

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

REGULAR MEETING
July 17, 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, July 17, 2019. Managers in attendance included: Greg Holmvik, Dean Spaeth, Mike Christensen, Curt Johannsen, Mark Harless, and Raymond Hanson. Manager Duane Erickson was absent. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents 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 Harless and seconded by Manager Spaeth to approve the meeting agenda with the following additions. Carried.
 - Per Diems for Managers
4. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Resolution to Increase Manager Per Diems, which is included as Appendix B at the end of this report. Motion carried through roll call vote. Chairman Homvik and Managers Harless, Christensen, Johannsen, Hanson, and Spaeth voting in favor. No votes against. Manager Erickson was absent.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the monthly meeting minutes dated June 12, 2019 as presented. Carried.
6. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the payment of billings as presented. Carried.
7. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the monthly and quarterly financial reports dated June 30, 2019, and transfers between unassessed projects and ditches and Red River Construction. Carried.
8. Open Mic. None.
9. KRJB. Jim Birkemeyer presented the Board with an advertising package proposal for the upcoming sports season radio broadcasts and sports directories. He indicated that advertisements could be changed as needed, encouraging landowners to submit permit applications or remind them of important items. The Board decided not to act on the proposal at the current time and thanked Birkemeyer.
10. Green Meadow. Corey Hanson asked for an appointment to discuss ditch repairs adjacent to NCD 38. He was not in attendance. Administrator Ruud summarized a discussion Hanson had with him regarding the

repairs and necessary engineering needs. It was determined that the township could hire HEI directly if they desired to have them complete project engineering for them and it would not need to be ran through WRWD.

11. FEMA. Administrator Ruud reported that he attended an applicant's briefing the previous week and we are in the process of entering necessary information into the database. He added that repairs and debris cleanup is currently about 80% completed.

12. Lower Wild Rice. Administrator Ruud is working with Attorney Hanson to develop a final draft of the easement language to return to BWSR for review. We are hoping to receive an invitation to testify at the hearing for funding this fall.

13. Ring Dike. Engineer Bents stated that an estimate and preliminary plan were developed for Hewson. The RRWMB approved a 25% cost share for the applicant and allocated state funding towards the improvements if Hewson decides to go forward. He added that two additional applications have been received and will be reviewed.

PERMIT APPLICATIONS

14. Duane Erickson, Section 23, Walworth Twp. Several letters opposing the proposed project were submitted by adjacent landowners for consideration. Discussion regarding the project design was held. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #19-063 to install subsurface drain tile with standard tile conditions and the condition that drainage tiles are not installed within 200 feet of the property line with the USFWS without written approval of the USFWS, and with the condition that any ditch improvement work is not covered with this application and must be authorized with a separate permit. Carried with Manager Johannsen opposed.

15. Glen Brandt, Section 21, Green Meadow Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit #19-082 to install subsurface drain tile with standard tile conditions. Carried.

16. NCHD, Section 2, Anthony Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #19-069 to replace a bridge pending information regarding project alternatives regarding a bridge instead of a box culvert. Motion carried with Manager Hanson opposed.

17. NCHD, Section 2, Anthony Twp. A motion was made by Manager Harless and seconded by Manager Hanson to approve Permit #19-092 to replace a bridge with a temporary crossing with the condition that the temporary pipes be installed at a flowline of 875.5 instead of 876 based on the recent survey and soil borings to determine channel grade. Carried.

18. Chris Erickson, Section 22, Flom Twp. A motion was made by Manager Hanson and seconded by Manager Harless to table Permit #19-089 to install subsurface drain tile to notice the N1/2 of Section 22 of Flom Twp. Carried.

19. Greg Zillmer, Section 9, Hagen Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #19-071 to install subsurface drain tile and request the applicant provide written approval from the Clay County SWCD regarding potential wetland impacts. Carried.

20. Greg Zillmer, Section 13, Hagen Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #19-072 to install subsurface drain tile with standard tile conditions. Carried.

21. Greg Zillmer, Section 14, Hagen Twp. A motion was made by Manager Harless and seconded by Manager Johannsen to approve Permit #19-073 to install subsurface drain tile with standard tile conditions. Carried.

22. A motion was made by Manager Spaeth and seconded by Manager Harless to table the following permit applications for reasons as listed. Carried.

