

**Minutes of the Annual Meeting of the Board of Managers
of the Two Rivers Watershed District
Held: Thursday, January 7, 2021 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 7th, 2020 beginning at 8:00 a.m. at the District office located in the Kittson County Courthouse in Hallock, Minnesota. Due to the ongoing COVID-19 pandemic, the meeting was held both in-person and electronically.

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

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

Other people attending electronically included engineer Blake Carlson (Widseth), engineers Nate Dalager and Jake Huwe (HDR), Roseau County Commissioner Daryl Wicklund, attorney Jeff Hane (Brink Lawyers), and Rob Sip (RRWMB),

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 Klein. Money twice asked for any further nominations with none being made. A **motion** was then made by Manager Klein that nominations cease and a unanimous ballot be cast for Olsonawski. The motion was **seconded** by Manager Sikorski 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. Manager Sikorski made a **motion** nominating R. Anderson for Vice President, Klegstad for Secretary, and Muir for Treasurer, that nominations cease, and that a unanimous ballot be cast for all three offices. The motion was **seconded** by Manager Klegstad and **carried** unanimously.

Upon a **motion** by Klein, **second** by Klegstad, and **unanimous vote**, the following appointments to the Citizen's Advisory Committee and Technical Advisory Committee were made for 2021 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 |
| Virgil Gyskiewicz | 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 |
| Andy Muir | Thompson | 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 |
| Corey Younggren | Hallock & Hill Twp | Rural |
| Jason Sobolik | Teien Twp | Rural |
| Brett Dahl | | Rural |

TECHNICAL ADVISORY COMMITTEE

| <u>NAME</u> | <u>Geographic Area</u> | <u>REPRESENTING</u> |
|-------------------|------------------------|-------------------------------|
| Keith Klegstad | Kittson County | Kittson Co. Hwy Dept. |
| Daryl Dahl | 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 Klein, **second** by R. Anderson, and **unanimous vote**, the following consultants were designated for 2021. 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 Sikorski, **seconded** by Klegstad, 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 Sikorski, **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 2021 to be on the first Thursday 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 2021 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 (56 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 2021 was previously adopted and approved by the Board of Managers following a public hearing in September of 2020 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 2020 as required by Minnesota Statutes.

Charges for survey services in 2021 were set 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. Upon a **motion** by Klegstad, **second** by Klein and **unanimous** vote, no changes were made to the Rules and they will stay the same as they were in 2020.

With no further business to come before the Board of Managers, the annual meeting was closed at 8:40 a.m.


Daryl Klegstad, Secretary

Attest:


Paul Olsonawski, President