

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

REGULAR MEETING
April 8, 2026
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, April 8, 2026. Managers in attendance included: Greg Holmvik, Dean Spaeth, Matt Borgen, Curt Johannsen, Duane Erickson, Raymond Hanson and Mike Christensen. 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. Chairman Holmvik turned the meeting over to Vice-Chairman Hanson due to illness.
3. Agenda Approval. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the March 11, 2026, 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 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 March 31, 2026 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.
8. Norman County East Riverwatch Presentation. Students from the Norman County East High School River Watch program presented an update of their projects to the Board. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve a \$1,000.00 donation to River Watch. Carried. The Board thanked the group for their work.

Permits

9. Kraig Thornton, Section 9, Home Lake Twp. Permit #26-013 to install subsurface drain tile. Prior to the meeting, the applicant revised the location of the outlet. Landowner Joe Brainard was in attendance and asked if the applicant would consider using perforated tile for the extended portion of the tile line. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table the permit to notice the road

authority due to the outlet change. Carried. Staff will reach out to the applicant regarding the request for perforated tile.

10. Paul Engelstad, Section 36, Reis Twp. Permit #26-008 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the permit with standard tile conditions and with the condition that the applicant get written approval from the landowner in the NE 1/4 of Section 35 of Reis Township. Carried. With this approval, Mr. Engelstad asked staff to withdraw previously approved Permit #23-056, which is in the same area.
11. Paul Engelstad, Section 27, Reis Twp. Permit #26-009 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the permit with standard tile conditions. Carried.

Manager Erickson questioned the need for written approval on Permit #26-008. Administrator Jensen stated that written approval is typically required if work will be done on property not owned by the applicant.

12. Duane Erickson and Lloyd Jirava, Section 7, Spring Creek Twp. (Becker). Permit #26-011 to lower an approach culvert. Engineer Bents provided background of recent events in the area of this permit. Manager Erickson left the Board table and sat in the audience. Discussion was held regarding the elevation of the downstream ditch and options for the elevation of the culvert. A motion was made by Chairman Holmvik and seconded by Manager Johannsen to deny the permit based on the proposed elevations being lower than the downstream ditch elevations. Discussion was held about reapplying with a revised elevation. Administrator Jensen suggested that if the applicants choose to reapply, that the applicants include township and adjacent landowner approval. Further discussion was held. Manager Spaeth called for a vote. Carried.

Manager Erickson returned to the board table.

13. Ezra Baer, Section 23, Keene Twp. Permit #26-010 to install a 15" centerline culvert. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit. Carried.
14. David Balstad, Section 33, Sletten Twp. Permit #26-015 to install a field crossing. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the permit pending information on culvert size from the applicant. Carried.
15. Wayne Brandt, Section 10, Lake Ida Twp. Permit #25-094 to install a new centerline culvert. A motion was made by Manager Johannsen and seconded by Manager Spaeth to return the permit per the applicant's request. Carried.
16. David Eiyneck, Section 34, Fossum Twp. Permit #26-018 to install water and sediment control basins. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the permit with standard tile conditions and with the condition that the applicant provide written approval from the adjacent property owners, (W1/2 SE 1/4 and S1/2 NW 1/4 - Section 34 of Fossum Township). Carried.
17. Garden Valley Telephone, Various Sections and Townships. Permit #26-014 to install fiberoptic cable. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the permit with the condition that the utility line is installed a minimum of 30" below any ditch channel bottoms, the applicant is responsible for adequate erosion control measures during construction, and if a Watershed District project or other legal ditch project is hereafter initiated, repaired or improved over permitted utility, the owner of

said utility shall be responsible for the cost of moving or deepening the utility if the Watershed District deems it necessary for the construction of the repair, improvement or initiation of the project. Carried.

18. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the permits listed below, to notice adjacent landowners. Carried.

- Luke Klawitter, Section 6, Marsh Creek Twp. Permit #26-016 to construct two grade stabilization structures
- Kevin Leiser, Section 36, Reis Twp. Permit #26-017 to install subsurface drain tile.

19. Christopher Lillquist, Section 30, Bejou Twp. Permit #26-012 to install a well and surface outlet. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve the permit. Carried.

Complaints

20. All open complaints are pending review of restoration work. No board action was needed.

Unfinished Business

21. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen gave an update stating that MNDNR funding closeout is underway. Then MNDNR is reviewing the information. Due to the government shutdown, the LOMR submittal is still underway pending FEMA approval.

As previously reported, concrete repairs are scheduled for May 4, 2026-June 12, 2026. A preconstruction meeting is scheduled for April, 22, 2026. Manager Johannsen inquired about notifying residents of the repairs. Administrator Jensen stated that a notice will be sent after the pre-construction meeting is held so that she has more accurate information to share. The expenses from these repairs will be submitted to MNDOT for reimbursement.

