

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

REGULAR MEETING
November 5, 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, November 5, 2025. Managers in attendance included: Greg Holmvik, Mike Christensen, Raymond Hanson, Dean Spaeth, Matt Borgen 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 with the following addition: Lease Request. Carried.
4. Meeting Minutes. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the October 8, 2025, 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 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 October 31, 2025 as presented. Carried.
7. Manager Erickson arrived at 8:32 a.m.
8. Open Mic. No one spoke.

Appointments

Permits

9. Joseph Chisholm, Section 25, Green Meadow Twp. Permit #25-091 to install subsurface drain tile and a pump. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with standard tile conditions and with the condition that the applicant get permission from the Norman County SWCD relative to Wetland Conservation Act compliance. Carried.
10. Matthew Borgen, Section 22, Shelly Twp. Permit #25-093 to replace culverts, regrade the roadway ditch and lower an approach culvert. Engineer Bents stated that the W1/2 of the NW1/4 of Section 21 is not assessed into Norman County Ditch 28. Discussion was held. A motion was made by Manager Erickson and seconded by Manager Hanson to approve the permit with the condition that there are no ditch improvements

in the W1/2 of the NW1/4 of section 21 of Shelly Township. Manager Borgen abstained from voting. Carried.

11. Wayne Brandt, Section 10, Lake Ida Twp. Permit #25-094 to install a new centerline culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit to notice adjacent landowners. Carried.
12. Ellingson CSG, Section 21, Winchester Twp. Permit #24-142 to construct a solar site and access road. This is an amended permit application. The project plans shifted slightly to avoid wetland impacts. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Carried.
13. Ryan Groth, Section 17, Spring Creek Twp. (Becker). Permit #25-066 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to continue to table the permit at the request of the applicant pending the necessary permit approvals and to address downstream landowner concerns. Carried.
14. Novik Farm, Section 24, Green Meadow Twp. Permit #25-092 to clean natural waterways and cut through the fence line on the west and north sides of the parcel. A motion was made by Manager Spaeth and seconded by Manager Hanson to deny the permit due to adjacent landowner opposition. Carried.
15. Nutrien Ag Solutions, Section 22, Bejou Twp. Permit #25-090 to construct a new ag facility, widen a driveway and extend an 18" culvert. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit. Carried.
16. RUS Holdings LLC, Section 21, Winchester Twp. Permit #25-095 to install an access road with an 18" culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the permit pending a field review. Carried.

Complaints

17. An update was given on the complaints listed below. After review of survey information, the Norman County Highway Department has indicated they are willing to provide fill material and restore the site to the elevation shown on the lidar data. A motion was made by Manager Spaeth and seconded by Manager Hanson to continue to table the complaints pending review of the restoration work to be completed by the Highway Department. 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.
18. Steven Grieve, Section 24, Green Meadow Twp. Complaint #25-007C-ditching project causing flooding. The renter has agreed to restore the cuts in the fence line on both the north and west sides of the parcel. A motion was made by Manager Hanson and seconded by Manager Spaeth to table the complaint pending a review of the restoration work. Carried.
19. An update was given on the complaints listed below. After a field review of the area, the WRWD does not have sufficient evidence that the new pipe was installed higher in elevation than the old pipe. The WRWD

also did not find sufficient evidence that the ditch was deepened without a permit. Manager Erickson moved from the Board table to the audience to discuss his complaint. Matt Jirava was also in attendance and offered to do the work to lower the culvert. The Board advised him that lowering the culvert would require a permit from the WRWD. A motion was made by Manager Spaeth and seconded by Manager Hanson to dismiss all 3 complaints since there is not sufficient evidence of a violation of WRWD rules. Carried.

- Duane Erickson, Section 7, Spring Creek Twp (Becker). Complaint #25-008c-culvert replaced and installed too high.
- Spring Creek Township Board, Section 7, Spring Creek Twp (Becker). Complaint #25-010c-ditch deepened without a permit from the WRWD causing damage to the road.
- Ken Jirava, Section 7, Spring Creek Twp (Becker). Complaint 25-011c-culvert replaced and installed too high.

20. Goose Prairie Township Board, Section 16, Goose Prairie Twp. Complaint #25-009c-earthwork and grading that was done during the installation of field approaches. A field review was conducted, and no violation was found. A motion was made by Manager Hanson and seconded by Manager Spaeth to dismiss the complaint because the project is not in violation of WRWD rules since Permit #25-065 was approved for the installation of the driveways. Carried.

