

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

REGULAR MEETING
January 8, 2020
APPROVED MINUTES

A full list of acronyms used is available at the end of this report (Appendix D)

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday January 8, 2020. Managers in attendance included: Greg Holmvik, Mike Christensen, Duane Erickson, Mark Harless, Dean Spaeth, Curt Johannsen 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 reciting 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: Land Lease, Safe Deposit Box, Citizens Advisory, RCPP, RRWMB Questions, and Clean Water Fund. Carried.
4. Approval of Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the December 11, 2019, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of billings as presented with a late addition by Wambach & Hanson. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the monthly and year end financial reports and transfers between Unassessed Projects and Ditches to Red River Construction Account dated December 31, 2019. Carried. Note: Transfers are displayed in Appendix A at the end of this report.
7. Open Microphone. No one spoke at this time.
8. Land Lease. A motion was made by Manager Hanson and seconded by Manager Erickson to notify bidders that lease agreements are required to be signed and returned to the District office as presented on or before January 15th. Carried.
9. Safe Deposit Box Signature. A motion was made by Manager Spaeth and seconded by Manager Johannsen to authorize staff and officers as signers for the safe deposit box to be opened. Carried.
10. Advisory Committee. A motion was made by Manager Johannsen and seconded by Manager Hanson to appoint Brandon Borgen to the Citizen's Advisory Committee. Carried. A motion was made by Manager Erickson and seconded by Manager Hanson to appoint Kim Syverson to the Citizen's Advisory Committee. Carried.
11. Manager Christensen arrived at 8:54 am.

12. Farmstead Ring Dike. Engineer Bents reported that plans for the Hanson ring dike improvement are being developed and it is anticipated that quotes will be obtained on or around April 1st.

13. FEMA. Administrator Ruud reported that Jensen and Buerkley continue to work with FEMA officials regarding the disaster sites.

14. Lower Wild Rice. A third landowner has received a preliminary estimate for easement acquisition and would like to wait to sign an option as they are still farming a portion of the area. Attorney Hanson is working forward with the process for the two applicants moving along in the process.

15. 1W1P. The latest newsletter was distributed for Manager review. The Board was informed that the next Policy and Advisory meetings will be held at the end of January. Engineer Bents stated that the Policy Committee will need to determine a path forward to determine the lead agent for distributing funding and how to do the reporting.

PERMIT APPLICATIONS

16. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the following permit applications pending previously requested information from the applicants. Carried.

- William Chisholm, Section 35, Lockhart Twp. Permit #19-106 to install subsurface drain tile.
- William Chisholm, Section 26, Lockhart Twp. Permit #19-107 to install subsurface drain tile.
- Allen Zimmer, Section 36, Marsh Creek Twp. Permit #19-119 to install subsurface drain tile.

17. Harlan Wentz, Section 3, Atlanta Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #19-139 to construct a crossing and culvert to notice the north half of Section 3 of Atlanta Twp. Carried.

18. Tyler Zimmerman, Pheasants Forever, Section 24, Marsh Creek Twp. A motion was made by Manager Harless and seconded by Manager Hanson to table Permit #19-140 to conduct wetland restorations by scrapes and ditch fills to notice the SE ¼ of Section 23 of Marsh Creek Twp., all of Section 24 of Marsh Creek Twp., the N ½ NW ¼ of Section 25 of Marsh Creek Twp., the NW ¼ of Section 19 of Chief Twp. and Marsh Creek and Chief Twp. supervisors. Carried.

19. Complaints.

- A letter was mailed to Bitker requesting the block be removed by May 1st and request a stipulation be signed and returned.
- We are still waiting for crops to be removed at the site of the two Walworth Twp. violations prior to restorations efforts to begin.

20. Goose Prairie. Administrator Ruud reported that a recommendation was made by the Minnesota Wetland Conservation Act Technical Evaluation Panel that the project is no loss approval so mitigation is currently not required for the proposed work. He will communicate more with Ed Anderson regarding a request for annual payments on the easement versus a lump sum. A motion was made by Manager Hanson and seconded by Manager Erickson to have the Bergren property and the North 80 of the District's Spring Creek property appraised. Carried.

21. Official Newspaper. A motion was made by Manager Hanson and seconded by Manager Harless to approve the 2020 list of WRWD Official newspapers for each county. Carried. A list of newspapers can be found in Appendix B at the end of this report.

