

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

REGULAR MEETING
June 12, 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, June 12, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, 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. Manager Curt 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 Hanson to approve the agenda with the following additions: Bank Signature Cards. Carried.
4. Meeting Minutes. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the May 8, 2024, Regular Meeting Minutes and the May 22, 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 Christensen and seconded by Manager Spaeth to approve the monthly financial report dated May 31, 2024 as presented. Carried.
7. Open Mic. No one spoke.

PERMITS

8. Mark Chisholm, Section 6, Strand Twp. Permit #24-039 to replace a 48" centerline culvert with a 72" centerline culvert. Green Meadow Township maintains the road in this location. Representatives from the Township were in attendance and voiced their concerns. Norman County Highway Department maintains the road 1 mile West and expressed opposition prior to the meeting. Discussion was held. A motion was made by Manager Spaeth and seconded by Manager Christensen to deny the permit due to opposition from the Green Meadow Township and Norman County Road Authorities and downstream hydraulic impacts. Carried.
9. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - John Habedank, Section 9, Fossum Twp. Permit #24-032 to install a grade stabilization structure with standard tile conditions.

- Paul Harless, Section 10, Felton Twp. Permit #24-037 to add two field approaches with 24" culverts.
 - Mike Kramer, Section 30, Chief Twp. Permit #24-035 to install a water and sediment control basin with standard tile conditions.
 - Novel Olek Solar, Section 9, Flowing Twp. Permit #24-041 to construct a stormwater pond and install a driveway and culvert with the condition that the culvert is a 36" culvert and the applicant gets written approval from MNDOT.
10. Arvig Enterprises, Various Sections, Various Townships. Permit #24-033 to install fiberoptic cable. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve 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 the 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. Carried.
11. Wayne Brandt, Sections 7 & 8, Lake Ida Twp. Permit #24-043 to install subsurface drain tile with a surface inlet. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the application pending notification of adjacent landowners. Carried.
12. John Habedank, Section 28, Fossum Twp. Permit #24-031 to install subsurface drain tile. Engineer Bents explained that this application has a revised plan to outlet into the NW corner instead of the SW as previously applied for. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the permit with standard tile conditions. Carried.
13. Paul Harless, Section 10, Felton Twp. Permit #24-038 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve with standard tile conditions. Carried.
14. Johnson Brothers Farms, Section 35, Hegne Twp. Permit #24-042 to install a new centerline culvert. Discussion was held. A motion was made by Manager Spaeth and seconded by Manager Hanson to deny the permit due to concerns of downstream hydraulic impacts during times of Wild Rice River Flooding. Carried.
15. Mark Lehmann, Section 3, Spring Creek Twp. Permit #24-023 to install a water and sediment control basin. A motion was made by Manager Christensen and seconded by Manager Hanson to table the permit pending revised project plans from the applicant. Carried.
16. Mattson Brothers, Section 32, Atlanta Twp. Permit #24-040 to install subsurface drain tile. Landowner Melanie Grabill was in attendance and voiced her concerns. The MNDNR notified staff before the meeting of their concerns. A motion was made by Manager Hanson and seconded by Manager Erickson to table the permit to request that the applicant coordinate with the MNDNR to ensure that no proposed tile is on property owned by the MNDNR and to discuss potential affects of adjacent wetlands. The applicant should review the downstream drainage concerns of Melanie Grabill and consider amending the permit to address drainage obstructions or the outlet location. Carried.
17. 2023 Audit Presentation. Brian Opsahl, with Brady Martz & Associates, P.C., presented the findings from the audit via TEAMS indicating that the District was in good financial standing and that there were no complications in the audit process.

