

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

REGULAR MEETING
November 20, 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, November 20, 2019. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mark Harless, Curt Johannsen and Raymond Hanson. Manager Mike Christensen was absent. 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 Spaeth and seconded by Manager Hanson to approve the agenda with the following items being added to the Agenda. Carried:
 - Upper Reaches Repair
 - Pumping Question
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the October 9, 2019, regular meeting minutes, as presented. Carried. Manager Erickson presented a requested change to the meeting minutes, however it was unable to be made as it would not accurately portray what actions were taken during the meeting.
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 Johannsen and seconded by Manager Hanson approving the monthly financial report dated October 31, 2019. Carried.
7. Open Mic. Nobody spoke at this time.
8. Pumping Question. Larry Houge presented a question regarding when pumps should be shut off in flood events, requesting a more localized consideration rather than river levels. A motion was made by Manager Hanson and seconded by Manager Erickson to authorize staff to create a publication for distribution reminding landowners of the standard tile conditions which state that pumps must be shut off during freezing conditions or during times of downstream flooding. Carried.
9. MAWD Delegates. A motion was made by Manager Spaeth and seconded by Manager Harless to name Managers Johannsen and Hanson as MAWD delegates and Chairman Holmvik as alternate. Carried.
10. Ring Dikes. A motion was made by Manager Johannsen and seconded by Manager Harless to extend the Hewson Ring Dike construction contract to a June 30th completion date. Carried. Administrator Ruud reported

that the District requested funding for the Hanson ring dike application and it was recently approved by the RRWMB.

PERMIT APPLICATIONS

11. Ron Pinske, Section 15, Wild Rice Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #19-135 to construct a berm with the condition that a culvert be installed through the berm/crossing and the culvert shall be installed at the gradeline of the swale. Carried.

12. J & J Bitker, Section 31, Spring Creek Twp., (Norman County), Section 6, Green Meadow Twp., and Section 1, Pleasant View Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny Permit #19-137 to install a new 36" centerline culvert and a new 36" inlet culvert into Norman County Ditch 18. Carried.

13. J & J Bitker, Sections 25 & 36, Lockhart Twp., Section 1, Pleasant View Twp. A motion was made by Manager Erickson and seconded by Manager Hanson to table Permit #19-138 to install subsurface drain tile to notice the SW1/4 of Section 25 of Lockhart Twp., Section 36 of Lockhart Twp., and Section 1 of Pleasant View Twp., and the Norman County Highway Department. Carried.

14. A motion was made by Manager Spaeth and seconded by Manager Harless 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 pending 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 requesting the applicant provide 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" 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.

15. Jimmy Dale, Section 28, Spring Creek Twp. (Norman County). A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #19-136 to realign a surface ditch, remove a rockpile and extend the ditch with the condition that the applicant get written approval from the adjacent landowners for any work done on the adjacent property. Carried.

16. Haugo Bros, Section 15, Popple Grove Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #19-130 to install subsurface drain tile with standard tile conditions. Carried.

17. Joe Miller, Section 24, Popple Grove Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to deny Permit #19-077 to install a new 24" culvert due to concerns from downstream landowners (City of Waubun). Carried.

18. Allen Zimmer, Section 36, Marsh Creek Twp. A motion was made by Manager Spaeth and seconded by Manager Harless to table Permit #19-119 to install subsurface drain tile requesting written approval for work proposed to be completed on the adjacent property (David Oakland Property). Carried.

19. Chisholm/Bitker Complaint. A site review will be completed prior to making a final determination on the complaint.

20. Walworth/Erickson Complaint. Waiting for harvest to be done prior to work being completed.

21. Domogalla. A motion was made by Manager Hanson and seconded by Manager Erickson to dismiss the complaint brought forth by Domogalla due to no finding of a district violation.

