

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

REGULAR MEETING
May 10, 2023
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, May 10, 2023. Managers in attendance included: Greg Holmvik, Dean Spaeth, Raymond Hanson, Duane Erickson, Mark Harless, Mike Christensen and Curt Johannsen. In addition, the following persons 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 with the removal of "IWIP" and the addition of "Cris Anderson hearing" from Manager Erickson. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the April 12, 2023, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the monthly financial report dated April 30, 2023, and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account as presented. Carried.
7. Open Mic. Terry Burd spoke about the area near 190th Street and 340th Avenue on the Norman Polk Ditch. He suggested putting in an overflow culvert instead of the previously approved box culvert. He would like WRWD to help with it. Suggestions from the board were as follows: Submit a revised permit, suggest the idea at the next Norman Polk Project Team meeting, or find out the cost and make the decision after that. Mr. Burd stated that the Township will file an amended permit and he stated that FEMA has approved paying for the previously approved box culvert.

PERMIT APPLICATIONS

8. Sletten Township, Section 34-35, Sletten Twp. Permit #23-018 to replace a 30" culvert with a 36" culvert. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit. Carried.
9. Yuri Johnson, Section 24, Winchester Twp. Permit #23-015 to install subsurface drain tile. Mr. Johnson clarified that he wants to drain on the West side so he can use a gravity outlet. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve with standard tile conditions. Carried.

10. Adam Crompton, Section 27, Rockwell Twp. Permit #23-024 to repair two water and sediment control basins and install a new culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with standard tile conditions for the water and sediment control basins. Carried.
11. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Richard Borgen, Section 22, Lee Twp. Permit #23-014 to install a driveway and culvert with the condition that the applicant get road authority approval for the pipe size.
 - Mike Christiansen, Section 21, Fossum Twp. Permit #23-023 to install a water and sediment control basin with standard tile conditions.
 - Mark Habedank, Section 20, Fossum Twp. Permit #23-013 to install a grade stabilization project with standard tile conditions.
 - Gerald Johnson, Section 29, Heier Twp. Permit #23-011 to install a water and sediment basin project with standard tile conditions.
 - Trent McCollum, Section 11, Gregory Twp. Permit #23-017 to install a water and sediment basin project with standard tile conditions.
 - Ron Pinske, Section 36, Strand Twp. Permit #23-012 to install a water and sediment basin project with standard tile conditions.
 - Avery Sirjord, Section 1, Waukon Twp. Permit 23-005 to install subsurface drain tile with standard tile conditions.
 - Mark Sirjord, Section 29, Bear Park Twp. Permit #23-021 to widen a field approach.
 - Skaurud Grain Farms, Section 28, Bear Park Twp. Permit #22-111 to install a water and sediment basin project with standard tile conditions. This permit was previously approved pending staff review of the final plans. The plans were received and reviewed.
 - John Pazdernik and Bill Stalboerger, Section 12, Popple Grove Twp. Permit #23-026 to install a field crossing with a 48" culvert with the condition that the crossing has two 48" culverts and the new culverts are to be set to the original design grade of the ditch. The design grade will be staked by the WRWD staff prior to installation.
12. Paul Harless, Section 2, Winchester Twp. Permit #23-001 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve with standard tile conditions. Manager Harless abstained from voting. Carried.
13. A motion was made by Manager Spaeth and seconded by Manager Johannsen to return the following permits as listed. Carried.
 - Wayne Brandt, Section 7, Lake Ida Twp. Permit #23-009 to replace a 24" driveway culvert with a 30" driveway culvert and lower the culvert 6" at the request of the applicant.
 - Mark Sirjord, Section 29, Bear Park Twp. Permit #22-122 to install a water and sediment basin project as the information requested was not received.
 - Eric Stock, Sections 27-34, Bear Park Twp. Permit #22-141 to lower an 18" culvert by 8 inches as the information requested was not received.
14. William Chisholm, Section 1, McDonaldsville Twp. Permit #22-022 to install a field approach with a 36" culvert. A motion was made by Manager Hanson and seconded by Manager Harless to approve with the condition that the culvert is an 18" culvert. Carried.