PERMITS (Continued)

18. MNDOT, Various Sections, Hendrum and Flom Twp. Permit #24-026 to install culvert linings. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
19. Nathan Sweep, Section 10, Beaulieu Twp. Permit #24-034 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 and the condition that the applicant get written approval from the adjacent landowner in the SE1/4 of Section 10 Beaulieu Township. Carried.
20. Barent Thronson, Section 15, Sundal Twp. Permit #24-011 to install subsurface drain tile. A motion was made by Manager Christensen and seconded by Manager Erickson to continue to table pending receipt of documentation from the applicant of permission for out-letting to the Norman County Ditch System. Carried.
21. Aaron Vipond, Section 8, Ulen Twp. Permit #24-036 to install a well and two center point irrigators. A motion was made by Manager Christensen and seconded by Manager Erickson to approve the permit with the condition that the applicant get a water appropriation permit from the MNDNR. Carried.

COMPLAINTS

22. Patty Smith and Bryan Snyder, Section 30, Lee Twp. Engineer Bents presented the complaint and findings of the field review. A motion was made by Manager Spaeth and seconded by Manager Hanson to dismiss the complaint as a violation of the WRWD rules was not evident. Carried.
23. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen reported that the contractor is working in the area of Highway 75 and County Road 39. The concrete has been removed and they expect to remove pipes next week. Traffic control has improved, and a new guide sign is expected to be put up on Wednesday. The County is considering adding chloride to some roads for dust control. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Pay Request #1 from Park Construction in the amount of \$36,973.95. Carried. Administrator Jensen also reported that, this week, we received approximately \$2,000,000 in funding from MNDOT.
24. Acquisition Properties. Administrator Jensen reported that work is completed in Phases 1 and 2. She presented the final pay application from Lyle Wilkens for Phase 3 in the amount of \$17,713.88. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the pay request as presented. Carried. FEMA funding was approved for Phase 4 and acquisition steps are underway. Three applicants have signed purchase agreements and we should close on the first property in July 2024.
25. Ditch and Project Maintenance. Administrator Jensen presented a change order and final pay application to close out the Upper Reaches repair project. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the Change Order for a reduction in the amount of \$20,700.00 and the final pay request from Rigid Excavating LLC in the amount of \$11,227.02. Carried.

Administrator Jensen notified the Board that due to a report from a landowner, staff is monitoring the outlet riser at the Green Meadow dam.

26. Parking Lot Quotes. Administrator Jensen presented 3 quotes for the District office parking lot. A motion was made by Manager Hanson to accept the crushed asphalt quote but add fabric to the project. The motion was amended to have staff ask for a revised quote to include fabric with the crushed asphalt. Manager Spaeth seconded the amended motion. Carried.
27. Leasing of WRWD land. The Board approved a lease request from Kasey Hegreberg on November 11, 2023. Multiple attempts have been made to get the lease agreement signed. At the direction of the Board, staff sent a letter via certified mail to Hegreberg stating that if the signed agreement was not received by May 31, 2024, the Board may revoke their approval. Staff has not received a response. A motion was made by Manager Hanson and seconded by Manager Spaeth to revoke the approval of the request. Carried.
28. Goose Prairie. A final pay application is expected next month.
29. Upper Reaches. Administrator Jensen presented a letter to the Board from Attorney Hanson in response to Brian Borgen's request to the Board regarding the Upper Reaches project. Attorney Hanson explained his findings and stated that unless Mr. Borgen wishes to file a maintenance request, no action is needed from the District. There was a Maintenance Policy for the Upper Reaches project adopted on June 10, 2009, but staff is unable to locate the signed policy. Attorney Hanson suggested the Board ratify that policy and authorize the Board Chair to formally sign it. A motion was made by Manager Christensen and seconded by Manager Spaeth to ratify the policy stating that it was effective June 10, 2009. Carried.
30. July Meeting Date. Discussion was held. The July Board meeting will be held on July 10, 2024 and will not be changed due to the July 4th Holiday.
31. 2023 Annual Report. Administrator Jensen presented the 2023 Annual Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to wait and approve the Report at the next meeting. Discussion was held and it was determined that the motion was not needed. The motion was rescinded.
32. 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.
33. Bank Signature Cards. A motion was made by Manager Spaeth and seconded by Manager Christensen to remove Mark Harless and add Manager Hanson to the bank signature cards. Carried.
34. 2023 Audit Report. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the 2023 Audit Report as presented. Carried.
35. Meeting/Conferences/Seminars. None
36. Manager Erickson asked about the Red Board Levy. Attorney Hanson recommended the topic be added to the agenda next month as it was not part of today's agenda.
37. 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 10:07 am.

