

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

REGULAR MEETING
July 12, 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, July 12, 2023. Managers in attendance included: Greg Holmvik, Raymond Hanson, Duane Erickson, Mark Harless, Dean Spaeth 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. Manager Johannsen was absent.
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 Harless to approve the agenda with the following additions: MAWD Resolutions, MAWD Board Training Survey, 2023 Drainage Research Forum and MACATFO/MADI Drainage Conference. Carried.
4. Meeting Minutes. A motion was made by Manager Christensen and seconded by Manager Hanson to approve the June 14, 2023, 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 June 30, 2023, and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account as presented. Carried.
7. Open Mic. Jesse Lee of Good Hope Township presented a request to the Board for financial assistance to install the culvert previously approved under permit #23-044. Discussion was held. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment to Good Hope Township in the amount of \$5,000. Carried.

PERMITS

8. Duane Erickson, Sections 5 and 6 Wallworth Twp. and Section 31, Flom Twp. Permit #23-039 to install subsurface drain tile. Landowner Darrel Seeger presented concerns about the tile going across their property. Discussion was held and Mr. Erickson assured them that the ditch would be cleaned out and the water would not back up onto their property. Mr. Erickson noted that a tile line up to the surface inlet was missing on the plans. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with the addition of a tile line and inlet and with standard tile conditions. Manager Erickson abstained from voting. Carried.

9. Jane Ward, Section 13, Green Meadow Twp. Permit #23-050 to add fill and repair a field approach. Discussion was held. Jeff Ward spoke via TEAMS to confirm his plans to restore the approach, not build it up. A motion was made by manager Spaeth and seconded by Manager Hanson to return the permit as no permit is required. Carried.
10. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Eric Dyrdaahl, Section 2, Felton Twp. Permit #23-045 to extend a driveway and culvert.
 - John Pazdernik, Section 6, Lake Grove Twp. Permit #23-007 to install subsurface drain tile with standard tile conditions.
 - Joel Sather, Section 10, Home Lake Twp. Permit #23-047 to install a field approach and culvert with the condition that the culvert is a 24” diameter pipe.
 - Mark Sirjord, Section 29, Bear Park Twp. Permit #22-122 to construct two water and sediment control basins with standard tile conditions.
 - Matthew Vig, Section 9, Gregory Twp. Permit #23-048 to install a water and sediment control basin with standard tile conditions.
 - Ryan Zimmerman, Section 2, Georgetown Twp. Permit #23-054 to install subsurface drain tile with standard tile conditions.
11. Scott Balstad, Section 27, Gregory Twp. Permit #23-051 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to table to request that the applicant provide written approval from Mahnomon County to drain into Ditch 91. Carried.
12. Eric Dyrdaahl, Section 2, Felton Twp. Permit #23-046 to remove a field approach with an 18” culvert and install a new field approach with an 18” culvert. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit. Carried.
13. Duane Erickson , Section 36, Home Lake Twp. Permit #23-053 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Harless to approve with standard tile conditions and the condition that the applicant gets written approval from the downstream landowner (Kent Stueness). Manager Erickson abstained from voting. Carried.
14. A motion was made by Manager Spaeth and seconded by Manager Christensen to continue to table the following permits pending information from the applicants. Manager Erickson abstained from voting. Carried.
 - Darin Erickson, Section 36, Home Lake Twp. Permit #23-033 to install subsurface drain tile.
 - Lynn Johnson, Section 25, Anthony Twp. Permit #23-002 to install subsurface drain tile.
15. Bill Stalboerger, Section 26, Popple Grove Twp. Permit #23-052 to remove a centerline culvert in Highway 113. A motion was made by Manager Spaeth and seconded by Manager Harless to approve with the condition that the applicant get approval from MNDOT for any work in their right-of-way. Carried.
16. Borent Thronson, Section 15, Sundal Twp. Permit #23-049 to install subsurface drain tile. A motion was made by Manager Harless and seconded by Manager Spaeth to table and request that the applicant provide written approval from the drainage authority for Norman County to drain into Ditch 41. Carried.

