

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

REGULAR MEETING
July 10, 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, July 10, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, Matt Borgen, Dean Spaeth, Raymond Hanson, Curt Johannsen 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 Christensen and seconded by Manager Hanson to approve the agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the June 12, 2024, 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 with the addition of Pay Request 2 from Park Construction Company in the amount of \$493,045.30. 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, 2024 and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account as presented. Carried.
7. Open Mic. Landowner Mike Haman of Island Lake Township joined the meeting via TEAMS. Mr. Haman asked the Board for assistance in helping landowners on Island Lake who are experiencing flooding presumably due to a blocked outlet. The Board asked staff to connect with Mr. Haman after the meeting to collect additional information for follow up.

PERMITS

8. Austin Broden, Section 16, Sundal Twp. Permit #24-050 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.
9. Mattson Brothers, Section 32, Atlanta Twp. Permit #24-040 to install subsurface drain tile. Landowner Melanie Grabill provided a letter in support of the project. A motion was made by Manager Johannsen and seconded by Manager Spaeth to continue to table the permit pending an amended tile plan or documentation that MNDNR approves the proposed plan. Carried.

10. Melanie Grabill, Section 29, Atlanta Twp. Permit #24-049 to replace two 48” culverts with 72” culverts. Ms. Grabill was in attendance and explained the reason for the application. Discussion was held regarding opposition from the Township and alternative solutions including limited cleaning and beaver dam removal upstream. A motion was made by Manager Spaeth and seconded by Manager Hanson to deny the permit due to concerns on the affect of downstream landowners. Carried. Staff has started a maintenance request and a beaver trapping request.
11. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - David Visser, Section 14, Strand Twp. Permit #24-045 to add a field approach with an 18” culvert.
 - David Visser, Section 14, Strand Twp. Permit #24-046 to replace a 15” culvert with a 15” culvert.
 - David Visser, Section 14, Strand Twp. Permit #24-047 to move a field approach to the North, straighten out the existing ditch or extend the existing culvert to the N, add an additional 18” culvert running East-West that connects to the existing North-South pipe.
12. Barent Thronson, Section 15, Sundal Twp. Permit #24-011 to install subsurface drain tile. The applicant received approval from the Ditch Authority-Norman County. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
13. Doug Kramer, Section 3, March Creek Twp. Permit #24-051 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 and the condition that the applicant provide documentation of approval from MNDNR for any work completed in MNDNR protected waters. Carried.
14. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Daryl Chisholm, Section 32, Spring Creek Twp. Permit #24-057 to widen a field approach and install a longer culvert.
 - Steve Hlubek, Section 10, Fossum Twp. Permit #24-053 to install a grade stabilization with standard tile conditions.
 - Keith Kirsch, Section 33, Chief Twp. Permit #24-056 to install a water and sediment control basin with standard tile conditions.
 - Dollar General, Section 21, Wild Rice Twp. Permit #24-054 to install a driveway with a 15” culvert with the condition that the culvert size is an 18” round pipe unless the applicant provides documentation that a 15” pipe is acceptable to the road authority.
15. 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 Spaeth and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.
16. Jerred Jirava, Sections 17-18, White Earth Twp. Permit #24-052 to install water and sediment control basins and subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
17. Yuri Johnson, Section 25, McDonaldsville Twp. Permit #24-055 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.

18. Doug Kramer, Section 32, Chief Twp. Permit #24-044 to install water and sediment control basins. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
19. Mark Lehmann, Section 3, Spring Creek Twp. Permit #24-023 to install a water and sediment control basin. A motion was made by Manager Johannsen and seconded by Manager Hanson to continue to table the permit pending revised project plans from the applicant. Carried.
20. Irrigation memo. Administrator Jensen noted that each Manager was given a copy of the memo that was prepared by Houston Engineering in reference to irrigation permitting. The memo has been reviewed by staff.
21. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents reported that the following work has been completed to date as part of Phase 1: pavement removal, removal and installation of pipes, removal of the Northeast levee segment, construction of the bypass channel and building up the roadway embankment. Over the next month, the contractor will work to construct the gate well structure and inspection trench, install water service lines, and build levee road segments. Depending on conditions, the West side of the road raise may need to be done in the Spring of 2025. The road will re-open no later than September 27, 2024 as per the contract.

