

# **WILD RICE WATERSHED DISTRICT**

**11 Fifth Avenue East**

**Ada, MN 56510**

**Ph: 218-784-5501**

## **REGULAR MEETING**

**June 8, 2016**

## **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, June 8, 2016. Managers in attendance included: Duane Erickson, Dean Spaeth, Mike Christensen, Curt Johannsen, Sharon Askelson, and Raymond Hanson. Chairman Greg Holmvik was absent. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Tara Jensen, and various other interested taxpayers and landowners.
2. Vice-Chairman Christensen called the meeting to order at 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Askelson and seconded by Manager Spaeth to approve the meeting agenda with the following additions or corrections. Carried.
  - Remove Oath of Office, as it was completed at the May Regular Meeting
  - Add Norman County Agricultural Society to the 8:36 a.m. time slot.
  - Add Becker Dam
  - Add Meeting at Marriott
  - Add Ag Lease Property
  - Add Beaver Trapping Policy
  - Add Current Tiling Set Back Policy
4. Manager Johannsen arrived at 8:32 a.m.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the monthly meeting minutes dated May 11, 2016 as presented. Carried.
6. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented. Carried.
7. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the monthly financial report dated May 31, 2016 as presented. Carried. Manager Erickson presented questions regarding the land purchase values of the Ag Lease Property. He was asked to share the documentation he was referring to with Bookkeeper Jensen and Administrator Ruud at a later time. Manager Erickson also asked if the District would be responsible for paying capital gains taxes if they chose to sell the property. Administrator Ruud and Bookkeeper Jensen stated that they would research the topic and return an answer to Manager Erickson following the meeting. Carried.
8. 8:36 a.m. - Norman County Agricultural Society. Don Merkens and Jim Birkemeyer with the Norman County Fair Board were in attendance asking for sponsorship of 2016 fair events. A motion was made by

Manager Hanson and seconded by Manager Johannsen to approve sponsoring the Red River Valley Mobile Zoo exhibit at the 2016 Norman County Fair, with a cost of \$250.00. Carried.

9. Lower Wild Rice – LSOHC Funding. Administrator Ruud informed the Board that he is working with Engineer Bents and Attorney Hanson to develop a flowage easement. Once the verbiage is correct, it will be submitted to LSOHC for approval. Manager Johannsen asked what the expiration date on the current grant is. Administrator Ruud replied that it is set to expire in 2018. Marijo Vik cautioned the Board that any and all land purchased need to be approved during open meetings.

10. Ring Dike Update. Engineer Bents stated that both the Ramstad and Visser Ring Dikes are in the permitting phase. It has been determined that there will be approximately 0.2 acres of wetland impacts with the Ramstad dike. The Visser dike was reconfigured to avoid most of the wetland areas, however a DOT permit will be required for the work being completed.

11. Green Meadow RCPP. Administrator Ruud summarized information discussed at a meeting the previous day regarding the RCPP process and NRCS rulings. Currently the process is a work in progress, laying the foundation to start the Moccasin and South Branch processes once we are further along with Green Meadow. Manager Erickson asked if the delay allows us to begin work on the BCA. Engineer Bents responded that the NRCS did not like that we were focusing on the BCA at this point in the process, as it is seen as skipping ahead, so we are focusing on the steps in the process to guide us. Manager Erickson discussed the cost of the projects and funding partners. The current grant agreement with the NRCS provides up to \$500,000 in funding with a 30% local match required.

## **PERMIT APPLICATIONS**

12. Duane Pazdernik, Section 36, Pembina Twp. A motion was made by Manager Spaeth and seconded by Manager Erickson to table Permit #6-8-16-8 to install a field crossing with a 12" pipe requesting that the applicant provide the planned elevation of the top of the field crossing and the west invert of the 36" centerline culvert through Highway 59. Carried.

13. Duane Pazdernik, Section 36, Pembina Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #6-8-16-9 to install a 6" tile line from the Highway 59 ROW across his field with the condition that the applicant provide written approval from the MNDOT for any work done in the road ROW and with the condition that a berm or dike is not installed west of the 36" culvert. Carried.

14. John Pazdernik, Section 7, Lake Grove Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to return Permit #6-8-16-10 to clean silt out of a ditch and indicate that a permit is not required by the WRWD for cleaning silt out of an existing ditch provided that the work will not result in the ditch becoming deeper or wider than the original ditch design, also attach a project map showing the Minnesota Protected Waters Inventory and recommend that a permit from the MN DNR may be required for the proposed project. Carried.

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

- Anthony Township, Section 10, Anthony Twp. Permit #6-8-16-2 to extend a 36" culvert or replace it with a longer one, with the condition that if the culvert is extended it will be placed at the same elevation as the current pipe, and if the culvert is replaced then approve with the condition the outlet is installed above (however not more than 2-ft above) the elevation of the original design gradeline of the receiving ditch 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 of riprap or other protection measures as necessary.

