

**Minutes of the Annual Meeting of the Board of Managers  
of the Two Rivers Watershed District  
Held: Wednesday, January 8, 2020 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 8<sup>th</sup>, 2020 beginning at 8:00 a.m. at the District office located in the Kittson County Courthouse in Hallock, Minnesota.

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

Others present at the meeting included District Administrator Dan Money and Head Technician Matt Thompson.

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

Money called for nominations for the position of President. Paul Olsonawski was nominated by Manager R. Anderson. Money twice asked for any further nominations with none being made. A **motion** was then made by Manager Muir that nominations cease and a unanimous ballot be cast for Olsonawski. The motion was **seconded** by Manager Klegstad and **carried** unanimously. The meeting was then turned over by Money to President Olsonawski.

Olsonawski opened discussion for nominations for Vice President, Secretary, and Treasurer. It was suggested that all three positions be voted on under one motion and the Board decided to proceed with the suggestion. Manager B. Anderson made a motion nominating R. Anderson for Vice President, Klegstad for Secretary, and Muir for Treasurer, and that all three offices be voted on collectively. The motion was seconded by Manager Sikorski and carried. Klegstad motioned that nominations for all three positions cease and unanimous ballots be cast. The motion was seconded by R. Anderson and was unanimously approved.

Upon a **motion** by Muir, **second** by Sikorski, and **unanimous vote**, the following appointments to the Citizen's Advisory Committee were made for 2020 as listed below. District Administrator Money will contact all appointees to verify their willingness to serve on the committee.

CITIZEN'S ADVISORY COMMITTEE

<u>NAME</u>	<u>CITY/Township</u>	<u>REPRESENTING</u>
Keith Cummins	Deerwood Twp	Rural Citizen
Luke Novacek	Polonia Twp	Polonia Township
Don Craigmile	Thompson Twp	Rural Citizen
Bob Boychuk	Hallock Twp	Rural Citizen
Virgil Gryskiewicz	Polonia Twp	Rural Citizen
Vern Langaas	Dewey Twp	Rural Citizen
Leon Olson	Caribou Twp	Kittson Co. Commission
Daryl Wicklund	Moose Twp	Roseau Co. Commission
Earl Mattson	Kennedy	Mayor - City of Kennedy
Dave Treumer	Hallock	Mayor - City of Hallock
Heather Peterson	S. Red River Twp	Kittson SWCD
Brach Svoboda	Skagen Twp	Rural Citizen

Harold Moose	Svea Twp	Svea Township
John Gaukerud	Stokes Twp	Roseau SWCD
Ed Walsh	Stokes Twp	Rural Citizen
Murray Jacobson	Dewey Twp	Rural Citizen
Shayne Isane	Nereson Twp	Rural Citizen
Jim Rinde	Badger	Mayor - City of Badger
Brenda Sather	Greenbush	City of Greenbush
Roger Green	Polonia Twp	Friends of Lake Bronson State Park
Justin Osowski	Red River Twp	Rural Citizen
Justin Dagen	Springbrook Twp	Rural Citizen
Kurt Aakre	Springbrook Twp	Rural Citizen
Jon Vold	Granville & Clow Twp	Rural Citizen

Upon a **motion** by R. Anderson, **second** by Klegstad, and **unanimous vote** of the Managers, the following people were appointed to the Technical Advisory Committee for 2020. 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 Osowski	Kittson County	Kittson SWCD
Jonathon Erckes	NW MN	Nature Conservancy
Jim Schwab	Kittson County	NRCS
Danielle Kvasager	NW MN	MPCA
Matt Fischer	NW MN	BWSR
Matthew Skoog	NW MN	DNR-Fisheries
Kyle Arola	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
Scot Olson	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 Klegstad, **second** by B. Anderson, and **unanimous vote**, the following consultants were designated for 2020. 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.
- 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 B. Anderson, **seconded** by Muir, and **carried** to appoint the following to the executive boards.

- **East Board** will be managers B. Anderson, Sikorski, Klegstad, and Olsonawski.

- *West Board* will be managers R. Anderson, Klegstad, S. Klein and Muir.
- 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 timely decision needs to be made.

Designations for the depositories, personnel committee, impoundment committee, one watershed one plan policy committee, drainage inspector, data practices compliance manager, meeting dates, Red River Watershed Management Board, and NRCS MN State Technical Committee were made as follows upon a **motion** by Muir, **second** by Klegstad, 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 Muir, Olsonawski, and Sikorski were appointed to negotiate future employee policies, salaries and benefits and make recommendations to the full Board of Managers.

*Impoundment Committee:* Managers Olsonawski, Klegstad, and Sikorski were appointed to attend Project Work Team meetings, discuss impoundment designs, plans, and specifications as needed, and make recommendations to the full Board of Managers.

*One Watershed One Plan Delegates:* Manager Sikorski was appointed the TRWD Delegate to the Two Rivers Plus 1W1P Policy Committee. Manager B. Anderson was appointed the Alternate. The District Administrator was appointed to represent the District on the Steering Committee.

*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 2020 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 2020 were set at the maximum according to statute (currently \$125/day). The hourly rate for manager’s time spent viewing projects, permits and other items was set at \$50/ hour not to exceed \$125 / day. The mileage reimbursement was set at the current IRS rate (57.5 cents/mile).

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 2020 was previously adopted and approved by the Board of Managers following a public hearing in September of 2019 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 2019 as required by Minnesota Statutes.

A **motion** was made by Manager Johnson, **seconded** by Manager B. Anderson and **unanimously approved** to set charges for survey services as follows: \$100 per hour for the first 2 hours and \$50 per hour for every hour in excess of 2 hours. These will be charged to individuals requesting surveys for ditch, dike, topographical and other projects.

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 2019.

With no further business to come before the Board of Managers, the annual meeting was closed at 8:45 a.m. upon a **motion** by Sikorski, a **second** by R. Anderson, and a **unanimous vote**.

  
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Daryl Klegstad, Secretary

Attest:

  
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Paul Olsonawski, President