

**Minutes of the Annual Meeting of the Board of Managers
of the Two Rivers Watershed District
Held: Monday, January 11, 2016 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 11th, 2016 beginning at 8:00 a.m. at the District office located in the Kittson County Courthouse in Hallock, Minnesota.

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

Others present at the meeting included Administrator Dan Money, Head Technician Matt Thompson, and Engineer Nate Dalager.

The meeting was called to order by President Anderson and then turned over to Dan Money for the election of officers. Anderson noted that he would not accept a nomination for President.

Money called for nominations for the position of President. A **motion** was made by Kukowski, **seconded** by Olsonawski and **carried** to nominate Darrel Johnson. Money asked for any further nominations. A **motion** was then made by Kukowski that nominations cease and a unanimous ballot be cast for D. Johnson. The motion was **seconded** by Olsonawski and **carried**. The meeting was then turned over by Money to Darrel Johnson.

D. Johnson called for nominations for Vice President. A **motion** was made by Olsonawski and **seconded** by Klegstad nominating Kukowski, that nominations cease and a unanimous ballot be cast. The **motion carried**.

A **motion** was made by Kukowski and **seconded** by G. Johnson to nominate Klegstad for Secretary and that nominations cease and a unanimous ballot be cast. The **motion carried**.

A **motion** was made by D. Johnson and **seconded** by Kukowski to nominate Olsonawski for Treasurer and that nominations cease and a unanimous ballot be cast. The **motion carried**.

Upon a **motion** by Anderson, **second** by Brazier, and **unanimous vote**, the following appointments and designations were made for 2016 as listed below.

CITIZEN'S ADVISORY COMMITTEE

<u>NAME</u>	<u>CITY</u>	<u>REPRESENTING</u>
Keith Cummins	Karlstad	Rural Citizen
Luke Novacek	Greenbush	Polonia Township
Sue Dufalt	Karlstad	City of Karlstad
Jim Pederson	Karlstad	Springbrook Township
Don Craigmile	Hallock	Rural Citizen
Bob Boychuk	Hallock	Rural Citizen
Rick Sikorski	Lancaster	Rural Citizen
Vern Langaas	Karlstad	Rural Citizen

Leon Olson	Lancaster	Kittson Co. Commission
Mark Foldesi	Greenbush	Roseau Co. Commission
Todd Truedson	Kennedy	Mayor - City of Kennedy
Mike Docken	Hallock	City of Hallock
Terry Osowski	Hallock	South Red River Township
Heather Peterson	Hallock	Kittson SWCD
Brach Svoboda	Badger	Rural Citizen
Harold Moose	Donaldson	Svea Township
John Gaukerud	Badger	Rural Citizen
Ed Walsh	Badger	Rural Citizen
Ron Jacobson	Greenbush	Rural Citizen
Shayne Isane	Badger	Rural Citizen
Mayor	Badger	City of Badger
Mayor	Greenbush	City of Greenbush

TECHNICAL ADVISORY COMMITTEE

<u>NAME</u>	<u>CITY</u>	<u>REPRESENTING</u>
Kelly Bengtson	Hallock	Kittson Co. Hwy Dept.
Brian Kettring	Roseau	Roseau Co. Hwy Dept.
Jamie Osowski	Hallock	Kittson SWCD
Jonathon Erckes	Karlstad	Nature Conservancy
Laurie Fairchild	Middle River	USFWS
Jim Schwab	Hallock	NRCS
Tara Mercil	Detroit Lakes	MPCA
Matt Fischer	Bemidji	BWSR
Dennis Topp	Baudette	DNR-Fisheries
Joel Huener	Middle River	DNR-Wildlife
Stephanie Klamm	Thief River Falls	DNR-Waters
Blake Carlson	Crookston	Widseth, Smith, & Nolting
Janine Lovold	Roseau	Roseau SWCD
Danni Halvorson	Viking	International Water Institute
Barb O'Hara	Hallock	Kittson Emergency Management
Nate Dalager	Thief River Falls	HDR Engineering

Consultants:

The Board of Managers decided that engineering consultants will be utilized on a case by case basis at the discretion of the Board. Therefore, the Board of Managers did not designate any one firm / engineer for this service.

- Law firm of Brink, Sobolik, Severson, Malm & Albrecht, P.A. located in Hallock MN was designated to perform legal services.
- Accounting firm of Brady Martz, located in Crookston, MN, was designated as auditor, pending submission and approval of a quote for services for the 2015 audit.
- The accounting firm of Dahl, Hatton, Muir, & Reese, Ltd., located in Hallock, MN was designated to perform payroll accounting services.

