

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

REGULAR MEETING
January 10, 2024
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 10, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, Curt Johannsen, Mark Harless, Dean Spaeth, Raymond Hanson 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 Hanson to approve the agenda with the following changes: Remove Citizen's Advisory Meeting. Add Safe/Sick Time, Leased Properties and 2022 Audit report (9:00 a.m.) Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the December 13, 2023, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the payment of billings with the following late bills: Office Supplies for \$79.78 and Renae Kappes for \$280.00. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report dated December 31, 2023 as presented 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. Open Mic. No one spoke.

PERMITS

8. David Arends, Section 21, Mary Twp. Permit #23-103 to add a field approach with an 18" culvert, widen an existing field approach, extend the culvert 20 feet, and clean out the roadway ditch. This is an after-the-fact permit as the work has already been started. Keith Berndt, with Norman County, was in attendance. He stated that if the work is completed to the County's standards, the County has no issue with the permit. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit pending a field review. Carried.
9. Charles Borgen, Section 3, Georgetown Twp. Permit #24-001 to install drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the permit pending a field review. Carried.

COMPLAINTS

10. Engineer Bents gave a brief history of the complaints listed below. He reported that the County is still working through the floodplain issues. A motion was made by Manager Hanson and seconded by Manager Spaeth to continue to table the following complaints pending information from the County. Carried.
- Kevin Anderson, Section 28, McDonaldsville Twp.
 - Sam Larson, Section 28, McDonaldsville Twp.
 - Jared Visser, Section 28, McDonaldsville Twp.
11. Don Johnson, Paul Larson & Yuri Johnson, Section 28, McDonaldsville Twp. Engineer Bents reported that the District received a letter from the County stating that the County found no violation of its Floodplain Ordinance. A motion was made by Manager Hanson and seconded by Manager Johannsen to dismiss the complaint based on the letter from the County. Carried.
12. John Pazdernik, Section 6, Lake Grove Twp. Engineer Bents gave the background on the complaint and reported that although a letter was sent out by the District, the meeting between Mr. Pazdernik and USFWS has not happened to his knowledge. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table the complaint pending the meeting between the two parties. Carried.
13. 2022 Audit Presentation. Miranda Wendlandt presented the findings from the audit via TEAMS indicating that the District was in good financial standing and that there were no complications in the audit process. Staff will work with Attorney Hanson's office to update our personnel manual to include an out-of-state travel policy.
14. Goose Prairie. Administrator Jensen reported that the contractor is still working on punch list items. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Pay Request #9 to Landwehr for \$2,740.13. Carried.
15. Upper Reaches Project Team. Administrator Jensen reported that the last meeting was held on December 18, 2023. Updated LiDar is now available and will be used to review the cross-sections once they can be obtained. The Cross-section work is currently on hold pending ice conditions. It is expected that another request will be sent to the USACE this Spring for Section 1135 Cost share.
16. Norman-Polk Project Team. Administrator Jensen reported that the last meeting was held on December 18, 2023. Staff is working to set up a meeting with landowners in the area who may be impacted by the project.
17. Community Flood Protection. Engineer Bents reported that we are waiting on comments from MNDOT on the 100% submission from earlier this week. Final MNDOT payment eligibility is expected later this week. A conditional letter of map revision (CLOMR) submittal is pending. The City of Perley is looking to hold a public meeting in February.
- Administrator Jensen reported that Right-of-Way negotiations are moving forward.
18. Acquisition Properties. Administrator Jensen reported that work is complete on Phase 1. Submittals remain as we are waiting on paperwork from the contractor. Work is complete on Phase 2 and the contract is closed. Regarding Phase 3, the Vik property, demolition work is beginning. The contractor expects to be done by the end of January.

On Phase 4, applications for the 5 new applicants have been submitted for federal and state funding. Public notices were posted the last week in December 2023. We are awaiting the next steps.

19. Ditch and Project Maintenance. Engineer Bents gave the background on the request for a bridge replacement on JD 53 Lat 1. He presented the inventory report of the bridges along the system. Discussion was held. Attorney Hanson reiterated that the District has the option but is not required to replace a bridge that is structurally sound.

