

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

REGULAR MEETING
July 9, 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, July 9, 2025. Managers in attendance included: Greg Holmvik, Mike Christensen, Matt Borgen, Raymond Hanson, Dean Spaeth, 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 Christensen and seconded by Manager Spaeth to approve the agenda as presented. Manager Erickson asked to cover per diems and petitions. Both are listed as agenda items. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the June 11, 2025, Regular Meeting Minutes with Manager Erickson's request to have the amounts from the data request included for item number 27. 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 June 30, 2025, and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account, as presented. Carried.
7. Open Mic. Renee Keezer mentioned that White Earth did not receive notice on 2 permits. Chairman Holmvik asked her to bring the topic up during the respective permits.

PERMITS

8. David Arends, Section 32, Winchester Twp. Permit #25-040 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Spaeth to continue to table pending information from the applicant. Carried.
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 explained that the requested information was received. Adjacent landowners were noticed and expressed concerns over the project. A motion was made by Manager Hanson and seconded by Manager Spaeth to deny the permit due to the potential to cause additional flooding downstream of the project in an already flood-prone location. Carried.

10. Dan Brommenschenkel, Section 16, Hegne Twp. Permit #25-053 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the permit to notice the road authorities. Carried.
11. Rodney Hamernik, Section 30, Flom Twp. Permit #25-049 to install a new field approach with a 48” pipe. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit. Carried.
12. Evan Hellerud, Section 36, Shelly Twp. Permit #25-051 to replace and lower a 15” inlet culvert and flap gate into Judicial Ditch 53. Evan’s dad was in attendance and asked about the protocol to determine who is responsible for paying for the project. Engineer Bents explained that since the project is an improvement it would be the applicant’s responsibility. A motion was made by Manager Johannsen and seconded by Manager Hanson 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.
13. Beau Jacobson, Sections 18 and 19, Atlanta Twp. Permit #25-048 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions and with the condition that the applicant get written approval from the road authority and the landowners in the N1/2 of section 18 of Atlanta Township. Carried.
14. Jerred Jirava, Section 4, Chief 4. Permit #25-036 to install subsurface drain tile. A motion was made by Manager Erickson and seconded by Manager Hanson to approve the permit with standard tile conditions and with the condition that the applicant get written approval from the ditch authority – Mahnomen County and written approval from the landowner in the N1/2 NW1/4 of section 9 of Chief Township. Renee Keezer stated that White Earth is requesting a pause on all drain tile permits on the reservation while they evaluate the effects to their groundwater resources. Attorney Hanson advised that if there is a specific concern the Board should address the concern. He also stated that if there are other permitting requirements, the applicant would be responsible to comply with those. He advised that the Board is being asked to vote on the permit from a watershed standpoint. Chairman Holmvik called for a vote. Carried.
15. Gerald Johnson, Section 34, Heier Twp. Permit #25-052 to install water and sediment control basins. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.
16. Mary Knopfler, Section 25, Ulen Twp. Permit #25-024 to install subsurface drain tile. Administrator Jensen received an email with a revised plan between the adjacent landowner and the applicant. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions and as amended per the email from Randy Zimmerman and map from Mark Aanenson on July 9, 2025. Permit approval is contingent on written approval from the road authority-Ulen Township. Carried.
17. Scott Stevenson, Section 27, Viding Twp. Permit 25-050 to install a new field approach with a 24” pipe. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit. Carried.
18. 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. Kim Syverson was in attendance and explained that he is still interested in moving forward with the project and is working

on getting the required information. A motion was made by Manager Spaeth and Manager Johannsen to continue to table the permit pending information from the applicants. Carried.

COMPLAINTS (none)

19. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen reported that Phase 2 is nearly complete, and TH75 is scheduled to re-open to traffic on July 9, 2025. CSAH39 is scheduled to be closed at that time to begin Phase 3. Manager Johannsen reported that TH75 was open when he was recently in the area. The shoulders on TH75 will be paved at the same time the paving is done on Phase 3. Work is scheduled to be completed August 15, 2025.

A motion was made by Manager Hanson and seconded by Manager Spaeth to approve Pay Request 9 in the amount of \$746,039.40 from Park Construction Co. Carried.

