

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

**REGULAR MEETING**  
**October 11, 2023**  
**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 11, 2023. Managers in attendance included: Greg Holmvik, Raymond Hanson, Duane Erickson, Mark Harless, Dean Spaeth, Curt Johannsen and Mike Christensen. 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.
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 addition: Audit Proposals. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the September 13, 2023, Regular Meeting Minutes with a correction to the meeting date in item #1. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report dated September 30, 2023 as presented, and the quarterly 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. Open Mic. David Vipond was present and discussed permitting obstacles he was encountering with another government entity. Discussion was held and the Board thanked Mr. Vipond for the information.

**PERMITS**

8. A motion was made by Manager Harless and seconded by Manager Spaeth to approve the following permits as listed. Carried.
  - Mark Habedank, Section 30, Fossum Twp. Permit #23-094 to install two water and sediment control basins with standard tile conditions.
  - Cameron Lee, Section 19, Lee Twp. Permit #23-096 to replace three field approaches with the same size culverts, relocating 2 of the approaches with the condition that the culverts are replaced with the same size culverts.
  - Alan Pinske, Section 2, Wild Rice Twp. Permit #23-088 to install a grade stabilization structure with standard tile conditions.

- David Roesch, Section 6, McDonaldsville Twp. Permit #23-089 to install subsurface drain tile with standard tile conditions.
  - David Roesch, Section 5, McDonaldsville Twp. Permit #23-090 to install subsurface drain tile with standard tile conditions.
  - Steve Wenschlag, Section 1, Home Lake Twp. Permit #23-095 to install a field approach with a 24” culvert.
9. Darrin Erickson, Section 36, Home Lake Twp. Permit #23-033 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Harless to continue to table the permit pending information from the applicant. Manager Erickson abstained from voting. Carried.
10. Austen Germolus, Section 13, Mary Twp. Permit #23-091 to remove a field approach and culvert. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the permit. Carried.
11. Austen Germolus, Section 24, Mary Twp. Permit #23-092 to widen a field approach and install a longer culvert. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the permit. Carried.
12. Randall Gorder, Section 16, Waukon Twp. Permit #23-093 to install a field approach with an 18” culvert. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the permit. Carried.
13. Doug & Greg Kettner, Sections 4 & 9 Pembina Twp. Permit #23-079 to install subsurface drain tile. The District received requests for reconsideration from Chris Otto and Ashley Bunker. The Managers were given copies of the requests to review. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the requests and set the time to hear the reconsideration at 9:00 a.m. at the November 15<sup>th</sup>, 2023 regular meeting. Manager Erickson and Manager Hanson opposed. Carried.
14. Paul Larson & Don Johnson, Section 28, McDonaldsville Twp. Permit #23-064 to place fill on the driveway to repair it from flood damage. A revised permit was submitted to the District. A motion was made by Manager Spaeth and seconded by Manager Hanson to table and notify complaining parties and Norman County. Carried.
15. Norman RNG, LLC, Section 29, Waukon Twp. Permit #23-082 to construct a new ditch. A motion was made by Manager Spaeth and seconded by Manager Harless to continue to table pending information from the applicant. Carried.
16. Barent Thronson, Section 15, Sundal Twp. Permit #23-049 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Harless to continue to table pending information from the applicant. Carried.

## **COMPLAINTS**

17. Nancy Merkens, Section 33, Good Hope Twp. Staff came to a resolution on seeding in exchange for Mr. Ueland allowing us to remove instead of replacing a bridge on JD53 Lat 1. A motion was made by Manager Spaeth and seconded by Manager Hanson allowing staff to send a letter closing the complaint. Carried.
18. Discussion was held regarding the complaints listed below. A motion was made by Manager Hanson and seconded by Manager Spaeth to send a letter instructing Mr. Johnson and Mr. Larson to restore the work

done in the floodway prior to November 1, 2023 and removal of the rest of the work be tabled pending the permit action. Manager Hanson voted yes, and Manager Erickson voted present. The motion was defeated. Manager Johannsen made a motion to notify Mr. Johnson and Mr. Larson that the Board's original order stands. The motion was withdrawn as it was not needed. Staff will notify the parties that the Board reaffirmed the decision to have work completed by November 1, 2023.

- Kevin Anderson, Section 28, McDonaldsville Twp.
- Sam Larson, Section 28, McDonaldsville Twp.
- Jared Visser, Section 28, McDonaldsville Twp.

19. Don Johnson, Paul Larson & Yuri Johnson, Section 28, McDonaldsville Twp. Engineer Bents provided background on the complaint and repair. The District has asked Norman County for an outside review since the complaint is against the District.
20. Goose Prairie. Engineer Bents gave an update on the project. Remaining work to be done includes punch list items. We have a contractor set up to remove beaver dams adjacent to Goose Prairie. As part of ordinary ditch maintenance on CCD 18, surveying is complete to identify proposed channel repairs.
21. Upper Reaches Project Team. Administrator Jensen gave an update stating that the next meeting will be held on November 1, 2023. Staff is working on gathering information on funding options from RRWMB, WQ and WBIF. Engineer Bents discussed completing 2023 river cross-sections as the next step. With funding from the RRWMB, the approximate costs to the WRWD would be approximately \$10,000-\$13,000. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize staff to move forward with the cross sections. Carried.

