

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

REGULAR MEETING
November 16, 2022
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, November 16, 2022. Managers in attendance included: Greg Holmvik, Dean Spaeth, Raymond Hanson, Mark Harless, Duane Erickson, Mike Christensen, and Curt Johannsen. In addition, the following persons were in attendance: Administrator Tara Jensen, Engineer Jerry Bents, Attorney Elroy Hanson, and Stacy Purrington. 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 with the following addition: "Audit" under Consultant Proposals. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the October 12, 2022 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 October 31, 2022. Carried.
7. Open Mic. No one spoke.

PERMIT APPLICATIONS

8. Good Hope Township, Sections 4 & 5, Good Hope Twp. Permit #22-075 to install a new 10'x12' box culvert in Project 5. Various landowners spoke in favor and voiced concerns over the maintenance of the ditch and the effects the project could have downstream. Engineer Bents presented the hydraulic data obtained showing that the ditch is functioning appropriately. A motion was made by Manager Erickson and seconded by Manager Hanson to approve the permit. Manager Spaeth and Manager Harless opposed. Carried.
9. 9:30 a.m.-Request for Reconsideration - Wayne Stundahl. Permit #22-108 by Colby Neset to install an 18" culvert. Engineer Bents presented the history of the application and complaint. A motion was made by Manager Johannsen and seconded by Manager Erickson to maintain the Board's original stance and honor the original permit. Discussion was held. Mr. Stundahl presented his concerns. Mr. Neset provided information on the work he has completed. The motion was clarified by Manager Johannsen and seconded by Manager Erickson to deny the reconsideration. Carried.

10. Complaint. Wayne Stundahl, Section 7, Fossum Twp.

- A motion was made by Manager Johannsen and seconded by Manager Hanson to continue to table the complaint pending the completion of berm restoration and pipe installation. The current installation does not meet the definition of returning it to the previous conditions. The Board request is that the berm be approximately 3' tall by 200' long, with an 8' top, 3:1 side slope, 26' pipe and be re-seeded (unless Neset can provide other documentation of the dimension of the berm that was removed). Staff will send a letter stating the requirements. Carried.

11. Manager Johannsen left the Board table at 9:55 a.m.

12. Matt Nelson, Section 30, Hendrum Twp. Permit #22-135 to install an 18" culvert, 60' long for a driveway and yard. Mayor Johannsen and Vice Mayor Smart gave the history of the project. The City of Hendrum is opposed as the work does not follow the drainage plan for the city. A motion was made by Manager Hanson and seconded by Manager Spaeth to deny the permit. Carried.

13. Manager Johannsen returned to the Board table at 10:04 a.m.

14. 10:04 a.m.-Request for Reconsideration – Mark Hagy. Permit #22-047 by Mark Habedank to install subsurface drain tile. Engineer Bents reviewed the application history. Mr. Hagy voiced his concerns. Keith Berndt stated that the County approves of the permit. A motion was made by Manager Hanson and seconded by Manager Erickson to deny the reconsideration. Carried.

(Permits continued)

15. Shelly Steichen voiced her concerns on the permits listed below. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the permits requesting that the applicant get approval to drain into Clay County Ditch 18. Carried.

- Christian Anderson, Section 34, Goose Prairie. Permit #22-137 to install subsurface drain tile with surface inlets and fill in existing ditches.
- Christian Anderson, Section 34, Goose Prairie. Permit #22-138 to install subsurface drain tile with surface inlets - replace old drain tile.
- Christian Anderson, Section 35, Goose Prairie. Permit #22-139 to install subsurface drain tile with surface inlets - replace old drain tile.

16. Norman County Highway Department, Section 28, Lake Ida Twp. Permit #22-084 to replace a 24" driveway culvert with a 30" culvert. The County provided hydraulic data requested by the Board. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.

17. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.

- Kurt Anderson, Section 33, Lake Ida Twp. Permit #22-136 to replace a field approach with an 18" culvert with a wider field approach and same size culvert.
- Darcy Braaten, Section 24, Felton Twp. Permit #22-133 to remove a field approach-dry block and install a new field approach-dry block.