20. Acquisition Properties. Engineer Bents reported that the project is substantially complete. He presented a change order for additional cleanup and a pay request from the contractor. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Change order 1 for \$7,050.00 and Pay Request 2 in the amount of \$65,787.50 from Lyle Wilkens Inc. Carried.

Manager Erickson inquired about a dispute with an adjacent property owner at one of the acquisition sites. Administrator Jensen reported that the issue is being handled by law enforcement.

The final completion date for the project is August 31, 2025.

21. Ditch and Project Maintenance. Administrator Jensen gave an update on the cleanout of Clay County Ditch 18. Cleanout is mostly complete. All that remains is leveling, finish work & seeding on the Steichen and Paakh properties. The ditch is draining nicely with no additional beaver dam issues.

Annual ditch inspections were recently completed. It was discovered that the outlet at Judicial Ditch 53 Lateral 1 needs repairs. Staff also found that the outlet at Norman County Ditch 1 will need repaired within the next couple of years.

A motion was made by Manager Hanson and seconded by Manager Christensen to authorize staff to develop preliminary concept estimates and look at funding opportunities for replacing the outlets. Carried.

22. White Earth Regional Water Taskforce. Renee Keezer reported that the next meeting is scheduled for July 16, 2025, at 1:00 p.m. She invited all to attend. She reported that the Crow Wing River Watershed District and White Earth recently entered into an MOA.

23. District-owned land. Administrator Jensen reminded the Board that the Citizen's Advisory Committee requested long-term strategies for district-owned land. Manager Johannsen suggested looking at the projects proposed in the past again as a refresher. Staff will put together information showing the history of proposed projects relative to district-owned land.

24. South Branch Rock Riffle Project. Administrator Jensen reported that the EAW was approved. She continues to discuss the pilot project site with landowners. Manager Erickson asked if there had been any discontent with landowners. She reported that there have been questions and comments from landowners in the area. Currently, the focus is on one pilot project site. Long term plans are unknown. Staff will reach out

to other landowners after identifying additional potential locations. Lengthy discussion was held. Engineer Bents explained that a pilot site will determine how fast the river will adjust to the project.

25. Petition to add/remove land. Administrator Jensen presented information from the legal team regarding options for the process to add or remove land from assessment areas. Engineer Bents further explained each option. Manager Erickson asked about Donald Kvamme's petition. Mr. Kvamme's petition hearing will be held at the August 13, 2025 Board meeting. The Board discussed all options and decided to take no action.
26. Judicial Ditch 53 Lateral 2. Administrator Jensen received a request for funding assistance from Norman County to assist with a washout repair. Manager Borgen stated that a Georgetown Township official recently asked him about a similar situation in Clay County. Discussion was held regarding potential funding through 1WIP with Norman County SWCD. A motion was made by Manager Christensen and seconded by Manager Hanson to deny the request. Carried.
27. RRWMB 50th Anniversary Tour. Administrator Jensen reported that the RRWMB turns 50 next year. Rob Sip would like to coordinate an Anniversary Tour of the WRWD on August 18, 2026. Staff is working to identify locations and projects in the district that are easily accessible by bus.
28. MN Watersheds Delegates. The MN Watersheds has their annual meeting on Resolutions and Petitions on August 25, 2025. The meeting will be held virtually, and delegates need to be assigned. Manager Christensen and Manager Erickson agreed to stay on as delegates.
29. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve payment of Manager per diems as distributed. Carried.

Manager Erickson inquired about the column entitled "Half/Full" on the Manager's per diem sheets. Discussion was held that it was previously decided to only offer full pay for per diem. The Board agreed that the column should have been changed to "Full" when the motion was made at a previous meeting. Staff will make the change.

Manager Erickson inquired on whether or not Manager Johannsen is eligible to receive full pay for reviewing the minutes each month. Discussion was held with other Managers offering support of the per diem payment for review of the meeting minutes by the Board Secretary.
30. Set Budget and Levy Hearing. A motion was made by Manager Spaeth and seconded by Manager Hanson to set the hearing for August 13, 2025 at 9:30 a.m.
31. 2026 Draft Budget & Levy. Administrator Jensen presented the 2026 draft budget & levy. The draft was reviewed by the Finance Committee on June 11, 2025. Engineer Bents presented the project levies.
32. Meetings/Conferences/Seminars. A motion was made by Manager Spaeth and seconded by Manager Johannsen to authorize staff and Board to virtually attend the MN Watersheds 2025 Annual Meeting on Resolutions and Petitions on August 25, 2025. Carried.
33. Issues-Discussions. Administrator Jensen mentioned a ditch maintenance request for drain tile blocking a ditch in Anthony/Good Hope Township. Staff will process the report as a maintenance request.

