

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Thursday, August 3, 2023 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their regular meeting beginning at 9:00 a.m. on Thursday, August 3, 2023. The meeting was held in the District office in the Kittson County Courthouse, 410 S. 5th Street, Hallock, MN.

Managers present included President Rick Sikorski, Vice President Roger Anderson, Bruce Anderson, and Scott Klein. Secretary Daryl Klegstad, Treasurer Gerald Olsonawski and Mark Langehaug were absent.

Others present included District Administrator Dan Money, District Technician Tyler Coffield, Attorney Jeff Hane (Brink Lawyers), Engineer Jake Huwe (HDR Engineering), Engineer Erik Jones (HEI), Engineer Tony Nordby (HEI) and Roseau County Engineer Ericka Halstensgard.

The meeting was called to order by President Sikorski. Sikorski then called for any additions or corrections to the proposed meeting agenda and the meeting minutes of June 29, 2023, which were then approved upon a **motion** by R. Anderson, **second** by Klein and **unanimous vote** of the Managers.

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 9924 through 9946 and electronic funds transfers to PERA, MN Dept. of Revenue, Electronic Federal Tax Payment System, and MN State Retirement System as reported and contained within the report. It was noted that a 6 month CD at United Valley Bank came due during the month, and after prior consultation with Treasurer Olsonawski, the CD was renewed for 7 months with a 4.95% rate.

The treasurer's report was then approved upon a **motion** by Klein, a **second** by B. Anderson, and a **unanimous vote** by the Board.

Administrator's Report:

District Administrator Money gave a report on the following and distributed a handout:

Program Report:

Budget: A draft 2024 budget was handed out and discussed. A budget hearing was set by the board to be held at 8:00 a.m. on Thursday September 7, 2023, in the District office. Money was directed to advertise the hearing as required by law. A few items regarding the draft budget were discussed:

- The MN Legislature changed the maximum amount that can be levied by a watershed district for their general fund from \$250,000 to \$500,000.
- The Red River Watershed Management Board set their levy at 75% of the maximum allowed.

- Consideration to add an Administrative Assistant was discussed. This position would be for bookkeeping, grant reporting, general office duties, website management, records management and other items as directed by the Administrator.

General Permit Proposal: Discussion was held regarding how to handle permitting related to existing culverts in road right of ways. The issue comes up when a road authority is replacing culverts at the same size or same elevation, or sometimes lining a culvert to extend its life. Current policy is to look at these situations closely because it is an opportunity to conform to the District culvert sizing for flood/flow control policy if the existing culvert is the wrong size. A large proportion of these culverts are either the right size or otherwise conform to the policy, and a general permit would alleviate unnecessary work on both the applicant's and the TRWD's part.

Engineer Nordby, Technician Coffield, and Administrator Money have met and recommend to the Board that a general permit could be met under the following circumstances:

The Board of Managers of the Two Rivers Watershed District hereby authorizes a GENERAL PERMIT for maintenance activities done by a Federal, State, or County Road Authority for activities related to maintenance of culverts located within the road right of way. This GENERAL PERMIT is not valid for field crossings within a township road right of way. The intent of this general permit is to allow road authorities the ability to perform routine maintenance on field crossing culverts without prior permit approval from the District. For work listed below, road authorities are only required to identify culvert location, size and proposed work to the District for undertaking these activities prior to commencing work.

This GENERAL PERMIT authorizes the following activities for field crossings within a Federal – State – County road right of way. This only applies for crossings if there are 2 or less in series and if they are greater than 200' apart.

These activities do not need to be prior approved for a permit from the Two Rivers Watershed District. Road authorities are required to report their intent to undertake these activities prior to commencing work:

- *Replacement of an existing culvert with the same size culvert at the same flow line elevations.*
 - *Lengthening an existing culvert or attaching aprons / end sections to existing culverts.*
 - *Lining existing pipes for the purpose of extending the life of the pipe.*
 - *Changes to existing culverts that are smaller than an 18" diameter may be upsized to no larger than 18" under this general permit if the culvert is placed at the same elevation as the existing pipe.*
- This particular criteria also applies to driveways.*

Upon a **motion** by B. Anderson, **second** by Sikorski and **unanimous vote**, the general permit was approved as presented.

Juneberry Project Work Team (JBPWT): Discussion was held regarding the Project Team, which is made up of Roseau and Kittson County's, the Roseau River Watershed District, and the TRWD. One item that needs to be approved by all entities is a Memorandum of Agreement, which will provide the framework of how the JBPWT can handle funds, hire consultants, and go about its business. Attorney Hane and Administrator Money explained the document. Upon a **motion** by Klein, **second** by R. Anderson and **unanimous vote**, the draft MOA was approved and President Sikorski was authorized to sign on behalf of the District upon recommendation from the Attorney and Administrator.

