

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

**REGULAR MEETING**  
**October 14, 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, October 14, 2020. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Raymond Hanson, Dean Spaeth, Mike Christensen and Curt Johannsen. 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 attended via electronic means.
2. Chairman Holmvik called the meeting to order at 8:30 a.m. with the pledge of allegiance.
3. Agenda Approval. No changes or additions were presented to the meeting agenda.
4. Approval of Monthly Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the Regular Meeting Minutes dated September 9, 2020, 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 with the addition of one late bill from Wambach & Hanson Law Office. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report and the quarterly financial report dated September 30, 2020, and the transfers from unassessed projects to Red River Construction as detailed in Appendix A at the end of this report. Carried.
7. Open Mic. Nobody spoke at this time.
8. Dwight Fevig, Section 34, Walworth Twp. Jim Olson, Becker County Engineer was on the line to discuss the County's preferences for the proposed project. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #20-098 to install a weir and install two 48" centerline culverts pending a revised permit application or requesting the following information that was also requested in a May 7th, 2003 letter the last time this permit was applied for: 1) estimated 2, 5, 10, 25, 50, and 100-yr diverted peak flows; 2) Estimated resultant stage increase (water surface level increase) in the South Branch of the Wild Rice River between the CSAH No. 7 crossing and the location where the diverted coulee presently enters the South Branch; 3) estimated increase/decrease in flow rate on the South Branch of the Wild Rice River at location where the diverted coulee presently enters as well as two other downstream locations between that point and the Wild Rice River; 4) estimating resultant stage increase (water surface level increase) in South Branch of Wild Rice River at the same two downstream locations per item No. 3 above; and 5) channel dimensions and grade line of the diversion channel. Carried.

9. Loyal Sip, Section 27, Pleasant View Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to deny Permit #20-106 to construct a diversion berm based on benefitting area changes and hydraulic impacts to adjacent properties. Carried.
10. Rodger Hemphill presented a clarification question regarding work proposed under Permit #20-098.
11. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the following Permit applications with conditions as listed. Carried.
  - Aaron Borgen, Section 28, Winchester Twp. Permit #20-116 to replace a 36" culvert with a new 36" culvert.
  - Chuck Borgen, Section 18, Felton Twp. Permit #20-105 to install subsurface drain tile with a pumped outlet with standard tile conditions.
  - Charles Hilde, Section 34, Felton Twp. Permit #20-109 to replace the main tile line with larger tile and add a pump to the outlet of a subsurface drain tile project with standard tile conditions.
  - Jane Mattheis, Section 8, Georgetown Twp. Permit #20-102 to extend a culvert and widen a driveway.
  - Avery Sirjord, Section 34, Bear Park Twp. Permit #20-113 to replace a 24" culvert with a 30" longer culvert under his driveway.
  - Todd Stenerson, Section 35, Hendrum Twp. Permit #20-101 to remove a field approach with an 18" culvert and add a field approach with an 18" or 24" culvert.
  - US Fish & Wildlife Service, Section 28, Lake Ida Twp. Permit #20-107 to install a field approach with the condition that the culvert is an 18" or 24" culvert.
  - US Fish & Wildlife Service, Section 34, Hagen Twp. Permit #20-108 to install a field approach with the condition that the culvert is an 18" or 24" culvert.
12. Barrick Family Farms, Section 25, Lockhart Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #20-100 to install a driveway with a 12" culvert, flow diversions and stormwater pond for a hog operation with the condition that the driveway culvert is a 24" culvert. Carried.
13. Chuck Borgen, Section 35, Mary Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #20-104 to install subsurface drain tile with a pumped outlet with standard tile conditions. Carried.
14. James Borgen, Sections 5 & 6, Mary Twp. A motion was made by Manager Erickson and seconded by Manager Harless to table Permit #20-110 to replace a centerline culvert with a longer one, approximately a foot lower and regrade the roadway ditch requesting that the applicant consider concerns expressed by Mary Township and Virgil Scholtz. After consideration, the applicant could either stay with the existing permit request or proposed an amended permit for WRWD consideration at the November 4<sup>th</sup> meeting. Any revised permit would need to be received no later than October 26<sup>th</sup>, otherwise the WRWD will take action on the permit as currently proposed. Motion carried with Managers Johannsen, Spaeth and Chairman Holmvik against. Managers Erickson, Harless, Hanson and Christensen in favor.
15. Randy Borgen, Section 2, Hendrum Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #20-112 to install a new inlet pipe into Project #1 without a flap gate and with the condition the outlet is installed above (however not more than 2-ft above) the elevation of the original design grade line of the receiving ditch and the condition that the ditch banks and/or levees are restored to the preproject geometry and the condition that the applicant is responsible for adequate erosion control measures at the outlet. This could include the installation of riprap or other protection measures, as