21. Manager Erickson addressed the Board regarding previously discussed complaints 25-008c, 25-010c, and 25-011c. His request is to allow Matt Jirava to begin work to lower the culvert before winter, prior to consideration of the permit at the December 10, 2025 Board meeting.

In response to the request, Engineer Bents provided his recommendations to the Board. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit upon receipt of the application as discussed, with staff recommendation and with the condition that the applicant gets written approval from Spring Creek Township and the downstream landowner to the West of the culvert location. Manager Erickson abstained from voting and clarified that he abstained from voting on the dismissal of the 3 related complaints earlier in the meeting. Carried.

Unfinished Business

22. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents gave an update. The contractor provided 2 different plans to fix the pavement. We are waiting on MNDOT to decide on the plan of their choice.

23. Acquisition Properties. Administrator Jensen reminded the Board that an appeal letter was sent to FEMA regarding the 2019 Acquisition project. We continue to wait for a response from FEMA. Staff met with Senator Klobuchar's office. The Senator's office will reach out to HSEM and FEMA to let them know it is on their radar.

24. Ditch and Project Maintenance. Administrator Jensen reported that we are considering 4 bank stabilization projects along the Wild Rice River where the bank has eroded up to the levy. Staff is in communication with landowners. Funding is available from 1W1P for the project.

Staff is exploring outside funding sources for the previously discussed estimates for repairs at the outlets on JD53 Lateral 1 and Norman County Ditch 1.

Chairman Holmvik asked staff to contact landowner Brian Hanson regarding a ditch cleanout on JD53 Lateral 2.

25. White Earth Regional Water Taskforce. Administrator Jensen reported that the next meeting is scheduled for November 13, 2025. She asked Brett Arne with BWSR to attend the meeting to provide his input.
26. South Branch Rock Riffle Project. Engineer Bents stated that the plans are finalized. The bid opening is scheduled for November 26, 2025. A motion was made by Manager Spaeth and seconded by Manager Hanson to authorize Chairman Holmvik to sign property acquisition documents. Carried.
27. Lower Wild Rice. Administrator Jensen reported that there are 7 applications underway. Staff will send another mailer this winter. She also provided an update on funding.

New Business

28. Lease request. A request was received from Mark Dudgeon to lease the former Ista buyout property. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the lease request of \$200.00 per year plus taxes for 5 years. Carried.
29. Review Consultant Proposals. Administrator Jensen presented the proposals received for legal, mowing, spraying and engineering services.
 - A motion was made by Manager Christensen and seconded by Manager Hanson to award the contract for legal services to Hanson & Liebl Law Office for the years 2026-2028 per the proposal received. Manager Spaeth abstained from voting. Carried.
 - A motion was made by Manager Spaeth and seconded by Manager Hanson to award the contract for mowing services to Tony Sip for the years 2026-2028 per the proposal received. Carried.
 - A motion was made by Manager Spaeth and seconded by Manager Hanson to award the contract for spraying services to Wes Carlsrud for the years 2026-2028 per the proposal received. Carried.
 - A motion was made by Manager Spaeth and seconded by Manager Hanson to award the contract for engineering services to Houston Engineering for the years 2026-2028 per the proposal received. Nate Dalager with HDR Engineering was in attendance and spoke to the Board about the proposal from HDR. The Board thanked him for his time. Manager Erickson opposed. Carried.
30. Road Authority Permits. Administrator Jensen received a request from a Township official to discuss if Road Authorities should be required to have a permit to replace a culvert of the exact elevation and size. Discussion was held. A motion was made by Manager Erickson and seconded by Manager Hanson to keep the current policy of not requiring permits from Road Authorities if the replacement is exactly the same. Carried.
31. 1W1P Steering Committee. Administrator Jensen reported that the Steering Committee Meeting was held on November 4, 2025 to prepare for the upcoming Policy Committee meeting which is scheduled for November 24, 2025.

Financial

32. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Christensen to approve payment of Manager per diems as distributed. Carried.

33. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:46 a.m.