22. Hendricks/Good Hope. A site visit will be scheduled.

23. Goose Prairie. It was determined to discuss the counteroffer in an open meeting setting. Oberg has requested that the Board make a counteroffer following the denied offer presented by them at the last meeting. A motion was made by Hanson and seconded by Johannsen to remain with the initial offer to Oberg. The motion and second were amended to extend the offer that the District will have the property appraised if so desired and the offer will be contingent on what the returned appraisal is, removing the previous offer from the table. Carried. Administrator Ruud provided an update on the remaining parcels and the status of negotiations. The Board authorized Ruud to extend the offer made to Oberg to any other landowners if necessary. Erickson asked if a cost benefit ratio was developed for the project. Engineer Bents responded that the statement that the benefits exceed the cost does not require calculation or numbers under drainage law, rather it is a subjective decision made by the Board.

24. Community Flood Protection. Engineer Bents reported that the Halstad project has reached substantial completion. Minor items remain to be completed in the spring. A motion was made by Manager Hanson and seconded by Manager Harless to approve Change Order 3 from Sellin Brothers as presented. Carried. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Pay Request 12 from Sellin Brothers in the amount of \$513,124.45. Carried.

Engineer Bents also provided an update on the FEMA certification requirements that are being completed for the cities as well as updated emergency action plans. It is anticipated that draft documents will be completed early next year.

25. Acquisition properties. Administrator Ruud presented an offer from Welch on items that he would like to salvage from the property as well as a request to lease the property while his family owns the adjacent property for maintenance and payment of taxes. Attorney Hanson recommended setting a more definable timeline for the lease rather than leaving it indefinite. A motion was made by Manager Hanson and seconded by Manager Erickson to agree to items requested to be salvaged and giving Welch the option to lease the property for a term of \$100 annually plus property taxes for a limited amount of time, with options to renew. Administrator Ruud continued that the buyout is still contingent on approval from HSEM.

26. FEMA. The contract for Upper Reaches repair was awarded and work has been completed. We are waiting for more information on CD4 repairs. FEMA officials were on site and met with Jensen recently to go over documents.

27. Lower Wild Rice. Administrator Ruud reported that one option has been signed and another is anticipated to be signed soon. A copy of the letter mailed to property owners in the targeted reach was distributed for review.

28. 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.

29. One Watershed One Plan. Administrator Ruud reported that a Policy and Advisory meeting has recently been held. He added that the process is moving along very smooth and according to the timeline set. An overview of the goals was presented. The next Policy and Advisory meeting will be held January 27th. The steering committee will meet periodically prior to this to prepare documents.

30. RCPP. A presentation was given by Engineer Bents for the Green Meadow, Moccasin, and South Branch RCPP areas detailing the current status and path forward for each of the study areas.

A motion was made by Manager Erickson to invite Chuck Fritz and Jay Lietch to discuss the BCA document with the Board. Motion failed for lack of second.

31. Upper Reaches Repair. Overview of request to repair levee southeast of the City of Ada and repair options. Further investigation will be done to evaluate repair options.

