

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

REGULAR MEETING
June 14, 2017
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 14, 2017. Managers in attendance included: Duane Erickson, Greg Holmvik, Dean Spaeth, Mike Christensen, Curt Johannsen, Sharon Askelson, and Raymond Hanson. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Tara Jensen, and various other interested taxpayers and landowners.
2. Chairman Holmvik called the meeting to order at 8:30 a.m. with the Pledge of Allegiance.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the meeting agenda with the following additions or corrections. Carried.
 - Quotes for heating and cooling
 - Acquisition leasing
 - Diversion update
4. Meeting Minutes. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve the monthly meeting minutes dated May 10, 2017, 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 late bill from Renae Kappes. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the monthly financial report dated May 31, 2017, and transfers from unassessed projects and ditches as presented and displayed in Appendix B at the end of this report. Carried.
7. Open Mic. None.
8. Goose Prairie Marsh. Manager Erickson asked for an update on the Goose Prairie Marsh Project. Administrator Ruud stated that we are still waiting on a grant agreement from the state for the LSOHC which will likely be received in August or September.
9. Community Flood Protection. Administrator Ruud stated that funding was received for the Halstad project through the bonding session. We are currently phasing the project for funding to accommodate other projects that were ear marked to receive a large majority of funding issued. Engineer Bents is currently working with the USACOE regarding the process on the 408 and how to move forward appropriately. There is still optimism that we will begin construction this fall.

10. Lower Wild Rice. Administrator Ruud has been communicating with BWSR staff regarding funding possibilities and a teleconference is scheduled for the following week to address concerns before moving forward.

11. Judicial Ditch 51 408 Submittal. Administrator Ruud stated that we are still waiting to resolve the responsibility issue.

12. Diversion Update. Discussion was held regarding the status of the diversion construction.

PERMIT APPLICATIONS

13. Ralph Kraft, Section 6, Fossum Twp. Following discussion regarding the permit application, a motion was made by Manager Johannsen and seconded by Manager Hanson to deny Permit #17-077 to construct ditch improvements due to adjacent landowner concern and design concerns. Motion carried with Manager Erickson opposed.

14. Clyde Neset, Section 6, Fossum Twp. Following discussion regarding the permit application, a motion was made by Manager Hanson and seconded by Manager Spaeth to deny Permit #17-052 to install a field crossing and culvert due to adjacent landowner concern. Motion carried with Manager Erickson opposed.

15. Scott Visser, Section 1, Wild Rice Twp. Following discussion regarding the permit application, a motion was made by Manager Johannsen and seconded by Manager Askelson to approve Permit #17-068 to construct a new ditch. Carried.

16. MNDOT, Section 11, Pembina Twp. A motion was made by Manager Erickson and seconded by Manager Christensen to approve Permit #17-076 to replace a 24" culvert with a 30" culvert. Carried.

17. Jerred Jirava, Sections 4 & 9, Chief Twp. A motion was made by Manager Hanson and seconded by Manager Askelson to approve Permit #17-079 to install a water and sediment basin project with the condition that the applicant get approval from the drainage authority, Mahanomen County. Carried.

18. Ken Jirava, Sections 18 & 19, Spring Creek Twp, Becker County. A motion was made by Manager Hanson and seconded by Manager Johannsen to continue tabling 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.

19. Skaurud Grain Farms, Section 5, Fossum Twp. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve Permit #17-043 to install subsurface drain tile, two berms along the Hwy 200 ROW, and install an 18" culvert and trap into Norman County Ditch 7 with standard tile conditions, without the flap gate on the side inlet to Norman County Ditch No. 7 and without the proposed berm in the NW corner of the proposed project. The top of the berm in the NE corner of the proposed project is not to be more than 1.75 feet tall with top elevation no more than 2.65-ft above the upstream invert of the 36" approach pipe located to the west of the berm location. Carried.

20. Skaurud Grain Farms, Section 20, Lockhart Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #17-069 to move an 18" culvert and flap gate 50 feet west to a new location and install at the same elevation. Carried.

21. Skaurud Grain Farms, Sections 29 & 32, Waukon Twp A motion was made by Manager Johannsen and seconded by Manager Askelson to approve Permit #17-070 to install subsurface drain tile and install three 18" inlet culverts and traps into Norman County Ditch 7 with standard tile conditions and without the flap gates on the side inlets into Norman County Ditch 7. Carried.

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

- Bob Klemetson, Sections 25 & 26, Walworth Twp. Permit #17-060 to regrade a roadway ditch with the condition that the road inslopes are no steeper than 3:1.
- Dave Vilmo, Section 7, Green Meadow Twp. Permit #17-071 to widen an existing driveway with no culvert.
- Dave Vilmo, Section 8, Green Meadow Twp. Permit #17-072 to widen and existing driveway and extend a 48" culvert.
- Dave Vilmo, Section 17, Green Meadow Twp. Permit #17-073 to widen an existing driveway and extend an 18" culvert.
- Dave Vilmo, Section 7, Green Meadow Twp. Permit #17-074 to add a new field approach with an 18" culvert.

23. Rudy Braseth, Section 9, Ulen Twp A motion was made by Manager Hanson and seconded by Manager Johannsen to install subsurface drain tile with standard tile conditions. Carried.

24. Duane Erickson, Section 18, Spring Creek, Becker County. Applicant withdrew permit #17-036 during the Board meeting.

25. Duane Erickson, Sections 22 & 23, Walworth Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to continue tabling 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. Motion carried with Manager Erickson abstaining.

26. Leon Sip, Section 14, Lake Ida Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to install subsurface drain tile with standard tile conditions. Carried.

27. Aldrich Complaint. At the recommendation of Attorney Hanson, a motion was made by Manager Johannsen and seconded by Manager Hanson to turn the complaint over to the Norman County Attorney's office for criminal prosecution due to lack of response from Aldrich. Carried.

28. Neset/Kraft Complaint. Following discussion of engineering review and findings, a motion was made by Manager Erickson and seconded by Manager Christensen to return information to the parties that not enough evidence was found to pursue this as a violation of the District Rules. Carried.

29. Mahnomen County Airport/Jirava Complaint. A motion was made by Manager Hanson and seconded by Manager Askelson to table the complaint to allow Mr Jirava and Mr Large time to work out an amicable solution. Carried.

30. Gomall/Stalboerger Complaint. Following discussion of engineering review and findings, a motion was made by Manager Johannsen and seconded by Manager Hanson to send a letter to both parties stating that not enough evidence was found to pursue this as a violation of the District Rules. Carried.

