

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

REGULAR MEETING
May 13, 2026
APPROVED MINUTES

A full list of acronyms used is available at the end of this report (Appendix C)

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, May 13, 2026. Managers in attendance included: Greg Holmvik, Dean Spaeth, Matt Borgen, Curt Johannsen, 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.
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 as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the April 8, 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 April 30, 2026 as presented. Carried.

Appointments

7. Open Mic. No one spoke.

Permits

8. Andrew Johnstad, Section 22, Good Hope Twp. Permit #26-028 to install a field inlet into JD53 and petition the N1/2 SW 1/4 of section 22 of Good Hope Township into JD 53. Discussion was held regarding the benefitting area. A motion was made by Manager Erickson and seconded by Manager Hanson to approve the permit with up to a 24" pipe and with the amendment from the applicant at the meeting that no land from the N1/2 SW 1/4 of section 22 of Good Hope Township would be directed into JD 53. Staff is authorized to set a time for a hearing if the applicant submits a petition to add the N1/2 SW 1/4 of section 22 into the system. Carried.
9. Luke Klawitter, Section 6, Marsh Creek Twp. Permit #26-016 to construct two grade stabilization structures and tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions and with the condition that new tiles and inlets are not developed within 200

feet of the property line without the written approval of the adjacent landowner (MNDNR). Mahnomen County permission is required for any work in the ditch or roadway R/W. Carried.

10. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the following permits with the condition that new wetland areas are not developed within 200 feet of the property line without the written approval of the adjacent landowner. Carried.
 - Darren Wheeling, Section 14, Minerva Twp. Permit #26-021 to construct wetland restorations and creations.
 - Darren Wheeling, Section 6, Rice Twp. Permit #26-023 to repair the embankments for wetland restorations.
11. Keith Berndt, Section 7, Lake Ida Twp. Permit #26-025 to reconstruct the roadway and change culverts. Discussion was held regarding existing culvert sizes. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with the following changes from the applicant at the meeting: 18" instead of 24" culvert in the NW corner of the project and an 18" instead of 24" centerline culvert. Carried.
12. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - David Balstad, Section 33, Sletten Twp. Permit #26-015 to install a field crossing.
 - Garden Valley Telephone, Various townships and sections. Permit #26-029 to install fiberoptic cable in Mahnomen and Clearwater Counties with the condition that the utility line is installed a minimum of 30" below any ditch channel bottoms, the applicant is responsible for adequate erosion control measures during construction, and if a Watershed District project or other legal ditch project is hereafter initiated, repaired or improved over permitted utility, the owner of said utility shall be responsible for the cost of moving or deepening the utility if the Watershed District deems it necessary for the construction of the repair, improvement or initiation of the project.
13. Duane Erickson, Section 17, Spring Creek Twp. Permit #26-024 to install subsurface drain tile. Discussion was held regarding placement of the outlet. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions and that the applicant get written approval from Spring Creek Township. Manager Erickson abstained from voting. Carried.
14. Renee Keezer commented via TEAMS chat that consistent with previous permits, White Earth would like a pause on drain tiling permits until appropriate hydrological assessments have been conducted.
15. Rodney Hamernik, Section 32, Flom Twp. Permit #26-030 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the permit to notice adjacent landowners. Carried.
16. Robert Haverkamp, Section 17, Spring Creek Twp. Permit #26-022 to install subsurface drain tile out letting to an existing tile system. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.
17. Luke Klawitter, Section 6, Marsh Creek Twp. Permit #26-019 to construct a grade stabilization structure and tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions and with the condition that new tiles and inlets are not developed within

200 feet of the property line without the written approval of the adjacent landowner (MNDNR). Mahanomen County permission is required for any work in the ditch or roadway R/W. Carried.