Some options that were discussed included: The cost is the requesting landowner's responsibility, the cost is taken out of the ditch fund, a cost share option with the requesting landowner, remove any crossings that are not needed, or do nothing until the bridge is structurally deficient.

After further discussion, a motion was made by Manager Hanson and seconded by Manager Erickson to have staff notify all landowners in the benefitting area that we will have an informational meeting on February 14, 2023 at the next Board meeting. Carried.

20. Official Newspaper. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the list of official newspapers as detailed in Appendix B at the end of this report. Carried.
21. Envirothon Request Policy. A motion was made by Manager Hanson and seconded by Manager Harless to approve \$200 per SWCD if they apply. Carried.
22. Safe and Sick Time. Administrator Jensen provided a copy of the recent policy from the State of Minnesota entitled "Earned sick and safe time employee notice-Board Managers" to each Manager. She noted that the Personnel Policy is being updated to reflect the change and provided a time sheet if anyone wishes to track their hours.
23. Leased Properties. Eric Dyrdaahl sold his property adjacent to the Klevgaard land that he is currently leasing from the District. He wishes to terminate the lease. A motion was made by Manager Christensen and seconded by Manager Hanson to terminate the lease. Carried.
24. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment of Manager per diems as distributed. Carried.
25. Auto Pay Vendors. A motion was made by Manager Hanson and seconded by Manager Harless to approve the list of Auto Pay Vendors as detailed in Appendix C at the end of this report. Carried.
26. Bank Transfer Authority. A motion was made by Manager Hanson and seconded by Manager Harless 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.
27. Internal Transfer Authority. A motion was made by Manager Spaeth 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.
28. 2022 Audit. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the 2022 Audit as presented. Carried.

29. Meetings/Conferences/Seminars. A motion was made by Manager Hanson and seconded by Manager Johannsen to authorize Board and staff to attend the RRWMB & FDRWG Conference March 19-20, 2024. Carried.
30. 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 10:08 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 14, '23 - Jan 10, 24				
12/19/2023		QuickBooks Payroll Service	Created by Payroll Service on 12/18/2023	6,214.86
12/29/2023			Funds Transfer	85,000.00
01/02/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/29/2023	6,246.86
01/03/2024	ACH	Arvig		365.30
12/29/2023	ACH	Minnesota Energy Resources Corporation		82.00
12/14/2023	ACH	US Treasury-Payroll	41-6145653	210.36
12/15/2023	ACH	PERA		87.51
01/05/2024	ACH	MARCO, Inc.		689.85
12/22/2023	ACH	PERA		1,111.57
12/21/2023	ACH	MN Dept of Revenue	5062265	347.00
12/21/2023	ACH	US Treasury-Payroll	41-6145653	1,913.96
12/18/2023	ACH	Aflac		112.20
12/25/2023	ACH	MN PEIP		3,164.62
01/06/2024	ACH	Verizon Wireless		49.51
01/08/2024	ACH	Pitney Bowes		91.29
01/10/2024	ACH	Ada City		332.91
01/05/2024	ACH	MN Dept of Revenue	5062265	347.00
01/05/2024	ACH	US Treasury-Payroll	41-6145653	1,892.96
01/08/2024	ACH	PERA		1,111.57
01/10/2024	19244	Anders Valley Publishing, LLC		58.75
01/10/2024	19245	Clay County Union	Advertising Public Notice	192.00
01/10/2024	19246	Clay Soil & Water District		44,720.27
01/10/2024	19247	Clifton Larson Allen LLP	Audit	6,825.00
01/10/2024	19248	Derek & Tiffany Maher	Option agreement	100.00
01/10/2024	19249	Elan Financial Services	December Statement	2,004.04
01/10/2024	19250	Eric & Amy Dyrdahl	Option agreement	100.00
01/10/2024	19251	Gordon Construction, Inc.	Gate repair	4,648.64
01/10/2024	19252	Hanson & Liebl Law Office, P.C.	December Legal	1,668.48
01/10/2024	19253	Houston Engineering, Inc.		69,183.85
01/10/2024	19254	Kenneth Aaron Kesselberg	Snow removal	130.00
01/10/2024	19255	KRJB Radio	Advertising-Farm Programs	495.00
01/10/2024	19256	Landwehr Construction, Inc.	Pay request 9	2,740.13
01/10/2024	19257	Mahnomen Soil & Water Cons. District	Coordinator costs	22,734.00
01/10/2024	19258	Morris Electronics, Inc.		1,037.45
01/10/2024	19259	Norman County Index-Ada	Advertising Public Notice	256.50
01/10/2024	19260	Norman County Recorder	Recording fees-Dyrdahl and Maher	184.00
01/10/2024	19261	Norman County SWCD	Coordinator Costs	180,298.01
01/10/2024	19262	Office Supplies Plus	Supplies	43.68
01/10/2024	19263	Red River Watershed Management Board	Tax share	10,204.72
01/10/2024	19264	Riceville Township	Proj #4 Becker Dams, Road Issues	3,925.70
01/10/2024	19265	Supermarket Foods	Supplies	96.63
01/10/2024	19266	Tony Sip	Tree removal	5,700.00
01/10/2024	19267	Visser Trenching	Fill washout	75.60
01/10/2024	19268	Wambach & Hanson Law Office Trust Account	Option agreements-Dyrdahl and Maher	1,400.00
01/10/2024	19269	Western National Insurance Group	Commercial Insurance Policy	14,422.00
01/10/2024	19270	Office Supplies Plus		79.78
01/10/2024	19271	Renae Kappes	Office cleaning	280.00
01/10/2024	19272	Curt Johannsen		366.15
01/10/2024	19273	Dean P Spaeth		316.63
01/10/2024	19274	Duane L Erickson		147.51
01/10/2024	19275	Gregory R Holmvik		230.87
01/10/2024	19276	Mark L Harless		131.52
01/10/2024	19277	Michael K Christensen		140.81
01/10/2024	19278	Raymond M Hanson		254.99
		TOTAL		484,564.04

