

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: December 7, 2017 @ 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 Thursday, December 7, 2017 at the District Office located in the Kittson County Courthouse in Hallock, Minnesota.

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

Others present included District Administrator Dan Money, Head Technician Matt Thompson, Attorney Jeff Hane, Engineer Blake Carlson, Jake Huwe (HDR Engineering), Jeremy Benson (Kittson Soil & Water Conservation District), Luke Novacek, and Mark Foldesi (Roseau County Commissioner).

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 regular meeting minutes, rules hearing minutes, and public hearing minutes for the Klondike Clean Water Retention Project, all from November 1, 2017, and the special meeting minutes for the bid award on Kittson County Ditch #21 Diversion Improvement held November 3, 2017. Today's meeting agenda and the minutes for the above mentioned meetings were approved upon a **motion** by Brazier, **second** by Klegstad, 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 8331 through 8366 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 Klegstad, a **second** by G. Johnson, and a **unanimous vote** by the Board.

Administrator's Report:

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

2018 Employee Salaries: 2017 employee salaries were reviewed and 2018 rates were discussed. The federal consumer price index shows that from November 2016 to November 2017 there was a 2% increase in the cost of living. In December 2016 the Board of Managers approved a 3 year pay scale for the years 2017 through 2019, with the only variable the cost of living. Discussion was also held regarding employee hours worked and office business hours. Upon a **motion** by G. Johnson, **second** by Anderson, and upon a **6-1 vote**, it was decided to approve a 2% increase in salaries, and keep the office hours the same as they were in 2017 (7:00 a.m. to 5:00 p.m M-Th and 8:00 a.m. to 4:30 p.m. Fri).

Legal Ditch Report: Several projects have been finished up on various ditches, however two bank slough repairs were not completed and will need to be addressed in 2018. A spreadsheet was handed out showing the status of each ditch, along with fund balances and anticipated upcoming work.

Program Report:

Lower Red River Watershed Restoration And Protection Strategies: The MPCA has received preliminary comments from the USEPA regarding the Lower Red River of the North Watershed Total Maximum Daily Load Study. Staff and consultants are in the process of reviewing these and responding. It is still unknown how long the process will take.

Red River Watershed Management Board: The RRWMB has hired a new executive director, Rob Sip. The next steps in their strategic plan will be to hire an administrative assistant and also to establish a location for their official office. The location will be either in Ada, Thief River Falls, or Fertile, MN. The funding requests to the RRWMB were discussed, and the legislative funding for projects was reviewed. In the next 5 years, projects are proposed by member districts totaling \$203.2 million. Looking at the past few years, legislative funding will not come close to being enough to fund even ½ of the requests. Lobbying efforts to find stable funding will be necessary.

MN Association of Watershed Districts: Money and Anderson attended the meeting in Alexandria, MN. The TRWD's resolution regarding stable funding through the legislature for the Flood Damage Reduction program was approved. MAWD and the RRWMB will work together to advocate for this when the legislature convenes in February. In addition, the TRWD received an award from MAWD in recognition of 60 years of water management. The TRWD was established in 1957, the second watershed established in the State, and the first to have an approved Overall Plan.

Reports: As it is the end of the year, work will begin on several reports, including the 2017 Annual Report and the annual audit. In addition, every 3 years the District is required to prepare and submit a Pay Equity Report to the MN Office of Management and Budget, along with several payroll reports and others.

Data Practices Compliance: The District's current Data Practices Compliance policy was last updated in 2004. Several changes to the law have been made since then, and it seems logical to do an update. Money will work with Attorney Hane to prepare a draft update and present to the Board at the next regular meeting.

Project Report:

Klondike Clean Water Retention Prj. #11: Several items were discussed, as follows:

- Fen Plan – Meetings with the 'Fen Team' have been taking place, and a plan is nearly complete. A final meeting will be held on December 18th, and the final plan will be presented to the Board on January 3, 2018. Once this plan is done, several next steps will begin, including an environmental assessment worksheet.
- Jake Huwe from HDR Engineering discussed information on the project regarding the step 2 funding request to the RRWMB. Questions were brought

up regarding the percent flow reduction that is estimated for the North Branch, Middle Branch, South Branch Two Rivers as well as the Red River of the North. Hydrographs and other information relating to the proposed flow reductions were looked at.

- Project Planning – the Board of Managers will need to meet with staff and consultants in order to move the project to the next stage of planning. Details need to be decided and finalized regarding project alternatives, inlets, outlets, structures, phasing, and the like. Once these decisions are made, engineering plans can be refined, and the permitting process can earnestly begin. A planning session of the Board was scheduled for 1:00 pm on January 3, 2017. It was noted that a Big Swamp Project Work Team should be held in the near future as well.
- Work is continuing regarding the PL-566 Environmental Assessment plan. The District has been approved for review points 1 and 2, and is working on review point 3, the alternatives analysis.
- Funding – the RRWMB approved the project for their step 2 funding. The project will need to move to step 3 within 5 years.

One Watershed One Plan:

Jeremy Benson from the Kittson Soil & Water Conservation District was in attendance at the meeting to discuss with the Board of Managers the process and details regarding 'One Watershed, One Plan'. The State of Minnesota is encouraging all local water management agencies to transition away from the old way of planning to this new format, which combines watershed district, county, and soil and water district plans into one plan, aligned by watershed drainage areas. In fact the MN Board of Water and Soil Resources has informed SWCD's that by 2027, they will not be eligible for state funding if they do not comply by transitioning to this planning format. Competitive grants are available to fund this process, which is project to cost nearly \$270,000 to complete. A commitment was approved last year by the TRWD to move forward with this process. Another round of funding will be coming up shortly, and Benson asked the Board if they are still willing to participate. The Board indicated they will participate and re-affirmed their prior commitment to this process.

Attorney's Report:

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

Ross #7: An issue was discovered regarding a land swap that was initiated back when the project was constructed, but the paperwork was never finished. The District and the landowner at the time had entered into an agreement that the District could build a dike and project components in exchange for giving the landowner 0.7 acres of land. The agreement was signed but the deed was never updated nor recorded. The land has now exchanged hands and Hane recommends that the District convey the 0.7 acres to the new owners. Upon a **motion** by G. Johnson, **second** by Anderson, and **unanimous vote** it was approved to convey 0.7 acres from the TRWD to Gary and Nancy Hammer. Hane will prepare the warranty deed and execute the necessary documents.

Permits:

The Board referred the following permit to the permit committee for review and action.

<i>App. #</i>	<i>Applicant</i>	<i>Location</i>	<i>Purpose</i>	<i>Action</i>
2017-59	Duane Wuollet	Jupiter 4	culvert replacement, xing	to committee

With no other matters to come before the Board of Managers, the meeting was adjourned upon a **motion** by Brazier, **second** by Anderson, and **unanimous vote**.

Attest:



Daryl Klogstad, Secretary



Darrel Johnson, President