Curt Johannsen, Secretary

| Date | Num | Name | Memo | Credit |
|--------------------------|-------|---|--|-------------------|
| Oct 9 - Nov 5, 25 | | | | |
| 10/21/2025 | | QuickBooks Payroll Service | Created by Payroll Service on 10/20/2025 | 6,879.03 |
| 11/04/2025 | | QuickBooks Payroll Service | Created by Payroll Service on 11/03/2025 | 7,052.89 |
| 11/05/2025 | | Michael K Christensen | | 142.31 |
| 11/05/2025 | | Duane L Erickson | | 149.30 |
| 11/05/2025 | | Gregory R Holmvik | | 115.44 |
| 11/05/2025 | | Matthew C Borgen | | 146.24 |
| 11/05/2025 | | Raymond M Hanson | | 256.08 |
| 10/15/2025 | ACH | Verizon Wireless | | 67.23 |
| 10/10/2025 | ACH | Ada City | | 366.81 |
| 10/09/2025 | ACH | MN Dept of Revenue | 5062265 | 387.00 |
| 10/09/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,271.02 |
| 10/10/2025 | ACH | PERA | | 1,339.07 |
| 10/25/2025 | ACH | MN PEIP | | 3,541.54 |
| 10/30/2025 | ACH | Minnesota Energy Resources Corporation | | 71.00 |
| 10/15/2025 | ACH | Aflac | | 388.18 |
| 11/03/2025 | ACH | Arvig | | 341.71 |
| 10/23/2025 | ACH | MN Dept of Revenue | 5062265 | 387.00 |
| 10/23/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,117.98 |
| 11/05/2025 | ACH | MARCO, Inc. | | 362.77 |
| 10/24/2025 | ACH | PERA | | 1,269.05 |
| 11/05/2025 | ACH | Elan Financial Services | October statement | 511.68 |
| 11/05/2025 | 19893 | Becker County SWCD | Coordinator Costs | 3,260.46 |
| 11/05/2025 | 19894 | Clay County Union | Advertising-projects and ditches | 96.00 |
| 11/05/2025 | 19895 | Clearwater SWCD | 10% match - Aerial Imagery | 7,839.00 |
| 11/05/2025 | 19896 | Column Software PBC | Meeting date change ad | 14.06 |
| 11/05/2025 | 19897 | Docu Shred | Shredding | 53.39 |
| 11/05/2025 | 19898 | Environmental Systems Research (ESRI) | ArcGIS annual subscription | 700.00 |
| 11/05/2025 | 19899 | Hanson & Liebl Law Office, P.C. | October statement | 1,766.50 |
| 11/05/2025 | 19900 | Hendrum City | Mowing | 300.00 |
| 11/05/2025 | 19901 | Houston Engineering, Inc. | | 87,650.45 |
| 11/05/2025 | 19902 | Morris Electronics, Inc. | | 375.00 |
| 11/05/2025 | 19903 | Norman County Index-Ada | | 410.50 |
| 11/05/2025 | 19904 | Northern Plains Mechanical | Preventative Maintenance-HVAC | 180.00 |
| 11/05/2025 | 19905 | Northern States Excavating | | 39,326.89 |
| 11/05/2025 | 19906 | Office Supplies Plus | | 114.71 |
| 11/05/2025 | 19907 | Tony Sip | Mowing | 13,680.00 |
| 11/05/2025 | 19908 | Travis Huot | Beaver trapping | 241.82 |
| 11/05/2025 | 19909 | Wes's Truck Repair | Spraying | 25,391.10 |
| 11/05/2025 | 19910 | Hanson & Liebl Law Office Trust Account | Hodson Easement | 9,036.34 |
| 11/05/2025 | 19911 | Morris Electronics, Inc. | | 375.00 |
| 11/05/2025 | 19912 | Dean P Spaeth | | 160.24 |
| 11/05/2025 | 19918 | Hanson & Liebl Law Office Trust Account | Hodson Easement | 4,042.50 |
| | | | TOTAL | 223,177.29 |

Appendix A

List of Acronyms Used:

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| 1W1P | One Watershed One Plan |
| BWSR | Board of Water and Soil Resources |
| FEMA | Federal Emergency Management Agency |
| HSEM | Homeland Security and Emergency Management |
| JD | Judicial Ditch |
| MNDOT | Minnesota Department of Transportation |
| SWCD | Soil and Water Conservation District |
| WRWD | Wild Rice Watershed District |