

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

REGULAR MEETING
November 15, 2017
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, November 15, 2017. Managers in attendance included: Greg Holmvik, Duane Erickson, Mike Christensen, Dean Spaeth, Mark Harless, Curt Johannsen 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 at 8:30 a.m.
3. Oath of Office. Attorney Hanson administered the oath of office to Manager Harless. Manager Harless signed a copy of orally read oath.
4. Agenda Approval. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the agenda with the following items being added to the Agenda. Carried:
 - JD 51 Final Billing
 - Drain Tile
 - Interdisciplinary Team make up
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the October 11, 2017, regular meeting minutes, as presented, with corrections to two items. 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, with the addition of a late bill from Renae Kappes. Carried.
7. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen approving the monthly financial report dated October 31, 2017. Carried.
8. Open Mic. Nobody spoke at this time.
9. Community Flood Protection. Engineer Bents reported that final designs for the Halstad levee improvements are being completed. A phase 1 environmental assessment has been completed, and a NDSU professor is completing a cultural exam of the location. Plans and specs are anticipated to be done by early to mid December, and then submitted to the USACOE for review. Once the documents are approved, we will advertise for construction bids, beginning work in Spring 2018. Moving to the City of Hendrum, Engineer Bents stated that himself, Administrator Ruud, and a representative from MnDOT were in attendance at a recent Hendrum City Council meeting to discuss project details. MnDOT expects to complete road improvements through Hendrum in 2019. Requests for funding assistance have been submitted to Ron Harnack for consideration in the 2018 and 2019 bills.

10. RCP Projects. Administrator Ruud led discussion regarding Manager Harless serving as a Manager representative to the South Branch of the Wild Rice River Interdisciplinary Team as well as filling a landowner position, which he agreed to before applying for the position of Manager. Manager Harless will continue to serve in both roles until April 2018, when he will continue forward in one or the other depending on board appointments at that time. A reminder was extended to Managers Spaeth, Hanson, and Erickson regarding the Moccasin Creek Interdisciplinary Team meeting on Wednesday, November 22, 9:00 am, at the District office. A reminder was extended to Managers Harless, Erickson, and Johannsen regarding the South Branch of the Wild Rice River Interdisciplinary Team meeting on Wednesday, November 22, 1:00 pm, at the District office.

11. JD 51. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve a final pay request from Tim Crompton Construction in the amount of \$961.25 for work completed on channel cleanout. Carried.

12. Drain Tile. Discussion was held regarding draining water from areas with high water tables using subsurface drain tile.

13. 8:54 am – Kara Eken, River Watch. Kara Eken, Norman County East Science Teacher, was in attendance with several students who participate in the River Watch program. Students sample sites on the Wild Rice River, Mashaug Creek, Moccasin Creek, and Coon Creek. Testing is completed once a month for various items of data. Students demonstrated tools used to collect data. They also noted that they participate in recreational activities such as kayaking the river when possible. Students are working towards completing a service project of installing wood duck nest boxes along the Wild Rice River. Benefits of the service project were explained. Administrator Ruud thanked Eken and the students for their presentation, and noted that Eken will likely submit a request for funding assistance for the program at a future date.

PERMIT APPLICATIONS

14. Russell Olson, Section 32, Wild Rice Twp. Comments were received from downstream landowners regarding the permit application. Concerns were presented regarding additional drainage through a farmed ditch. A motion was made by Manager Erickson and seconded by Manager Hanson to table Permit #17-128 to install subsurface drain tile, requesting written approval from downstream landowners located in the E1/2 of Section 30, Wild Rice Township (Thompson and Hendricks). Carried.

15. District Owned Acquisition. Chuck Kroshus was in attendance to request leasing the Walden buy out parcel. Questions were raised regarding ownership of a portion of the parcel. A motion was made by Manager Spaeth and seconded by Manager Johannsen to lease Parcel #14-5790000, Section 47, Mary Township to Kroshus for an indefinite period of time, with Kroshus paying property taxes on the parcel and continuing to maintain the property as done in the past. Carried.

16. Daniel Brandt, Section 4, Lake Ida Twp. Permit #17-121 was discussed for Board information. The permit was approved with standard tile conditions because written approval from landowners noticed was received.

