

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

**REGULAR MEETING**  
**October 9, 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, October 9, 2024. Managers in attendance included: Greg Holmvik, Matt Borgen, Raymond Hanson, Dean Spaeth 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 Erickson and Manager Johannsen were 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 as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the September 11, 2024, Regular Meeting Minutes with a correction to item #30. 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 September 30, 2024 and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account as presented. Carried.
7. Open Mic. Curt Jacobson was in attendance and notified the Board that the Environment and Natural Resources Trust Fund is up for renewal and on the current ballot. He encouraged the Board to make a statement regarding the topic to educate the public about what they are voting on. The Board thanked Mr. Jacobson for his time.

**PERMITS**

8. Christian Anderson, Section 34, Goose Prairie Twp. Permit #24-097 to install subsurface drain tile. Shelley Steichen and Bev Hendrickson presented their concerns stating that they have 3-4 feet of standing water in their pasture already. Discussion was held regarding the pending ditch cleanout and beaver dam removal in the area. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the permit due to concerns related to downstream drainage issues. Carried. Cleanout of the downstream channel is expected to happen in the next month. Once the cleanout is complete, the situation can be reassessed.
9. Chris Erickson, Section 14, Walworth Twp. Permit #24-102 to deepen a roadway ditch and lower a centerline culvert. Walworth Township notified staff that the Township is opposed to the project.

Discussion was held regarding whether the road is under Township or County jurisdiction. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit pending documentation from the applicant from Walworth Township or other suitable documentation that no approval from Walworth Township is required. Carried.

10. Chris Erickson, Section 14, Walworth Twp. Permit #24-103 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Christensen to continue to table the permit pending the approval of the permit conditions for the downstream tile system: WRWD Permit #23-038. Carried.
11. Discussion was held regarding the permits listed below. Landowner Keith Gohdes was in attendance and expressed concern regarding the culverts being installed with flap gates. Keith Berndt stated that Norman County is not opposed to these permits. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the following permits with the condition that no flap gates are installed. Carried.
  - Ole Gunderson, Section 35, Sundal Twp. Permit #24-125 to install a field crossing adjacent to Norman County Ditch 42.
  - Ole Gunderson, Section 35, Sundal Twp. Permit #24-126 to install a field crossing adjacent to Norman County Ditch 42.
  - Ole Gunderson, Section 35, Sundal Twp. Permit #24-127 to install a field crossing adjacent to Norman County Ditch 42.
12. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
  - Daniel Krogstad, Section 1, Lee Twp. Permit #24-109 to install subsurface drain tile with standard tile conditions and the condition that the applicant get written approval from the owner of the tile system that the project will connect to.
  - Skaurud Grain Farms, Section 22, Hegne Twp. Permit #24-108 to remove a field approach and install a new field approach with the same size pipe.
  - Greg Zillmer, Section 11, Hagen Twp. Permit #24-119 to install subsurface drain tile with standard tile conditions.
13. Raymond Bjerke, Section 10, Hagen Twp. Permit #24-130 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.
14. Matt Borgen, Section 3, Winchester Twp. Permit #24-116 to widen a field approach and install a longer pipe. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve. Manager Borgen abstained from voting. Carried.
15. Bobby Brandt, Section 20, Lake Ida Twp. Permit #24-107 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.
16. Michael Christensen, Section 21, Fossum Twp. Permit #24-113 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 and the condition that the applicant provide documentation of the mitigation plan for wetland impacts. Manager Christensen abstained from voting. Carried.

17. Duane Erickson, Section 29, Flom Twp. Permit #24-110 to install subsurface drain tile and a water and sediment control basin project. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.
18. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the following permits to notice adjacent landowners. Carried.
  - Darin Erickson, Section 8, Walworth Twp. Permit #24-131 to install subsurface drain tile.
  - Darin Erickson, Section 24, Home Lake Twp. Permit #24-132 to install subsurface drain tile.
  - Darin Erickson, Section 19, Flom Twp. Permit #24-133 to install subsurface drain tile.
19. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the following permits as listed. Carried.
  - Austen Germolus, Section 19, Winchester Twp. Permit #24-123 to widen a field approach and install a longer pipe.
  - Austen Germolus, Section 24, Mary Twp. Permit #24-124 to widen a field approach and install a longer pipe.
20. Roger Hennen, Section 21, Shelly Twp. Permit #24-128 to deepen a roadway ditch and lower an inlet pipe with a flap gate approximately 3' lower on the north end. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the outlet is installed above (however not more than 2-ft above) the elevation of the original design grade line of the receiving ditch and the condition that the ditch banks and/or levees are restored to the pre-project geometry and the condition that the applicant is responsible for adequate erosion control measures at the outlet. This could include the installation of riprap or other protection measures as necessary. Carried.
21. Andrew Johnstad, Section 14, Good Hope Twp. Permit #24-112 to install a field approach with a 6' culvert. Discussion was held regarding the size of the pipe in relation to adjacent culverts. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit to request that the applicant get written approval from the road authority (Norman County), or, that the applicant provide a hydraulic analysis by a licensed professional engineer. Carried.
22. David Johnstad, Section 12, Good Hope Twp. Permit #24-114 to install a field approach with a 6' culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
23. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the following permits as listed. Carried.
  - Mark Jossund, Section 23, Hendrum Twp. Permit #24-120 to install a field approach with an 18" culvert.
  - Mark Jossund, Section 17, Georgetown Twp. Permit #24-121 to install a field approach with an 18" culvert.
24. Carson Jossund, Section 16, Georgetown Twp. Permit #24-122 to install a field approach with an 18" culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.

