an approved mitigation plan. Carried.

21. Norman County Highway Department, Various Sections, Bear Park and Sundal Twps. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #5-11-16-13 to construct a 2" overlay on Norman CSAH 34. Carried.

22. Alan Pinske, Section 20, Fossum Twp. A motion was made by Manager Christensen and seconded by Manager Hanson to table Permit #5-11-16-19 to install subsurface drain tile pending previously requested information from the applicant to provide approval from the drainage authority for Norman County Ditch 7. Carried.

23. Green Meadow RCPP. Engineer Bents reported that a meeting was held with members who served on the former Green Meadow Project Team and discussion was held regarding switching to the NRCS RCPP process. A requirement of this process was the development of an Interdisciplinary Project Planning Team. Letters of invitation were distributed to necessary agencies and departments. All members of the former Project Team agreed to serve on the new Interdisciplinary Project Planning Team. A week later a Public Scoping Meeting was held as a requirement of the process. All landowners within the Green Meadow Sub-Watershed were invited to attend. Those in attendance were given an overview of the process and presented with the current areas of concern within the sub-watershed. All landowners were invited to complete a comment form ranking their priorities for the sub-watershed. Engineer Bents presented the Board with a summary of the presentation that was given to the attendees of the Public Scoping Meeting. Discussion was held regarding the process, timeline, and end result. Engineer Bents noted that the agreements can be cancelled at any time if it is determined that the process is not feasible going forward.

Chairman Holmvik added that the RRWMB was approached by the USACOE and asked to assist in funding a designated person to be looking at watershed permits for the Red River Valley. The request is for approximately \$17,000 per project area. The RRWMB decided to have representatives bring the request back to the Districts. Discussion was held and it was determined that the Board did not have interest being a funding partner for the designated USACOE employee. Manager Johannsen asked Chairman Holmvik to explain to the RRWMB that the District does not feel that it is their responsibility to fund USACOE administrative costs.

24. Domogalla Complaint. A motion was made by Manager Hanson and seconded by Manager Erickson to close the complaint filed by Peter Domogalla dated March 29, 2016 with the finding that upon field review it was determined that work had not been completed in the past year as indicated in the complaint. Carried.

25. Goose Prairie WMA. Administrator Ruud reported that a Project Team meeting was held at the end of April. Currently wetland delineations are being completed. Easement and acquisition plans are also being drafted. Potential mitigation costs have not been determined. They wetland delineation will assist in determining the potential figures.

26. Rules Update. Brief discussion was held regarding the rules update.

27. Board Reorganization. Chairman Holmvik asked Attorney Hanson to oversee the first portion of the Board Reorganization. Attorney Hanson asked for nominations for Chairman.

- Chairman. A motion was made by Manager Johannsen and seconded by Manager Hanson to nominate Manager Holmvik for the position of Chairman. A motion was made by Manager Spaeth and seconded by Manager Johannsen to cease nomination and cast a unanimous ballot. Carried.

Chairman Holmvik reassumed lead of the meeting.

- Vice-Chairman. A motion was made by Manager Erickson and seconded by Manager Spaeth to nominate Manager Christensen for the position of Vice-Chairman. A motion was made by Manager Johannsen and seconded by Manager Spaeth to cease nomination and cast a unanimous ballot. Carried
- Secretary. A motion was made by Manager Hanson and seconded by Manager Christensen to nominate Manager Askelson for the position of Secretary. A motion was made by Manager Spaeth and seconded by Manager Hanson to cease nominations and cast a unanimous ballot. Carried.
- Treasurer. A motion was made by Manager Hanson and seconded by Manager Johannsen to nominate Manager Spaeth for the position of Treasurer. A motion was made by Manager Askelson and seconded by Manager Christensen to cease nominations and cast a unanimous ballot. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the committee and representative assignments as detailed in Appendix A at the end of this report. Carried.

28. Envirothon Donation Policy. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve envirothon donation requests up to \$100, supporting educational opportunities for school districts located within the district. Carried.

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

30. Bank Signature Cards. 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, Tara Jensen and Nicole Swenson are authorized to access the safe deposit box. Courtney Habedank will be removed from the account. Carried.

31. MAWD Summer Tour. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Manager and Staff attendance at the MAWD Summer Tour in Winona, MN, June 22-24, 2016. Carried.

32. RRBC Progress Report. The RRBC progress report was distributed for informational purposes. Managers were asked to direct all questions to Manager Johannsen who serves on the executive committee of the RRBC.

