

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

REGULAR MEETING
December 13, 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, December 13, 2023. Managers in attendance included: Greg Holmvik, Duane Erickson, Curt Johannsen, Mark Harless, Dean Spaeth, 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. Manager Raymond Hanson was 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 Spaeth and seconded by Manager Johannsen to approve the agenda with the following correction: Drainage Conference date correction of February 7-8, 2024. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the November 15, 2023, 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 as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the monthly financial report dated November 30, 2023 as presented. Carried.
7. Open Mic. Wade Jackson, Agricultural Manager with White Earth Reservation Natural Resources, introduced himself to the Board.

PERMITS

8. Jeff Opsahl, Section 5, Home Lake Twp. Permit #23-101 to straighten a field ditch and lower an approach culvert. An adjacent landowner was present and asked about the direction of flow to make sure it wouldn't negatively affect his land. Engineer Bents addressed his questions. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve with the condition that the applicant get written approval from the road authorities for any work within the road right-of-way. Carried.
9. Paul Sheridan, Section 11, Good Hope Twp. Permit #23-102 to install a field approach and culvert. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the permit with the condition that the applicant get approval from the adjacent property owner in the N1/2 NW1/4 of Section 11. Carried.

10. 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 Johannsen to return the permit and inform the applicant that they can reapply if they acquire the requested information. Carried.
11. Ulen Township, Section 21, Ulen Twp. Permit #23-100 to replace a centerline culvert with a longer culvert with the same diameter. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the permit. Carried.

COMPLAINTS

12. Engineer Bents gave a history of the complaints listed below and stated that work has been done to restore the driveway. Don Johnson was present and reported that he restored the driveway to its original grade. There was discussion about whether or not a survey should be done to obtain current elevations. A motion was made by Manager Johannsen and seconded by Manager Spaeth to authorize staff to request that Norman County provides a survey or is willing to split the cost with us on the survey. Carried.
 - Kevin Anderson, Section 28, McDonaldsville Twp.
 - Sam Larson, Section 28, McDonaldsville Twp.
 - Jared Visser, Section 28, McDonaldsville Twp.
13. Don Johnson, Paul Larson & Yuri Johnson, Section 28, McDonaldsville Twp. Engineer Bents provided background on the complaint and repair. A motion was made by Manager Christensen and seconded by Manager Johannsen to continue to table the complaint to allow for input from Norman County Planning and Zoning. Carried.
14. John Pazdernik, Section 6, Lake Grove Twp. Engineer Bents gave the background on the complaint and reported that the meeting between Mr. Pazdernik and USFWS has not happened. A motion was made by Manager Harless and seconded by Manager Johannsen authorizing staff to send a letter to USFWS requesting a meeting with both parties and offering to attend if they would like us to. Carried.
15. White Earth Nation. Staff received a request from White Earth Nation to receive notice of all permits within the Reservation boundaries. The Board discussed ideas on how to accommodate the request and asked for input from staff and Mr. Jackson during the discussion. The ideas discussed are as follows:
 - Permit documents and Permit Tables (with Board Actions) are currently uploaded to our public database regularly. It would be helpful if staff put together instructions on how to easily access that information.
 - Permit Tables (Preliminary), which list the permits to be discussed at the next meeting, are distributed to the Managers prior to each meeting. Those tables are not currently uploaded to our public database. It would be helpful to be able to view those permit tables on the database as well.
 - Staff will upload Permit Tables (Preliminary) starting next month, about 1 week prior to our January 10th Board meeting. Staff will send instructions to Mr. Jackson, and he will share them with any interested parties.

16. Goose Prairie. Engineer Bents gave an update on the project and reported that improvement to access on the Oberg land was recently completed.
17. Upper Reaches Project Team. Administrator Jensen gave an update stating that staff sent out a Notice for Survey to affected landowners. The survey on the cross-sections will begin when river conditions allow. The next Project Team Meeting is scheduled for December 18, 2023.
18. Norman-Polk Project Team. Administrator Jensen stated that the next meeting will be held on December 18, 2023.
19. Community Flood Protection. Engineer Bents reported that the 100% plans were completed and MNDOT submission is finishing up. Staff is negotiating final MNDOT payment eligibility and additional funding looks promising. Right-of-way negotiations with property owners is ongoing. We are on track for construction to begin in the Summer of 2024.
20. Acquisition Properties. Engineer Bents reported that work is complete on Phase 1 and submittals remain. Work is complete on Phase 2 and the contract is closed. Regarding Phase 3, the Vik property, quotes were opened on December 15, 2023. The bid tabulation was presented to the Board. A motion was made by Manager Johannsen and seconded by Manager Harless to award the contract to Lyle Wilkens, Inc. for \$123,475.00. Carried.

On Phase 4, applications for the 5 new applicants have been submitted for federal and state funding. A second request for information was received from FEMA and staff responded. We are awaiting their response.

21. Ditch and Project Maintenance. Engineer Bents reported that the work on the JD 53 bridge replacement is complete, and he presented a final pay application. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the final pay application to Visser Construction in the amount of \$11,364.25. Carried.

