

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

**REGULAR MEETING**  
**February 13, 2019**  
**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 February 13, 2019. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Dean Spaeth, Curt Johannsen, and Raymond Hanson. Managers absent: Michael Christensen. 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. with recital of the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the agenda with the following additions. Carried.
  - Remove Mahnomen County funding request
  - Add Ag Water Forum Conference
  - Add computer request from City of Hendrum
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the January 9, 2019 meeting minutes as presented, with one correction the date in the financial report section. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Harless to approve payment of billings as presented, with the addition of two late bills. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the monthly financial report January 31, 2019. Carried.
7. Open Mic. Nobody spoke at this time
8. Lower Wild Rice. Administrator Ruud reported that the Income Contract has been signed by BWSR and noted that Attorney Hanson reviewed the document. He added that option papers have been received from Attorney Hanson's office and are being reviewed. A completed application has been received and we are working forward with interested parties at this time.
9. Manager Erickson arrived at 8:38 pm.
10. Remodeling Project. Administrator Ruud updated the Board that concrete has been poured, with more sections to be poured as weather permits. He provided updates on additions and deductions from the project as it currently stands, which does not increase the price of the project. He presented information regarding installation of webcast capabilities to the conference room. The Board decided not to pursue webcast options at

the current time. A motion was made by Manager Johannsen and seconded by Manager Harless to approve Pay Request 1 from Schmitz Builders in the amount of \$31,245.50. Carried.

11. Goose Prairie. Engineer Bents distributed the Engineer's Report for the project for interested parties to review. He noted that it will be sent to the DNR and BWSR for comments prior to a public hearing on the project being held. He highlighted areas contained within the report for those in attendance. Manager Spaeth asked for clarification on the timing of the hearing, if it would be held before the final funding sources were secured. Engineer Bents indicated that a project could be ordered by the Board contingent on funding sources being secured. Administrator Ruud informed the Board that he was continuing to work on securing options for the flowage and construction right of way easements. He added that the township met and requested that the culvert east of the Kjos property be increased from an 18" to a 24", the ditch be angled more where it meets the township road, and an agreement be in place that if the project causes damages to 115<sup>th</sup> or 120<sup>th</sup> avenues, the Watershed will pay for repairs. A motion was made by Manager Spaeth and seconded by Manager Johannsen accepting the Engineer's Report as presented, approving transmittal to BWSR and DNR for comments. Carried. A motion was made by Manager Hanson and seconded by Manager Harless to authorize Attorney Hanson to prepare a petition for impounding water on a public ditch system, which would be made publicly available when completed. Carried. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve staff to prepare a step 2 submittal for the RRWMB funding and increase the funding request based off the project's STar value rating. Carried.

## **PERMIT APPLICATIONS**

12. Verdell Olson, Section 7, Sundal Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #18-128 to install subsurface drain tile pending a staff review and acceptance of the tile plan information provided during the meeting. Carried. Olson requested funding assistance for a portion of the project due to the Sande Detention project causing saturation of the adjacent property owned and operated by Olson. The Board asked Engineer Bents to review the request and return information to the Board for further discussion at a future meeting.

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

- CMGB Farms, Section 33, Strand Twp. Permit #19-003 to install subsurface drain tile with standard tile conditions.
- Jerry Matter, Section 7, Spring Creek Twp, Becker County. Permit #19-006 to construct a new ditch on the property line, eliminate swales in the fields, with the condition that both landowners on the north and south sides of the new ditch have signed the permit application.
- Brandon Ruud, Section 10, Flom Twp. Permit #19-005 to install subsurface drain tile with standard tile conditions.

14. Richard Balstad, Section 3, Gregory Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #18-090 to install a culvert pending previously requested information from the applicant. Carried.

15. CMGB Farms, Section 13, Pleasant View Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #19-004 to install subsurface drain tile pending a field review. Carried.