necessary. Motion failed with Managers Erickson, Johannsen, Harless and Chairman Holmvik opposed. Managers Hanson, Spaeth and Christensen in favor. A motion was made by Manager Harless and seconded by Manager Erickson to approve Permit #20-112 to install a new inlet pipe into Project #1 with a flap gate with the same conditions as listed previously. Manager Spaeth felt that adjacent landowners should be noticed of the proposed work. Manager Harless withdrew the motion on the table and Manager Erickson withdrew the second. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #20-112 to install a new inlet pipe into Project #1 with a flap gate to notice landowners along the next 3 downstream miles of the ditch system and request staff do a review of other recent permits of a similar nature that were approved without flap gates. Carried.

16. Duane Erickson, Section 23, Walworth Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #20-114 to install subsurface drain tile and lower an existing centerline culvert to notice section 23 of Walworth township, the road authority (Walworth Township) and all parcels between the tile outlet and the South Branch of the Wild Rice River. Motion carried with Manager Erickson abstaining.

17. Duane Erickson, Section 25, Home Lake Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Permit #20-115 to install a water and sediment control basin project with standard tile conditions. Motion carried with Manager Erickson abstaining.

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

- Tim Hoff, Section 35, Hendrum Twp. Permit #20-079 to install field crossings with two 30" culverts pending MNDNR public waters permit.
- Mary Knopfler, Section 25, Ulen Twp. Permit #20-047 to install subsurface drain tile requesting revisions to the project to address concerns of downstream landowners.

19. Seth Merkens, Section 31, Lockhart Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #20-111 to install subsurface drain tile with standard tile conditions. Carried.

20. Rod Olson, Sections 11 & 15, Halstad Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Permit #20-103 to install subsurface drain tile with standard tile conditions. Carried.

21. Riverview LLP, Section 32, Waukon Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #20-097 to install culverts, runoff ponds and a tile lift station at the request of the applicant. Carried.

22. Complaints. Engineer Bents provided an update regarding open complaints. A motion was made by Manager Johannsen and seconded by Manager Hanson to mail a letter to Duane Erickson stating that work to restore the roadway ditch must be completed prior to the November Board meeting. Carried with Manager Erickson abstaining.

We continue to wait to receive the requested petition to outlet from Borgen on the complaint that he filed.

A motion was made by Manager Hanson and seconded by Manager Johannsen to dismiss the complaint filed by Fabre. Work has been completed to restore the area and all parties seem to be satisfied. Carried.

23. Goose Prairie. Administrator Ruud reported that he was working with Paakh to finalize agreement language. He provided an update on the remaining landowners. Manager Johannsen asked when construction of the project is anticipated to begin. Administrator Ruud reported that we are still working to acquire a small amount of funding for construction and need to complete obtaining the remaining flowage easements. Engineer Bents was hopeful that funds would be made available in a bonding bill in the recent future. Discussion was held using the ability to use eminent domain under the current funding sources.
24. 9:30 am – Andrew and Hiliary Chisholm Appeal. Engineer Bents reviewed the application history, field reviews and appeal received by the Chisholms. Andrew Chisholm spoke regarding concerns of additional water impacting their property due to the installation of drain tile. Engineer Bents noted that the tile outlets on the opposite side of the road and remains metered by the same centerline culvert that is presently there. A motion was made by Manager Johannsen and seconded by Manager Erickson to deny the appeal presented by the Chisholm party due to the outlet through the road remaining the same as prior to work being completed. Carried.
25. Community Flood Protection. Engineer Bents updated the Managers on the work being completed in both Hendrum and Halstad. Once an IC-134 is completed we anticipate the contract with Sellin Brothers to be closed. Ditch work north of Halstad is being completed to address pooling concerns. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a pay request from Gordon Construction for work completed on the Halstad Levee project in the amount of \$14,855.40. Carried. It is noted that a 10% retainer is being held on the work. A motion was made by Manager Hanson and seconded by Manager Spaeth to enter into a contract with Gordon Construction for the amount of \$26,420.00 to complete work adjacent to the Halstad levee project. Carried.
26. Beavers on the Wild Rice River. Dean and Kevin Newland requested the District's assistance in investigating beaver issues on the Wild Rice River near Bagley. A motion was made by Manager Johansen and seconded by Manager Hanson to authorize staff to investigate the area and determine a recommended path forward to resolve the concern. Carried.
27. Community Flood Protection (continued). Engineer Bents informed the Board that the internal ditch in Hendrum was surveyed as a project expense and it was determined that repair was not needed or cost effective as a long-term solution. It was recommended that cattail spraying occur in the upcoming year.