34. 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 10:46 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Jun 12 - Jul 9, 25				
06/17/2025		QuickBooks Payroll Service	Created by Payroll Service on 06/16/2025	6,879.32
07/01/2025		QuickBooks Payroll Service	Created by Payroll Service on 06/30/2025	6,875.55
06/15/2025	ACH	Aflac		388.18
06/25/2025	ACH	MN PEIP		3,541.54
07/03/2025	ACH	Arvig		349.12
07/05/2025	ACH	MARCO, Inc.		362.77
07/02/2025	ACH	Minnesota Energy Resources Corporation		55.00
06/20/2025	ACH	US Treasury-Payroll	41-6145653	143.44
06/20/2025	ACH	US Treasury-Payroll	41-6145653	2,118.00
06/23/2025	ACH	PERA		1,304.07
06/20/2025	ACH	MN Dept of Revenue	5062265	387.00
07/06/2025	ACH	Verizon Wireless		66.88
07/03/2025	ACH	MN Dept of Revenue	5062265	387.00
07/03/2025	ACH	US Treasury-Payroll	41-6145653	2,117.98
07/07/2025	ACH	PERA		1,269.05
07/09/2025	ACH	US Treasury-Payroll	41-6145653	172.14
07/09/2025	ACH	Elan Financial Services	June statement	817.11
07/09/2025	ACH	Grinnell Mutual Payment Center	Business owners policy	8,299.00
07/09/2025	19759	Becker Co. Auditor	2024 Special Assessments	563.00
07/09/2025	19760	Becker County SWCD		8,879.82
07/09/2025	19761	Brady Martz	Audit	8,000.00
07/09/2025	19762	Braun Intertec Corporation	Materials testing	8,609.50
07/09/2025	19763	Buchholz Blasting		1,100.00
07/09/2025	19764	Cintas	Rugs	93.67
07/09/2025	19765	Clay Soil & Water District	Coordinator Costs	16,561.50
07/09/2025	19766	Docu Shred	Shredding	53.63
07/09/2025	19767	EcoLab	Pest control	132.03
07/09/2025	19768	Hanson & Liebl Law Office, P.C.	June Legal	4,235.70
07/09/2025	19769	Hendrum City	Mow ing	300.00
07/09/2025	19770	Houston Engineering, Inc.		159,109.50
07/09/2025	19771	KRJB Radio	Advertising-Farm Programs	495.00
07/09/2025	19772	Lyle Wilkens, Inc.	Pay Request 2	65,787.50
07/09/2025	19773	Morris Electronics, Inc.		375.00
07/09/2025	19774	Northern States Excavating		59,967.00
07/09/2025	19775	Office Supplies Plus		246.95
07/09/2025	19776	Park Construction Company	Pay Request 9	746,039.40
07/09/2025	19777	Red River Watershed Management Board	Tax share	564,422.94
07/09/2025	19778	Robert Lapos	Beaver trapping	613.40
07/09/2025	19779	Supermarket Foods	June statement	2.57
07/09/2025	19780	Tony Sip	Mow ing	14,440.00
07/09/2025	19781	Curt Johannsen		237.72
07/09/2025	19782	Dean P Spaeth		160.23
07/09/2025	19783	Duane L Erickson		149.31
07/09/2025	19784	Gregory R Holmwik		115.44
07/09/2025	19785	Matthew C Borgen		146.23
07/09/2025	19786	Michael K Christensen		142.31
07/09/2025	19787	Raymond M Hanson		256.08
Total				1,696,768.58

Appendix A

List of Acronyms Used:

1W1P	One Watershed One Plan
CSAH	County State Aid Highway
EAW	Environmental Assessment Worksheet
MOA	Memorandum of Agreement
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TH	Trunk Highway
WRWD	Wild Rice Watershed District