

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

**REGULAR MEETING**  
**March 18, 2024**  
**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 Monday, March 18, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, Curt Johannsen, Mark Harless, Dean Spaeth, 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 Johannsen and seconded by Manager Spaeth to approve the agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the February 14, 2024, Regular Meeting Minutes and March 4, 2024 Special 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 February 29, 2024 as presented. Carried.
7. Open Mic. No one spoke.

**PERMITS**

8. Thomas Toner, Section 8, Rockwell Twp. Permit #24-008 to extend a driveway culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit to extend a 36" culvert by up to 10 feet in length. Carried.
9. Arvig Enterprises, Many Sections, Many Twps. Permit #24-007 to install telecommunications fiber cable. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit 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. Also the condition that the applicant should provide documented approval of Section 408 from the United States Army Corps of Engineers to the WRWD office before any utilities are installed that would cross over,

through or beneath any community flood protection levees within the Wild Rice Watershed District (i.e. Perley, Hendrum, Halstad,...), for any levee systems regulated by the USACE. For any non-federally regulated levees all crossings shall be designed consistent with USACE EM1110-2-1913 and EM 1110-1-1807. Carried.

10. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the following permits with conditions as listed. Carried.
  - Dave Arends, Section 21, Mary Twp. Permit #23-103 to add a new field approach with an 18" culvert, widen an existing field approach and extend the culvert 20 feet, and to clean a roadway ditch.
  - Duane Pavlish, Section 23, Bejou Twp. Permit #24-010 to install water and sediment control basin with standard tile conditions and the condition that the applicant get approval from the drainage authority for installing outlets into Ditch 91-91A.
11. Habedank Farms, Section 21 and 28, Waukon Twp. Permit #24-012 to install surface inlets in a subsurface tile system. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit to notice the W1/2 of Section 27, the W1/2 of Section 34 of Waukon Township, the NW1/4 of Section 3 of Fossum Township, and the road authority. Carried.
12. Bob Haverkamp & Lloyd Jirava, Sections 4 & 9, Spring Creek Twp., Becker County. Permit #24-013 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Harless to table the permit to notice Section 8 of Spring Creek Township. Carried.
13. Lynn Johnson, Section 29, Pleasant View Twp. Permit #24-006 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.
14. Dale Noll, Section 1, Lake Grove Twp. Permit #24-009 to install water and sediment control basins. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.
15. Barent Thronson, Section 15, Sundal Twp. Permit #24-011 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table the permit and notice the S1/2 of Section 16 and all of Section 21 of Sundal Township, and the road authority – Norman County Highway Department. Carried.

## **COMPLAINTS**

16. Engineer Bents gave a brief history of the complaints listed below. A motion was made by Manager Hanson and seconded by Manager Spaeth to continue to table the complaints pending additional review by the County Floodplain Administrator to ensure that Permit #23-064 was completed to comply with the County floodplain zoning ordinance. Carried.
  - Kevin Anderson, Section 28, McDonaldsville Twp.
  - Sam Larson, Section 28, McDonaldsville Twp.
  - Jared Visser, Section 28, McDonaldsville Twp.

17. Goose Prairie. Administrator Jensen reported that due to lack of snowpack and new grass seed, we do not plan to operate the structure this spring. Flood operation will commence in the spring of 2025, unless severe flood conditions are forecasted this spring.
18. Upper Reaches Project Team. Engineer Bents reported that the updated LiDar is now available and will be used to review the cross-sections once they can be obtained. The cross-section work is approximately 80% complete, but currently on hold, pending ice conditions. The work will be completed following spring runoff.
19. Norman-Polk Project Team. Administrator Jensen provided an update following the landowner meeting held in February. Engineer Bents summarized the landowner presentation that was given. Board discussion ensued regarding alternatives. A motion was made by Manager Johannsen and seconded by Manager Erickson to table the Norman Polk Project team study until landowners support carrying forward an alternative. Carried.
20. Community Flood Protection. Administrator Jensen reported that tentative bid opening is scheduled for April 2024, pending receipt of the Cemensky Right of Way documents. Mr. Cemensky indicated that the documents were mailed last week. We still anticipate construction occurring in the summer of 2024.
21. Acquisition Properties. Administrator Jensen reported that work is completed in Phase 1 and 2. We are still waiting for documents to be submitted to close out Phase 1. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the pay request from Lyle Wilkens, Inc. in the amount of \$17,785.18 for work completed on Phase 3. Carried. Communication with FEMA indicated that an award of funding for Phase 4 of the Acquisitions could be received as soon as the end of March.
22. Ditch and Project Maintenance. No new updates or action.
23. Ditch Crossing Removals. Board discussion regarding offering a payment for removal of non-critical crossing on JD53Lat 1 was held. A motion was made by Manager Hanson and seconded by Manager Erickson to offer landowners with non-critical crossings \$1,000 to sign a recordable document agreeing to the District removing the crossing. Carried. Discussion was held regarding the timing of removing crossings.
24. Leasing of WRWD land. Administrator Jensen reported that Wes Magnell responded to the certified letter and indicated that he wants to lease the property. He agreed that he would have the documents to the office on or before March 12<sup>th</sup>. As of this morning, we have not received a signed lease agreement. A motion was made by Manager Johannsen and seconded by Manager Spaeth to give Magnell until the April Board meeting to return the signed documents and also authorizing Administrator Jensen to contact the second highest bidder to see if they are still interested in leasing the property. Carried.

