

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

REGULAR MEETING
December 11, 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, December 11, 2024. Managers in attendance included: Greg Holmvik, Matt Borgen, Raymond Hanson, Dean Spaeth, Mike Christensen, Curt Johannsen and Duane Erickson. 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 following additions: MN Watersheds Meeting/Resolution update and RRWMB Legislative Open House. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the November 6, 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 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 November 30, 2024, as presented. Carried.
7. Open Mic. No one spoke.

PERMITS

8. Silverstreak Dairies, Section 22, Rockwell Twp. Permit #24-144 to remove a driveway with an 18" culvert and install a new driveway with an 18" culvert. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the permit. Carried.
9. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Ellingson CSG, Section 21, Winchester Twp. Permit #24-142 to construct a wider driveway and install an 18" culvert.
 - Randal Gorder, Section 13, Waukon Twp. Permit #24-146 to construct a field approach.
10. Andrew Borgen, Section 25, Shelly (west) Twp. Permit #24-143 to lower 2 culverts. The permit was later revised to remove the field approach instead of lowering the culverts. A motion was made by Manager

Johannsen and seconded by Manager Hanson to table the permit to re-notice landowners showing the removal of the approach. Carried.

11. A motion was made by Manager Hanson and seconded by Manager Spaeth to continue to table the following permits as listed. Carried.
- Chris Erickson, Section 14, Walworth Twp. Permit #24-102 to deepen a roadway ditch and lower a centerline culvert pending documentation from the applicant from Walworth Township, or other suitable documentation, that no approval from Walworth Township is required.
 - Chris Erickson, Section 14, Walworth Twp. Permit #24-103 to install subsurface drain tile pending the approval of the permit conditions for the downstream tile system: WRWD Permit #23-038.
 - Jerry Matter, Section 8, Riceville Twp. Permit #24-138 to install subsurface drain tile to request that the applicant provide an alternative plan that is acceptable to the adjacent landowner (MNDNR) and written approval from the owner in the SE1/4 of Section 8 Riceville where the outlet tile will be installed, and that the applicant consider amendments to the application to address concerns expressed by downstream property owners in Section 17.
 - Adam McCollum, Section 33, Gregory Twp. Permit #24-134 to install water and sediment control basins to allow the applicant to consider amendments to the application to address erosion concerns downstream of the outlet, expressed by the downstream property owner.
 - John Pazdernik, Section 6, Lake Grove Twp. Permit #24-096 to install subsurface drain tile requesting that the applicant petition the drainage authority to outlet into WRWD Project 27.
12. Randal Gorder, Section 12, Waukon Twp. Permit #24-145 to construct a wider driveway and install an 18" culvert. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit. Carried.

COMPLAINTS

13. Ralph Kraft, Section 6, Fossum Twp. A field review was conducted, and it was determined that the equipment has been removed from the drainage way. A motion was made by Manager Johannsen and seconded by Manager Christensen to send a letter closing the complaint. Carried.
14. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents gave an update stating that Park Construction is working on the gates within the gate well this week. The remainder of the project is on temporary suspension for the Winter and will resume in the Spring.

Staff verified setback rules regarding placement of a sign at the intersection of TH75 and CR39 and found no issues.

Bents reported that the contractor will develop a change proposal for the waterline size in the area due to the upcoming rural water project.

15. Acquisition Properties. Administrator Jensen reported that acquisition work continues on 5 new buyout properties. Hazardous Materials Inspections are in progress on the 3 properties that are closed. The other 2 are pending landowner relocation plans.
16. Ditch and Project Maintenance. Engineer Bents gave an update on the South Branch Channel Stabilization Project stating that the MNDNR is responding to the second round of comments on the EAW. We are still on track for construction in the Fall of 2025. BWSR CWL Funding was approved.

Engineer Bents reported that survey work was done on Clay County Ditch 18 regarding landowner concerns brought forth at the November 6, 2024 meeting. Permitting is underway and cleanout is likely to begin in the Spring of 2025.

17. Upper Reaches. Administrator Jensen reported that the request for Section 1135 funding was submitted, and we are awaiting a response. Engineer Bents suggested reaching out to check the status. Jensen will follow up.
18. Lower Wild Rice. Administrator Jensen provided an update on the project stating there are a total of 3 applications being processed at this time. Staff sent out a landowner solicitation letter and has received additional interest in the project.
19. Ada-Borup-West School Forest. Administrator Jensen reported that FEMA is drafting a Re-Use Request. A motion was made by Manager Spaeth and seconded by Manager Hanson to direct staff to terminate the current lease on the property. Carried. Discussion was held regarding the timeline of FEMA's request. Attorney Hanson is uncertain when FEMA will respond. It was noted that the lease could be terminated now but the tenant could always re-lease until the FEMA response is received.
20. Citizens' Advisory Committee. Administrator Jensen reported that the Committee met on December 2, 2024. She reviewed the minutes from the meeting. The minutes will be emailed to the Board. A motion was made by Manager Hanson and seconded by Manager Spaeth to remove Susan Sunderland from the committee at her request. Carried.
21. Peterson Lease Request. The district received a request from Mandi Peterson to lease the WRWD land in Lockhart Section 22 for \$150/year plus taxes for 10 years. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the request. Carried.
22. Minnesota Watersheds Resolutions. Administrator Jensen reported that the Resolution to Allow Resale of Acquisition Properties request passed at the Minnesota Watersheds meeting last week. Manager Erickson suggested sending the Resolution request to Senator Steve Green and Representative Jim Joy.