22. Acquisition Properties. Administrator Jensen stated that the bid opening was held on April 7, 2026. A motion was made by Manager Johannsen and seconded by Manager Christensen to award the contract to the low bidder, Lyle Wilkens Inc., in the amount of \$91,968.00. Carried.

23. South Branch Wild Rice River Grade Stabilization. Administrator Jensen stated that a field meeting was held with the MNDNR, Engineer Bents and landowner Greg Zilmer on March 19, 2026. Bents stated that he noticed new erosion along the bank in the area. He mentioned possible options that could be considered for the area as we progress on the South Branch project. Construction remains on hold at this time. Crews plan to re-mobilize to the site in August 2026 and complete the project by September 30, 2026 as planned. Engineer Bents presented Pay Request 1 for material and mobilization charges for work completed so far. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve Pay Request 1 from RJ Zavoral & Sons in the amount of \$217,597.50. Carried.

24. Road Authority Permits. Administrator Jensen presented her findings from researching the Culvert Maintenance/Replacement and follow up policies of other districts. Discussion was held. A motion was made by Manager Johannsen and seconded by Manager Spaeth to require road authorities to apply for permits the same as landowners are required to. Attorney Hanson stated that to amend district rules, staff would need to notice the parties involved and possibly pass a resolution. He recommended withdrawing the motion. Manager Johannsen rescinded the motion and Manager Spaeth rescinded his second to the motion.

The topic will be added to the agenda for the May 13, 2026 meeting and staff will notice the appropriate parties.

Discussion was held regarding spot checks on approved permits. Administrator Jensen noted that the Citizen's Advisory passed a motion to ask the Board to discuss the topic as well. A motion was made by Manager Johannsen and seconded by Manager Spaeth to begin spot checks on approved permits during the regular permit review process. Carried.

Manager Spaeth asked about the Perley agreement. Administrator Jensen stated that the City of Perley signed the agreement that was voted on at the March 11, 2026 board meeting.

25. Citizen's Advisory Committee. Administrator Jensen reported that the Citizen's Advisory Committee met on April 6, 2026. As previously mentioned, the Committee passed a motion asking the Board to discuss spot checks on completed permits. The group discussed meeting attendance and the challenge to reach a quorum. Robert Braseth contacted staff and asked to be removed from the committee. Corey Hanson has been unable to attend recent meetings due to other commitments. A motion was made by Manager Spaeth and seconded by Manager Johannsen to remove Braseth and Hanson from the committee. Carried.

The Committee also made a motion asking the Board to discuss putting lease payments into the General Fund instead of to the Red River Construction account to help offset the levy. Jensen noted that the Finance Committee plans to review the topic at their regular meeting in June 2026.

26. KRJB Ag Program Sponsorship Renewal. A motion was made by Manager Spaeth and seconded by Manager Christensen to renew the sponsorship. Carried.
27. Wild Rice River at Ada Gauge-USGS Proposal. Engineer Bents reported that the USGS recommended switching the gauge from intermittent to formal. Bents presented two proposals: \$13,500 annually for 3 seasons or the other \$16,500 annually for 4 seasons. Manager Johannsen voiced the importance of having a gauge used by the National Weather Service for flood warnings and suggested asking the City of Ada for a cost share. Engineer Bents stated that changing the gauge to formal doesn't guarantee that it would be used by the NWS. A motion was made by Manager Holmvik and seconded by Manager Erickson to deny the proposal. Manager Johannsen opposed. Carried.
28. Fishbach CPF Application. Administrator Jensen reported that the RRWMB held a meeting on April 6, 2026 with Congresswoman Michelle Fishbach. Engineer Bents spoke at the meeting regarding 1135 funding.
29. Minnesota Watersheds Request for Resolutions. Administrator Jensen reported that requests for resolutions are due June 1, 2026. Staff would like the requests to be turned into the office by April 30, 2026 in advance of the May 13, 2026 Board meeting.

Financial

30. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve payment of Manager per diems as distributed. Carried.
31. CD Rates. Current CD matures on May 13, 2026. A motion was made by Manager Johannsen and seconded by Manager Erickson to authorize staff to obtain current rates. Carried.