Lake Bronson Cabin Owners Request: The cabin owners organization has contacted the District regarding a possible lake improvement project. The DNR will be drawing the lake down in the next 1 to 2 years to replace the existing aging dam. The cabin owners have identified this as an opportunity to remove sediment from upstream sources that they say has accumulated in the upper areas of the lake over the past 30+ years. It seems the District can and should be involved in some capacity in this project. The District has organized an informational meeting between the cabin owners, the DNR, MPCA and the TRWD to discuss options, challenges, and opportunities around this proposal. The Board at this point indicated the TRWD should participate in meetings, and later decide the extent of other types of participation (technical, financial, etc.).

Farm Lease Agreement: The District has been approached regarding the rental of vacant land the TRWD owns at the Ross #7 impoundment. After discussion, a **motion** was made by B. Anderson, **seconded** by Sikorski, and **unanimously approved** to rent the land to Ethen Daignault for 3.5 years through 2026 at the current hay ground rate of \$25/acre. Because the land is currently idle and is in need of maintenance, the first year will be rent free according to current policy.

Computer Purchase: As discussed at a prior meeting two new laptop computers are needed to replace two old and failing computers. The Board had prior authorized an expenditure of \$4,000 however after getting quotes the cost is closer to \$6,000. Upon a **motion** by Klein, **second** by B. Anderson and **unanimous vote** the expenditure of up to \$6,000 was approved for 2 new laptop computers.

FEMA 2023: A federal disaster has been declared and FEMA will be holding a kickoff meeting in the near future. TRWD will submit damages for sloughing on JD 10 branch B, North Branch – SD 84, and North Branch – JD 31.

MN Watersheds: MW's annual resolution process is underway and if we would like to submit a resolution to them for consideration it is due in September. The Board will consider this and ideas will be brought to the September meeting.

Permits:

The Board acted on the following permits. The review and comments of the Permit Review Group (PRG) were carefully considered and taken into consideration. Any comments provided by members of the PRG, 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>
2023-04	Brad Hemmes Motion R. Anderson, second Klein, Unanimous	Hill 32	ring dike	Approved
2023-26	Roseau Co. Hwy Dept Motion B. Anderson, second Klein, Unanimous Condition: 200' long section of SD 91 must be cleaned to legal grade and cross section in vicinity of county road bridge.	Hereim 19-20	Road overflow section	Approved
2023-27	A.J. Lundeen	Tegner 21	Field crossing	Tabled
2023-28	Bob/Jim Boychuk	N Red River 1	Tile Drainage	Tabled
2023-29	Virgil Gryskiewicz Request more information regarding road and culvert proposal & other permits	Juneberry 32-33	center line culverts	Tabled
2023-31	Reed Stenmark Motion Klein, second Sikorski, Unanimous Application for TRWD erosion control cost share approved (total project cost \$43,514 and TRWD cost not to exceed \$5,439.23)	Granville 14	grade stabilization	Approved
2023-32	Logan Johnson Referred to Permit Review Group	Granville 31	Field crossing	Tabled

The following permits were approved prior to the meeting by the Permit Review Group

2023-21	Tom Grzadzileleski	Eagle Point 1	ditches & culverts	Approved
2023-22	John Grandstrand	Augsburg 2	Tile Drainage	Approved
2023-23	Svea Township	Svea 7	Center line culvert	Approved
2023-24	Sander Dagen	Hazelton 6	Culvert / crossing	Approved
2023-25	Wesley Otto		Culvert	Approved
2023-30	P. Johnson Farms	Svea 21	18" side water inlet	Approved

Manager Klein left the meeting at 10:45. It was noted that from this point of the meeting forward there is no quorum and therefore no votes can be held and no business conducted. The following items were presented for information only.

Project Reports:

Klondike Clean Water Retention Prj. #11:

- Engineering – a new task order agreement is needed to authorize HDR to continue working on the plans. Funding will need to be authorized at the next meeting and an agreement made to sign the task order.
- Right of Way – Jeff Hane commented on the need to update payment rates. Several landowners have signed right of way intent, but the TRWD has been waiting to pay them pending permit approvals and final plans. The time is approaching to get this

done. Also, 2-3 landowners have not signed agreements as yet and these will need to be wrapped up.

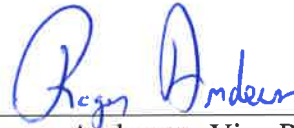
- Land Exchange
- Permitting –
 - Federal and State wetland permitting continues and meeting have been held with the MN BWSR and the USACE.
 - The SD 50 ditch petition was approved today and the next ones that will hold hearings are the SD 72 and SD 95 petitions.

Horseshoe Lake: Engineer Huwe presented a new cost estimate for this project. It is a large increase and this will be brought to the Board at the September meeting.

North Branch (SD 84 and JD 31) repairs: Engineer Nordby briefly discussed the repair plans. These will be discussed at the September Board meeting.

With no other matters to come before the Board of Managers, the meeting was adjourned.

Attest:



Roger Anderson, Vice President



Rick Sikorski, President

