

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

**REGULAR MEETING**  
**May 8, 2019**  
**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 8, 2019, at the Ada Event Center, Ada, Minnesota. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mark Harless, Curt Johannsen, Mike Christensen 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 8:30 a.m with the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Harless and seconded by Manager Johannsen to approve the meeting agenda with the following additions. Carried.
  - Norman County Agricultural Society Donation Request
  - Mashaug Creek/District Signs
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the April 10, 2019, regular meeting minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report dated April 30, 2019. Carried.
7. Manager Erickson arrived at 8:35 am.
8. Open Mic. No one spoke at this time.
9. Lower Wild Rice River. Administrator Ruud reported that a short phone call was held between staff prior to a longer call with BWSR to discuss option language and supplemental easement information. It was clarified that as long as we are able to complete future corridor restorations the easement status and order of recording isn't a concern. Attorney Hanson added that both easements would be executed simultaneously and BWSR wants the RIM easement recorded first, which appears to be acceptable so long as it is subject to the WRWD easement on the property. Engineer Bents clarified that as channel modifications occur down the road, old easements would be released. Administrator Ruud updated the Board that the staff is preparing to submit an application for additional LSOHC funding, stating that the process takes about 14 months until potential funds become available. Engineer Bents informed the board that the easement opportunities along the corridor have not been advertised to landowners. Once easement language is finalized it will be advertised to applicable landowners. Funding for acquisition was clarified. LSOHC funding is used towards the RIM program, WRWD provides and additional 20% compensation which is funded through Red River Construction.

10. Rural Ring Dikes. Engineer Bents reported that staff met with Hewson recently regarding the improvement to the existing dike. A meeting with Goldader would be scheduled for the following week.
11. Goose Prairie WMA. Administrator Ruud reported that the survey crew would be on site tomorrow afternoon to place stakes on the Paakh, Kjos, and Anderson properties as requested by the landowners, showing where easements on the property would be. Engineer Bents added that the Engineer's Report for the petition to hold water on a legal ditch system has been completed and would be presented at the upcoming public hearing. Manager Erickson asked if communication with Bergren was ongoing. Administrator Ruud responded that the Board's offer has been extended to Bergren and we are awaiting a response. Manager Erickson responded that he would like to have Administrator Ruud further communicate with Bergren. Manager Hanson responded that the offer has been made and he does not see an advantage of continuing to reach out for a response.
12. Norman County Agricultural Society Donation Request. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a \$250 donation to the Norman County Agricultural Society for the Norman County Fair event they host. Carried.

## **PERMIT APPLICATIONS**

13. Good Hope Township, Sections 4 & 5, Good Hope Twp. Discussion was held regarding the permit application and issues in area, adjacent road elevation and ditch design. A motion was made by Manager Harless and seconded by Manager Johannsen to table Permit # 19-035 to lower the inlet (stand pipe) on a 36" centerline culvert by two feet pending additional staff review of elevations from LiDAR and review of Project No. 5 upstream to investigate breakout locations. Carried.
14. Roger Kurpis, Section 22, Lockhart Twp. Adjacent property owner presented concern regarding the location of the proposed crossing presenting additional flooding concerns to their property. A motion was made by Manager Hanson and seconded by Manager Spaeth to deny Permit #19-031 to install a field approach with a 48" culvert based on potential impact to the upstream property owner. Carried.
15. Ducks Unlimited, Section 27, Goose Prairie Twp. Discussion was held regarding the design of the current application and previously approved application. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #19-024 to construct ditch plugs and excavate existing wetland areas with the condition that the excavation not be done in the roadway right-of-way without written permission from the road authority. Carried.
16. A motion was made by Manager Hanson and seconded by Manager Christensen to table the following permit applications pending a field review. Carried. It is noted that the applications were received less than a week prior to the Board meeting.
  - Aaron Broden, Section 1, Lockhart Twp. Permit #19-054 to install subsurface drain tile.
  - Aaron Broden, Section 35, Reis Twp. Permit #19-055 to install subsurface drain tile.
17. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permit application with applicable conditions as listed. Carried.
  - City of Ada, Section 9, McDonaldsville Twp. Permit #19-036 to construct roadways, paving, curb and gutter, and storm sewer.
  - Kevin Anderson, Section 19, McDonaldsville Twp. Permit #19-053 to install a field approach and culvert with a flap gate on the east side.

