

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

REGULAR MEETING
January 11, 2023
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, January 11, 2023. 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, and Attorney Elroy Hanson. Various other interested taxpayers and landowners attended in person or via electronic means.
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 Johannsen to approve the agenda with the following additions: Lockhart Flood Storage Project and Norman-Polk / Project Team Request. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the December 14, 2022 Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the payment of billings with the addition of the following late bills: Wambach and Hanson Trust Account in the amount of \$53,625.44 and Wambach and Hanson Trust Account in the amount of \$2,351.77. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the monthly financial report dated December 31, 2022 and internal transfers between unassessed projects and ditches and the Red River Construction Account as detailed in Appendix A at the end of this report. Carried.
7. Manager Hanson and Attorney Hanson arrived at 8:34 a.m.
8. Open Mic. Paul Krabbenhoft introduced himself.
9. Manager Erickson arrived at 8:36 a.m.

PERMIT APPLICATIONS

10. A motion was made by Manager Hanson and seconded by Manager Johannsen to continue to table the following permits as listed. Carried.
 - Christian Anderson, Section 34, Goose Prairie. Permit #22-137 to install subsurface drain tile with surface inlets and fill in existing ditches pending information from the applicant.

- Christian Anderson, Section 34, Goose Prairie. Permit #22-138 to install subsurface drain tile with surface inlets - replace old drain tile pending information from the applicant.
 - Christian Anderson, Section 35, Goose Prairie. Permit #22-139 to install subsurface drain tile with surface inlets - replace old drain tile pending information from the applicant.
 - Beau Jacobson, Section 36, Goose Prairie Twp. Permit #22-128 to install drain tile pending information from the applicant.
 - Mark Sirjord, Section 29, Bear Park Twp. Permit #22-122 to install a water and sediment basin project pending information from the applicant.
 - Skaurud Grain Farms, Section 28, Bear Park Twp. Permit #22-111 to install a water and sediment basin project pending information from the applicant.
 - Eric Stock, Sections 27-34, Bear Park Twp. Permit #22-141 to lower an 18" culvert by 8 inches pending the applicant provide approval from the Norman County SWCD regarding potential wetland impacts.
11. MNDOT, Various sections, Popple Grove Twp. Permit #22-115 to construct a mill and overlay project on Highway 113 from Waubun, west to the Mahanomen County line, including culvert linings and culvert replacements. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve with the condition that the top of the rip rap placed in the Project 34 ditch channel (STA. 728+29) be placed at the original design grade of the ditch. The at-grade ditch elevation will be staked by WRWD staff prior to installation. Carried.
12. Bill Stalboerger, Section 12, Popple Grove Twp. Permit #22-142 to install a field crossing with a 48" culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve with the condition that the crossing has two - 48" culverts, and a recommendation that the applicant coordinate with the adjacent landowner to the west to install the crossing on the west property line so that it can be shared with both property owners. In addition, the new culverts are to be set to the original design grade of the ditch. The design grade will be staked by the WRWD staff prior to installation. Carried.

COMPLAINTS

13. No action was needed on the open complaints listed below, as work cannot be completed at this time.
- Wayne Stundahl, Section 7, Fossum Twp.
 - Nancy Merkens, Section 33, Good Hope Twp.
14. Petition to Outlet into Clay County Ditch 18. Administrator Jensen is in contact with the petitioner, Cristian Anderson. Administrator Jensen would like to postpone the hearing to wait for documentation from the property owner. The Board will review the issue at the February meeting to see if all the documentation has been obtained. Discussion was held regarding the benefitting area.
15. Goose Prairie. Engineer Bents gave an update on the project. The work is substantially complete except for the outlet structure and pipe. There is currently a mound of material sitting where the control structure will sit. The material is being used for weight to prevent settlement. The contractor is hoping to start the structure in the next month. A motion was made by Manager Hanson and seconded by Manager Harless to approve a pay request from Landwehr Construction for \$79,190.67. Carried.
16. Upper Reaches Project Team. Administrator Jensen reported that the Project Team met on Friday, December 16, 2022 and focused on the background of the project, introductions and the Project Team

process. Going forward, the team will meet on the 4th Wednesday of each month. At the next meeting scheduled for Wednesday, January 25th, the team will discuss USGS past and ongoing sediment evaluations, the USACE Regulatory Requirements and Preliminary Problem Identification.

17. Community Flood Protection. Administrator Jensen provided an update stating that we are still waiting for the signed FEMA grant agreement on the funding for Perley. The design is 30% underway with the goal to begin construction in 2024.

For the Halstad project, the final County closeout was received in late December. The next steps are to finalize the update to the Operation and Maintenance Plan, USACE 408 permission closeout and verify any additional project expenses from the County. We anticipate returning excess funds to the RRWMB in the Spring.

