

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

REGULAR MEETING
May 10, 2017
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 10, 2017. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Sharon Askelson, Mike Christensen and Raymond Hanson. Manager Curt Johannsen was absent. 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. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the meeting agenda with the following additions. Carried.
 - JD 51 Pay Request
 - Finance Committee Meeting
 - Ten Year Plan/One Watershed One Plan Update
4. Meeting Minutes. A motion was made by Manager Christensen and seconded by Manager Erickson to approve the April 12, 2017, meeting minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented with the addition of two late bills – one from Renae Kappes for office cleaning and the other from Justin Clasen for Audit preparation. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated April 30, 2017. Carried.
7. Open Mic. No one spoke at this time.
8. Audit Report - Christopher Clasen, CPA. Christopher Clasen, CPA from Justin Clasen & Company was in attendance and reported on the recently completed annual District audit. Clasen summarized the Communication Letter noting that the audit did not find significant deficiencies with the District, stating that the audit went very well.
9. JD 51 Pay Request. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve a pay request in the amount of \$5,411.71 from Tim Crompton Excavating for work completed on the JD 51 cleanout Northwest of the City of Ada. Carried.
10. Community Flood Protection. Engineer Bents reported that he is working with Attorney Hanson to complete the final necessary acquisition for the City of Halstad certification process. He added that the land has been transferred to the cities of Hendrum and Perley and we are working to reserve maintenance easements on each of the projects.

11. RCCP Projects. Administrator Ruud stated that Public Scoping meetings for both Moccasin Creek and South Branch will be held on June 12. A meeting to further discuss the Green Meadow BCA will be held in the future as well. Chairman Holmvik added that project teams for all of the RCCP projects will be determined during the Board Reorganization later in the meeting.
12. Lower Wild Rice. Administrator Ruud informed the Board that a table of various options was put together and will be presented to BSWR and DNR representatives.
13. Rules Update. Administrator Ruud reported that the required information was published in the official paper for each of the counties that the District is in and all required transportation parties were notified of the update. A public hearing is scheduled for 10:00 am on Wednesday, June 14, 2017.
14. JD 51 408 Submittal. Attorney Hanson is continuing to work with the City of Ada to determine responsibility for potential costs due to the cadmium findings.
15. Annual Report. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the 2016 District Annual Report as presented at the April meeting. Carried.
16. Finance Committee Meeting. A finance committee meeting for the purpose of discussing annual ditch and general administration levees will be held immediately following the June Board Meeting.
17. Ten Year Plan/One Watershed One Plan Update. At the request of the Board, Administrator Ruud will invite Brett Arne, BWSR, to attend an upcoming meeting to discuss the One Watershed One Plan process.

PERMIT APPLICATIONS

18. Clyde Neset, Section 6, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to table Permit # 17-052 to install a field crossing and culvert pending the WRWD consultants completing a survey profile of the existing ditch from the stock pond on the Neset property to the upstream end of the Kraft property. Carried.
19. Daryl Chisholm, Section 27, Strand Twp. Chisholm appealed the Board's April decision to deny the permit application. A motion was made by Manager Erickson to approve Permit #17-032 to lower a driveway culvert and regrade the roadway ditch to drain south. Motion failed due to lack of second. A motion was made by Manager Hanson and seconded by Manager Spaeth to deny Permit #17-032 to lower a driveway culvert and regrade the roadway ditch to drain south. Motion carried with Manager Erickson opposed.
20. Mark Chisholm, Section 28, Strand Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #17-056 to remove a centerline culvert, install a centerline culvert, install a culvert in a field approach and regrade roadway ditches. Carried.
21. Petition to Drain into Project 12 – Daryl Chisholm A motion was made by Manager Spaeth and seconded by Manager Askelson to approve a Petition to Drain into Project 12 filed by Chisholm, noting that Chisholm will be required to pay the determined outlet fee and any accompanying administrative and engineering costs associated with the Petition. Attorney Hanson will draft the Order for Petition to file with the County Auditor/Treasurer's office. Carried.
22. Petition to Drain into Project 34 – Bill Stalboerger. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve a Petition to Drain into Project 34 filed by Stalboerger, noting that Stalboerger

will be required to pay the determined outlet fee and any accompanying administrative and engineering costs associated with the Petition. Attorney Hanson will draft the Order for Petition to file with the County Auditor/Treasurer's office. Carried.

