

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

REGULAR MEETING
February 10, 2021
APPROVED MINUTES

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

****Unless otherwise noted, all motions were approved using roll call voting with Chairman Holmvik and Managers Christensen, Erickson, Hanson, Harless, Johannsen and Spaeth in favor.**

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday February 10, 2021. via telecommunication methods due to the COVID-19 pandemic. Administrator Kevin Ruud, Bookkeeper Tara Jensen and Administrative Assistant Stacy Purrington were 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: Engineer Jerry Bents, Attorney Elroy Hanson, Frank Gross, Bob Nodsle, Gwen Nodsle, Kevin Jensen, Brianna Eggen, Rob Sip, Ray Kvalvog, Cole Peterson, Tom Bergren, Rachel Miller, Deb Walchuk, Jenny Mongeau, Kyle Bergren and Anya Kaplan-Seem.
2. Chairman Holmvik called the meeting to order 8:30 a.m.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the agenda with the following additions. Motion carried with Chairman Holmvik, Managers Christensen, Hanson, Harless, Johannsen and Spaeth in favor. Manager Erickson absent.
 - December Meeting Minutes Correction
 - Project 12 payout
 - In Person Meetings
4. Manager Erickson arrived at 8:32 a.m.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the January 13, 2021, with a correction to the acronyms appendix lettering. Carried.
6. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve payment of billings as presented. Carried.
7. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the monthly financial report January 31, 2021. Carried.
8. Open Mic. Kevin Jensen will discuss permit concerns during permit discussion. Ray Kvalvog will discuss spoil easement concerns at 9:15 a.m. during Ditch Maintenance discussion.

PERMIT APPLICATIONS

9. Daryl Chisholm, Section 34, Spring Creek Twp., Norman County. Kevin Jensen spoke regarding the permit application. He does not have concerns regarding the permit application being considered but wanted to clarify that if the proposed permit does not work as intended, he did not want to see future plans, including cutting

through the ridge and additional water coming west through the road ditch. The Board indicated that they could not make a determination on the potential of future permit applications until they are submitted. Mr. Jensen should receive a notice if future permits are submitted. Administrator Ruud presented concerns from the adjacent property owner, indicating that he would like the Board to table the application to allow the applicant to address concerns with him. A motion was made by Manager Hanson and seconded by Manager Johannsen to table Permit #21-006 to install subsurface drain tile requesting that the applicant meet with the downstream landowner to consider options to address potential erosion from recent area of cleanout before the WRWD takes action on the permit. Motion carried with Chairman Holmvik, Managers Christensen, Hanson, Harless, Johannsen and Spaeth in favor. Manager Erickson was absent.

10. Greg Zillmer, Section 13, Hagen Twp. Adjacent property owners, Gwen and Bob Nodsle were on the phone speaking of concerns of the water out letting into the ditch by their property. A motion was made by Manager Harless and seconded by Manager Johannsen to approve Permit #21-004 to install subsurface drain tile with standard tile conditions and the recommendation that the applicant coordinate with the downstream landowner to determine needs for ditch maintenance. Carried.

11. Duane Erickson, Section 23, Walworth Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #21-007 to install subsurface drain tile and notice Section 23 of Walworth Twp. and all parcels between the tile outlet and the South Branch of the Wild Rice River. Motion carried with Chairman Holmvik, Managers Christensen, Hanson, Harless, Johannsen and Spaeth in favor. Manager Erickson abstained.

12. Dwight Fevig, Section 34, Walworth Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to return Permit #20-098 to install a weir and install two 48" culverts and inform the applicant that they can reapply if they acquire the previously requested information. Carried.

13. Tim Hoff, Section 35, Hendrum Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to return Permit #20-079 to install a field crossing with two 30" culverts and inform the applicant that they can reapply if they acquire the requested information. Carried.

14. MNDOT, Section 10, LaPrairie Twp. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Permit #21-002 to replace an 18" approach culvert with a 24" culvert. Carried.

15. Jeffrey Opsahl, Section 32, Wild Rice Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to table Permit #20-140 to construct a low water crossing in a public waterway and install a crossing and culvert in a private ditch pending the applicant providing project details of the low water crossing including length and elevation of overflow and approval from MNDNR. Carried.

