

# **WILD RICE WATERSHED DISTRICT**

**11 Fifth Avenue East**

**Ada, MN 56510**

**Ph: 218-784-5501**

## **REGULAR MEETING**

**August 10, 2016**

## **APPROVED MINUTES**

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, August 10, 2016. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, Curt Johannsen, Raymond Hanson, and Sharon Askelson. 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 8:32 a.m.
3. Agenda Approval. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the agenda as presented, with the addition of Buffers and Aerial Spraying. Carried.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the monthly meeting minutes dated July 13, 2016, as presented. Carried.
5. 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 a bill from Renae Kappes for office cleaning. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the monthly financial report dated July 31, 2016. Carried.
7. Open Mic. Nobody spoke at this time.
8. RRWMB Informational Sheets. Chairman Holmvik stated that two handouts were received from RRWMB Administrator Naomi Goral for Board information and review.
9. Manager Erickson arrived at 8:37 a.m.
10. Community Flood Protection. Engineer Bents stated that a meeting was recently held with FEMA regarding the flood map updating for Hendrum and Halstad, as well as the DOT regarding road raise efforts through the communities. Hopes are held that a special legislative session will be held towards the end of August, which could provide funding to complete the levee improvements in Halstad. Manager Johannsen suggested updating the funding requests for all three communities to reflect the additional funding partnership from the DOT in Hendrum and Halstad. Updated requests would detail the amount needed for each community to complete their road raises, and not lump communities together. Manager Erickson recommended holding a meeting with the communities to inform them of the updated funding requests.

11. Green Meadow BCA. Chuck Fritz and Dr. Jay Leitch were in attendance and gave the Board an update regarding the Green Meadow BCA process. Currently the Green Meadow benefits are approximately \$7,000,000.00. Work is being completed to ensure that all benefits were considered prior to an economist meeting in October which will provide a more definite and defendable number.

## **PERMIT APPLICATIONS**

12. Manager Spaeth retreated to the audience.

13. Dean Spaeth, Section 23-24, Marsh Creek Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to approve Permit #8-10-16-9 to construct wetland restorations with the condition that the applicant gets written approval from the landowner in the N1/2NW1/4 of Section 23 of Marsh Creek Township prior to constructing the restoration work on Basin #10 as shown in the project plans and that the applicant gets written approval from the landowner in the N1/2NW1/4 of Section 25 of Marsh Creek Township prior to constructing the restoration work on Basins #1S and #2S as shown in the project plan. Carried.

14. Manager Spaeth returned to the Board table. Manager Erickson retreated to the audience.

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

- Duane Erickson, Section 12, Home Lake Twp. Permit #8-10-16-2 to install subsurface drain tile and remove a field approach with an 18" pipe and install a new field approach with an 18" pipe with standard tile conditions.
- Duane Erickson, Section 36, Home Lake Twp. Permit #8-10-16-3 to install subsurface drain tile with standard tile conditions and the condition that the applicant get written approval from the landowner in the N1/2SW1/4SW1/4 of section 36 of Home Lake Township.
- Duane Erickson, Section 6, Walworth Twp. Permit #8-10-16-4 to install subsurface drain tile and replace an 18" centerline pipe with a longer 18" pipe and install it 1.5 feet lower in elevation with standard tile conditions and the condition that the applicant gets written approval from the landowner in the S1/2 of Section 31 of Flom Lake Twp, the applicant gets written approval from the road authority for work in the roadway right-of-way, and that no perforated tile is to be installed within 200 feet of the property line with the US Fish and Wildlife Service.
- Duane Erickson, Section 5, Walworth Twp. Permit #8-10-16-5 to install subsurface drain tile with standard tile conditions.

16. Manager Erickson returned to the Board table.

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

- Blaine Erickson, Section 19, Lockhart Twp. Permit #8-10-16-1 to install a field approach with a 24" pipe.
- Mattson Farms, Sections 20&21, Walworth Twp. Permit #8-10-16-6 to reshape and clean ditches, repair two dikes, lower an existing 6.5 ft. diameter CMP with the condition that the applicant gets written approval from the road authorities for work in the road right-of-ways.

18. A motion was made by Manager Johannsen and seconded by Manager Christensen to table the following permit applications for reasons as listed. Carried.

- Duane Pazdernik, Section 36, Pembina Twp. Permit #8-10-16-7 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.
- Alan Pinske, Section 20, Fossum Twp. Permit #8-10-16-8 to install subsurface drain tile requesting a tile plan and approval from the drainage authority for Norman County.