17. Ralph Chandler Jr, Section 4, Shelly Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #17-129 to lower a side inlet culvert with the condition that the outlet is installed above (however not more than 2 ft. above) the elevation of the original design gradeline of the receiving ditch, the condition that the ditchbanks and/or levees are restored to preproject geometry, 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, the condition that the backfill material placed in the ditchbank will not contain frozen materials, and the condition that the applicant contact the Wild

Rice Watershed District when the work is being conducted so the WD staff can inspect the work and the material placement on the ditch bank. Carried.

18. Darin Erickson, Section 16, Walworth Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #17-126 to install subsurface drain tile with standard tile conditions. Carried.

19. Mahnomen County Highway Department, Section 10, Lake Grove Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #17-123 to replace a bridge with box culverts. Carried.

20. Mahnomen County Highway Department, Section 30, Marsh Creek Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #17-124 to replace a bridge with box culverts. Carried.

21. Mahnomen County Highway Department, Section 11, Pembina Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #17-128 to install rip rap and stream barbs to prevent erosion on CSAH 5. Carried.

22. Lower Wild Rice. Administrator Ruud stated that he is working with BWSR regarding easement language and RIM style program. Discussion was held regarding land acquisition and funding used to obtain property. An overview of the project site and funding history was given by Engineer Bents.

23. Ring Dikes. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a final pay request from Gordon Construction in the amount of \$6,720.50 for work completed on the Germolus ring dike improvements. Carried.

A motion was made by Manager Hanson and seconded by Manager Johannsen to approve a pay request from Gordon Construction in the amount of \$34,409.70 for work completed on the Moore ring dike. Carried.

Engineer Bents stated that we are waiting for the Todd party to submit payment for 12.5% of the estimated project costs. Once payment is received we would be looking at summer 2018 construction on the ring dike improvements.

24. Goose Prairie Marsh. Engineer Bents informed the Board that a geotechnical analysis and soil borings are being completed in the area where a proposed road raise would occur. The anticipated date for a preliminary resolution regarding the project would be February.

25. Project 12 repairs. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a pay request from Gladen Construction in the amount of \$57,264.66 for work completed on Project 12 outlet repairs. Carried.

26. City of Ada. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve an amended **Resolution Approving Conveyance of Real Property** regarding the City of Ada land transfer. A voice vote was called for. Chairman Holmvik and Managers Christensen, Erickson, Hanson, Harless, Johannsen and Spaeth voted in favor of the motion. No votes were cast in opposition. Motion carried. A copy of the resolution can be found in Appendix A at the end of this report. A signed copy of stated resolution is on file at the District office.

A motion was made by Manager Hanson and seconded by Manager Spaeth to approve an updated deed, conveying right of way interest in the former JD 51 channel to the City of Ada. Carried. The deed has been recorded and a copy is on file at the District office.

27. Manager Johannsen left the Board table at 9:58 am.

28. 10:00 am – One Watershed One Plan. Matt Jacobson, Houston Engineering, presented the board with an overview of the One Watershed One Plan process. He highlighted the advantages of completing the process, noting that the timeline for completion is approximately 16-18 months from start to finish.

A motion was made by Manager Hanson and seconded by Manager Christensen to approve a ***Resolution to support a Wild Rice Watershed One Watershed, One Plan project.*** A voice vote was called for. Chairman Holmvik and Managers Christensen, Erickson, Hanson, Harless, and Spaeth all voted in favor of the motion. No votes were cast in opposition. Manager Johannsen was not in attendance for the vote. Motion carried. A copy of the resolution can be found in Appendix B at the end of this report. A signed copy of stated resolution is on file at the District office.

A motion was made by Manager Spaeth and seconded by Manager Christensen to approve requesting an extension to One Watershed One Plan funding, extending the deadline to 2021. Carried.

29. RRWMB. Administrator Ruud updated the Board that the RRWMB hired Rob Sip as their Executive Director. The contract for employment is expected to be signed at the RRWMB on Tuesday, November 21. The RRWMB has expressed interest in having an office location for the Executive Director and their assistant. Preference is to have the office co-located with either the WRWD, Sand Hill Watershed District in Fertile or the Red Lake Watershed District in Thief River Falls. The WRWD Board of Managers agreed that they would be open to discussion regarding co-locating with the RRWMB in the existing WRWD owned building.

30. MAWD Voting Delegates. A motion was made by Manager Spaeth and seconded by Manager Hanson to appoint Manager Christensen and Johannsen as the MAWD voting delegates for the 2017 Annual Meeting, adding that Chairman Holmvik is the alternate voting delegate. Carried.

