

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

REGULAR MEETING
July 13, 2022
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, July 13, 2022. Managers in attendance included: Greg Holmvik, Dean Spaeth, Raymond Hanson, Mark Harless, Duane Erickson, Curt Johannsen, and Mike Christensen. In addition, the following persons were in attendance: Administrator Tara Jensen, Engineer Jerry Bents, Attorney Elroy Hanson, Bookkeeper Stacy Purrington, Clyde Neset, Colby Neset, Wayne Stundahl, Eric Zurn, Tyler Bennefeld, Matt Borgen, Keith Berndt and Luther Jacobson. Attending via electronic means was Administrative Assistant Amy Nelson and Penny Ellingworth.
2. Chairman Holmvik called the meeting to order at 8:30 a.m. with recital of the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the agenda with the following additions: Austinson land trade and RRWMB update. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless approving the June 8, 2022, Regular Meeting Minutes as well as the July 8, 2022 Special 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 with the addition of one late bill from Matt Wagner in the amount of \$757.25. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the monthly financial report dated June 30, 2022. Carried.
7. Open Mic. No one spoke.

PERMIT APPLICATIONS

8. Colby Neset, Section 7, Fossum Twp. Permit #22-045 to remove a berm to improve drainage. Discussion was held. Wayne Stundahl, Clyde Neset and Colby Neset all voiced their concerns and situations. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table to get more information such as how much water drains through the area, if there was a permit to install the berm, verify wetland status and figure out how much water the berm held back. This permit is in conjunction with complaint number 22-003c. The action to table this permit satisfies the direction from the Board at the June meeting to come up with an alternative plan in 60 days. Carried.

9. Matt Borgen, Section 27, Hegne Twp. Permit #22-052 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the permit with standard tile conditions. Carried.
10. AR VIII Family Trust, Section 34, Spring Creek Twp. Permit #22-048 to install WASCObS. A motion was made by Manager Erickson and seconded by Manager Harless to approve the permit with standard tile conditions and with the condition that the applicant provide signatures for affected landowners in the NE 1/4 of section 34 and the E1/2 SW 1/4 of section 27 of Spring Creek Township. Carried.
11. Penny Ellingworth, Section 16, Strand Twp. Permit #22-049 to install an 18" culvert in an existing driveway. Tyler Bennefeld voiced his concerns. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve. Said approval is only for the north driveway at Ellingworth property. A future permit application is expected for the relocation of the driveway on the property to the south. Carried.
12. Jacob Chisholm, Section 33, Pleasant View Twp. Permit #22-018 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to continue to table pending information from the applicant. Carried.
13. Habedank Farms, Section 28, Waukon Twp. Permit #22-047 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to table to request that the applicant provide approval from the drainage authority-Norman County. Carried.
14. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the following permits as noted below. Carried.
 - Arvig, Section 12, Anthony Twp. and Section 7, Pleasant View Twp. Permit 22-055 to install subsurface optic line with the following conditions: 1) for the utility line that crosses the WRWD ditch system: the condition that the utility line is installed a minimum of 30" below any ditch channel bottoms, the applicant is responsible for adequate erosion control measures during construction, and if a Watershed District project or other legal ditch project is hereafter initiated, repaired or improved over permitted utility, the owner of said utility shall be responsible for the cost of moving or deepening the utility if the Watershed District deems it necessary for the construction of the repair, improvement or initiation of the project; and 2) with the condition that the utility line that runs adjacent and parallel to the ditch system is not placed within the existing ditch right-of-way.
 - Robert Brandt, Section 14, Lake Ida Twp. Permit #22-053 to install subsurface drain tile with standard tile conditions
 - Habedank Farms, Section 21 & 29, Waukon Twp. Permit #22-059 to install subsurface drain tile with standard tile conditions and with the condition that the applicant provide written approval from Waukon Township.
 - Trent Prestegord, Section 8, Waukon Twp. Permit #22-044 to widen an approach.
 - David Roesch, Section 6, McDonaldsville Twp. Permit #22-057 to install subsurface drain tile with standard tile conditions.
 - David Roesch, Section 2, Hegne Twp. Permit #22-058 to install subsurface drain tile with standard tile conditions.
15. Barrick Family Farms, Section 25, Lockhart Twp. Permit #22-008 to construct a stormwater pond. A motion was made by Manager Christensen and seconded by Manager Johannsen to continue to table pending information from the applicant. Carried.

16. Travis Fuchs, Section 11, Sundahl Twp. Permit #22-054 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table pending project plans from the applicant. Carried.
17. Trent Prestegord, Section 8, Waukon Twp. Permit #22-046 to install a culvert with an approach. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit. Carried.
18. Skaurud Grain Farms, Section 7, Marsh Creek Twp. Permit #22-050 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve with standard tile conditions. Carried.
19. Skaurud Grain Farms, Section 19, Marsh Creek Twp. Permit #22-051 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve with standard tile conditions and with the condition that the applicant provide NRCS approval for any tile within 200 feet of wetland areas prior to tile installation within this boundary. Carried.
20. David Vipond, Section 8, Ulen Twp. Permit #22-056 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit with standard tile conditions. Carried.
21. Complaints. An update was given on the open complaints.
 - Orvin Hilde, Section 26, Ulen Twp. Staff is attempting to contact Mr. Hilde to verify that he is happy with the work done by the Township. A motion was made by Manager Hanson and seconded by Manager Harless to table and update the Board in August. Carried.
 - Wayne Stundahl, Section 7, Fossom Twp. No action needed, was discussed during permits.
 - Darcy Braaten, Section 24, Felton Twp. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table pending further investigation when the crops are off. Carried.
22. Goose Prairie. Administrator Jensen provided an update on the Goose Prairie WMA project:
 - All easements have been delivered to the Recorder's office. Three of the easements are back and have been sent to the DNR for permitting.
 - Kyle Bergren-deeds will be sent to the Treasurer's office today. Kyle will take care of the weeds and send the WRWD a bill for his time.
 - Todd Kjos-deeds will be done after Bergren's are recorded.
 - Engineer Bents reported that the contract was awarded at the Board of Managers Special Meeting on July 8th, 2022. The contractor should start the project by the end of the month. Staff has a meeting with the DNR this Friday regarding permits.
23. Community Flood Protection. Administrator Jensen reported that FEMA approved 90% funding for the road raise in Perley. The state and RRWMB have committed funding for the rest. A meeting is scheduled for August 2nd to go over plans. Construction could start as early as 2023.
24. 2020 FEMA Buyout Properties. Bid opening is scheduled for August 2, 2022, for the demolition of five properties: Jacobson, Paulsrud, Wegge, Rudell & Welch.
 - Ista: Closed
 - Vik: Closing later Summer/Fall

25. Ditch and Project Maintenance. A motion was made by Manager Hanson and seconded by Manager Harless to approve payment of \$22,121.73 to Gordon Construction for repairs at Olson Agassiz. Carried.
26. Lower Wild Rice. Administrator Jensen reported that staff is working on easements for Wagner, Olson, Kroshus and Kovash properties. Staff will do another mailing in August to all landowners.
27. Upper Reaches. The contract was awarded to Rigid Excavating. The contractor plans to have the project completed by October 3rd and be out of the area prior to hunting season.

The Board discussed two Maintenance Requests from Curt Jacobson. Discussion was held. A motion was made by Manager Hanson and seconded by Manager Johannsen to do a survey to determine how much the sediment level has changed since the last survey. Manager Erickson opposed. Carried.

28. 2022 Flooding. Administrator Jensen reported that we are waiting for official declaration and continue to evaluate damages. Contractors have started repairing some of the damages.
29. 1W1P. The Policy Committee met on June 27, 2022. Manager Harless was in attendance. The committee was one person short of meeting a quorum, so it was rescheduled for July 25, 2022, to review the budget for the next application.
30. Austinson Land Trade. Manager Erickson brought maps and data to show land sales in 2021 and voiced that he is opposed to the land trade. Board discussion regarding the topic did not occur.
31. RRWMB update. Manager Erickson would like Chairman Holmvik to update us on what is going on at the RRWMB since he is the liaison. Manager Hanson noted the Board receives the monthly meeting minutes for review.
32. MAWD Resolution. The deadline to submit is August 31, 2022. Resolutions should be brought to staff for consideration at the August Board meeting.
33. Leased Properties. Brandon Borgen submitted a request to renew his current lease for 5 more years at \$100 per year plus taxes. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the lease. Carried.
34. RRWMB LCCMR Support Letter. The RRWMB asked all districts to sign for support of their application. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize Administrator Jensen to sign the letter. Manager Erickson and Manager Hanson opposed. Carried.
35. Office update. Administrator Jensen confirmed that, after their initial 6 months in the new office positions, she and Bookkeeper Stacy Purrington chose to remain in their current positions in the office. The IRS mileage rate increased to \$0.625 per mile effective July 1, 2022. Staff will be getting a bid on putting a door in the lobby area.
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.
37. Finance Committee Meeting. The finance committee met on June 21, 2022 and recommends investing \$2 million into a CD for 6 months at Bremer Bank. The current rate is .85%. The Board would like staff to check with other banks in the district to compare and report back to them at the August meeting.