- Greg Zillmer, Section 3, Hagen Twp. Permit #19-087 to install subsurface drain tile to notice the N1/2 of Section 4 of Hagen Twp and the S1/2 of Section 33 of Rockwell Twp.
- Greg Zillmer, Section 3, Hagen Twp. Permit #19-088 to construct a new ditch along the north end of the section and add a new centerline culvert to notice the N1/2 of Section 4 of Hagen Twp and the S1/2 of Section 33 and the S1/2 of Section 34 of Rockwell Twp. Also request that the applicant provide the ditch grade and location adjacent to the dam located in the SW1/4SW1/4 of Section 34 and the applicant provide written approval for the project from the Clay SWCD regarding potential wetland impacts.

23. Danny Moore, Section 22, Walworth Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #19-095 to construct a berm to control runoff and prevent erosion pending a field review. Carried.

24. Good Hope Twp, Section 4-5, Good Hope Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #19-035 to lower the inlet (stand pipe) on a 36" centerline culvert by 2 feet. Carried.

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

- John Austinson, Section 32, Spring Creek Twp, Becker County. Permit #19-090 to install subsurface drain tile with standard tile conditions.
- John Austinson, Section 5, Riceville Twp. Permit #19-091 to install subsurface drain tile with standard tile conditions.
- Black Bell Farms, Section 19, Wild Rice Twp. Permit #19-086 to install subsurface drain tile with standard tile conditions.
- David Eiyneck, Section 16, Pembina Twp. Permit #19-026 to install water and sediment control basins.
- Jeffrey Halland, Section 18, Marsh Creek. Permit #19-079 to install two side inlet structures with the condition that the applicant get approval from the drainage authority (Mahnommen County) for work done in the ROW of JD 55.
- Haugo Brothers, Section 16, Lake Grove Twp. Permit #19-038 to install water and sediment control basins.
- Steve Hlubek, Section 20, Marsh Creek Twp. Permit #19-049 to install water and sediment control basins.
- Jerred Jirava, Section 18, Beaulieu Twp. Permit #19-083 to install water and sediment control basins.
- Rod Olson, Sections 19 & 30, Anthony Twp. Permit #19-075 to install subsurface drain tile with standard tile conditions.
- Rod Olson, Section 28, Anthony Twp. Permit #19-076 to install subsurface drain tile and a new driveway with standard tile conditions.
- Ed Scherping, Section 27, Pembina Twp. Permit #19-080 to install a field crossing with a 24" culvert.
- Skaurud Grain Farms, Section 24, Lake Ida Twp. Permit #19-081 to install subsurface drain tile with standard tile conditions.
- Skaurud Grain Farms, Section 12, Waukon Twp. Permit #19-042 to install subsurface drain tile with standard tile conditions.

- Dirk Swanson, Section 13 West, Lee Twp. Permit #19-078 to install subsurface drain tile with standard tile conditions.

26. Black Bell Farms, Section 9, Home Lake Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #19-085 to install subsurface drain tile to notice the W1/2 of Section 9 of Home Lake Twp and the N1/2 of Section 8 of Home Lake Twp. Carried.

27. Robert Brandt, Section 17, McDonaldsville Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #19-084 to install subsurface drain tile with standard tile conditions. Carried.

28. Rudy Braseth, Section 18, Ulen Twp. A motion was made by Manager Spaeth and seconded by Manager Harless to table Permit #19-094 to install subsurface drain tile to notice the E1/2 of Section 18 of Ulen Twp. Carried.

29. Peter Domogalla, Section 11, Marsh Creek Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to table Permit #19-093 to construct a berm and ditch near the property line to divert overland runoff and request additional details regarding the ditch grade and details to connection to road ditch on the north end of the berm. Carried.

30. Joe Miller, Section 24, Popple Grove Twp. A motion was made by Manager Christensen and seconded by Manager Spaeth to table Permit #19-077 to install a new 24" culvert and request that the applicant provide a building permit or other approval from the City of Waubun. Carried.

31. Complaints. Engineer Bents provided an overview of current complaints and investigations ongoing as a result.

32. Rob Sip, RRWMB. RRWMB Executive Director Rob Sip presented the Board with the RRWMB 2018 Annual Report and an overview of the strategic planning process. He also distributed the 2020 budget and the operating and project budget. He added that at the recommendation of the Finance Committee, the RRWMB reduced the 2020 levy to 75%. He ended by distributing a funding commitment summary.

33. Remodeling Project. Administrator Ruud reported that the contractor and subs will return soon to complete punch list items. A motion was made by Manager Johannsen and seconded by Manager Harless to approve Pay Request 6 to Schmitz Builders in the amount of \$59,268.60. Carried.