15. Michael Holte, Section 29, Shelly Twp. Permit #23-020 to install a field approach with a culvert. A motion was made by Manager Johannsen and seconded by Manager Harless to approve with the condition that the culvert is an 18" culvert. Carried.
16. Blair Hoseth, Section 1, Flom Twp. Permit #23-004 to install a new driveway and culvert. The permit was approved by staff per the previous board motion. No action is needed today.
17. Beau Jacobson, Section 13, Goose Prairie Twp. Permit #23-006 to install subsurface drain tile. A motion was made by Manager hanson and seconded by Manager Erickson to approve with standard tile conditions. Carried.
18. Jerred Jirava, Section 6, Fossum Twp. Permit #23-016 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Erickson to approve with standard tile conditions. Carried.
19. Lynn Johnson, Section 25, Anthony Twp. Permit #23-002 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by manager Spaeth to continue to table pending information from the applicant. Carried.
20. Dan McCollum, Section 34, Gregory Twp. Permit #23-019 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.
21. Nancy Merkens, Section 20, Lockhart Twp. Permit #23-025 to install 6 side inlet culverts with flap gates. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve with the condition that the culverts will not have flap gates. Discussion was held. The motion failed. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit with the flap gates, noting that this is an exception since a majority of the existing culverts in the section have flap gates. Carried.
22. John Pazdernik, Section 6, Lake Grove Twp. Permit #23-007 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to table to notice adjacent landowners and request that the applicant get approval to drain into Project 27-Mahnomen County Ditch 3. Carried.
23. Reconsideration Permit #23-010. On April 19, 2023, the district received a Request for Reconsideration from David Baker. On May 9, 2023, Mr. Baker asked staff to withdraw his request, stating that he had spoken to the applicant and worked out an agreement. No action was required by the Board. The permit stands as approved with standard tile conditions.

COMPLAINTS

24. No action was needed on the open complaints listed below, as work cannot be completed at this time.
 - Wayne Stundahl, Section 7, Fossum Twp.
 - Nancy Merkens, Section 33, Good Hope Twp.
25. Goose Prairie. Engineer Bents gave an update on the project. Work is nearing completion. The contractor made good progress last week working at the control structure. They completed backfilling, installed riprap, and completed installation of the stop logs and slide gate except for some minor items on the gate. After they test the slide gate this week, they plan to remove their cofferdam at the control structure. Flood

operation is to commence in the Spring of 2024. A motion was made by Manager Johannsen and seconded by Manager Harless to approve Pay Request #6 in the amount of \$19,951.53. Carried.

26. Upper Reaches Project Team. Administrator Jensen reported that the Project Team met at the end of April. The group viewed recent flood photos. The USGS gave a presentation on current and past Sediment Study outcomes. The DNR gave a presentation on channel and geomorphic project experience. A draft Problem Statement and Purpose/Need document were distributed to review before the next meeting. The next meeting is May 24, 2023 where the group plans to view an aerial review of the Beach Ridge Area, finalize the Problem Statement and Purpose/Need document, identify data needs and discuss potential alternatives.
27. Norman-Polk Project Team. Administrator Jensen reported that the Project Team met at the end of April. The group reviewed the Project Team process, discussed known problems and past project background information. The next meeting is May 24, 2023 where the group plans to provide additional problem documentation, draft a Problem Statement and Purpose/Need document, review updates on the Hydrologic model development and discuss potential alternatives.
28. Community Flood Protection. Engineer Bents reported that the design on the Perley Grade Raise continues with MNDOT and Norman County. The Operation and Maintenance Manual for Halstad is complete. He anticipates being able to close out the project at the next meeting.
29. Ditch and Project Maintenance. Engineer Bents gave an update on the bridge replacement on Judicial Ditch 53 that was approved last year. We received 4 bids for the project. A motion was made by Manager Hanson and seconded by Manager Johannsen to award the contract to the low bidder, Visser Trenching, in the amount of \$119,330.00 and authorize Chairman Holmvik to sign the necessary documentation. Carried.
30. 2023 Flood Damage. Administrator Jensen has been in contact with Norman County. And they anticipate a state disaster declaration. Staff is gathering information on damages and assessing repair needs. State representatives will meet with Township representatives on May 18, 2023.
31. Lower Wild Rice. Administrator Jensen reported that staff is planning to submit 2 applications for LSOHC funding. The first application will be with BWSR for funding for 5 applicants who we were already working with, but the funding ran out. The second application is a joint application with the RRWMB to fund all future applicants. We got new agreements signed and are working on easement documents for the Kroshus, Kroshus-Peters, Kovas, Strand and Ruebke properties.
32. Ring Dikes. We received a new application from Jim Sargent. Staff met with Mr. Sargent and preliminary plans are underway.

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

33. Board Reorganization. Attorney Hanson called for nominations for Chairman. Manager Hanson nominated Manager Holmvik. Manager Erickson nominated Manager Harless. Manager Harless declined the nomination. A motion was made by Manager Harless and seconded by Manager Spaeth to cease nominations and cast a unanimous vote for Manager Holmvik to serve as Chairman. Manager Erickson opposed. Carried.

Attorney Hanson called for nominations for Vice-Chairman. Manager Hanson nominated Manager Harless. A motion was made by Manager Hanson and seconded by Manager Johannsen to cease nominations and cast a unanimous vote for Manager Harless to serve as Vice-Chairman. Carried.

Attorney Hanson called for nominations for Secretary. Manager Spaeth nominated Manager Johannsen. A motion was made by Manager Harless and seconded by Manager Hanson to cease nominations and cast a unanimous vote for Manager Johannsen to serve as Secretary. Carried.