31. 10:00 am Rules Update Hearing. Chairman Holmvik called the Rules Update Hearing to order at 10:00 am. Discussion was held regarding the next phase of the process of adopting and making the Rules Update effective. Chairman Holmvik closed the Rules Update Hearing at 10:05 am.
32. District Rules Update. A motion was made by Manager Hanson and seconded by Manager Erickson to adopt the Updated District Rules as published and presented. The Rules become effective immediately following adopting. Carried.
33. Farmstead Ring Dike. Engineer Bents stated that they are working to complete the designs and cost estimates for the Moore and Germolus Ring Dikes. Landowner meetings will be scheduled for the near future and bids will be sought following landowner meetings.
34. Summer Tour Delegates. A motion was made by Manager Hanson and seconded by Manager Erickson to advise delegates to vote no on increasing MAWD annual dues at the Summer Tour Special Meeting. Carried. A motion was made by Manager Hanson and seconded by Manager Askelson to change the MAWD voting alternate to Manager Erickson. Carried.
35. Norman County Fair Sponsorship. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a \$250 donation to the Norman County Fair. Carried.
36. Heating and Cooling Bids. Administrator Ruud presented the Board with bids for replacing the office's aging heating and cooling system. A motion was made by Manager Johannsen and seconded by Manager Askelson to approve purchasing a new system from Northwest Heating and Cooling for a price of \$5,761.00. Motion failed with Managers Johannsen and Askelson voting in favor and Managers Hanson, Spaeth, Christensen, Holmvik, and Hanson voting against.
37. Acquisition Leasing. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve a lease request from Larry Houge to lease Parcel 08-3829000 in Section 34 of Hegne Township (Teal buyout property) for \$100 per year rent plus applicable property taxes. Carried. It is noted that the length/term of the lease agreement was not discussed or approved.
38. Buffer Law Enforcement. Frank Gross was in attendance speaking on behalf of the Clay County Commissioners seeking the District's intentions on buffer law enforcement. After lengthy discussion regarding enforcement, a motion was made by Manager Hanson and seconded by Manager Erickson to deny enforcement responsibilities for the Buffer Law. Motion carried with Managers Erickson, Askelson, Spaeth, and Hanson voting in favor and Managers Holmvik, Johannsen, and Christensen voting against.
39. RRWMB Update. Chairman Holmvik presented information regarding strategic planning from the RRWMB and summarized the direction that the RRWMB is looking at going forward with transitioning to an executive director with an assistant. He stated that the RRWMB is looking for District support or disagreement with the plan. A motion was made by Manager Hanson and seconded by Manager Erickson to support the RRWMB strategic planning process. Carried.
40. Per Diems. A motion was made by Manager Hanson and seconded by Manager Johannsen 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. Chairman Holmvik adjourned the meeting at 10:56 am.

Sharon Askelson, Secretary

Date	Num	Name	Memo	Amount
May 11 - Jun 14, 17				
05/16/2017		QuickBooks Payroll Service	Created by Payroll Service on 05/15/2017	5,636.39
05/30/2017		QuickBooks Payroll Service	Created by Payroll Service on 05/26/2017	5,767.92
05/31/2017			Funds Transfer	500,000.00
06/01/2017			Funds Transfer	2,000.00
06/08/2017			Funds Transfer	2,000.00
06/13/2017		QuickBooks Payroll Service	Created by Payroll Service on 06/12/2017	5,676.97
05/30/2017	ACH	Minnesota Energy Resources Corporation		32.52
05/11/2017	ACH	US Treasury-Payroll	41-6145653	91.76
05/12/2017	ACH	PERA		31.51
06/03/2017	ACH	Arvig		332.62
06/05/2017	ACH	MARCO, Inc.		518.35
05/19/2017	ACH	MN Dept of Revenue	5062265	430.00
05/19/2017	ACH	US Treasury-Payroll	41-6145653	2,235.96
05/23/2017	ACH	Aflac		212.16
06/10/2017	ACH	Verizon Wireless	Kevin Cell	68.61
05/19/2017	ACH	PERA		893.81
05/26/2017	ACH	GeoLand Management, LLC		320.25
06/02/2017	ACH	PERA		893.81
06/12/2017	ACH	Ada City		260.58
06/02/2017	ACH	MN Dept of Revenue	5062265	430.00
06/02/2017	ACH	US Treasury-Payroll	41-6145653	2,235.90
06/01/2017	ACH	MAWD	Summer Tour Registration	395.00
06/05/2017	ACH	Target	Tablet Screen Protector	53.43
06/06/2017	ACH	US Postal Service	stamped envelopes	888.00
06/08/2017	ACH	QuickBooks Payroll Service	Annual subscription	603.84
06/13/2017	ACH	Sandy's Donuts		27.45
05/15/2017	16361	BWSR	Curt Johannsen - Moorhead Registration MPDM	25.00
06/14/2017	16362	AmeriPride	Rugs	100.83
06/14/2017	16363	Becker Co. Auditor	Special Assessments	559.00
06/14/2017	16364	Clay County Union	Amended Rules Hearing	76.00
06/14/2017	16365	Felton Fire Dept	Public Meeting	55.00
06/14/2017	16366	Hendrum City		1,600.00
06/14/2017	16367	Houston Engineering, Inc.		74,473.24
06/14/2017	16368	Laughing Earth	Outside flowers	85.33
06/14/2017	16369	Liberty Business Systems	FP PostBase Standard Inkjet Cartridge Set	117.51
06/14/2017	16370	Mahnomen County Aud.	Project Spraying	2,097.95
06/14/2017	16371	Mahnomen Pioneer	Amended Rules Notice	32.40
06/14/2017	16372	Matt Wagner	Beaver Trapping April & May	1,924.83

