

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

REGULAR MEETING
May 13, 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 Wednesday, May 13, 2020, via telecommunication methods due to the COVID-19 pandemic. Bookkeeper Tara Jensen was in attendance at the District Office. Managers in attendance from remote locations included: Greg Holmvik, Duane Erickson, Dean Spaeth, Mark Harless, Mike Christensen, Curt Johannsen and Raymond Hanson. In addition, the following persons were in attendance from remote locations: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Elroy Hanson, Administrative Assistant Stacy Purrington, Marijo Vik and Frank Gross, Mike Oehler, Debe Walchuck, Mark Maring and Nick Brown.
2. Chairman Holmvik called the meeting to order 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Harless and seconded by Manager Johannsen to approve the meeting agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the April 8, 2020, regular meeting minutes as presented. Carried.
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 to approve the monthly financial report dated April 30, 2020. Carried.
7. Manager Erickson arrived at 8:35 am.
8. Open Mic. Administrator Ruud spoke on behalf of Mark Maring, who presented regarding flooding concerns in Hegne township which he attributed to drain tile pumps running. Following Manager discussion, it was determined that the ditch outlet needed to be cleaned, which would need to be coordinated through the drainage authority for the ditch, Norman County Highway Department.

PERMIT APPLICATIONS

9. J & J Bitker, William Chisholm, Section 6, Green Meadow Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #20-015 to install a new 36" culvert with written approval from the landowners in section 6 of Green Meadow Township. Carried.
10. J & J Bitker, Section 13, Halstad Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit #20-023 to install subsurface drain tile with standard tile conditions. Carried.

11. Hagen Township, Section 13, Hagen Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #20-020 to remove an existing field approach and culvert and restore a ditch to the original condition pending written approval from the downstream landowner in the NW¼NW¼ of Section 24 of Hagen Township. Carried.
12. Voting began to be taken via Roll Call vote to determine attendance of participating Managers.
13. Greg Kettner, Section 3, Pembina Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #20-019 to install subsurface drain tile with standard tile conditions. Carried. Manager Erickson did not cast a vote.
14. McDonaldsville Township, Section 10 and 11, McDonaldsville Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #20-022 to repair a concrete crossing, reslope the sides and replace the culvert with the same sized culvert to notice sections 10 and 11 of McDonaldsville Twp. and the MNDNR. Carried. Manager Erickson did not cast a vote.
15. A motion was made by Manager Hanson and seconded by Manager Harless to approve the following permit applications with conditions as listed. Carried. Manager Erickson did not cast a vote.
 - Dean Pederson, Section 24, Strand Twp. Permit #20-024 to install a section of 8” tile with standard tile conditions.
 - Ben Schmitke, Section 13, Hagen Twp. Permit #20-017 to install a new field approach with no culvert.
 - Waukon Township, Section 4, Waukon Twp. Permit #20-025 to replace a 15” or an 18” culvert with a longer 18” culvert at the same location.
16. Dean Spaeth, Sections 7 & 18, Chief Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit #20-021 to construct a wetland restoration. Carried with Manager Spaeth abstaining. Manager Erickson did not cast a vote.
17. Michael Vilmo, Section 22, Green Meadow Twp. A motion was made by Manger Hanson and seconded by Manager Spaeth to approve Permit #20-018 to install subsurface drain tile with standard tile conditions. Carried.
18. Brenda Wagner, Section 20, McDonaldsville Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #20-016 to replace a 30” driveway culvert with a larger culvert or culverts. Carried.
19. Chisholm Complaint. A motion was made by Manager Hanson and seconded by Manager Erickson to close the complaint Chisholm filed against Bitker as the site was restored to previous conditions. Carried.
20. Domogalla Complaint. A motion was made by Manager Hanson and seconded by Manager Johannsen to dismiss the complaint filed by Domogalla as no violation of District rules were found in a visit of the location. Carried.
21. Goose Prairie. A motion was made by Manager Hanson and seconded by Manager Johannsen to seek an appraisal for the Oberg parcel. Manager Hanson amended the motion to include denying the counteroffer presented by Oberg. Manager Johannsen amended the second to the motion. Motion carried.