Curt Johannsen, Secretary

	Date	Num	Name	Memo	Credit
May 9 - Jun 12, 24					
	05/21/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/20/2024	6,765.60
	06/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/03/2024	6,823.66
	05/31/2024			Funds Transfer	30,000.00
	05/09/2024	ACH	Pitney Bow es		201.00
	05/10/2024	ACH	Ada City		341.40
	05/09/2024	ACH	MN Dept of Revenue	5062265	385.00
	05/09/2024	ACH	US Treasury-Payroll	41-6145653	2,418.72
	05/10/2024	ACH	PERA		1,338.10
	05/25/2024	ACH	MN PEIP		3,164.62
	05/18/2024	ACH	Pitney Bow es		120.00
	06/03/2024	ACH	Minnesota Energy Resources Corporation		66.00
	06/05/2024	ACH	MARCO, Inc.		689.85
	06/06/2024	ACH	Verizon Wireless		72.88
	05/24/2024	ACH	PERA		1,198.10
	05/23/2024	ACH	MN Dept of Revenue	5062265	378.00
	05/23/2024	ACH	US Treasury-Payroll	41-6145653	2,066.00
	05/17/2024	ACH	Aflac		112.20
	06/10/2024	ACH	Ada City		341.64
	05/29/2024	ACH	Deluxe Business Systems		54.79
	06/06/2024	ACH	The Horton Group		5,525.00
	06/07/2024	ACH	PERA		1,198.10
	06/06/2024	ACH	MN Dept of Revenue	5062265	378.00
	06/06/2024	ACH	US Treasury-Payroll	41-6145653	2,066.04
	06/12/2024	19401	Becker County SWCD	Coordinator Costs	4,639.87
	06/12/2024	19402	Braun Intertec Corporation	Materials testing	1,276.00
	06/12/2024	19403	Cintas	Rugs	86.76
	06/12/2024	19404	Hanson & Liebl Law Office Trust Account	Closing statement	335,240.00
	06/12/2024	19405	Hanson & Liebl Law Office, P.C.	May Legal	4,425.11
	06/12/2024	19406	Houston Engineering, Inc.		79,196.52
	06/12/2024	19407	Hutman Inc.	Website required upgrade	330.00
	06/12/2024	19408	Lyle Wilkens, Inc.		18,673.88
	06/12/2024	19409	Mahnomen Soil & Water Cons. District	Coordinator Costs	330.00
	06/12/2024	19410	MN Board of Water and Soil Resoures	Wetland Banking Credits	1,456.90
	06/12/2024	19411	Morris Electronics, Inc.		5,128.71
	06/12/2024	19412	Norman County Agriculture Society	Donation	250.00
	06/12/2024	19413	Northern States Excavating		13,360.00
	06/12/2024	19414	Office Supplies Plus		115.79
	06/12/2024	19415	Park Construction Company	Pay request 1	36,973.95
	06/12/2024	19416	Red River Watershed Management Board	Tax share	15,452.46
	06/12/2024	19417	Rigid Excavating LLC	Pay request 9 Upper Reaches	11,227.02
	06/12/2024	19418	Tammy Erickson	Mow ing & trimming	210.00
	06/12/2024	19419	Tony Sip	Tree and brush removal	4,085.00
	06/12/2024	19420	Visser Trenching	Dam removal	330.00
	06/12/2024	19421	Dean P Spaeth		316.63
	06/12/2024	19422	Duane L Erickson		295.03
	06/12/2024	19423	Gregory R Holmvik		230.88
	06/12/2024	19424	Matthew C Borgen		289.84
	06/12/2024	19425	Michael K Christensen		140.80
	06/12/2024	19426	Raymond M Hanson		394.55
			TOTAL		600,160.40

Appendix A

List of Acronyms Used:

FEMA	Federal Emergency Management Agency
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
WRWD	Wild Rice Watershed District