- Loren Eken, Section 30, Wild Rice Twp. Permit #19-037 to install a new driveway approach with an 18" culvert.
- Fevig Oil Company, Section 28, Hagen Twp. Permit #19-051 to install subsurface drain tile with standard tile conditions.
- Robert Haverkamp, Section 3, Lake Grove Twp. Permit #19-022 to install subsurface drain tile with standard tile conditions and the condition that the applicant use nonperforated tile in noncropped wetland areas per the Mahnomen SWCD recommendation.
- Corey Hoseth, Section 1, Flom Twp. Permit #19-050 to install water and sediment control basins with standard tile conditions.
- Corey Jacobson, Section 10, McDonaldsville Twp. Permit #19-029 to install subsurface drain tile with standard tile conditions.
- Ben Kettner, Section 36, Waukon Twp. Permit #19-045 to install side inlet structures with the condition that the applicant get approval from the Drainage Authority (Norman County) for work in the ditch right-of-way.
- Doug Kramer, Section 29, Chief Twp. Permit #19-027 to install water and sediment control basins with standard tile conditions.
- Robert Klementson, Section 13, Walworth Twp. Permit #19-056 to remove a field approach and culvert.
- Roger Kurpis, Section 28, Lockhart Twp. Permit #19-032 to remove a field approach with a 36" culvert and install the culvert in Section 22. Approved the removal of the approach with the condition that the reinstallation of the 36" culvert will require a separate permit application.
- Ordell McCollum, Section 14, Gregory Twp. Permit #19-048 to install side inlet structures with the condition that the applicant get approval from the Drainage Authority (Mahnomen County) for work in the ditch right-of-way.
- Dan McNamee, Section 28, Beaulieu Twp. Permit #19-028 to install water and sediment control basins with standard tile conditions.
- Doug McNamee, Section 4, LaGarde Twp. Permit #19-052 to install water and sediment control basins and grade stabilization structures with standard tile conditions.
- Kevin Quick, Section 33, Rockwell Twp. Permit #19-044 to install a field approach with a 24" culvert and clean and level the road ditch (Norman County Ditch 37). Approved the installation of the field approach with the condition that the applicant contact the WRWD prior to installation to allow WRWD staff to set the elevation of the culvert per the NC Ditch 37 grade. Also, the ditch cleaning and leveling is not approved. The landowner is requested to fill out a WRWD maintenance request for any requested ditch maintenance.
- Peter Scheff, Sections 15-16, Beaulieu Twp. Permit #19-047 to install water and sediment control basins with standard tile conditions.
- Gary Schlick, Section 32, Chief Twp. Permit #19-039 to install grade stabilization structures.
- Fred Specht, Section 31, Pembina Twp. Permit #19-046 to install water and sediment control basins with standard tile conditions.
- Van Den Einde Farms, Sections 20, 30, 31, Marsh Creek Twp. Permit #19-040 to install water and sediment control basins, grade stabilization structures and side inlet structures with the condition that the applicant get approval from Mahnomen County (Drainage Authority) for work in the right-of-way in Ditch 55 and Ditch 91 & 91A.
- David Visser, Section 14, Gregory Twp. Permit #19-041 to install water and sediment control basins and grade stabilization structures with standard tile conditions and the condition that the applicant get approval from Mahnomen County (Drainage Authority) for work in the right-of-way in Ditch 91 & 91A.