- Wayne Brandt, Section 13, Pleasant View Twp. Permit #6-8-16-3 to install subsurface drain tile with standard tile conditions.
- Wayne Brandt, Section 11, Marsh Creek Twp. Permit #6-8-16-4 to install subsurface drain tile with standard tile conditions.
- Peter Domogalla, Section 11, Marsh Creek Twp. Permit #6-8-16-5 to install subsurface drain tile with standard tile conditions.
- Doug Kramer, Section 31, Gregory Twp. Permit #6-8-16-7 to install water and sediment control basins.
- Wendell Sip, Section 30, Spring Creek Twp. Permit #6-8-16-12 to install a field approach with a 24" culvert, add a culvert to an existing field approach and widen a field approach with an 18" culvert with the condition that the culvert to be added on the west side of the section is an 18" or 24" culvert.
- Skaurud Grain Farms, Section 20, Lockhart Twp. Permit #6-8-16-13 to install subsurface drain tile with standard tile conditions.
- Ronnie Tang, Section 28, Felton Twp. Permit #6-8-16-15 to install subsurface drain tile with standard tile conditions.
- Dennis Wertz, Section 35, Rockwell Twp. Permit #6-8-16-16 to install a 24" culvert and crossing, clean out sediment and beaver dams from a ditch, advising the applicant that a permit is not required by the WRWD for cleaning silt out of an existing ditch provided the work will not result in the ditch becoming deeper or wider than the original ditch design.

16. Andrew Borgen, Section 1, Lee Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to approve Permit #6-8-16-1 to install subsurface drain tile with standard tile conditions. Carried.

17. Alan Pinske, Section 20, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #6-8-16-11 to install subsurface drain tile pending previously requested information from the applicant which includes a tile plan and approval from the drainage authority for Norman County. Carried.

18. Skaurud Grain Farms, Sections 4 & 5, Marsh Creek Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table Permit #6-8-16-14 to install subsurface drain tile, requesting that the applicant provide written approval from the MNDNR for potential wetland impacts to the MN Protected Waters, and the NRCS and Mahnomon SWCD for any impacts from the tile installation to wetlands. Carried.

19. Goose Prairie WMA. Administrator Ruud informed the Board that an application has been submitted to LSOHC for \$1.82 million in funding assistance for land acquisition. Approximately 270 acres will need to be either acquired or have flowage easements obtained. Don Schultz, MNDNR is currently looking at areas where he would like to extend offers further than our initial plan. Manager Hanson asked for clarification regarding the type of easement. Engineer Bents stated that the flowage easement would allow us to store water on the land without landowner recourse, providing storage in times of high water. Landowners would still be able to farm the land and operate it as normal, and the water stored on the land would not be gated, rather as a result of high water bounce.

20. 200 Foot Setback. Manager Erickson stated that he would like the board to consider eliminating the 200 foot setback requirement from adjacent property lines, instead requiring no setback for Board approval. Administrator Ruud informed Manager Erickson that currently if adjacent landowners agree, you can encroach on the 200 foot setback requirement. Manager Hanson stated that he felt that there should be a distance that protects adjacent landowner rights. Manager Erickson added that he would propose no setback, allowing property owners to implement projects up to property lines. Manager Hanson responded that eliminating a

setback would allow landowners to both tile up to property lines as well as implement WREs. He felt that current setback requirement protected both landowners and neighbors. Discussion regarding the topic was halted.

21. 2015 Annual Report. A motion was made by Manager Askelson and seconded by Manager Johannsen to approve the 2015 Annual Report as presented. Carried.

22. Additional Bill. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve and additional bill from Matt Wagner for beaver trapping on District projects for \$628.10. Carried.

23. 2015 Audit Report. Administrator Ruud reported that Christopher Clasen, Justin Clasen & Company, LTD, was unable to attend the June Board Meeting due being out of the country at the time. He was willing to come to the July Board Meeting if so desired. Administrator Ruud continued to report that the Audit of the 2015 fiscal year was completed in early May. He highlighted that the Audit was seemingly flawless and the report was as good as it could have been for an office our size. We will continue to see the need for separation of duties and cross training in the future. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the 2015 Audit Report as presented. Carried.

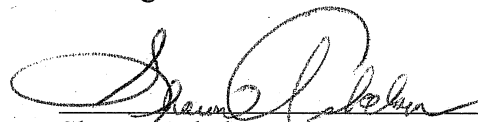
24. Becker Dam. Manager Erickson stated that we should fence District owned property adjacent to the Becker Dam and lease it to livestock farmers for grazing purposes. Administrator Ruud, Engineer Bents, and Bookkeeper Jensen were in agreement that they were unaware of any District owned property adjacent to the project, rather we have maintenance easements which would not allow the request to be fulfilled. Discussion regarding the topic was halted.

