

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

REGULAR MEETING
June 10, 2020
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, June 10, 2020. Managers in attendance included: Duane Erickson, Greg Holmvik, Curt Johannsen, Mark Harless, and Raymond Hanson. Managers participating via teleconference included: Dean Spaeth and Michael Christensen. In addition, the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Elroy Hanson and Tara Jensen. Various other parties connected via electronic means.
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 Harless and seconded by Manager Hanson to approve the meeting agenda with the following additions or corrections. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.
 - Drain tile discharge into County Ditches
 - Finance Committee Meeting
 - Clay County Board of Commissioner Discussion
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the regular monthly meeting minutes dated May 13, 2020, with corrections as noted. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.
5. Approval of Billings. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the payment of billings as presented. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Harless to approve the monthly financial report dated May 31, 2020. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.
7. Open Mic. None.

PERMIT APPLICATIONS

8. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve several permit applications with conditions as listed. It was determined that it would be best to hold discussion regarding Norman County concerns with drainage into county road ditches prior to acting on permit applications. Manager Hanson withdrew said motion and Manager Johannsen withdrew second of motion.

9. Drain tile discharge into County Ditches. Chairman Holmvik stated that the Norman County Board of Commissioners asked him to return their displeasure with drain tile outlets in County roadway ditches. The concern is that roadway ditches are not designed as drainage channels and wetlands are being created in them with the tile outlets. A motion was made by Manager Erickson and seconded by Manager Harless to authorize staff to notice roadway authorities on tiling permits beginning with notices for the July board meeting. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

10. A motion was made by Manager Hanson and seconded by Manager Harless to approve the following permit applications with conditions as listed. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

- Aaron Broden, Section 5, Spring Creek Twp., Norman County. Permit #20-041 to construct a new field approach with a 24" culvert.
- Randy Borgen, Section 23, Hendrum Twp. Permit #20-027 to move a field approach.
- Stuart Christian, Section 14, Good Hope Twp. Permit #20-043 to construct a new field approach.
- Hagen Township, Section 13, Hagen Twp. Permit #20-020 to remove an existing field approach and culvert and restore the ditch to the original condition.
- Corey Jacobson, Section 10, McDonaldsville Twp. Permit #20-029 to install subsurface drain tile with standard tile conditions and the condition that the applicant get approval from the HOV Golf Course.
- Corey Jacobson, Section 15-16, McDonaldsville Twp. Permit #20-031 to install subsurface drain tile with standard tile conditions.
- Jesse McCollum, Section 19, Gregory Twp. Permit #20-038 to install subsurface drain tile with standard tile conditions.
- Jesse McCollum, Section 14, Bejou Twp. Permit #20-039 to install subsurface drain tile and with the condition that the applicant gets written approval from the landowner who owns the receiving tile system in the NW1/4NW1/4 of Section 23 of Bejou Twp.
- Jesse McCollum, Section 19, Gregory Twp. Permit #20-040 to install subsurface drain tile with standard tile conditions.
- Skaurud Grain Farms, Section 18, Marsh Creek Twp. Permit #20-035 to install subsurface drain tile with standard tile conditions.
- Skaurud Grain Farms, Section 17, Waukon Twp. Permit #20-037 to install subsurface drain tile with standard tile conditions.

11. Richard Balstad, Section 11, Gregory Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #20-032 to install a field crossing across Mahnomon County Ditch 91 pending approval from the ditch authority and culvert sizes from the applicant. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

12. Circle E Farms, Section 14, Walworth Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #20-042 to install subsurface drain tile to notice section 13 and 14 of Walworth Township and the Becker County Highway Department. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Spaeth and Johannsen voting in favor. Manager Erickson abstained.

13. Corey Jacobson, Section 36, Anthony Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #20-030 to install subsurface drain tile with standard tile conditions. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

14. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the following permit applications for reasons as listed. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

- Mike Jirik, Section 32, Lake Grove Twp. Permit #20-033 to install subsurface drain tile pending a tile plan from the applicant.
- Jesse McCollum, Section 11, Gregory Twp. Permit #20-044 to install a field crossing across Mahnomen County Ditch 91 pending approval from the ditch authority and culvert sizes/crossing details from the applicant.

15. A motion was made by Manager Hanson and seconded by Manager Erickson to table the following permit applications to notice parties identified, or the applications are approved with standard tile conditions if the applicant provides written approval from the noticed parties. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

- Skaurud Grain Farms, Section 29, Green Meadow Twp. Permit #20-034 to install subsurface drain tile. Noticed parties include: S1/2 Section 29 and S1/2 Section 30 of Green Meadow Twp. and the road authority (Norman County Highway Department).
- Skaurud Grain Farms, Section 20, Waukon Twp. Permit #20-036 to install subsurface drain tile. Noticed parties include: Section 20 of Waukon Twp. Written approval required from landowner in NE1/4 Section 20 only for approval.