23. Mahnomen County Highway Department, County Road 5 Cost Share Request – Jon Large. Jon Large, Mahnomen County Engineer was in attendance and asked the Board for funding assistance to install road protection along Mahnomen County Highway 5 where the Wild Rice River is encroaching the side of the road. A motion was made by Manager Hanson on seconded by Manager Askelson to approve funding assistance of 50% up to a maximum of \$25,000 for necessary repairs. Carried.

24. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the following permit applications. Carried.

- Norman County Highway Department, Various Sections, Sundal Twp. Permit #17-054 to construct a mill and overlay project.
- Norman County Highway Department, Various Sections, Anthony and Good Hope Twps. Permit #17-053 to construct a mill and overlay project.

25. Charles Hilde, Section 33, Rockwell Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #17-059 to install a field access with a culvert with the condition that the pipe be no larger than 18" and up to 40 feet in length. Carried.

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

- Arvig Enterprises, Many Sections, Many Twps. Permit #17-065 to bury fiber optic cable in the roadway right-of-way at many locations in Norman County with the condition that the utility line is installed a minimum of 30" below any ditch channel bottoms, the applicant is responsible for adequate erosion control measures during construction, and if a Watershed District project or other legal ditch project is hereafter initiated, repaired, or improved over permitted utility, the owner of said utility shall be responsible for the cost of moving or deepening the utility if the Watershed District deems it necessary for the construction of the repair, improvement or initiation of the project.
- Tom Bergren, Section 18, Riceville Twp. Permit #17-061 to install a water and sediment control basin project with the condition that the applicant provide written approval from the landowner in Government Lot 7 in Section 18 of Riceville Twp.
- Brady Braseth, Section 17, Ulen Twp. Permit #17-055 to install subsurface drain tile with standard tile conditions.
- Jeff Broadwell, Section 12, Gregory Twp. Permit #17-058 to construct a ditch crossing with a 24" culvert with the condition that the applicant gain written approval from the ditch authority for the elevations of the culvert inverts.
- Vernon Hovelson, Section 4, Waukon Twp. Permit #17-051 to install a field access with a 24" culvert with the condition that the culvert is an 18" pipe.
- Alan Pinske, Section 20, Fossum Twp. Permit #17-066 to install subsurface drain tile with standard tile conditions.
- Alan Pinske, Section 24, Wild Rice Twp. Permit #17-067 to install subsurface drain tile with standard tile conditions. It is noted that this permit application is approved for a term of two years.
- John Seeger, Section 24, Fossum Twp. Permit #17-062 to replace a 12" clay culvert with a 12" metal culvert and lower the culvert 8".
- Burton Slininger, Section 33, Lake Ida Twp. Permit #17-022 to install an 18" culvert.

- Matt Vig, Section 9, Gregory Twp. Permit #17-063 to install a water and sediment control basin project with standard tile conditions and the condition that the applicant provide written landowner approval from the adjacent landowners in the NESE Section 8 of Gregory Twp.

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

- Broden Farms, Section 16, Sundal Twp. Permit #17-044 to install subsurface drain tile with standard tile conditions.
- Broden Farms, Section 15, Sundal Twp. Permit #17-045 to install subsurface drain tile with standard tile conditions.
- Broden Farms, Section 11, Sundal Twp. Permit #17-046 to install subsurface drain tile with standard tile conditions.

28. Danny Brandt, Sections 20-21, Green Meadow Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to approve Permit #17-049 to replace a 36" centerline culvert with a 42" centerline culvert. Carried.

29. Manager Christensen left the Board table.

30. Michael Christensen, Section 23, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to approve Permit #17-040 to install an 18" centerline culvert. Carried.

31. Manager Christensen returned to the Board table. Manager Erickson left the Board table.

32. Duane Erickson, Section 18, Spring Creek Twp, Becker County. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #17-036 to install subsurface drain tile pending applicant supply a revised application or documentation that Kreblitz opposition is addressed. Carried.

