

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

REGULAR MEETING
June 11, 2025
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, June 11, 2025. Managers in attendance included: Greg Holmvik, Mike Christensen, Matt Borgen, Raymond Hanson, Dean Spaeth 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. Manager Curt Johannsen was 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 Christensen and seconded by Manager Spaeth to approve the May 14, 2025, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the payment of billings with the following additions: The Horton Group \$5,953.65, Beaver LLC \$3,866.40 and Park Construction Co. \$346,984.62. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated May 31, 2025, as presented. Carried.
7. Open Mic. No one spoke.
8. 2024 Audit Presentation. Bryce Karel, with Brady Martz & Associates, P.C., presented the findings from the audit via TEAMS indicating that the District was in good financial standing and that there were no complications in the audit process. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the 2024 audit report as presented. Carried.

PERMITS

9. Austin Broden, Sections 27 and 34, Sundal Twp. Permit #25-031 to deepen and grade the road ditch and install subsurface drain tile. Engineer Bents gave the history of the application and stated that more drawings are needed to better understand the plan. Mr. Broden was in attendance and was able to clarify some of the information needed. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit requesting additional design information on how the proposed ditch deepening will be transitioning to other adjacent ditches in all directions. The current plan does not provide adequate information on how work will transition to adjacent ditches. Information should also be provided on the

proposed culverts to be lowered and the proposed new culvert elevations. Once all info is received, staff will notice MNDNR, the road authority and adjacent landowners. Carried.

10. Mary Knopfler, Section 25, Ulen Twp. Permit #25-024 to install subsurface drain tile. Ms. Knopfler was in attendance and stated that she has not spoken to the adjacent landowner about his concerns. She will discuss his concerns and report back to staff. A motion was made by Manager Spaeth and seconded by Manager Hanson to continue to table the permit to request that the applicant review concerns from the downstream landowner and amend the permit if applicable. Carried.
11. Jade & Suk, LLC, Sections 26, 35 and 36, Marsh Creek Twp. Permit #25-046 to install subsurface drain tile. Renee Keezer with White Earth Nation asked the Board to table the permit to allow more time for review of the information. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit with standard tile conditions and with the condition that the applicant provide written approval from the affected landowners in the SW 1/4 of section 36 of Marsh Creek Township, and that the applicant provide Wetland Conservation Act approval from the Mahnommen SWCD. Carried with Manager Spaeth abstaining.
12. BJM Land Inc. Section 25, Lockhart Twp. Permit #25-035 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 written permission from the downstream tile owner. Carried.
13. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the following permits as listed. Carried.
 - J&J Bitker, Section 5, Pleasant View Twp. Permit #25-044 to widen a field approach and install a longer 36" culvert.
 - J&J Bitker, Sections 24 & 25, Halstad Twp. Permit #25-045 to install a new field approach and lower a centerline culvert.
 - Robert Haverkamp, Section 16, Spring Creek Twp. (Becker County). Permit #25-042 to install subsurface drain tile with standard tile conditions and with the condition that the applicant provide written approval from the landowners in the NE 1/4 of section 17 of Spring Creek Township.
 - John Kraft, Section 11, Wild Rice Twp. Permit #25-037 to install a field approach and culvert with the condition that the culvert is an 18" diameter pipe.
 - John Kraft, Section 11, Wild Rice Twp. Permit #25-038 to install a field approach and culvert with the condition that the culvert is an 18" diameter pipe.
 - John Kraft, Section 11, Wild Rice Twp. Permit #25-039 to install a field approach and culvert with the condition that the culvert is an 18" diameter pipe.
 - Ryan Olson, Sections 34 & 35, Shelly Twp. Permit #25-043 to install subsurface drain tile with standard tile conditions.
 - Kary Peterson, Section 28, Lockhart Twp. Permit #25-047 to install a field approach and culvert with the condition that the culvert is an 18" diameter pipe to match the pipe into JD53.
14. David Arends, Section 32, Winchester Twp. Permit #25-040 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to table to request additional outlet design information relative to the levee on Project 9, including design details of the outlet pipe from the pump location to the ditch channel. Carried.

15. Kim Syverson, Daryl Moore, Adam Jeurissen, Sections 34 & 35, Walworth Twp. Permit #25-011 to construct a berm, deepen a ditch and install culverts to divert low flows to the South Branch. A motion was made by Manager Spaeth and Manager Hanson to continue to table the permit pending information from the applicants. Carried.
16. Jerred Jirava, Section 4, Chief 4. Permit #25-036 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Christensen to continue to table the permit pending information from the applicant. Carried.

