

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

REGULAR MEETING
May 8, 2024
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 8, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, Curt Johannsen, Matt Borgen, 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 Hanson to approve the agenda with the following additions: Lower Wild Rice Restoration, Norman County Fair Donation Request, Unpermitted Works, Parking Lot, MN Watersheds Summer Tour, White Earth Water Summit, Rental Properties, Church Lake, and Open Meeting Laws. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the April 10, 2024, Regular Meeting Minutes and the May 1, 2024 Special Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Christensen 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 April 30, 2024 as presented. Carried.
7. Open Mic. Brian Borgen spoke regarding work done on the Upper Reaches levy. He questioned the legality of the work done and would like the levy torn down. He questioned the purchase of the Vik land. Administrator Jensen reported that the land is in RIM and that it was purchased by a private party. Mr. Borgen stated that he wanted to let the Board know his concerns and the steps he plans to take to resolve them. The Board thanked Mr. Borgen for his time.

PERMITS

8. Charles Borgen, Jr. Section 15, Georgetown Twp. Permit #24-027 to install subsurface drain tile. Engineer Bents stated that the land the tile would drain is not assessed into Clay County Ditch 52. Mr. Borgen asked for an amended permit to include constructing a berm to force the water into Clay County Ditch 14, where the land is assessed. The surface water would continue to go where it has. Mr. Borgen provided written township approval. Discussion was held. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit with the amendment and with standard tile conditions. Carried.

9. CMGB Land, Section 5, Green Meadow Twp. Permit #24-022 to install a driveway with a 30” culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve. Carried.
10. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits with standard tile conditions. Discussion was held and plans were clarified for adjacent landowners in the audience. Carried.
 - Cris Anderson, Section 34, Goose Prairie Twp. Permit #24-021 to install subsurface drain tile and install water and sediment control basins.
 - Cris Anderson, Section 34, Goose Prairie Twp. Permit #24-020 to install a water and sediment control basin.
11. Mark Lehmann, Section 3, Spring Creek Twp. Permit #24-023 to install a water and sediment control basin. Landowner Randall Olson was in attendance and voiced concerns about the permit. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the permit to investigate landowner concerns. Carried.
12. John Habedank, Section 28, Fossum Twp. Permit #24-016 to install subsurface drain tile. Engineer Bents gave the background on the permit application and noted that a revised permit has been submitted. A motion was made by Manager Hanson and seconded by Manager Johannsen to return the permit at the applicant’s request. Carried.
13. John Habedank, Section 28, Fossum Twp. Permit #24-031 to install subsurface drain tile and install a culvert. Mr. Habedank explained the reason for the culvert is his solution to address landowner concerns and control the overflow from going West. A motion was made by Manager Christiansen and seconded by Manager Johannsen to table to notice adjacent landowners. Carried.
14. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Dave Arends, Section 22, Mary Twp. Permit #24-030 to widen a driveway by 10 feet to extend an 18” culvert with the condition that there is no change to the culvert size and elevation.
 - Steve Hlubek, Section 2, Fossum Twp. Permit #24-028 to install three grade stabilization structures with standard tile conditions.
15. Darin Erickson, Section 17, Walworth Twp. Permit #24-029 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve with standard tile conditions and the conditions based on signatures from downstream landowners and the road authority. Manager Erickson abstained from voting Carried.
16. John Habedank, Section 9, Fossum Twp. Permit #24-032 to install a grade stabilization structure. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the request pending a field review. Carried.
17. Don Miller, Section 26, Mary Twp. Permit #24-024 to install a driveway with a 24” culvert. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the permit. Carried.

18. MNDOT, Various Sections, Hendrum and Flom Twps. Permit #24-026 to install culvert linings. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the request to notice adjacent landowners. Carried.
19. 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 approve with the condition that applicant gets written approval from the adjacent landowner to the South in Section 5. Carried.
20. Spielman Farms, Section 18, Popple Grove Twp. Permit #24-205 to install a longer culvert in a driveway. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
21. 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 Johannsen to continue to table pending receipt of documentation from the applicant of permission for out-letting to the Norman County Ditch System. Carried.