18. Anthony Township, Sections 27-28, Anthony Twp. Permit #22-140 to replace a 60" and a 42" round pipe with an 84" span culvert. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit. Carried.
19. Travis Fuchs, Section 11, Sundal Twp. Permit #22-054 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to continue to table the permit pending project plans from the applicant. Carried.
20. Beau Jacobson, Section 36, Goose Prairie Twp. Permit #22-128 to install drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to continue to table pending information from the applicant. Carried.
21. MNDOT, Various sections, Popple Grove Twp. Permit #22-115 to construct a mill and overlay project on Highway 113 from Waubun, west to the Mahanomen County line, including culvert linings and culvert replacements. A motion was made by Manager Johannsen and seconded by Manager Hanson to continue to table the permit pending additional design information from the applicant regarding final determination of proposed pipe changes. Carried.
22. Gary Schlick, Section 9, Rosedale Twp. Permit #22-127 to install a water and sediment basin project. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve with standard tile conditions. Carried.
23. No action was needed on the permits listed below:
 - Mark Sirjod, Section 29, Bear Park Twp. Permit #22-122 to install a water and sediment basin project.
 - Skaurud Grain Farms, Section 28, Bear Park Twp. Permit #22-111 to install a water and sediment basin project.

(Complaints continued)

24. An update was given on the remaining open complaints.
 - Nancy Merkens, Section 33, Good Hope Twp. Staff reviewed the area and no more work has been done. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize staff to send an updated letter to Gene Ueland requesting that he clean out the blocked crossing or provide an alternative plan by June 1, 2023. Carried.
 - Various complainants, Section 28, Lake Ida Twp. A motion was made by Manager Hanson and seconded by Manager Spaeth to dismiss the complaints from the complainants. Permit #22-084 was approved and there was no violation of WRWD rules. Manager Erickson opposed. Carried.
 - Complainants: Clement Erickson, Erik Rockstad, Yuri Johnson, Kurt Anderson and Evan Mattila
 - Jamie Poehls (Jendro), Section 29, Anthony Twp. Staff reviewed the area and there was no evidence found that would indicate a violation of the WRWD rules. A motion was made by Manager Erickson and seconded by Manager Hanson to dismiss the complaint. Carried.

- Jane Ward, Section 14, Green Meadow Twp. Staff reviewed the area and there was no evidence found that would indicate a violation of the WRWD rules. A motion was made by Manager Johannsen and seconded by Manager Erickson to dismiss the complaint. Carried.

25. Goose Prairie. Engineer Bents gave an update on the project. Crews are waiting for settling to occur before installing the concrete box on the South side. Some ditch cleaning work has been done downstream. The realignment through the USFWS property is mostly complete. Sediment removal on the East side is complete. The ditch realignment to the South is 75% complete. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a pay request from Landwehr Construction for \$311,546.27. Carried.

26. Upper Reaches Project Team. The Project Team meeting was delayed due to harvest and will be held in December. Manager Holmvik volunteered to be on the team.

27. Community Flood Protection. Administrator Jensen provided an update stating that we are still waiting for FEMA grant approval for the funding.

28. Acquisition Properties. Engineer Bents provided an update on the project. Construction on the first phase is substantially complete. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the pay request from Feldt Plumbing & Excavating, LLC for \$129,112.13. Carried.

Bid opening was held for the demolition of the Ista property. Lyle Wilkens submitted the only bid. A motion was made by Manager Johannsen and seconded by Manager Harless to award the contract to Lyle Wilkens for \$69,975.00. Carried.

Administrator Jensen reported that acquisition of the Vik property is on hold until Spring 2023.

The district requested funding for four additional applicants.

29. Ditch and Project Maintenance. Engineer Bents provided an update.

- Upper Reaches. The North and South side are approximately 85% complete. A motion was made by Manager Hanson and seconded by Manager Christensen to approve a change order for \$10,000 and a pay request in the amount of \$147,460.97 from Rigid Excavating. Carried.

30. Lower Wild Rice. Administrator Jensen provided an update. Currently, there have been no new applicants and we are working on closing the ones that we have. Jensen requested board approval to send a letter to LSOHC to explain the challenges we are facing and why we may have to return some of the funding. A motion was made by Manager Hanson and seconded by Manager Spaeth authorizing staff to send the letter. Carried.

31. Riverview Site Visit. Administrator Jensen reminded the Board that a tour is scheduled for tomorrow, November 17th at 9:00 a.m. for any who would like to attend.

32. Review Consultant Proposals.

- A motion was made by Manager Hanson and seconded by Manager Johannsen to award the contract for mowing services to Tony Sip for the years 2023-2025 per the bid received. Carried.

- A motion was made by Manager Harless and seconded by Manager Johannsen to award the contract for spraying services to Wesley Carlsrud for the years 2023-2025 per the bid received. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Harless to award the contract for legal services to Hanson & Liebl Law Office (formerly known as Wambach & Hanson) for the years 2023-2025 per the bid received. Carried.
- A motion was made by Manager Christensen and seconded by Manager Hanson to award the contract for auditing services to Clasen & Schiessl for the years 2023-2025 per the bid received. Carried.
- A motion was made by Manager Johannsen and seconded by Manager Spaeth to award the contract for engineering services to Houston Engineering for the years 2023-2025 per the bid received. Carried.