Manager Johannsen suggested rescheduling the November 1, 2023 meeting due to harvest. Administrator Jensen will work to find alternative dates.

22. Norman-Polk Project Team. Administrator Jensen gave an update stating that the next meeting will be held on November 1, 2023. With Manager Johannsen's request to reschedule the Upper Reaches Project Team meeting, the Norman Polk Project team meeting will be rescheduled to coordinate with that date.
23. Community Flood Protection. Engineer Bents presented options for the utility relocation that is underway. Leon from the Red River Valley Co-op was present to answer questions about the project and cost share. The estimate for Plan C is \$133,000.00 which includes moving some of the power poles and reduces the number of penetrations through the levy. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve a 50% contribution to Plan C up to \$66,500. Carried.

Engineer Bents reported that comments were received from MNDOT on 60% design plans. The 90% design will be submitted to MNDOT later in October. The Right-of-way acquisition is underway. Attorney Hanson's office is preparing the documents.

24. Acquisition Properties. Administrator Jensen reported that work is complete on Phase 1. A final pay application is expected at a future meeting. Work is complete on Phase 2 and the contract is closed. Regarding Phase 3, the Vik property is now vacant, and closing will take place on October 16, 2023. Engineer Bents reported that demolition plans are being prepared and a Haz-mat/asbestos inspection is pending. On Phase 4, applications for the 5 new applicants have been submitted for federal and state funding. A request for information has been received and staff is working to complete the response.

25. Ditch and Project Maintenance. Engineer Bents reported that we abandoned the bridge to Mr. Ueland's property on JD 53 Lateral 1 as the bridge is no longer used. Engineer Bents reported that the Upper Reaches repair work is nearing completion. Grass is growing and the live stakes will go in this Winter. Regarding the Brainard request, Sellin Brothers Inc. will complete work on CCD 18 later this month.
26. Lower Wild Rice. Administrator Jensen reported that the LSOHC recommended \$2.345 million of the \$5.17 million requested. The next step is to update the accomplishment plan. The recommendation is pending Legislative approval.
27. Complaint Fee. Manager Hanson gave examples of 2 complaints filed recently that he described as unfounded. The Board discussed the option of charging a complaint fee. Attorney Hanson provided information on the necessary process to implement such a fee. A motion was made by Manager Hanson and seconded by Manager Spaeth to authorize Attorney Hanson to further research the process. Manager Erickson and Manager Harless opposed. Carried.
28. MAWD 2023 Delegate Appointment Form. The packet for the Annual Conference is expected to come out this week. Manager Johannsen and Chairman Holmvik will be attending. Staff will send information packets out as soon as they are available. Manager Johannsen offered to be a delegate.
29. Citizen's Advisory Committee. Matt Speer notified the office that he is moving out of the district and asked to be removed from the Committee. The Board thanked him for his years of service to the committee. A motion was made by Manager Johannsen and seconded by Manager Harless to remove Mr. Speer from the Citizen's Advisory Committee. Carried.
- A suggestion was made to add SWCD representatives, County or Sporting/Farm representatives if they are interested per the statute. A suggestion was also made to provide an expense form that committee members can turn in to be reimbursed for mileage.
30. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve payment of Manager per diems as distributed. Carried.
31. Audit Proposal. Administrator Jensen presented audit proposals from Brady Martz and Clifton Larson Allen for 2023, 2024 and 2025. A motion was made by Manager Hanson and seconded by Manager Spaeth to accept the proposal from Brady Martz. Carried.
32. Citizen's Advisory Committee (continued). A suggestion was made to ask the Citizen's Advisory Committee if they'd like to hold the meetings at a different time of day & a different location. Staff will add it to the agenda for the next Citizen's Advisory Committee meeting.
33. Meetings/Conferences/Seminars. A motion was made by Manager Johannsen and seconded by Manager Harless authorizing staff to attend the 41<sup>st</sup> Annual RRBC Conference January 16-18, 2024. Carried.
34. 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 10:25 am.

