

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

REGULAR MEETING
December 11, 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, December 11, 2019. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mike Christensen, Curt Johannsen and Mark Harless. Manager Raymond Hanson 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 recital of the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the agenda with the following additions. Carried:
 - Consultant/Contractor Bids
 - Safety Deposit Box
 - Advisory Committee
 - RRBC and RRWMB Conferences
 - Land Lease Bids
4. Meeting Minutes. A motion was made by Manager Harless and seconded by Manager Spaeth approving the November 20, 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 with the addition of a late bills from Renae Kappes and Gordon Construction. Carried.
6. Manager Johannsen arrived at 8:33 am.
7. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the monthly financial report dated November 30, 2019. Carried
8. Open Mic. Nobody spoke at this time.
9. Les Welch. Mr. Welch was not in attendance, so Administrator Ruud presented the counter offer from Welch regarding the leasing of the proposed buyout property. He requested a 5 year lease with the terms being \$100 for the term of the lease plus applicable property taxes annually. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve leasing the property to Welch for a term of five years at the rate of \$100 for the term of the lease plus applicable annual property taxes. Carried.
10. Goose Prairie. Dave Stumbo, Kyle Bergren and Tom Bergren were in attendance in regards to the project. Administrator Ruud distributed a letter received from Kyle Bergren the day prior to the meeting. Kyle spoke

regarding the negotiations and the request to trade property with the district. Manager Spaeth noted that it would be a good idea to obtain an updated appraisal on the parcel to determine if the offer is fair. Attorney Hanson agreed that it would be a good idea to obtain this information to make an informed decision. The Board directed staff to research tax assessed values of the Bergren property and the parcel being requested for trade to present at the January board meeting. Information regarding the offer will also be presented to Bergren again for consideration. A motion was made by Manager Erickson to cease exercising Goose Prairie Options that are there and get a handle on it. Motion failed for a lack of second.

PERMIT APPLICATIONS and COMPLAINTS

11. Hendricks/Good Hope Complaint. Mr. Hendricks was in attendance and stated that he did not know that further action was being taken on the complaint in July otherwise he would have attended the meeting. He distributed pictures of road damages in the area and stated that the road should be restored to the preflooding state rather than lower the riser pipe. He requested that the township raise the riser pipe to the originally agreed upon height.

Discussion was also held regarding Hendricks request for maintenance on the adjacent ditch system. Engineer Bents reported that there was not significant damage to the spoil bank which would warrant repair. He stated that the spoil banks are not designed to be a specific elevation, rather are the soil which is removed from the ditch when creating the system and it must remain lower than the adjacent roadway.

12. Chisholm/Bitker Complaint. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize Attorney Hanson to mail a letter to Bitker stating that the remaining block needs to be removed on or before May 1st, 2020. Carried.

13. Walworth/Erickson. The Board was updated that we are waiting for work to be completed following corn harvest.

14. J & J Bitker, Sections 25 & 36 Lockhart Twp., Section 1 Pleasant View Twp. A motion was made by Manager Harless and seconded by Manager Christensen to approve Permit #19-138 to install subsurface drain tile with standard tile conditions and the condition that the pump outlet is located adjacent to the pump on the north side of the roadway. Carried.

15. Brad Arends, Section 12, Hagen Twp. A motion was made by Manager Christensen and seconded by Manager Spaeth to return Permit #19-097 to install subsurface drain tile at the request of the applicant. Carried.

16. A motion was made by Manager Johannsen and seconded by Manager Harless to table the following permit applications as listed. Carried.

- 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.
- Allen Zimmer, Section 36, Marsh Creek Twp. Permit #19-119 to install subsurface drain tile requesting written approval for work proposed to be completed on the adjacent property (David Oakland Property).

17. Consultant Bids.

- A motion was made by Manager Harless and seconded by Manager Johannsen to award contract for legal services to Wambach & Hanson Law Office for the years 2020-2022 per the bid received. Motion carried with Manager Spaeth abstaining.
- A motion was made by Manager Johannsen and seconded by Manager Harless to award contract for engineering services to Houston Engineering for the years 2020-2022 per the bid received. Carried.
- A motion was made by Manager Christensen and seconded by Manager Erickson to award contract for mowing services to Tony Sip for the years 2020-2022 per the bid received. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Erickson to award contract for mowing Lockhart flood storage project to Jon Peterson for the years 2020-2022 per the bid received. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Harless to award contract for spraying services to Wesley Carlsrud for the years 2020-2022 per the bid received. Carried.

18. Land Lease Bids.

- A motion was made by Manager Spaeth and seconded by Manager Johannsen to award land lease bid for Goose Prairie 11 to Kelly Jacobson for the years 2020-2022 per the bid received. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Harless to award land lease bid for Goose Prairie 12 to Dana Braseth for the years 2020-2022 per the bid received. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Harless to award land lease bid for Spring Creek to Kelly Jacobson for the years 2020-2022 per the bid received. Carried.

19. Community Flood Protection. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize pay request from Sellin Brothers for work completed on the Halstad project in the amount of \$40,620.22. Carried.

Engineer Bents reported that all gatewalls in Halstad have been tested and passed. Lift station work will be completed in Hendrum when weather permits. The emergency action plan for Hendrum is being completed. Once finished, the Halstad emergency action plan will also be updated.