25. Beaver Trapping Policy. Manager Erickson highlighted a beaver trapping request that he received from a landowner the previous weekend. Administrator Ruud responded that the location of the request is not within one of our projects or ditch systems, therefore we would not pay for trapping the beaver. He added that when the office receives requests, we verify that it is located within one of our systems. Once we have determined that it is located within one of our systems, we then notify the trapper of the location. Discussion regarding the topic was halted.

26. Meeting at the Marriott. Manager Johannsen provided a summary of the meeting held at the Marriott in Moorhead the previous Monday which included discussion regarding drain tile systems and the ability to reduce flooding if outlets systems are property controlled. Discussion was held regarding tiling practices and controlling outlet structures.

27. 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.

34. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Askelson to adjourn the meeting. Carried. Vice-chairman Christensen adjourned the meeting at 10:16 am.



Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
<b>May 12 - Jun 8, 16</b>				
05/16/2016		QuickBooks Payroll Service	Created by Payroll Service on 05/13/2016	20.03
05/17/2016		QuickBooks Payroll Service	Created by Payroll Service on 05/16/2016	5,376.48
05/31/2016		QuickBooks Payroll Service	Created by Payroll Service on 05/27/2016	5,447.05
06/06/2016			Funds Transfer	500,000.00
05/25/2016	ACH	MARCO, Inc.		670.75
05/13/2016	ACH	US Treasury-Payroll	41-6145653	167.54
05/13/2016	ACH	PERA		68.60
06/03/2016	ACH	Arvig		340.81
05/31/2016	ACH	Minnesota Energy Resources Corporation		65.00
05/19/2016	ACH	US Treasury-Payroll	41-6145653	3.04
05/19/2016	ACH	MN Dept of Revenue	5062265	409.00
05/19/2016	ACH	US Treasury-Payroll	41-6145653	2,082.04
05/19/2016	ACH	PERA		825.23
05/24/2016	ACH	MAWD	Christensen Summer Tour Registration	160.00
06/08/2016	ACH	Verizon Wireless		69.90
06/01/2016	ACH	GeoLand Management, LLC		320.25
06/03/2016	ACH	PERA		842.87
06/02/2016	ACH	MN Dept of Revenue	5062265	422.00
06/02/2016	ACH	US Treasury-Payroll	41-6145653	2,149.34
06/08/2016	ACH	QuickBooks Payroll Service		554.68
06/05/2016	ACH	Target		22.38
06/08/2016	16029	AmeriPride	rugs	94.83
06/08/2016	16030	Gordon Construction, Inc.		9,368.30
06/08/2016	16031	Houston Engineering, Inc.	May Engineering	20,481.80
06/08/2016	16032	Justin, Clasen & Company, Ltd.	2015 Audit	8,200.00
06/08/2016	16033	Laughing Earth	Supplies	102.45
06/08/2016	16034	McCollum Hardware, Inc.	Supplies	32.01
06/08/2016	16035	Morris Electronics, Inc.		630.40
06/08/2016	16036	Northwest Beverage, Inc.	Water	34.75
06/08/2016	16037	Office Supplies Plus	Supplies	160.72
06/08/2016	16038	Ralph's Food Pride	Supplies	109.47
06/08/2016	16039	Red River Watershed Management Board	Reimbursements	201,953.31
06/08/2016	16040	Renae Kappes	2@60	120.00
06/08/2016	16041	Tammy Erickson	Mowing - 6@30	180.00
06/08/2016	16042	Tony Sip	June Mowing	4,590.00
06/08/2016	16043	Wambach & Hanson	May Legal	887.40
06/08/2016	16044	Waypoint Insurance Advisors	EPL Insurance Policy	7,949.00
06/08/2016	16045	Norman County Fair	Sponsorship - RRV Mobile Zoo	250.00
06/08/2016	16046	Michael K Christensen		91.38
06/08/2016	16047	Raymond M Hanson	VOID:	0.00
06/08/2016	16048	Sharon R Askelson		85.47
06/08/2016	16049	Curt Johannsen		179.00
06/08/2016	16050	Dean P Spaeth		103.82
06/08/2016	16051	Duane L Erickson		171.98
06/08/2016	16052	Matt Wagner		628.10
06/08/2016	16053	Raymond M Hanson		108.14
				<b>776,529.32</b>

## Appendix A

### List of Acronyms Used:

BCA	Benefit Cost Analysis
DOT	Department of Transportation
LSOHC	Lessard Sams Outdoor Heritage Council
MNDOT	Minnesota Department of Transportation
MN DNR	Minnesota Department of Natural Resources
NRCS	Natural Resources Conservation Service
RCPP	Regional Conservation Partnership Program
ROW	Right of Way
SWCD	Soil & Water Conservation District
WRE	Wetlands Reserve Easement
WRWD	Wild Rice Watershed District