18. Kevin Leiser, Section 36, Reis Twp. Permit #26-017 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.
19. Jerry Matter, Section 36, Walworth Twp. Permit #26-027 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit to notice adjacent landowners and request tile sizes from the applicant. Carried.
20. Jeff Petry, Section 3, Pleasant View Twp. Permit #26-020 to extend a 24-inch culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
21. Jacob Schreiner, Section 10, Hagen Twp. Permit #26-206 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
22. Kraig Thornton, Section 9, Home Lake Twp. Permit #26-013 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with the updated tile plan and with standard tile conditions. Carried.
23. Spot Checks. Spot checks were completed on 3 previously approved permits. All 3 were consistent with the applications and the approvals. Discussion was held regarding the reasoning and effectiveness of performing spot checks. Since this was a suggestion by the Citizen's Advisory Board, the group decided to continue the spot checks, for now, and revisit the necessity in the future.

Complaints

24. An updated was given on the complaints listed below. Staff discussed restoration plans with the Norman County Highway Department. They plan to complete the restoration work in advance of the June 1, 2026 deadline. No action needed.
 - 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.
25. Steven Grieve, Section 24, Green Meadow Twp. Complaint #25-007C-ditching project causing flooding. A field review was completed on May 7, 2026. Restoration work was completed as requested. A motion was made by Manager Hanson and seconded by Manager Johannsen to dismiss the complaint. Carried.
26. 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 May 7, 2026. The outlet has not been moved. No action needed at this time as the deadline for compliance is July 1, 2026.

Unfinished Business

27. Road Authority Permits. Discussion was held regarding whether or not Road Authorities should be required to acquire a permit for culvert replacement of the exact size and placement. Various road authorities participated in the discussion both in person and via TEAMS. No action was needed as the Board decided no changes are necessary. The district will continue using its current policy: Road Authorities are not required to acquire a permit for a culvert replacement if the culvert is replaced with the same size and at the same location and elevation. Administrator Jensen strongly encourages the Road Authorities to take pictures and shoot grade before and after the replacement, for documentation purposes.
28. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents reported that the concrete repairs are underway and are scheduled to be completed June 9, 2026. Administrator Jensen gave an update stating that MNDNR funding closeout is underway. The MNDNR is reviewing the information. The LOMR submittal is still underway pending FEMA approval.
29. Acquisition Properties. Administrator Jensen reported that Lyle Wilkens Inc. plans to begin hazardous-materials inspections on May 20, 2026. Substantial completion is required by July 1, 2026 with final completion due August 31, 2026. The grant expires in 2027.
30. South Branch Wild Rice River Grade Stabilization. Construction remains on hold. Crews plan to re-mobilize to the site on August 17, 2026 and complete the project by September 30, 2026 as planned.
31. Minnesota Watersheds Request for Resolutions. Manager Erickson submitted a request for resolution. Administrator Jensen read *The Resolution of the Wild Rice Watershed District Board of Managers to Encourage DNR and USFWS to Construct Retention Sites on DNR and USFWS Lands for Storing Water*. A motion was made by Manager Hanson and seconded by Manager Erickson to adopt the resolution. A roll call vote was held. All voted in favor. Carried. The resolution can be found at the end of this report in Appendix A.

New Business

Chairman Holmvik turned the meeting over to Attorney Hanson to proceed with Board Reorganization.

32. Board Reorganization. Attorney Hanson called for nominations for Chairman. Manager Hanson nominated Manager Holmvik. No further nominations were made. All voted unanimously to re-elect Manager Holmvik as Chairman. Carried.

Attorney Hanson called for nominations for Vice-Chairman. Chairman Holmvik nominated Manager Hanson. No further nominations were made. All voted unanimously to re-elect Manager Hanson as Vice-Chairman. Carried.

Attorney Hanson called for nominations for Secretary. Manager Hanson nominated Manager Johannsen. Manager Erickson nominated Manager Christensen. Ballots were distributed for voting. Manager Johannsen was re-elected Secretary by ballot.

