

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

REGULAR MEETING
September 10, 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, September 10, 2025. Managers in attendance included: Greg Holmvik, 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. Manager Mike Christensen 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 Johannsen to approve the agenda with the following addition: Reconsider 200' setback. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the August 13, 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 August 31, 2025, as presented. Carried.
7. Open Mic. No one spoke.

Permits

8. Twin Valley Riders Club, Section 27, Wild Rice Twp. Permit #25-073 to install a field approach and culvert. Keith Berndt was in attendance and stated that Norman County has no issues with the work. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit. Carried.
9. Twin Valley Riders Club, Section 27, Wild Rice Twp. Permit #25-074 to construct a berm. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit to notice the Norman County Floodplain Administrator. Carried.
10. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Rachel Arneson, Section 24, Halstad West Twp. Permit #25-079 to install a water and sediment control basin with standard tile conditions.

- BJM Land, Inc. Section 34, Anthony Twp. Permit #25-075 to install subsurface drain tile with standard tile conditions.
 - Charles Borgen, Section 13, Hendrum Twp. Permit #25-076 to install subsurface drain tile with standard tile conditions.
 - Reed & Bob Klemetson, Sections 8 & 17, Walworth Twp. Permit #25-078 to remove an 18” centerline culvert and install a new 18” culvert in a field approach.
11. Keith Berndt, Norman County Highway Department, Section 20, Fossum Twp. Permit #25-077 for a grade stabilization project. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit to notice adjacent landowners. Carried.
12. Ryan Groth, Section 17, Spring Creek (Becker). Permit #25-066 to install subsurface drain tile. The applicant revised the tile location. The office received written approval from one adjacent landowner. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the permit to notice the landowners in the West 1/2 of section 17 of Spring Creek Township and the Becker County Highway Department, or the permit is approved if the applicant can provide written approval from all parties identified for noticing. Carried.
13. Gerald Lien, Section 35, Flom Twp. Permit #25-070 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the permit with standard tile conditions and with the condition that no perforated tile lines are placed within 200 feet of the property line with the MNDNR without written approval from the MNDNR and with the condition that the applicant get written approval from the Norman County SWCD relative to wetland drainage. Carried.
14. Mark Sirjord, Section 25, Sundal Twp. Permit #25-071 to install a water and sediment control basin. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.
15. Bill Stalboerger, Section 26, Popple Grove Twp. Permit #25-075 to install subsurface drain tile. Rob Baden with the MNDNR attended virtually and confirmed that the adjacent land was donated to the MNDNR by Mr. Reitan. Discussion was held. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the permit to notice the NE ¼ of section 27 of Popple Grove Township, Popple Grove Township, the MNDNR, and the road authority MNDOT, or the permit is approved if the applicant can provide written approval from all parties identified for noticing. Carried.
16. Administrator Jensen stated that the permits listed below were withdrawn at the applicant’s request.
- David Arends, Section 32, Winchester Twp. Permit #25-040 to install subsurface drain tile.
 - 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.

Complaints

17. Rick Berg, Section 30, Island Lake Twp. Complaint #25-001C-outlet was plugged and is causing flooding. A motion was made by Manager Hanson and seconded by Manager Spaeth to send a letter to the downstream landowner explaining the WRWD rules and ask that any blockages be removed. Carried.
18. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the following complaints pending survey information from Norman County Highway Department. Norman County

Highway Department indicated that the existing pipe was replaced with the pipe of the same size. Discussion was held. Carried.

