

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

REGULAR MEETING
March 12, 2020
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 Thursday, March 12, 2020. Managers in attendance included: Greg Holmvik, Duane Erickson, Dean Spaeth, Michael Christensen, and Curt Johannsen. Managers Mark Harless, Raymond Hanson, and Administrator Kevin Ruud were absent. In addition, the following persons were in attendance: 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 pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the agenda as presented with the addition of Clay County Ditch 6 Crossing/Access Replacement under new business. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the February 19, 2020, 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. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the monthly financial report dated February 29, 2020. Carried.
7. Open Mic. No one spoke at this time.
8. Goose Prairie. A motion was made by Manager Spaeth and seconded by Manager Christensen to authorize staff to hire an appraiser for the Paakh property, notifying the appraiser of the questions presented by Paakh. Carried. Attorney Hanson recommended staking the property prior to the appraisal if necessary. A motion was made by Manager Johannsen and seconded by Manager Spaeth to hire Farmer's National as the appraiser. Carried. Jensen provided an update regarding negotiations, closings, and communication with other parties. Engineer Bents provided project design updates and permitting.
9. Community Flood Protection. Engineer Bents reported that the LOMR applications were submitted early in the month for both communities. He indicated that a response could take about six month to receive.
10. Acquisition Properties. Jensen provided an update regarding the three acquisition applications received. HSEM staff visited the office early in the month to go over application information. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve **Local Government Resolution For Flood Hazard Mitigation Grant Assistance** (Appendix A at the end of this report). Motion carried by roll call

vote with Chairman Holmvik, Managers Christensen, Erickson, Johannsen and Spaeth in favor. Managers Harless and Hanson absent.

11. Farmstead Ring Dikes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to enter into a contract with Northern States Excavating for construction of the Hanson Ring Dike. Carried. Jensen noted that a refund of excess landowner share will be issued to Todd, formally closing out that project.

PERMIT APPLICATIONS

12. Norman County Highway Department, Section 6, Winchester Twp. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve Permit #20-006 to remove an existing bridge and replace it with three lines of 12'x5' box culverts with the condition that the pipes be installed consistent with the gradeline of the ditch. WRWD staff to provide plans to applicant for verification that constructed elevations are consistent. In the event that no original ditch plans exist, the applicant will be required to provide survey data and soil probe data for review and verification of appropriate elevation by WRWD staff before installation is completed. Carried.

13. J & J Bitker, Section 1, Pleasant View Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table Permit #20-011 to install a new 36" culvert to notice Sections 1, 2, and 3 of Pleasant View Twp. Carried.

14. Chisholm – Bitker 2019 Complaint. Engineer Bents provided an overview of the complaint location and past Board actions. Jake Bitker and Kevin Olson were in attendance and spoke regarding flooding concerns in the area. Engineer Bents offered options to address the concerns including submitting a drainage complaint or petitioning for a lateral to NCD 18. A motion was made by Manager Johannsen and seconded by Manager Spaeth to order Bitker to restore the berm to the requested elevation on or before May 8th. Staff will visit the site prior to the May Board meeting. Carried.

15. River Watch Presentation. Several students from the Norman County East River Watch program were in attendance and gave a presentation regarding their education efforts over the past year. They taught elementary students about beaver habitats activities in the District. Following the presentation, a motion was made by Manager Johannsen and seconded by Manager Christensen to donate \$800 to the Norman County East River Watch program. Carried. All Managers complimented the students on their studies and presentation.

16. NCD18 drainage. Further discussion regarding drainage conditions in the NCD18 watershed was held. It was determined that landowners could submit a drainage complaint to initiate field studies to determine if unassessed areas were draining into the system.

17. Complaints. Engineer Bents reported that the remaining complaints are waiting for conditions to allow work to be done.

PERMIT APPLICATIONS (continued)

18. Clay County Highway Department, Sections 7 and 12, Georgetown Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve Permit #20-004 to remove an existing bridge and replace it with a 10'x4' box culvert with the condition that the pipes be installed consistent with the gradeline of the ditch. WRWD staff to provide plans to applicant for verification that constructed elevations are consistent. In the event that no original ditch plans exist, the applicant will be required to provide survey data and soil

probe data for review and verification of appropriate elevation by WRWD staff before installation is completed. Carried.

