

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

REGULAR MEETING
December 14, 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, December 14, 2022. Managers in attendance included: Greg Holmvik, Dean Spaeth, Raymond Hanson, and Mark Harless. 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. Managers Erickson, Johannsen and Christensen were absent.
2. Chairman Holmvik called the meeting to order at 8:34 a.m. with recital of the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Harless and seconded by Manager Spaeth to approve the agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Harless and seconded by Manager Hanson to approve the November 16, 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 Harless to approve the monthly financial report dated November 30, 2022. Carried.
7. Open Mic. No one spoke.

PERMIT APPLICATIONS

8. A motion was made by Manager Harless and seconded by Manager Hanson to continue to table the following permits as listed. Carried.
 - Christian Anderson, Section 34, Goose Prairie. Permit #22-137 to install subsurface drain tile with surface inlets and fill in existing ditches pending information from the applicant.
 - Christian Anderson, Section 34, Goose Prairie. Permit #22-138 to install subsurface drain tile with surface inlets - replace old drain tile pending information from the applicant.
 - Christian Anderson, Section 35, Goose Prairie. Permit #22-139 to install subsurface drain tile with surface inlets - replace old drain tile pending information from the applicant.
 - Beau Jacobson, Section 36, Goose Prairie Twp. Permit #22-128 to install drain tile pending information from the applicant.

9. 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 Harless to return the permit due to missing information. Carried.
10. A motion was made by Manager Hanson and seconded by Manager Harless to continue to table the following permits as listed. Carried.
- MNDOT, Various sections, Popple Grove Twp. Permit #22-115 to construct a mill and overlay project on Highway 113 from Waubun, west to the Mahnomen County line, including culvert linings and culvert replacements pending information from the applicant.
 - Mark Sirjord, Section 29, Bear Park Twp. Permit #22-122 to install a water and sediment basin project pending information from the applicant.
 - Skaurud Grain Farms, Section 28, Bear Park Twp. Permit #22-111 to install a water and sediment basin project pending information from the applicant.
11. A motion was made by Manager Harless and seconded by Manager Spaeth to table the following permits as listed. Carried.
- Bill Stalboerger, Section 12, Popple Grove Twp. Permit #22-142 to install a field crossing with a 48" culvert pending an evaluation of the drainage area to the proposed culvert location and the proposed pipe size.
 - Eric Stock, Sections 27-34, Bear Park Twp. Permit #22-141 to lower an 18" culvert by 8 inches pending the applicant provide approval from the Norman County SWCD regarding potential wetland impacts.

COMPLAINTS

12. No action was needed on the open complaints listed below, as work cannot be completed at this time. Letters have been sent.
- Wayne Stundahl, Section 7, Fossum Twp.
 - Nancy Merkens, Section 33, Good Hope Twp.
13. Goose Prairie. Engineer Bents gave an update on the project. The work is substantially complete except for the seeding. There is currently a mound of material sitting where the control structure will sit. The material is being used for weight to prevent settlement. A motion was made by Manager Hanson and seconded by Manager Harless to approve a pay request from Landwehr Construction for \$283,551.62. Carried.
14. Upper Reaches Project Team. Administrator Jensen reported that the Project Team meeting will meet this Friday, December 16, 2022. Landowners Brandon Borgen and Kevin Peters will participate on the team.
15. Community Flood Protection. Administrator Jensen provided an update stating that we are still waiting for FEMA grant approval for the funding. The design is 30% underway with the goal to begin construction in 2024.
16. Acquisition Properties. Engineer Bents provided an update on the project. Phase 1, demolition of the first 5 properties, is complete. We are holding a 5% retainer from the contractor until grass can be established in the Spring. The contract was awarded for Phase 2, the Ista property. The contractor will start after the

asbestos contractor is finished. Phase 3, the Vik property, is on hold until Spring. Phase 4 includes four new applications. The applications are pending benefit cost analysis and funding requests.

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

- Upper Reaches. Erosion repair South of Ada is 95% complete. The contractor will finish in the spring.

18. 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.

19. Petition to outlet into Clay County Ditch 18. The District received three petitions from Cris Anderson to outlet into Clay County Ditch 18 for permits # 22-137, 22-138, and 22-139. Discussion was held and the permits were viewed. The petition hearing will be held at the January 11, 2023 Board Meeting at 9:00 a.m.

20. Leasing of WRWD land. A motion was made by Manager Hanson and seconded by Manager Harless authorizing staff to place ads to leasing the Austinson ag land post-closure. Carried.