33. MAWD 2022 Delegate Appointment Form. A motion was made by Manager Hanson and seconded by Manager Harless to appoint Manager Johannsen and Manager Holmvik as the MAWD 2022 delegates. Carried.
34. 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.
35. 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 11:17 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Credit
Oct 13 - Nov 16, 22				
10/14/2022			Funds Transfer	400,000.00
10/25/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/24/2022	5,502.26
10/28/2022			Funds Transfer	150,000.00
11/08/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/07/2022	5,483.21
11/03/2022	ACH	Arvig		368.73
10/17/2022	ACH	PERA		1,037.63
10/31/2022	ACH	Minnesota Energy Resources Corporation		87.00
10/14/2022	ACH	MN Dept of Revenue	5062265	292.00
10/14/2022	ACH	US Treasury-Payroll	41-6145653	1,820.54
11/06/2022	ACH	Verizon Wireless		48.65
11/05/2022	ACH	MARCO, Inc.		642.79
11/10/2022	ACH	Ada City		319.43
11/14/2022	ACH	MN Dept of Revenue	5062265	292.00
11/14/2022	ACH	US Treasury-Payroll	41-6145653	1,667.60
11/14/2022	ACH	MN Dept of Revenue	5062265	291.00
11/14/2022	ACH	US Treasury-Payroll	41-6145653	1,661.62
10/19/2022	ACH	Aflac		112.20
11/15/2022	ACH	PERA		1,966.61

11/16/2022	18517	Cintas	Rugs & sanitizer	123.29
11/16/2022	18521	Anders Valley Publishing, LLC	Advertising	638.20
11/16/2022	18522	Brian Hanson	Crop Damage	3,325.24
11/16/2022	18523	Cardmember Service	October statement	62.86
11/16/2022	18524	Clay County Union		478.50
11/16/2022	18525	Clay Soil & Water District		8,690.07
11/16/2022	18526	Farmers Independent	Advertising	121.88
11/16/2022	18527	Feldt Plumbing & Excavating LLC	Pay request 2	129,112.13
11/16/2022	18528	Gordon Construction, Inc.		2,550.25
11/16/2022	18529	Houston Engineering, Inc.		65,300.79
11/16/2022	18530	Landwehr Construction, Inc.	Pay request 2-Goose Prairie	311,546.27
11/16/2022	18531	Mahnomen Pioneer	Advertising	203.40
11/16/2022	18532	Mahnomen Soil & Water Cons. District	Coordinator costs	18,180.00
11/16/2022	18533	Matt Wagner	Beaver trapping	1,982.50
11/16/2022	18534	MN PEIP		4,153.77
11/16/2022	18535	Morris Electronics, Inc.		500.00
11/16/2022	18536	Norman County Highway Department	Halstad Construction Road Raise Agreement	4,375.00
11/16/2022	18537	Norman County Index-Ada		959.50
11/16/2022	18538	Norman County Treasurer/Auditor	Beaver control cost share	97.50
11/16/2022	18539	Office Supplies Plus		114.69
11/16/2022	18540	Red River Valley Coop Power Assn	October Statement-Ista	82.88
11/16/2022	18541	Red River Watershed Management Board	Tax share	8,116.67
11/16/2022	18542	Renae Kappes	Office cleaning	210.00
11/16/2022	18543	Rigid Excavating LLC	Pay request 3 Upper Reaches	147,460.97
11/16/2022	18544	Supermarket Foods		84.82
11/16/2022	18545	Tammy Erickson	Mowing	105.00
11/16/2022	18546	The Forum	Advertising-professional svcs	108.13
11/16/2022	18547	Tony Sip	Mowing	17,085.00
11/16/2022	18548	Wambach & Hanson	October Statement	2,546.40
11/16/2022	18549	Wesley Carlsrud	Spraying	24,154.47
11/16/2022	18550	West Polk SWCD	Coordinator costs	675.29
11/16/2022	18551	Curt Johannsen		127.94
11/16/2022	18552	Dean P Spaeth		155.44
11/16/2022	18553	Duane L Erickson		144.81
11/16/2022	18554	Gregory R Holmvik		115.43
11/16/2022	18555	Mark L Harless		130.44
11/16/2022	18556	Michael K Christensen		138.56
11/16/2022	18557	Raymond M Hanson		253.38
TOTAL				<u>1,325,804.74</u>

Appendix A

List of Acronyms Used:

FEMA	Federal Emergency Management Agency
JD53	Judicial Ditch 53
LSOHC	Lessard-Sams Outdoor Heritage Council
MAWD	Minnesota Association of Watershed Districts
MNDOT	Minnesota Department of Transportation
USFWS	United States Fish & Wildlife Service
WRWD	Wild Rice Watershed District