COMPLAINTS (none)

17. Anderson Petition. Cris Anderson presented a counteroffer to the Board for his outlet fee of his previously approved petition. A motion was made by Manager Erickson to accept the counteroffer. The motion failed for lack of a second. Mr. Anderson's counteroffer was denied.
18. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents reported that work on TH75 continues. The contractor anticipates completion at the end of June 2025. Work on TH39 is scheduled to be completed at the end of July 2025.

A change order was presented for an increase in the contract amount of \$7,821.68. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the change order as listed. Carried.

A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Pay Request 8 in the amount of \$346,984.62 from Park Construction Co. Carried.

19. Acquisition Properties. Engineer Bents gave an update on the project stating that demolition has begun on 3 of the 5 properties. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Pay Request 1 in the amount of \$96,330.00 from Lyle Wilkens Inc. Carried.

Manager Erickson asked Administrator Jensen to attend the Norman County Commissioner's meeting to inquire about whether or not flood buyouts are helping the County. Discussion was held.

20. Ditch and Project Maintenance. Administrator Jensen gave an update on the cleanout of Clay County Ditch 18. The downstream channel was cleaned up to the beaver dam location. The dam was removed late last week and it was holding back about 4.5 feet of water. The contractor will resume cleaning south of the dam and finish spoil leveling and seed once water levels recede.
21. Judicial Ditch 53 Lateral 2. Administrator Jensen recently received a request for funding assistance from Norman County to assist with a washout repair. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the topic to discuss at a future meeting after further information is gathered. Carried.

Chairman Holmvik asked about ditches being filled with sediment due to a windy winter and spring. Engineer Bents reported that our ditches are being inspected now for potential cleanout.

22. Lower Wild Rice. Administrator Jensen reported that the RRWMB applied for additional LSOHC funding. Staff is close to signing easements with 3 applicants and 4 additional applications are currently being

processed. She was recently contacted by an additional landowner. If that landowner proceeds forward, we will have 90% of our funding allocation assigned.

23. White Earth Regional Water Taskforce. Administrator Jensen attended the first meeting on May 19, 2025. Attendees included White Earth Natural Resources, BWSR, RRBC, and NRCS staff. The mission statement was developed. The group is considering the best options for addressing water planning on the reservation and how to work with partners going forward.
24. Rural Flood Mapping. The RRWMB Managers approved a 50 percent RFM cost-share for specific areas in the Red Lake Watershed District (RLWD). Due to federal funding being recalled for this effort, the RRWMB and RLWD will co-fund the mapping effort. The RRWMB will consider future RFM requests from membership and will continue to seek out state or federal funds for this Project. A motion was made by Manager Erickson and seconded by Manager Hanson not to participate. Discussion was held. The motion was amended to state that the Board is not interested under the current funding status. Carried.
25. Annual Report. The 2024 Annual Report was presented for review at the May 14, 2025 meeting. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the 2024 Annual Report as presented. Carried.
26. District-owned land. Information was distributed at the May 14, 2025 meeting. Administrator Jensen asked the Board for direction by the end of the Summer since the leases expire at the end of this calendar year. Discussion was held. The item will remain on the agenda for next month.
27. South Branch Rock Riffle Project. Administrator Jensen has been working with landowners and also stated that the EAW should be finalized June 24, 2025. There are no major updates at this time. Manager Erickson presented his data request from May 2, 2025 to the Board. The costs as of that date were reported as follows: Staff Time \$125.99 and Engineering \$74,377.93. Engineer Bents clarified information regarding the project.
28. July meeting date. Discussion was held and the Board will keep the regular July 9, 2025 meeting date.
29. Kvamme Petition. Staff received a petition from Mr. Kvamme to remove part of his land from Project 12. A motion was made by Manager Hanson and seconded by Manager Erickson to hold a public hearing. The motion was amended to clarify that the hearing will be held at the August 13, 2025 meeting at 9:00 a.m. Carried.
30. 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.
31. 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 10:22 a.m.