31. 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.

30. 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 10:41 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Oct 12 - Nov 15, 17				
10/17/2017		QuickBooks Payroll Service	Created by Payroll Service on 10/16/2017	5,761.44
10/31/2017		QuickBooks Payroll Service	Created by Payroll Service on 10/30/2017	5,884.49
11/14/2017		QuickBooks Payroll Service	Created by Payroll Service on 11/13/2017	6,210.83
11/02/2017		Grizzlys		22.00
10/13/2017	ACH	Aflac		230.52
10/13/2017	ACH	PERA		42.02
10/13/2017	ACH	US Treasury-Payroll	41-6145653	71.92
11/03/2017	ACH	Arvig		329.44
10/30/2017	ACH	Minnesota Energy Resources Corporation		53.00
10/20/2017	ACH	MN Dept of Revenue	5062265	430.00
10/20/2017	ACH	US Treasury-Payroll	41-6145653	2,232.52
10/20/2017	ACH	PERA		893.81
11/05/2017	ACH	MARCO, Inc.	Copier Lease RRWMB Meeting supplies - reimbursed 10/17/17	518.35
10/13/2017	ACH	Subway		64.79
10/25/2017	ACH	Star Tribune		49.27
10/30/2017	ACH	Subway	Marlene Ruud Memorial	109.01
10/30/2017	ACH	Verizon Wireless	Kevin Cell Upgrade	196.99
11/10/2017	ACH	Verizon Wireless		68.66
11/10/2017	ACH	Ada City		207.39
11/06/2017	ACH	PERA		893.81
11/03/2017	ACH	MN Dept of Revenue	5062265	430.00
11/03/2017	ACH	US Treasury-Payroll	41-6145653	2,232.52
11/15/2017	ACH	MAWD	Annual Meeting Registration	1,165.00
11/15/2017	ACH	Aflac		230.52
10/13/2017	16516	Norman County Recorder	JD 51 realignment land transfer	46.00
10/13/2017	16517	Norman County Treasurer/Auditor	State Deed Tax	1.65
10/31/2017	16518	BWSR Academy	Nicole Swenson	45.00
11/07/2017	16519	Wambach & Hanson Trust Account	Miller Land Acqu	15,572.06
11/15/2017	16520	Ada Building Center	building supplies	16.66
11/15/2017	16521	AmeriPride		164.94
11/15/2017	16522	Clay County Union	subscription	35.00
11/15/2017	16523	Clay OR LuAnne Visser	Reimbursement on Landowner cost share	780.49
11/15/2017	16524	EcoLab	pest control	86.43
11/15/2017	16525	Gladen Construction	Outlet Repair - Req 1	57,264.66
11/15/2017	16526	Gordon Construction, Inc.	Req 2	34,409.70
11/15/2017	16527	Gordon Construction, Inc.	Final Payment	6,720.50
11/15/2017	16528	Houston Engineering, Inc.		56,159.89
11/15/2017	16529	Jet-Way Multiple Services, Inc.	Televis Pipe	1,505.00
11/15/2017	16530	Jon Peterson	lockhart flood storage mowing	300.00
11/15/2017	16531	Kevin Erickson	Mowing	30.00
11/15/2017	16532	Miller Norman Law Office	Miller Land Purchase	624.00
11/15/2017	16533	Norman County Index-Ada	Subscription	33.00

11/15/2017	16534	Norman County Recorder	Proj 12 research	3.75
11/15/2017	16535	Northwest Beverage, Inc.	water	36.50
11/15/2017	16536	Office Supplies Plus		202.22
11/15/2017	16537	Ralph's Food Pride	Supplies	85.90
11/15/2017	16538	Sorenson Electric	Vault outlet install	243.66
11/15/2017	16539	Tim Crompton Excavating	Final Pay	961.25
11/15/2017	16540	Tony Sip	October Mowing	11,645.00
11/15/2017	16541	Wambach & Hanson	October Legal	1,410.65
11/15/2017	16542	Wesley Carlsrud	September/October Spraying	11,876.94
11/15/2017	16543	Renae Kappes	Cleaning - 2@60	120.00
11/15/2017	16544	Curt Johannsen		82.04
11/15/2017	16545	Dean P Spaeth		103.51
11/15/2017	16546	Duane L Erickson		96.48
11/15/2017	16547	Gregory R Holmvik		69.26
11/15/2017	16548	Mark L Harless		83.17
11/15/2017	16549	Michael K Christensen		91.13
11/15/2017	16550	Raymond M Hanson		88.53
			TOTAL	229,323.27