19. Ring Dike Update. Engineer Bents stated that quotes to complete work are currently being sought with a deadline of August 22nd. A motion was made by Manager Hanson and seconded to Manager Spaeth to award the project to the lowest quote, so long as it is within 30% of engineers cost estimates. Carried. A motion was made by Manager Christensen and seconded by Manager Hanson to approve the purchase of Wetland Credits for the Ramstad Ring Dike Improvements. Motion carried with Manager Erickson in opposition. Carried.

20. Green Meadow RCPP. Engineer Bents informed the Board that work is still being done on developing a hydraulic model. A Project Team meeting is anticipated for September or October.

21. Goose Prairie WMA. Administrator Ruud updated the Board that initial discussions indicate that a no loss might be awarded through WCA. An application needs to be submitted prior to a definite answer being returned. A USACOE application also needs to be submitted to determine the need for potential mitigation.

22. Rules Update Publication. A publication regarding the rules update was distributed. Manager Johannsen asked that the publication include written comments can be returned prior to the public meeting if parties are unable to attend.

23. JD51 Cleanout Quotes. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve awarding JD51 cleanout to the lowest quote, with the ability to award to the second lowest if necessary. Motion carried with Manager Hanson in opposition. Engineer Bents stated that they will be meeting with the contractor who submitted the lowest quote to verify the scope of the work required prior to awarding.

24. Buffers. Administrator Ruud updated the Board that they either elect to enforce the Buffer rules or a no response indicates that they will not be choosing to be the enforcer. If local entities do not elect to enforce, BWSR will automatically be responsible for enforcement. Discussion was held regarding district projects and establishing right of way or determining existing right of way.


25. 10:00 am – Budget Hearing. Chairman Holmvik called the budget hearing to order at 10:00 am. A motion was made by Manager Spaeth and seconded by Manager Askelson to adopt the General Administrative Levy Budget of \$250,000 for 2017 as presented. Carried. A motion was made by Manager Johannsen and seconded by Manager Christensen to adopt the project levys as published and presented with total anticipated project levy revenue of \$722,976.50 and anticipated Survey and Data revenue of \$50,000. Carried. It is noted that the anticipated project revenue for 2016 was \$728,634.09, showing a decrease in anticipated project revenue for 2017. The General Budget, Certification of Apportioned Levies and Project Levy information is included in Appendix A through C at the end of this report. Chairman Holmvik closed the Budget hearing at 10:05 am.

26. Buffers (continued). Discussion regarding district project right of way continued. A motion was made by Manager Erickson to table discussion regarding project right of way until the buffer law is in place. Motion failed due to lack of second. A motion was made by Manager Hanson and seconded by Manager Johannsen directing District staff to determine if project right of ways were established and recorded, adding that if right of ways were not recorded, district staff will research to determine what, if any, right of way was established when the project was established, and go through the necessary means to record such documentation against the parcel. Motion carried with Manager Erickson in opposition.

27. Aerial Spraying. Administrator Ruud informed the Board that aerial spraying of projects which are difficult to reach by ground will take place in mid August.

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

29. 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. Chairman Holmvik adjourned the meeting at 10:24 am.



Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
<b>Jul 14 - Aug 10, 16</b>				
07/26/2016		QuickBooks Payroll Service	Created by Payroll Service on 07/25/2016	5,638.67
08/09/2016		QuickBooks Payroll Service	Created by Payroll Service on 08/08/2016	5,511.17
07/25/2016	ACH	MARCO, Inc.	copier lease	670.75
08/03/2016	ACH	Arvig		320.57
07/14/2016	ACH	MN Dept of Revenue	5062265	420.00
07/14/2016	ACH	US Treasury-Payroll	41-6145653	2,300.96
07/14/2016	ACH	PERA	PERA	916.40
08/01/2016	ACH	Minnesota Energy Resources Corporation		65.00
07/18/2016	ACH	Aflac		161.82
07/28/2016	ACH	MN Dept of Revenue	5062265	416.00
07/28/2016	ACH	US Treasury-Payroll	41-6145653	2,119.34
07/28/2016	ACH	PERA	PERA	842.87
08/10/2016	ACH	Ada City		236.66
07/27/2016	ACH	Star Tribune		49.27
08/10/2016	ACH	Verizon Wireless		64.49
08/10/2016	16083	AmeriPride	rugs	94.83
08/10/2016	16084	Clay County Union	budget hearing ad	144.00
08/10/2016	16085	Clay County Recorder	Easement papers	173.00
08/10/2016	16086	Greg Spaulding	13 beavers, 216 miles	766.64
08/10/2016	16087	Houston Engineering, Inc.	July Engineering	23,188.77
08/10/2016	16088	Mahnomen Pioneer	Budget hearing advertising	86.40
08/10/2016	16089	Matt Wagner	June/July Beaver Trapping	419.56
08/10/2016	16090	McCollum Hardware, Inc.	supplies	55.43
08/10/2016	16091	Morris Electronics, Inc.	Computer service	735.40
08/10/2016	16092	Norman County Index-Ada	Budget Hearing Ad	167.50
08/10/2016	16093	Norman County Treasurer/Auditor	Project 1 research	15.18
08/10/2016	16094	Northwest Beverage, Inc.		43.50
08/10/2016	16095	Office Supplies Plus		907.03
08/10/2016	16096	Ralph's Food Pride	supplies	18.99
08/10/2016	16097	Red River Watershed Management Board	July reimbursements	18,497.90
08/10/2016	16098	Tony Sip	July Mowing	13,855.00
08/10/2016	16099	Twin Valley Times	Budget hearing advertising	195.00
08/10/2016	16100	Wambach & Hanson	July Legal	1,017.40
08/10/2016	16101	Renae Kappes	cleaning	120.00
08/10/2016	16103	Curt Johannsen		82.20
08/10/2016	16104	Dean P Spaeth		103.82
08/10/2016	16105	Duane L Erickson		325.46
08/10/2016	16106	Gregory R Holmvik		217.37
08/10/2016	16107	Michael K Christensen		91.38
08/10/2016	16108	Raymond M Hanson		88.70
08/10/2016	16109	Sharon R Askelson		298.67
<b>TOTAL</b>				<b>81,443.10</b>

## Appendix A

### BUDGET FOR ADMINISTRATIVE GENERAL ACCOUNT FOR BOARD APPROVAL 8-10-2016 FOR YEAR 2017

	2017
Admin. Salaries	95,000.00
Annual Report	2,000.00
Advisory Board	4,000.00
Audit	8,000.00
Capital Improvements (10 Year)	12,500.00
Education Programs	3,000.00
Engineering	14,000.00
Insurance and Bonds	18,000.00
Legal Fees	13,000.00
Managers Per Diem & Expenses	20,000.00
Mediation Project Team	5,000.00
Meetings, Special Board & other	13,000.00
Office Equipment	10,000.00
Office Maintenance	5,000.00
Organization Dues	3,000.00
Overall Plan (10 Year)	1,500.00
Supplies, Publications and Postage	8,000.00
Technical Equipment/Support	10,000.00
Utilities	5,000.00
	<b>250,000.00</b>

General Budget for 2017. The proposed 2017 Administrative Budget for consideration was distributed for review. A motion was made by Manager Spaeth and seconded by Manager Askelson to approve the budget as presented. Carried. A motion was made by Manager Spaeth to approve pursuant to Chapter 162, laws of 1976, as amended, and under the direction from the Red River Watershed Management Board, the proposed levy of .0003627 times the taxable market value of the property in each county that lies within the District for the Red River Watershed Management Fund, one-half of which remains in the Wild Rice Watershed District for construction and maintenance of projects and one half provided to the Red River Watershed Management Board for projects and programs of common benefit to more than one member district and that the following proposed budget be adopted for consideration. Manager Askelson seconded the motion for the adoption of the 2017 RRWMB Levy and, upon the vote being taken, the same was declared unanimously approved and carried.

## Appendix B

### DISTRICT 066 - WILD RICE WATERSHED DISTRICT

#### CERTIFICATION OF APPORTIONED LEVIES PAYABLE 2017

		(1) Payable 2017 Property Tax Levy	<u><u>3,678,197,865.00</u></u>
County	(2) Payable 2017 Taxable Net Tax Capacity	(3) Net Tax Capacity Percent Distribution	(4) Apportioned Payable 2017 Levy (1 x 3)
BECKER	3,500,277.00	11.2176%	<u>412,607,232.64</u>
CLAY	5,989,964.00	19.1966%	<u>706,087,680.96</u>
CLEARWATER	818,231.00	2.6223%	<u>96,451,803.26</u>
MAHNOMEN	5,156,350.00	16.5250%	<u>607,822,553.48</u>
NORMAN	15,337,091.00	49.1521%	<u>1,807,912,537.85</u>
POLK	401,397.00	1.2864%	<u>47,316,056.80</u>
Totals	31,203,310.00	100.0000%	<u><u>3,678,197,865.00</u></u>

