

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

REGULAR MEETING
January 8, 2025
APPROVED MINUTES

A full list of acronyms used is available at the end of this report (Appendix D)

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, January 8, 2025. 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, Mark Aanenson-Houston Engineering, 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: Legislative Session, Clay County Commissioner Introduction, General Administrative Budget and MN Watersheds Legislative Event. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the December 11, 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 the following late bill: Western National Insurance in the amount of \$15,036.00. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the monthly financial report dated December 31, 2024, and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account as presented. Carried.
7. Open Mic. New Clay County Commissioner, Ezra Baer, was in attendance and introduced himself to the Board.

PERMITS

8. Andrew Borgen, Section 25, Shelly (west) Twp. Permit #24-143 to lower a centerline culvert and remove a field approach. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the permit with the conditions listed below. Carried.
 - The ditch in-slope is not made any steeper when lowering the ditch bottom. This may necessitate moving the culverts further from the road centerline.
 - The side slope of the field approaches or intersecting roads is not made any steeper. This may necessitate extending the length of the culverts.
9. Clay County Highway Department, Sections 1 and 12, Goose Prairie Twp. Permit #24-147 to replace a bridge with a single 12'x6' box culvert. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.

10. A motion was made by Manager Spaeth and seconded by Manager Johannsen to continue 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.
- MNDOT, Various Sections, McDonaldsville and Hendrum Twp. Permit #24-148 to replace centerline culverts to notice adjacent landowners and clarify inconsistencies between the application and project plans.

11. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen stated that the gates have been installed in the gate well structures and will be tested in the Spring. The remainder of the project is on temporary suspension for the Winter and will resume in the Spring.

A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Change Order 5 from Park Construction in the amount of \$14,295.07. Carried.

A motion was made by Manager Hanson and seconded by Manager Christensen to approve Pay Request 7 from Park Construction in the amount of \$147,568.32. Carried.

12. Acquisition Properties. Administrator Jensen reported that acquisition work continues on 5 new buyout properties. Hazardous Materials Inspections were completed on the 3 properties that are closed. The other 2 properties are pending landowner relocation plans.

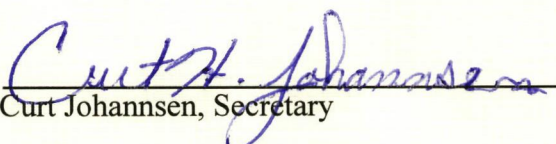
13. Ditch and Project Maintenance. Administrator Jensen stated that there are no major updates on the South Branch Channel Stabilization Project as we are still working through the EAW and comments with the MNDNR. Construction is planned for the Fall of 2025.

Jensen reported that planning and permitting is underway for the cleanout on Clay County Ditch 18. The cleanout is likely to begin in the Spring of 2025.

14. Upper Reaches. Administrator Jensen reported that we are waiting for a response from the request for Section 1135 funding that was submitted.

15. Lower Wild Rice. Administrator Jensen stated that the office has received more interest in the project since Staff sent out the latest landowner solicitation letter.

16. Ada-Borup-West School Forest. Administrator Jensen reported that FEMA continues to draft the Re-Use Request. Staff is working on the grant closeout process.
17. Official Newspaper. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the list of official newspapers as detailed in Appendix A at the end of this report. Carried.
18. Envirothon Request Policy. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve \$200.00 per SWCD if they apply. Carried.
19. Responsible Authority for Data Practices Policy. Administrator Jensen read the *Resolution Appointing a Responsible Authority and Assigning Duties* to the Board. A motion was made by Manager Johannsen and seconded by Manager Hanson to adopt the Resolution. A roll call vote was held and all Managers voted in favor. Carried. The Resolution can be found in Appendix B at the end of this report.
20. Legislative Session. Administrator Jensen recommended listening to the monthly RRWMB meetings for legislative updates.
21. 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.
22. Auto Pay Vendors. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the list of Auto Pay Vendors as detailed in Appendix C at the end of this report. Carried.
23. Bank Transfer Authority. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Administrator Jensen to transfer between the ICS and Checking Accounts, with a daily limit of \$1,000,000 at Frandsen Bank and Trust. Administrator Jensen must notify finance committee members of account transfers once they occur. Carried.
24. Internal Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried.
25. General Administrative Budget. Manager Erickson stated that he disagrees with charging time to each ditch system. Discussion was held. Administrator Jensen reminded the Board that the Fund Balance Report is provided at the end of each quarterly financial report.
26. Meetings, Conferences and Seminars. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve staff and Board attendance at the NW MN Watershed District Manager Orientation (January 28, 2025 or February 25, 2025) and MN Watersheds Legislative Event (February 19-20, 2025). Carried.
27. 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 9:08 a.m.


Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Dec 12, '24 - Jan 8, 25				
12/17/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/16/2024	6,876.62
12/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/27/2024	6,648.85
01/03/2025		QuickBooks Payroll Service	Created by Payroll Service on 01/02/2025	2,322.66
12/15/2024	ACH	Verizon Wireless		75.07
12/15/2024	ACH	Aflac		366.22
01/03/2025	ACH	Arvig		336.11
12/12/2024	ACH	MN Dept of Revenue	5062265	13.00
12/13/2024	ACH	US Treasury-Payroll	41-6145653	338.14
12/13/2024	ACH	PERA		122.51
12/25/2024	ACH	MN PEIP		3,541.54
12/19/2024	ACH	MN Dept of Revenue	5062265	360.00
12/19/2024	ACH	US Treasury-Payroll	41-6145653	1,989.18
12/20/2024	ACH	PERA		1,198.10
01/03/2025	ACH	Minnesota Energy Resources Corporation		55.00
01/05/2025	ACH	MARCO, Inc.		743.96
01/06/2025	ACH	Verizon Wireless		75.07
01/03/2025	ACH	PERA		1,198.10
01/02/2025	ACH	MN Dept of Revenue	5062265	360.00
01/02/2025	ACH	US Treasury-Payroll	41-6145653	1,989.14
01/02/2025	ACH	Pitney Bow es		200.00
01/08/2025	ACH	Elan Financial Services	November statement	2,529.80
01/08/2025	19611	Cintas	Rugs	93.67
01/08/2025	19612	Hanson & Liebl Law Office, P.C.	December statement	656.45
01/08/2025	19613	Houston Engineering, Inc.		34,306.68
01/08/2025	19614	KRJB Radio	Advertising-Farm Programs	495.00
01/08/2025	19615	McCollum Hardw are, Inc.	Supplies	40.76
01/08/2025	19616	Morris Electronics, Inc.		375.00
01/08/2025	19617	National Watershed Coalition	Annual Dues	75.00
01/08/2025	19618	Norman County SWCD		124,720.15
01/08/2025	19619	Office Supplies Plus		1,213.35
01/08/2025	19620	Park Construction Company	Pay Request 7	147,568.32
01/08/2025	19621	Red River Watershed Management Board	Tax share	10,692.31
01/08/2025	19622	Supermarket Foods	Supplies	12.17
01/08/2025	19623	Visser Trenching	Beaver dam removal, install trash rack	940.00
01/08/2025	19624	Western National Insurance Group	Commercial Insurance Policy	15,036.00
01/08/2025	19625	Curt Johannsen		237.72
01/08/2025	19626	Dean P Spaeth		160.24
01/08/2025	19627	Duane L Erickson		298.62
01/08/2025	19628	Gregory R Holmvik		115.44
01/08/2025	19629	Matthew C Borgen		130.84
01/08/2025	19630	Michael K Christensen		284.62
01/08/2025	19631	Raymond M Hanson		140.64
TOTAL				<u>368,932.05</u>

Appendix A

Wild Rice Watershed District Official Newspaper by County 2025

Becker County	Detroit Lakes Tribune
Clay County	Clay County Union
Clearwater County	Farmers Independent
Mahnomen County	Mahnomen Pioneer
Norman County	Norman County Index
Polk County	Fertile Journal

Appendix B

A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES

WHEREAS, Minnesota Statutes section 13.02, subdivision 16, as amended, requires that political subdivisions, which includes the Wild Rice Watershed District, appoint a person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals, government data, or summary data.

WHEREAS, Wild Rice Watershed District Board of Managers shares concern expressed by the Legislature on the responsible use of all data of the WRWD and wishes to satisfy this concern by appointing an administratively qualified Responsible Authority as required by the statute.


NOW, THEREFORE, BE IT RESOLVED BY THE WILD RICE WATERSHED DISTRICT BOARD OF MANAGERS AS FOLLOWS:

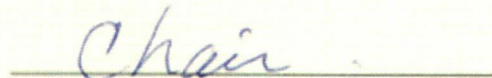
The **WRWD** appoints Amy Nelson as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as awfully promulgated by the commissioner of Administration.


FURTHER, BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay costs for making, certifying, and compiling copies and of preparing summary data as allowed by Minnesota Statutes, section 13.03, Subd. 3(c), and by Minnesota Rules, chapter 1205, as amended. However, if 100 or fewer pages of black and white, letter or legal-size paper copies are requested, actual costs shall not be used, and instead, the Responsible Authority may charge no more than 25 cents for each page copied. If the Responsible Authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

Passed by the WRWD Board of Managers this 8th day of January, 2025.

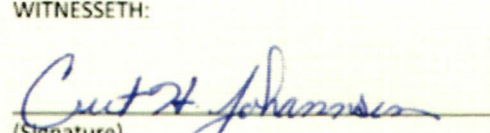
SIGNED:

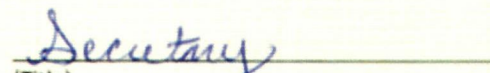

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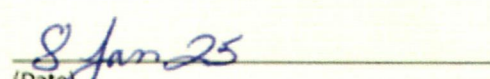

(Title)


(Date)

WITNESSETH:


(Signature)


(Title)


(Date)

Appendix C

2025 Auto Pay Vendors

- Arvig
- Aflac
- City of Ada
- Deluxe Business Systems – Check reorder
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- MN PEIP - Insurance
- PERA
- Pitney Bowes – postage meter postage deposits
- QuickBooks Payroll Service
- US Treasury – Payroll Taxes
- Verizon Wireless

Appendix D

List of Acronyms Used:

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
SWCD	Soil & Water Conservation District
WRWD	Wild Rice Watershed District