

**Minutes of the Annual Meeting of the Board of Managers
of the Two Rivers Watershed District
Held: Wednesday, January 3, 2018 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 3rd, 2018 beginning at 8:00 a.m. at the District office located in the Kittson County Courthouse in Hallock, Minnesota.

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

Others present at the meeting included District Administrator Dan Money, Head Technician Matt Thompson, and Engineer Blake Carlson (Widseth, Smith, & Nolting).

The meeting was called to order by President Johnson and then turned over to Dan Money for the election of officers.

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

D. Johnson called for nominations for Vice President, Secretary, and Treasurer. A **motion** was made by B. Anderson, **seconded** by G. Johnson and **carried unanimously** to elect the same officers as 2017 (VP-Brazier, Secretary-Klegstad, Treasurer-Olsonawski).

Upon a **motion** by Olsonawski, **second** by Klegstad, and **unanimous vote**, the following appointments to the Citizen's Advisory Committee were made for 2018 as listed below. District Administrator Money will inquire to the City of Karlstad to appoint someone to fill the vacant spot. All appointees will be contacted to verify their willingness to serve on the committee.

CITIZEN'S ADVISORY COMMITTEE

<u>NAME</u>	<u>CITY</u>	<u>REPRESENTING</u>
Keith Cummins	Karlstad	Rural Citizen
Luke Novacek	Greenbush	Polonia Township
Vacant	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
Jim Rinde	Badger	City of Badger
Brenda Sather	Greenbush	City of Greenbush
Roger Green	Greenbush	Friends of Lake Bronson State Park

Upon a **motion** by R. Anderson, **second** by Brazier, and **unanimous vote** of the Managers, the following people were appointed to the Technical Advisory Committee for 2018. All appointees will be contacted to verify their willingness to serve on the committee.

TECHNICAL ADVISORY COMMITTEE

<u>NAME</u>	<u>Geographic Area</u>	<u>REPRESENTING</u>
Kelly Bengtson	Kittson County	Kittson Co. Hwy Dept.
Brian Kettring	Roseau County	Roseau Co. Hwy Dept.
Jamie Osovski	Kittson County	Kittson SWCD
Jonathon Erckes	NW MN	Nature Conservancy
Laurie Fairchild	NW MN	USFWS
Jim Schwab	Kittson County	NRCS
Danielle Kvasager	NW MN	MPCA
Matt Fischer	NW MN	BWSR
Dennis Topp	NW MN	DNR-Fisheries
Joel Huener	Nereson WMA	DNR-Wildlife
Stephanie Klamm	NW MN	DNR-Waters
Lane Nordin	Kittson County	Kittson Co. Zoning
Janine Lovold	Roseau County	Roseau SWCD
Danni Halvorson	NW MN	International Water Institute
Barb O'Hara	Kittson County	Kittson Emergency Management
Nate Dalager	Red River Valley	HDR Engineering
OR		
Blake Carlson	Red River Valley	Widseth, Smith, & Nolting

Consultants:

Upon a **motion** by R. Anderson, **second** by B. Anderson, and **unanimous vote**, the following consultants were designated for 2018. 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 2017 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 Klegstad, **seconded** by Brazier, and **carried** to appoint the following to the executive boards.

- *East Board* will be managers B. Anderson, Brazier, Klegstad, and Olsonawski.
- *West Board* will be managers R. 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 Klegstad, **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, Prime Security State Bank of Karlstad, and Border State Bank of Greenbush, Badger, and Lancaster.

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.

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 2018 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. Meeting changes and Special meetings will be advertised as required by MN Statute.

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 Head Technician Matt Thompson was appointed as the alternate.

Manager's Salary: Salaries for Board members attendance at regular meetings for 2018 were set at the maximum according to statute (currently \$75/day). The hourly rate for manager's time spent viewing projects, permits 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 2018 was previously adopted and approved by the Board of Managers following a public hearing in September of 2017 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 2017 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. No changes were made to the Rules and they will stay the same as they were in 2017.

With no further business to come before the Board of Managers, the annual meeting was closed at 9:50 a.m. upon a **motion** by Brazier, a **second** by G. Johnson, and a **unanimous vote**.



Daryl Klegstad, Secretary

Attest:



Darrel Johnson, President