18. David Eiyneck, Section 16, Pembina Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #19-026 to install water and sediment control basins pending applicant providing information showing the 100-year flood pool of the basins due to potential impacts to adjacent properties. Motion carried with Manager Erickson opposed.
19. 10:00 am – Green Meadow Township. Corey Hanson stated that sloughing is occurring along the township road adjacent to Project 25. He was asking if the WRWD would include the repairs in their list of FEMA damages. Discussion was held regarding the District's approach to similar situations in the past. It was determined that since the repairs are the responsibility of the road authority, they should be the ones that include the damages in their FEMA reporting. If it is considered for repairs the District might assist in loaning funding to the township until they can be repaid for repairs.

### **PERMIT APPLICATIONS (continued)**

20. Duane Erickson, Section 23, Walworth Twp. Permit #19-018 to install subsurface drain tile was withdrawn by the applicant.
21. Haugo Brothers, Section 16, Lake Grove Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #19-038 to install water and sediment control basins to notice section 16 of Lake Grove Township and the road authority (Mahnomen County). Carried.
22. Steve Hlubek, Section 20, Marsh Creek Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #19-049 to install water and sediment control basins to notice the SW1/4 of Section 20 of Marsh Creek Township and the road authority (Mahnomen County). Carried.
23. Corey Jacobson, Section 18, Halstad Twp. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Permit #19-030 to install subsurface drain tile with standard tile conditions. Carried.
24. Doug Kettner, Sections 16 & 17, Pembina Twp. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve Permit #19-034 to install grade stabilization structures. Carried.
25. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the following permit applications pending a field review. Carried. It is noted the applications were received less than ten days prior to the Board meeting.
  - Pat Noll, Section 19, Pembina Twp. Permit #19-057 to install subsurface drain tile.
  - Pat Noll, Section 32, Marsh Creek Twp. Permit #19-058 to install subsurface drain tile.
  - Pat Noll, Section 34, Marsh Creek Twp. Permit #19-059 to install subsurface drain tile.
26. Skaurud Grain Farms, Section 16, Green Meadow Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve Permit #19-033 to install subsurface drain tile with standard tile conditions. Carried.
27. Skaurud Grain Farms, Section 12, Waukon Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #19-042 to install subsurface drain tile and request that the applicant provide written approval from the Drainage Authority (Norman County) to drain the W1/2 of the NW1/4 of Section 12 into Norman County Ditch 8. Carried.

28. Skaurud Grain Farms, Sections 27, 28 and 33, Waukon Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #19-043 to remove and install field approaches to notice the W1/2 of Section 2 and the E1/2 of Section 28 and the E1/2 of Section 33 of Waukon Township. Carried.

29. Remodeling Project. Administrator Ruud reported that staff moved into the new office on Monday, adding that carpet is expected to be installed in the coming week. During demolition of the former offices, the contractor found that there was a thick concrete ceiling in the vault that needed to be removed which was time consuming. He continued to add that furnaces likely will not be functioning until closer to the end of the project. Pricing and options for replacing the sidewalk in front of the building, bringing both entrances to meet ADA accessibility requirements. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve replacing 60 feet of concrete sidewalk in front of the building, sloping the entrance to the stoop level. Motion carried with Managers Harless, Erickson and Hanson voting against.

Administrator Ruud presented concerns that were not addressed through the building remodeling project including lack of insulation in the ceiling of the existing offices and parking lot elevation which could cause potential water damages. Manager Harless felt that the parking lot issue was something that should not be ignored or put off. Administrator Ruud was asked to discuss the issues with the architect.

A motion was made by Manager Johannsen and seconded by Manager Harless to approve a pay request from YHR Partners for architect services in the amount of \$4,239.20. Carried.

A motion was made by Manager Christensen and seconded by Manager Harless to approve pay request 4 from Schmitz Builders for work completed on the project in the amount of \$126,039.35. Carried.

