

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

REGULAR MEETING
June 14, 2023
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 14, 2023. Managers in attendance included: Greg Holmvik, Raymond Hanson, Duane Erickson, Mike Christensen, and Curt Johannsen. In addition, the following people 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. Manager Harless and Manager Spaeth were absent.
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 Johannsen and seconded by Manager Hanson to approve the agenda with the addition of "2022 Annual Report". Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the May 10, 2023, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the payment of billings with the addition of one late bill from Lucas McArthur for \$2,885.05. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the monthly financial report dated May 31, 2023 as presented. Carried.
7. Open Mic. No one spoke.

COMPLAINTS

8. Wayne Stundahl, Section 7, Fossum Twp. Colby Neset emailed staff requesting an extension of the deadline to reinstall the berm and culvert. Mr. Neset was present at the meeting and asked to extend the deadline to allow for the harvesting of rye that was previously planted. Brief discussion was held. A motion was made by Manager Johannsen and seconded by Manager Erickson to extend the deadline to September 1, 2023 with no further extensions. Carried.

PERMITS

9. Lyman Nygaard, Section 29, Shelly Twp. Permit #23-029 to replace a 12" culvert with an 18" or 24" pipe. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with the condition that the culvert is an 18" diameter pipe and that it should be set at existing ditch grade. Carried.

Mr. Nygaard asked the Board to check the blocked culvert adjacent to his land. The Board asked Administrator Jensen to reach out to the County as it is their jurisdiction.

10. Keith Kirsch, Section 33, Chief Twp. Permit #23-030 to install a grade stabilization project. Frank Snobl attended the meeting and stated that the owner's name and address on this permit application should read: Hillesland Snobl LLP, 2683 State Highway 9, Ada, MN 56510. Staff confirmed the correction has been made. Action on the permit was discussed later in the meeting.
11. Wendell & Penny Johnson, Section 28, Sundal Twp. Permit #23-028 to extend a dike on the East side of their property. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit. Carried.
12. Donald Kaiser Jr. Section 25, Waukon Twp. Permit #23-037 to remove a field approach with an 18" culvert and install a new, wider field approach with an 18" culvert. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit. Carried.
13. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the following permits as listed:
 - Jennifer Bjorhus, Section 17, Hagen Twp. Permit #23-043 to widen a field approach.
 - Good Hope Township, Sections 4 & 5, Good Hope Twp. Permit #23-044 to install a 72" overflow culvert to a road crossing on Project 5 with the condition that the 10'x12' box culvert approved in permit #22-075 is not installed.
 - Blake Jegtvig, Section 18, Ulen Twp. Permit #23-036 to install a center point irrigation system, well and underground pipe with the condition that the applicant get a water appropriation permit from the MNDNR for the irrigation project.
 - Michael Olson, Section 35, McDonaldsville Twp. Permit #23-041 to install a wider driveway with a longer culvert.
 - Michael Olson, Section 35, McDonaldsville Twp. Permit #23-042 to install a wider driveway with a longer culvert.
 - Loyal Sip, Section 27, Pleasant View Twp. Permit #23-027 to install a field approach and culvert with the condition that the culvert is a minimum size of a 30" diameter pipe.
 - Dave Vipond, Section 18, Pembina Twp. Permit #23-034 to install subsurface pipes and a water intake from the Wild Rice River for two irrigation systems with the condition that the applicant get a water appropriation permit from the MNDNR for the irrigation project.
14. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the following permits pending a field review:
 - Eric Dyrdaahl, Section 2, Felton Twp. Permit #23-045 to extend a driveway and culvert.
 - Eric Dyrdaahl, Section 2, Felton Twp. Permit #23-043 to remove a field approach with an 18" culvert and install a new field approach with an 18" culvert.
15. Darin Erickson, Section 36, Home Lake Twp. Permit #23-031 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions. Manager Erickson abstained from voting. Carried.
16. Darin Erickson, Section 36, Home Lake Twp. Permit #23-033 to install subsurface drain tile. Discussion was held regarding adjacent landowner opposition. A motion was made by Manager Hanson and seconded

by Manager Johannsen to table the permit and request that the applicant reconsider an alternative plan that would outlet on the East side of the roadway or provide rational on why this alternative is not feasible. Manager Erickson abstained from voting. Carried.