Staff continues to work with NCHD on details of CR 147 overlay and grade raise project cost share.

Preliminary updates of the LOMR submittals have been received. FEMA will publish both maps and run required notices. A 90-day appeal period is required following the publications. It is anticipated that the maps will become effective on or around March 15<sup>th</sup>.

Attorney Hanson noted that the declarations approved in September gave Chairman Holmvik and Secretary Johannsen authorization to transfer the Halstad levee property and easement ownership to the City of Halstad. He anticipated the paperwork would be completed by the end of the week. It will be recorded once signatures are obtained, finalizing the transfer of ownership.

28. Acquisition Properties. Administrator Ruud reported that we continue to wait for appraisals on the Vik, Jacobson and Rudell properties. We are working forward through the FEMA grant application process and returning documents to HSEM as requested.

29. 1W1P. The 60-day review period ended last Friday. A few comments were returned by agencies during this period. A steering committee meeting will be held later this afternoon, with the public hearing anticipated to occur in late October or early November. The Policy Committee will be asked to meet immediately following the public hearing to approve the plan. It is still anticipated that BWSR will review it at their December 2<sup>nd</sup> regional meeting.

30. RCPP. We are waiting for the formal closeout approval on the Moccasin subwatershed study.

Geotechnical evaluation was completed in the Green Meadow study area and the results were promising for future construction. This completes the previously authorized work requested by the Board. A motion was made by Manager Erickson and seconded by Manager Hanson to terminate the Green Meadow subwatershed study. Motion failed with Managers Christensen, Johannsen, Harless and Chairman Holmvik against. Managers Spaeth, Hanson and Erickson for. Staff will develop a list of additional work that could be completed and used by future board for consideration at the November Board meeting.

Field survey along the channel is being completed in the South Branch subwatershed and should be completed by the end of the month. Information will be presented once available.

31. Lower Wild Rice. Administrator Ruud informed the Board that the Vik closing occurred and is progressing forward through BWSR and AG review. Once the AG review is completed, easement payment will be issued within 30 business days. He noted that we continue to work through the process with several other applicants.

32. Upper Reaches. Administrator Ruud stated that we continue to work with landowners to develop a plan which is favorable for those along the reach. It is anticipated that another landowner meeting will be held this fall, including Mark Christianson to answer questions about program details.

33. Other Fall 2020 Ditch Repairs. A motion was made by Manager Hanson and seconded by Manager Erickson to enter into a contract with Gordon Construction in the amount of \$46,000.00 for clean out of Norman County Ditch 1. Carried.

A motion was made by Manager Hanson and seconded by Manager Johannsen to enter into a contract with Northern States Excavating in the amount of \$69,500.00 for clean out of Clay County Ditch 6. Carried.

A motion was made by Manager Hanson and seconded by Manager Erickson to enter into a contract with Gordon Construction in the amount of \$42,073.00 for clean out of Clay County Ditch 45, Lateral 1. Carried.

A motion was made by Manager Hanson and seconded by Manager Spaeth to enter into a contract with the low quote for cleanout of Clay County Ditch 42 and Clay County Ditch 44, dependent on obtaining spoil release permission forms, with Engineer's estimate of work at \$40,000.00. Carried.