21. Staff benefit package review. The Personnel committee met before today's Board Meeting. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the Federal COLA rate for the staff benefit package each year for 2023, 2024, and 2025. Carried.

22. Leasing of land (continued). Attorney Hanson discussed the Onsgaard parcel near Halstad and suggested keeping in contact with the Township to ensure we retain our easement rights.

23. Ring Dikes. The District received applications from two parties. A motion was made by Manager Spaeth and seconded by Manager Harless authorizing staff to have the parties sign agreements, develop preliminary plans and seek funding through the Red River Watershed Management Board.

24. Citizen's Advisory Meeting. The Citizen's Advisory Committee met on November 28, 2022. Minutes were distributed for review.

25. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Harless to approve payment of Manager per diems as distributed. Carried.

26. Discussion was held regarding on-stream storage.

27. 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 9:28 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Nov 17 - Dec 14, 22				
11/22/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/21/2022	5,989.53
12/06/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/05/2022	5,852.87
11/17/2022	ACH	Aflac		112.20
11/29/2022	ACH	Minnesota Energy Resources Corporation		87.00
12/03/2022	ACH	Arvig		344.42
12/05/2022	ACH	MARCO, Inc.		642.79
11/18/2022	ACH	US Treasury-Payroll	41-6145653	152.98
11/21/2022	ACH	PERA		52.53
11/28/2022	ACH	MN Dept of Revenue	5062265	292.00
11/28/2022	ACH	US Treasury-Payroll	41-6145653	1,667.56
11/28/2022	ACH	PERA		682.00
12/06/2022	ACH	Verizon Wireless		48.65
11/30/2022	ACH	PERA	Repayment for Credit taken twice 11/28/22	151.55
12/12/2022	ACH	Ada City		263.38
12/09/2022	ACH	MN Dept of Revenue	5062265	292.00
12/09/2022	ACH	US Treasury-Payroll	41-6145653	1,667.60
12/12/2022	ACH	PERA		985.10
12/08/2022	ACH	Arvig		367.05
12/14/2022	18560	Braun Intertec Corporation	Soil observation & testing	3,624.25
12/14/2022	18561	Cardmember Service	November statement	1,678.74
12/14/2022	18562	Clearwater SWCD	Coordinator costs	1,109.00
12/14/2022	18563	Docu Shred	Shredding	42.65
12/14/2022	18564	Farmers Independent	Advertising	81.25
12/14/2022	18565	Houston Engineering, Inc.		49,634.85
12/14/2022	18566	Jon Peterson	Mowing	400.00
12/14/2022	18567	Kenneth Aaron Kesselberg	Snow removal	245.00
12/14/2022	18568	Landwehr Construction, Inc.		295,894.62
12/14/2022	18569	Mahnomen Pioneer	Advertising	67.80
12/14/2022	18570	Mahnomen Soil & Water Cons. District		88,719.96
12/14/2022	18571	MAWD	2023 dues	7,500.00
12/14/2022	18572	MN PEIP	January coverage	4,364.43
12/14/2022	18573	Morris Electronics, Inc.		625.00
12/14/2022	18574	Norman County Index-Ada	Meeting date change	22.50
12/14/2022	18575	Norman County SWCD	Coordinator costs	22,151.83
12/14/2022	18576	Northern States Excavating		22,760.50
12/14/2022	18577	Office Supplies Plus		361.16
12/14/2022	18578	Red River Valley Coop Power Assn	November statement-Ista	96.65
12/14/2022	18579	Red River Watershed Management Board	Tax share	262,542.51
12/14/2022	18580	Renae Kappes	Office cleaning	210.00
12/14/2022	18581	Rigid Excavating LLC	Ditch cleaning	12,250.00
12/14/2022	18582	Supermarket Foods	Supplies	22.34
12/14/2022	18583	Tony Sip	Tree removal	12,255.00
12/14/2022	18584	Veteran Testing and Inspecting, LLC	Soils testing	235.00

12/14/2022	18585	Wambach & Hanson	November legal	1,888.10
12/14/2022	18887	Dean P Spaeth		440.06
12/14/2022	18888	Gregory R Holmvik		262.13
12/14/2022	18889	Mark L Harless		130.43
12/14/2022	18890	Raymond M Hanson		253.37
12/14/2022	18893	Norman County Treasurer/Auditor		1,513.15
TOTAL				811,033.49

Appendix A

List of Acronyms Used:

COLA	Cost of Living Allowance
FEMA	Federal Emergency Management Agency
MNDOT	Minnesota Department of Transportation
SWCD	Soil & Water Conservation District
WRWD	Wild Rice Watershed District