Attorney Hanson called for nominations for Treasurer. Manager Johannsen nominated Manager Spaeth. No further nominations were made. All voted unanimously to re-elect Manager Spaeth as Treasurer.

Attorney Hanson turned the meeting over to Chairman Holmvik.

33. Committee Assignments. A motion was made by Manager Spaeth and seconded by Manager Johannsen to keep the current Committee Assignments. Carried. A full list of Committee Assignments can be found in Appendix B at the end of this report.
34. Norman County Fair donation. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a donation in the amount of \$500.00. Carried.
35. Annual Report. The 2025 Annual Report was distributed for review.
36. Dyrendahl Lease Request. Staff received a request from Susan Dyrendahl to continue to lease the parcel located in Section 25 of Lee Township for \$100.00 per year plus taxes. Lease terms are typically 5-year terms. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the request for 5 years. Carried.
37. Lockhart Flood Storage Mowing. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the proposal from Jon Peterson. Carried.
38. Gunderson Project 12 Petition. Discussion was held and LiDar was reviewed. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny the petition based on field and LiDar review. Carried.

Financial

39. 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.
40. CD Rates. Administrator Jensen presented the current CD rates. A motion was made by Manager Hanson and seconded by Manager Johannsen to reinvest the funds at United Valley Bank. Carried.
41. Bank Signature Cards. No action needed as there was no change in officers.

Issues - Discussions

42. Issues-Discussion. Chairman Holmvik inquired about the Summer Tour. Administrator Jensen presented the preliminary route.
43. 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 10:14 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Apr 9 - May 13, 26				
04/21/2026		QuickBooks Payroll Service	Created by Payroll Service on 04/20/2026	7,284.02
05/05/2026		QuickBooks Payroll Service	Created by Payroll Service on 05/04/2026	7,095.48
04/15/2026	ACH	Aflac		330.58
04/10/2026	ACH	Ada City		399.09
04/10/2026	ACH	PERA		1,560.03
04/09/2026	ACH	MN Dept of Revenue	5062265	422.00
04/09/2026	ACH	US Treasury-Payroll	41-6145653	2,553.66
04/13/2026	ACH	MN PEIP		4,209.26
05/03/2026	ACH	Arvig		287.78
04/10/2026	ACH	Frandsen Bank	safe deposit box fee	33.00
05/05/2026	ACH	MARCO, Inc.		362.77
04/16/2026	ACH	MN Paid Leave	05280683	18.98
04/16/2026	ACH	MN Paid Leave	05006154	469.92
04/22/2026	ACH	MN Dept of Revenue	5062265	405.00
04/22/2026	ACH	US Treasury-Payroll	41-6145653	2,182.30
04/23/2026	ACH	PERA		1,332.52
05/06/2026	ACH	Verizon Wireless		67.21
05/06/2026	ACH	Minnesota Energy Resources Corporation		57.00
05/07/2026	ACH	MN Dept of Revenue	5062265	405.00
05/07/2026	ACH	US Treasury-Payroll	41-6145653	2,182.36
05/11/2026	ACH	Ada City		434.12
05/08/2026	ACH	PERA		1,332.52
05/13/2026	ACH	Elan Financial Services	April statement	945.70
05/13/2026	20048	Brady Martz	Audit	11,000.00
05/13/2026	20049	Cintas		234.20
05/13/2026	20050	Clay Soil & Water District	Coordinator Costs	1,449.30
05/13/2026	20051	EcoLab	Pest control	143.98
05/13/2026	20052	Hanson & Liebl Law Office Trust Account	Peppel-Closing statement	8,468.29
05/13/2026	20053	Hanson & Liebl Law Office, P.C.	April legal	1,095.50
05/13/2026	20054	Houston Engineering, Inc.		23,920.93
05/13/2026	20055	Kenneth Aaron Kesselberg	Snow removal	90.00
05/13/2026	20056	KRJB Radio	Admin prof week advertising	120.00
05/13/2026	20057	Morris Electronics, Inc.		625.00
05/13/2026	20058	Norman County East	River Watch Donation	1,000.00
05/13/2026	20059	Norman County SWCD		10,213.41
05/13/2026	20060	Norman County Treasurer/Auditor	25-0098000 solid waste fee	167.50
05/13/2026	20061	Office Supplies Plus		245.47
05/13/2026	20062	Red River Valley Coop Power Assn	Statement-Myers	746.96
05/13/2026	20063	Renae Kappes	Office cleaning	490.00
05/13/2026	20064	Robert Lapos	Beaver trapping	618.40
05/13/2026	20065	Supermarket Foods	Supplies	38.77
05/13/2026	20066	Tony Sip	Removing downed trees & brush	4,560.00
05/13/2026	20067	Visser Trenching	Snow removal	205.00
05/13/2026	20068	Norman County Agriculture Society	Donation	500.00
05/13/2026	20069	Curt Johannsen		237.78
05/13/2026	20070	Dean P Spaeth		161.42
05/13/2026	20071	Duane L Erickson		150.41
05/13/2026	20072	Gregory R Holmvik		115.03
05/13/2026	20073	Matthew C Borgen		146.92
05/13/2026	20074	Michael K Christensen		143.17
05/13/2026	20075	Raymond M Hanson		256.14
GRAND TOTAL				101,513.88