COMPLAINTS

17. Wayne Stundahl, Section 7, Fossum Twp. No action needed. Mr. Neset has until September to finish the work.
18. Nancy Merkens, Section 33, Good Hope Twp. A site inspection was completed on July 10, 2023. There is still some seeding and grading that needs to be completed. A motion was made by Manager Spaeth and seconded by Manager Hanson to authorize staff to send a letter requesting that the work be completed by August 2, 2023. Carried.
19. Site visits were conducted on July 10, 2023 on the complaints listed below. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the complaints pending additional research and coordination with landowners. Carried
 - Nick Chisholm, Section 18, Waukon Twp.
 - John Pazdernik, Section 6, Lake Grove Twp.
20. Petition to outlet into Project #27-Mahnomen County Ditch 3. After further staff review, it was determined that the land is assessed into the system and there is no need for a petition. A motion was made by Manager Harless and seconded by Manager Spaeth to return the petition. Carried.
21. Goose Prairie. Engineer Bents gave an update on the project. Work is nearing completion. Remaining work to be done includes punch list items, stop log delivery and fencing on the structure. Beaver dams downstream have been identified and we are working on removing them as part of routine CCD18 maintenance. Staff met with landowner Steichen on the upstream area of CCD18 and a survey is pending.
22. Upper Reaches Project Team. Administrator Jensen gave a summary of the meeting held on June 28, 2023. The Team will not meet in July to give the District more time to gather the information requested. The next meeting will be on August 23, 2023 where the Team plans to finalize the Purpose/Need document and develop a Scope/Budget and funding options.
23. Norman-Polk Project Team. Administrator Jensen gave a summary of the meeting held on June 28, 2023. The Team will not meet in July to give the District more time to gather the information requested. The next meeting will be on August 23, 2023 where the Team plans to review the draft of the Purpose/Need document, draft the Range of Alternatives Document and On-ground Alternative Concepts based on the last meeting.
24. Community Flood Protection. Engineer Bents reported that the design work on the Perley Grade Raise continues. The cost share agreement from MNDOT has been signed. The Alternative Drainage Improvement Plan and Right-of-Way needs have been determined. We are on track to start construction in the Spring of 2024.
25. Acquisition Properties. Administrator Jensen reported that work is complete on Phase 1. Submittals remain including asbestos, septic and well documentation for closeout. A final pay application is expected at the August meeting. Work is complete on Phase 2. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the final Pay Request from Lyle Wilkens Inc. in the amount of \$3,498.75. Carried. Regarding Phase 3, the Vik property, Administrator Jensen stated there are no significant changes. We anticipate closing in October 2023. On Phase 4, applications for the 5 new applicants have been submitted.

26. Ditch and Project Maintenance. Engineer Bents reported that we are waiting for the pipe to be built for the bridge replacement on JD53. Construction is scheduled to begin in August 2023 as long as the pipe is ready.

A pay application was submitted to close out the 2022 Upper Reaches repair project. A motion was made by Manager Hanson and seconded by Manager Harless to approve payment of the retainer in the amount of \$17,760.02 to Rigid Excavating. Carried. Rigid Excavating started repairing flood damage this week. They expect work to be completed in 4-5 weeks. The contractor will remove sediment on the East side for added protection.

27. Lower Wild Rice. Administrator Jensen reported that we are waiting for a response on the 2 applications that were submitted to Lessard Sams. Payments for the DW Kroshus and Kovash properties have been sent. There are 3 other easements pending closing.

28. Ring Dikes. Administrator Jensen reported that Mr. Sargent does not wish to proceed with the ring dike at this time.

29. 2023 Flood Damage. Administrator Jensen reported that we are still waiting to hear if the State meets the Federal threshold. Approximately 70% of the damage in the district has been repaired.

30. 2022 Annual Report. The 2022 Annual Report was handed out at the June meeting for the Managers to review. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the Annual Report as presented. Carried.

Administrator Jensen reported that her search continues for an auditing firm to complete our federal audit.

31. MAWD Resolutions. Administrator Jensen presented a memo to the Board. Resolutions are due by September 1, 2023. The Board would like to renew the MNDNR Permit Resolution. Staff will bring the Resolution to the August Board meeting for review.

32. MAWD Board Training Survey. Administrator Jensen presented a voluntary survey to the Board.

33. Budget and Levy Hearing. A motion was made by Manager Spaeth and seconded by Manager Harless to set the Budget and Levy Hearing for 9:30 a.m. during the August Board meeting. Carried. The 2024 draft budget and levy was presented to the Board.

34. Meetings / Conferences / Seminars. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Managers and staff attending the 2023 Drainage Research Forum and MACATFO/MADI Drainage Conference. Carried.

35. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve payment of Manager per diems as distributed. Carried.

36. 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 10:06 am.