A motion was made by Manager Hanson and seconded by Manager Spaeth to approve a request from Michael and Matthew Babler to lease the Vik buyout property for a term of ten years with rent payable of \$100 annually plus property taxes. Carried.

Discussion was held regarding a request to lease the Klevgaard acquisition presented by Justin Grinde. Administrator Jensen will reach out to Grinde and get more details regarding the offer.

25. Citizen's Advisory Committee. The spring advisory committee is scheduled for Monday, April 8<sup>th</sup> beginning at 8:00 am. Managers Christensen and Harless were previously appointed by the Board to attend the meeting. Manager Harless asked for alternate board representation due to his term expiring in April. Chairman Holmvik indicated that he would be able to attend the meeting.
26. Manager Appointments. Administrator Jensen introduced Matt Borgen to the Board. Mr. Borgen was appointed to the Board by the Clay County Commissioners last week. Mr. Borgen's term will begin on April 26<sup>th</sup>, with Manager Harless' term ending on April 25<sup>th</sup>. Administrator Jensen also informed the Board of Manager Spaeth and Manager Erickson's reappointments to the Board.
27. RRWMB MOU. Administrator Jensen informed the Board that a draft MOU between BWSR and RRWMB was forwarded to the District for review. Staff is reviewing the document to ensure that it works for the LWRR restoration efforts. No Board action is anticipated.
28. 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.
29. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Spaeth to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:32 am.

---

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Feb 15 - Mar 18, 24</b>				
02/27/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/26/2024	6,634.00
02/29/2024			Funds Transfer	214,000.00
03/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/11/2024	6,803.48
03/14/2024	ACH	US Treasury-Payroll	41-6145653	2,074.40
02/18/2024	ACH	Pitney Bow es		120.00
03/10/2024	ACH	Pitney Bow es		201.00
03/03/2024	ACH	Arvig		341.78
03/05/2024	ACH	MARCO, Inc.		689.85
02/16/2024	ACH	PERA		1,320.61
02/15/2024	ACH	MN Dept of Revenue	5062265	400.00
02/15/2024	ACH	US Treasury-Payroll	41-6145653	2,424.60
03/06/2024	ACH	Verizon Wireless		72.91
02/20/2024	ACH	Aflac		168.30
02/29/2024	ACH	MN Dept of Revenue	5062265	373.00
02/29/2024	ACH	US Treasury-Payroll	41-6145653	2,036.22
03/01/2024	ACH	PERA		1,176.84
03/11/2024	ACH	Ada City		419.83
02/20/2024	ACH	Aflac		112.20
02/25/2024	ACH	MN PEIP		3,164.62
03/14/2024	ACH	MN Dept of Revenue	5062265	380.00
03/15/2024	ACH	PERA		1,198.10
03/04/2024	19308	Hanson & Liebl Law Office Trust Account	Permanent Acquisition-Cemensky	20,518.00
03/18/2024	19318	Cintas	Rugs	86.76
03/18/2024	19319	Clay Soil & Water District	Coordinator costs	4,060.80
03/18/2024	19320	Column Softw are PBC	Advertising-March meeting date change	14.06
03/18/2024	19321	Ean Financial Services		332.54
03/18/2024	19322	Hanson & Liebl Law Office, P.C.	February Legal	2,640.45
03/18/2024	19323	Houston Engineering, Inc.		60,609.97
03/18/2024	19324	Lyle Wilkens, Inc.	Pay Request 2	17,785.18
03/18/2024	19325	McCollum Hardw are, Inc.		20.38
03/18/2024	19326	Morris Electronics, Inc.		625.00
03/18/2024	19327	Office Supplies Plus		158.18
03/18/2024	19328	Red River Valley Coop Pow er Assn	Pow er line relocation	66,000.00
03/18/2024	19329	Supermarket Foods	Supplies	55.11
03/18/2024	19330	Curt Johannsen		366.16
03/18/2024	19331	Dean P Spaeth		158.32
03/18/2024	19332	Duane L Erickson		295.03
03/18/2024	19333	Gregory R Holmwik		230.87
03/18/2024	19334	Mark L Harless		131.52
03/18/2024	19335	Michael K Christensen		140.81
03/18/2024	19336	Raymond M Hanson		394.55
			<b>TOTAL</b>	<b>418,735.43</b>

## Appendix A

### List of Acronyms Used:

BWSR	Board of Water and Soil Resources
FEMA	Federal Emergency Management Agency
JD	Judicial Ditch
LWRR	Lower Wild Rice River
MOU	Memorandum of Understanding
RRWMB	Red River Watershed Management Board
USACE	United States Army Corps of Engineers
WRWD	Wild Rice Watershed District