

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

**REGULAR MEETING**  
**October 9, 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, October 9, 2019. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Raymond Hanson, Dean Spaeth, Mike Christensen and Curt Johannsen. 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 the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Harless and seconded by Manager Spaeth to approve the agenda with the following additions. Carried:
  - Personnel Committee Meeting Date
4. Approval of Monthly Minutes. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the Regular Meeting Minutes dated September 11, 2019, 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 Hanson to approve the monthly financial report and the quarterly financial report dated September 30, 2019, and the transfers from unassessed projects to Red River Construction as detailed in Appendix A at the end of this report. Carried.
7. Open Mic. Nobody spoke at this time.
8. Acquisition Properties. Administrator Ruud reported that FEMA acquisition funding was approved for 75% of the costs and we are completing the require application associated with the funding. He added that the DNR has verbally committed 12.5% funding towards the buyout and presented the question to the Board how they want to fund the remaining 12.5%. A motion was made by Manager Hanson and seconded by Manager Harless to require the property owner to fund 6.25% of the appraised value of the parcel and the watershed district will contribute the balance of the 12.5% of the total costs. Carried. The Board of Managers also authorized staff to request 12.5% funding assistance from the RRWMB for the property acquisition, noting that any contribution would alter the approved percentages.
9. Goose Prairie WMA. Administrator Ruud updated the Board that flowage easements are being executed on the parcels with signed option agreements. He provided an overview of ongoing communications with the remaining property owners. A motion was made by Manager Hanson and seconded by Manager Harless to approve the Final Order Establishing Goose Prairie WMA Enhancement Project #45. Roll call vote was called for: Aye: Holmvik, Christensen, Hanson, Harless, Johannsen, Erickson, Spaeth. Nay: none. Motion

carried. Discussion was held regarding the remaining parcels which need flowage easements and next steps in the process.

## **PERMIT APPLICATIONS**

10. Peter Domogalla, Section 11, Marsh Creek Twp. The applicant was in attendance and spoke of the proposed work, expressing the desire to withdraw the permit application. A motion was made by Manager Hanson and seconded by Manager Johannsen to return Permit #19-93 to construct a berm and ditch near the property line to divert overland runoff at the request of the applicant. Carried.
11. Allen Zimmer, Section 36, Marsh Creek Twp. A motion was made by Manager Hanson and seconded by Manager Harless to table Permit #19-119 to install subsurface drain tile requesting written approval for proposed work to be completed on the adjacent property. Carried.
12. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the following permit applications with conditions as listed. Carried.
  - City of Ada, Section 8, McDonaldsville Twp. Permit #19-132 to install two crossings with 18" culverts. Carried.
  - Mark Habedank, Section 28, Waukon Twp. Permit #19-122 to remove a field crossing and culvert.
  - Mark Habedank, Section 32, Fossum Twp. Permit #19-123 to install a field crossing and culvert.
  - Hunt Electric Corporation, Section 15, Flowing Twp. Permit #19-134 to install a driveway with a 30" culvert and construct a stormwater pond.
  - Nancy Merkens, Section 30, Lockhart Twp. Permit #19-131 to install a new driveway with an 18" culvert.
  - Daryl Moore, Section 22, Walworth Twp. Permit #19-121 to install subsurface drain tile with standard tile conditions.
  - Tyler Weber, Section 5, Felton Twp. Permit #19-129 to replace a 16" concrete culvert with an 18" metal culvert.
  - Tyler Weber, Section 5, Felton Twp. Permit #19-126 to widen an approach.
  - Tyler Weber, Section 26, Winchester Twp. Permit #19-127 to widen an approach with the condition that the culvert is replaced with the same size (measured as a 24" in the field).
  - Aaron Wery/Spring Creek Twp, Section 23-24, Spring Creek Twp, Norman County. Permit #19-133 to replace a 60" culvert with a longer 60" culvert.
  - Greg Zillmer, Section 3, Hagen Twp. Permit #19-087 to install subsurface drain tile and remove a driveway with standard tile conditions and the condition that the applicant provide written approval from the remaining landowner in Section 33 of Rockwell Township or the permit is approved if the outlet is revised to the existing 30" centerline culvert and the applicant provides written approval from the landowner in the NE1/4 of Section 4.
  - Greg Zillmer, Section 3, Hagen Twp. Permit #19-088 to construct a new ditch along the north end of the section and remove a driveway with the condition that the applicant provide written approval from the remaining landowner in Section 33 of Rockwell Township or the permit is approved if the outlet is revised to the existing 30" centerline culvert and the applicant provides written approval from the landowner in the NE1/4 of Section 4.
13. Manager Christensen left the Board table.

