

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

**REGULAR MEETING**  
**February 12, 2025**  
**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, February 12, 2025. Managers in attendance included: 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. Chairman Greg Holmvik was absent.
2. Vice-Chairman Hanson 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 Johannsen and seconded by Manager Spaeth to approve the agenda with the following addition: LMCIT Resolution. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the January 8, 2025, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Johannsen 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 January 31, 2025, as presented. Carried.
7. Open Mic. Dave Vipond was in attendance and inquired about the agenda item “White Earth Regional Water Taskforce”. He stated that if the WRWD considers changing the permit procedure to require landowners to notify other agencies, namely that they don’t have a voice in, that he would be very concerned about that decision. Mr. Vipond asked to move the item ahead on the agenda. Administrator Jensen responded that she anticipated getting to that agenda item relatively quickly. She preferred leaving the item where it is on the agenda as we usually go in order when there isn’t a specified time for an agenda item.

**PERMITS**

8. Corey Jacobson, Section 3, McDonaldsville Twp. Permit #25-004 to install subsurface drain tile. Discussion was held. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
9. Jake Bitker, Section 25, Halstad Twp. Permit #25-001 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the permit pending approval of a petition to drain into Project 16. Administrator Jensen reported that a petition was received by the district. Carried.

10. John Brandt, Section 23, Pleasant View Twp. Permit #25-002 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
11. A motion was made by Manager Spaeth and seconded by Manager Johannsen to return the following permits, as listed, and inform the applicant that he can reapply if the requested information is acquired. 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.
12. Steven Haverkamp, Section 10, Lake Grove Twp. Permit #25-003 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve the permit with standard tile conditions. Carried.
13. A motion was made by Manager Johannsen and seconded by Manager Spaeth to continue to table the following permits as listed. Carried.
  - 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.
14. MNDOT, Various Sections, McDonaldsville and Hendrum Twps. Permit #24-148 to replace centerline culverts. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the permit noting that pipe sizes are consistent with the project plans. Carried.
15. Mike Petry, Section 34, Lockhart Twp. Permit #25-005 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the permit to notice adjacent landowners. Carried.
16. John Pazdernik, Section 6, Lake Grove Twp. Permit #24-096 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to return the permit and inform the applicant that he can reapply if the requested information is acquired. Carried.

#### **COMPLAINTS (none)**

17. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen stated that there is no update or action needed at this time. The remainder of the project remains on temporary suspension over the winter.

18. Acquisition Properties. Administrator Jensen reported that acquisition work continues on 5 new buyout properties. We are advertising for bids on the first 3 properties. The bid opening is scheduled for February 25, 2025.

A motion was made by Manager Erickson to halt the acceptance of new acquisition applications. Discussion was held. Attorney Hanson stated that since we didn't notify the public that this topic would be discussed, he advised adding the topic to a future agenda. Manager Erickson agreed and withdrew his motion.

19. Ditch and Project Maintenance. Engineer Bents reported that data from the recent survey of Clay County Ditch 18 shows sediment build up that was not there on the previous survey. This will likely shorten the permitting process. The permit was submitted this morning. Cleanout is likely to begin in the Spring of 2025.

20. Upper Reaches. Administrator Jensen reported that we are still waiting a response on the request for Section 1135 funding.

21. Lower Wild Rice. Administrator Jensen provided an update on the project stating there are a total of 5 applications being processed at this time. Landowner interest has increased since the last mailer was sent.

Manager Erickson asked about the South Branch Channel Stabilization Project. Engineer Bents stated there aren't any updates at this time. The MNDNR is responding to the second round of comments on the EAW.

22. Permit Application. Administrator Jensen presented the current language and a proposed language change for page 1 of the permit application. It was brought to her attention that the current wording is restrictive and could be misinterpreted that there are only 4 entities who may require additional permits from the applicant. In fact, there may be various other entities who require a permit. Discussion was held. A motion was made by Manager Hanson and seconded by Manager Johannsen to adopt the proposed language for the permit application. Carried.