17. Duane & Chris Erickson, Section 14, Walworth Twp. Permit #23-038 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with standard tile conditions and the condition that the drain tile is not placed within 200 feet of the property line with the USFWS without their written approval, and that the applicant provide written approval from the Becker SWCD regarding potential wetland issues. Manager Erickson abstained from voting. Carried.
18. Duane Erickson, Sections 5 and 6 Wallworth Twp. and Section 31, Flom Twp. Permit #23-039 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to table to notice adjacent landowners. Manager Erickson abstained from voting. Carried.
19. Duane Erickson and Matt Kvien, Section 36, Home Lake Twp. Permit #23-040 to install subsurface drain tile. Discussion was held regarding adjacent landowner opposition. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny the permit due to landowner opposition. Manager Erickson abstained from voting. Carried.
20. Cody Jacobson, Section 11, Highland Grove Twp. Permit #23-032 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the permit with standard tile conditions and the condition that the drain tile is not placed within 200 feet of the property line with the USFWS without their written approval. Carried.
21. Lynn Johnson, Section 25, Anthony Twp. Permit #23-002 to install subsurface drain tile. A motion was made by Manager Christensen and seconded by manager Johannsen to continue to table pending information from the applicant. Carried.
22. Mark Habedank, Section 13, Fossum Twp. Permit #23-035 to install a grade stabilization project. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the permit with standard tile conditions. Carried.
23. Keith Kirsch, Section 33, Chief Twp. Permit #23-030 to install a grade stabilization project. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the permit with standard tile conditions. Carried.
24. John Pazdernik, Section 6, Lake Grove Twp. Permit #23-007 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to table pending information from the applicant. Carried.

COMPLAINTS (Continued)

25. Nancy Merkens, Section 33, Good Hope Twp. A site inspection was completed on June 8, 2023. The field approach was removed, and the new culvert and flap gate was installed. The berm and ditch slopes still need fine grading and seeding work. A motion was made by Manager Hanson and seconded by Manager Johannsen to continue to table the complaint and have staff send a letter notifying Mr. Ueland of the remaining work to be completed. Carried.

26. Goose Prairie. Engineer Bents gave an update on the project. Work is nearing completion, and a punch list of remaining items has been developed. Flood operation is to commence in the Spring of 2024. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Pay Request #7 from Landwehr Construction in the amount of \$174,771.50. Carried. Manager Erickson inquired about a ditch plug on the South end of the project and standing water to the North of the project. Engineer Bents will look into it and follow up.
27. Upper Reaches Project Team. Administrator Jensen reported that the Project Team did not meet on May 24, 2023 due to planting. The next meeting will be on June 28, 2023 where the group plans to view an aerial review of the Beach Ridge Area, finalize the Problem Statement and Purpose/Need document, identify data needs, and discuss potential alternatives. Zoe Keezer with the White Earth Natural Resources Department has been added to the Project Team.
28. Norman-Polk Project Team. Administrator Jensen reported that the Project Team did not meet on May 24, 2023 due to planting. The next meeting will be on June 28, 2023 where the group plans to provide additional problem documentation, draft a Problem Statement and Purpose/Need document, review updates on the Hydrologic model development and discuss potential alternatives.
29. Community Flood Protection. Engineer Bents reported that the design work on the Perley Grade Raise continues. We are expecting the cost share agreement, from MNDOT, to be completed this month. We've started coordinating with the Franchise Utility group. Halstad is complete and we anticipate closing out the project at the next meeting.
30. Acquisition Properties. Engineer Bents reports that there are some punch list items that need to be completed including turf establishment and then Phase 1 can be closed out. We are holding the retainer until then. For Phase 2, the Ista property, work is essentially complete except for grass establishment. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Pay Request #3 from Lyle Wilkens Inc. in the amount of \$7,125.00. Carried. Regarding Phase 3, the Vik property, Administrator Jensen stated there are no significant changes. We anticipate closing in October 2023. Phase 4 is for the 5 new applicants. Two of the applications have been submitted. The remaining 3 will be sent in within the next couple of weeks.
31. Ditch and Project Maintenance. Engineer Bents reported that we are waiting for the pipe to be built for the bridge replacement on JD53.

The bank repair on the Upper Reaches Project that was done last Summer was damaged during the flood this year. Since the contract is still active with Rigid Excavating for the bank repair, staff would like to negotiate a change order to have them repair the new damage. If there is a disaster declaration, the expenses will be turned in for repair dollars. A motion was made by Manager Hanson and seconded by Manager Johannsen to authorize Chairman Holmvik to sign a change order up to \$225,000.00 for the repair. Carried.

Engineer Bents provided a follow up on Curt Jacobson's Maintenance Request regarding damage to 4 areas during the last flood event. Mr. Jacobson stated that the latest erosion has made the area more flood prone. Staff will put together a repair plan for the site furthest downstream on the West side. The site is directly adjacent to a levy. Those repairs will eventually be submitted for state and federal funding. The second site on the request has eroded back but is in an area where there is an existing setback levy. Staff advises that it is not in best interest to repair that area. Staff used lidar data to review adjacent ground near the last 2 sites which shows the channel has migrated but that we are not losing elevation. The recommendation is to not

repair the other 3 sites since it appears the water will break out in other locations first. Staff will contact Jacobson to review the findings.

Manager Erickson requested an update on the Joe Brainard Maintenance Request. Staff will follow up.