20. Rural Ring Dikes. Engineer Bents reported that plans for the Hanson ring dike are being completed. It is anticipated that quotes will be advertised for in early spring with completion by June 30, 2020.

21. Lower Wild Rice. Administrator Ruud updated the Board that two applications have been received totaling over 200 acres of easements. Interest from an additional party has been expressed and we are working on a quote.

22. 1W1P. Administrator Ruud reported that we are currently working on the implementation plan. Once the plan is approved we will be eligible for 1.3 million in noncompetitive funding for project implementation. It is anticipated that the plan will be approved in the fall of 2020.

23. RCPP. Engineer Bents stated that we are meeting with the DNR to discuss early concepts for the South Branch project area. Administrator Ruud will be reaching out to landowners in the Moccasin and Green Meadow areas to schedule an informational meeting with the desire to gain permission to complete geotechnical surveys.

24. FEMA. We are currently waiting to hear back on approval for funding of the Upper Reaches repairs (south of Ada, along Hwy 9) as well as the proposed work for Clay County Ditch 4.

25. Upper Reaches Repair (SE of Ada). A meeting with the party requesting the repairs will be held following today's meeting.
26. Safety Deposit Box. A motion was made by Manager Harless and seconded by Manager Johannsen to authorize staff to open a safe deposit box at Frandsen Bank for the purpose of storing data backup information off site. Carried.
27. Employee Benefit Package. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve a 3% increase to the staff benefit package annually for 2020, 2021, and 2022. Carried.
28. Citizen's Advisory Committee. Draft minutes from the fall meeting were distributed for review. Administrator Ruud asked Managers to consider appointing interested parties at the January Board meeting.
29. Per Diems. A motion was made by Manager Harless and seconded by Manager Christensen to approve payment of Manager per diems and expenses as distributed. Carried.
30. Meetings Conferences & Seminars. A motion was made by Manager Christensen and seconded by Manager Harless to approve manager and staff attendance at RRWMB Drainage Conference and the RRBC Annual Conference. Carried.
31. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:56 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Nov 21 - Dec 11, 19				
11/26/2019		QuickBooks Payroll Service	Created by Payroll Service on 11/25/2019	6,145.92
11/27/2019			Funds Transfer	685,000.00
12/10/2019		QuickBooks Payroll Service	Created by Payroll Service on 12/09/2019	8,044.03
12/03/2019	ACH	Arvig		363.16
12/05/2019	ACH	MARCO, Inc.		588.20
11/27/2019	ACH	PERA		932.59
12/10/2019	ACH	Ada City		276.35
11/22/2019	ACH	PERA		80.00
11/21/2019	ACH	MN Dept of Revenue	5062265	4.00
11/21/2019	ACH	US Treasury-Payroll	41-6145653	216.38
12/03/2019	ACH	MN Dept of Revenue	5062265	350.00
12/04/2019	ACH	US Treasury-Payroll	41-6145653	1,722.36
11/25/2019	ACH	Postalia		200.00
12/06/2019	ACH	Verizon Wireless		150.65
12/11/2019	17387	AmeriPride	Rugs	77.61
12/11/2019	17388	Cardmember Service	November Billing	1,513.51
12/11/2019	17389	Clay County Union		620.00
12/11/2019	17390	Craig Larson Construction	Install snow guards	330.00
12/11/2019	17391	Farmers Publishing Company	Advertising	310.51
12/11/2019	17392	Houston Engineering, Inc.		151,012.98
12/11/2019	17393	Jon Peterson	Mowing	300.00
12/11/2019	17394	McCollum Hardware, Inc.	Supplies	5.33
12/11/2019	17395	MN PEIP	Insurance	1,258.18
12/11/2019	17396	Morris Electronics, Inc.		553.30
12/11/2019	17397	Norman County Treasurer/Auditor	Teal 2nd Half - Houge Leased	66.49
12/11/2019	17398	Red River Watershed Management Board	1/2 Tax Share	347,312.44
12/11/2019	17399	Renae Kappes	Cleaning	60.00
12/11/2019	17400	Sellin Brothers, Inc	Request #13	40,620.22
12/11/2019	17401	Supermarket Foods	Supplies	68.63
12/11/2019	17402	The Forum		782.40
12/11/2019	17403	Tony Sip	Mowing/Debris Removal	8,075.00
12/11/2019	17404	Twin Valley Times	Advertising	823.56
12/11/2019	17405	Wambach & Hanson	November Legal	2,154.80
12/11/2019	17406	Office Supplies Plus	Toner	183.90
12/11/2019	17407	Renae Kappes	Cleaning	120.00
12/11/2019	17408	Curt Johannsen		682.93
12/11/2019	17409	Dean P Spaeth		305.11
12/11/2019	17410	Duane L Erickson		142.10
12/11/2019	17411	Gregory R Holmvik		230.88
12/11/2019	17412	Mark L Harless		130.52
12/11/2019	17413	Michael K Christensen		136.30
12/11/2019	17414	Gordon Construction, Inc.		8,200.00
TOTAL				1,270,150.34

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
DNR	Department of Natural Resources
FEMA	Federal Emergency Management Agency
RCPP	Regional Conservation Partnership Program
RRBC	Red River Basin Commission
RRWMB	Red River Watershed Management Board
WRWD	Wild Rice Watershed District