

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

REGULAR MEETING
September 9, 2026
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, September 9, 2026. Managers in attendance included: Greg Holmvik, Dean Spaeth, Matt Borgen, Duane Erickson, Raymond Hanson, 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.
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 as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the August 12, 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 with the following late bill: RJ Zavoral & Sons in the amount of \$35,584.15. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the monthly financial report dated August 31, 2026 as presented. Carried.

Appointments

7. Open Mic. No one spoke.

Permits

8. Luke Klawitter, Section 3, Spring Creek Twp (Norman County). Permit #26-071 to install grade stabilization structures. Landowner Randall Olson was in attendance with questions and concerns. Olson stated that there was work done in the past that changed the location of the gully. Staff advised Olson to file a complaint if he feels that work has been done without a permit. The violation Mr. Olson is referring to doesn't affect the work in the permit application that is being discussed. Jake Kappes and Luke Klawitter were in attendance to answer questions about the project. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
9. Larry Lelm, Section 6, Winchester Twp. Permit #26-072 to install two 6-foot culverts in his driveway. Engineer Bents stated that, initially, 2 landowners were in opposition. Once the pipe size was discussed, only one of the landowners was opposed. Manager Hanson discussed his observations from the field review

and stated that he supports the project. The applicant was in attendance and shared pictures of his driveway. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the new pipes be installed at the same elevation as the existing pipes. Carried.

10. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the following permits with the condition that the applicant get approval from the road authority-Norman County. Carried.
 - Corey Jacobson, Section 1, Halstad Twp. Permit #26-081 to remove a field approach and install a new field approach with an 18" pipe.
 - Corey Jacobson, Section 1, Halstad Twp. Permit #26-082 to remove a field approach and install a new field approach with a 24" pipe.
11. Corey Jacobson, Section 11, McDonaldsville Twp. Permit #26-083 to install subsurface drain tile with a gravity outlet. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit to notice the road authority and ditch authority-Norman County Highway Department. Manager Erickson suggested the permit be approved with the condition that the applicant get written approval from Norman County Highway Department. The applicant was in attendance and provided information about the project. Manager Spaeth rescinded his motion and Manager Hanson rescinded his second to the motion. A motion was made by Manager Hanson and seconded by Manager Erickson to table the permit to notice the road and ditch authority-Norman County OR approve the permit with the condition that the applicant obtain written approval from Norman County Highway Department. Carried.
12. Corey Jacobson, Section 20, McDonaldsville Twp. Permit #26-084 to install subsurface drain tile with a gravity outlet. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit to notice adjacent landowners. Manager Erickson opposed. Carried.
13. Kyle Bergren, Section 32, Atlanta Twp. Permit #26-080 to lower a 36" centerline culvert 18 inches. Engineer Bents gave the background of the project. Landowner Ona Langerud attended the meeting via TEAMS and voiced her concerns. Landowner Susan Syvertson attended the meeting via TEAMS and voiced her support. Tom Bergren was in attendance to provide information about the project. Landowner Mark Moe called the office during the meeting and voiced his opposition to the project. Rob Baden with the MNDNR attended the meeting via TEAMS and suggested that the NRCS and SWCD be consulted due to potential wetland impacts. Lengthy discussion was held. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit to request that the applicant provide details of the proposed ditch work that is planned both upstream and downstream of the proposed pipes (extents, grade line, expected depths of excavation). In addition, the applicant should provide verification that work does not result in impacts to wetlands located on the property to the south of the proposed pipes (under the Wetland Conservation Act). Carried.
14. Fred Specht, Section 32, Pembina Twp. Permit #26-069 to reauthorize the use of an irrigation well. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with the condition that the applicant get approval from the MNDNR. Carried.
15. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Mike Eggen, Section 5, Pleasant View Twp. Permit #26-060 to install a new field approach with a 24" pipe.

- Roger Hennen, Section 32, Good Hope Twp. Permit #26-068 to replace a 24” inlet pipe and flap gate into JD53 with the condition that the outlet is installed above (however not more than 2-ft above) the elevation of the original design grade line of the receiving ditch and the condition that the ditch banks and/or levees are restored to the pre-project geometry and the condition that the applicant is responsible for adequate erosion control measures at the outlet. This could include the installation of riprap or other protection measures as necessary.
- Erik Rockstad, Section 10, McDonaldsville Twp. Permit #26-086 to replace a 24” centerline pipe with a longer 24” pipe.
- Jim Sargent, Section 20, Pleasant View Twp. Permit #26-076 to install a new field approach and culvert with the condition that the culvert matches the adjacent pipe-30” diameter.
- Greg Zillmer, Section 13, Hagen Twp. Permit #26-074 to install subsurface drain tile with standard tile conditions.

16. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the following permits with standard tile conditions. Manager Erickson abstained from voting. Carried.

- Duane Erickson, Section 5, Walworth Twp. Permit #26-077 to install subsurface drain tile with a gravity outlet.
- Duane Erickson, Section 12, Walworth Twp. Permit #26-078 to install subsurface drain tile with a gravity outlet.
- Duane Erickson, Section 6, Walworth Twp. Permit #26-079 to install subsurface drain tile to outlet to existing tile.

17. Evan Gust, Section 17, Fossum Twp. Permit #26-075 to install a crossing and a culvert. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with the condition that the culvert matches the downstream pipe-24” diameter. Carried.

18. Habedank Farm, Section 17, Fossum Twp. Permit #26-085 to install subsurface drain tile with a gravity outlet. A motion was made by Manager Johannsen and seconded by Manager Hanson to table to notice the road authority-Norman County Highway Department and request that the applicant provide written approval from the Norman County SWCD regarding wetland drainage approval. Carried.

19. Kyle Lisburg, Section 1, Strand Twp. Permit #26-087 to install rock chutes and a side inlet pipe. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table to notice the road authority-Strand Township and the ditch authority- Norman County Highway Department. Carried.

20. Dan McCollum, Section 21, Gregory Twp. Permit #26-052 to install a grade stabilization structure. A motion was made by Manager Spaeth and seconded by Manager Johannsen to continue to table the permit pending information from the applicant. Carried.

21. Greg Zillmer, Section 9, Hagen Twp. Permit #26-073 to install subsurface drain tile. A motion was by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.

Complaints

22. Raymond Bjerke, Sections 3 & 10, Hagen Twp. A complaint was filed stating that a larger culvert was installed without a permit. Staff contacted the Chairman of Hagen Township and he will file an after-the-fact permit. No action was taken on the complaint at this time.
23. Ryan Groth, Sections 7 & 17, Spring Creek Twp. (Becker County). A complaint was filed stating that a tile outlet was not installed according to the approved permit. The Board ordered restoration work to be completed by September 1, 2026. The work has not yet been completed. Lengthy discussion was held. Attorney Hanson provided legal options. A motion was made by Manager Hanson and seconded by Manager Johannsen to pursue civil and/or criminal proceedings. Manager Erickson abstained from voting. Carried.
24. Administrator Jensen mentioned that Permit #26-032 was included on the permit table at the request of Manager Erickson. She also pointed out that included in the permit packet is a letter from Melanie Grabill in response to permit #26-080. She stated that there is an ongoing maintenance request in the area mentioned by Ms. Grabill.

Unfinished Business

25. Petition Process. At the August 12, 2026 meeting, the board asked staff to research the petition process and costs associated with past petitions. Administrator Jensen presented the findings from her research. Discussion was held. A motion was made by Manager Spaeth and seconded by Manager Johannsen to instruct legal counsel to come back with a policy to put in place regarding requiring a downpayment or bond with submitted petitions. Carried.
26. Acquisition Properties. Administrator Jensen reported that the contract has been paid down to 5% remaining. Once the grass is established, we expect to close out the contract.
27. South Branch Wild Rice River Grade Stabilization. Engineer Bents presented a pay request from RJ Zavoral for \$35,584.15. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the pay request. Carried. September 30, 2026 is the deadline for the work.
28. Ditch and Project Maintenance. Administrator Jensen presented a permit application for MNDNR Public Waters in the amount of \$1,200.00 for the Upper Reaches repair sites. A motion was made by Manager Spaeth and seconded by Manager Christensen to pay the application fee. Carried.

Jensen reported that Mattson was awarded the contract for the Norman County Ditch 37 Cleanout. Work will begin after harvest.

29. Upper Reaches. Staff is waiting for the cost share agreement from the USACE.

New Business

30. November Board Meeting. A motion was made by Manager Hanson and seconded by Manager Spaeth to move the November 11, 2026 meeting to November 4, 2026. Carried.

