

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: April 3, 2019 @ 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 3, 2019 at the District Office located in the Kittson County Courthouse in Hallock, Minnesota.

Managers present included President Paul Olsonawski, Secretary Daryl Klegstad, Bruce Anderson, Rick Sikorski, and Scott Klein. Absent were Vice President Roger Anderson and Treasurer Joel Muir.

Others present included District Administrator Dan Money, Head Technician Matt Thompson, Attorney Jeff Hane (Brink, Sobolik, Severson, Malm & Albright, P.A.), Engineers Jake Huwe & Nate Dalager (HDR Engineering), Engineer Blake Carlson (WSN Engineering), Engineer Jeff Langan (HEI Engineering), and Engineer Kelly Bengtson (Kittson County Highway Dept.).

The meeting was called to order by President Olsonawski. Olsonawski then called for any additions or corrections to the proposed meeting agenda and it was approved upon a **motion** by Klegstad, **second** by Sikorski, and **unanimous vote**. The regular meeting minutes from March 6, 2019 were approved upon a **motion** by Klein, **second** by B. Anderson and **unanimous vote**.

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 8729 through 8750 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 Sikorski, 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:

KCD 21 Redetermination of Benefits: Three viewers have been hired and they have met twice recently to perform the work needed to complete the redetermination. They will be looking at 1) redetermining the benefits and damages to present day figures, 2) adding land to the benefit area, 3) removing lands from the benefit area, and 4) combining the benefitted areas of KCD 21 and KCD 21 Diversion 1 Improvement. The Board would like them to complete their work before August 2019.

It was noted that an original viewer passed away but had worked on the project. The Board authorized payment to the estate for the amount owed for time and mileage that were spent on the project.

Program Report:

One Watershed One Plan: A Steering Team meeting will be held on April 15th, and both the Policy and Advisory Committees will meet on April 25th. Currently Manager Klegstad is the delegate and Manager Sikorski is the alternate to the Policy Committee. It was noted that Klegstad will not be able to attend most meetings, and therefore Sikorski was named as the delegate and Manager Bruce Anderson was named as the alternate.

Legislative update: Updates from the MN Association of Watershed Districts and the RRWMB were given. Several bills of interest were noted. The second committee deadline has passed and the third deadline is looming in the legislature.

Spring Runoff: Information was discussed regarding the upcoming spring runoff and flooding potential. District staff will be monitoring stream flows and reporting to the National Weather Service. Other services provided were discussed, and the district is ready to help with flood elevations, monitoring, and assisting emergency personnel if needed.

Info – Ed: The spring newsletter has been mailed out. Staff assisted Kittson Central Schools with judging their science fair and will be helping out with the Envirothon on April 24th at Lake Bronson State Park.

Audit: The annual audit is scheduled for April 10th, and the 2018 annual report will be completed as well. Both need to be submitted to the state by the end of June, 2019.

Culvert Sizing Policy: A report and discussion was held regarding the District’s culvert sizing policy. The current policy as it applies to permit applications for culverts dates back to 1996 and 1997. At that time the Board of Managers instituted the policy as a way to reduce flooding. Documentation regarding the policy was reviewed, and it was noted that the policy is to provide adequate and equitable drainage, and to size culverts for a 10 year event. It aims to allow adjacent lands to drain within a 24 to 48 hour period, reduce overland flooding, and not cause water to back up on building sites or to overtop roadways. Many considerations are taken into account, including slope of the land, size of the outlet, existing drainage rights, and other factors. Discussion was held and more information will be presented at next month’s meeting.

Permits:

The Board acted on the following permits. The review and comments of the permit committee were carefully considered and taken into consideration. Any comments provided by members of the committee, road authorities, or affected landowners have been recorded and filed with the permit documentation in the District office. 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>
2018-45	Scott Nelson	Granville 6	Tile drainage	Denied
-	Motion Sikorski, second B. Anderson – unanimous vote - project plan has not been submitted, applicant may re-apply with required information.			
2019-02	Roseau Co. Hwy	Stokes 2	Center line Culvert	Approved by Committee
2019-03	Justin Dagen	Springbrook 35	Culvert Replacement	Committee Reviewed and determined no permit is needed because culvert size and elevation will not change.
2019-04	Kittson Co. Hwy	Skane 1	Frontage Road	Approved by Committee
2019-05	Kittson Co. Hwy	Hallock 31	Co Rd 10/74 Const.	Tabled & Referred to Committee - Kittson Co. Engineer Kelly Bengtson will supply a final set of plans. The Committee expressed concerns with proposed culvert sizes being greater than the District culvert sizing policy. Justification to allow larger capacity will be contemplated by the committee.
2019-06	Blawat Farms	Soler 25	pumping to dewater field	Approved
	Motion B. Anderson, second Sikorski – unanimous vote – conditions that permit is valid for 1 year only; no pumping during times of downstream flooding; erosion control required.			