COMPLAINTS

22. Engineer Bents gave a brief history of the complaints listed below. Staff received a letter from the County stating that the driveway has been restored to its original elevation. A motion was made by Manager Erickson and seconded by Manager Christensen to dismiss the following complaints. Carried.
 - Kevin Anderson, Section 28, McDonaldsville Twp.
 - Sam Larson, Section 28, McDonaldsville Twp.
 - Jared Visser, Section 28, McDonaldsville Twp.
23. Allan & Diane Stangel, Section 23, Flom Twp. A complaint was filed stating that tiling by Doug Ruud was placed on the Stangel’s property. The tile project was approved in 2010. After review, the property lines are different than previously assumed. Both parties are working together to resolve the property line issue. A motion was made by Manager Hanson and seconded by Manager Erickson to dismiss the complaint. Carried.
24. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen presented a material testing contract from Braun Intertec. A motion was made by Manager Johannsen and seconded by Manager Hanson to enter a contract with Braun Intertec for an estimated cost of \$114,499.00. Carried.

Administrator Jensen reported there are no new updates on the MNDOT agreement. Norman County approved their contribution to the project at the previous meeting. Staff is working through the CLOMR for the levy. Since the CLOMR will require a signature from Noble Township, staff will attend the CCJWD/Noble Township meeting on Thursday, May 9, 2024. A pre-construction meeting will also be held on Thursday.
25. Riverwatch Program Funding. Administrator Jensen provided an email response from the Riverwatch Advisor regarding the Board’s questions at the last meeting about available testing options. Engineer Bents suggested checking with the MPCA to find out their current testing locations to avoid duplicate testing.

26. Acquisition Properties. Administrator Jensen reported that work is completed in Phases 1 and 2. Punchlist work is underway on Phase 3. FEMA funding was approved for Phase 4 and acquisition steps are underway.
27. Ditch and Project Maintenance. Administrator Jensen reported that FEMA denied part of the District's reimbursement request for the 2023 flood disaster. Staff filed an appeal and is waiting for a response.
28. Leasing of WRWD land. Administrator Jensen reported that we received a request from Justin Grinde to lease the Klevgaard buyout property which was previously leased by Eric Dyrdaahl. The request is \$100.00 per year plus taxes for 5 years. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the lease request as presented. Carried.

The Board approved a lease request from Kasey Hegreberg on November 11, 2023. Multiple attempts have been made to get the lease agreement signed. A motion was made by Manager Hanson and seconded by Manager Johannsen authorizing staff to send a letter to Hegreberg stating that if the agreement is not received by May 31, 2024, the Board may revoke their approval. Carried.

29. 1W1P Policy Committee Meeting. Administrator Jensen reported that the Committee met recently, and supplemental funding was approved. The funding includes money for the South Branch grade stabilization pilot project. A motion was made by Manager Johannsen and seconded by Manager Hanson to apply for funding for the South Branch grade stabilization pilot. Clarification was made that the funding is already there. The motion was amended by Manager Johannsen and seconded by Manager Hanson to authorize Houston to start the preliminary planning process for the project. Carried.
30. Lower Wild Rice Restoration. Administrator Jensen reported that we applied for 1135 funding in the past. Recently, federal legislators were asking for a list of projects in their areas. Staff submitted a letter naming the LWRR project and asking for 1135 funding. The RRWMB is working on a potential RCPP application that could be used for more land acquisition funds for getting easements along the Lower Wild Rice.
31. White Earth Water Summit. Manager Erickson presented a draft agenda for the White Earth Water Summit meeting to the Board and asked if the Board would like to send representatives to the meeting. Discussion was held. Attorney Hanson advised that since the meeting is open to the public, board members and staff can go and listen but should not advocate or recite anything on behalf of the Board. A motion was made by Manager Johannsen and seconded by Manager Spaeth authorizing board members and staff to attend for educational purposes only. Carried.
32. Open Meeting Law. As a reminder, Manager Johannsen wanted to caution the other Managers about sending texts or emails as it can violation open meeting laws. Attorney Hanson added that if recipients start responding to those messages and having a conversation, it can be a violation of open meeting laws.
33. Church Lake-MNDNR Project. Manager Erickson asked for an update on the Church Lake project. Administrator Jensen reported that a meeting is scheduled for Friday, May 10, 2024 to discuss the project.