A motion was made by Manager Johannsen and seconded by Manager Hanson to approve pay request #2 from Park Construction in the amount of \$493,045.30. Carried.

Engineer Bents presented a change order decreasing the cost by \$81,100.89 due to a material change. A motion was made by Manager Johannsen and seconded by Manager Spaeth to authorize Chairman Holmvik to sign the change order when all documents are gathered. Carried.

22. Acquisition Properties. Administrator Jensen reported that she was notified that FEMA requires a *Resolution Accepting Award* when funding is received. The Resolution was read to the Board. A motion was made by Manager Johannsen and seconded by Manager Spaeth to adopt the Resolution. A roll call vote was held, and all managers voted in favor. Carried. The Resolution can be found in Appendix A at the end of this report.

Administrator Jensen gave an update on the 5 new acquisition properties. Closing on the Nelson property recently took place and staff is proceeding with the next steps. Purchase agreements have been signed on the 2 Richard's properties and they are looking into relocation options. Staff is waiting for the abstract on the Jessica Green property and the purchase agreement is ready for signature. The Myers are looking into relocation options.

23. Ditch and Project Maintenance. Administrator Jensen gave an update on the South Branch Channel Stabilization Project. Staff will apply for CWL funding again this year. We are coordinating with MNDNR and developing the EAW which will be published in the Fall of 2024. Initial contact with the landowners near the lower site is underway. Staff will develop a handout for other landowners in the area.
24. Parking Lot Quotes. Administrator Jensen presented one new proposal as requested as well as the previously obtained quotes. Discussion was held. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the quote from Visser Trenching in the amount of \$21,286.75. Manager Erickson opposed. Carried.

25. Goose Prairie. Engineer Bents reported that very small areas of deficient grass cover remain. The contractor will address the issue and we expect to close out the project at the August meeting.
26. Upper Reaches. Administrator Jensen reported that there is a Project Team meeting scheduled for July 29, 2024. The Team plans to review the channel survey and cross-section information to determine the next steps forward.
27. Riverwatch Program. Administrator Jensen presented maps showing monitoring locations as follow up from the conversation earlier this Spring. The Board would like staff to do some additional checking with MPCA to ensure we are not duplicating our efforts.
28. 2023 Annual Report. The Annual Report was distributed last month. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the Annual Report as presented. Carried.
29. Lower Wild Rice. Administrator Jensen provided an update on the project. Staff received an updated application from Michael Olson. Jensen expects to see another application in August and continues to communicate with previous applicants. We are awaiting the grant agreement from BWSR which is expected in the next few weeks. Rob Sip was in attendance and provided an update on the RRWMB RCPP application.
30. RRWMB. Manager Erickson had questions about the RRWMB levy. Rob Sip reported that their Board meets next week, and that the recommendation is to leave the levy at 75%.
31. BWSR Legislative Updates. Brett Arne was in attendance and gave a brief overview of the recent Legislative updates. He also reported that Clean Water Funding is open.
32. MAWD Resolutions. Administrator Jensen reminded the Board that the deadline to submit Resolutions for Minnesota Watersheds Annual Conference is September 1, 2024.
33. 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.
34. Budget and Levy Hearing. A motion was made by Manager Hanson and seconded by Manager Johannsen to set the Budget and Levy Hearing for 9:00 a.m. during the August Board meeting. Carried. The 2025 draft budget and levy were presented to the Board. Administrator Jensen presented a data request submitted by Manager Erickson. In his request, he asked that the information be provided to the Board. She reported that the Finance Committee is proposing a 5% increase to the General Budget due to inflation. Engineer Bents presented the project levies.
35. 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 10:04 am.