22. RCPP. Administrator Ruud reported that a meeting with Moccasin Creek landowners was held on Monday with good attendance. The landowners want the district to continue pursuing the channel cleanout and bypass ditch and stop pursuing retention efforts within the subwatershed. Manager Hanson recommended staff meet with the DNR regarding the change in proposed efforts for the area to find out their feelings. Engineer Bents suggested keeping sites such as this one on the radar for long term retention projects rather than trying to implement them in the next couple years. A motion was made by Manager Spaeth and seconded by Manager Hanson to suspend studies in the area until further notice and seek DNR input regarding the channel cleaning and bypass and either eliminating or significantly decreasing the originally proposed retention area. Motion failed with Managers Johannsen, Spaeth, Harless, Christensen, and Chairman Holmvik against. Manager Hanson for. Manager Erickson did not cast a vote due to a potential conflict of interest. Staff will continue the ongoing study in the subwatershed and communicate with the DNR as necessary prior to the next Board meeting.

Engineer Bents reported that a similar meeting was held with Green Meadow landowners. One landowner signed a soil boring permission form and we will complete the work when weather permits.

Several meetings with DNR staff have been held regarding erosion on the South Branch channel. A concept has been developed to address concerns. A meeting will be held with DNR later in January and more detailed information will be presented to the Board when it is completed.

23. Acquisition properties. The site for the Welch buyout was surveyed and a checklist is being completed. We are working through the application process for the funding with state officials.

24. Upper Reaches Repair SE of Ada. A meeting was held with the landowner presenting concerns regarding the levee conditions. A plan was developed to address the concerns. Preliminary project estimates are being completed. A motion was made by Manager Hanson and seconded by Manager Christensen to authorize staff to continue exploring repair alternatives for this area of the Upper Reaches.

25. Manager Johannsen excused himself from the meeting at 10:51 am.

26. Community Flood Protection. Engineer Bents reported that LOMR development is currently 95% completed.

27. Envirothon Requests. A motion was made by Manager Hanson and seconded by Manager Harless to authorize \$200 per SWCD for Envirothon requests received. Carried.

28. RRWMB. Manager Erickson requested that the Board ask the RRWMB to distribute assets and liabilities to all member districts on a monthly basis. He was informed that meeting packet information was available on the website and he could request information he seeks directly from the RRWMB rather than through the District.

29. Clean Water. Manager Erickson spoke regarding a desire to have Managers elected on a ballot rather than appointed. Discussion regarding the matter did not ensue.

30. Auto Pay Vendor List. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve the 2020 Auto Pay Vendor list, which is available in Appendix C at the end of this report. Carried.

31. Frandsen Bank Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Harless to approve Administrator Ruud to transfer between Money Market and Checking Accounts, with a daily

limit of \$1,000,000 at Frandsen Bank and Trust. Administrator Ruud must notify finance committee members of account transfers once they occur. Carried.

32. Internal Transfer Authority. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried

33. Managers Per Diems. A motion was made by Manager Christensen and seconded by Manager Spaeth to approve payment of Managers per diems and expenses as distributed. Carried.

34. Meetings, Conferences, and Seminars. A motion was made by Manager Harless and seconded by Manager Christensen to approve Manager and Staff attendance at the MAWD Legislative Session in March and the RRWMB March Conference. Carried.

35. 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 10:57 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 12, '19 - Jan 8, 20				
12/23/2019		QuickBooks Payroll Service	Created by Payroll Service on 12/20/2019	6,015.99
01/07/2020		QuickBooks Payroll Service	Created by Payroll Service on 01/06/2020	6,029.99
12/13/2019	ACH	US Treasury-Payroll	41-6145653	1,978.90
01/03/2020	ACH	Arvig		400.40
12/12/2019	ACH	PERA		1,055.12
12/13/2019	ACH	MN Dept of Revenue	5062265	365.00
12/31/2019	ACH	MN Dept of Revenue	5062265	350.00