Appendix A

12/31/2023					12/31/2023	RRC	Survey & Data
PROJECTS							
Unassessed							
			#8 Moccassin Creek		32.25	(32.25)	
			District Owned Acquisitions		5,994.32		
			Leased Ag Property		(92,724.40)	92,724.40	
			FEMA 2022		(2,898.08)	2,898.08	
			Project Development - other			-	
			#369 One Watershed One Plan		3,336.47	(3,336.47)	
			LGU Coordination		152.61	(152.61)	
			Project Development - RRC			-	
			Norman Polk Project Team		14,709.69	(14,709.69)	
			WRR Upper Reaches Project Team		(1,154.30)	1,154.30	
			#12 Permits		22,928.82	(22,928.82)	
			#18 Violations		3,417.81	(3,417.81)	
			#118 Stundahl 2022		264.38	(264.38)	
			#121 Merkens 2022		735.38	(735.38)	
			#124 Johnson 2022		1,072.50	(1,072.50)	
			#130 Pazdemik 2023		121.50	(121.50)	
			#131 Anderson		867.00	(867.00)	
			#132 Johnson 2023		507.38	(507.38)	
			#133 Larson 2023		40.50	(40.50)	
			#134 Johnson Larson Johnson 23		300.00	(300.00)	
			#135 Pazdemik 2023		872.88	(872.88)	
					(41,423.29)	47,417.61	-
					(41,423.29)	47,417.61	

Appendix B

Wild Rice Watershed District Official Newspaper by County 2024

Becker County
Clay County
Clearwater County
Mahnomen County
Norman County
Polk County

Detroit Lakes Tribune
Clay County Union
Farmers Independent
Mahnomen Pioneer
Twin Valley Times
Fertile Journal

Appendix C

2024 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
- Pitney Bowes – postage meter postage deposits
- Quickbooks Payroll Service
- US Treasury – Payroll Taxes
- Verizon Wireless

Appendix D

List of Acronyms Used:

CLOMR	Conditional letter of map revision
FDRWG	Flood Damage Reduction Work Group
JD	Judicial Ditch
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
SWCD	Soil & Water Conservation District
USACE	United States Army Corps of Engineers
USFWS	United States Fish and Wildlife Service