Curt Johannsen, Secretary

	Date	Num	Name	Memo	Amount
Jun 13 - Jul 10, 24					
	06/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/17/2024	6,709.78
	07/02/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/01/2024	6,702.41
	06/25/2024	ACH	MN PEIP		3,164.62
	06/14/2024	ACH	US Treasury-Payroll	41-6145653	229.50
	06/14/2024	ACH	PERA		52.51
	07/03/2024	ACH	Arvig		350.32
	06/14/2024	ACH	Pitney Bow es		200.00
	06/13/2024	ACH	Elan Financial Services	May statement	1,152.28
	07/03/2024	ACH	Minnesota Energy Resources Corporation		27.93
	07/05/2024	ACH	MARCO, Inc.		689.85
	06/20/2024	ACH	MN Dept of Revenue	5062265	378.00
	06/20/2024	ACH	US Treasury-Payroll	41-6145653	2,066.04
	06/21/2024	ACH	PERA		1,198.10
	07/06/2024	ACH	Verizon Wireless		76.04
	06/20/2024	ACH	Aflac		323.56
	07/10/2024	ACH	Ada City		328.59
	07/03/2024	ACH	MN Dept of Revenue	5062265	378.00
	07/08/2024	ACH	US Treasury-Payroll	41-6145653	2,066.00
	07/05/2024	ACH	PERA		1,198.10
	07/10/2024	ACH	Elan Financial Services	June statement	1,698.64
	07/10/2024	ACH	Grinnell Mutual Payment Center	Business ow ners policy	6,869.00
	07/10/2024	19427	Area 1 Junior/Senior Envirothon-Becker	Envirothon Donation-Becker SWCD	200.00
	07/10/2024	19428	Braun Intertec Corporation	Materials testing	4,092.50
	07/10/2024	19429	Cintas	Rugs	86.76
	07/10/2024	19430	Deluxe Business Systems	checks	346.73
	07/10/2024	19431	EcoLab	Pest control	126.34
	07/10/2024	19434	Hanson & Liebl Law Office Trust Account	Betty Nelson closing-real estate taxes	737.28
	07/10/2024	19435	Hanson & Liebl Law Office, P.C.	June Legal	2,421.05
	07/10/2024	19436	Hendrum City	Mow ing	1,887.50
	07/10/2024	19437	Hillsboro Banner	Perley ad	97.72
	07/10/2024	19438	Houston Engineering, Inc.		97,495.92
	07/10/2024	19439	KRJB Radio	Advertising-Farm programs	495.00
	07/10/2024	19440	Morris Electronics, Inc.		500.00
	07/10/2024	19441	Northern Plains Mechanical	Mechanical room preventative maintenance	750.00
	07/10/2024	19442	Northern States Excavating		27,440.00
	07/10/2024	19443	Office Supplies Plus		245.95
	07/10/2024	19444	Red River Watershed Management Board	Tax share	448,924.95
	07/10/2024	19445	Renae Kappes	Office cleaning	280.00
	07/10/2024	19446	Supermarket Foods		86.96
	07/10/2024	19447	West Polk SWCD	Coordinator Costs	655.04
	07/10/2024	19448	Norman County Index-Ada	Advertising-flood hazard info	133.88
	07/10/2024	19449	Park Construction Company	Pay request 2	493,045.30
	07/10/2024	19450	Curt Johannsen		366.15
	07/10/2024	19451	Dean P Spaeth		359.52
	07/10/2024	19452	Duane L Erickson		147.51
	07/10/2024	19453	Gregory R Holmvik		230.87
	07/10/2024	19454	Matthew C Borgen		144.92
	07/10/2024	19455	Michael K Christensen		281.63
	07/10/2024	19456	Raymond M Hanson		255.00
			TOTAL		1,117,693.75

Appendix A

Resolution Accepting Award

Be it resolved that the Wild Rice Watershed District accepts the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) Award as of April 1, 2024 with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance. Tara Jensen, Administrator is hereby authorized to accept the award and any amendments hereto as are necessary to implement the project on behalf of the Wild Rice Watershed District.

I certify that the above resolution was adopted by the Board of Managers of the Wild Rice Watershed District on July 10, 2024.

SIGNED:


(Signature)

Chair
(Title)

7-10-24
(Date)

WITNESSETH:


(Signature)

Secretary
(Title)

10 July 24
(Date)

Appendix B

List of Acronyms Used:

BWSR	Board of Water and Soil Resources
CWL	Clean Water Legacy
EAW	Environmental Assessment Worksheet
FEMA	Federal Emergency Management Agency
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
MPCA	Minnesota Pollution Control Agency
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
WRWD	Wild Rice Watershed District