A motion was made by Manager Hanson and seconded by Manager Harless to offer Paakh \$29,330.50 for desired permanent flowage easement on his parcel. Motion carried with Manager Erickson opposed.

Engineer Bents reported that plans, specifications and permitting are all underway for the project.

A motion was made by Manager Erickson to abandon the Goose Prairie WMA Project. Motion failed for lack of second.

22. Community Flood Protection. Engineer Bents reported that comments were returned on both LOMR submittals. We are working on a response which will be returned by the end of May. The levee project and state grade raises are nearly complete in Halstad. The County is looking at doing roadwork through town and is open to an agreement for grade raises, like the one used in Hendrum. The City of Halstad passed a resolution accepting ownership of the levee property and will take over operations and maintenance of the levee project once completed.
23. Acquisition Properties. Administrator Ruud informed the Board of the location of all applicants. Once appraisals have been completed, we will continue to work forward through the application process.
24. Farmstead Ring Dikes. Engineer Bents reported that the contractor will be mobilizing soon and the completion date for both ring dikes is still anticipated to be June 15th. The RRWMB is discussing different scenarios in the instance that work on all projects in the basin are not completed prior to the June 30th deadline.
25. 1W1P. The Next Advisory and Policy Committee meetings will be June 8th, likely in an electronic format to meet social distancing guidelines. The Steering Committee is currently reviewing draft sections of the plan.
26. RCPP. Engineer Bents provided an update on the current status of the study in all three subwatersheds. A motion was made by Manager Erickson to discontinue spending money seeking solutions for the Green Meadow Subwatershed. Motion failed for lack of second. It was determined that each of the project subcommittees would meet prior to the June Board meeting to review the information in more details and determine a suggested path forward for each of the project areas. Walchuck reminded the Managers that grant agreements expire September 30th and all expenses reimbursed must be incurred prior to that date. All submitted expenses through March 31st have been reimbursed.
27. DRM Grant. Administrator Ruud informed the Board that the grant closed April 30, 2020. Jensen is working through the close out process in eLink.
28. Lower Wild Rice. Administrator Ruud updated that Board that survey work is being completed on the two parcels submitted for the program. Additional mailers were sent to landowners in reaches B and D.
29. Board Reorganization. Chairman Holmvik asked Attorney Hanson to preside over Board Officer Reorganization. Attorney Hanson called for nominations for Chairman. Hanson nominated Holmvik for the position of Board Chair. Erickson nominated Harless for the position of Board Chair. Harless declined the nomination. Hearing no further nominations for Chair, nominations ceased and Holmvik was elected Board Chair.

Hanson nominated Harless for the position of Board Vice-Chair. Hearing no further nominations for Vice-Chair, nominations ceased and Harless was elected Board Vice-Chair.

Hanson nominated Johannsen for the position of Board Secretary. Hearing no further nominations for Secretary, nominations ceased, and Johannsen was elected Board Secretary.

Johannsen nominated Spaeth for the position of Board Treasurer. Hearing no further nominations for Treasurer, nominations ceased and Spaeth was elected Board Treasurer.

A motion was made by Manager Hanson and seconded by Manager Johannsen approving committee assignments. A full list of committee assignments is available in Appendix A at the end of this report.

30. 2019 Audit/Annual Report. Administrator Ruud indicated that the 2019 field Audit was completed. The 2019 Annual Report has also been completed. Both will be mailed for review prior to the next Board meeting.
31. Per Diems. A motion was made by Manager Hanson and seconded by Manager Harless to approve payment of Manager per diems and expenses as distributed. Carried.
32. Meetings and Conferences. None.
33. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:00 am.