- Jane and Jeff Ward, Section 13, Green Meadow Twp. Complaint #25-002C-culvert replaced with smaller culvert and dry block was removed causing issues.
 - Jill Chisholm-Bennett and Jerry Bennett, Section 13, Green Meadow Twp. Complaint #25-003C-culvert replaced with smaller culvert and dry block was removed causing issues. The complaint was revised to remove the culvert size issue but continue to request that the field approach is restored.
19. Bill Stalboerger, Section 27, Popple Grove Twp. Complaint #25-004C-wetland restorations negatively affecting adjacent land. Elevations were received from the MNDNR. A motion was made by Manager Spaeth and seconded by Manager Erickson to table the complaint until more information is gathered in relation to permit #25-075. Discussion was held. Carried.
20. The complaints listed below were received after September field reviews were completed. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the complaints pending field reviews. Carried.
- David Arends / Mary Township, Section 34-35, Mary Twp. Complaint #25-005C-ditch cleaned too low will cause water not to flow.
 - Grant Arends, Section 34-35, Mary Twp. Complaint #25-006C-ditch cleaned too low will cause water not to flow.

Unfinished Business

21. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen gave an update stating that the road was re-opened on August 18, 2025. Concrete repairs will be needed on TH75. MNDOT will meet on September 15, 2025 to discuss plans. A Partial Acceptance letter was sent to the contractor. Engineer Bents explained the exceptions listed in the letter.

Engineer Bents presented Pay Request 11 from Park Construction Co. The request includes a reduction in payment since the roadway was not open on time. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve Pay Request 11 in the amount of \$150,001.65. Carried.

Chairman Holmvik asked about the levy certification process. Engineer Bents clarified that the certification process is currently underway.

22. Acquisition Properties. Administrator Jensen reported that an appeal letter was sent to FEMA regarding the 2019 Acquisition project. We are awaiting a response. HSEM provided a letter in support of our appeal.

Administrator Jensen provided an update on the current round of acquisitions. She anticipates closing on 1 property next week and the last property in the Fall of 2025.

23. Ditch and Project Maintenance. Engineer Bents reported that preliminary concepts and estimates are being prepared for the repairs at the outlet on JD53 Lateral 1, the outlet on Norman County Ditch 1 and erosion areas on the Upper Reaches project.
24. White Earth Regional Water Taskforce. Administrator Jensen reported that the next meeting is September 11, 2025, at 1:00 p.m. She will be attending virtually.

25. District-owned land. A motion was made by Manager Johannsen and seconded by Manager Hanson to retain ownership of land for potential projects and continue to lease the land unless finances warrant selling the property. Discussion was held. Manager Erickson opposed. Carried.
26. South Branch Rock Riffle Project. Engineer Bents gave an update stating that preliminary plans are complete, and permit applications are under development. There is an application fee for the MNDNR permit. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the \$9,400.00 application fee. Discussion was held. Manager Erickson mentioned that landowners have expressed concerns to him. Administrator Jensen encouraged him to have them call the office with questions or concerns. Manager Erickson voted in opposition to the motion. Carried.

New Business

27. MN Watersheds Resolutions. Administrator Jensen reported that all 3 Resolutions passed.
28. Tenneson Land Lease request. A request was received from Wayne Tenneson to renew his lease in Halstad Township Section 24. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the lease request of \$100.00 per year plus taxes for 3 years. Carried.
29. Manager Term limits. Manager Erickson asked if there are term limits for Managers. Chairman Holmvik and Attorney Hanson reported that there are no limits by state law. Discussion was held. No action taken.
30. November Board meeting date. A motion was made by Manager Hanson and seconded by Manager Speth to move the November meeting date to November 5, 2025. Manager Johannsen was opposed. Carried.
31. RRWMB Red River Riparian Habitat Program MOU. Administrator Jensen referred to the MOU that was included in the Manager packets. A motion was made by Manager Johannsen and seconded by Chairman Holmvik to approve the MOU. Carried.
32. Advertise for bids. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve advertising for bids for legal, engineering, audit, mowing and spraying contracts. Carried.
33. Reconsider 200' setback. Manager Erickson questioned the distance of the setback rule. Engineer Bents presented potential pros and cons to the setback rule. Lengthy discussion was held. A motion was made by Manager Erickson to reduce the setback from 200' to 40'. The motion failed for lack of a second.

Financial

34. CD Rates. The district's current CDs will mature on October 28, 2025, and November 12, 2025. A motion was made by Manager Hanson and seconded by Manager Johannsen to obtain updated rates for the October 8, 2025 meeting. Carried.
35. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve payment of Manager per diems as distributed. Carried.