A motion was made by Manager Hanson and seconded by Manager Spaeth to enter into a contract with the low quote for cleanout of Norman County Ditch 64, dependent on obtaining spoil release permission forms, with Engineer's estimate of work at \$70,000 – 75,000.00. Carried.

A motion was made by Manager Hanson and seconded by Manager Johannsen to enter into a contract with the low quote for cleanout of Dalen Coulee, dependent on obtaining necessary permits for work and spoil release permission forms, with Engineer's estimate of work at \$65,000 – 75,000.00. Carried.

34. Crop Insurance on Retention Projects. Administrator Ruud reported that a letter was sent to Representative Peterson and Senators Smith and Klobuchar requesting the ability to place federal crop insurance on retention projects and the ability to sell acquisition properties to private parties. No new information is available to pass along.
35. Front Entrance. A motion was made by Manager Hanson and seconded by Manager Spaeth to remove the concrete driveway and deteriorating curb in front of the building, pour a new concrete curb and fill the boulevard in with dirt and seed into grass with the estimated project cost being no more than \$3,500.00. Carried.
36. Public Meeting Attendance. Manager discussion was held regarding public meeting attendance. Beginning at the November meeting, we will allow a limited number of public attendees at Board meetings. Preference will be given to those who have a specific agenda item or permit application to address. Electronic attendance options will also remain available.
37. November Board Meeting Date. A motion was made by Manager Hanson and seconded by Manager Erickson to hold the November Regular Board meeting on Wednesday, November 4<sup>th</sup>, beginning at 8:30 am. Carried. It is noted that Veteran's Day falls on the second Wednesday of November this year.
38. Per Diems. A motion was made by Manager Harless and seconded by Manager Johannsen to approve payment of Manager per diems and expenses as distributed. Carried.
39. 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 11:12 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Sep 10 - Oct 14, 20</b>				
09/15/2020		QuickBooks Payroll Service	Created by Payroll Service on 09/14/2020	6,248.15
09/22/2020			Funds Transfer	120,000.00
09/29/2020		QuickBooks Payroll Service	Created by Payroll Service on 09/28/2020	6,219.14
10/13/2020		QuickBooks Payroll Service	Created by Payroll Service on 10/09/2020	6,219.12
09/10/2020	ACH	Ada City		271.68
09/16/2020	ACH	PERA		1,993.39
09/30/2020	ACH	Minnesota Energy Resources Corporation		103.00
10/03/2020	ACH	Arvig		400.02
09/16/2020	ACH	MN Dept of Revenue	5062265	367.00
09/16/2020	ACH	MN Dept of Revenue	5062265	367.00

09/16/2020	ACH	US Treasury-Payroll	41-6145653	1,873.30
09/16/2020	ACH	US Treasury-Payroll	41-6145653	172.14
09/16/2020	ACH	US Treasury-Payroll	41-6145653	1,873.24
09/15/2020	ACH	Aflac		112.20
10/02/2020	ACH	MN Dept of Revenue	5062265	371.00
10/02/2020	ACH	US Treasury-Payroll	41-6145653	1,891.44
10/02/2020	ACH	PERA		980.62
10/13/2020	ACH	Ada City		272.22
10/07/2020	ACH	Verizon Wireless		147.38
10/14/2020	ACH	PERA		1,033.15
10/14/2020	17704	Becker Co. Auditor		2,267.00
10/14/2020	17705	Braun Intertec Corporation	Geotech Analysis	1,145.25
10/14/2020	17706	Cardmember Service	September Billing	26.02
10/14/2020	17707	Clay County Auditor Treasurer		5,019.00
10/14/2020	17708	EcoLab	Pest Control	95.82
10/14/2020	17709	FP Mailing Solutions	Postage Meter Lease	118.63
10/14/2020	17710	Gordon Construction, Inc.		20,597.46
10/14/2020	17711	Greg Spaulding	Beaver Trapping	344.88
10/14/2020	17712	Hendrum City	Levee Mowing	1,900.00
10/14/2020	17713	Hillsboro Banner		221.44
10/14/2020	17714	Houston Engineering, Inc.		58,274.15
10/14/2020	17715	Kylie Wamstad	Map hanging - 3	325.00
10/14/2020	17716	MARCO, Inc. Mpls	Card reader	199.86
10/14/2020	17717	Matt Wagner	Beaver Control	925.55
10/14/2020	17718	McCollum Hardware, Inc.		88.67
10/14/2020	17719	MN PEIP		1,258.18
10/14/2020	17720	Morris Electronics, Inc.		1,175.80
10/14/2020	17721	Norman County Index-Ada		494.00
10/14/2020	17722	Norman County Treasurer/Auditor		186.00
10/14/2020	17723	Northwest Beverage, Inc.	water	9.00
10/14/2020	17724	Office Supplies Plus	Screen Cleaner	6.76
10/14/2020	17725	Ramona Leiseth	Spaeth Funeral Plant	42.75
10/14/2020	17726	Renae Kappes	cleaning - 3 months	300.00
10/14/2020	17727	Tony Sip	September Mowing	12,240.00
10/14/2020	17728	Gordon Construction, Inc.	Halstad Cleanout	14,855.40
10/14/2020	17729	Curt Johannsen		126.29
10/14/2020	17730	Dean P Spaeth		152.24
10/14/2020	17731	Duane L Erickson		141.81
10/14/2020	17732	Gregory R Holmvik		230.87
10/14/2020	17733	Mark L Harless		130.38
10/14/2020	17734	Michael K Christensen		136.06
10/14/2020	17735	Raymond M Hanson		251.57
10/14/2020	17736	Norman County Recorder	Halstad Document Recording (2)	92.00
10/14/2020	17737	Wambach & Hanson	September Legal	2,485.50
<b>TOTAL</b>				<b>276,778.53</b>