18. Acquisition Properties. Engineer Bents provided an update on the project. Phase 1 is substantially complete. Once the grass starts growing, the contract can be closed out in the Spring. On Phase 2, the Ista property, the hazardous materials abatement work is complete. The contractor has mobilized and began demolition. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a pay request from Lyle Wilkens Inc. for \$29,672.07. Carried. Phase 3 is the Vik property which remains on hold as they are out of the area. Phase 4 is for 4 new applicants. Those applications as pending funding approval from HSEM.

19. Ditch and Project Maintenance. Engineer Bents provided an update on the Upper Reaches. The erosion repair South of Ada is essentially done. The contractor is waiting for vegetation to come up in the Spring. We will do a final closeout at that time. A motion was made by Manager Hanson and seconded by Manager Harless to approve the pay request to Rigid Excavating LLC for \$25,341.25. Carried.

20. Lower Wild Rice. Administrator Jensen stated that we are currently working on closing out 7 easements pending some ingress/egress issues and abstracts being updated or reviewed.

21. Leasing of WRWD land. Bid opening was held on January 10, 2023. We received 5 total bids, 2 of the bids were incomplete. The highest bidder on all 3 parcels was Luke Steffel with New Vision Ag, LLC. A motion was made by Manager Hanson and seconded by Manager Harless to accept the highest bid. Carried.

22. Official Newspaper. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the list of official newspapers as detailed in Appendix B at the end of this report. Carried.

23. Envirothon Request Policy. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve \$200 per SWCD if they apply. Carried.

24. Lockhart Flood Storage Project. The office received a proposal from Jon Peterson to continue to mow the Lockhart Flood Storage Project for \$450 per year for the next 3 years. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the proposal. Carried.

25. Norman Polk Project Team. Engineer Bents gave the background on the subject. A motion was made by Manager Hanson and seconded by Manager Johannsen to authorize staff to coordinate with the Sand Hill River Watershed District and establish a Project Team if deemed necessary. Carried.

26. Auto Pay Vendors. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the list of Auto Pay Vendors as detailed in Appendix C at the end of this report. Carried.

27. Bank Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Administrator Jensen to transfer between Money Market and Checking Accounts, with a daily limit of \$1,000,000 at Frandsen Bank and Trust. Administrator Jensen must notify finance committee members of account transfers once they occur. Carried.
28. Internal Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried.
29. Meetings, Conferences and Seminars. None to approve.
30. Ring Dikes. The District received applications from two parties. We are working through the preliminary design on those.
31. Potential Red River Valley RIM Program. Administrator Jensen reported that discussion was held at RRWMB board meeting on January 10, 2023 about creating a program to allow shifting funds within the districts where the money is needed instead of having to send it back.
32. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of Manager per diems as distributed. Carried.
33. 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 9:39 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 15, '22 - Jan 11, 23				
12/20/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/19/2022	5,430.40
12/30/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/29/2022	5,456.39
01/03/2023			Funds Transfer	600,000.00
12/30/2022	ACH	Minnesota Energy Resources Corporation		87.00
12/19/2022	ACH	US Treasury-Payroll	41-6145653	153.02
01/05/2023	ACH	MARCO, Inc.		642.79
12/20/2022	ACH	Aflac		112.20
12/27/2022	ACH	MN Dept of Revenue	5062265	292.00
12/27/2022	ACH	US Treasury-Payroll	41-6145653	1,667.56
01/06/2023	ACH	Verizon Wireless		48.57
12/28/2022	ACH	PERA		985.10
01/10/2023	ACH	Ada City		268.44
01/06/2023	ACH	MN Dept of Revenue	5062265	292.00
01/06/2023	ACH	US Treasury-Payroll	41-6145653	1,641.58

