

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

REGULAR MEETING
April 10, 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 Wednesday, April 10, 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 Spaeth and seconded by Manager Johannsen to approve the agenda with the addition of: Norman County Sherrif request. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the March 18, 2024, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. Manager Spaeth reported that 2 bills will be paid online instead of by check. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the payment of billings as presented. Clarification was requested regarding the credit card late fee, details on the billings report and the KRJB radio invoice. Discussion was held. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report dated March 31, 2024 and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account as presented. Carried.
7. Open Mic. No one spoke.

PERMITS

8. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the following permits as listed. Carried.
 - Cris Anderson, Section 34, Goose Prairie Twp. Permit #24-021 to install subsurface drain tile and install water and sediment control basins to notice adjacent landowners. The applicant will also need to make payment to the WRWD per the prior petition for inclusion into the CD 18 benefitting area, as previously approved, before completing the work.
 - Cris Anderson, Section 34, Goose Prairie Twp. Permit #24-020 to install a water and sediment control basin to notice adjacent landowners and request the applicant provide project approval from the Clay County SWCD regarding potential wetland impacts.

9. Duane Erickson, Section 29, Flom Twp. Permit #24-014 to install water and sediment control basins. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve with standard tile conditions and with the condition that the applicant provides written approval from the landowner in the S1/2 SE 1/4 of section 29 of Flom Township. Manager Erickson abstained from voting. Carried.
10. 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 Johannsen and seconded by Manager Hanson to approve with the condition that the applicant get written approval from landowners in the SW 1/4 of section 27, the W 1/2 of section 34 of Waukon Township, Waukon Township, the NW 1/4 of section 3 of Fossum Township, and the road authority-Norman County Highway Department. Carried.
11. John Habedank, Section 9, Fossum Twp. Permit #24-015 to install a water and sediment control basin. A motion was made by Manager Spaeth and seconded by Manager Harless to approve with standard tile conditions. Carried.
12. John Habedank, Section 28, Fossum Twp. Permit #24-016 to install subsurface drain tile. Landowners Jared Visser and Stan Wolf presented their concerns about the project. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the permit requesting that the applicant provide a revised tile plan that corresponds with the current surface water flow split between the north and south sides of the parcel and that the applicant should consider options that might address the concerns expressed along the north outlet. Carried.
13. Norman County East Riverwatch Presentation. Students from the Norman County East High School River Watch program presented an update of their projects to the Board. Discussion was held about the cost of sampling tools. The advisor will follow up with staff with that information. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a \$2,000.00 donation to River Watch. Carried. The Board thanked the group for their work.
14. 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 Hanson to approve the permit with standard tile conditions. Carried.
15. Jeff Opsahl, Section 32, Wild Rice Twp. Permit #24-019 to construct a berm, install an 18" approach culvert and conduct grading work in the roadway ditch. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the permit to notice adjacent landowners. Carried.
16. John Pazdernik, Section 6, Lake Grove Twp. Permit #24-017 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.
17. Daniel Steffl, Section 30, Lake Grove Twp. Permit #24-018 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
18. Barent Thronson, Section 15, Sundal Twp. Permit #24-011 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Christensen to table to allow time for Norman County to verify if additional approvals are required to outlet into the County Ditch system downstream. Carried.

COMPLAINTS

19. Engineer Bents gave a brief history of the complaints listed below. A motion was made by Manager Johannsen and seconded by Manager Christensen 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.
20. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen reported that the bid opening is scheduled for April 22, 2024 at 10:30 a.m. We anticipate construction occurring in the Summer of 2024. Right of Way negotiations are complete.
21. Acquisition Properties. Administrator Jensen reported that work is completed in Phase 1, and we received the submittal closeout documents. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the final pay application for Feldt Plumbing and Excavating in the amount of \$10,228.00. Carried. Phase 2 is complete. Punchlist work is underway on Phase 3. We are awaiting further communication with FEMA on funding for Phase 4 of the acquisitions.
22. Ditch and Project Maintenance. No new updates or action.
23. Leasing of WRWD land. Administrator Jensen reported that we received the signed documents back from Wesley Magnell. No Board action is required.
24. Citizen's Advisory Committee. Administrator Jensen reported that the April 8th meeting was cancelled due to lack of quorum. Discussion was held regarding past attendance of committee members. A motion was made by Manager Spaeth and seconded by Manager Harless to reduce the committee member list by 2 due to lack of attendance. Carried. The Board asked Administrator Jensen to reach out to entities or special interest groups to explore other potential members.
25. Church Lake-DNR Project. Tammy Baden with the MNDNR presented a potential project near Church Lake to see if the WRWD has interest in participating. A motion was made by Manager Johannsen and seconded by Manager Harless to authorize staff to research the project with the DNR and bring findings back to the Board. Carried.
26. 1W1P Policy Committee. Administrator Jensen reported that the next meeting is April 29, 2024. Manager Harless is a delegate for this committee. Since his term ends, a new delegate needs to be appointed. Manager Johannsen volunteered. A motion was made by Manager Johannsen and seconded by Manager Hanson to appoint Manager Johannsen as the new delegate. Carried.
27. Norman County Sheriff. A request for donation was presented to the Board. A motion was made by Manager Harless and seconded by Manager Johannsen to deny the request. Carried.
28. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment of Manager per diems as distributed. Carried.