Financial

31. Audit Quote. Administrator Jensen presented a quote from the district's current audit firm, Brady Martz. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the quote. Carried.
32. CD Rates. The current CD matures on November 11, 2026. A motion was made by Manager Johannsen and seconded by Manager Hanson to obtain updated rates for the October 14, 2026 board meeting. Carried.
33. 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.
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 10:40 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Aug 13 - Sep 9, 26				
08/25/2026		QuickBooks Payroll Service	Created by Payroll Service on 08/24/2026	7,488.27
09/08/2026		QuickBooks Payroll Service	Created by Payroll Service on 09/04/2026	7,786.64
08/18/2026	ACH	Pitney Bow es		120.00
08/15/2026	ACH	Aflac		495.87
08/25/2026	ACH	MN PEIP		2,104.63
08/31/2026	ACH	Minnesota Energy Resources Corporation		57.00
08/14/2026	ACH	MN Dept of Revenue	5062265	349.00
08/14/2026	ACH	US Treasury-Payroll	41-6145653	1,943.46
08/17/2026	ACH	PERA		1,060.44
09/03/2026	ACH	Arvig		247.76
09/05/2026	ACH	MARCO, Inc.		362.77
09/01/2026	ACH	MN Dept of Revenue	5062265	477.00
09/01/2026	ACH	US Treasury-Payroll	41-6145653	2,281.56
09/02/2026	ACH	PERA		1,268.99
09/02/2026	ACH	Pitney Bow es		200.00
09/09/2026	ACH	Elan Financial Services	August Statement	1,047.59
09/09/2026	20156	Anders Valley Publishing, LLC		432.00
09/09/2026	20157	Becker County SWCD	CRP Incentive Payments	13,867.00
09/09/2026	20158	BWSR Academy	BWSR Academy Registration (Purrington & T	570.00
09/09/2026	20159	Cintas	Rugs	140.52
09/09/2026	20160	Clay County Auditor Treasurer		3,298.00
09/09/2026	20161	Clay Soil & Water District	Coordinator Costs	4,627.08
09/09/2026	20162	Clint's Well Service	Well seal	7,093.54
09/09/2026	20163	Column Softw are PBC	Projects & Ditches Publication	66.59
09/09/2026	20164	Farmers Independent	Advertising-Admin Assistant	93.00
09/09/2026	20165	Fertile Journal	Budget hearing advertising	255.00
09/09/2026	20166	Hanson & Liebl Law Office, P.C.	Aug Statement	1,143.51
09/09/2026	20167	Hendrum City	Mow ing	100.00
09/09/2026	20168	Houston Engineering, Inc.		33,174.97
09/09/2026	20169	Hutman Inc.	Website development & Maintenance	87.50
09/09/2026	20170	Larson Helicopters	Cattail spraying	1,984.45
09/09/2026	20171	Mahnomen Soil & Water Cons. District	CRP Hanson	2,060.00
09/09/2026	20172	Morris Electronics, Inc.		375.00
09/09/2026	20173	Norman County Index-Ada	Business cards-Angie Nelson	52.62
09/09/2026	20174	Norman County SWCD		37,409.18
09/09/2026	20175	Norman County Treasurer/Auditor		7,701.80
09/09/2026	20176	Office Supplies Plus	Supplies	43.08
09/09/2026	20177	Red River Valley Coop Pow er Assn	Relocate service	4,661.26
09/09/2026	20178	Renae Kappes	Office cleaning	280.00
09/09/2026	20179	Supermarket Foods	Supplies	37.51
09/09/2026	20180	Tony Sip	Mow ing	12,635.00
09/09/2026	20181	RJ Zavoral & Sons	Pay request 2	35,584.15
09/09/2026	20182	MN DNR Ecological and Water Resources	Water permit invoice	1,200.00
09/09/2026	20183	Curt Johannsen		238.93
09/09/2026	20184	Dean P Spaeth		163.67
09/09/2026	20185	Duane L Erickson		466.70
09/09/2026	20186	Gregory R Holmvik		115.03
09/09/2026	20187	Matthew C Borgen		148.47
09/09/2026	20188	Michael K Christensen		466.70
09/09/2026	20189	Raymond M Hanson		257.41
		TOTAL		198,120.65

Appendix A

List of Acronyms Used:

MNDNR	Minnesota Department of Natural Resources
NRCS	Natural Resources Conservation Service
SWCD	Soil & Water Conservation District
USACE	United States Army Corps of Engineers