

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

REGULAR MEETING
July 8, 2026
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, July 8, 2026. Managers in attendance included: Greg Holmvik, Dean Spaeth, Matt Borgen, Duane Erickson, 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. Manager Curt Johannsen 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 Hanson to approve the agenda with the following addition: Rental income discussion update. Carried.
4. Meeting Minutes. A motion was made by Manager Christensen and seconded by Manager Hanson to approve the June 10, 2026, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated June 30, 2026 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.

Appointments

7. Open Mic. No one spoke.

Permits

8. Cody Benson, Section 24, Lake Grove Twp. Permit #26-037 to install water and sediment basins and grade stabilization structures. Prior to the meeting, staff was notified of a plan revision due to adjacent landowner concerns. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the permit until the applicant can provide an alternative plan to address adjacent property owner concerns. Carried.
9. Jared Heitman (McDonaldsville Twp), Section 34, McDonaldsville Twp. Permit #26-049 to extend a box culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.

10. Riverview LLP, Section 17, Waukon Twp. Permit #26-045 to install subsurface manure transfer lines. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
11. Cory Valen (Waukon Twp), Section 3, Waukon Twp. Permit #26-047 to lower and level a centerline culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the culvert is not lowered more than the existing ditch grades; ditch deepening would need to be approved through an additional permit. Carried.
12. Cory Valen (Waukon Twp), Section 11, Waukon Twp. Permit #26-046 to replace a 48" centerline culvert with a 36" or 24" centerline culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the replacement culvert is a 36" diameter pipe. Carried.
13. Andrew Borgen, Section 8, Shelly Twp. Permit #26-044 to install a side inlet pipe into JD53 and install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with standard tile conditions. Manager Borgen abstained from voting. Carried.
14. Rodney Hamernik, Section 8, Flom Twp. Permit #26-035 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.
15. Permit #26-034 will be discussed after the petition hearing at 9:30 a.m.
16. Samuel Rothschadl, Section 10, White Earth Twp. Permit #26-050 to install water and sediment control basins. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.
17. Ryan Stene, Section 20, Good Hope Twp. Permit #26-051 to remove a field approach and culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit to notice adjacent landowners. Carried.
18. Cory Valen, Section 22, Waukon Twp. Permit #26-048 to block a field drain and reroute runoff down the roadway ditch. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the applicant get written approval from the landowners in the NW1/4 of Section 22 of Waukon Township. Carried.

Complaints

19. An update was given on the complaints listed below. The restoration work that was supposed to be done by July 1, 2026 is complete. A motion was made by Manager Hanson and seconded by Manager Spaeth to dismiss the complaint. Carried.
 - Jane and Jeff Ward, Section 13, Green Meadow Twp. Complaint #25-002C-culvert replaced with smaller culvert and dry block was removed causing issues.
 - Jill Chisholm-Bennett and Jerry Bennett, Section 13, Green Meadow Twp. Complaint #25-003C-culvert replaced with smaller culvert and dry block was removed causing issues. The complaint was revised to remove the culvert size issue but continue to request that the field approach is restored.

20. Ryan Groth, Sections 7 & 17, Spring Creek Twp (Becker). Complaint #25-012C-tile outlet was not installed according to the approved permit. A field review was completed on July 2, 2026. The outlet has not been moved. Due to wheat harvest, Duane Erickson requested that the deadline be extended to September 1, 2026. Erickson also mentioned that his newly approved permit will take care of the issue. A motion was made by Manager Hanson and seconded by Manager Spaeth to extend the deadline to September 1, 2026. Manager Erickson abstained from voting. Carried.
21. Spot Checks. Spot checks were completed on 3 previously approved permits. 2 of the permits were consistent with the applications and the approvals. It appeared that work had not been started at the location of the 3rd spot check.