Project Report:

Klondike Clean Water Retention Prj. #11:

Money reviewed with the board the record of decisions made since November 2017. This shows the official decisions of the Board of Managers and points out where the TRWD is at in the project process, both legal and otherwise. It was noted that once a decision is made by the Board, staff and consultants are directed to proceed with planning, permitting, funding, and other project steps. Alterations to the 5 phased plan can be made at this point, however it may cost both time and money if prior board decisions are significantly altered.

The Board of Managers discussed the need for all members to endorse the plans so that progress can be made with regard to project design, permitting, funding, right of way, and ultimately construction. Concern was expressed that some members of the public feel they may be damaged by the project. Engineer Dalager presented information showing the areas of concern will receive a benefit, and not be damaged. He indicated some areas stand to benefit more than others, but all will have a benefit. Discussion took place that although the project may not have a benefit to all areas within the District, it will not damage any areas, and it will provide benefit to the District as a whole. For that reason, all Board members should endorse the project in order to move it forward in a timely manner.

- Engineering
 - The 5 phased plan was touched on, and future meetings are needed to fine tune the project plans. A meeting between the District and the DNR has been scheduled for April 9th to discuss specific issues with fen management, the north outlet, project alternatives, the environmental assessment worksheet, and other issues. Once details are worked out and agreed to, final plans and specifications can begin to be drawn up.
- Land Exchange
 - Applications were made to the DNR in January. Although an acknowledgement of receipt was received, no further communications have been received.
- Permitting
 - Some of the permits needed include a state Environmental Assessment Worksheet, 2 wetland permits, a DNR dam safety permit, ditch permits under statute 103E, and several others.
 - Wetland permits will need to be obtained from both the US Army Corps of Engineers and the MN Board of Water & Soil Resources. 3 Quotes have been received from consultants to perform a level 1 wetland delineation. Upon a **motion** by B. Anderson, **second** by Klegstad and **unanimous vote**, the low quote of Houston Engineering was accepted at a price not to exceed \$4,804. This information will be utilized to further the wetland permit applications.
- Funding
 - The agreement between the TRWD and NRCS to perform an environmental assessment and alternatives analysis expires on September 30, 2019. Because of delays, the District may need more time to complete the process. Upon a **motion** by Sikorski, **second** by Klegstad, and **unanimous vote** it was approved to apply for a one year extension to the NRCS.
- Natural Resources Enhancements
 - Discussion was held regarding the recently held Big Swamp Project Work Team. There is a need to further identify what NRE goals can be accomplished by the project. These are currently listed as fen enhancement, address low flows/fish habitat, address algae blooms on Lake Bronson, address water quality impairments. Specific structural and / or non structural measures need to be identified, and a sub-committee of technical professionals from agencies and organizations will meet on April 22, 2019 to fine tune the proposals.

Manager Klegstad left the meeting at 12:05 p.m.

After careful consideration of all the above issues, the Board agreed that the following steps will be taken and information will be brought to the next regular board meeting:

- N. Dalager will write up some information to help explain the project features and functions to members of the public and area landowners. This will be used for public information and education regarding the project. This documentation will be presented to the Board at their May meeting.
- A public informational meeting will be held at a to be determined date to present the information, answer questions, and hold discussions with interested individuals.
- The District will meet with the MN DNR on April 9, 2019 to discuss several project design features, alternatives, and proposals.
- A technical subcommittee of the Big Swamp Project Work Team will be held on April 22, 2019 to discuss the natural resources enhancement features of the project and further the designs for each component.


Ross #7 Impoundment:

An inquiry has been made regarding construction materials (stockpiled sand, gravel, milled bituminous) on lands owned by the TRWD. A contractor has shown interest in obtaining these materials from the District. The Board directed staff to collect more information on the location, amount, price and potential agreement and bring back to the Board for discussion.

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:25 pm.

Attest:


Daryl Klegstad, Secretary


Paul Olsonawski, President