19. Clay County Highway Department, Section 18, Georgetown Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Permit #20-005 to remove an existing bridge and replace it with a 10'x5' box culvert with the condition that the pipes be installed consistent with the gradeline of the ditch. WRWD staff to provide plans to applicant for verification that constructed elevations are consistent. In the event that no original ditch plans exist, the applicant will be required to provide survey data and soil probe data for review and verification of appropriate elevation by WRWD staff before installation is completed. Carried.

20. Jerred Jirava, Section 22, Spring Creek Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table Permit #20-008 to install subsurface drain tile and notice the S1/2 of Section 22 Spring Creek Township. Carried.

21. A motion was made by Manager Johannsen and seconded by Manager Christensen to table the following Permit applications for reasons as listed. Carried.

- Jerred Jirava, Section 18, Beaulieu Twp. Permit #20-009 to install subsurface drain tile and notice the SW1/4 of Section 7 Beaulieu, NE1/4 Section 13 Chief, the W1/2 Section 18 Beaulieu, and the road authority (Beaulieu and Chief Townships).
- Jerred Jirava, Section 7, White Earth Twp. Permit #20-010 to install subsurface drain tile and notice the E1/2 and the SW1/4 of Section 7 of White Earth Township.

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

- Roger Kurpis, Section 25, Lockhart Twp. Permit #20-003 to install a field approach with a 24" or 36" diameter culvert pending a field review.
- Allen Zimmer, Section 36, Marsh Creek. Permit #19-119 to install subsurface drain tile pending previously requested information from the applicant.

23. One Watershed, One Plan. Jensen provided an update regarding plan process. She stated that we are about 70% complete with plan development. It is anticipated that a first draft of the plan will be available in April. It will then spend a few months in internal review with the committees, with a formal comment period expected to occur of the summer months. The Policy and Advisory Committees will next meet at the end of March. The Steering Committee meets regularly either in person or via conference call working on the plan details.

24. RCPP. Engineer Bents provided brief updates on each of the project areas. He stated that draft reports are being developed and a more detailed presentation will be given at the April meeting. At that time the Board will determine the paths forward for each of the project areas.

25. Upper Reaches. Engineer Bents presented an update following a meeting held with landowners along the area. Favorable opinions were returned regarding the setback levee concept from those in attendance. He added this would fit into the long term concept of channel restoration along the Lower Wild Rice channel. Further revisions are being done and will be returned to another landowner meeting in the future.

26. Citizen's Advisory Committee. Jensen updated the Board that the Citizen's Advisory Committee is scheduled to meet Monday, April 6th, 10:00 am. Managers Harless and Johannsen are the board appointed designees to attend this meeting. New Advisory Committee members are Brandon Borgen and Kim Syverson.