Jensen shared positive feedback from the MN Watersheds sessions. The Business meeting on Friday also went well. She discussed other Resolution requests that had passed. A lengthy discussion was held regarding the Fargo Moorhead diversion and the potential effects on our district.
23. RRWMB Legislative Open House. Administrator Jensen provided a handout to the Managers. A motion was made by Manager Johannsen and seconded by Manager Christensen to authorize Board and staff attendance at the open house. Carried.
24. Manager Per Diems. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve payment of Manager per diems as distributed. Carried.
25. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:30 a.m.

| Date | Num | Name | Memo | Amount |
|---------------------------|-------|--|--|-------------------|
| Nov 7 - Dec 11, 24 | | | | |
| 11/19/2024 | | QuickBooks Payroll Service | Created by Payroll Service on 11/18/2024 | 6,717.54 |
| 12/03/2024 | | QuickBooks Payroll Service | Created by Payroll Service on 12/02/2024 | 6,717.52 |
| 11/18/2024 | ACH | Pitney Bowes | | 120.00 |
| 11/15/2024 | ACH | Aflac | | 366.22 |
| 11/12/2024 | ACH | Ada City | | 332.64 |
| 11/08/2024 | ACH | PERA | | 1,250.63 |
| 11/07/2024 | ACH | US Treasury-Payroll | 41-6145653 | 2,192.00 |
| 11/25/2024 | ACH | MN PEIP | | 3,164.62 |
| 12/03/2024 | ACH | Arvig | | 372.90 |
| 12/03/2024 | ACH | Minnesota Energy Resources Corporation | | 55.00 |
| 12/05/2024 | ACH | MARCO, Inc. | | 743.96 |
| 11/21/2024 | ACH | MN Dept of Revenue | 5062265 | 372.00 |
| 11/21/2024 | ACH | US Treasury-Payroll | 41-6145653 | 2,038.96 |
| 11/22/2024 | ACH | PERA | | 1,198.10 |
| 12/10/2024 | ACH | Ada City | | 305.82 |
| 12/06/2024 | ACH | PERA | | 1,198.10 |
| 12/05/2024 | ACH | MN Dept of Revenue | 5062265 | 372.00 |
| 12/06/2024 | ACH | US Treasury-Payroll | 41-6145653 | 2,039.00 |
| 12/11/2024 | ACH | Elan Financial Services | November statement | 2,671.57 |
| 12/11/2024 | 19578 | Anders Valley Publishing, LLC | Advertising meeting date | 17.00 |
| 12/11/2024 | 19579 | Becker County SWCD | Coordinator Costs | 10,613.33 |
| 12/11/2024 | 19580 | Braun Intertec Corporation | | 4,922.25 |
| 12/11/2024 | 19581 | Buffalo River Excavating LLC | Dam removal and ditch cleanout | 12,100.00 |
| 12/11/2024 | 19582 | Cintas | | 187.34 |
| 12/11/2024 | 19583 | Clay County Union | | 80.00 |
| 12/11/2024 | 19584 | Docu Shred | Shredding | 78.97 |
| 12/11/2024 | 19585 | Farmers Independent | Advertising-meeting date | 27.96 |
| 12/11/2024 | 19586 | Hanson & Liebl Law Office, P.C. | November Legal | 964.05 |
| 12/11/2024 | 19587 | Houston Engineering, Inc. | | 68,291.34 |
| 12/11/2024 | 19588 | Jet-Way Multiple Services, Inc. | Culvert cleanout | 1,152.50 |
| 12/11/2024 | 19589 | Jon Peterson | Mowing | 450.00 |
| 12/11/2024 | 19590 | Kenneth Aaron Kesselberg | Snow removal | 150.00 |
| 12/11/2024 | 19591 | Mahnomen Soil & Water Cons. District | | 90,958.41 |
| 12/11/2024 | 19592 | Minnesota Watersheds | | 1,856.60 |
| 12/11/2024 | 19593 | Morris Electronics, Inc. | | 1,078.38 |
| 12/11/2024 | 19594 | Norman County SWCD | Coordinator Costs | 32,866.66 |
| 12/11/2024 | 19595 | Northern Plains Mechanical | Filter change, sensor & combustion check | 405.00 |
| 12/11/2024 | 19596 | Northern States Excavating | | 31,300.00 |
| 12/11/2024 | 19597 | Office Supplies Plus | | 408.01 |
| 12/11/2024 | 19598 | Red River Watershed Management Board | Tax share | 340,953.10 |
| 12/11/2024 | 19599 | Renae Kappes | | 490.00 |
| 12/11/2024 | 19600 | Supermarket Foods | Supplies | 26.13 |
| 12/11/2024 | 19601 | Tony Sip | Mowing & tree removal | 13,490.00 |
| 12/11/2024 | 19602 | Wes's Truck Repair | Spraying | 24,878.05 |
| 12/11/2024 | 19603 | Clay Soil & Water District | | 75,343.74 |
| 12/11/2024 | 19604 | Curt Johannsen | | 258.84 |
| 12/11/2024 | 19605 | Dean P Spaeth | | 316.63 |
| 12/11/2024 | 19606 | Duane L Erickson | | 683.85 |
| 12/11/2024 | 19607 | Gregory R Holmvik | | 769.61 |
| 12/11/2024 | 19608 | Matthew C Borgen | | 144.92 |
| 12/11/2024 | 19609 | Michael K Christensen | | 140.81 |
| 12/11/2024 | 19610 | Raymond M Hanson | | 254.99 |
| | | TOTAL | | 747,887.05 |

Appendix A

List of Acronyms Used:

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| 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 |
| RRWMB | Red River Watershed Management Board |
| WRWD | Wild Rice Watershed District |