12/31/2019	ACH	US Treasury-Payroll	41-6145653	1,722.38
12/31/2019	ACH	PERA		932.59
01/05/2020	ACH	MARCO, Inc.		588.20
01/07/2020	ACH	Verizon Wireless		148.52
12/15/2019	ACH	Aflac		112.20
01/08/2020	17415	Al's Disposal		764.55
01/08/2020	17416	AmeriPride	Rugs	83.49
01/08/2020	17417	Braun Intertec Corporation		8,003.75
01/08/2020	17418	Cardmember Service		2,284.92
01/08/2020	17419	Clay County Recorder	ROW Research	27.00
01/08/2020	17420	Ellingson Drainage Inc.	Verdell Olson Cost Share	12,500.00
01/08/2020	17421	FP Mailing Solutions	Postage Meter	118.63
01/08/2020	17422	Gordon Construction, Inc.		11,100.00
01/08/2020	17423	Houston Engineering, Inc.		149,176.99
01/08/2020	17424	Kenneth Aaron Kesselberg	Snow removal	345.00
01/08/2020	17425	McCollum Hardware, Inc.		82.22
01/08/2020	17426	MN PEIP		1,258.18
01/08/2020	17427	Norman County Recorder	ROW Research	50.00
01/08/2020	17428	Norman County Treasurer/Auditor		105.00
01/08/2020	17429	Northwest Beverage, Inc.		31.50
01/08/2020	17430	Office Supplies Plus		76.30
01/08/2020	17431	Red River Watershed Management Board	1/2 Tax	10,480.32
01/08/2020	17432	Red River Watershed Management Board	Stream Gage Cost Share	12,634.50
01/08/2020	17433	Renae Kappes	cleaning	120.00
01/08/2020	17434	Rinke Noonan	Legal Advice	345.00
01/08/2020	17435	Supermarket Foods	supplies	29.44
01/08/2020	17436	Wambach & Hanson	December Legal	1,588.55
01/08/2020	17438	Curt Johannsen		126.29
01/08/2020	17439	Dean P Spaeth		152.24
01/08/2020	17440	Duane L Erickson		283.62
01/08/2020	17441	Gregory R Holmvik		115.44
01/08/2020	17442	Mark L Harless		130.39
01/08/2020	17443	Michael K Christensen		136.06
01/08/2020	17444	Raymond M Hanson		136.14
TOTAL				231,984.81

Appendix A

Transfers from Red River Construction to Unassessed Projects and Ditches 12/31/2019

	12/31/2019	RRC	Survey & Data
Projects - Unassessed			
#8 Moccassin Creek	251.78	(251.78)	
#35 Sande Detention	721.41	(721.41)	
#36 Marsh Creek	139.08	(139.08)	
#36 Northern Improvement	123.48	(123.48)	
#38 Rockwell Dam	124.26	(124.26)	
#39 Mashaug Dam	136.74	(136.74)	
Red River Construction			
Red River Construction General			
Dist Owned Acquisitions	-429.39	429.39	
Leased Ag Property	-78,030.75	78,030.75	
Project Development - other			
#375 2019 Property Acquisition/Demo	420.00	(420.00)	
#336 - Community Dikes			
#12 Hendrum Road Raise	85,972.36	(85,972.36)	
Project Development - RRC			
#364 property Acq/Demo	4,190.00	(4,190.00)	
#369 One Watershed One Plan			
Ph 000 - LGU Coordination	4,516.44	(4,516.44)	
#173 Anderson Wetland	139.00	(139.00)	
#368 2016 Rural Ring Dike	693.00	(693.00)	
#354 Goose Prairie WMA Storage	57,489.78	(57,489.78)	
#357 Lower Wild Rice	6,364.61	(6,364.61)	
#12 Permits			
#102 Hendricks 2019	326.00	(326.00)	
#101 Domogalla 2019	830.81	(830.81)	
#100 Pinske	962.99	(962.99)	
#99 Walworth 23	81.50	(81.50)	
#98 Walworth 22	81.50	(81.50)	
#97 Kevin Chisholm 2019	244.50	(244.50)	
#96 Bill Chisholm 2019	1,515.80	(1,515.80)	
#91 Corey Hanson	81.50	(81.50)	
#18 Violations - other	3,882.00	(3,882.00)	
#12 Permits - Other	22,131.84	(22,131.84)	
Special Revenue Fund Job:FEMA Programs	15,409.66	(15,409.66)	
	126,873.15	(126,873.15)	-
	126,873.15	-126,873.15	

Appendix B

Wild Rice Watershed District Official Newspaper by County 2020

Becker County	Detroit Lakes Tribune
Clay County	Clay County Union
Clearwater County	Farmers Independent
Mahnomen County	Mahnomen Pioneer
Norman County	Twin Valley Times
Polk County	Fertile Journal

Appendix C

2020 Auto Pay Vendors

- Arvig
- Aflac
- City of Ada
- Harland Checks – Check reorder
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- MN PEIP – Insurance
- PERA
- Postalia – postage meter postage deposits
- Quickbooks Payroll Service
- Star Tribune – subscription
- Twin Cities Pioneer Press – subscription
- US Treasury – Payroll Taxes
- Verizon Wireless
- Whitepages

Appendix D

List of Acronyms Used:

1W1P	One Watershed One Plan
DNR	Department of Natural Resources
FEMA	Federal Emergency Management Agency
LOMR	Letter of Map Revision
MAWD	Minnesota Association of Watershed Districts
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
WRWD	Wild Rice Watershed District