34. Goose Prairie. Administrator Ruud updated the Board that a pre-permit meeting will be held the following week and provided status updates of ongoing communication with each of the landowners. He presented the Board with an offer from Roger Oberg in lieu of a one time easement payment. A motion was made by Manager Hanson and seconded by Manager Johannsen to decline the offer made by Oberg. Carried. A motion was made by Manager Johannsen and seconded by Manager Hanson to send out a notice for hearing for Project 45. Carried. A motion was made by Manager Hanson and seconded by Manager Christensen to send out a notice for CCD18 hearing. Carried. The time for the hearings was previously approved at the June Regular Board meeting. They will occur simultaneously at 10:00 am on August 14 at the District Office.

35. RCPP. Engineer Bents provided an overview of all three project areas adding that a one year extension of the grant was approved. He presented various options going forward for each of the project areas. A motion was made by Manager Hanson and seconded by Manager Harless to review channel stabilization alternatives and multiple costs for the South Branch RCPP project area. Motion carried with Chairman Holmvik and

Manager Johannsen opposed. A motion was made by Manager Hanson and seconded by Manager Christensen to develop a locally supported and permittable plan including channel survey, upstream retention options both on and off stream and future potential drainage project improvements for the Moccasin Creek RCPP project area. Carried. A motion was made by Manager Hanson and seconded by Manager Johannsen to develop a locally supported and permittable plan including addressing dam deficiencies and evaluate additional alternatives to provide enhanced benefits downstream for the Green Meadow RCPP project area. Carried.

36. Community Flood Protection. Engineer Bents reported that the levy construction in Halstad was back underway and TH75 work has begun. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Pay Request 8 from Sellin Bros for work on the Halstad Levee in the amount of \$98,420.00. Carried. A motion was made by Manager Hanson and seconded by Manager Harless to approve Change Order #2 for the Halstad project with an increase of up to \$12,797. Carried. Engineer Bents continued updating that TH75 work in Hendrum has begun and it is anticipated that County work will begin in the coming week or two. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve a cost share agreement presented by Norman County for work completed in the City of Hendrum. Motion carried with Manager Johannsen abstaining.

37. 1W1P. Administrator Ruud informed the Board that a public kickoff open house will be held the following week.

38. MAWD Resolutions. Administrator Ruud reminded the Board to bring forward any resolutions they would like to present to MAWD prior to the August Board meeting.

39. Hearings. The budget and levy hearing was set for 8:40 am on August 14, 2018 at the District Office.

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

41. Draft levy recommendations and general budget for 2020 were distributed for review.

42. There being no further business to come before the Board of Managers, a motion was made by Manager Harless and seconded by Manager Hanson to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:42 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Jun 13 - Jul 17, 19				
06/25/2019		QuickBooks Payroll Service	Created by Payroll Service on 06/24/2019	6,119.32
07/09/2019		QuickBooks Payroll Service	Created by Payroll Service on 07/08/2019	6,221.13
06/27/2019			Funds Transfer	1,000,000.00
07/03/2019	ACH	Arvig		338.70
06/15/2019	ACH	Aflac		650.46
06/13/2019	ACH	MN Dept of Revenue	5062265	356.00
06/13/2019	ACH	US Treasury-Payroll	41-6145653	1,878.42
06/13/2019	ACH	PERA		1,019.18
07/05/2019	ACH	MARCO, Inc.		588.20
07/02/2019	ACH	Minnesota Energy Resources Corporation		79.00
06/27/2019	ACH	PERA		951.07
06/27/2019	ACH	MN Dept of Revenue	5062265	355.00
06/27/2019	ACH	US Treasury-Payroll	41-6145653	1,711.64
07/15/2019	ACH	Aflac		433.64
07/07/2019	ACH	Verizon Wireless		156.79
07/10/2019	ACH	Ada City		329.06
07/15/2019	ACH	PERA		951.07
07/15/2019	ACH	Minnesota Energy Resources Corporation		79.00
07/11/2019	ACH	MN Dept of Revenue	5062265	355.00
07/11/2019	ACH	US Treasury-Payroll	41-6145653	1,711.64
07/17/2019	17194	Schmitz Builders	Services outside of contract	8,789.00
07/17/2019	17195	AmeriPride	Rugs	73.92
07/17/2019	17196	Arvig	Technical Support	1,025.71
07/17/2019	17197	Budget Blinds	Office blinds	1,278.86
07/17/2019	17198	Cardmember Service	June Billing	2,032.31
07/17/2019	17199	Department of Transportation	Road Raise Cost Shares	245,552.31
07/17/2019	17200	EcoLab	Pest Control	92.59
07/17/2019	17201	FP Mailing Solutions	Postage Meter	118.63
07/17/2019	17202	Gordon Construction, Inc.		37,392.00
07/17/2019	17203	Grinnell Mutual Payment Center	Building Policy	489.48
07/17/2019	17204	Houston Engineering, Inc.		98,420.41
07/17/2019	17205	McCollum Hardware, Inc.		448.84
07/17/2019	17206	MN PEIP	Health Benefits	1,191.60
07/17/2019	17207	Morris Electronics, Inc.		958.16
07/17/2019	17208	Norman County Recorder	Search Fees	10.00
07/17/2019	17209	Northern States Excavating		2,625.00
07/17/2019	17210	Office Supplies Plus		479.06
07/17/2019	17211	Red River Watershed Management Board	1/2 Tax Reimbursement	361,033.33
07/17/2019	17212	Renae Kappes		510.00
07/17/2019	17213	Schmitz Builders	Request 6	59,268.60
07/17/2019	17214	Sellin Brothers, Inc	Request 8	98,420.00
07/17/2019	17215	Subway	1W1P Meetings	470.25
07/17/2019	17216	Supermarket Foods	Supplies	59.42