23. White Earth Regional Water Taskforce. Administrator Jensen explained that the White Earth RBC directed the White Earth DNR to establish the White Earth Regional Water Taskforce in collaboration with various agencies and stake holders. The taskforce will focus on the seven-county region around the White Earth Reservation to identify needs, conduct research and develop regulatory solutions. Administrator Jensen was invited to attend the meetings and asked for Board input on the invitation. Monica Hedstrom was in attendance and discussed the mission statement that is being developed and expressed the importance of having the WRWD input at the meetings. The Board expressed support for Administrator Jensen attending the meetings. Manager Johannsen suggested keeping this topic on the agenda to keep the Board and the public informed as well. Manager Erickson suggested inviting delegates to the meetings as well.

24. Citizens' Advisory Committee. Following up on Board direction from last Spring, Administrator Jensen reported that she has communicated with representatives from the SWCD of Clay, Norman, Becker, and Mahnomen Counties as well as White Earth who all expressed interest in serving on the Citizen's Advisory Committee. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve adding 1 member from all 5 agencies. Carried.

25. LMCIT Resolution. Administrator Jensen reported that several districts have insurance policies through the LMCIT, and she would like to obtain quotes for the WRWD. A *Resolution to Appoint a WRWD Insurance Agent* is required to obtain a quote. A motion was made by Manager Spaeth and seconded by Manager Hanson to authorize staff to obtain quotes. Administrator Jensen read 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.

26. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve payment of Manager per diems as distributed. Carried.
27. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Hanson to adjourn the meeting. Carried. Vice-Chairman Hanson adjourned the meeting at 9:22 a.m.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Jan 9 - Feb 12, 25</b>				
01/14/2025		QuickBooks Payroll Service	Created by Payroll Service on 01/13/2025	6,703.68
01/28/2025		QuickBooks Payroll Service	Created by Payroll Service on 01/27/2025	8,080.22
02/11/2025		QuickBooks Payroll Service	Created by Payroll Service on 02/10/2025	6,931.72
01/10/2025	ACH	Ada City		274.13
01/15/2025	ACH	Aflac		366.22
01/10/2025	ACH	PERA		452.78
01/10/2025	ACH	US Treasury-Payroll	41-6145653	191.26
01/16/2025	ACH	MN Dept of Revenue	5062265	391.00
01/16/2025	ACH	US Treasury-Payroll	41-6145653	2,501.72
01/17/2025	ACH	PERA		1,269.05
02/03/2025	ACH	Arvig		337.39
02/05/2025	ACH	MARCO, Inc.		743.96
02/06/2025	ACH	Verizon Wireless		76.94
02/05/2025	ACH	Minnesota Energy Resources Corporation		55.00
02/10/2025	ACH	Ada City		522.95
01/25/2025	ACH	MN PEIP		3,541.54
01/30/2025	ACH	MN Dept of Revenue	5062265	485.00
01/30/2025	ACH	US Treasury-Payroll	41-6145653	2,552.74
01/31/2025	ACH	PERA		1,269.05
01/30/2025	ACH	MN Dept of Revenue		315.36
01/30/2025	ACH	MN Dept of Revenue		360.00
02/12/2025	19632	Anders Valley Publishing, LLC	1 year subscription	40.00
02/12/2025	19633	Area 1 Envirothon-Mahnomen	Envirothon Donation	200.00
02/12/2025	19634	Becker County SWCD		68,497.33
02/12/2025	19635	Braun Intertec Corporation	Haz-mat inspections	3,750.00
02/12/2025	19636	Cintas	Rugs	93.67
02/12/2025	19637	Clay Soil & Water District	Coordinator costs	1,886.86
02/12/2025	19638	Dean Johnson	Culvert installation	1,800.00
02/12/2025	19639	Docu Shred	Shredding	53.06
02/12/2025	19640	EcoLab	Pest control	132.39
02/12/2025	19641	Hanson & Liebl Law Office, P.C.	January Statement	452.70
02/12/2025	19642	Houston Engineering, Inc.		40,075.00
02/12/2025	19643	Hutman Inc.	Website hosting	270.00
02/12/2025	19644	Kenneth Aaron Kesselberg	Snow removal	285.00
02/12/2025	19645	MADI (MN Assoc. of Drainage Inspectors)	MADI Annual Dues-Associate Membership	50.00
02/12/2025	19646	MARCO, Inc. Mpls	M-files contract	4,733.81
02/12/2025	19647	Morris Electronics, Inc.		425.00
02/12/2025	19648	Northern States Excavating	Project maintenance	12,275.00
02/12/2025	19649	Red River Valley Coop Pow er Assn	January statement-Green	234.16
02/12/2025	19650	Renae Kappes	Office cleaning	280.00
02/12/2025	19651	Visser Trenching		749.71
02/12/2025	19652	West Polk SWCD	Coordinator Costs	668.99
02/12/2025	19653	Western National Insurance Group	Installment Fee-Commercial Insurance Policy	5.00
02/12/2025	19654	Red River Watershed Management Board	Tax share	23,349.33
02/12/2025	19655	Red River Watershed Management Board	stream gage cost share	13,374.00
02/12/2025	19656	Office Supplies Plus		845.76
02/12/2025	19657	Curt Johannsen		850.34
02/12/2025	19658	Dean P Spaeth		160.23
02/12/2025	19659	Duane L Erickson		149.31
02/12/2025	19660	Matthew C Borgen		146.23
02/12/2025	19661	Michael K Christensen		142.31
02/12/2025	19662	Raymond M Hanson		142.03