14. Mike Christensen, Section 22, Fossum Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #19-128 to install subsurface drain tile with standard tile conditions. Carried.
15. Manager Christensen returned to the Board table.
16. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the following permit applications for reasons as listed. Carried.
  - Brad Arends, Section 12, Hagen Twp. Permit #19-097 to install subsurface drain tile requesting the applicant provide written approval from the Clay County SWCD regarding potential wetland impacts.
  - William Chisholm, Section 35, Lockhart Twp. Permit #19-106 to install subsurface drain tile pending survey information showing the ditch profile for the roadway ditch from the pumped outlet west to the intersection and the ditch on the north side of the road from the 36" centerline culvert west to the roadway intersection, also provide elevation shots on the inverts of the 36" culvert and all culverts in the intersection to the west.
  - William Chisholm, Section 26, Lockhart Twp. Permit #19-107 to install subsurface drain tile requesting that the applicant acquire approval from the Drainage Authority (WRWD) to drain the NE1/4 of Section 26 of Lockhart Twp to Norman County Ditch 18.
17. Daryl Chisholm, Section 34, Spring Creek Twp, Norman County. A motion was made by Manager Hanson and seconded by Manager Harless to return Permit #19-116 to install subsurface drain tile at the request of the applicant. Carried.
18. Haugo Brothers, Section 15, Popple Grove Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #19-130 to install subsurface drain tile to notice the W1/2 of Section 14 and the NE1/4 of Section 22 and the N1/2 of Section 23 of Popple Grove Twp. Carried.
19. RRR Mattson Partners, Section 23, Atlanta Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #19-118 to install subsurface drain tile with standard tile conditions and the condition that the applicant provide written approval from the owner of the tile system where the tile will be connected. Carried.
20. Joe Miller, Section 24, Popple Grove Twp. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #19-077 to install a new 24" culvert pending approval from the City of Waubun. Carried.
21. Complaints. A motion was made by Manager Johannsen and seconded by Manager Hanson to authorize Attorney Hanson to send a letter to Bitker stating that work needs to be complete to relieve the situation prior to November 1<sup>st</sup> or further action to resolve the issue will be taken. Carried.

A motion was made by Manager Hanson and seconded by Manager Christensen to dismiss the complaint brought forth by Pinske as a violation of district rules was not found. Carried.

A motion was made by Manager Hanson and seconded by Manager Johannsen to dismiss the complaint brought forth by Kevin Chisholm as a violation of district ruled was not found. Carried.

Engineer Bents reported that work should be completed at the complaint sites brought forward by Walworth township when harvest is completed.

22. RCCP. Engineer Bents reported that the preliminary evaluation at Green Meadow has been completed and they will be reviewed as staff to bring to the Board Committee in the coming month. He added that the project team could potentially be brought back to review the information after the first of the year. Discussion was held regarding the development of the BCA using a previous study in the same subwatershed.

Engineer Bents continued onto the Moccasin Creek subwatershed, overviewing two different approaches reviewed. One looking at channel improvements and a survey, the other reviewing upstream storage options. Manager Erickson asked if the land within the storage area could be tilled for farming or if it needed to be grassed. Administrator Ruud responded that a meeting will be held with the DNR regarding the options but currently it would be in permanent vegetation.

Engineer Bents stated that field surveys in the South Branch subwatershed are ongoing and more will be completed prior to the next meeting. Staff will meet with DNR regarding the findings once the information is gathered.

23. FEMA. Administrator Ruud reported that Jensen and Burkley met with FEMA representatives recently and quotes are being sought to repair flood damages to the Upper Reaches south of Ada. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve entering into a contract for repairs if the lowest quote was within 25% of the engineer's estimate of \$35,000. Carried.
24. 1W1P. Administrator Ruud presented a one page overview of the status of the process and informed the Board that the next meetings will be held November 6<sup>th</sup>.
25. WRAPS. Engineer Bents provided an update regarding the WRAPS studies. Draft TMDL reports have been submitted and are currently being reviewed by MPCA. Comments are expected in the near future and a full public review will take place later in the process. It is anticipated the studies should be completed in September 2020.
26. Community Flood Protection. A motion was made by Manager Hanson and seconded by Manager Harless to approve a pay request from Sellin Brothers in the amount of \$327,241.23, which puts the Halstad project at 88% complete. Carried. Engineer Bents reported that he is expecting a time extension request from the contractor which will be reviewed when and if it is received.