16. Jeffrey Opsahl, Section 20, Wild Rice Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to approve Permit #20-141 to construct a new ditch and install subsurface drain tile with standard tile condition and the condition that the new ditches and tiles are not installed within 200 feet of wetland areas as identified by the Norman County SWCD letter dated 1-8-21. Carried.

17. 9:15 am – Ditch Maintenance. Ray Kvalvog spoke at length regarding the spoil placement issue adjacent to his property and board discussion regarding the matter followed. A motion was made by Manager Johannsen and seconded by Manager Erickson to table further action on the matter pending a written response from Kvalvog regarding the spoil placement. During Board discussion it was determined that there isn't a current Board action to table. Motion failed with Chairman Holmvik, Managers Christensen, Hanson, Harless, Johannsen and Spaeth against. Manager Erickson voting in favor. Kvalvog was asked to submit a letter to staff

in advance of the upcoming Board meeting detailing his desired next steps. The Board will consider the request once received.

PERMIT APPLICATIONS (continued)

18. USFWS, Section 15, Rosedale Twp. A motion was made by Manager Hanson and seconded by Manager Harless to approve Permit #21-001 to construct a wetland restoration and excavate a number of small wetlands with the condition that new wetland areas are not developed within 200 feet of the property line without the written approval of the adjacent landowner. Motion carried with Chairman Holmvik, Managers Christensen, Hanson, Harless, Johannsen and Spaeth in favor. Manager Erickson opposed.

19. Jessica Zillmer, Section 9, Hagen Twp. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve Permit #21-003 to install subsurface drain tile with standard tile conditions. Carried.

20. Greg Zillmer, Section 13, Hagen Twp. A motion was made by Manager Erickson and seconded by Manager Harless to approve Permit #21-005 to install subsurface drain tile with standard tile conditions. Carried.

COMPLAINTS

21. Chuck Borgen. Engineer Bents indicated that Borgen has stated a petition to be included in NCD17 would be submitted soon.

22. Trevor Pederson. A letter was sent to Anderson stating the restoration needed to be completed by May 1st.

23. Colby Neset. We are waiting to hear from Neset to see if he wants to continue his complaint after reviewing wetland limit details.

24. Goose Prairie WMA. Administrator Ruud provided an update regarding funding, permitting status and acquisition of easements and right of way. Manager Erickson felt that the Advisory Board should be brought back together to review the project details prior to utilizing eminent domain to acquire any easements or right of way necessary.

25. Community Flood Protection. Engineer Bents reported that Maps are scheduled to go in effect for Hendrum and Halstad next month, pending no changes. He added that a meeting between cooperating entities will be scheduled in attempt to incorporate grade raises in Perley as scheduled road projects occur.

26. Flood Buyouts. Administrator Ruud stated that we are waiting for a response on the federal funding application. Once approval is granted, we would seek funding assistance from Norman and Polk Counties as requested by the RRWMB.

27. 1WIP. Administrator Ruud updated the Board that the steering committee will meet this afternoon to review funding allocation between participating entities. Becker County is unsure if they will participate in the implementation MOA. The MOA approved by the Policy Committee has been reviewed by Attorney Hanson and a small change to the District's legal name was requested. A motion was made by Manager Hanson and seconded by Manager Harless to approve the MOA as reviewed by Attorney Hanson. Motion carried with Chairman Holmvik, Managers Christensen, Hanson, Harless, Johannsen and Spaeth in favor. Manager Erickson opposed.

28. Ditch Maintenance.

- Clay County Ditch 6. A motion was made by Manager Hanson and seconded by Manager Harless to approve Change order 1 in the amount of \$8,280.00 for removal and disposal of materials such as bridge debris, trees and brush and Pay Request #3 in the amount of \$7,866.00 from Northern States Excavating. Carried.
- Project 12. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve final pay request in the amount of \$9,641.40 from Gladen Construction for outlet repairs completed. Carried.
- Clay County Ditch 6. Further discussion was held regarding the placement of spoil along the cleanout.

29. RCCP. Administrator Ruud reported that a kickoff meeting was held with USGS and 4 monitoring sites were determined. The agreement for the monitoring has been signed as authorized. He added that there is nothing significant to report on regarding the Green Meadow study at this meeting.