16. MNDOT, Sections 19 & 30, Hendrum Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #19-001 to reconstruct urban and rural sections of TH 75 including culvert

replacements and changes with the condition that the final plans be provided and amendment to the permit be requested if any changes to the drainage patterns are made between the 90% and 100% plans, also with the condition that the new centerline pipe proposed north of CR25 is modified to drain to the west instead of east. Motion carried with Manager Johannsen abstaining.

17. MNDOT, Section 19 & 30, Halstad Twp. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve Permit #19-002 to reconstruct urban and rural sections of TH 75 including culvert replacements and changes with the condition that the final plans be provided and amendment to the permit be requested if any changes to the drainage patterns are made between the 90% and 100% plans. Carried.

18. Skaurud Grain Farms, Section 32, Waukon Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #19-007 to install subsurface drain tile with standard tile conditions and with the condition that the applicant get written approval from the Drainage Authority (Norman County) for installing tile across Norman County Ditch 7 right-of-way. Carried.

19. Manager Harless presented a question regarding the Kraig Nelson permit application and requirements from the January Board meeting.

20. RCP. Engineer Bents reported that Moccasin and South Branch Manager committees recently met. He presented an overview of the discussion at each of the meetings. Each Manager committee came to a consensus to recommend continuing forward with studies in each of the project areas. Manager Hanson led discussion regarding potential project implementation and actions Board members must consider taking to implement desired alternatives in the District. Engineer Bents added that soil testing reports in Green Meadow from Braun Intertec should be complete around March 1<sup>st</sup> and a hydraulics study would be complete later in the spring. Both studies would be reviewed to provide recommended enhancements to the existing dam if repairs are warranted. The Board asked Staff to consult with Keith Weston to determine what process needs to be followed to request an extension on the current agreements.

21. Community Flood Protection. Engineer Bents presented a change order for a change in the road raise and the addition of buzzers on the pumps which was requested by the City of Halstad. The change resulted in a deduction in the contract amount. A motion was made by Manager Hanson and seconded by Manager Harless to approve the change order as presented by Engineer Bents. Engineer Bents continued that 90% plans for both Hendrum and Halstad have been received from the DOT. The WRWD is completing plans for the NCHD road projects and they are also at 90% completion. Once plans are finalized, the County will solicit bids for the project. He added that the road raise efforts in both Hendrum and Halstad should be completed by the end of the year.

22. 1W1P. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize Chairman Holmvik to sign the Memorandum of Agreement as distributed at the meeting. A motion was made by Manager Johannsen and seconded by Manager Hanson to name Manager Spaeth as the alternate to the Policy committee, serving in Manager Harless' absence. Administrator Ruud asked Board members to return recommendations on landowners to serve on the Advisory Committee. He added that Steering and Policy Committee meetings would be held on March 6<sup>th</sup> at the District Office.

23. Hendrum Computer Request. A motion was made by Manager Harless and seconded by Manager Hanson to donate a used surplus computer to the City of Hendrum. The City submitted a letter requesting the donation to use in their meeting room. Motion carried with Manager Johannsen abstaining.

24. Envirothon Request Policy. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the amount paid to each SWCD envirothon request of \$200.00. Carried.

25. River Watch Funding Request. A motion was made by Manager Hanson and seconded by Manager Erickson to approve a \$600 funding request from the NCE River Watch Program. Carried.

26. Per Diems. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve payment of Managers per diems and expenses as distributed. Carried.

27. Meetings and Conferences. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Manager and Staff attendance at the RRWMB and FDR Annual Joint Conference, March 20-21, 2019, Marriott Hotel, Moorhead and the Agriculture Water Forum, February 25<sup>th</sup> at UMC. Carried.