## Appendix C

### Approved Levies for 2017 8/10/2016

DITCH	TOTAL BENEFITS	COLLECTED IN 2015 AS OF 6/8/16	CURRENT FINANCIAL 6/8/16	ANTICIPATED ADDITIONAL TO BE PD 2016	Proposed LEVIED % FOR 2017	ANT REVENUE 2017
WRR - UP REACHES	\$ 117,788.73	\$ 24,016.89	\$ 91,819.57	\$ 93,771.84	100.00%	\$117,788.73
WRR - PROJ. NO. 5 - Norman/Polk	\$ 3,296,947.22	\$ 13,219.28	\$ 63,853.42	\$ 19,750.19	1.00%	\$32,969.47
WRR - PROJ. NO. 6 - Lake Ida	\$ 93,024.38	\$ 3,479.86	\$ 26,874.85	\$ 3,962.09	8.00%	\$7,441.95
WRR - PROJ. NO. 12 - Wild Rice Twp	\$ 118,373.00	\$ 4,190.38	\$ 6,364.45	\$ 5,279.46	8.00%	\$9,469.84
WRR - PROJ. NO. 14 - NC 45	\$ 416,844.44	\$ 11,240.97	\$ 29,301.81	\$ 9,601.25	5.00%	\$20,842.22
WRR - PROJ. NO. 17 - Lockhart Ditch	\$ 496,711.70	\$ 682.24	\$ 9,960.92	\$ 559.54	0.25%	\$1,241.78
WRR - PROJ. NO. 27 - Mah	\$ 154,739.40		\$ 10,443.81	\$ 1,547.39	1.00%	\$1,547.39
WRR - PROJ. NO. 29 - Becker	\$ 207,536.25		\$ 20,118.51	\$ 5,188.41	1.00%	\$2,075.36
WRR - PROJ. NO. 34 - Mahn	\$ 138,429.75		\$ 18,568.63	\$ 1,384.30	1.00%	\$1,384.30
CCD NO. 18	\$ 16,924.60		\$ 26,982.80	\$ 16,924.60	100.00%	\$16,924.60
WRR - PROJ. NO. 2 - Heiberg	\$ 276,749.74	\$ 1,398.22	\$ 57,997.71	\$ 1,369.28	1.00%	\$2,767.50
WRR - PROJ. NO. 4 - Becker	\$ 1,175,147.47	\$ 2,299.68	\$ 130,596.93	\$ 9,451.79	1.00%	\$11,751.47
WRR - PROJ. NO. 13 - Olson/Ag	\$ 1,508,279.20	\$ 8,576.34	\$ 7,470.89	\$ 6,506.45	1.00%	\$15,082.79
WRR - PROJ. NO. 43 - PERLEY	\$ 2,073,648.00	\$ 3,291.43	\$ 4,145.73	\$ 2,929.51	0.30%	\$6,220.94
WRR - PROJ. NO. 44 - HENDRUM	\$ 4,674,664.97	\$ 4,758.30	\$ 1,768.74	\$ 2,253.70	0.15%	\$7,012.00
WRR - PROJ. NO. 3 - NC 20	\$ 53,000.00	\$ 276.33	\$ 10,866.92	\$ 253.67	1.00%	\$530.00
WRR - PROJ. NO. 19 - 35/10/19	\$ 1,523,118.75	\$ 12,437.80	\$ 32,825.93	\$ 10,408.98	1.50%	\$22,846.78
WRR - PROJ. NO. 24 - NC 12	\$ 542,587.50	\$ 3,188.52	\$ 48,718.29	\$ 2,237.36	0.50%	\$2,712.94
WRR - PROJ. NO. 31 - Hegne Cut	\$ 486,243.00	\$ 5,238.77	\$ 48,452.06	\$ 4,486.09	2.00%	\$9,724.86
NCD NO. 37	\$ 18,944.50	\$ 2,498.06	\$ 24,578.97	\$ 3,185.29	15.00%	\$2,841.68
WRR - PROJ. NO. 9 - SB & FD	\$ 6,170,154.20	\$ 4,625.68	\$ 90,645.95	\$ 26,225.09	0.50%	\$30,850.77
WRR - PROJ. NO. 20 - CC 45	\$ 3,157,178.50		\$ 93,012.74	\$ 47,357.68	1.50%	\$47,357.68
JD #56 MAIN	\$ 930,563.00	\$ 1,072.94	\$ 105,376.65	\$ 8,232.69	1.00%	\$9,305.63
CCD NO. 4	\$ 117,693.20		\$ (40,569.99)	\$ 9,415.46	8.00%	\$9,415.46
CCD NO. 8	\$ 145,764.40		\$ 27,131.48	\$ 8,745.86	6.00%	\$8,745.86
JD #56 LAT 1	\$ 811,662.93		\$ 40,075.72	\$ 8,116.63	1.00%	\$8,116.63
WRR - PROJ. NO. 1 - NC 1	\$ 76,785.66	\$ 30,735.34	\$ 23,920.76	\$ 26,853.91	75.00%	\$57,589.25
WRR - PROJ. NO. 16 - Anthony Twp	\$ 172,848.25	\$ 1,896.24	\$ 6,506.14	\$ 1,560.73	2.00%	\$3,456.97
WRR - PROJ. NO. 23 - NC34 Lat 1	\$ 321,000.00		\$ 35,618.63	\$ -		\$0.00
WRR - PROJ. NO. 32 - Hegne/Anth Cut	\$ 1,100,380.50	\$ 1,452.61	\$ 18,198.77	\$ 1,298.34	0.25%	\$2,750.95
NCD NO. 15	\$ 5,516.40	\$ 1,289.70	\$ 17,530.84	\$ 1,468.50	50.00%	\$2,758.20
NCD NO. 21	\$ 3,586.00	\$ 814.00	\$ 10,129.62	\$ 979.00	50.00%	\$1,793.00
WRR - PROJ. NO. 18 - NC 64	\$ 1,158,183.00	\$ 4,322.79	\$ 88,590.92	\$ 4,363.58	0.50%	\$5,790.92