16. Tyler Zimmerman, Pheasants Forever Inc., Sections 25 and 36, Rockwell Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #20-028 to construct wetland restorations and creations with the condition that the new wetland areas are not developed within 200 feet of the property line without the written approval of the adjacent landowner. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

17. McDonaldsville Township, Sections 10-11, McDonaldsville Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #20-022 to repair a concrete crossing, reslope the sides and replace the culvert with the same sized culvert. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

18. Walworth 22 Complaint. A motion was made by Manager Johannsen and seconded by Manager Hanson to dismiss the complaint against Mr. Erickson as the area was restored to previous conditions as requested. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Spaeth and Johannsen voting in favor. Manager Erickson abstained.

19. Walworth 23 Complaint. Engineer Bents reported that Mr. Erickson is waiting for conditions to improve prior to completing ditch work at the site of the violation.

20. Borgen, Section 34, Hegne Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the complaint filed by Mr. Borgen and request documentation from Mr. Borgen that his land is approved by the Ditch Authority to be drained into Norman County Ditch 17. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

21. Hendrickson-Steichen, Section 34, Goose Prairie Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to dismiss the complaint filed by Ms. Hendrickson-Steichen as no violation of district rules was found. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

22. Goose Prairie WMA. A motion was made by Manager Hanson and seconded by Manager Erickson to deny the counteroffer presented by Mr. Paakh requesting monetary compensation for the potential loss of oak trees on the property. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

Administrator Ruud reported that the appraisal on the Oberg property is nearly completed. A Joint Powers Agreement from the DNR was distributed to the board for consideration, like the one which Olson Agassiz operates under.

23. Community Flood Protection. Engineer Bents reported that the LOMR is moving forward for both Halstad and Hendrum. A notice will be published once we are notified by FEMA that we can do so.

A motion was made by Manager Johannsen and seconded by Manager Harless to approve a change order for the Halstad project, decreasing the contract amount. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

A motion was made by Manager Hanson and seconded by Manager Harless to approve pay request #14 presented by Sellin Brothers for work completed on the Halstad project. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

24. Acquisition properties. Administrator Ruud reported that we continue to work on gathering appraisals for the properties. Another application was recently received. We will continue forward with the next phase of the application process in early July.

25. Farmstead Ring Dikes. Engineer Bents reported that the Hewson ring dike is completed, and we are waiting for seed growth. Hanson will be completed prior to June 30th as required.

26. Goose Prairie WMA. Manager Erickson spoke regarding a letter that the Petermann party sent to Attorney Hanson regarding the project. Discussion was held regarding the concern that was presented and the error made in the recording of the MOA.

27. 1W1P. Engineer Bents reported that the draft plan had been developed and a more detailed update on the process will be presented at the July 8th meeting. Following Board discussion, a motion was made by Manager Harless and seconded by Manager Johannsen to support moving forward under a MOA/MOU for the implementation phase of the process. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

28. RCPP. Engineer Bents presented committee recommendations for each of the subwatershed areas.

A motion was made by Manager Johannsen and seconded by Manager Hanson to apply for an extension of grant dollars for the Green Meadow subwatershed, contact property owners and offer compensation in exchange for soil borings, and ask HEI to develop a list of additional studies that could be completed to help future boards if a project is desired down the road. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

A motion was made by Manager Hanson and seconded by Manager Harless to close the Moccasin Creek subwatershed study accordingly and send an information letter to the project team informing them of this

decision. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

A motion was made by Manager Johannsen and seconded by Manager Hanson to apply for an extension of grant dollar for the South Branch subwatershed and develop a work plan on what to accomplish if the extension is granted, looking at a storage component in the project area. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson, Spaeth and Johannsen voting in favor.

29. Lower Wild Rice. Administrator Ruud reported that two more applications for the program were received. We are working through the process with the previous two applicants. Approximately 50% of the landowners along the reach have received the mailing regarding the program.

30. Manager Johannsen left the meeting at 10:45 pm.

31. 2019 Annual Report. A motion was made by Manager Hanson and seconded by Manager Harless to approve the 2019 Annual Report as presented. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson and Spaeth voting in favor.

32. Leased Properties. A motion was made by Manager Hanson and seconded by Manager Harless to lease parcel 12-5411000 located in Section 25 of Lee Township to Susan Dyrendahl for a term of five years with the annual lease amount being \$100 plus the property taxes due on the parcel. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson and Spaeth voting in favor.

A motion was made by Manager Hanson and seconded by Manager Harless to lease parcel 12-538200 located in Section 35 of Lee Township to James Baltes for a term of five years with the annual lease amount being \$100 plus the property taxes due on the parcel. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Christensen, Erickson and Spaeth voting in favor.

33. Clay County Board of Commissioners. Manager Erickson spoke regarding the recent removal of a Buffalo Red River Watershed Manager by the Clay County Board of Commissioners. Manager Hanson felt that the decision by the Clay County Board of Commissioners does not affect the Managers of the Wild Rice Watershed District, therefore it is not necessary to discuss the matter. Other Managers agreed with Manager Hanson's statement.