Curt Johannsen, Secretary

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Apr 9 - May 13, 20				
04/14/2020		QuickBooks Payroll Service	Created by Payroll Service on 04/13/2020	6,235.14
04/28/2020		QuickBooks Payroll Service	Created by Payroll Service on 04/27/2020	6,301.08
05/11/2020			Funds Transfer	1,000,000.00
05/12/2020		QuickBooks Payroll Service	Created by Payroll Service on 05/11/2020	6,237.75
05/13/2020			Funds Transfer	1,000,000.00

04/28/2020	ACH	Minnesota Energy Resources Corporation		33.00
04/20/2020	ACH	Ada City		317.54
05/03/2020	ACH	Arvig		388.64
05/05/2020	ACH	MARCO, Inc.		608.84
05/07/2020	ACH	Verizon Wireless		147.94
05/11/2020	ACH	Ada City		246.91
04/15/2020	ACH	PERA		1,013.10
04/17/2020	ACH	US Treasury-Payroll	41-6145653	133.88
04/17/2020	ACH	MN Dept of Revenue	5062265	363.00
04/17/2020	ACH	US Treasury-Payroll	41-6145653	1,788.68
04/15/2020	ACH	Aflac		112.20
04/10/2020	ACH	Frandsen Bank	Safe Deposit Box	33.00
04/30/2020	ACH	US Treasury-Payroll	41-6145653	1,823.24
05/01/2020	ACH	MN Dept of Revenue	5062265	370.00
05/01/2020	ACH	PERA		980.28
05/13/2020	17538	Ada Building Center	Lumber	17.83
05/13/2020	17539	Braun Intertec Corporation	Geotechnical Eval	712.50
05/13/2020	17540	Cardmember Service	April Billing	1,772.75
05/13/2020	17541	EcoLab	Pest Control	95.82
05/13/2020	17542	Farmers National Company	Paakh Appraisal	1,600.00
05/13/2020	17543	Houston Engineering, Inc.		159,337.20
05/13/2020	17544	KRJB Radio	Advertisement	69.00
05/13/2020	17545	McCollum Hardware, Inc.		160.08
05/13/2020	17546	MN PEIP		2,516.36
05/13/2020	17547	Morris Electronics, Inc.		1,025.80
05/13/2020	17548	Red River Valley Coop Power Assn	Moving Lines	2,409.00
05/13/2020	17549	Renae Kappes	Cleaning	120.00
05/13/2020	17550	Star Tribune	Annual Subscription	197.08
05/13/2020	17551	Vareberg Engineering	Halstad Testing	300.00
05/13/2020	17552	Wambach & Hanson	April Legal	2,069.97
05/13/2020	17553	Western National Insurance Group	Workers Comp Policy	465.00
05/13/2020	17554	Farmers National Company	Bergren Appraisal	2,500.00
05/13/2020	17555	Curt Johannsen		214.62
05/13/2020	17556	Dean P Spaeth		115.44
05/13/2020	17557	Duane L Erickson		107.31
05/13/2020	17558	Gregory R Holmvik		115.43
05/13/2020	17559	Mark L Harless		115.44
05/13/2020	17560	Michael K Christensen		107.31
05/13/2020	17561	Raymond M Hanson		115.44
				2,203,393.60

Appendix A 2020-2021 Committee and Representative Assignments

COMMITTEES:

FINANCE

Greg Holmvik
Dean Spaeth
Mike Christensen

BONDING/LEGISLATIVE

Mike Christensen
Duane Erickson
Curt Johannsen

PERSONNEL

Greg Holmvik – employee liaison
Dean Spaeth
Raymond Hanson

RING DIKE

Curt Johannsen
Raymond Hanson
Dean Spaeth

PROJECT TEAM

Mike Christensen
Duane Erickson
Curt Johannsen

ONE WATERSHED ONE PLAN

Mark Harless
Curt Johannsen

CITIZEN'S ADVISORY MTGS.

November:

Dean Spaeth
Raymond Hanson

April:

Mark Harless
Curt Johannsen

REPRESENTATIVES

RRWMB

Greg Holmvik
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Mark Harless

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

RCPP PROJECT TEAM ASSIGNMENTS:

GREEN MEADOW

Greg Holmvik
Raymond Hanson
Mike Christensen

SOUTH BRANCH

Mark Harless
Duane Erickson
Curt Johannsen

MOCCASIN CREEK

Raymond Hanson
Dean Spaeth
Duane Erickson

Appendix B

List of Acronyms Used:

1W1P – One Watershed One Plan
DRM – Drainage Records Modernization
LOMR – Letter of Map Revision
MNDNR – Minnesota Department of Natural Resources
RCPP – Regional Conservation Partnership Program
RRWMB – Red River Watershed Management Board
WMA – Wildlife Management Area