Executive Boards: A **motion** was made by Kukowski, **seconded** by Olsonawski, and **carried** to appoint the following to the executive boards.

- **East Board** will be managers Kukowski, Brazier, Klegstad, and Olsonawski.

- *West Board* will be managers Anderson, Klegstad, D. Johnson and G. Johnson.
- The District Administrator was directed to notify all Managers of any executive board meetings. These meetings are initiated on rare occasions if there is an emergency, imminent danger to the public, or other circumstances where a quick decision needs to be made.

Designations for the depositories, personnel committee, impoundment committee, drainage inspector, data practices compliance manager, meeting dates, and Red River Watershed Management Board, and NRCS MN State Technical Committee were made as follows upon a **motion** by Kukowski, **second** by Brazier, and **unanimous vote** of the Board.

Depositories: United Valley Bank of Hallock-Lancaster, American Federal Bank of Hallock, Koda Bank of Kennedy, Citizen's State Bank of Badger, Prime Security State Bank of Lancaster and Karlstad, and Border State Bank of Greenbush and Badger.

Personnel Committee: Managers Brazier, Olsonawski, and D. Johnson were appointed to negotiate future employee policies, salaries and benefits and make recommendations to the full Board of Managers.

Impoundment Committee: Managers Johnson, Klegstad, and Olsonawski were appointed to the Impoundment Committee to discuss matters relevant to existing and proposed impoundments and make recommendations to the full Board of Managers.

Drainage Inspector: The District Administrator was appointed as the Drainage Inspector for all District ditches.

Data Practices Compliance Manager: The District Administrator was appointed the Data Practices Compliance Manager.

Meeting Dates: The regular meeting dates for the Board of Managers were set for the year 2016 to be on the first Wednesday of each month in the Watershed District office located in the Kittson County Courthouse in Hallock, Minnesota. All meetings will begin at 8:00 a.m. A notice of each meeting shall be published once per year in the newspapers at Roseau, Greenbush, Karlstad, Hallock and Stephen.

Red River Watershed Management Board designee: Manager Roger Anderson was appointed as the representative to the Red River Watershed Management Board with District Administrator Dan Money to be the alternate.

NRCS – MN State Technical Committee: District Administrator Dan Money was appointed to the Natural Resources Conservation Service – Minnesota State Technical Committee, and Manager Jim Kukowski was appointed as the alternate.

Manager's Salary: Salaries for Board members attendance at regular meetings for 2016 were set at the maximum according to statute (currently \$75/day). The hourly rate for manager's time spent viewing projects and other items was set at \$50/ hour not to exceed \$75 / day. The mileage reimbursement was set at the current IRS rate.

The Red River Watershed Management Board's policy pertaining to per diems according to miles driven to meetings was adopted, as follows:

1) For travel by a Board member for a regular meeting, special meeting, or committee meeting exceeding 100 miles and up to 200 miles shall be entitled to claim one per diem for travel in addition to the per diem for the meeting, and

2) for travel by a Board member for a regular meeting, special meeting, or committee meeting where Board members travel greater than 200 miles each way shall be entitled to a per diem each for the day prior and the day after a meeting, in addition to the per diem for the meeting.

The Annual Budget for 2016 was previously adopted and approved by the Board of Managers following a public hearing in September of 2015 and is contained and set forth in the minutes of the Watershed District.

The District Administrator was directed to prepare, file, and distribute the Annual Report for 2015 as required by Minnesota Statutes.

The *Rules of the Two Rivers Watershed District* were reviewed. Under 'Exhibit A' of the *Rules*, the Board is required to annually review certain policies and the fee schedule. Upon a **motion** by Kukowski, **second** by Anderson, and **unanimous vote** of the Managers, the following language was changed and made retroactive to June 3, 2015:

On page 20, under the heading "Fee Schedule", the language deleted is shown with a strike through, and the language added is shown with an underline:

~~Permit fees will be assessed according to the following fee schedule:~~

For applicants seeking approval prior to performing the work, there is no application fee. In the case of an after-the-fact permit, a minimum \$500 will may be charged, ~~in addition to the the applicable per hour rate that is~~ and the District may also require applicants to pay the applicable per-hour rate(s) that are listed in the table below.

With no further business to come before the Board of Managers, the annual meeting was closed at 9:15 a.m. upon a **motion** by Kukowski, a **second** by G. Johnson, and a **unanimous vote**.



Daryl Klegstad, Secretary

Attest:



Darrel Johnson, President