25. K&L Farms, Section 7, Spring Creek Twp. Permit #24-105 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with standard tile conditions. Carried.
26. Mark Lehmann, Section 3, Spring Creek Twp. Permit #24-023 to install a water and sediment control basin. A motion was made by Manager Spaeth and seconded by Manager Hanson to continue to table the permit pending revised project plans from the applicant. Carried.
27. Seth Merkens, Section 19, Lockhart Twp. Permit #24-129 to remove two field approaches and install one new approach. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit. Carried.
28. John Pazdernik, Section 6, Lake Grove Twp. Permit #24-096 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to table to request that the applicant petition the drainage authority to outlet into WRWD Project 27. Carried.
29. Tim Safar, Section 24, Pembina Twp. Permit #24-111 to install a subsurface tile line to drain surface water. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the applicant get approval from Mahnomon SWCD for work in the wetlands. Carried.
30. Joel Stola, Section 1, Shelly Twp. Permit #24-117 to add a field approach with a 24" culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit. Carried.
31. Viking Gas, Section 29, Pleasant View Twp. Permit #24-115 to add a driveway with a 30" culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
32. Greg Zillmer, Section 13, Hagen Twp. Permit #24-118 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.
33. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen gave an update on the project. TH75 and CR39 were reopened prior to the September 29, 2024 deadline. Crews are working to remove signs. Phases 2 and 3 will start next year.

A motion was made by Manager Hanson and seconded by Manager Christensen to approve Pay Request #5 from Park Construction Company in the amount of \$527,638.12. Carried.

Drone pictures of the finished portion were presented to the Board. Discussion was held about safety concerns relating to the speed limit in the area and visibility coming out of the elevator due to the road raise. Engineer Bents will address the concerns with MNDOT and report back.

34. Acquisition Properties. Administrator Jensen reported that acquisition work continues on 5 new buyout properties. The Nelson property was closed on in July. We recently closed on one of the two Richards properties. The landowners are exploring relocation options while proceeding forward with the buyout on the second property. A Purchase Agreement was recently signed on the Green property and our legal team is doing abstract research. The Myers are looking into relocation options while proceeding forward with the buyout. Staff will start hazardous materials inspections on the Nelson and Richards properties.

Ada-Borup-West school district passed a resolution for establishment and maintenance of the Ada Borup West School Forest at their meeting on Tuesday. They have reviewed District-owned properties and decided that the previously discussed property near Hendrum is the desired location for their program. The Board will revisit the topic at the November meeting after the legal team has time to research the next steps.

35. Ditch and Project Maintenance. Engineer Bents gave an update on the South Branch Channel Stabilization Project. The next step is to hold a landowner meeting in November of 2024 to present the plans.

As discussed during permits, the cleanout on Clay County Ditch 18 will begin after beaver dams have been removed.

Cleanout on Norman Polk Project 5 was recently completed. Crews will work to level the spoil as conditions allow.

36. Upper Reaches. Administrator Jensen reported that the request for Section 1135 funding was submitted.
37. Lower Wild Rice. Administrator Jensen provided an update on the project stating there are a total of 3 applications being processed at this time. The results are pending on the RRWMB application for additional program funding that was submitted July 2<sup>nd</sup>. Staff will send another mailer out to eligible landowners in December.
38. Minnesota Watersheds Resolutions. Administrator Jensen reported that the Resolutions Committee approved our proposed Resolution, and it will move forward to the Business Meeting on December 6, 2024.
39. Minnesota Watersheds Annual Conference 2024 Delegate Appointments. This topic will be discussed at the November 6, 2024 meeting since not all Managers were in attendance today.
40. Citizen's Advisory Committee. The next meeting will be held on December 2, 2024 at 10:00 a.m. at the District office. Manager Erickson and Manager Spaeth are appointed to represent the Board.
41. Good Hope Township. Administrator Jensen reported that Good Hope Township has requested assistance with the FEMA Grant Management process to install a culvert in Good Hope Township Section 4. The District previously approved payment in the amount of \$5,000.00 towards the project. A motion was made by Manager Hanson and seconded by Manager Christensen to authorize spending up to the previously committed \$5,000 including any administrative costs and enter into a funding agreement if the Township desires our assistance with the application process. Carried. The Board also recommended that the Township reach out to Norman County Emergency Management for assistance on the application.
42. CD Investments. The Finance Committee met last month and recommended investing \$4 million in a 6-month CD. Staff obtained updated rates from area banks. Administrator Jensen presented the rates received. A motion was made by Manager Hanson and seconded by Manager Spaeth to invest \$4 million for 6 months at Red River State Bank. Carried.
43. 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.
44. Rural Water Mailing. Administrator Jensen reported that the District has received a few calls about the mailing from Clay County Court Administration regarding Rural Water. Staff is directing citizens to the West Central Regional Water District website for more information.

