

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

REGULAR MEETING
December 13, 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, December 13, 2017. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, Curt Johannsen, Mark Harless 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. with recital of the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the agenda with the following items being added to the Agenda. Carried:
 - NCE River Watch Request
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen approving the November 15, 2017, Regular Meeting Minutes as presented, with the correction of three items. 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. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the monthly financial report dated November 30, 2017. Carried
7. Open Mic. Nobody spoke at this time.
8. Community Flood Protection. Engineer Bents stated that a coordination meeting with the City of Hendrum was scheduled regarding FEMA map updates. The city is being remapped, which would bring most of the city into the flood plain. There is hope that road raises can be completed during this process, which would allow public comment to be submitted during the open period for comments asking for a reconsideration due to improvements. It was noted that the City of Halstad report is similar. In addition, a request for additional funding for the City of Halstad has been submitted. Work on determining a borrow site is also being completed. The DOT is planning on completing work though both communities during the 2019 construction season.
9. RCPP. Debe Walchuk, NRCS Red River Basin Coordinator, was in attendance to introduce herself to Managers and Staff and hear updates on the RCPP processes for each project. Engineer Bents stated that Interdisciplinary Team meetings were held for the Moccasin Creek and South Branch of the Wild Rice River subwatersheds. Following the meetings, review point 2 was submitted to both the USACOE and NRCS. We are currently waiting for feedback from both agencies. Once review point 2 is accepted, an overview and

environmental assessment will be completed for each of the subwatersheds. It is anticipated that alternative solutions will be considered during the spring of 2018. Administrator Ruud stated that we are continuing to attempt working with landowners in the Green Meadow subwatershed to determine damages throughout all areas. It was discussed that an additional landowner meeting could be held following the first of the year to ask landowners for direction going forward. A letter will be sent to all landowners within the subwatershed in the upcoming weeks.

10. Manager Erickson arrived at 8:52 am

11. Lower Wild Rice. Administrator Ruud stated that a request for an updated funding plan was submitted to BWSR. We are hoping for a response prior to the January meeting. A memorandum of understanding will be presented once a response is received.

12. Ring Dikes. Engineer Bents stated that work has been completed on the Germolus Ring Dike and the contract is closed. The Moore Ring Dike is complete, and a retainer is being withheld until grass is established on the project area. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a pay request of \$5,300.25 from Gordon Construction for work completed on the Moore Ring Dike. Carried. The Todd party submitted their 12.5% cost share. A bid to move the current septic system was received and we are currently waiting for the septic contractor to enter into a contract for the proposed septic work.

13. Goose Prairie Marsh. Staff is working to obtain necessary landowner signatures for soil borings. Once obtained, the site work to complete borings can begin.

PERMIT APPLICATIONS

14. Norman County Highway Department, Section 19, Winchester Twp. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve Permit #17-132 to replace a bridge with a single span beam bridge. Carried.

15. Russel Olson, Section 32, Wild Rice Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to table Permit #17-128 for the second month, to install subsurface drain tile requesting written approval from adjacent landowners – Thompson and Hendricks, located in the E1/2 of Section 30 of Wild Rice Township. Carried.

16. Norman County Highway Department, Sections 16, 17, 20, 21, 28, 29, 32, and 33, McDonaldsville Twp. Landowners in attendance spoke regarding concern that raising the surface of the road where it currently overtops could cause additional damages to landowners east of the project site. Discussion was held regarding locations where the road overtops during flood events. Landowners felt that it was in more areas than displayed. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #17-131 to construct a 2" overlay on CSAH 64 from TH 200 to CR 142 and requested that the applicant provide a revised plan showing no changes in road profile in areas of historic overflow. Carried.

17. Updates were given on open complaints. We are still waiting to hear from the Mahanomen County Airport on work to be completed. We are still waiting for Aldrich to complete work before the deadline that was imposed.

18. Project 12. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve change order 1 and a pay request from Gladen Construction in the amount of \$29,507.94. It was noted that a 10% retainer is currently being held on the project. Carried.
19. Eiynck Update. Managers were updated on the water and sediment control basin installed on the Eiynck property. The District was a cost share partner for the work. A slideshow of progress from start to finish was displayed.
20. 9:30 am – City of Mahanomen. Representatives from the City of Mahanomen were in attendance to ask for assistance with stabilizing banks of the Wild Rice River in the City of Mahanomen. An overview of the site locations and present concerns in the area were presented. The Board advised the City to approach the SWCD for engineering assistance and return with a defined and specific cost share request once a project has been determined.
21. RRWMB. Discussion was held regarding a draft RFP received from the RRWMB. Board consensus was that they are interested in submitting a proposal. Staff will develop a proposal based of rough construction estimates to present to the RRWMB when they are ready.
22. Goose Prairie Marsh. Manager Erickson asked if the GPM could be tied into the South Branch RCPP process. Administrator Ruud responded that the GPM is too far along in the process to see any benefits from the RCPP process. Engineer Bents added that the location is already past the percentage of design allowed for the process.
23. NCE River Watch. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve a funding request of \$600 from the NCE River Watch Program. Carried. Managers spoke regarding their pleasure that this program is being offered to students within the District.
24. 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.
25. Lease Requests. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve a Lease Request from Dwight Heitman for the Fischer Property. Carried.
- A motion was made by Manager Hanson and seconded by Manager Christensen to approve a Lease Request from Robert Blome for the Walden Property south of the current channel. Carried.
26. Employee Debit Cards. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Nicole Swenson as an authorized debit card holder.
27. Meetings, Conferences & Seminars. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve manager and staff attendance at Rinke Noonan Drainage and Watershed Conference February 15, 2018, in St Cloud, MN, and the MAWD Legislative Session March 7 & 8, 2018, in St Paul, MN. Carried.
28. Chairman Holmvik suggested that staff advertise in area publications to encourage landowners to submit permit applications early to ensure they are ready for projects when weather permits. Manager Hanson suggested that an email can be sent to previous applicants who have provided such information.

29. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Harless to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:34 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Nov 16 - Dec 13, 17				
11/28/2017		QuickBooks Payroll Service	Created by Payroll Service on 11/27/2017	5,903.77
12/11/2017		City of Ada		218.00
11/27/2017			Funds Transfer	2,000.00
11/30/2017		Arrowwood	Harless - MAWD Annual Meeting	196.46
11/30/2017		Arrowwood	Ruud - MAWD Annual Meeting	294.69
11/30/2017		Arrowwood	Johannsen - MAWD Annual Meeting	294.69
12/06/2017			Funds Transfer	475,000.00
12/12/2017		QuickBooks Payroll Service	Created by Payroll Service on 12/11/2017	5,855.09
12/04/2017		Arrowwood	Ruud - Annual Mtg	15.00
12/04/2017		Arrowwood	Ruud - Annual Mtg	20.00
12/06/2017		Amazon	Outdoor flag supplies	66.00
12/06/2017		Amazon	Outdoor flag supplies	30.07
12/01/2017		Arrowwood	Holmvik - MAWD annual meeting	196.46
12/03/2017	ACH	Arvig		346.16
11/28/2017	ACH	Minnesota Energy Resources Corporation		53.00
11/16/2017	ACH	MAWD	Annual Meeting Registration	285.00
12/05/2017	ACH	MARCO, Inc.		518.35
11/17/2017	ACH	MN Dept of Revenue	5062265	435.00
11/17/2017	ACH	US Treasury-Payroll	41-6145653	2,337.74
11/17/2017	ACH	PERA		937.10
12/01/2017	ACH	PERA		905.57
12/01/2017	ACH	MN Dept of Revenue	5062265	435.00
12/01/2017	ACH	US Treasury-Payroll	41-6145653	2,257.36
12/10/2017	ACH	Arvig		147.26
11/16/2017	16551	Clay County Auditor Treasurer	Application for Single Lot Subdivision	150.00
12/13/2017	16552	3 J's Farm Partnership	3 Culvert Traps	850.00
12/13/2017	16553	AmeriPride	rugs	82.47
12/13/2017	16554	Braun Intertec Corporation	Soil borings	2,650.00
12/13/2017	16555	Gladen Construction	Req 2	29,507.94
12/13/2017	16556	Gordon Construction, Inc.	Request 3	5,300.05
12/13/2017	16557	Gordon Construction, Inc.		25,345.00
12/13/2017	16558	Houston Engineering, Inc.		51,149.24
12/13/2017	16559	Kathy Docken	supplies	25.00
12/13/2017	16560	Mahnomen Soil & Water Cons. District	Eiynck Grade Stabilization Cost Share	28,514.00
12/13/2017	16561	Matt Wagner	Beaver Trapping	620.74

12/13/2017	16562	McCollum Hardware, Inc.		28.18
12/13/2017	16563	Morris Electronics, Inc.		1,623.47
12/13/2017	16564	Norman County Treasurer/Auditor	Beaver trapping cost share.	15.00
12/13/2017	16565	Northern Technologies LLC	Survey services	115.00
12/13/2017	16566	Northwest Beverage, Inc.	Water	22.50
12/13/2017	16567	Ralph's Food Pride	Supplies	127.75
12/13/2017	16568	Red River Watershed Management Board		281,744.17
12/13/2017	16569	Red River Watershed Management Board	1/2 reimbursement	5,764.25
12/13/2017	16570	Wambach & Hanson	November Legal	668.56
12/13/2017	16571	Curt Johannsen		460.11
12/13/2017	16572	Dean P Spaeth		103.50
12/13/2017	16573	Duane L Erickson		201.01
12/13/2017	16574	Gregory R Holmvik		402.36
12/13/2017	16575	Mark L Harless		425.78
12/13/2017	16576	Michael K Christensen		26.75
12/13/2017	16577	Raymond M Hanson		177.04
12/13/2017	16578	Michael K Christensen		64.39
12/13/2017	16579	Kenneth Aaron Kesselberg	Snow Removal	25.00
TOTAL				934,937.03

Appendix A

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
CSAH	County State Aid Highway
DOT	Department of Transportation
FEMA	Federal Emergency Management Agency
GPM	Goose Prairie Marsh
MAWD	Minnesota Association of Watershed Districts
NCE	Norman County East
NRCS	Natural Resources Conservation Service
RCPP	Regional Conservation Partnership Program
RFP	Request for Proposal
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TH	Trunk Highway
USACOE	United States Army Corps of Engineers