Issues - Discussions

32. Issues-Discussion. Manager Erickson stated that we need more landowners on the Citizen's Advisory Committee. Administrator Jensen stated that landowners can request to join the committee at any time.
33. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Vice-Chairman Hanson to adjourn the meeting. Carried. Vice-Chairman Hanson adjourned the meeting at 10:26 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Mar 12 - Apr 8, 26				
03/24/2026		QuickBooks Payroll Service	Created by Payroll Service on 03/23/2026	7,412.32
04/07/2026		QuickBooks Payroll Service	Created by Payroll Service on 04/06/2026	7,103.09
03/15/2026	ACH	Aflac		388.18
03/25/2026	ACH	MN PEIP		4,209.26
03/12/2026	ACH	MN Dept of Revenue	5062265	405.00
03/12/2026	ACH	US Treasury-Payroll	41-6145653	2,335.32
03/13/2026	ACH	PERA		1,402.54
03/30/2026	ACH	Minnesota Energy Resources Corporation		57.00
04/03/2026	ACH	Arvig		286.12
04/05/2026	ACH	MARCO, Inc.		362.77
04/06/2026	ACH	Verizon Wireless		67.25
03/26/2026	ACH	MN Dept of Revenue	5062265	405.00
03/26/2026	ACH	US Treasury-Payroll	41-6145653	2,182.34
03/27/2026	ACH	PERA		1,332.52
03/30/2026	ACH	Frandsen Bank	Stop payment charge 19950	32.00
04/08/2026	ACH	Ean Financial Services	March Statement	3,668.45
04/08/2026	ACH	Pitney Bow es		200.00
04/08/2026	20025	Becker Co. Auditor		2,449.00
04/08/2026	20026	Cintas		234.20
04/08/2026	20027	Clay County Auditor Treasurer		11,848.00
04/08/2026	20028	Docu Shred	Shredding	56.75
04/08/2026	20029	Hanson & Liebl Law Office Trust Account	March Legal	857.50
04/08/2026	20030	Houston Engineering, Inc.		26,315.07
04/08/2026	20031	KRJB Radio	Advertising-Farm programs	495.00
04/08/2026	20032	Liberty Mutual Insurance	Bond invoice	125.00
04/08/2026	20033	MARCO, Inc. Mpls		2,109.74
04/08/2026	20034	Morris Electronics, Inc.		625.00
04/08/2026	20035	Norman County Index-Ada		940.00
04/08/2026	20036	Norman County Treasurer/Auditor		8,830.90
04/08/2026	20037	Northern States Excavating		19,342.50
04/08/2026	20038	Office Supplies Plus	Supplies	68.44
04/08/2026	20039	RJ Zavoral & Sons	Pay request 1	217,597.50
04/08/2026	20040	Supermarket Foods	Supplies	49.29
04/08/2026	20041	Curt Johannsen		731.85
04/08/2026	20042	Dean P Spaeth		322.85
04/08/2026	20043	Duane L Erickson		481.73
04/08/2026	20044	Gregory R Holmvik		115.03
04/08/2026	20045	Matthew C Borgen		146.93
04/08/2026	20046	Michael K Christensen		717.71
04/08/2026	20047	Raymond M Hanson		256.15
			GRAND TOTAL	326,565.30

Appendix A

Wild Rice Watershed District Fund Balance Report

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

	3/31/2026	RRC	Survey & Data
PROJECTS			
Unassessed			
#8 Moccasin Creek	714.00	(714.00)	
#35 Sande Detention	480.00	(480.00)	
#36 Marsh Creek 3	480.00	(480.00)	
#36 Northern Improvement Dam	1,289.50	(1,289.50)	
#38 Rockwell Dam	320.00	(320.00)	
#45 Goose Prairie WMA	131.10	(131.10)	
Project Development-Other		-	
#375 2019 Property Acquisitions	112.00	(112.00)	
Project Development - RRC		-	
#380 SBWRR Beach Ridge	2,973.46	(2,973.46)	
#357 Lower Wild Rice		-	
Ph 022-2020-20 Andy Wagner	407.00	(407.00)	
#12 Permits	22,317.89	(22,317.89)	
#18 Violations	369.33	(369.33)	
#150 Groth	1,087.75	(1,087.75)	
#149 Ken Jirava	112.00	(112.00)	
#148 Spring Creek Twp	112.00	(112.00)	
#145 Grieve	1,402.00	(1,402.00)	
#141 Bennett	423.25	(423.25)	
#139 Ward	425.00	(425.00)	
	33,156.28	(33,156.28)	-
	33,156.28	-33,156.28	

Appendix B

List of Acronyms Used:

CD	Certificate of Deposit
CPF	Community Project Fund
FEMA	Federal Emergency Management Agency
LOMR	Letter of Map Revision
MNDNR	Minnesota Department of Natural Resources
MNDOT	Minnesota Department of Transportation
NWS	National Weather Service
RRWMB	Red River Watershed Management Board
USGS	United States Geological Survey