## Appendix A

### Quarterly transfers between Red River Construction account and unassessed projects and ditches

<b>9/30/2020</b>			
	<b>9/30/2020</b>	<b>RRC</b>	<b>Survey &amp; Data</b>
<b>PROJECTS</b>			
<b>UNASSESSED</b>			
#8 Moccasin Creek	2,066.40	(2,066.40)	
#35 Sande Detention	338.11	(338.11)	
#36 Marsh Creek 3	780.00	(780.00)	
#36 Northern Improvement Dam	1,840.79	(1,840.79)	
#38 Rockwell Dam	70.54	(70.54)	
#45 Goose Prairie WMA	310.00	(310.00)	
<b>Project Development - other</b>			
#336 - Community Dikes			
#12 Hendrum Road Raise	12,648.25	(12,648.25)	
#11 Perley Road Raise	278.32	(278.32)	
<b>RRC - Levy Admin Work</b>	1,425.00	(1,425.00)	
<b>Project Development - RRC</b>			
#369 1W1P Ph 000 - LGU Coordination	3,246.50	(3,246.50)	
#364 property Acq/Demo	525.00	(525.00)	
#368 2016 Rural Ring Dike	375.00	(375.00)	
#354 Goose Prairie WMA Storage	17,569.54	(17,569.54)	
#357 Lower Wild Rice	5,071.04	(5,071.04)	
#370 Drainage Records Modernization	61,404.88	(61,404.88)	
#375 Property Acq/Demo	4,321.76	(4,321.76)	
<b>#12 Permits</b>			
#99 Walworth 23	124.50	(124.50)	
#98 Walworth 22	305.00	(305.00)	
#91 Corey Hanson	272.40	(272.40)	
#104 Hendrickson Steichen	595.50	(595.50)	
#105 Chuck Borgen	637.00	(637.00)	
#106 Harlan Wentz	705.50	(705.50)	
#18 Violations - other	2,259.25	(2,259.25)	
#12 Permits - Other	29,635.02	(29,635.02)	
<b>Special Revenue Fund Job:FEMA Programs</b>	712.50	(712.50)	
	147,517.80	(147,517.80)	-
	147,517.80	-147,517.80	



## Appendix B

### List of Acronyms Used:

1W1P	One Watershed One Plan
AG	Attorney General
BWSR	Board of Water and Soil Resources
CR	County Road
CSAH	County State Aide Highway
FEMA	Federal Emergency Management Agency
HSEM	Homeland Security and Emergency Management
LOMR	Letter of Map Revision
NCHD	Norman County Highway Department
RCPP	Regional Conservation Partnership Program
WRWD	Wild Rice Watershed District