Curt Johannsen, Secretary

| Date | Num | Name | Memo | Amount |
|----------------------------|-------|--|--|-------------------|
| May 15 - Jun 11, 25 | | | | |
| 05/20/2025 | | QuickBooks Payroll Service | Created by Payroll Service on 05/19/2025 | 6,847.54 |
| 06/03/2025 | | QuickBooks Payroll Service | Created by Payroll Service on 06/02/2025 | 7,004.35 |
| 05/18/2025 | ACH | Pitney Bow es | | 120.00 |
| 05/15/2025 | ACH | Verizon Wireless | | 66.88 |
| 05/15/2025 | ACH | Aflac | | 388.18 |
| 05/25/2025 | ACH | MN PEIP | | 3,541.54 |
| 06/02/2025 | ACH | Minnesota Energy Resources Corporation | | 55.00 |
| 06/03/2025 | ACH | Arvig | | 339.14 |
| 06/05/2025 | ACH | MARCO, Inc. | | 379.77 |
| 05/16/2025 | ACH | PERA | | 70.02 |
| 05/15/2025 | ACH | US Treasury-Payroll | 41-6145653 | 181.70 |
| 06/06/2025 | ACH | Verizon Wireless | | 66.88 |
| 05/22/2025 | ACH | MN Dept of Revenue | 5062265 | 387.00 |
| 05/22/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,118.00 |
| 05/23/2025 | ACH | PERA | | 1,269.05 |
| 05/16/2025 | ACH | Deluxe Business Systems | | 487.70 |
| 06/10/2025 | ACH | Ada City | | 358.09 |
| 06/08/2025 | ACH | Pitney Bow es | | 91.29 |
| 06/03/2025 | ACH | Pitney Bow es | | 200.00 |
| 06/04/2025 | ACH | The Horton Group | | 5,953.65 |
| 06/05/2025 | ACH | MN Dept of Revenue | 5062265 | 387.00 |
| 06/05/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,117.98 |
| 06/06/2025 | ACH | PERA | | 1,269.05 |
| 06/11/2025 | ACH | Elan Financial Services | June statement | 2,268.34 |
| 06/11/2025 | 19733 | Brady Martz | Audit | 11,550.00 |
| 06/11/2025 | 19734 | Braun Intertec Corporation | Materials testing | 12,745.50 |
| 06/11/2025 | 19735 | Cintas | | 187.34 |
| 06/11/2025 | 19736 | Hanson & Liebl Law Office, P.C. | May Legal | 2,452.67 |
| 06/11/2025 | 19737 | Hendrum City | Mow ing | 750.00 |
| 06/11/2025 | 19738 | Hillsboro Banner | Perley ad | 36.00 |
| 06/11/2025 | 19739 | Lyle Wilkens, Inc. | Pay Request 1 | 96,330.00 |
| 06/11/2025 | 19740 | McCollum Hardw are, Inc. | Batterys | 16.08 |
| 06/11/2025 | 19741 | Morris Electronics, Inc. | | 954.98 |
| 06/11/2025 | 19742 | Norman County SWCD | | 16,270.09 |
| 06/11/2025 | 19743 | Northern Plains Mechanical | Preventative maintenance & change sump p | 967.00 |
| 06/11/2025 | 19744 | Northern States Excavating | Spoil leveling | 7,375.00 |
| 06/11/2025 | 19745 | Office Supplies Plus | Supplies | 78.05 |
| 06/11/2025 | 19746 | Renae Kappes | Office cleaning | 140.00 |
| 06/11/2025 | 19747 | Tammy Erickson | Mow ing and trimming | 175.00 |
| 06/11/2025 | 19748 | Tony Sip | Mow ing & tree removal | 6,555.00 |
| 06/11/2025 | 19749 | West Polk SWCD | Coordinator Costs | 455.55 |
| 06/11/2025 | 19750 | Beaver LLC | Beaver trapping | 1,108.80 |
| 06/11/2025 | 19751 | Park Construction Company | Pay Request 8 | 346,984.62 |
| 06/11/2025 | 19752 | Beaver LLC | | 2,757.60 |
| 06/11/2025 | 19753 | Dean P Spaeth | | 160.24 |
| 06/11/2025 | 19754 | Duane L Erickson | | 149.31 |
| 06/11/2025 | 19755 | Gregory R Holmvik | | 115.43 |
| 06/11/2025 | 19756 | Matthew C Borgen | | 146.24 |
| 06/11/2025 | 19757 | Michael K Christensen | | 142.31 |
| 06/11/2025 | 19758 | Raymond M Hanson | | 313.79 |
| TOTAL | | | | 544,884.75 |

Appendix A

List of Acronyms Used:

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| BWSR | Board of Water and Soil Resources |
| EAW | Environmental Assessment Worksheet |
| JD | Judicial Ditch |
| LSOHC | Lessard Sams Outdoor Heritage Council |
| MNDNR | Minnesota Department of Natural Resources |
| NRCS | Natural Resources Conservation Service |
| RFM | Rural Flood Mapping |
| RRBC | Red River Basin Commission |
| RRWMB | Red River Watershed Management Board |
| SWCD | Soil and Water Conservation District |
| TH | Trunk Highway |