## Appendix A

### **RESOLUTION TO APPOINT A WRWD INSURANCE AGENT**

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) requires cities (which the WRWD is considered) to use the services of an agent in order to participate in the LMCIT property/casualty and/or workers' compensation insurance programs; and

WHEREAS, the Wild Rice Watershed District (WRWD) Board of Managers (Board) has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

WHEREAS, Leah Hendricks, a licensed insurance agent with Rivers Edge Insurance of 105 3<sup>rd</sup> St. W. in Halstad, MN 56548, has agreed that *she/they is/are* willing to provide to the WRWD the services listed below under the terms and conditions listed below.

The Board of the WRWD resolves as follows:

**NOW THEREFORE, BE IT RESOLVED BY THE Board of Managers OF THE Wild Rice Watershed District, AS FOLLOWS:**

#### **Appointment**

1. The Wild Rice Watershed District hereby appoints Leah Hendricks of Rivers Edge Insurance as its agent for purposes of the WRWD's participation in the LMCIT property/casualty and workers' compensation programs.

#### **Term**

2. This appointment shall remain effective indefinitely unless and until it is terminated or amended by Board action.

#### **Compensation**

3. As compensation for the services provided to the WRWD as described in Paragraph 4 below, the agent will receive annually a fee equal to 10 percent of the annual premiums paid by the city to LMCIT for property, liability, and auto coverages and 2 percent of the annual premiums paid by the WRWD to LMCIT for workers' compensation coverage. This fee shall be included in the amounts billed to the WRWD by LMCIT and shall be paid to the agent by LMCIT on the WRWD's behalf.

#### **Services**


4. The agent will perform the following services:
  - a. Advise and assist the WRWD in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.

- b. Advise and assist the WRWD in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
- c. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- d. Advise the WRWD on potential gaps or overlaps in coverages.
- e. Assist the WRWD as requested in submitting claims and interpreting coverage as applied to particular claims.
- f. Review loss reports for correct reporting, appropriate reserves, etc.
- g. Assist as requested with safety and loss control activities.
- h. Assist the WRWD in identifying risk exposures and developing appropriate strategies to address those exposures.

Passed by the WRWD Board this 12<sup>th</sup> day of February 2025.

  
Board Vice-Chair

Attested:

  
Board Secretary

## Appendix B

### List of Acronyms Used:

DNR	Department of Natural Resources
EAW	Environmental Assessment Worksheet
LMCIT	League of Minnesota Cities Insurance Trust
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
RBC	Reservation Business Committee
SWCD	Soil & Water Conservation District
WRWD	Wild Rice Watershed District