30. Upper Reaches. Discussion was held regarding the repair plans and options. One landowner has voiced opposition to the long-term fix for the area. The Board asked staff to determine if other parties hold interest in the land and noted that a Board manager could maybe meet with the landowner to see if an agreement can be made. Administrator Ruud and Engineer Bents felt they have tried to come to an agreement with no success.

31. RCCP (continued). Engineer Bents reviewed all previous site locations along the South Branch channel are being reviewed by their office. They will be using a process of elimination to determine the most beneficial sites to address concerns in the subwatershed.

32. Lower Wild Rice Corridor. Administrator Ruud reported that two locations have a building site which is being used by the owners. We will be asking the applicants to allow us a right of first refusal. Attorney Hanson recommended obtaining an option to purchase the building sites once they are done being used. He will provide language to staff regarding the recommendation.

33. December Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Johannsen to update the December meeting minutes to reflect that Manager Christensen was absent. Carried.

34. Official Newspaper. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the 2021 official newspapers as listed in Appendix A at the end of this report. Carried.

35. Envirothon Request Policy. A motion was made by Manager Hanson and seconded by Manager Johannsen to authorize \$200 per SWCD for Envirothon requests received. Carried.

36. In Person Meetings. A motion was made by Manager Johannsen and seconded by Manager Erickson to return to in person Board meetings. Carried.

37. Auto Pay Vendor List. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the 2021 Auto Pay Vendor list, which is available in Appendix B at the end of this report. Carried.

38. Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Spaeth 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 and also to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account. Administrator Ruud must notify finance committee members of account transfers once they occur and staff must bring transfers for board notification and approval at regular Board Meetings. Carried.

39. Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment of Managers per diems and expenses. Carried.

40. Chairman Holmvik informed the Board that the BWSR Board has an opening for a Watershed Board Manager. If anyone has interest, they should directly contact BWSR to inquire on the process of applying.

41. Manager Erickson asked the Board to write a letter to state and federal representatives regarding the closure of the pipeline, noting that the closure increases demand for rail cars, leaving less available for elevators to transport commodities. Other Managers weren't sure that the Watershed Board should take a stance on this issue and recommended taking the concern to a farm bureau organization.

42. 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 11:13 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Jan 13 - Feb 10, 21				
01/19/2021		QuickBooks Payroll Service	Created by Payroll Service on 01/15/2021	6,457.83
02/02/2021		QuickBooks Payroll Service	Created by Payroll Service on 02/01/2021	6,407.74
02/05/2021	ACH	MARCO, Inc.		566.30
02/02/2021	ACH	Minnesota Energy Resources Corporation		103.00
02/03/2021	ACH	Arvig		365.75
02/07/2021	ACH	Verizon Wireless		103.08
01/25/2021	ACH	PERA		1,045.04
01/15/2021	ACH	Aflac		112.20
01/22/2021	ACH	US Treasury-Payroll	41-6145653	133.86
01/22/2021	ACH	MN Dept of Revenue	5062265	387.00
01/25/2021	ACH	US Treasury-Payroll	41-6145653	1,964.54
02/10/2021	ACH	Ada City		340.70
01/29/2021	ACH	Postalia		200.00
01/13/2021	17804	Cardmember Service	December Billing	288.94
01/13/2021	17805	FP Mailing Solutions	Postage Meter Lease	118.63
01/13/2021	17806	Gordon Construction, Inc.	Final Request	1,751.19
01/13/2021	17807	Houston Engineering, Inc.		98,721.42
01/13/2021	17808	Kenneth Aaron Kesselberg	Snow Removal	235.00
01/13/2021	17809	KRJB Radio	Permit Planning/New Year advertisements - 3 stations	450.00
01/13/2021	17810	McCollum Hardware, Inc.	Batteries	11.75
01/13/2021	17811	MN PEIP		1,482.62
01/13/2021	17812	Norman County Abstract	Abstract update	276.00
01/13/2021	17813	Northwest Beverage, Inc.	water	18.64
01/13/2021	17814	Office Supplies Plus	envelopes	63.99
01/13/2021	17815	Red River Watershed Management Board	December Remaining Reimbursement	8,397.05
01/13/2021	17816	Renae Kappes	office cleaning	180.00
01/13/2021	17817	Rinke Noonan	Legal Consult	187.50
01/13/2021	17818	Tony Sip	December Brush Clearing/Tree Removal	12,665.00
01/13/2021	17819	Visser Trenching	Brush cleanup	660.00
01/13/2021	17820	Duane L Erickson		107.31
01/13/2021	17821	Gregory R Holmvik		115.44
01/13/2021	17822	Mark L Harless		115.44
01/13/2021	17823	Michael K Christensen		107.31
01/13/2021	17824	Raymond M Hanson		115.44
01/13/2021	17825	Dean P Spaeth		230.87
01/13/2021	17826	Wambach & Hanson	December Legal	1,217.38
02/10/2021	17827	Buchholz Blasting	Dam removal	770.00
02/10/2021	17828	Cardmember Service	January Billing	369.34
02/10/2021	17829	Charles Kroshus and Amy Kroshus	Option Payment	2,795.76
02/10/2021	17830	Cintas		231.26
02/10/2021	17831	D & W Kroshus LLLP	Option Payment	3,062.63
02/10/2021	17832	EcoLab	Pest Control	98.70
02/10/2021	17833	Gladden Construction	Outlet repairs	9,641.40