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

34. Board Reorganization. Attorney Hanson called for nominations for Chairman. Manager Erickson nominated Manager Holmvik. All voted unanimously to elect Manager Holmvik as Chairman.

Attorney Hanson called for nominations for Secretary. Manager Hanson nominated Manager Johannsen. Manager Erickson nominated himself. Ballots were distributed for voting. Manager Johannsen was elected as Secretary by ballot.

Attorney Hanson called for nominations for Treasurer. Manager Johannsen nominated Manager Spaeth. All voted unanimously to elect Manager Spaeth as Treasurer.

Attorney Hanson called for nominations for Vice-Chairman. Manager Spaeth nominated Manager Hanson. All voted unanimously to elect Manager Hanson as Vice-Chairman.

Attorney Hanson turned the meeting over to Chairman Holmvik.

35. Committee Assignments. The following changes were made: Manager Borgen will represent the Board at the Clay County SWCD meetings, One Watershed One Plan Advisory and Citizen's Advisory (April) meeting. Chairman Holmvik will replace Manager Christensen on the Bonding/Legislative Committee. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the Committee Assignments. Carried. A full list of Committee Assignments can be found in Appendix A at the end of this report.
36. Unpermitted works. Administrator Jensen was asked to discuss unpermitted works. The current procedure is to have the reporting party submit a formal complaint and then staff reviews. Discussion was held that if the reporting party wishes to remain anonymous, staff can suggest they contact the Manager in their area. The Manager can then notify the office so that the report can be discussed at the next meeting. Ultimately, the Board decided to leave the policy as is at this time.
37. Parking Lot. Manager Hanson suggested getting quotes to fix the office parking lot. A motion was made by Manager Spaeth and seconded by Manager Hanson to obtain estimates. Carried.
38. 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.
39. Red Rive State Bank CD. The current CDs term expires on May 16, 2024. Staff obtained updated rates from area banks. Administrator Jensen presented the current rates received. A motion was made by Manager Spaeth and seconded by Manager Hanson to reinvest the funds for 6 months at Red River State Bank. Carried.
40. Norman County Fair Donation Request. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve a \$250.00 donation to the Norman County Fair. Carried.
41. Meeting/Conferences/Seminars. A motion was made by Manager Johannsen and seconded by Manager Spaeth to allow staff to attend the MN Watersheds Summer Tour June 25-26, 2024. Carried.
42. 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 10:29 am.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Debit	Amount
Apr 11 - May 8, 24					
04/12/2024			Funds Transfer		210,000.00
04/23/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/22/2024		6,962.69
04/23/2024			Funds Transfer		280,000.00
05/07/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/06/2024		6,692.82
04/15/2024	ACH	Elan Financial Services	March Statement		3,840.77
04/11/2024	ACH	MN Dept of Revenue	5062265		380.00
04/11/2024	ACH	US Treasury-Payroll	41-6145653		2,361.28