Meetings/Conferences/Seminars. No action needed.

Issues-Discussions

36. Comments from Managers. Chairman Holmvik mentioned the Public Waters Inventory Update Project. Discussion was held. Administrator Jensen will send information to the Board.
37. 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 10:17 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Aug 14 - Sep 10, 25				
08/26/2025		QuickBooks Payroll Service	Created by Payroll Service on 08/25/2025	6,951.91
09/09/2025		QuickBooks Payroll Service	Created by Payroll Service on 09/05/2025	7,148.54
08/18/2025	ACH	Pitney Bow es		120.00
08/15/2025	ACH	Aflac		582.27
08/25/2025	ACH	MN PEIP		3,541.54
08/14/2025	ACH	MN Dept of Revenue	5062265	387.00
08/14/2025	ACH	US Treasury-Payroll	41-6145653	2,328.40
09/02/2025	ACH	Minnesota Energy Resources Corporation		55.00
08/15/2025	ACH	PERA		1,356.56
09/05/2025	ACH	MARCO, Inc.		362.77
09/06/2025	ACH	Verizon Wireless		66.88
08/29/2025	ACH	MN Dept of Revenue	5062265	387.00
08/29/2025	ACH	US Treasury-Payroll	41-6145653	2,117.98
09/02/2025	ACH	PERA		1,269.05
09/10/2025	ACH	Ada City		385.79
09/10/2025	ACH	Elan Financial Services	August statement	393.22
09/10/2025	19832	Braun Intertec Corporation	Materials testing	21,526.50
09/10/2025	19833	Buchholz Blasting	Dam removal	2,250.00
09/10/2025	19834	Carol Peppel and Donald Peppel	Option agreement	124.44
09/10/2025	19835	Cintas	Rugs	117.10
09/10/2025	19836	Clay County Auditor Treasurer	09.014.2500 Dalen Coulee	91.00
09/10/2025	19837	Column Softw are PBC	Projects and ditches ad	62.11
09/10/2025	19838	Docu Shred	Shredding	86.45
09/10/2025	19839	Hanson & Liebl Law Office Trust Account	Closing statement-Richards 18775	379,932.17
09/10/2025	19840	Hanson & Liebl Law Office, P.C.	August legal	1,810.25
09/10/2025	19841	Hendrum City	Mow ing	400.00
09/10/2025	19842	Houston Engineering, Inc.		101,109.90
09/10/2025	19843	Mahnomen Pioneer	Budget & levy hearing	102.00
09/10/2025	19844	Morris Electronics, Inc.		1,004.93
09/10/2025	19845	Norman County Treasurer/Auditor		7,761.27
09/10/2025	19846	Office Supplies Plus	Supplies	143.13
09/10/2025	19847	Tony Sip	Mow ing	10,735.00
09/10/2025	19848	Hanson & Liebl Law Office Trust Account	Closing statement-Myers	350,055.39
09/10/2025	19849	Hanson & Liebl Law Office Trust Account	Closing statement-Olson	46,698.64
09/10/2025	19850	MN Dept of Natural Resources	Water permit	9,400.00
09/10/2025	19851	Park Construction Company	Pay Request 11	151,001.65
09/10/2025	19852	Curt Johannsen		237.72
09/10/2025	19853	Dean P Spaeth		160.24
09/10/2025	19854	Duane L Erickson		298.63
09/10/2025	19855	Gregory R Holmvik		115.44
09/10/2025	19856	Matthew C Borgen		146.24
09/10/2025	19857	Raymond M Hanson		256.08
GRAND TOTAL				1,113,080.19

Appendix A

List of Acronyms Used:

FEMA	Federal Emergency Management Agency
HSEM	Homeland Security and Emergency Management
JD	Judicial Ditch
MOU	Memorandum of Understanding
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
TH	Trunk Highway
WRWD	Wild Rice Watershed District