Date	Num	Name	Memo	Amount
Jun 15 - Jul 12, 23				
06/20/2023		QuickBooks Payroll Service	Created by Payroll Service on 06/16/2023	7,383.37
07/03/2023		QuickBooks Payroll Service	Created by Payroll Service on 06/30/2023	6,532.34
07/03/2023	ACH	Arvig		354.44
06/25/2023	ACH	MN PEIP		2,909.62
06/16/2023	ACH	PERA		70.02
06/16/2023	ACH	US Treasury-Payroll	41-6145653	133.86
06/30/2023	ACH	Minnesota Energy Resources Corporation		97.00
07/05/2023	ACH	MARCO, Inc.		642.79
06/23/2023	ACH	PERA		1,111.57
06/22/2023	ACH	MN Dept of Revenue	5062265	455.00
06/22/2023	ACH	US Treasury-Payroll	41-6145653	2,357.78
07/09/2023	ACH	Pitney Bowes		201.00
07/06/2023	ACH	Verizon Wireless		49.34
07/06/2023	ACH	MN Dept of Revenue	5062265	354.00
07/06/2023	ACH	US Treasury-Payroll	41-6145653	1,947.48
07/10/2023	ACH	Ada City		341.73
07/07/2023	ACH	PERA		1,111.57
06/20/2023	0003	Aflac		112.20
07/12/2023	19064	Cardmember Service	June statement	1,209.96
07/12/2023	19065	Cintas	Rugs & Sanitizer	110.81
07/12/2023	19066	Docu Shred	Shredding	39.87
07/12/2023	19067	EcoLab	Pest control	123.32
07/12/2023	19068	FP Mailing Solutions		126.42
07/12/2023	19069	Gordon Construction, Inc.		31,005.00
07/12/2023	19071	Grinnell Mutual Payment Center	Business owners policy	5,429.00
07/12/2023	19072	Hendrum City		2,500.00
07/12/2023	19073	Houston Engineering, Inc.		135,622.06
07/12/2023	19074	KRJB Radio	Ag corner Ad	495.00
07/12/2023	19075	Lyle Wilkens, Inc.	Pay Request 4 (final)	3,498.75
07/12/2023	19076	Morris Electronics, Inc.		1,870.00
07/12/2023	19077	Office Supplies Plus		64.98
07/12/2023	19078	Red River Watershed Management Board	Tax share	363,577.47
07/12/2023	19079	Rigid Excavating LLC	Pay request 5 Upper Reaches	17,760.02
07/12/2023	19080	Supermarket Foods	Supplies	77.39
07/12/2023	19081	Tony Sip	Mowing & debris removal	7,505.00
07/12/2023	19082	Wambach & Hanson	June Statement	2,912.25
07/12/2023	19083	Dean P Spaeth		196.65
07/12/2023	19084	Duane L Erickson		146.61
07/12/2023	19088	Gregory R Holmvik		345.31
07/12/2023	19089	Mark L Harless		162.59
07/12/2023	19090	Michael K Christensen		280.13
07/12/2023	19091	Raymond M Hanson		254.45
TOTAL				<u>601,478.15</u>

Appendix A

Transfer from Red River Construction to Unassessed Projects and Ditches

6/30/2023				
		6/30/2023	RRC	Survey & Data
PROJECTS				
Unassessed				
	#8 Moccassin Creek	511.83	(511.83)	
	#35 Sande Detention	770.23	(770.23)	
	#36 Marsh Creen 3	457.16	(457.16)	
	#38 Rockwell Dam	171.81	(171.81)	
	#39 Mashaug Dam	449.46	(449.46)	
Project Development - other			-	
	#378 2023 Rural Ring Dikes	343.60	(343.60)	
	Ph 003 - Jim Sargent	2,430.91	(2,430.91)	
	Ph 002 - Jessica Green	8,462.69	(8,462.69)	
	Ph 001 - Stanley Gunderson	8,583.67	(8,583.67)	
Project Development - RRC			-	
	Norman Polk Project Team	7,227.39	(7,227.39)	
	WRR Upper Reaches Project Team	8,442.04	(8,442.04)	
	#357 Lower Wild Rice		-	
	2022-Michael Myers	1,276.50	(1,276.50)	
	Ph 019-2020-17 Michael Olson D	10,271.99	(10,271.99)	
	Ph 020-2020-18 Michael Olson E	10,271.99	(10,271.99)	
	Ph 021-2020-19 Michael Olson	10,271.99	(10,271.99)	
	Ph 023-2021-21 Carol Peppel	231.30	(231.30)	
	#12 Permits	23,037.05	(23,037.05)	
	#18 Violations	774.01	(774.01)	
	#128 Stalboerger 2023	106.50	(106.50)	
	#121 Merkens 2022	306.75	(306.75)	
	#118 Stundahl 2022	413.25	(413.25)	
		94,812.12	(94,812.12)	-
		94,812.12	-94,812.12	

Appendix B

List of Acronyms Used:

CCD	Clay County Ditch
JD	Judicial Ditch

MACATFO	Minnesota Association of County Auditors, Treasurers and Finance Officers
MADI	Minnesota Association of Drainage Inspectors
MAWD	Minnesota Association of Watershed Districts
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation