

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

**REGULAR MEETING**  
**January 14, 2026**  
**APPROVED MINUTES**

*A full list of acronyms used is available at the end of this report (Appendix E)*

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, January 14, 2026. Managers in attendance included: Greg Holmvik, Raymond Hanson, Dean Spaeth, Matt Borgen, Curt Johannsen, Mike Christensen and Duane Erickson. In addition, the following people were in attendance: Administrator Tara Jensen, Mark Aanenson-Houston Engineering, 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 Spaeth and seconded by Manager Hanson to approve the agenda with the following addition: Land Rent. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the December 10, 2025, Regular Meeting Minutes with an edit to item #17. 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 Johannsen to approve the monthly financial report dated December 31, 2025 as presented and the quarterly transfers between unassessed projects and ditches and the Red River Construction Account, as detailed in Appendix A at the end of this report. Carried.

**Appointments**

7. Open Mic. No one spoke.

**Permits**

8. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the following permits as listed. Carried.
  - Wayne Brandt, Section 10, Lake Ida Twp. Permit #25-094 to install a new centerline culvert to allow time to review the site in the Spring, per the applicant and adjacent landowner's request.
  - Ryan Groth, Section 17, Spring Creek Twp. (Becker). Permit #25-066 to install subsurface drain tile per the applicant's request.
  - Maritz Investments, Section 20, Lake Grove Twp. Permit #26-001 to install subsurface drain tile with surface inlets pending a field review and to request that the applicant provide written approval from the Mahnomen Soil and Water Conservation District regarding potential wetland drainage issues.

## **Complaints**

9. A motion was made by Manager Spaeth and seconded by Manager Hanson to table the complaints listed below pending review of restoration work. 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.
  - Steven Grieve, Section 24, Green Meadow Twp. Complaint #25-007C-ditching project causing flooding.
  - Ryan Groth, Sections 7 & 17, Spring Creek Twp (Becker). Complaint #25-012C-tile outlet was not installed according to the approved permit.

## **Unfinished Business**

10. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen gave an update stating that the FEMA funding project was closed out last week. LOMR submittal is underway. Once the revisions are accepted by FEMA, the levy will be certified. Concrete repairs are tentatively scheduled for May 4, 2026-June 12, 2026. The City of Perley owes the WRWD \$28,067.00 for the waterline upgrade that was done as part of the project. Staff has made numerous attempts to contact the city. A motion was made by Manager Hanson and seconded by Manager Spaeth to authorize staff to send a letter notifying the City of Perley that if payment is not received prior to the next Board meeting, the amount due will accrue interest. Carried.
11. Acquisition Properties. Administrator Jensen stated Braun Intertec will start Hazardous-materials inspections on the Richards and Myers properties in February, with plans for demolition in the Summer 2026.
12. White Earth Regional Water Taskforce. Administrator Jensen provided an update from the last meeting held on January 8, 2026. The next meeting will be held on March 19, 2026. Renee Keezer was in attendance and provided input.
13. South Branch Wild Rice River Grade Stabilization. Administrator Jensen stated that the DNR is processing the district's permit. The construction schedule will be determined after the permit is issued. Manager Erickson provided copies of his data request dated December 15, 2025. Discussion was held regarding the cost and purpose of the project. A motion was made by Manager Erickson to postpone the project for 12 months. The motion failed for lack of a second.

## **New Business**

14. PWI Updates. Administrator Jensen referenced the information that was emailed to the Board prior to the meeting. Mark Aanenson provided input as well a map detailing the ditches in question that are within the WRWD. A reminder was given about the public input meeting scheduled for January 20, 2026 in Moorhead.
15. Land Rent. Manager Erickson inquired about putting the district's ag land rent towards the general budget. Discussion was held. Administrator Jensen suggested approaching the Finance committee about the topic

when the levy is discussed in June. A motion was made by Manager Erickson to apply the approximately \$107,000, minus taxes, to the general budget each year. The motion failed for lack of a second.

16. Citizen's Advisory Committee. The December meeting was not held due to lack of quorum. The Committee is scheduled to meet again on April 6, 2026.
17. Official Newspaper. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the list of official newspapers as detailed in Appendix B at the end of this report. Carried.
18. Envirothon Request Policy. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve \$200.00 per SWCD if they apply. Carried.
19. Responsible Authority for Data Practices Policy. Administrator Jensen read the *Resolution Appointing a Responsible Authority and Assigning Duties to the Board*. A motion was made by Manager Johannsen and seconded by Manager Hanson to adopt the Resolution. A roll call vote was held and all Managers voted in favor. Carried. The Resolution can be found in Appendix C at the end of this report.
20. Personnel Manual Changes. Revisions to the Personnel Manual were provided to all Managers prior to the meeting. The changes were reviewed by legal counsel as well as by the Personnel Committee. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the changes to the Personnel Manual. Carried.

## **Financial**

21. Auto Pay Vendors. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the list of Auto Pay Vendors as detailed in Appendix D at the end of this report. Carried.
22. Internal Transfer Authority. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve District Staff to internally transfer funds between unassessed projects and ditches and the Red River Construction account, bringing transfers for board notification and approval at regular Board Meetings. Carried.
23. 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**

24. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve staff and Board attendance at the MN Watersheds Legislative Event / RRWMB legislative Meetings March 3-4, 2026. Carried.
25. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:50 a.m.

Date	Num	Name	Memo	Amount
<b>Dec 11, '25 - Jan 14, 26</b>				
12/16/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/15/2025	7,341.33
12/17/2025			Funds Transfer	180,000.00
12/18/2025			Funds Transfer	120,000.00
12/26/2025			Funds Transfer	330,000.00
12/30/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/29/2025	8,197.41
01/13/2026		QuickBooks Payroll Service	Created by Payroll Service on 01/12/2026	7,161.99
12/15/2025	ACH	Verizon Wireless		67.26
12/15/2025	ACH	Aflac		388.18
01/02/2026	ACH	Minnesota Energy Resources Corporation		71.00
12/16/2025	ACH	PERA		52.51
12/25/2025	ACH	MN PEP		4,209.26
12/11/2025	ACH	US Treasury-Payroll	41-6145653	153.00
01/03/2026	ACH	Arvig		354.21
12/19/2025	ACH	MN Dept of Revenue	5062265	367.00
12/19/2025	ACH	US Treasury-Payroll	41-6145653	2,028.90
12/22/2025	ACH	PERA		1,269.05
01/05/2026	ACH	MARCO, Inc.		362.77
01/14/2026	ACH	Verizon Wireless		67.26
01/12/2026	ACH	Ada City		329.52
01/06/2026	ACH	PERA		1,269.05
01/05/2026	ACH	MN Dept of Revenue	5062265	496.00
01/05/2026	ACH	US Treasury-Payroll	41-6145653	2,600.92
01/14/2026	ACH	Elan Financial Services	December Statement	2,013.35
01/14/2026	19948	Anders Valley Publishing, LLC	Ag Land Bids	180.00
01/14/2026	19949	Braun Intertec Corporation	Materials testing	1,809.50
01/14/2026	19950	Cintas	Rugs	117.10
01/14/2026	19951	Clay Soil & Water District		2,998.02
01/14/2026	19952	Docu Shred	Shredding	53.58
01/14/2026	19953	Farmers Independent	Advertising-ag land	186.04
01/14/2026	19954	Fertile Journal		323.01
01/14/2026	19955	Hanson & Liebl Law Office Trust Account	Pavia Settlement Statement	27,646.86
01/14/2026	19956	Hanson & Liebl Law Office, P.C.	January Billing	1,348.25
01/14/2026	19957	Houston Engineering, Inc.		21,756.90
01/14/2026	19958	Jon Peterson	Mowing	450.00
01/14/2026	19959	Kenneth Aaron Kesselberg	Snow removal	360.00
01/14/2026	19960	KRJB Radio	Advertising-Farm Programs	495.00
01/14/2026	19961	Mahnomen Soil & Water Cons. District		191,451.95
01/14/2026	19962	Minnesota Watersheds	2026 dues	7,500.00
01/14/2026	19963	Morris Electronics, Inc.		855.00
01/14/2026	19964	Norman County SWCD		35,958.44
01/14/2026	19965	Office Supplies Plus		329.04
01/14/2026	19966	Red River Watershed Management Board	Tax share	10,935.93
01/14/2026	19967	Robert Lapos	Beaver trapping	171.80
01/14/2026	19968	West Polk SWCD	Coordinator Costs	501.11
01/14/2026	19969	Western National Insurance Group	Commercial Insurance Policy	15,361.00
01/14/2026	19970	Clay County Recorder	Conditional Use Permit	46.00
01/14/2026	19971	Clay County Recorder	Recording Fee-Declaration	92.00
01/14/2026	19972	Clay County Recorder	Recording Fee-Declaration	46.00
01/14/2026	19973	Curt Johannsen		237.78
01/14/2026	19974	Dean P Spaeth		161.43
01/14/2026	19975	Duane L Erickson		150.42
01/14/2026	19976	Gregory R Holmvik		115.03
01/14/2026	19977	Matthew C Borgen		146.93
01/14/2026	19978	Michael K Christensen		143.17
01/14/2026	19979	Raymond M Hanson		141.13
			<b>TOTAL</b>	<b>990,868.39</b>