34. Manager Christensen left the meeting at 10:59 am.

35. 2019 Audit Report. A motion was made by Manager Hanson and seconded by Manager Harless to approve the 2019 Audit Report as presented. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Erickson and Spaeth voting in favor. Manager Harless presented questions regarding the cash basis of accounting used by the District along with the separation of duties. Staff will return an answer to Managers regarding the method of accounting used by other Districts of similar size. Staff will also communicate with the Auditor regarding the separation of duties and the Districts' ability to further address this issue.

36. Manager 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 via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Erickson and Spaeth voting in favor.

37. D&O Policy. A motion was made by Manager Hanson and seconded by Manager Harless to approve payment of the D&O Insurance Policy once paperwork is completed by the agent. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Erickson and Spaeth voting in favor.

38. Finance Committee Meeting. Administrator Ruud stated that a meeting of the Finance Committee will be held on Monday, June 22, 9:00 am at the District office for the purpose of setting the 2021 budget and levy.

39. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Erickson to adjourn the meeting. Carried via roll call vote with Chairman Holmvik and Managers Hanson, Harless, Erickson and Spaeth voting in favor. Chairman Holmvik adjourned the meeting at 11:03 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
May 14 - Jun 10, 20				
05/26/2020		QuickBooks Payroll Service	Created by Payroll Service on 05/22/2020	6,215.16
06/09/2020		QuickBooks Payroll Service	Created by Payroll Service on 06/08/2020	6,202.12
05/27/2020	ACH	Minnesota Energy Resources Corporation		33.00
06/03/2020	ACH	Arvig		383.34
06/06/2020	ACH	Verizon Wireless		147.94

06/05/2020	ACH	MARCO, Inc.		608.84
06/10/2020	ACH	Ada City		188.79
05/15/2020	ACH	US Treasury-Payroll	41-6145653	2,028.42
05/29/2020	ACH	US Treasury-Payroll	41-6145653	1,875.42
05/19/2020	ACH	Aflac		168.30
05/18/2020	ACH	PERA		1,040.45
05/18/2020	ACH	MN Dept of Revenue	5062265	367.00
06/01/2020	ACH	MN Dept of Revenue	5062265	367.00
06/01/2020	ACH	PERA		970.43
06/10/2020	17562	Boetcher Appraisal	Appraisals	1,250.00
06/10/2020	17563	Buchholz Blasting	Dam Removal	500.00
06/03/2020	17564	Wambach & Hanson Law Office Trust Account	Miller Easement and Purchase	10,872.40
06/10/2020	17565	Cardmember Service	Supplies	610.52
06/10/2020	17566	Gordon Construction, Inc.		21,220.86
06/10/2020	17567	Houston Engineering, Inc.		119,892.66
06/10/2020	17568	Key Contracting	Hendrum Lift Station Repair	4,000.00
06/10/2020	17569	Mahnomen Pioneer	Subscription	30.00
06/10/2020	17570	MARCO, Inc.	Support	60.00
06/10/2020	17571	Matt Wagner		1,890.15
06/10/2020	17572	MN PEIP		1,258.18
06/10/2020	17573	Morris Electronics, Inc.		3,765.13
06/10/2020	17574	Norman County Index-Ada	Buyout Publication	114.00
06/10/2020	17575	Norman County Recorder	Merkens Option Recording	46.00
06/10/2020	17576	Norman County Treasurer/Auditor	Beaver Control Cost Share	55.00
06/10/2020	17577	Northern States Excavating	Hewson Request #1	34,025.40
06/10/2020	17578	Office Supplies Plus		353.46
06/10/2020	17579	Renae Kappes	cleaning	120.00
06/10/2020	17580	Sellin Brothers, Inc	Halstad Request 14	57,868.01
06/10/2020	17581	Visser Trenching		985.00
06/10/2020	17582	Wambach & Hanson	May Legal	1,137.26
06/10/2020	17583	Northern States Excavating	Ditch Cleanout and level spoil	12,490.00
06/10/2020	17584	Curt Johannsen		252.58
06/10/2020	17585	Dean P Spaeth		267.67
06/10/2020	17586	Duane L Erickson		283.62
06/10/2020	17587	Gregory R Holmvik		433.75
06/10/2020	17588	Mark L Harless		260.78
06/10/2020	17589	Michael K Christensen		107.31
06/10/2020	17590	Raymond M Hanson		378.71
TOTAL				295,124.66

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
DNR	Department of Natural Resources
D&O	Directors and Officers
FEMA	Federal Emergency Management Agency
HEI	Houston Engineering Inc.
HOV	Heart of the Valley
LOMR	Letter of Map Revision
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
RCPP	Regional Conservation Partnership Program
WMA	Wildlife Management Area