32. Lower Wild Rice. Administrator Jensen reported that 2 applications to Lessard Sams have been submitted. One was for the joint RRWMB application that would be used to fund future applicants. The second was an application by the WRWD to carry forward the remaining applications that are interested in placing easements. The easements have been recorded for the DW Kroshus and Kovash properties. We have 3 remaining easements that we are working on with Attorney Hanson's office. Those will be the final easements for the current funding.
33. Ring Dikes. Engineer Bents reported that we provided preliminary plans for the Sargent ring dike. Mr. Sargent is working with the adjacent property owner to possibly acquire some adjacent land for the dike. Staff will wait to see if the applicant wants to proceed.
34. 2023 Flood Damage. Administrator Jensen reported that we are waiting to hear if the State meets the Federal threshold. Currently, the WRWD estimated damages are approximately \$400,000.00.
35. 2022 Annual Report. The 2022 Annual Report was given to the Managers to review. It will be on the July agenda for approval.
36. Leasing of WRWD land. The District received 2 lease requests for the Swenson property North of Halstad. The high offer is from the current tenant at \$1,500 per year plus taxes for 10 years. A motion was made by Manager Johannsen to accept the proposal as presented. Manager Hanson expressed that he would second the motion if the term was changed to 5 years. Manager Johannsen amended his previous motion to a 5-year term. Carried.
37. Norman County Fair. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a donation of \$250.00 to the Norman County Agricultural Society for the Norman County Fair. Carried.
38. July Meeting Date. The Watershed District Manager Training will be held on July 12, 2023, the same day as our Board Meeting. Discussion was held and Board would like to keep the July Board Meeting date as scheduled.
39. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve payment of Manager per diems as distributed. 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 Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:06 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
May 11 - Jun 14, 23				
05/23/2023		QuickBooks Payroll Service	Created by Payroll Service on 05/22/2023	5,810.90
06/06/2023		QuickBooks Payroll Service	Created by Payroll Service on 06/05/2023	5,470.96
05/25/2023	ACH	MN PEIP		2,909.62
05/12/2023	ACH	MN Dept of Revenue	5062265	328.00
05/12/2023	ACH	US Treasury-Payroll	41-6145653	2,368.02
05/15/2023	ACH	PERA		1,199.10
05/30/2023	ACH	Minnesota Energy Resources Corporation		97.00
06/03/2023	ACH	Arvig		372.57
06/05/2023	ACH	MARCO, Inc.		642.79
05/25/2023	ACH	The Horton Group	D & O Policy	5,319.96
06/06/2023	ACH	Verizon Wireless		49.34
05/25/2023	ACH	MN Dept of Revenue	5062265	312.00
05/25/2023	ACH	US Treasury-Payroll	41-6145653	1,773.96
05/26/2023	ACH	PERA		1,111.57
06/12/2023	ACH	Ada City		330.96
05/12/2023	ACH	Postalia		20.00
05/12/2023	ACH	Postalia		200.00
05/17/2023	ACH	Aflac		112.20
06/09/2023	ACH	PERA		1,111.57
06/08/2023	ACH	MN Dept of Revenue	5062265	312.00
06/08/2023	ACH	US Treasury-Payroll	41-6145653	1,773.94
06/14/2023	19036	Becker Co. Auditor	2023 Special Assessments	564.00
06/14/2023	19037	Cardmember Service	May statement	1,204.44
06/14/2023	19038	Cintas	Rugs & sanitizer	110.81
06/14/2023	19039	Engelstad Construction, LLC	Install door	4,679.48
06/14/2023	19040	Houston Engineering, Inc.		123,624.63
06/14/2023	19041	Kyle Bergren -1	Project Maintenance	3,210.00
06/14/2023	19042	Landwehr Construction, Inc.	Pay request 7	174,771.50
06/14/2023	19043	Lyle Wilkens, Inc.	Pay Request 3	7,125.00
06/14/2023	19044	McCollum Hardware, Inc.	Supplies	18.24
06/14/2023	19045	Morris Electronics, Inc.		12,489.81
06/14/2023	19046	Norman County SWCD	Coordinator Costs	16,769.05
06/14/2023	19047	Northern Plains Mechanical	Mechanical room floor repair	187.50
06/14/2023	19048	Northern States Excavating		31,936.50
06/14/2023	19049	Office Supplies Plus		107.11
06/14/2023	19050	Red River Watershed Management Board	Tax share	13,877.07
06/14/2023	19051	Renae Kappes	Office cleaning	350.00
06/14/2023	19052	Steve Bergren	Beaver control	600.00
06/14/2023	19053	Supermarket Foods	Supplies	13.96
06/14/2023	19054	Tammy Erickson	Mowing & trimming	175.00

06/14/2023	19055	Tony Sip		8,740.00
06/14/2023	19056	Ueland Construction	Office Maintenance	300.00
06/14/2023	19057	Wambach & Hanson	May Statement	1,753.27
06/14/2023	19058	Curt Johannsen		236.25
06/14/2023	19059	Duane L Erickson		185.91
06/14/2023	19060	Gregory R Holmvik		115.44
06/14/2023	19061	Michael K Christensen		140.05
06/14/2023	19062	Raymond M Hanson		254.46
06/14/2023	19063	Lucas McArthur	Beaver trapping	2,885.05
06/14/2023	19070	Norman County Agriculture Society	Donation	250.00
		TOTAL		<u>438,300.99</u>

Appendix A

List of Acronyms Used:

JD	Judicial Ditch
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
USFWS	United States Fish & Wildlife Services
WRWD	Wild Rice Watershed District