07/17/2019	17217	Tammy Erickson	Mowing	180.00
07/17/2019	17218	Tony Sip	July Mowing	10,540.00
07/17/2019	17219	Wambach & Hanson	June Legal	3,495.84
07/17/2019	17220	Wesley Carlsrud		8,763.53
07/17/2019	17222	Curt Johannsen		231.76
07/17/2019	17223	Dean P Spaeth		152.56
07/17/2019	17224	Gregory R Holmvik		184.70
07/17/2019	17225	Mark L Harless		130.51
07/17/2019	17226	Michael K Christensen		366.01
07/17/2019	17227	Raymond M Hanson		137.48
TOTAL				1,969,206.19

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
BWSR	Board of Water and Soil Resources
CCD	Clay County Ditch
FEMA	Federal Emergency Management Agency
HEI	Houston Engineering Inc.
MAWD	Minnesota Association of Watershed Districts
NCD	Norman County Ditch
NCHD	Norman County Highway Department
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TH	Trunk Highway
USFWS	United States Fish & Wildlife Services
WRWD	Wild Rice Watershed District

Appendix B

Resolution to Approve 2019 Per Diem Rate for Managers

A regular meeting of the Wild Rice Watershed District (WRWD) Board of Managers (Board) was held on July 17, 2019, at the WRWD office at 11 5th St. N. in Ada, MN, with the following quorum of the Board present: Gregory Holmvik, Mark Harless, Dean Spaeth, Curt Johannsen, Michael Christensen and Raymond Hanson.

Discussion was had that the Directors of the WRWD are currently paid a per diem for attending the meetings of \$75, plus mileage at the federal rate, with each of the regular meetings lasting for 3-4 hours on the average which becomes an entire weekday morning. The Board acknowledged some meetings are shorter and some are longer than that.

Discussion was further had that the WRWD Board has kept the WRWD per diem manager compensation rate consistent with the rate set forth at Minn. Stat. § 103D.315, Subd. 8, with said rate having been at \$75 a day since 2005, together with reimbursement for mileage at the standard federal rate and other necessary expenses incurred in the performance of official duties. The Board finds the \$75 per day rate quite low when considering an entire morning is spent away from other employment/work.

Discussion was further had that Minn. Stat. § 103D.315, Subd. 8 was amended by the Minnesota legislature and signed into law by the governor effective July 1, 2019, to increase the daily manager compensation to \$125 and the Board finds such additional compensation rate for managers of the WRWD reasonable.

NOW, THEREFORE, based on the above discussion, and upon motion duly made by Manager Spaeth, seconded by Manager Johannsen, and unanimously carried, the WRWD Board hereby amends its per diem compensation rate for managers to \$125 effective July 1, 2019, and continuing at said rate until further notice. Said compensation is in addition to mileage at the federal mileage rate, plus reimbursement for other necessary expenses incurred in the performance of official duties and as may be allowable under Minnesota law.

Date: _____

By: _____

Secretary of the WRWD Board of Managers

Attested by: _____

Chairman of the WRWD Board of Managers