29. Red Rive State Bank CD. Administrator Jensen reported that our CDs will expire in May. A motion was made by Manager Johannsen and seconded by Manager Hanson authorizing staff to obtain quotes from area banks for reinvestment. Carried.
30. 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 9:58 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Mar 19 - Apr 10, 24				
03/26/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/25/2024	6,954.13
04/09/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/08/2024	6,692.86
04/03/2024	ACH	Arvig		343.78
03/25/2024	ACH	MN PEIP		3,164.62
04/05/2024	ACH	MARCO, Inc.		689.85
03/19/2024	ACH	US Treasury-Payroll	41-6145653	248.60
03/20/2024	ACH	PERA		105.02
04/06/2024	ACH	Verizon Wireless		72.91
03/28/2024	ACH	MN Dept of Revenue	5062265	380.00
03/28/2024	ACH	US Treasury-Payroll	41-6145653	2,074.46
03/29/2024	ACH	PERA		1,198.10
04/10/2024	ACH	Ada City		340.43
04/10/2024	ACH	Brady Martz	822605	10,000.00
04/10/2024	19337	Anders Valley Publishing, LLC	Advertising-meeting date	28.13
04/10/2024	19338	Becker Co. Auditor		1,016.00
04/10/2024	19339	Cintas	Rugs	86.76
04/10/2024	19340	Clay County Union	Advertising-meeting change	24.00
04/10/2024	19341	Clay County Auditor Treasurer		6,796.00
04/10/2024	19342	Clay Soil & Water District	Coordinator costs	1,831.69
04/10/2024	19343	Docu Shred	Shredding	80.47
04/10/2024	19344	Farmers Independent	Advertising-meeting date, permits, affidavit	161.08
04/10/2024	19345	Feldt Plumbing & Excavating LLC	Pay request 3 (final)	10,228.00
04/10/2024	19346	Hanson & Liebl Law Office, P.C.	March Legal	911.45
04/10/2024	19347	Houston Engineering, Inc.		42,808.50
04/10/2024	19348	Kenneth Aaron Kesselberg	Snow removal	90.00
04/10/2024	19349	KRJB Radio	Ag month & Annual Renew al	975.00
04/10/2024	19350	Liberty Mutual Insurance	Bond invoice	125.00
04/10/2024	19351	Mahnomen Soil & Water Cons. District		1,082.00
04/10/2024	19352	Morris Electronics, Inc.		625.00
04/10/2024	19353	Norman County Index-Ada	Advertising-Permit reminder	105.00
04/10/2024	19354	Norman County Recorder	Recording fee-Cemensky deed	46.00
04/10/2024	19355	Norman County Treasurer/Auditor		8,764.53
04/10/2024	19356	Office Supplies Plus		192.93
04/10/2024	19357	Polk County Taxpayer Service Center		178.00
04/10/2024	19358	Red River Watershed Management Board	stream gage cost share	13,279.00
04/10/2024	19359	Renae Kappes	Office cleaning	280.00
04/10/2024	19360	Supermarket Foods	Supplies	78.47
04/10/2024	19361	Tony Sip	Tree removal	6,365.00
04/10/2024	19362	Visser Trenching	Snow removal	50.00
04/10/2024	19363	Norman County Index-Ada	Advertising-Perley bid	313.50
04/10/2024	19365	Curt Johannsen		384.24
04/10/2024	19366	Dean P Spaeth		158.31
04/10/2024	19367	Duane L Erickson		493.45
04/10/2024	19368	Gregory R Holmvik		230.88
04/10/2024	19369	Mark L Harless		131.52
04/10/2024	19370	Michael K Christensen		543.03
04/10/2024	19371	Raymond M Hanson		255.00
		TOTAL		130,982.70

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
CD	Certificate of Deposit
FEMA	Federal Emergency Management Agency
MNDNR	Minnesota Department of Natural Resources
WRWD	Wild Rice Watershed District