33. Duane Erickson, Sections 22 & 23, Walworth Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #17-037 to install a centerline culvert, install a section of drain tile in the roadway ditch, and construct a dry block field approach at the request of the applicant to allow him time to work with the township and come back with an amended permit application. Carried.

34. Manager Erickson returned to the Board table.

35. Ken Jirava, Sections 18 & 19, Spring Creek Twp, Becker County. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #17-020 to install subsurface drain tile, culverts, and ditch improvements requesting that the applicant provide additional details on the outlet/riser, centerline pipe through the roadway, tile locations, and any inlets and specifics on the ditch grading work. Carried.

36. Bob Klemetson, Section 4, Waukon Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to table Permit #17-060 to regrade a roadway ditch and request that the applicant provide survey information of the existing and proposed condition and that the applicant provide written approval from the adjacent landowner (USFWS). Carried.

37. Pederson Brothers Farms, Section 31, Bejou Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #17-057 to install subsurface drain tile with standard tile conditions. Carried.

38. Skaurud Grain Farms ,Section 5, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to table Permit #17-043 to install subsurface drain tile, two berms along the Hwy 200 ROW and install an 18" inlet culvert and trap into Norman County Ditch 7 pending previously requested information from the applicant to provide documentation of approval from the Norman County SWCD regarding compliance with the Wetland Conservation Act. Carried.
39. Bill Stalboerger, Section 26, Popple Grove Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #17-012 to install subsurface drain tile with the condition that the applicant meet all requirements set as part of the WRWD order to allow to use Project No. 34 – Mahnomen County Ditch No 3, Lateral B as an outlet under 103E.401 and also with standard tile conditions. Carried.
40. Nathan Sweep, Section 23, Beaulieu Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #17-050 to install a water and sediment control basin project with standard tile conditions. Carried.
41. Vig Farms, Section 2, Gregory Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #17-064 to install a water and sediment control basin project with standard tile conditions. Carried.
42. Board Reorganization. Chairman Holmvik asked Attorney Hanson to preside over Board Officer Reorganization. Attorney Hanson called for nominations for Chairman. Raymond Hanson nominated Greg Holmvik for the position of Chairman. Holmvik was unanimously appointed Chairman. Attorney Hanson called for nominations for Vice-Chairman. Holmvik nominated Michael Christensen for the position of Vice-Chairman. Christensen was unanimously appointed Vice-Chairman. Attorney Hanson called for nominations for Secretary. Dean Spaeth nominated Sharon Askelson for the position of Secretary. Askelson was unanimously appointed Secretary. Attorney Hanson called for nominations for the position of Treasurer. Askelson nominated Spaeth for the position of Treasurer. Spaeth was unanimously appointed Treasurer. At this time Attorney Hanson returned the meeting to Chairman Holmvik's lead.
43. Committee Assignments. Committee and representative assignments were made as detailed in Appendix A at the end of this report.
44. Interested Parties for Ring Dike Program. Applications were received from John Germolus, for a ring dike improvement, and Sheena Moore for a new ring dike on the former Carlsrud site. Two other parties have expressed interested in the Ring Dike Program but have not submitted applications.
45. South Branch Repair A motion was made by Manager Erickson and seconded by Manager Spaeth to table repairs to the South Branch pending the findings from the South Branch RCPP process. Carried.
46. Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment of Manager per diems and expenses as distributed. Carried
47. Minnesota Public Drainage Manual Outreach Workshops. A motion was made by Manager Hanson and seconded by Manager Askelson to approve staff and Manager attendance at the Minnesota Public Drainage Manual Outreach Workshop to be held on May 22 at Minnesota State Community and Technical College, Moorhead. Carried.

48. 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 11:14 am.