01/09/2023	ACH	PERA		985.10
01/11/2023	18558	Anders Valley Publishing, LLC	Advertising	28.13
01/11/2023	18559	Becker County SWCD	Coordinator costs	23,058.17
01/11/2023	18886	Cardmember Service	December statement	1,113.60
01/11/2023	18891	Cintas	Rugs & sanitizer	135.61
01/11/2023	18892	Clay County Union		260.00
01/11/2023	18894	Clay County Abstract Company	Abstract Edmund Anderson	270.00
01/11/2023	18895	Farmers Independent Wambach & Hanson Law Office Trust	Advertising-ag land	84.00
12/21/2022	18896	Account	Closing statement-Austinson	6,213.40
01/11/2023	18897	FP Mailing Solutions	Postage Lease	118.63
01/11/2023	18898	Houston Engineering, Inc.		43,248.14
01/11/2023	18899	Kenneth Aaron Kesselberg	Snow removal	540.00
01/11/2023	18900	KRJB Radio	Advertising-ag land	495.00
01/11/2023	18901	Landwehr Construction, Inc.	Pay request 4 Goose Prairie	79,190.67
01/11/2023	18902	Lyle Wilkens, Inc.	Pay Request 1	29,672.07
01/11/2023	18903	Mahnomen Pioneer	Advertising-ag land	73.46
01/11/2023	18904	MARCO, Inc. Mpls	Supplies	1,061.12
01/11/2023	18905	MN PEIP	February coverage	4,364.43
01/11/2023	18906	National Watershed Coalition	Annual Dues	75.00
01/11/2023	18907	Norman County Index-Ada	Advertising-ag land	210.00
01/11/2023	18908	Office Supplies Plus		195.89
01/11/2023	18909	Red River Valley Coop Power Assn	December statement-Ista	117.96
01/11/2023	18910	Renae Kappes	Office cleaning	210.00
01/11/2023	18911	Rigid Excavating LLC	Pay request 4 Upper Reaches	25,341.25
01/11/2023	18912	Supermarket Foods	December Statement	32.33
01/11/2023	18913	The Forum	Advertising-crop land	123.17
01/11/2023	18914	Tony Sip	Tree removal	10,450.00
01/11/2023	18915	Visser Trenching	Snow removal	450.00
01/11/2023	18916	Wambach & Hanson Wambach & Hanson Law Office Trust	December statement	1,849.45
01/11/2023	18917	Account Wambach & Hanson Law Office Trust	Settlement statement-Kroshus	58,695.93
01/11/2023	18918	Account Wambach & Hanson Law Office Trust	Settlement statement-Kovash	2,351.77
01/11/2023	18919	Account Wambach & Hanson Law Office Trust	Settlement statement-Kroshus	53,625.44
01/11/2023	18920	Curt Johannsen		811.40
01/11/2023	18921	Dean P Spaeth		158.02
01/11/2023	18922	Duane L Erickson		541.91
01/11/2023	18923	Gregory R Holmvik		230.87
01/11/2023	18924	Mark L Harless		131.16
01/11/2023	18925	Michael K Christensen		359.27
01/11/2023	18926	Raymond M Hanson		139.02
TOTAL				964,088.42

Appendix A

Transfers from Red River Construction to Unassessed Projects and Ditches

	12/31/2022		
	12/31/2022	RRC	Survey & Data
PROJECTS			
Unassessed			
#35 Sande Detention	7,413.09	(7,413.09)	
#38 Rockwell Dam	85.22	(85.22)	
RRC Levy Admin Work	261.09	(261.09)	
District owned acquisitions	7,054.22	(7,054.22)	
Leased Ag Property	(74,104.00)	74,104.00	
Project Development - other		-	
#336 - Community Dikes		-	
#31 Perley Grade Raise 2021	21,311.15	(21,311.15)	
2022 Property Acquisitions	271.50	(271.50)	
Project Development - RRC		-	
#354 Goose Prairie WMA Storage		-	
Ph 001 Project Permitting	2,000.00	(2,000.00)	
#357 Lower Wild Rice	150,837.28	(150,837.28)	
#369 1W1P	1,621.00	(1,621.00)	
LGU Coordination	526.00	(526.00)	
FEMA 2022	3,192.11	(3,192.11)	
#12 Permits	67,647.80	(67,647.80)	
#18 Violations	6,140.04	(6,140.04)	
#127 Ward	453.00	(453.00)	
#126 Poehls	566.25	(566.25)	
#125 Anderson & Matilla	113.25	(113.25)	
#124 Johnson	75.50	(75.50)	
#123 Rockstad	113.25	(113.25)	
#122 Erickson	151.00	(151.00)	
#121 Merkens	453.00	(453.00)	
#118 Stundahl	566.25	(566.25)	
	188,116.46	(188,116.46)	-
	188,116.46	-188,116.46	

Appendix B

Wild Rice Watershed District Official Newspaper by County 2023

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 C

2023 Auto Pay Vendors

- Arvig
- Aflac
- City of Ada
- Deluxe Business Systems – Check reorder
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- MN PEIP - Insurance
- PERA
- Postalia – postage meter postage deposits
- Quickbooks Payroll Service
- US Treasury – Payroll Taxes
- Verizon Wireless

Appendix D

List of Acronyms Used:

FEMA	Federal Emergency Management Agency
HSEM	Homeland Security and Emergency Management
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
RIM	Reinvest in Minnesota
SWCD	Soil & Water Conservation District
USACE	United States Army Corps of Engineers
USGS	United States Geological Survey
WRWD	Wild Rice Watershed District