Unfinished Business

22. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents reported that final punch list items are underway, and we expect a final pay request at the next meeting. Bents stated that a subtle dip in the road on the west side of Perley was reviewed by the County. The County will provide additional remediation in the future, if determined necessary, at their cost. We are still awaiting a response from FEMA on the LOMR submittal.
23. Acquisition Properties. Administrator Jensen reported that Lyle Wilkens Inc. is in the process of demolishing 2 properties. Completion is scheduled for the end of August 2026.
24. South Branch Wild Rice River Grade Stabilization. Crews plan to re-mobilize to the site on August 17, 2026. Project completion is scheduled for September 30, 2026 as planned.
25. Ditch and Project Maintenance. Several cleanouts and maintenance requests are currently being completed. Recently, staff received a request to replace a driveway over one of our ditches. A bridge inspection was completed & the bridge was found not to be deficient. The landowner was notified.
26. Upper Reaches. Engineer Bents reported that the USACE is starting an eligibility assessment on the project to determine if they can be a partner on the project repairs.

New Business

27. Norman County Beaver Damage Control Program. Administrator Jensen reported that staff received a bill from the Norman County Auditor's office for the Beaver Damage Control Program. In researching the program, it was found that the agreement was dated 1996. A motion was made by Manager Hanson and seconded by Manager Spaeth to pay the current bill and notify the County that the WRWD would like to withdraw from the agreement. Carried.

Financial

28. Set Budget and Levy Hearing. A motion was made by Manager Spaeth and seconded by Manager Christensen to set the hearing for August 12, 2026 at 9:30 a.m. Carried.
29. Manager Erickson presented his data request from July 6, 2026 to the board.
30. 2027 Draft Budget and Levy. Administrator Jensen presented the 2027 draft budget and levy. The draft was reviewed by the Finance Committee on June 10, 2026. Jensen reported that the Finance Committee also

discussed putting the lease payments into the General Fund as requested by the Citizen's Advisory Committee. The Finance Committee ultimately decided to continue to put the funds into the Red River Construction Account. Engineer Bents presented the draft for the project levies.

31. 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.
32. Petry Petition Hearing. Engineer Bents gave the background on the petition filed by Jeff Petry and presented the letter of recommendation including the outlet fee and price per acre going forward. Staff did not receive any comments from the landowners in the benefitting area. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the petition. Carried.

Permits (ctd.)