## Appendix A

### Transfers from Unassessed Projects and Ditches to the Red River Construction General Account

		12/31/2025	RRC	Survey & Data
<b>PROJECTS</b>				
<b>Unassessed</b>				
#35 Sande Detention	1,086.00	(1,086.00)		
#36 Northern Improvement Dam	5,210.22	(5,210.22)		
#38 Rockwell Dam	1,501.00	(1,501.00)		
<b>District owned acquisitions</b>	<b>3,092.98</b>	<b>(3,092.98)</b>		
<b>Lease Ag Property</b>	<b>(84,530.53)</b>	<b>84,530.53</b>		
<b>Project Development-Other</b>			-	
#375 2019 Property Acquisitions	1,084.00	(1,084.00)		
#377 2022 Property Acquisitions	51,977.96	(51,977.96)		
#369 One Watershed One Plan	420.21	(420.21)		
<b>Project Development - RRC</b>			-	
#380 SBWRR Beach Ridge	6,119.28	(6,119.28)		
#354 Goose Prairie WMA Storage	439.00	(439.00)		
#12 Permits	35,575.33	(35,575.33)		
<b>#18 Violations</b>	<b>9,215.21</b>	<b>(9,215.21)</b>		
#150 Groth	416.25	(416.25)		
#148 Spring Creek Twp	740.00	(740.00)		
#147 Goose Prairie Twp	625.00	(625.00)		
#146 Erickson	1,156.25	(1,156.25)		
#145 Grieve	971.25	(971.25)		
#144 Arends	277.50	(277.50)		
#142 Stalboerger	983.50	(983.50)		
#141 Bennett	878.75	(878.75)		
#140 Berg	1,893.75	(1,893.75)		
<b>#139 Ward</b>	<b>1,295.00</b>	<b>(1,295.00)</b>		
	40,427.91	(40,427.91)		-
	40,427.91		-40,427.91	

## Appendix B

Wild Rice Watershed District  
Official Newspaper by County  
2026

Becker County	Detroit Lakes Tribune
Clay County	Clay County Union
Clearwater County	Farmers Independent
Mahnomen County	Mahnomen Pioneer
Norman County	Twin Valley Times
Polk County	Fertile Journal

## Appendix C

### A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES

WHEREAS, Minnesota Statutes section 13.02, subdivision 16, as amended, requires that political subdivisions, which includes the Wild Rice Watershed District, appoint a person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals, government data, or summary data.

WHEREAS, Wild Rice Watershed District Board of Managers shares concern expressed by the Legislature on the responsible use of all data of the WRWD and wishes to satisfy this concern by appointing an administratively qualified Responsible Authority as required by the statute.

**NOW, THEREFORE, BE IT RESOLVED BY THE WILD RICE WATERSHED DISTRICT BOARD OF MANAGERS AS FOLLOWS:**

The WRWD appoints Amy Nelson as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

**FURTHER, BE IT RESOLVED**, the Responsible Authority shall require the requesting party to pay costs for making, certifying, and compiling copies and of preparing summary data as allowed by Minnesota Statutes, section 13.03, Subd. 3(c), and by Minnesota Rules, chapter 1205, as amended. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the Responsible Authority may charge no more than 25 cents for each page copied. If the Responsible Authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

Passed by the WRWD Board of Managers this 14<sup>th</sup> day of January, 2026.

SIGNED:

  
(Signature)

Chairman  
(Title)

1-14-26  
(Date)

WITNESSETH:

  
(Signature)

Secretary  
(Title)

14 Jan. 26  
(Date)

## Appendix D

### 2026 Auto Pay Vendors

- Arvig
- Aflac
- City of Ada
- Deluxe Business Systems – Check reorder
- Marco
- MN Department of Revenue – Payroll Taxes
- MN Energy Resources
- MN PEIP - Insurance
- PERA
- Pitney Bowes – postage meter postage deposits
- Quickbooks Payroll Service
- US Treasury – Payroll Taxes
- Verizon Wireless

## Appendix E

### List of Acronyms Used:

DNR	Department of Natural Resources
FEMA	Federal Emergency Management Agency
LOMR	Letter of Map Revision
PWI	Public Waters Inventory
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
WRWD	Wild Rice Watershed District