27. DRM Grant. Jensen informed the Board that the grant expires at the end of April. Digitizing of Clay and Becker ditch files is nearly complete and Norman and Mahnomon counties are just getting underway. Jensen added that Administrative Assistant, Stacy Purrington, is doing a great job learning the MFiles programing and will work to complete the office files as well.
28. Clay County Ditch 6 Crossing. Jensen stated that Clay County Engineer, David Overbo, contacted the office to report that a private crossing will need to be replaced over Clay County Ditch 6 in the near future. The District has a standing Cost Share Agreement in place with the County for such situations. We will reimburse the County for 50% of the replacement when the request comes forward.
29. Per Diems. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of Managers per diems and expenses as distributed. Carried.
30. Meetings, Conferences and Seminars. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Manager and Staff attendance at the River Watch Forum, March 25, Alerus Center, Grand Forks. Carried.
31. Issues – Discussions. Chairman Holmvik informed the Board that the RRWMB approved \$100,000 per District for Clean Water projects, and budgeted an additional \$2.3 million for application basis for Clean Water projects. He recommended the District consider applying for this funding. Engineer Bents felt it would be a good source to assist with the 20% premium paid for the Lower Wild Rice project. Staff will develop an application and submit for funding assistance.
32. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:27 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Feb 20 - Mar 12, 20				
03/03/2020		QuickBooks Payroll Service	Created by Payroll Service on 03/02/2020	6,272.68
02/28/2020	ACH	Minnesota Energy Resources Corporation		6.00
03/03/2020	ACH	Arvig		339.97
03/05/2020	ACH	MARCO, Inc.		608.84
03/10/2020	ACH	Ada City		339.81
02/21/2020	ACH	PERA		1,144.31
03/07/2020	ACH	Verizon Wireless		148.14
02/21/2020	ACH	MN Dept of Revenue	5062265	404.00
02/21/2020	ACH	US Treasury-Payroll	41-6145653	2,179.28
03/05/2020	ACH	Federal Emergency Management Agency	LOMR	9,000.00
03/09/2020	ACH	Federal Emergency Management Agency		9,000.00
03/06/2020	ACH	MN Dept of Revenue	5062265	363.00
03/06/2020	ACH	US Treasury-Payroll	41-6145653	1,788.64
03/09/2020	ACH	PERA		960.57
03/12/2020	17481	AmeriPride	Rugs	98.72
03/12/2020	17482	Barb Kesselberg	Snow Removal	140.00
03/12/2020	17483	Braun Intertec Corporation	Halstad Testing	5,729.00
03/12/2020	17484	Cardmember Service	MAWD Registration	200.00
03/12/2020	17485	Dean or Cynthia Todd	Refund on Landowner Cost Share	2,197.05
03/12/2020	17486	Houston Engineering, Inc.		111,600.10
03/12/2020	17487	Kenneth Aaron Kesselberg	snow removal - January	230.00
03/12/2020	17488	MARCO, Inc. Mpls		3,999.76
03/12/2020	17489	McCollum Hardware, Inc.		28.80
03/12/2020	17490	MN PEIP	Insurance	1,258.18
03/12/2020	17491	Northwest Beverage, Inc.	Water	2.50
03/12/2020	17492	Office Supplies Plus		3,758.03
03/12/2020	17493	Visser Trenching	Snow Removal	695.00
03/12/2020	17494	Wambach & Hanson	February Legal	3,574.10
03/12/2020	17495	Curt Johannsen		384.57
03/12/2020	17496	Dean P Spaeth		152.23
03/12/2020	17497	Duane L Erickson		312.37
03/12/2020	17498	Gregory R Holmvik		230.88
03/12/2020	17499	Michael K Christensen		323.88
TOTAL				167,470.41

Appendix A

Local Government Resolution For Flood Hazard Mitigation Grant Assistance

BE IT RESOLVED that Wild Rice Watershed District , hereinafter referred to as the “Applicant” act as legal sponsor for the project contained in the **Flood Damage Reduction Grant Assistance Program Application** to be submitted on March 12, 2020 and that Kevin Ruud, Administrator, is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the Applicant.

BE IT FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and the institutional, administrative, and managerial capability to ensure adequate acquisition, maintenance and protection of the proposed project.

BE IT FURTHER RESOLVED that the Applicant has the financial capability to provide any required matching funds.

BE IT FURTHER RESOLVED that the source of Applicant’s matching funds shall not include other State funds.

BE IT FURTHER RESOLVED that the source of Applicant’s matching funds shall consist of **HSEM Hazard mitigation funding and also locally contributed from the Wild Rice Watershed District and the applicant.**

BE IT FURTHER RESOLVED that the Applicant hereby pledges to complete the project or phase if it exceeds the total funding provided by the Department of Natural Resources and any required local match.

BE IT FURTHER RESOLVED that the Applicant has not incurred any costs, and has not entered into any written agreements to purchase property proposed by this project.

BE IT FURTHER RESOLVED that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above- references project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

NOW, THEREFORE BE IT RESOLVED that Kevin Ruud, Administrator, is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Wild Rice Watershed District on March 12, 2020.

SIGNED:
Gregory Holmvik, Chair

WITNESSED:
Curt Johannsen, Secretary

Appendix B

List of Acronyms Used:

DRM	Drainage Records Modernization
HSEM	Homeland Security and Emergency Management
LOMR	Letter of Map Revision
NCD	Norman County Ditch
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
WRWD	Wild Rice Watershed District