33. RRV Drainage Water Management Project Field Day. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve Manager and Staff attendance at the RRV Drainage Water Management Project Field Day in rural Rothsay, MN, June 23, 2016. 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 Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:34 am.



Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
<b>Apr 14 - May 11, 16</b>				
04/19/2016		QuickBooks Payroll Service	Created by Payroll Service on 04/18/2016	5,842.68
05/03/2016		QuickBooks Payroll Service	Created by Payroll Service on 05/02/2016	5,197.37
04/25/2016	ACH	MARCO, Inc.	Copier Lease	670.75
05/03/2016	ACH	Arvig		336.48
04/28/2016	ACH	Minnesota Energy Resources Corporation		5.00
04/22/2016	ACH	PERA		909.27
04/21/2016	ACH	US Treasury-Payroll	41-6145653	133.10
04/21/2016	ACH	MN Dept of Revenue	5062265	388.00
05/10/2016	ACH	Ada City		277.74
04/27/2016	ACH	Star Tribune	Subscription	49.27
04/28/2016	ACH	Amazon	Computer Monitor Brackets, Speakers	86.09
04/21/2016	ACH	US Treasury-Payroll	41-6145653	2,043.98
05/05/2016	ACH	MN Dept of Revenue	5062265	355.00
05/05/2016	ACH	US Treasury-Payroll	41-6145653	1,858.16
05/05/2016	ACH	PERA		147.12
05/11/2016	ACH	Mail Quick	mailing labels	21.90
05/10/2016	ACH	Verizon Wireless		69.90
05/11/2016	16001	Courtney A Habedank		261.58
05/11/2016	16002	AmeriPride	Rugs	94.83
05/11/2016	16003	Clay County Union		154.00
05/11/2016	16004	VOID		0.00
05/11/2016	16005	Gordon Construction, Inc.		9,995.00
05/11/2016	16006	Houston Engineering, Inc.	April Engineering	44,057.21
05/11/2016	16007	KRJB Radio	Job Advertisement	100.00
05/11/2016	16008	Mahnomen Pioneer	Advertisement	81.00
05/11/2016	16009	Matt Wagner	April Beaver Control	577.48
05/11/2016	16010	Morris Electronics, Inc.		461.45
05/11/2016	16011	Norman County Index-Ada	Advertisement	150.00
05/11/2016	16012	Norman County Treasurer/Auditor	2016 Drainage Ditch Assessment	7,480.56
05/11/2016	16013	Northwest Beverage, Inc.		15.50
05/11/2016	16014	Office Supplies Plus		516.16
05/11/2016	16015	Ralph's Food Pride	Supplies	39.29
05/11/2016	16016	Renae Kappes	Cleaning - 2@60	120.00
05/11/2016	16017	Tim Crompton Excavating	JD51 Cleanout - Final Pay Request	2,842.00
05/11/2016	16018	Tony Sip	Brush removal and garbage/debris removal	4,080.00
05/11/2016	16019	Twin Valley Times	Job Advertisement	29.90
05/11/2016	16020	Wambach & Hanson	April Legal	1,157.40
05/11/2016	16021	Western National Insurance Group	Worker's Comp Policy	3,827.00
05/11/2016	16022	Curt Johannsen		164.41
05/11/2016	16023	Dean P Spaeth		103.82
05/11/2016	16024	Duane L Erickson		260.31
05/11/2016	16025	Gregory R Holmvik		69.26
05/11/2016	16026	Michael K Christensen		161.17
05/11/2016	16027	Raymond M Hanson		69.26
05/11/2016	16028	Sharon R Askelson		85.46
<b>TOTAL</b>				<b>95,345.86</b>

## Appendix A

### 2016-2017 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

##### PROJECT TEAM

Mike Christensen  
Duane Erickson  
Curt Johannsen

#### 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

## Appendix B

### List of Acronyms Used:

CSAH – County State Aid Highway  
DNR – Department of Natural Resources  
DOT – Department of Transportation  
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  
ROW – Right of Way  
RRBC – Red River Basin Commission  
RRV – Red River Valley  
RRWMB – Red River Watershed Management Board  
SWCD – Soil and Water Conservation District  
USACOE – United States Army Corps of Engineers  
WMA – Wildlife Management Area

CMP – corrugated metal pipe  
EAW – Environmental Assessment Worksheet  
RRRA – Red River Retention Authority  
WRWD – Wild Rice Watershed District