Attorney Hanson called for nominations for Treasurer. Manager Hanson nominated Manager Spaeth. A motion was made by Manager Johannsen and seconded by Manager Harless to cease nominations and cast a unanimous vote for Manager Spaeth to serve as Treasurer. Carried.

Attorney Hanson turned the meeting over to Chairman Holmvik.

34. Committee Assignments. There were no changes requested for committee assignments. A full list of committee assignments is included in Appendix A at the end of this document.
35. Cris Anderson Hearing. Manager Erickson asked for opinions on if the process to be added into a ditch system is appealing to landowners. Discussion was held. He also asked for clarification of the amount Mr. Anderson will pay.
36. Acquisition Properties. Engineer Bents reports that for Phase 1, we are waiting on turf establishment and then it can be closed out. Phase 2, the Ista property, is currently being demolished. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Pay Request #2 from Lyle Wilkens Inc. in the amount of \$29,679.18. Carried. Regarding Phase 3, the Vik property, Administrator Jensen has been in touch with the landowners who said they can be out this Fall. We anticipate closing in October 2023. Phase 4 is for the 5 new applicants and the application packets are nearly complete.
37. 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.
38. Audit. Administrator Jensen reported that our audit has not been completed at this time. We are required to have a single source audit done this year due to the buyout grant received. She plans to ask Norman County to contribute to the cost of the federal audit. She is actively working with our current auditors to find a firm that can perform both audits for the District.
39. 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 10:00 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Apr 13 - May 10, 23				
04/25/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/24/2023	6,379.00
05/09/2023		QuickBooks Payroll Service	Created by Payroll Service on 05/08/2023	6,156.22
04/25/2023	ACH	MN PEIP		1,454.81
04/28/2023	ACH	Minnesota Energy Resources Corporation		97.00
05/03/2023	ACH	Arvig		358.38
04/17/2023	ACH	PERA		1,164.08
05/05/2023	ACH	MARCO, Inc.		642.79
04/14/2023	ACH	MN Dept of Revenue	5062265	312.00
04/14/2023	ACH	US Treasury-Payroll	41-6145653	2,279.90
05/06/2023	ACH	Verizon Wireless		49.34
05/10/2023	ACH	Ada City		341.25
04/28/2023	ACH	PERA		1,111.57
04/28/2023	ACH	Aflac		168.30
04/27/2023	ACH	MN Dept of Revenue	5062265	321.00
04/27/2023	ACH	US Treasury-Payroll	41-6145653	1,810.34
05/10/2023	19012	Cardmember Service	April statement	792.85
05/10/2023	19013	Cintas	Rugs & Sanitizer	110.81
05/10/2023	19014	Clay County Union	Advertising-CCD18	120.00
05/10/2023	19015	Docu Shred	Document shredding	63.47
05/10/2023	19016	EcoLab	Pest control	123.32
05/10/2023	19017	Houston Engineering, Inc.		83,385.83
05/10/2023	19018	KRJB Radio	Ag corner Ad	495.00
05/10/2023	19019	Landwehr Construction, Inc.	Pay request 6	19,951.53
05/10/2023	19020	Lyle Wilkens, Inc.	Pay Request 2	29,679.18
05/10/2023	19021	McCollum Hardware, Inc.	Supplies	193.23
05/10/2023	19022	Morris Electronics, Inc.		375.00
05/10/2023	19023	Norman County East	River Watch Donation	1,500.00
05/10/2023	19024	Office Supplies Plus		215.39
05/10/2023	19025	Supermarket Foods	Supplies	85.96
05/10/2023	19026	Tony Sip	Tree removal	7,885.00
05/10/2023	19027	Visser Trenching		5,982.50
05/10/2023	19028	Wambach & Hanson	April Statement	1,553.05
05/10/2023	19029	Curt Johannsen		365.16
05/10/2023	19030	Dean P Spaeth		157.36
05/10/2023	19031	Duane L Erickson		107.30
05/10/2023	19032	Gregory R Holmvik		559.57
05/10/2023	19033	Mark L Harless		362.04
05/10/2023	19034	Michael K Christensen		140.06
05/10/2023	19035	Raymond M Hanson		381.99
TOTAL				<u>177,231.58</u>

Appendix A

2023-2024 Committee and Representative Assignments

COMMITTEES:

FINANCE

Greg Holmvik
Dean Spaeth
Mike Christensen

BONDING/LEGISLATIVE

Mike Christensen
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

Mark Harless
Curt Johannsen

CITIZEN'S ADVISORY MTGS.

November:

Dean Spaeth
Duane Erickson

April:

Mark Harless
Mike Christensen

REPRESENTATIVES

RRWMB

Greg Holmvik
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Mark Harless

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

Appendix B

List of Acronyms Used:

1W1P	One Watershed One Plan
BWSR	Board of Water and Soil Resources
DNR	Department of Natural Resources
LSOHC	Lessard Sams Outdoor Heritage Council
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
USGS	United States Geological Survey
WRWD	Wild Rice Watershed District