WRR - PROJ. NO. 25 - NC 38	\$ 216,302.50	\$ 2,827.42	\$ 33,271.97	\$ 1,498.63	2.00%	\$4,326.05
WRR - PROJ. NO. 30 - Green	\$ 1,785,424.20	\$ 59,733.65	\$ (38,857.46)	\$ 29,537.56	5.00%	\$89,271.21
NCD NO. 11	\$ 14,104.38		\$ 2,296.65	\$ -	10.00%	\$1,410.44
NCD NO. 18	\$ 54,998.00	\$ 7,404.61	\$ 45,483.81	\$ 9,094.79	30.00%	\$16,499.40
NCD NO. 18 LAT 1	\$ 3,300.00	\$ 400.00	\$ 1,900.12	\$ 1,250.00	50.00%	\$1,650.00
JD 53 MAIN	\$ 75,338.00	\$ 11,102.28	\$ 11,499.12	\$95,434.32	20.00%	\$15,067.60
JD #53 LAT 1	\$ 400,876.00	\$ 18,371.76	\$ 13,698.32	(\$14,579.88)	8.00%	\$32,070.08
JD #53 LAT 2	\$ 70,425.52	\$ 8,505.08	\$ 2,058.75	(\$103,918.78)	30.00%	\$21,127.66
WRR - PROJ. NO. 40 - DALEN	\$ 806,163.10		\$ 16,123.26	\$37,264.00	2.00%	\$16,123.26
CCD NO. 6	\$ 61,673.00		\$ 6,167.30	\$21,192.27	10.00%	\$6,167.30
CCD NO. 14	\$ 374,185.30		\$ 14,967.41	\$57,866.28	4.00%	\$14,967.41
CCD NO. 42	\$ 13,133.13		\$ 3,939.94	\$17,906.77	30.00%	\$3,939.94
CCD NO. 44	\$ 22,059.32		\$ 2,205.93	\$13,837.17	10.00%	\$2,205.93
CCD NO. 52	\$ 14,366.56		\$ 1,436.66	\$12,971.29	10.00%	\$1,436.66
CLEARWATER NO. 3	\$ 50,267.00		\$ 12,566.75	\$1,858.38	25.00%	\$12,566.75
NCD No. 22						\$0.00
CCD No. 7						\$0.00
SURVEY & DATA	\$ 50,000.00	\$ -	\$ -	\$20,097.13	100.00%	\$50,000.00
						\$769,937.60

## Appendix D

### List of Acronyms Used:

BCA	Benefits Cost Analysis
CMP	Corrugated Metal Pipe
DOT	Department of Transportation
FEMA	Federal Emergency Management Agency
JD	Judicial Ditch
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
USACOE	United States Army Corps of Engineers
WCA	Wetland Conservation Act
WMA	Wildlife Management Area