33. Jeff Petry, Section 14, Lockhart Twp. Permit #26-034 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions, and the condition that the applicant make full payment as set forth in the board order related to his petition to drain to Project 17, and that the tile line not be installed within the Project 17 right-of-way. Carried.
34. Shelly Township. Gregg Holte and David Swenson requested assistance from the board for sloughing in Shelly Township Section 27. Discussion was held. Staff will work with the township members to connect them with Norman County SWCD for potential help through the 1W1P program.
35. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Spaeth to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:02 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Jun 11 - Jul 8, 26				
06/16/2026		QuickBooks Payroll Service	Created by Payroll Service on 06/15/2026	7,766.32
06/30/2026		QuickBooks Payroll Service	Created by Payroll Service on 06/26/2026	5,583.04
06/15/2026	ACH	Aflac		330.58
06/11/2026	ACH	US Treasury-Payroll	41-6145653	152.98
06/12/2026	ACH	PERA		70.02
07/06/2026	ACH	Arvig		147.14
06/11/2026	ACH	Pitney Bowes		200.00
07/05/2026	ACH	MARCO, Inc.		362.77
06/18/2026	ACH	MN Dept of Revenue	5062265	452.00
06/18/2026	ACH	US Treasury-Payroll	41-6145653	2,414.28
06/22/2026	ACH	PERA		1,304.12
06/25/2026	ACH	MN PEIP		2,104.63
07/07/2026	ACH	Minnesota Energy Resources Corporation		57.00
07/07/2026	ACH	PERA		1,007.94
07/06/2026	ACH	MN Dept of Revenue	5062265	349.00
07/06/2026	ACH	US Treasury-Payroll	41-6145653	1,790.46
07/08/2026	ACH	Elan Financial Services	June Statement	1,435.08
07/08/2026	20097	Amy M Nelson		1,350.84
07/08/2026	20098	Anders Valley Publishing, LLC	Advertising-Admin Assistant	192.00
07/08/2026	20099	Becker County SWCD		4,221.77
07/08/2026	20100	Brady Martz	Audit	8,000.00
07/08/2026	20101	Cintas		234.20
07/08/2026	20102	Clay County Union		300.00
07/08/2026	20103	Clay Soil & Water District		2,889.34
07/08/2026	20104	EcoLab	Pest control	141.58
07/08/2026	20105	Grinnell Mutual Payment Center	Business owners policy	3,822.00
07/08/2026	20106	Hanson & Liebl Law Office, P.C.	June statement	1,808.10
07/08/2026	20107	Hendrum City	Mow ing	300.00
07/08/2026	20108	Houston Engineering, Inc.		53,258.24
07/08/2026	20109	Hutman Inc.	Website development	4,375.00
07/08/2026	20110	KRJB Radio	Advertising	825.00
07/08/2026	20111	Mahnomen Pioneer	Advertising-Admin Assistant	122.40
07/08/2026	20112	McCollum Hardware, Inc.		62.25
07/08/2026	20113	Morris Electronics, Inc.		1,510.53
07/08/2026	20114	Norman County Index-Ada	Advertising-Admin Assistant	128.25
07/08/2026	20115	Norman County SWCD		9,645.56
07/08/2026	20116	Northern States Excavating	Project Maintenance	25,015.00
07/08/2026	20117	Red River Watershed Management Board	Tax share	666,166.24
07/08/2026	20118	Renae Kappes	Office cleaning	350.00
07/08/2026	20119	The Forum	Advertising-Admin Assistant	118.05
07/08/2026	20120	Tony Sip	Mow ing & tree removal	10,070.00
07/08/2026	20121	Visser Trenching	Fill dirt-filling ruts, seeding	7,630.40
07/08/2026	20122	Norman County Treasurer/Auditor	Beaver control cost share	210.00
07/08/2026	20123	Dean P Spaeth		161.43
07/08/2026	20124	Duane L Erickson		150.42
07/08/2026	20125	Gregory R Holmvik		115.03
07/08/2026	20126	Matthew C Borgen		146.93
07/08/2026	20127	Michael K Christensen		143.16
07/08/2026	20128	Raymond M Hanson		256.14
		TOTAL		829,247.22

Appendix A

Transfers from Unassessed Projects and Ditches to the Red River Construction General Account					6/30/2026	RRC	Survey & Data
				PROJECTS			
				Unassessed			
				#8 Moccasin Creek	258.50	(258.50)	
				#35 Sande Detention	11.58	(11.58)	
				#36 Marsh Creek 3	178.50	(178.50)	
				#36 Northern Improvement Dam	98.50	(98.50)	
				#38 Rockwell Dam	108.80	(108.80)	
				#39 Mashaug Dam	98.50	(98.50)	
				#45 Goose Prairie WMA	974.65	(974.65)	
				Red River Construction			
				RRC-Levy Admin Work	334.92	(334.92)	
				Project Development-Other		-	
				#375 2019 Property Acquisitions	460.00	(460.00)	
				Project Development - RRC		-	
				#354 Goose Prairie WMA Storage			
				Ph 099 Additional Services	3,289.25	(3,289.25)	
				#12 Permits	37,894.48	(37,894.48)	
				#18 Violations	733.49	(733.49)	
				#150 Groth	393.25	(393.25)	
				#145 Grieve	845.75	(845.75)	
				#141 Bennett	653.75	(653.75)	
				#139 Ward	692.50	(692.50)	
					47,026.42	(47,026.42)	-
					47,026.42	-47,026.42	

Appendix B

List of Acronyms Used:

1W1P	One Watershed One Plan
FEMA	Federal Emergency Management Agency
JD	Judicial Ditch
LOMR	Letter of Map Revision
SWCD	Soil and Water Conservation District
USACE	United States Army Corps of Engineers