Engineer Bents continued that FEMA documentation started for both Hendrum and Halstad and a conference call was completed to get documents gathered for the review of LOMA changes. Construction plans will be submitted and we are hoping both projects can be certified by the end of 2020.

27. Lower Wild Rice. Administrator Ruud informed the Board that the LSOHC has approved 2.1 million of the 5.1 million request submitted. The accomplishment plan will be completed soon. He also reported that approval was received from BWSR on option language and a path forward will be discussed between staff following the Board meeting today.
28. Farmstead Ring Dikes. Engineer Bents reported that the Hewson ring dike was awarded to Northern States Excavating and the completion date is June 2020. He added that a preliminary estimate was developed for Hanson and provided to the applicant. We would seek funding assistance from the RRMWB once the landowner cost share is submitted.

29. Upper Reaches. Administrator Ruud reported that a request to do maintenance along the Wild Rice River east of Ada was received. He added that permitting and land acquisition will likely be required as a part of the repair process. We are looking at 2020 construction on the repairs requested.
30. November Meeting Date. A motion was made by Manager Johannsen and seconded by Manager Harless to change the November meeting date to the 20<sup>th</sup> due to potential harvest conflicts. Carried.
31. Consultant Bids/Agricultural Land Lease. A motion was made by Manager Johannsen and seconded by Manager Harless to approve advertising for mowing, spraying, legal, engineering and land lease bids. Carried.
32. Agricultural Land Lease. Discussion was held regarding the agricultural land lease. Manager Erickson voiced opinion that the land should be sold rather than leased again. At the recommendation of Attorney Hanson, the lease contract will state that the lease is in effect until the property is traded or sold leaving the Board the opportunity to sell the parcels if so desired during the term of the contract.
33. Personnel Committee Meeting. A personnel committee meeting will be held at 8:10 am on Wednesday, November 20<sup>th</sup>.
34. RRWMB. Manager Erickson stated that he would like to have RRWMB monthly minutes emailed to Managers for review. He was informed that minutes are available for review on the RRWMB website if anyone would like an electronic copy. He also presented questions regarding the Red River diversion project and discussion ensued. His final comment was he felt the TAC should have landowner representation on it. Discussion regarding TAC purpose was held.
35. Per Diems. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve payment of Manager per diems and expenses as distributed. Carried.
36. 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 10:22 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Sep 12 - Oct 9, 19</b>				
09/17/2019		QuickBooks Payroll Service	Created by Payroll Service on 09/16/2019	6,020.10
10/01/2019		QuickBooks Payroll Service	Created by Payroll Service on 09/30/2019	6,232.91
09/15/2019	ACH	Aflac		433.64
09/12/2019	ACH	MN Dept of Revenue	5062265	374.00
09/12/2019	ACH	US Treasury-Payroll	41-6145653	1,767.84
09/12/2019	ACH	MN Dept of Revenue	5062265	8.00
09/12/2019	ACH	US Treasury-Payroll	41-6145653	281.34
09/12/2019	ACH	PERA		105.02
09/12/2019	ACH	PERA		952.38
09/12/2019	ACH	PERA		1,034.62
10/03/2019	ACH	Arvig		364.29
10/08/2019	ACH	PERA		884.05
10/08/2019	ACH	PERA		932.59
10/08/2019	ACH	MN Dept of Revenue	5062265	361.00
10/08/2019	ACH	US Treasury-Payroll	41-6145653	1,722.38
10/08/2019	ACH	US Treasury-Payroll	41-6145653	1,634.76
10/08/2019	ACH	MN Dept of Revenue	5062265	350.00
10/05/2019	ACH	MARCO, Inc.		588.20
10/09/2019	17309	Ada Building Center	Spring Hinges	63.06
10/09/2019	17310	Afixia	Web Support	31.25
10/09/2019	17311	Becker Co. Auditor	Special Assessments	366.00
10/09/2019	17312	Becker Co. Auditor		2,336.00
10/09/2019	17313	Cardmember Service	September billing	500.14
10/09/2019	17314	Clay County Auditor Treasurer		5,357.00
10/09/2019	17315	EcoLab	Pest Control	92.59
10/09/2019	17316	FP Mailing Solutions	Postage Meter - quarterly	118.63
10/09/2019	17317	Grinnell Mutual Payment Center	Building Policy	2,954.72
10/09/2019	17318	Houston Engineering, Inc.		129,454.88
10/09/2019	17319	Mahnomen Soil & Water Cons. District	Stock Cost Share	4,093.70
10/09/2019	17320	McCollum Hardware, Inc.		9.59
10/09/2019	17321	MN PEIP	Health/Dental	1,191.60
10/09/2019	17322	Morris Electronics, Inc.		140.00
10/09/2019	17323	Norman County Highway Department	Hendrum Road Raise Cost Share	607,786.30
10/09/2019	17324	Norman County Treasurer/Auditor	09-4174000	71.00
10/09/2019	17325	Northwest Beverage, Inc.	Water	22.75
10/09/2019	17326	Office Supplies Plus		599.70
10/09/2019	17327	Red River Watershed Management Board	1/2 Share	2,564.99
10/09/2019	17328	Red River Watershed Management Board	Telephone Service Work through Arvig	321.14
10/09/2019	17329	Renae Kappes	cleaning - 2 @ 60	120.00
10/09/2019	17330	Sellin Brothers, Inc	Request 11	327,241.23
10/09/2019	17331	Sign Pro	Office Signs	878.00
10/09/2019	17332	Spruce Valley Corp	Final Payment - Contract close out	2,326.80