30. RCPP. Administrator Ruud reported that staff met with the owner of the property which is waiting to be surveyed for potential calcareous fen in the Green Meadow Subwatershed. A channel survey is anticipated to be completed the week of May 20-24 in the Moccasin Creek Subwatershed. A meeting with the DNR regarding South Branch channel restoration and repairs was held and they requested a series of historic profiles prior to a follow up meeting occurring later in the month.
31. Community Flood Protection. Administrator Ruud reported that the bid letting for the Hendrum County Road 25 & 106 grade raise project is anticipated to occur on June 3<sup>rd</sup>. The contractor is anticipating to be on site resuming work in Halstad next week.
32. 1W1P. Administrator Ruud informed the Board that the steering committee met yesterday in Twin Valley to discuss information. An advisory committee open house will be held June 12<sup>th</sup> in Ada. Other upcoming meetings include a Policy and Advisory committee meeting on June 24<sup>th</sup> and the Public open house on July 25<sup>th</sup>.
33. Mashaug Creek/District Signage. Administrator Ruud noted that an individual living near the Mashaug Creek sign has noted that it is in poor condition. Staff will look at the condition of project signs in the Watershed and determine the cost to make necessary repairs.
34. Annual Report and Audit Report. Both documents were distributed in draft format for review along with the Audit Report communications letter. Manager Spaeth noted that he had a conversation with the auditor in which he received favorable remarks regarding the District's financial status and annual audit process.

35. Board Reorganization. Chairman Holmvik asked Attorney Hanson to preside over Board Officer Reorganization. Attorney Hanson called for nominations for Chairman. Harless nominated Holmvik for the position of Chair. Erickson nominated Christensen for the position of chair. Nominations ceased and votes were cast. Holmvik was elected chair by the votes of Harless, Christensen, Hanson, Johannsen, Holmvik, and Spaeth. Erickson voted for Christensen. Attorney Hanson called for nominations for Vice-Chairman. Erickson nominated Christensen for the position of Vice-Chair. Johannsen nominated Harless for the position of Vice-Chair. Nominations ceased and votes were cast. Harless was elected Vice-Chair by the votes of Christensen, Hanson, Holmvik, Harless, and Johannsen. Erickson and Spaeth voted for Christensen. Attorney Hanson called for nominations for secretary. Spaeth nominated Johannsen for the position of secretary. Hearing no further nominations, a motion was made by Harless and seconded by Christensen to cease nominations and cast a unanimous ballot electing Johannsen as secretary. Carried. Attorney Hanson called for nominations for Treasurer. Hanson nominated Spaeth for the position of treasurer. Hearing no further nominations for treasurer, a motion was made by Johannsen and seconded by Harless to cease nominations and cast a unanimous balled electing Spaeth as treasurer. Carried.

A motion was made by Manager Christensen and seconded by Manager Hanson approving committee assignments. A full list of committee assignments is available in Appendix A at the end of this report.

36. 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.
37. Meetings and Conferences. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve manager and staff attendance at the MAWD Summer Tour, being held in Clay County in June. Carried.
38. 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 11:13 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Apr 11 - May 8, 19</b>				
04/12/2019			Funds Transfer	203.65
04/16/2019		QuickBooks Payroll Service	Created by Payroll Service on 04/15/2019	6,535.77
04/30/2019		QuickBooks Payroll Service	Created by Payroll Service on 04/29/2019	6,290.41

