

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: April 6, 2016 @ 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, April 6, 2016 at the District Office located in the Kittson County Courthouse in Hallock, Minnesota.

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

Others present included District Administrator Dan Money, Head Technician Matt Thompson, Engineer Blake Carlson, Ed Walsh, and Engineer Nate Dalager.

The meeting was called to order by President D. Johnson. Johnson called for any additions or corrections to the proposed meeting agenda and also the meeting minutes from March 2, 2016. Today's meeting agenda and the minutes of the March 2, 2016 regular meeting were approved upon a **motion** by Anderson, **second** by G. 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 7838 through 7865 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 Brazier, and a **unanimous vote** by the Board.

Administrator's Report:

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

Legal Ditch Report: A ditch maintenance schedule was distributed. The schedule covered what has been done to each of the District's ditches back to 2012, and lays out a survey and inspection schedule to 2019. For 2016, all ditches will be visually inspected, three ditches will be surveyed, and brush spraying will be completed on at least 4 ditches. Beaver removal and cattail spraying will be done on an as needed basis.

Program Report:

Watershed Restoration & Protection Plans: The MPCA has notified the TRWD that the current MPCA Project Manager has left the MPCA and a new Project Manager will be assigned to both the Lower Red and the Two Rivers WRAPS.

- **Lower Red River WRAPS** - The project is on track to be completed by June 30, 2016. Houston Engineering is in the process of completing the WRAPS and the TMDL documents. These will be reviewed by the Joint Powers Board and the Technical Advisory Committee in late April or early May.
- **Two Rivers WRAPS** - The MPCA is working on the 'stressor id' report, and once that is completed then Houston Engineering can begin the WRAPS and the TMDL documents. In the meantime, Houston is working on the analysis of the HSPF modelling and preparing watershed analysis reports that can be used locally to

potentially target areas within subwatersheds for water quality projects. The project is to be completed by July 2017.

FEMA FIRM maps: Meetings have been held with FEMA and the District has provided streamflow and computer models to them to help clarify the floodplain and how it should be mapped. FEMA is reviewing the information, and later in 2016 we expect a formal reply to the District from FEMA regarding the appeal letter that was submitted in 2013.

2015 Audit / Annual Report: Auditors from Brady Martz were here last month to perform the audit. They will be preparing their report and it will be submitted in May. In conjunction with their report, Money will be preparing the 2015 annual report. Both the audit and annual report will be submitted to the State of MN as required by law.

RRWMB Conference & MAWD Legislative Reception: Managers D. Johnson and Brazier and Money attended various conferences and meetings over the past few weeks. Money was interviewed on KFGO radio, and also provided testimony at the MN Legislature in the House of Representatives – Environment and Natural Resources Policy and Finance committee, where a bill regarding the exchange and transfer of lands between DNR and the TRWD was heard.

Spring Flood/runoff: With the spring snowmelt and rainfall that occurred, moderate flooding resulted on the Two Rivers. The District was measuring stream flows and providing information to the National Weather Service. Coordination was also done with local, state, and federal agencies.

Staffing/Work Schedule: Discussion was held regarding office hours and employee work schedules. A proposal was presented to the Board to expand the office hours from the current 8 hour day Monday – Friday 8:00 am to 4:30 pm to a new 9 hour day Monday – Thursday and an 8 hour day on Fridays. Under the new schedule for an 80 hour two week time period, staff would work 9 hours Monday – Thursday, 8 hours on one Friday, and would have every other Friday off. The Board of Managers approved the proposal, effective immediately.

Vehicle Maintenance: Head Technician Thompson presented information regarding new tires for the District pickup. The old tires are showing signs of wear and have over 40,000 miles on them. Upon a motion by G. Johnson, second by Klegstad, and unanimous vote, authorization was approved to spend up to \$900 on a new set of tires.

Project Report:

Klondike Clean Water Retention Prj. #11:

- Some of the CRP contracts on lands the District purchased have expired. Ads were placed for bids to rent these lands. Two bids were received. The Board discussed potential rental rates for these lands. A **motion** was made by Kukowski to set rental rates at \$6 per acre. The **motion died** for lack of a second. A **motion** was made by Brazier to set the rates at 10% above what the land taxes per year are. If the tax goes up or goes down, the rate would follow the tax rate plus 10%. The motion was **seconded** by Klegstad, and **approved** upon a 5-2 vote.
- Ed Walsh was in attendance to discuss the bid that he had been awarded to remove several grain bins that are on property owned by the District. He asked that he be let out of the contract, as his personal situation has changed and he doesn't feel that he could perform the work in a timely manner. Upon a **motion** by Brazier, **second**

by G. Johnson, and **unanimous vote** of the Manager, it was decided to allow Walsh out of any obligations regarding the bin removal. The Board will offer the job to the second bidder.

- Nate Dalager was in attendance to discuss the project and specifically his proposal to provide engineering services for the Engineer's Report. This report will be provided to the MN DNR and MN BWSR for their comments as required under law, and also will be used to apply to the Red River Watershed Management Board for 'Step 2' funding. The deadline for these processes is the fall of 2017. Dalager presented a task list and a cost estimate of \$266,087. Upon a **motion** by Anderson, **second** by Brazier, and **unanimous vote** of the Managers, it was approved to hire Dalager/HDR Engineering according to the "Task Order #3" that was presented. The motion was approved **conditional** upon review and approval by the District Attorney, and signature of President Johnson.
- Money discussed the funding received under the federal RCPP program and the requirements necessary to write the environmental assessment(s). Under the federal program, there are 6 steps needed to complete the planning assessment. In completing these steps, most of what is needed to write the State Environmental Assessment Worksheet can also be completed. Work will begin this month on these documents, and in conjunction with the Engineers report. The goal is to complete the RCPP Plan / EA, the State EAW, and the Engineers report on or before the fall (October) of 2017.
- Discussion was held regarding a potential Project Work Team meeting, and also how to provide information to the public on the progress and designs of the project. The Board of Managers would like to hold a 'town hall' informal meeting with landowners soon, potentially within the next week. D. Johnson and Money will work to line this up. A PWT meeting will be needed in the relatively near future, and it was decided to hold this after spring planting is done, possibly in late May or early June.

Polonia Clean Water Retention Prj. #12: There has been no activity on this project. The District is still waiting for an engineering design from the NRCS.

Permits:

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

| <u>App. #</u> | <u>Applicant</u> | <u>Location</u> | <u>Purpose</u> | <u>Action</u> |
|---------------|--|-----------------|------------------------|---------------|
| 2016-02 | V. Langaas Motion Kukowski, Second Brazier, Approved Conditions: 1) Pending approval of Township, 2) 36" cmp without a trap <u>or</u> 24" with a trap | Lind 9 | place 36" cmp in xing | Approved |
| 2016-03 | Kittson Co Hwy Dept Motion Kukowski, Second Klegstad, Approved | CSAH 6 | road grading, culverts | Approved |
| 2016-04 | BNSF Motion Kukowski, Second Klegstad, Approved | NE ¼ Skane 13 | bridge replacement | Approved |


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|---------|---|----------------------|-------------------------|----------|
| 2016-06 | MNDOT | Hwy 175 E of Hallock | 3 bridges | Approved |
| | Motion Olsonawski, Second Anderson, Approved | | | |
| | Condition: Must submit final as-built plans | | | |
| 2016-07 | L. Pemberton | McKinley 5 | lower culvert, ditching | Tabled |
| 2016-08 | BNSF | Davis 31 Sinnot 6 | embankment, ditching | Tabled |

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

Attest:



Daryl Klegstad, Secretary



Darrel Johnson, President