10/09/2019	17333	Supermarket Foods	Supplies	36.11
10/09/2019	17334	Tony Sip	September mowing	13,005.00
10/09/2019	17335	Wambach & Hanson	September Legal	3,039.80
10/09/2019	17336	Curt Johannsen		233.77
10/09/2019	17337	Dean P Spaeth		152.56
10/09/2019	17338	Duane L Erickson		142.10
10/09/2019	17339	Gregory R Holmvik		230.88
10/09/2019	17340	Mark L Harless		130.52
10/09/2019	17341	Michael K Christensen		136.31
10/09/2019	17342	Raymond M Hanson		251.76
			<b>TOTAL</b>	<b>1,130,047.00</b>

## Appendix A

### Quarterly transfers between Red River Construction account and unassessed projects and ditches

**9/30/2019**

	9/30/2019	RRC	Survey & Data
<b>PROJECTS</b>			
<b>UNASSESSED</b>			
#8 Moccasin Creek	540.54	(540.54)	
#35 Sande Detention	4,293.17	(4,293.17)	
#36 Northern Improvement Dam	1,949.58	(1,949.58)	
#38 Rockwell Dam	291.54	(291.54)	
<b>Project Development - other</b>			
<b>#336 - Community Dikes</b>			
#12 Hendrum Road Raise	-50,575.14	50,575.14	
#11 Perley Road Raise	315.75	(315.75)	
<b>RRC - Levy Admin Work</b>	1,001.50	(1,001.50)	
<b>Project Development - RRC</b>			
#369 1W1P Ph 000 - LGU Coordination	23,842.27	(23,842.27)	
#364 property Acq/Demo	1,869.00	(1,869.00)	
#368 2016 Rural Ring Dike	976.50	(976.50)	
#010 Harless	635.40	(635.40)	
#354 Goose Prairie WMA Storage	23,981.66	(23,981.66)	
#357 Lower Wild Rice	6,840.67	(6,840.67)	
#173 Anderson Wetland	343.00	(343.00)	
<b>#12 Permits</b>			
#99 Walworth 23	326.00	(326.00)	
#98 Walworth 22	410.00	(410.00)	
#97 Kevin Chisholm	896.50	(896.50)	
#96 Bill Chisholm	997.85	(997.85)	
#91 Corey Hanson	692.75	(692.75)	
#18 Violations - other	1,413.00	(1,413.00)	
#12 Permits - Other	35,897.45	(35,897.45)	
<b>Special Revenue Fund Job:FEMA Programs</b>			
	56,938.99	(56,938.99)	-
	56,938.99	-56,938.99	



## Appendix B

### List of Acronyms Used:

1W1P	One Watershed One Plan
BCA	Benefit Cost Analysis
BWSR	Board of Water and Soil Resources
DNR	Department of Natural Resources
FEMA	Federal Emergency Management Agency
LOMA	Letter of Map Amendment
LSOHC	Lessard-Sams Outdoor Heritage Council
MPCA	Minnesota Pollution Control Agency
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TAC	Technical Advisory Committee
TMDL	Total Maximum Daily Loads
WMA	Wildlife Management Area
WRAPS	Watershed Restoration and Protection Strategy
WRWD	Wild Rice Watershed District