Appendix A

RESOLUTION

A RESOLUTION APPROVING CONVEYANCE OF REAL PROPERTY

WHEREAS, the City of Ada, Minnesota ("City") has undertaken a project to construct and maintain a flood control system that includes a realignment of Judicial Ditch No. 51 ("Project");

WHEREAS, certain real estate acquired by the City for this project must be conveyed to the Wild Rice Watershed District ("WRWD"), and is situated within the County of Norman, State of Minnesota, and legally described on the attached Exhibit B which is incorporated by reference herein;

WHEREAS, the WRWD has also agreed to convey its interest in additional certain real property to the City, situated within the County of Norman, State of Minnesota, and legally described on the attached Exhibit A, which is attached and incorporated by reference herein;

WHEREAS, the WRWD approves the conveyance of its interest in the property described in Exhibit A to the City; and

WHEREAS, and it is in the best interest of the public and the WRWD to approve the conveyance of its interest in the real property to the City for purposes of the flood control Project.

NOW, THEREFORE, BE IT RESOLVED BY THE WILD RICE WATERSHED DISTRICT AS FOLLOWS:

1. The WRWD Board approves the conveyance of its interest in the real property described on Exhibit A for purposes of the City's flood control Project, and the Chairman and Secretary/Treasurer are hereby authorized to execute any documents required for the completion of the conveyance, including, but not limited to, a Limited Warranty Deed, Purchase Agreement, Settlement Statement, and any other documents.
2. The Chairman and Secretary/Treasurer are further authorized to execute any additional documents that may be necessary or appropriate prior to the WRWD Board conveying possession of its interest in the real estate described on Exhibit A.
3. The conveyance by the WRWD to the City of Ada of the property described on Exhibit A is conditioned upon there being a contemporaneous conveyance by the City of Ada to the WRWD per a Limited Warranty Deed for the property described on Exhibit B, free of any liens or encumbrances, with the property described on Exhibit B to become part of the WRWD's Project No. 51 (Upper Reaches Project).

Upon motion duly made by Member Hanson and seconded by Member Spaeth, and upon being put to a vote, the above Resolution carried on the 15 day of November, 2017, by the following vote:

Ayes: Holmvik, Johannsen, Spaeth, Erickson, Harless, Christensen, Hanson

Nays:

Dated: 11-15-2017

//s – on file at district office

Chairman

Secretary/Treasurer

Appendix B

RESOLUTION #11-15-2017-2

Resolution to support a Wild Rice Watershed One Watershed, One Plan project.

WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

WHEREAS, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

WHEREAS, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

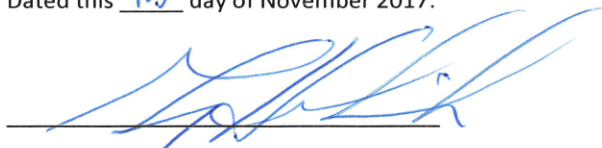
WHEREAS, the counties, soil and water conservation districts, and watershed districts within the **Wild Rice Watershed (38)**, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

NOW, THEREFORE, BE IT RESOLVED, that Wild Rice Watershed District Board of Managers recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

BE IT FURTHER RESOLVED that Wild Rice Watershed District Board of Managers welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the **Wild Rice Watershed (38)** for watershed-scale planning efforts in the future; and

BE IT FURTHER RESOLVED that the Wild Rice Watershed District Board of Managers supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the **Wild Rice Watershed (38)**, to collaborate on this effort, pending selection as a recipient of a planning grant.

Dated this 15 day of November 2017.



Greg Holmvik, Board Chair

Michael Christensen, Vice Chair

Appendix C

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
CSAH	County State Aid Highway
JD 51	Judicial Ditch 51
MnDOT	Minnesota Department of Transportation
MAWD	Minnesota Association of Watershed Districts
NDSU	North Dakota State University
RCPP	Regional Conservation Partnership Program
RIM	Reinvest In Minnesota
RRWMB	Red River Watershed Management Board
USACOE	United States Army Corps of Engineers
WD	Watershed District
WRWD	Wild Rice Watershed District