02/10/2021	17834	Houston Engineering, Inc.		63,780.80
02/10/2021	17835	Kenneth Aaron Kesselberg	Snow Removal	210.00
02/10/2021	17836	Liberty Business Systems	Postage meter ink	122.27
02/10/2021	17837	Liberty Mutual Insurance	Bond Invoice	125.00
02/10/2021	17838	MARCO, Inc. Mpls		4,021.20
02/10/2021	17839	MAWD	2021 Membership Dues	7,500.00
02/10/2021	17840	MN Board of Water and Soil Resources	Acquisition payment	479,816.53
02/10/2021	17841	Morris Electronics, Inc.		231.10
02/10/2021	17842	Northern States Excavating	Request 3	7,866.00
02/10/2021	17843	Northwest Beverage, Inc.	water	9.00
02/10/2021	17844	Office Supplies Plus		149.38
02/10/2021	17845	Renae Kappes	office cleaning	120.00
02/10/2021	17846	Robert Wagner and Paula Wagner	Option Payment	534.30
02/10/2021	17847	Thor Gilbertson and Mara Gilbertson	Option Payment	944.86
02/10/2021	17848	Tony Sip	Tree/Brush Removal	4,165.00
02/10/2021	17850	Carol Peppel and Donald Peppel	Option Payment	231.30
02/10/2021	17851	Curtis Jacobson and Katherine Jacobson	Option Payment	492.67
02/10/2021	17852	Debra Ruebke	Option Payment	420.97
02/10/2021	17853	Patrick Kovash and Joanne Kovash	Option Payment	91.15
02/10/2021	17854	D & W Kroshus LLLP	Option Payment	1,955.75
02/10/2021	17855	Twin Valley Times	subscription	35.00
02/10/2021	17856	Wambach & Hanson	January Legal	2,145.00
02/10/2021	17857	Western National Insurance Group	Work Comp/Umbrella	13,351.00
01/31/2021	17858	Bruce Tufte & Blair Tufte & Brent Tufte	Option Payment	6,291.73
01/31/2021	17859	Kirk Strand & Eric Strand & Scott Strand	Option Payment	823.43
02/10/2021	17860	Andrew Wagner and Tori Wagner	Option Payment	1,357.73
02/10/2021	17861	Curt Johannsen		107.31
02/10/2021	17862	Dean P Spaeth		266.72
02/10/2021	17863	Duane L Erickson		107.30
02/10/2021	17864	Gregory R Holmvik		115.43
02/10/2021	17865	Mark L Harless	VOID:	0.00
02/10/2021	17866	Michael K Christensen		107.30
02/10/2021	17867	Raymond M Hanson		115.43
02/10/2021	17868	Mark L Harless		346.31
TOTAL				760,630.02

Appendix A

Wild Rice Watershed District Official Newspaper by County 2021

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

Appendix B

2021 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 C

List of Acronyms Used:

1W1P	One Watershed One Plan
BWSR	Board of Water and Soil Resources
MNDNR	Minnesota Department of Natural Resources
MOA	Memorandum of Agreement
NCD17	Norman County Ditch 17
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
Twp.	Township
USFWS	United States Fish and Wildlife Services
USGS	United States Geological Survey
WMA	Wildlife Management Area
WRWD	Wild Rice Watershed District