Engineer Bents reported that inventory work on the Borgen bridge request is underway. A report is expected at the January meeting.

22. Citizen's Advisory Committee. The minutes from the Citizen's Advisory Committee meeting from December 6, 2023 were presented to the Board.

Administrator Jensen reported that the Committee inquired about the emergency repair completed last Spring. The Committee suggested developing an Emergency Repair Policy stating how to handle those situations. The Policy would include determining what constitutes an emergency repair and what does not, to have a more defined plan in place for the Administrator during those situations. They suggested having input from landowners on both sides of the river when creating the policy.

The Committee also asked about being allowed a per diem. Attorney Hanson stated that we can offer mileage pay but not per diem to the Committee.

Administrator Jensen reminded Managers that as a Manager appointed to attend the meetings of the Citizen's Advisory Committee; Managers are there to represent the Board. Discussion was held.

Further discussion was held regarding the Emergency Repair Policy. The recommendation to take back to the Citizen's Advisory Committee is as follows:

- If there is an emergency, staff notifies the Board Chairman or the Vice-Chairman if the Chairman is unavailable. If the Chairman or Vice-Chairman doesn't feel comfortable making the decision, then a special meeting will be called.

23. 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.

24. Meetings/Conferences/Seminars. A motion was made by Manager Johannsen and seconded by Manager Christensen to authorize Board and staff to attend the events listed below. Carried.

- Drainage Conference, February 7-8, 2024
- MN Watersheds Legislative Event, March 6-7, 2024

25. There being no further business to come before the Board of Managers, a motion was made by Manager Harless and seconded by Manager Spaeth to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:44 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Item Description	Amount
Nov 16 - Dec 13, 23					
11/21/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/20/2023		6,281.48
12/05/2023		QuickBooks Payroll Service	Created by Payroll Service on 12/04/2023		6,106.43
11/30/2023			Service Charge		0.02
12/12/2023			Funds Transfer		430,000.00
11/22/2023	ACH	Pitney Bow es			120.00
11/22/2023	ACH	Pitney Bow es			120.00
11/25/2023	ACH	MN PEIP			2,909.62
11/27/2023	ACH	Minnesota Energy Resources Corporation			82.00
12/03/2023	ACH	Arvig			334.21
11/16/2023	ACH	US Treasury-Payroll	41-6145653		153.02
11/17/2023	ACH	PERA			35.02
12/05/2023	ACH	MARCO, Inc.			689.85
12/06/2023	ACH	Verizon Wireless			49.51
11/17/2023	ACH	Aflac			112.20
11/22/2023	ACH	MN Dept of Revenue	5062265		354.00
11/24/2023	ACH	US Treasury-Payroll	41-6145653		1,947.46
11/24/2023	ACH	PERA			1,111.57
12/11/2023	ACH	Ada City			339.03
12/08/2023	ACH	PERA			1,063.46
12/07/2023	ACH	MN Dept of Revenue	5062265		330.00
12/07/2023	ACH	US Treasury-Payroll	41-6145653		1,829.40
12/13/2023	19213	Anders Valley Publishing, LLC	Advertising-meeting date		9.38
12/13/2023	19220	Cintas	Rugs		86.76
12/13/2023	19221	Clifton Larson Allen LLP	Audit		4,200.00
12/13/2023	19222	Elan Financial Services	November Statement		1,276.43
12/13/2023	19223	Farmers Independent	Advertising-meeting date		21.00
12/13/2023	19224	Hanson & Liebl Law Office, P.C.	November Legal		1,341.60
12/13/2023	19225	Houston Engineering, Inc.			83,853.57
12/13/2023	19226	Jon Peterson	Mow ing		450.00
12/13/2023	19227	Kenneth Aaron Kesselberg	Snow removal		70.00
12/13/2023	19228	Mahnomen Pioneer	Advertising-meeting change		15.00
12/13/2023	19229	Mahnomen Soil & Water Cons. District			57,412.88
12/13/2023	19230	Northern States Excavating			52,539.32
12/13/2023	19231	Office Supplies Plus			108.59
12/13/2023	19232	Red River Watershed Management Board	Tax share		273,668.32
12/13/2023	19233	Sellin Brothers, Inc	Clean ditch		8,670.00
12/13/2023	19234	Supermarket Foods	November statement		62.40
12/13/2023	19235	The Forum	Advertising-meeting date		13.52
12/13/2023	19236	Tony Sip	Mow ing		8,075.00
12/13/2023	19237	Visser Trenching	JD53 Bridge Replacement Final pay request		11,364.25
12/13/2023	19238	Curt Johannsen			236.25
12/13/2023	19239	Dean P Spaeth			314.72
12/13/2023	19240	Duane L Erickson			293.22
12/13/2023	19241	Gregory R Holmvik			230.88
12/13/2023	19242	Mark L Harless			262.32
12/13/2023	19243	Michael K Christensen			140.05
TOTAL					958,683.74

Appendix A

List of Acronyms Used:

FEMA	Federal Emergency Management Agency
JD	Judicial Ditch
MNDOT	Minnesota Department of Transportation
USFWS	United States Fish and Wildlife Service