28. 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 10:02 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Jan 10 - Feb 13, 19</b>				
01/22/2019		QuickBooks Payroll Service	Created by Payroll Service on 01/18/2019	6,137.82
02/05/2019		QuickBooks Payroll Service	Created by Payroll Service on 02/04/2019	6,128.51
02/05/2019			Funds Transfer	250,000.00
01/10/2019	ACH	Ada City		255.18
02/05/2019	ACH	MARCO, Inc.		3,322.93
02/04/2019	ACH	Minnesota Energy Resources Corporation		63.00
02/03/2019	ACH	Arvig		316.07
01/11/2019	ACH	MN Dept of Revenue	5062265	349.00
01/11/2019	ACH	US Treasury-Payroll	41-6145653	1,772.54
01/11/2019	ACH	PERA		972.52
01/24/2019	ACH	MN Dept of Revenue	5062265	349.00
01/25/2019	ACH	US Treasury-Payroll	41-6145653	1,680.66
01/24/2019	ACH	PERA		940.99
01/17/2019	ACH	Aflac		433.64
02/04/2019	ACH	Postalia		20.00
01/17/2019	ACH	Canad Inn	Ruud RRBC Meeting	205.52
01/17/2019	ACH	Canad Inn	Holmvik RRBC Meeting	205.52
01/23/2019	ACH	Star Tribune		49.27
01/31/2019	ACH	Whitepages		4.99
02/11/2019	ACH	Ada City		320.34
02/11/2019	ACH	PERA		940.99
02/08/2019	ACH	MN Dept of Revenue	5062265	349.00
02/11/2019	ACH	US Treasury-Payroll	41-6145653	1,680.70
02/13/2019	17025	AmeriPride		137.72
02/13/2019	17026	Arvig	Service work	752.86
02/13/2019	17027	Braun Intertec Corporation	Geotechnical Eval	2,136.25
02/13/2019	17028	Clay County Recorder	copies	18.00
02/13/2019	17029	EcoLab	Rodent Control	92.59
02/13/2019	17030	Eggen Heating and Air Conditioning	Replace Filters	100.00
02/13/2019	17031	Houston Engineering, Inc.		57,145.05
02/13/2019	17032	Kenneth Aaron Kesselberg	Snow Removal	240.00
02/13/2019	17033	Liberty Mutual Insurance	Bond	125.00
02/13/2019	17034	MARCO, Inc. Mpls	Mfiles	2,592.41
02/13/2019	17035	MAWD	2019 Dues	7,500.00
02/13/2019	17036	McCollum Hardware, Inc.		105.30
02/13/2019	17037	MN PEIP	Health & Dental	1,191.60
02/13/2019	17038	Morris Electronics, Inc.		1,090.82
02/13/2019	17039	Norman County Recorder	Heitman Easement Recording	46.00
02/13/2019	17040	Northwest Beverage, Inc.		31.50
02/13/2019	17041	Office Supplies Plus		71.28
02/13/2019	17042	Perley City		3,840.00
02/13/2019	17043	Ralph's Food Pride	Supplies	19.94

02/13/2019	17044	Red River Watershed Management Board	office rent	625.00
02/13/2019	17045	Red River Watershed Management Board	tax reimbursement	16,993.51
02/13/2019	17046	Schmitz Builders	Request 1	31,245.50
02/13/2019	17047	Twin Valley Times	Subscription	35.00
02/13/2019	17048	Wambach & Hanson	January Legal	1,645.62
02/13/2019	17049	Western National Insurance Group	Insurance	12,496.00
02/13/2019	17050	Renae Kappes	cleaning	180.00
02/13/2019	17051	Curt Johannsen		167.06
02/13/2019	17052	Dean P Spaeth		212.77
02/13/2019	17053	Duane L Erickson		326.56
02/13/2019	17054	Gregory R Holmvik		272.05
02/13/2019	17055	Mark L Harless		84.35
02/13/2019	17056	Raymond M Hanson		180.29
02/13/2019	17057	Red River Watershed Management Board	Stream Gage Cost Share	12,634.50
<b>TOTAL</b>				<b>430,832.72</b>

## Appendix A

### List of Acronyms Used:

1W1P	One Watershed One Plan
BWSR	Board of Water and Soil Resources
CR	County Road
DNR	Department of Natural Resources
DOT	Department of Transportation
FDR	Flood Damage Reduction
MNDOT	Minnesota Department of Transportation
NCE	Norman County East
NCHD	Norman County Highway Department
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
STar	Storage x Detention Time
SWCD	Soil and Water Conservation District
TH	Trunk Highway