04/12/2024	ACH	PERA			1,355.63
05/03/2024	ACH	Arvig			331.42
05/05/2024	ACH	MARCO, Inc.			689.85
05/02/2024	ACH	Minnesota Energy Resources Corporation			55.62
04/18/2024	ACH	Pitney Bowes			200.00
05/06/2024	ACH	Verizon Wireless			72.88
04/17/2024	ACH	Aflac			112.20
04/26/2024	ACH	PERA			1,198.10
04/25/2024	ACH	MN Dept of Revenue	5062265		380.00
04/25/2024	ACH	US Treasury-Payroll	41-6145653		2,074.42
05/08/2024	ACH	Elan Financial Services			409.76
05/08/2024	ACH	Arvig			350.77
04/25/2024	ACH	MN PEIP			3,164.62
05/01/2024	19372	Hanson & Liebl Law Office Trust Account	Temporary Construction easement-Cemensky		1,454.40
05/08/2024	19373	Becker County SWCD	Coordinator Costs		10,132.75
05/08/2024	19374	Border Appraisals Inc	Appraisals		437.50
05/08/2024	19375	Cintas	Rugs		86.76
05/08/2024	19376	Clay Soil & Water District	Coordinator Costs		5,660.00
05/08/2024	19377	EcoLab	Pest control		126.34
05/08/2024	19378	Hanson & Liebl Law Office, P.C.	April Legal		3,113.15
05/08/2024	19379	Houston Engineering, Inc.			25,013.59
05/08/2024	19380	Kenneth Aaron Kesselberg	Snow removal		70.00
05/08/2024	19381	KRJB Radio	Admin prof w week advertising		120.00
05/08/2024	19382	MADI (MN Assoc. of Drainage Inspectors)	MADI Annual Dues-Associate Membership		75.00
05/08/2024	19383	Mahnomen Soil & Water Cons. District			22,003.00
05/08/2024	19384	McCollum Hardw are, Inc.	office key		5.00
05/08/2024	19385	Mike Vilmo	Beaver dam removal (6 dams)		962.50
05/08/2024	19386	Morris Electronics, Inc.			500.00
05/08/2024	19387	Norman County Abstract	Cemensky abstract		392.35
05/08/2024	19388	Norman County East	River Watch Donation		2,000.00
05/08/2024	19389	Norman County SWCD	Coordinator costs		11,674.92
05/08/2024	19390	Office Supplies Plus	Supplies		30.40
05/08/2024	19391	Renae Kappes	Office cleaning		140.00
05/08/2024	19392	Supermarket Foods	Supplies		69.26
05/08/2024	19393	Tony Sip	Tree removal		7,315.00
05/08/2024	19394	Curt Johannsen			611.50
05/08/2024	19395	Dean P Spaeth			316.64
05/08/2024	19396	Duane L Erickson			295.02
05/08/2024	19397	Gregory R Holmvik			346.31
05/08/2024	19398	Matthew C Borgen			289.83
05/08/2024	19399	Michael K Christensen			281.63
05/08/2024	19400	Raymond M Hanson			394.55
				TOTAL	614,550.23

Appendix A

2024-2025 Committee and Representative Assignments

COMMITTEES:

FINANCE

Greg Holmvik
Dean Spaeth
Mike Christensen

BONDING/LEGISLATIVE

Greg Holmvik
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

Matt Borgen (Advisory)
Curt Johannsen (Policy)

CITIZEN'S ADVISORY MTGS.

November:

Dean Spaeth
Duane Erickson

April:

Matt Borgen
Mike Christensen

REPRESENTATIVES

RRWMB

Greg Holmvik
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Matt Borgen

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

Appendix B

List of Acronyms Used:

1W1P	One Watershed One Plan
CCJWD	Cass County Joint Water District
CD	Certificate of Deposit
CLOMR	Conditional Letter of Map Revision
FEMA	Federal Emergency Management Agency
LWRR	Lower Wild Rice River
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
MPCA	Minnesota Pollution Control Agency
RCPP	Regional Conservation Partnership Program
RIM	Reinvest in Minnesota
RRWMB	Red River Watershed Management Board
WRWD	Wild Rice Watershed District