45. 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 10:05 a.m.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Sep 12 - Oct 9, 24</b>				
09/24/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/18/2024	6,722.67
10/08/2024		QuickBooks Payroll Service	Created by Payroll Service on 10/07/2024	6,644.86
10/05/2024	ach	MARCO, Inc.		743.96
09/15/2024	ACH	Aflac		232.60
09/25/2024	ACH	MN PEIP		3,164.62
09/12/2024	ACH	MN Dept of Revenue	5062265	376.00
09/12/2024	ACH	US Treasury-Payroll	41-6145653	2,267.62
09/13/2024	ACH	PERA		1,285.61
10/03/2024	ACH	Arvig		358.89
10/04/2024	ACH	Minnesota Energy Resources Corporation		55.00
10/06/2024	ACH	Verizon Wireless		75.05
09/26/2024	ACH	MN Dept of Revenue	5062265	376.00
09/26/2024	ACH	US Treasury-Payroll	41-6145653	2,057.20
09/27/2024	ACH	PERA		1,198.10
10/09/2024	19514	Anders Valley Publishing, LLC	Advertising-projects and ditches	126.00
10/09/2024	19515	Becker Co. Auditor		1,016.00
10/09/2024	19516	Braun Intertec Corporation	Materials testing	14,210.25
10/09/2024	19517	Cintas	Rugs	86.76
10/09/2024	19518	Clay County Union	Advertising-projects and ditches	96.00
10/09/2024	19519	Clay County Auditor Treasurer		6,702.00
10/09/2024	19520	Column Software PBC	Advertising-Projects & Ditches notice	62.11
10/09/2024	19521	EcoLab	Pest control	126.34
10/09/2024	19522	Farmers Independent	Advertising-projects and ditches	127.80
10/09/2024	19523	Hanson & Liebl Law Office, P.C.	September Legal	1,465.65
10/09/2024	19524	Hendrum City	Mowing	550.00
10/09/2024	19525	Houston Engineering, Inc.		105,145.06
10/09/2024	19526	KRJB Radio	Advertising-Farm Programs	495.00
10/09/2024	19527	Larson Helicopters	Cattail spraying	39,738.90
10/09/2024	19528	MN Board of Water and Soil Resources	BWSR Academy Registration-Tara Jensen	150.00
10/09/2024	19529	Morris Electronics, Inc.		500.00
10/09/2024	19530	Norman County Index-Ada	Projects & Ditches publication	76.00
10/09/2024	19531	Norman County Recorder	Nelson Recording Fee	46.00
10/09/2024	19532	Norman County Treasurer/Auditor		798.00
10/09/2024	19533	Northern States Excavating	Ditch cleanout	72,535.00
10/09/2024	19534	Office Supplies Plus	Supplies	70.82
10/09/2024	19535	Park Construction Company	Pay request 5	527,638.12
10/09/2024	19536	Rinke Noonan	Consult-Vipond request	940.50
10/09/2024	19537	Robert Lapos	Beaver trapping	1,114.74
10/09/2024	19538	Supermarket Foods	Supplies	7.98
10/09/2024	19539	Tony Sip	Mowing	10,355.00
10/09/2024	19540	Red River State Bank	Funds Transfer to CD Account	4,000,000.00
10/09/2024	19541	Dean P Spaeth		316.63
10/09/2024	19542	Gregory R Holmwik		230.87
10/09/2024	19543	Matthew C Borgen		144.92
10/09/2024	19544	Michael K Christensen		281.63
10/09/2024	19545	Raymond M Hanson		254.99
<b>TOTAL</b>				<b>4,810,967.25</b>

## Appendix A

### List of Acronyms Used:

CD	Certificate of Deposit
CR	County Road
FEMA	Federal Emergency Management Agency
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TH	Trunk Highway
WRWD	Wild Rice Watershed District