Appendix A

Resolution of the Wild Rice Watershed District Board of Managers to Encourage DNR and USFWS to Construct Retention Sites on DNR and USFWS Lands for Storing Water

A meeting of the Wild Rice Watershed District (WRWD) Board of Managers was held on May 13, 2026, at the WRWD main office at 11 5th Ave E in Ada, MN, with a quorum of the managers present.

WHEREAS, the WRWD discussed the frequent, severe floods within the State of Minnesota and further discussed ways to reduce flood impacts; and

WHEREAS, it is the WRWD's desire for watershed districts and other drainage authorities within the State of Minnesota to discuss with the DNR and the USFWS about the construction of retention sites on certain existing wetlands owned by the Minnesota DNR and U.S. Fish and Wildlife Service for the temporary diversion and storage of excess water in times of major flood events within said retention sites as doing so would reduce flood impacts to both private and public property.

NOW, THEREFORE, be it RESOLVED by the WRWD that the Minnesota Association of Watershed Districts should appoint a committee to meet with the DNR and USFWS, identify existing wetlands owned by DNR and USFWS that could serve as retention sites and discuss the potential for construction of retention sites and storage of excess waters on said existing wetlands owned and controlled by DNR and USFWS in times of major flood events.

By: 
Chair of the WRWD Board of Managers

Date: 5-13-26

Attested: 
Secretary of the WRWD Board of Managers

Date: 13 May 26

Appendix B

2026-2027 Committee and Representative Assignments

COMMITTEES:

FINANCE

Greg Holmvik
Dean Spaeth
Mike Christensen

BONDING/LEGISLATIVE

Greg Holmvik
Duane Erickson
Curt Johannsen

PERSONNEL

Greg Holmvik – employee liaison
Dean Spaeth
Raymond Hanson

RING DIKE

Curt Johannsen
Raymond Hanson
Dean Spaeth

PROJECT TEAM

Mike Christensen
Duane Erickson
Curt Johannsen

ONE WATERSHED ONE PLAN

Matt Borgen (Advisory)
Curt Johannsen (Policy)

CITIZEN'S ADVISORY MTGS.

November:

Dean Spaeth
Duane Erickson

April:

Matt Borgen
Mike Christensen

REPRESENTATIVES

RRWMB

Greg Holmvik
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Matt Borgen

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

Appendix C

List of Acronyms Used:

CD	Certificate of Deposit
FEMA	Federal Emergency Management Agency
JD	Judicial Ditch
LOMR	Letter of Map Revision
MNDNR	Minnesota Department of Natural Resources
R/W	Right-of-Way
USFWS	United States Fish and Wildlife Service