Date	Num	Name	Memo	Amount
<b>Sep 14 - Oct 11, 23</b>				
09/26/2023		QuickBooks Payroll Service	Created by Payroll Service on 09/25/2023	6,314.10
10/10/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/06/2023	6,545.17
09/29/2023	ACH	Minnesota Energy Resources Corporation		82.00
10/03/2023	ACH	Arvig		344.80
09/25/2023	ACH	MN PEIP		2,909.62
09/15/2023	ACH	PERA		1,179.89
09/14/2023	ACH	MN Dept of Revenue	5062265	354.00
09/14/2023	ACH	US Treasury-Payroll	41-6145653	2,153.98
09/19/2023	ACH	Aflac		168.30
10/05/2023	ACH	MARCO, Inc.		689.85
10/06/2023	ACH	Verizon Wireless		49.44
09/28/2023	ACH	MN Dept of Revenue	5062265	354.00
09/28/2023	ACH	US Treasury-Payroll	41-6145653	1,947.50
09/29/2023	ACH	PERA		1,111.57
10/10/2023	ACH	Ada City		364.64
10/11/2023	19156	Becker Co. Auditor		1,221.00
10/11/2023	19157	Cintas		221.62
10/11/2023	19158	Clay County Auditor Treasurer		4,176.00
10/11/2023	19159	EcoLab	Pest control	126.93
10/11/2023	19160	Elan Financial Services	September statement	383.71
10/11/2023	19161	Gordon Construction, Inc.		11,795.00
10/11/2023	19162	Hanson & Liebl Law Office, P.C.	September Legal	2,414.30
10/11/2023	19163	Hanson Law Office Trust Account	Settlement statement-Vik	151,174.63
10/11/2023	19164	Houston Engineering, Inc.		67,612.49
10/11/2023	19165	KRJB Radio	Advertising-Farm Programs	495.00
10/11/2023	19166	Mahnomen Soil & Water Cons. District		33,033.27
10/11/2023	19167	MARCO, Inc. Mpls	Supplies	125.41
10/11/2023	19168	Matt Wagner	Beaver trapping	3,697.82
10/11/2023	19169	MN Board of Water and Soil Resoures	BWSR Academy registration-Tara Jensen	150.00
10/11/2023	19170	Morris Electronics, Inc.		500.00
10/11/2023	19171	Norman County SWCD	Coordinator costs	77,436.00
10/11/2023	19172	Norman County Treasurer/Auditor		1,257.00
10/11/2023	19173	Northern States Excavating	Seeding	450.00
10/11/2023	19174	Office Supplies Plus	Supplies	123.98
10/11/2023	19175	Renae Kappes	Office cleaning	350.00
10/11/2023	19176	Supermarket Foods	Supplies	52.86
10/11/2023	19177	Tony Sip	Mow ing	21,565.00
10/11/2023	19178	United States Geological Survey	Wild Rice and South Branch studies	49,823.00
10/11/2023	19179	Curt Johannsen		128.92
10/11/2023	19180	Dean P Spaeth		157.35
10/11/2023	19181	Duane L Erickson		146.61
10/11/2023	19182	Gregory R Holmvik		230.88
10/11/2023	19183	Mark L Harless		131.16
10/11/2023	19184	Michael K Christensen		140.06
10/11/2023	19185	Raymond M Hanson		254.46
		<b>TOTAL</b>		<b>453,943.32</b>

## Appendix A

9/30/2023						
					9/30/2023	RRC
PROJECTS						Survey & Data
Unassessed						
			#35 Sande Detention		652.31	(652.31)
			#38 Rockwell Dam		422.96	(422.96)
			#45 Goose Prairie WMA		(397,114.95)	397,114.95
Project Development - other						-
			#336 Community Dikes			-
			#13 Halstad		74.86	(74.86)
			#354 Goose Prairie WMA Storage		77,921.35	(77,921.35)
			Ph 099 Additional Services		4,515.00	(4,515.00)
			Ph 002 Construction Admin		131,725.91	(131,725.91)
			Ph 001 Project Permitting		9,729.75	(9,729.75)
			#378 2023 Rural Ring Dikes		152.61	(152.61)
			Ph 003 - Jim Sargent		226.50	(226.50)
Project Development - RRC						-
			Norman Polk Project Team		(5,064.01)	5,064.01
			WRR Upper Reaches Project Team		(14,289.31)	14,289.31
			#12 Permits		27,544.25	(27,544.25)
			#18 Violations		1,642.73	(1,642.73)
			#118 Stundahl 2022		893.26	(893.26)
			#121 Merkens 2022		706.65	(706.65)
			#124 Johnson 2022		195.00	(195.00)
			#128 Stalboerger 2023		673.65	(673.65)
			#129 Chisholm 2023		847.43	(847.43)
			#130 Pazdernik 2023		769.50	(769.50)
			#131 Anderson		1,804.47	(1,804.47)
			#132 Johnson 2023		283.50	(283.50)
			#133 Larson 2023		951.22	(951.22)
					(154,735.36)	154,735.36
					(154,735.36)	154,735.36
						-

## Appendix B

### List of Acronyms Used:

CCD	Clay County Ditch
Haz-Mat	Hazardous Materials
JD	Judicial Ditch
LSOHC	Lessard-Sams Outdoor Heritage Council
MAWD	Minnesota Association of Watershed Districts
MNDOT	Minnesota Department of Transportation
RRBC	Red River Basin Commission
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
WBIF	Watershed Based Implementation Funding
WQ	Water Quality
WRWD	Wild Rice Watershed District