

**Minutes of the Special Meeting of the Board of Managers  
Of the Two Rivers Watershed District  
Held: Wednesday, January 12, 2022 @ 2:30 p.m.**

The Board of Managers of the Two River Watershed District held a special meeting beginning at 2:30 p.m. on Wednesday, January 12<sup>th</sup>, 2022, at the District office located in the Kittson County Courthouse in Hallock, MN.

Managers present in person included Vice President Roger Anderson, Secretary Daryl Klegstad, Treasurer Gerald Olsonawski, Bruce Anderson, and Scott Klein. President Rick Sikorski and Manager Paul Johnson were absent.

Others present included District Administrator Dan Money, Head Technician Tyler Coffield, Attorney Jeff Hane (Brink Lawyers), and Engineer Blake Carlson (Widseth).

The meeting was called to order by Vice President Anderson. The main purpose of the meeting is to review the District's rules and the principals, guidelines, and policies used by the Managers and staff in reviewing permit applications. In addition, a brief update on the Klondike Clean Water Retention Project will be given.

**Permit Review Procedures:**

Administrator Money handed out a meeting packet and discussion was held regarding the procedures the District utilizes to review and act on permit applications. Current District policies were reviewed and discussed. Several topics were discussed as follows:

Permit Work Group: Jeff Hane presented a memo he supplied to the Board dated 9/16/21 regarding the current District procedure to review permits. The current policy listed in the Rules of the TRWD refers to a "permit committee" and lays out a 3 tiered procedure for reviewing permits. Hane indicated the need to comply with the open meeting law and outlined a better procedure that the TRWD could or should use. The new procedure would allow the District Administrator to review and approve permits for culverts up to 24" in size under certain drainage areas. For larger projects a "Permit Work Group" consisting of 1) District staff 2) District Engineer and 3) one District Manager would provide input to the District Administrator, who could approve the permit if it falls within certain criteria. For all other permits not covered by the first 2 categories, the full Board of Managers would decide with input from the Permit Work Group.

Upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote** of the Managers, the permit review process described in Jeff Hane's September 16, 2021 memo was approved and made a District policy when reviewing permit applications.

Tile Policy: The recently approved District Tile Policy was discussed. Hane mentioned the Board could keep it as a current policy and list it as an appendix in the Rules. Alternately, the Board could choose to memorialize it to a higher level by doing an official amendment of the Rules and including it within the Rule, as opposed to a simple appendix to the rule. After discussion was held, the Board decided to utilize it as a policy and list it as an appendix to the Rules rather than incorporating it into the rules.

Tile Outlets: The Board discussed outlet pumps for tile systems, the issues that arise by certain designs, and ways to address the issues. Several pump systems recently before the Board have been designed with the discharge pipe directly connected to the pump. If the pipe is directly buried through a berm, dike or road and outlets into a ditch on the other side of the berm, an issue can arise where the tile system can discharge subsurface water during times when there is flooding going on. This could adversely affect downstream areas by adding to a flood. The Board of Managers requires that no discharges can occur from tile when there is downstream flooding going on.

To address this issue, the Board has required that instead of a continuous connection, the discharge pipe must have a 3" air gap and then discharge into an outlet pipe that would go through the berm. The Board has also said that the 3" air gap should be visible so that staff or Managers can inspect the outlet and easily confirm that it conforms to the conditions of the permit. Recent discussions with permit holders and tile installers have resulted in suggestions for other options with regard to the air gap. After considerable discussion, the Board of Managers directed the District Engineer and the District Administrator to draft language to address the issue and the concerns that have been discussed. The language should address elevations of the discharge and outlet pipes, visibility of the air gap for inspection, define downstream flooding, and describe a method to notify permit holders of when conditions are such that they must shut off the pumps. This language may be adopted into a policy statement by the Board at a later date.

Culvert Sizing Policy: Information was presented and discussed regarding the District's culvert sizing policy. Many factors come into play when reviewing and sizing culverts. The District has implemented a policy since 1997, however the policy has never really been written into a policy statement and archived. The Engineer and Administrator were directed by the Board to draft language that could be used to write a policy. This language may be adopted into a policy statement by the Board at a later date.

Side Water Inlets: Side water inlets from ag fields to ditches were discussed. Generally, the District has allowed traps on side inlets (to prevent water from backing out of a ditch into a field) if the culvert conforms to the culvert sizing policy. If an applicant wishes to have a larger culvert than the policy, then no trap is allowed. This procedure has been followed by the Board for many years, however it is not written into a policy. The Engineer and Administrator were directed by the Board to draft language that could be used to write a policy. This language may be adopted into a policy statement by the Board at a later date.


**KCWRP #11:**

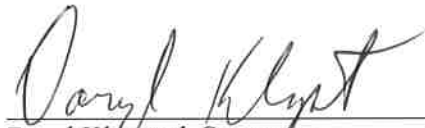
Recently the project engineer, HDR Engineering, and the District Administrator drafted a series of fact sheets specific to each component of the project. These include information about diversion ditches, the diked inlet, inlet control structures, the main dike, the pilot channel, the outlet structures, and many other items. The intent is to be able to provide this information to local landowners, township, city and county officials and staff, and state and federal agency personnel. The fact sheets should be useful for public information and in the permitting process. A complete set was distributed to each Board member.

It was noted that some state agency personnel have several questions at this time regarding the design, permitting, and funding of the project. It was generally discussed that a meeting with state agencies and permitting authorities could be held to provide information and answer questions of the District and the project engineers. Administrator Money will work on scheduling a meeting of this nature.

With no other matters to come before the Board of Managers, the meeting was adjourned at 4:55 p.m.

Attest:

  
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Roger Anderson, Vice President

  
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Daryl Klegstad, Secretary