38. Set Budget and Levy Hearing. A motion was made by Manager Spaeth and seconded by Manager Johannsen to set the Budget and Levy hearing for 9:30 a.m. during the August Board meeting. Carried. The 2023 draft budget and levy was presented to the Board.
39. Meetings / Conferences / Seminars. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Managers and staff attending MAWD Summer Tour. Carried.
40. 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 10:38 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Jun 9 - Jul 13, 22				
06/22/2022		QuickBooks Payroll Service	Created by Payroll Service on 06/20/2022	5,510.09
07/05/2022		QuickBooks Payroll Service	Created by Payroll Service on 07/01/2022	5,442.82
06/10/2022	ACH	Ada City		355.00
06/30/2022	ACH	Minnesota Energy Resources Corporation		77.00
07/03/2022	ACH	Arvig		389.37
06/13/2022	ACH	MN Dept of Revenue	5062265	271.00
06/13/2022	ACH	US Treasury-Payroll	41-6145653	1,528.14
06/14/2022	ACH	PERA		913.81
06/17/2022	ACH	Aflac		112.20
07/05/2022	ACH	MARCO, Inc.		601.88
07/06/2022	ACH	Verizon Wireless		46.41
06/27/2022	ACH	MN Dept of Revenue	5062265	281.00
06/27/2022	ACH	US Treasury-Payroll	41-6145653	1,452.00
06/28/2022	ACH	PERA		929.92
07/11/2022	ACH	Ada City		298.74
06/17/2022	ACH	Postalia		100.00
07/08/2022	ACH	MN Dept of Revenue	5062265	281.00
07/08/2022	ACH	US Treasury-Payroll	41-6145653	1,451.98
07/11/2022	ACH	PERA		929.92
07/13/2022	ACH	Clay County Auditor Treasurer	Bergren parcel 11.022.1000	2,774.59
07/08/2022	18379	Wambach & Hanson Law Office Trust Account	Settlement Statement-Robert Wagner	10,768.76
07/08/2022	18380	Wambach & Hanson Law Office Trust Account	Closing statement-Kyle Bergren	2,130.00
07/08/2022	18381	Clay County Recorder	Kjos easement	46.00
07/13/2022	18382	US Treasury-Payroll	41-6145653	18.00
07/13/2022	18383	Afixia	Website development	125.00
07/13/2022	18384	Becker County SWCD	Coordinator Costs	23,464.03
07/13/2022	18385	Cardmember Service	June statement	1,243.02

07/13/2022	18386	Cintas	rugs and sanitizer	122.71
07/13/2022	18387	Clasen & Schiessl CPAs Ltd.	2021 Audit	10,564.00
07/13/2022	18388	EcoLab	Pest control	110.04
07/13/2022	18389	FP Mailing Solutions	Postage machine	118.63
07/13/2022	18390	Gordon Construction, Inc.	Request 2	22,121.73
07/13/2022	18391	Grinnell Mutual Payment Center	Business owners policy	4,630.00
07/13/2022	18392	Hendrum City	Mowing	1,125.00
07/13/2022	18393	Houston Engineering, Inc.		72,118.87
07/13/2022	18394	Mahnomen Pioneer	Advertising-Citizen's Advisory	22.60
07/13/2022	18395	Matt Wagner	Beaver Trapping	1,390.48
07/13/2022	18396	McCollum Hardware, Inc.	Supplies	9.61
07/13/2022	18397	MN PEIP		2,769.18
07/13/2022	18398	Morris Electronics, Inc.		728.00
07/13/2022	18399	Northern States Excavating		41,040.00
07/13/2022	18400	Office Supplies Plus		158.83
07/13/2022	18401	Red River Valley Coop Power Assn	June Billing-Rudell property	7.15
07/13/2022	18402	Red River Watershed Management Board	Tax share	310,310.46
07/13/2022	18403	Rinke Noonan		739.50
07/13/2022	18404	Supermarket Foods	June Statement	66.45
07/13/2022	18405	Tammy Erickson	Mowing & Trimming	210.00
07/13/2022	18406	Tony Sip	Mowing and tree debris removal	10,030.00
07/13/2022	18407	Wambach & Hanson	June Legal	4,795.40
07/13/2022	18408	Wambach & Hanson Law Office Trust Account	Settlement Statement-Olson	19,275.32
07/13/2022	18409	Wambach & Hanson Law Office Trust Account	Settlement Statement-Olson	11,540.64
07/13/2022	18410	Matt Wagner	Beaver trapping	757.25
07/13/2022	18411	Curt Johannsen		362.18
07/13/2022	18412	Dean P Spaeth		501.32
07/13/2022	18413	Duane L Erickson		289.63
07/13/2022	18414	Gregory R Holmvik		343.31
07/13/2022	18415	Mark L Harless		260.88
07/13/2022	18416	Michael K Christensen		415.69
07/13/2022	18417	Raymond M Hanson		390.81
TOTAL				<u>578,867.35</u>

Appendix A

List of Acronyms Used:

DNR	Department of Natural Resources
FEMA	Federal Emergency Management Agency
HSEM	Homeland Security and Emergency Management
JD53	Judicial Ditch 53
JPA	Joint Powers Agreement
LLLP	Limited Liability Limited Partnership
NRCS	Natural Resources Conservation Service
RCP	Reinforced Concrete Pipe
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
WMA	Wildlife Management Area
WRWD	Wild Rice Watershed District