04/12/2019	ACH	MN Dept of Revenue	5062265	4.00
04/12/2019	ACH	US Treasury-Payroll	41-6145653	160.64
04/18/2019	ACH	MN Dept of Revenue	5062265	355.00
04/18/2019	ACH	US Treasury-Payroll	41-6145653	1,711.62
04/15/2019	ACH	Aflac		433.64
04/18/2019	ACH	PERA		951.07
04/12/2019	ACH	PERA		105.02
04/30/2019	ACH	Whitepages		4.99
05/07/2019	17127	Ada Building Center	Supplies	21.36
05/07/2019	17128	Afixia	Tech Support	31.25
05/07/2019	17129	VOID		0.00
05/07/2019	17130	AmeriPride	Rugs	73.36
05/07/2019	17131	Braun Intertec Corporation	Geotechnical Eval	7,594.00
05/07/2019	17132	Cardmember Service	April Billing	160.31
05/07/2019	17133	Clay County Union	1W1P advertising	140.00
05/07/2019	17134	EcoLab	Pest Control	92.59
05/07/2019	17135	Farmers Publishing Company	Meeting Location Change	13.50
05/07/2019	17136	Gordon Construction, Inc.	Olson Agassiz	1,450.00
05/07/2019	17137	Grinnell Mutual Payment Center	building policy	259.33
05/07/2019	17138	Houston Engineering, Inc.		102,476.81
05/07/2019	17139	KRJB Radio	Advertising	48.00
05/07/2019	17140	McCollum Hardware, Inc.	Supplies	8.00
05/07/2019	17141	MN PEIP	April Insurance Billing	1,191.60
05/07/2019	17142	Morris Electronics, Inc.		7,006.03
05/07/2019	17143	Norman County Index-Ada	Meeting Location Change	20.00
05/07/2019	17144	Northwest Beverage, Inc.		17.50
05/07/2019	17145	Office Supplies Plus Red River Watershed Management		254.34
05/07/2019	17146	Board	Rent Reimbursement	625.00
05/07/2019	17147	Schmitz Builders	Request #4	126,039.35
05/07/2019	17148	Star Tribune	Subscription	49.27
05/07/2019	17149	Supermarket Foods	Supplies	67.33
05/07/2019	17150	The Forum	Meeting Location Change	24.45
05/07/2019	17151	Tw in Valley Times	Meeting location change	10.00
05/07/2019	17152	Visser Trenching	snow removal	60.00
05/07/2019	17153	Wambach & Hanson	April Legal	3,657.20
05/07/2019	17154	YHR Partners	Professional Services 9/1/18 - 3/31/19	4,239.20
05/08/2019	17155	Norman County Agriculture Society	Fair Sponsorship/Donation	250.00
05/08/2019	17156	Curt Johannsen		175.58
05/08/2019	17157	Dean P Spaeth		106.39
05/08/2019	17158	Duane L Erickson		99.18
05/08/2019	17159	Gregory R Holmvik		96.96
05/08/2019	17160	Mark L Harless		84.34
05/08/2019	17161	Michael K Christensen		93.38
05/08/2019	17162	Raymond M Hanson		90.14
<b>TOTAL</b>				<b>273,381.56</b>

## Appendix A

### 2019-2020 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

##### ONE WATERSHED ONE PLAN

Mark Harless  
Curt Johannsen

##### CITIZEN'S ADVISORY MTGS.

November:

Dean Spaeth  
Raymond Hanson

April:

Mark Harless  
Curt Johannsen

#### REPRESENTATIVES

##### RRWMB

Greg Holmvik  
Raymond Hanson (alternate)

##### BECKER COUNTY SWCD

Duane Erickson

##### CLAY COUNTY SWCD

Mark Harless

##### NORMAN COUNTY SWCD

Mike Christensen

##### MAHNOMEN COUNTY SWCD

Dean Spaeth

#### RCPP PROJECT TEAM ASSIGNMENTS:

##### GREEN MEADOW

Greg Holmvik  
Raymond Hanson  
Mike Christensen

##### SOUTH BRANCH

Mark Harless  
Duane Erickson  
Curt Johannsen

##### MOCCASIN CREEK

Raymond Hanson  
Dean Spaeth  
Duane Erickson



## Appendix B

### List of Acronyms Used:

1W1P – One Watershed One Plan  
ADA – Americans with Disabilities Act  
BWSR – Board of Water and Soil Resources  
DNR – Department of Natural Resources  
FEMA – Federal Emergency Management Agency  
LSOHC – Lessard Sams Outdoor Heritage Council  
MAWD – Minnesota Association of Watershed Districts  
NC – Norman County  
RCPP – Regional Conservation Partnership Program  
RIM – Reinvest in Minnesota  
SWCD – Soil and Water Conservation District  
WMA – Wildlife Management Area  
WRWD – Wild Rice Watershed District