

**Minutes of the Special Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Wednesday, January 18, 2023 @ 5:00 p.m.**

The Board of Managers of the Two Rivers Watershed District held a special meeting beginning at 5:00 p.m. on Wednesday, January 18, 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, Secretary Daryl Klegstad, Treasurer Gerald Olsonawski, Bruce Anderson, and Scott Klein. Vice President Roger Anderson was absent.

Others present included District Administrator Dan Money, District Technician Tyler Coffield, Engineer Blake Carlson (Widseth) and Engineer Tony Nordby (Houston Engineering).

The meeting was called to order by President Sikorski. He noted the purpose of the meeting was to discuss permit procedures including permit review, engineering, policies, and guidelines and also to discuss items related to the Klondike Clean Water Retention Project.

Permits / Rules of the TRWD:

District Administrator Money provided information with regard to review of permit applications. Depending upon the nature of a permit application, it can be reviewed either by TRWD staff only, a permit review group consisting of staff, engineer, and a board member, or it can be referred to the full Board of Managers. Since 1981 when the rules were first written, the District has developed several policies and has used several tools to aid in the review of permits. These include a culvert sizing policy, a tile policy, and various technical and scientific papers that provide guidance. The idea of having adequate drainage that is equitable across the entire watershed district is generally implemented.

Culvert Policy: Engineer Blake Carlson, who has worked with the TRWD since the mid to late 1990's and has been involved in the development of the culvert sizing policy and the tile policy, discussed the idea of source control of surface runoff. This strategy is contained in the Red River Retention Authority's 'Basin Technical and Scientific Advisory Committee's Technical Paper #3', which is used as a guideline. He presented information about the TRWD's culvert sizing policy and how it is used when reviewing permit applications. Carlson noted that the culvert policy works best for culverts that have a smaller drainage area and is most effective when all culverts across a subwatershed are sized accordingly. He noted that it is less important for field crossing culverts to follow the policy because water can run around or over most crossings and they do not provide source control. However, center line road crossings are most important to size correctly as they do provide source control of runoff.

Carlson and Coffield presented a current permit application from the Kittson County Highway Department for a 5 mile long section of road. Examples were given of how District policies are applied and how, when applied, they can be an important tool to reduce flooding by getting all of the culverts properly sized. Discussion was held regarding how the policy applies to an existing culvert. In the past if an old culvert was replaced with the same size and type of culvert at the same elevation, it was considered maintenance and a permit was not needed, regardless of the sizing policy. Discussion was held that if the size, type or elevation changes then the sizing policy could be applied and a permit would be necessary. The District rule states that a permit is needed for "any construction or alteration of any bridge, dike, culvert or drain across any drainage way, lake, wetland, or other water body.

The Board discussed the application of the culvert policy with regard to roads, access crossings, and dikes. It was noted that permit conditions should be applied to maximize the amount of flood damage reduction and source control of runoff that can be attained. If a culvert is being physically dug up and replaced, this would technically trigger the requirement for permit review because it is being altered. This may have the greatest value when applied to road projects where it can affect large areas or all of certain subwatersheds.

Upon a **motion** by Olsonawski, **second** by Klein and **unanimous vote** of the Mangers, the board adopted the Basin Technical and Scientific Advisory Committee's Paper #3 as policy of the TRWD. The opinion of the Board is that this applies to any physical alteration of an in-place culvert or the installation of a new culvert.

Tile Policy: Previously adopted policy regarding tile drainage was reviewed. Discussion was held the tile projects should generally include an air gap design if the tile outlet is pumped through a dike or road into a ditched outlet. Discussion was also held regarding locating tile pumps, pipes, and outlets. These must be required to be located outside of any ditch, road, utility or other right of way in order to avoid problems with future maintenance or improvements.

Future Engineering Services:


It was noted that Blake Carlson is retiring this year and therefore there is a need for the District to look for a new consulting engineer for "General Engineering" services. This includes permit review, consultation on existing watershed impoundment projects, consultation on existing watershed ditches, and other issues that may come up during the course of normal watershed district operations. A handout was provided with a listing of current services provided. Tony Nordby of Houston Engineering was in attendance, and he was asked about their capabilities and wherewithal to fill this role. He indicated that they would be interested and would be able to utilize several different members of their staff (2-3 engineers and 2 technicians) to work on TRWD issues. He was asked to provide a rate sheet and additional information. The matter was tabled by the Board of Managers to be considered at a later date, potentially the February 2, 2023 meeting.

Klondike Clean Water Retention Prj. #11:

- Project Record of Decisions – D. Money discussed the project record and the various decisions the board has made regarding the project going back to 2017. This was provided as an information item.
- Right of Way – Some parcels along the diked inlet have been obtained, however right of way on other parcels still needs to be secured. The current board approved offer to purchase right of way is 100% of the Roseau County Assessor's 2021 market value per acre. Upon a **motion** by B. Anderson, **second** by Klegstad, and a **unanimous vote**, the Board approved amending the offer for right of way to 100% of the Roseau County Assessor's 2023 market value per acre. Money and project engineer Jake Huwe will be meeting with the various landowners to update them on the project and present the District's offers for right of way purchase.

With no other matters to come before the Board of Managers, the meeting was adjourned at 7:45 p.m.

Attest:


Roger Anderson, Vice President


Rick Sikorski, President