

**Minutes of the Regular Meeting of the Board of Managers  
Of the Two Rivers Watershed District  
Held: December 1, 2015 @ 8:00 a.m.**

The Board of Managers of the Two River Watershed District held their regular meeting beginning at 8:00 a.m. on Wednesday, December 1, 2015 at the District Office located in the Kittson County Courthouse in Hallock, Minnesota.

Managers present included President Roger Anderson, Vice President Jim Kukowski, Secretary Daryl Klegstad, Treasurer Darrel Johnson, Paul Olsonawski, Allen Brazier, & Gary Johnson. None were absent.

Others present included District Administrator Dan Money, District Technician Matt Thompson, Attorney Jeff Hane, Engineer Nate Dalager, and landowner Jon Vold.

The meeting was called to order by President Anderson. Anderson called for any additions or corrections to the proposed meeting agenda and also the meeting minutes from November 4, 2015. Today's meeting agenda and the minutes of the November 3, 2015 regular meeting were approved upon a **motion** by Kukowski, **second** by D. Johnson, and **unanimous vote** of the Managers.

**Treasurer's Report:**

Money presented the treasurer's report including the fund balances, accounts listing, and deposit detail. It was noted that checks written for the month include check numbers 7733 through 7748 and electronic funds transfers to PERA, MN Dept. of Revenue, and Electronic Federal Tax Payment System, as reported and contained within the report.

The treasurer's report was then approved upon a **motion** by Kukowski, a **second** by Klegstad, and a **unanimous vote** by the Board.

**Employee Reviews:**

The Board of Managers discussed employee performance review and annual salary review. Discussion was held regarding pay increases and benefit package adjustments. After considerable discussion, a **motion** was made by Olsonawski, **seconded** by Kukowski, and **approved upon a 5-2 vote** to freeze wages until a special meeting can be held to complete further review and discussion. The meeting to further discuss the matter was set for 8:00 a.m. on Wednesday, December 16<sup>th</sup>, 2015 in the District office.

**Attorney's Report:**

Attorney Jeff Hane of Brink, Sobolik, Severson, Malm, & Albright, P.A., gave an Attorney's report regarding the following items:

- District Rules: The Board of Managers is considering changes to some of the wording and policy regarding the Rules of the Two Rivers Watershed District. Hane is working with Administrator D. Money regarding the wording for these changes. Once the Board reviews the changes, the law states that proposed changes need to be sent to the MN Board of Water & Soil Resources for comments, then a public hearing must be held to take comments. After the public hearing, the Board can approve changes. A meeting will be held December 16<sup>th</sup> for the Board to consider wording changes crafted by Hane and Money.
- Settlement Agreement: Hane provided a settlement agreement regarding a permit issue brought to the board at last month's meeting. The proposed language was approved by

the Board, the President and Secretary were authorized to sign it, and Hane was directed to process the necessary paperwork.

- Quick project: Hane recognized that the Board has purchased land regarding this project, and has set forth action under the Natural Resources Conservation Service to impound water utilizing the federal Wetlands Reserve Program. However the Board of Managers should consider giving the project a name and number and officially making it a watershed district project under MN Statute 103D. The matter was tabled for further information.

### **Administrator's Report:**

District Administrator Money gave a report on the following and distributed a handout:

#### Watershed Restoration & Protection Plans;

- **Lower Red River WRAPS** - The Snake-Joe-Two Joint Powers Board held a meeting with the MPCA on November 19<sup>th</sup>, 2015 in Warren, MN. Others attending included Houston Engineering, Marshall SWCD, and the MN BWSR. Updates were given and it was noted the process should be completed by mid 2016. Houston Engineering will be working on GIS products and a TMDL report.
- **Two Rivers WRAPS** - There is no new information since last month's report.

Stormwater Certification: It was noted that both the Administrator and the Technician have been certified in the past as Inspector/Installer under the MN Erosion and Stormwater Management Certification program. Both have expired and at least one should be re-certified. The Board directed the Technician to re-certify in 2016 and the Administrator to re-certify in 2017.

TRWD Annual Meeting: The Board traditionally holds its Annual Meeting prior to the first regular meeting in January of each year. The Board of Managers set its 2016 Annual Meeting for Wednesday, January 6<sup>th</sup>, 2016 beginning at 8:00 a.m.

#### Land Management:

KCWRP 11 – several parcels are coming out of the Conservation Reserve Program at the end of 2015. Discussion was held regarding management of these lands. The Board of Managers directed the Administrator to prepare an advertisement to solicit proposals from interested persons to rent the land out.

Property Tax – property tax statements have been received for District owned lands in Roseau and Kittson Counties. Information was provided regarding the amount of tax and the various income that is received from rental of the lands.

#### Legal Ditch and Project Management:

A report was given by Technician Thompson regarding work to ditches under the management of the District. Work has been done involving Roseau CD #4, JD #10, Springbrook #10, and the North and Middle Branch Projects. Fall operation of Horseshoe Lake, Nereson, and Ross #7 Impoundments has been done as well.

District Website: Development of the District's website is ongoing. Information has been provided to April Swenby, the District's website developer, and it is hoped that the site can go live by the end of the year.

**Klondike Clean Water Retention Project #11:**

Engineer Nate Dalager presented a 'Technical Memorandum' that he prepared regarding the project. Information in the report includes a general discussion of the problem, potential project components with regard to diversions, inlets, outlets, and various structures, a discussion on the hydrology of the area, computer modelling, and a discussion of potential flood flow reductions. A special meeting will be held sometime in January to discuss the report and the project in detail.

Administrator Money reported that the application to the NRCS under the RCPP has been submitted. Once signed by NRCS, \$500,000 federal funding will be made available to the District to write a Plan and Environmental Assessment. This process is expected to take up to 3 years, and involves detailed analysis of project alternatives, data collection and analysis, environmental review, and cost benefit analysis. The District will match the grant in the amount of \$214,286.

Money also reported on bids that were received for the removal of 10 grain bins on land owned by the District in the southwest corner of the impoundment area. One bid was received in the amount of \$1,106, and the bid was accepted by the Board. Discussion was held on the details for removal. Money will write up an agreement with the bidder.

**Permits:**


The Board reviewed the following permits. Conditions, if any, are listed on the permit sent to the individual.

<i>App. #</i>	<i>Applicant</i>	<i>Location</i>	<i>Purpose</i>	<i>Action</i>
2015-45	Mike & Amy Jorgenson	Moose 19 & 30	Dike	need more info
2015-48	MNDOT	Hwy 59	culverts / bituminous	under review
2015-51	Hugh Hunt	Thompson	lower culvert	needs permit fee
2015-56	Bill Erickson	Ross 25	culvert / xing	needs permit fee
2015-61	Mark Foldesi	Skagen 31	(2) SWI / 12" culverts	needs permit fee
2015-62	Michael Johnson	Davis 6	18" culvert / trap	under review

With no other matters to come before the Board of Managers, the meeting was adjourned.

Attest:

  
Daryl Klegstad, Secretary

  
Roger Anderson, President