06/14/2017	16373	Morris Electronics, Inc.	Malwarebytes Renewal	141.12
06/14/2017	16374	Norman County Index-Ada	Amended Rules x2	40.00
06/14/2017	16375	Norman County Recorder	Record Hendrum Easement	46.00
06/14/2017	16376	Norman County Treasurer/Auditor	Beaver Control Share	55.00
06/14/2017	16377	Northwest Beverage, Inc.		23.25
06/14/2017	16378	Office Supplies Plus		353.41
06/14/2017	16379	Red River Watershed Management Board	Reimbursement	221,425.52
06/14/2017	16380	Sun-Flowers	Wagner Flowers	58.78
06/14/2017	16381	Tammy Erickson	5 @\$30	150.00
06/14/2017	16382	Tony Sip	Tree/brush removal	7,650.00
06/14/2017	16383	Wambach & Hanson		4,601.03
06/14/2017	16384	Waypoint Insurance Advisors	EPL Insurance	8,544.00
06/14/2017	16385	Wesley Carlsrud	June Billing	13,517.18
06/14/2017	16386	Renae Kappes	Cleaning	180.00
06/14/2017	16387	Wambach & Hanson Trust Account	Halstad Elevator	16,269.40
06/14/2017	16388	Curt Johannsen		82.05
06/14/2017	16389	Dean P Spaeth		103.50
06/14/2017	16390	Duane L Erickson		190.30
06/14/2017	16391	Gregory R Holmvik		69.26
06/14/2017	16392	Michael K Christensen		245.58
06/14/2017	16393	Raymond M Hanson		88.52
06/14/2017	16394	Sharon R Askelson		85.31
TOTAL				887,103.14

Appendix A

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
LSOHC	Lessard Sams Outdoor Heritage Council
MAWD	Minnesota Association of Watershed Districts
ROW	Right of Way
RRWMB	Red River Watershed Management Board
USACOE	United States Army Corps of Engineers

Appendix B

Transfers from Unassessed Projects and Ditches to Red River Construction

6/14/2017			
	6/14/2017	RRC	Survey & Data
PROJECTS			
UNASSESSED			
#8 Moccasin Creek	1,949.94	(1,949.94)	
#10 Mashaug Creek	261.00	(261.00)	
#35 Sande Detention	498.78	(498.78)	
#36 Marsh Creek	333.26	(333.26)	
#36 Northern Improvement Dam	387.70	(387.70)	
#38 Rockwell Dam	386.96	(386.96)	
#39 Mashaug Dam	228.05	(228.05)	
Project Development - other		-	
#336 - Community Dikes	107.50	(107.50)	
#364 - Property Acq/Demo	264.00	(264.00)	
Project Development - RRC			
#173 - Anderson Wetland	1,185.13	(1,185.13)	
#368 - 2016 Rural Ring Dike	1,084.00	(1,084.00)	
#354 Goose Prairie WMA Storage	2,198.75	(2,198.75)	
#356 Green Meadow Project Team	1,540.50	(1,540.50)	
#357 Wild Rice Vik/Tufte/Heitman	3,013.00	(3,013.00)	
#12 Permits			
#86 Clyde Neset	1,468.26	(1,468.26)	
#85 Kelly Gunderson	675.75	(675.75)	
#18 Violations - other	2,120.75	(2,120.75)	
#12 Permits - Other	36,569.50	(36,569.50)	
Special Revenue Fund Job:FEMA Programs			
FEMA 2011 1982 - Other	319.00	(319.00)	
	54,591.83	(54,591.83)	-
	54,591.83	-54,591.83	