Sharon Askelson, Secretary

Apr 13 - May 10, 17

04/18/2017	QuickBooks Payroll Service	Created by Payroll Service on 04/17/2017	5,536.90
05/02/2017	QuickBooks Payroll Service	Created by Payroll Service on 05/01/2017	5,763.77
05/03/2017	QuickBooks Payroll Service	Created by Payroll Service on 05/02/2017	1,054.37
05/05/2017	ach PERA		884.29
05/03/2017	ACH Arvig		347.86

05/05/2017	ACH	MARCO, Inc.		518.35
04/14/2017	ACH	US Treasury-Payroll	41-6145653	248.52
04/13/2017	ACH	MN Dept of Revenue	5062265	11.00
04/14/2017	ACH	PERA		136.53
04/21/2017	ACH	MN Dept of Revenue	5062265	380.00
04/21/2017	ACH	US Treasury-Payroll	41-6145653	1,968.98
04/21/2017	ACH	Aflac		212.16
04/21/2017	ACH	PERA		884.29
04/21/2017	ACH	US Postal Service	Stamped Envelopes	601.75
04/26/2017	ACH	Star Tribune		49.27
04/27/2017	ACH	Minnesota Energy Resources Corporation		47.00
05/10/2017	ACH	Ada City		257.44
05/04/2017	ACH	Postmaster		11.20
05/04/2017	ACH	MN Dept of Revenue	5062265	479.00
05/04/2017	ACH	US Treasury-Payroll	41-6145653	2,523.24
04/25/2017	16332	Dusty's Floor Covering	office carpeting	5,700.00
05/10/2017	16333	AmeriPride	Rugs	100.83
05/10/2017	16334	EcoLab	Pest Control	86.43
05/10/2017	16335	Fertile Journal	Rules Update	663.00
05/10/2017	16336	Gordon Construction, Inc.	Heitman Coullee Beaver Dam Removal	1,250.00
05/10/2017	16337	Greg Spaulding	Beaver Trapping	769.84
05/10/2017	16338	Houston Engineering, Inc.		43,338.05
05/10/2017	16339	KRJB Radio	Admin Professionals Week	28.00
05/10/2017	16340	Mahnomen Pioneer	Petition to Project 34 and Rules Update	523.80
05/10/2017	16341	New Century Press	Rules Update for FM Extra	750.94
05/10/2017	16342	Norman County Index-Ada	4-25 Notice of Hearing	521.70
05/10/2017	16343	Northwest Beverage, Inc.		51.75
05/10/2017	16344	Office Supplies Plus		272.23
05/10/2017	16345	Ralph's Food Pride	Meetings and Supplies	62.40
05/10/2017	16346	Renae Kappes	Cleaning - 2 @ 60	120.00
05/10/2017	16347	Richards Publishing Company, Inc.	Rules Update Hearing	568.75
05/10/2017	16348	The Forum	Rules Update Detroit Lakes Tribune	1,768.00
05/10/2017	16349	Tim Crompton Excavating	JD 51 Clean Out PMT 3	5,411.71
05/10/2017	16350	Twin Valley City	Public Meeting	25.00
05/10/2017	16351	Twin Valley Times	Petition to Project 12	45.50
05/10/2017	16352	Wambach & Hanson	Administrative & Anderson Wetland Bank Project	1,674.05
05/10/2017	16353	Justin, Clasen & Company, Ltd.	Watershed Audit	8,200.00
05/10/2017	16354	Renae Kappes	May Cleaning	120.00
05/10/2017	16355	Dean P Spaeth		103.50
05/10/2017	16356	Duane L Erickson		192.98
05/10/2017	16357	Gregory R Holmvik		69.27
05/10/2017	16358	Michael K Christensen		91.14
05/10/2017	16359	Raymond M Hanson		88.52
05/10/2017	16360	Sharon R Askelson		154.58
TOTAL				94,667.89

Appendix A

2017-2018 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
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Sharon Askelson

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

RCPP PROJECT TEAM ASSIGNMENTS:

GREEN MEADOW

Greg Holmvik
Raymond Hanson
Mike Christensen

SOUTH BRANCH

Sharon Askelson
Duane Erickson
Curt Johannsen

MOCCASIN CREEK

Raymond Hanson
Dean Spaeth
Duane Erickson

Appendix B

List of Acronyms Used:

BCA – Benefit Cost Analysis
BWSR – Board of Water and Soil Resources
CPA – Certified Public Accountant
DNR – Department of Natural Resources
JD – Judicial Ditch
RCPP – Regional Conservation Partnership Program
ROW – Right of Way
RRWMB – Red River Watershed Management Board
SWCD – Soil and Water Conservation District
USFWS – United States Fish and Wildlife Service
WRWD – Wild Rice Watershed District