32. 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 12:25 pm.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Oct 10 - Nov 20, 19				
10/15/2019		QuickBooks Payroll Service	Created by Payroll Service on 10/11/2019	6,076.72
10/17/2019			Funds Transfer	820,000.00
10/18/2019			Funds Transfer	140,000.00
10/29/2019		QuickBooks Payroll Service	Created by Payroll Service on 10/28/2019	6,015.99
11/12/2019		QuickBooks Payroll Service	Created by Payroll Service on 11/08/2019	6,346.30
10/10/2019	ACH	Ada City		235.92
11/03/2019	ACH	Arvig		370.00
10/15/2019	ACH	PERA		70.02
10/18/2019	ACH	PERA		932.59
11/05/2019	ACH	MARCO, Inc.		588.20
10/15/2019	ACH	US Treasury-Payroll	41-6145653	191.22
10/17/2019	ACH	MN Dept of Revenue	5062265	350.00
10/17/2019	ACH	US Treasury-Payroll	41-6145653	1,722.36
10/31/2019	ACH	MN Dept of Revenue	5062265	350.00
10/31/2019	ACH	US Treasury-Payroll	41-6145653	1,722.38
10/31/2019	ACH	PERA		932.59
11/08/2019	ACH	MAWD	Annual Conference Registration	1,525.00
11/12/2019	ACH	Ada City		253.53
10/22/2019	ACH	State Of MN	Deposit	
10/11/2019	ACH	Deluxe Business Systems		229.13
10/15/2019	ACH	Aflac		112.20
11/20/2019	17345	Braun Intertec Corporation		20,248.50
11/20/2019	17346	Ada Building Center	Roof Snow Guards	758.81
11/20/2019	17347	AmeriPride		168.98
11/20/2019	17348	Arvig	Conference Phone install	849.69
11/20/2019	17349	Buchholz Blasting	Dam removal	375.00
11/20/2019	17350	Cardmember Service	October billing	1,998.64
11/20/2019	17351	Clay County Union	Subscription	38.00
11/20/2019	17352	Earl F. Andersen	Street Signs	118.57
11/20/2019	17353	Farmers Publishing Company	Advertising	145.13
11/20/2019	17354	Gordon Construction, Inc.		4,020.00
11/20/2019	17355	Halstad City		15,080.42
11/20/2019	17356	Hendrum City	August Mowing	1,150.00
11/20/2019	17357	Houston Engineering, Inc.		233,336.39
11/20/2019	17358	Liberty Business Systems	Postage Meter Ink	122.27
11/20/2019	17359	Matt Wagner	Fall Trapping	2,468.14
11/20/2019	17360	McCollum Hardware, Inc.	Trash Bags	12.81
11/20/2019	17361	MN PEIP	December Insurance	2,290.96
11/20/2019	17362	Morris Electronics, Inc.		601.50
11/20/2019	17363	Norman County Index-Ada	Publications	358.87
11/20/2019	17364	Norman County West	Borrow Pit Compensation	16,190.00
11/20/2019	17365	Northwest Beverage, Inc.		24.50
11/20/2019	17366	Office of the Secretary of State	Purrington Notary Fee	120.00

11/20/2019	17367	Office Supplies Plus		525.98
11/20/2019	17368	RDI Appraisals	Welch Appraisal	725.00
11/20/2019	17369	Renae Kappes	Cleaning	120.00
11/20/2019	17370	Schmitz Builders	Final Pay Request	22,805.85
11/20/2019	17371	Sellin Brothers, Inc	Request #12	513,124.45
11/20/2019	17372	Star Tribune	Subscription	49.27
11/20/2019	17373	Tammy Erickson	Mowing	180.00
11/20/2019	17374	The Forum		160.21
11/20/2019	17375	Tony Sip	Mowing	20,315.00
11/20/2019	17376	Wambach & Hanson	October Legal	2,301.15
11/20/2019	17377	Wesley Carlsrud	Spraying	10,996.70
11/20/2019	17378	YHR Partners	Architect Fees	1,125.00
11/20/2019	17379	Norman County Index-Ada		27.00
11/20/2019	17381	Curt Johannsen		306.56
11/20/2019	17382	Dean P Spaeth		152.56
11/20/2019	17383	Duane L Erickson		230.57
11/20/2019	17384	Gregory R Holmvik		230.87
11/20/2019	17385	Mark L Harless		130.52
11/20/2019	17386	Raymond M Hanson		357.19
TOTAL				874,682.39

Appendix A

List of Acronyms Used:

BCA	Benefit Cost Analysis
FEMA	Federal Emergency Management Agency
HSEM	Homeland Security and Emergency Management
MAWD	Minnesota Association of Watershed Districts
RCPP	Regional Conservation Partnership Program
SWCD	Soil and Water Conservation District
WRWD	Wild Rice Watershed District