

**Minutes of the Annual Meeting of the Board of Managers
of the Two Rivers Watershed District
Held: Thursday, January 5, 2023 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 5th, 2023 beginning at 8:00 a.m. at the District office located in the Kittson County Courthouse in Hallock, Minnesota.

Managers present included Rick Sikorski, Roger Anderson, Bruce Anderson, Scott Klein, and Gerald Olsonawski. Manager Daryl Klegstad was absent.

Others present at the meeting included District Administrator Dan Money, Technician Tyler Coffield, Engineer Blake Carlson and Attorney Jeff Hane.

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

Money called for nominations for the position of President. Rick Sikorski was nominated upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote**. No further nominations were made. A **motion** was then made by Manager Klein that nominations cease and a unanimous ballot be cast for Sikorski. The motion was **seconded** by Manager R. Anderson and **carried** unanimously. The meeting was then turned over by Money to President Sikorski.

Sikorski opened discussion for nominations for Vice President, Secretary, and Treasurer. Manager B. Anderson made a **motion** nominating R. Anderson for Vice President, Klegstad for Secretary, and Olsonawski for Treasurer, which was **seconded** by Klein and **unanimously approved**. A **motion** was made by Klein that nominations cease and that a unanimous ballot be cast for all three offices. The motion was **seconded** by B. Anderson and **carried** unanimously.

Upon a **motion** by R. Anderson, **second** by Olsonawski, and **unanimous vote**, the following appointments to the Citizen's Advisory Committee and Technical Advisory Committee were made for 2023 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 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 |
| Andy Muir | Thompson | Kittson SWCD |
| Brach Svoboda | Skagen Twp | Rural Citizen |
| Kurt Kraulik | 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 |
| Eric Etherington | 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 |
| Mike Ratzlaff | Norway Twp | Ag Producer |
| Joel Muir | Thompson Twp | Rural |
| Matt Thompson | Karlstad | Citizen/Urban |
| Rodney Sikorski | Juneberry Twp | Rural |
| Jaime Sikorski | Juneberry Twp | Rural |

TECHNICAL ADVISORY COMMITTEE

| <u>NAME</u> | <u>Geographic Area</u> | <u>REPRESENTING</u> |
|-------------------|------------------------|-------------------------------|
| Andrea Weleski | Kittson County | Kittson Co. Hwy Dept. |
| vacant | Roseau County | Roseau Co. Hwy Dept. |
| Jamie Osowski | Kittson County | Kittson SWCD |
| Jonathon Erckes | NW MN | Nature Conservancy |
| Kathy Fillmore | Roseau/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 |

Upon a **motion** by R. Anderson, **second** by Olsonawski, and **unanimous vote**, the following committee appointments were made:

Personnel Committee: Managers Klegstad, Olsonawski, and Sikorski were appointed to perform employee reviews, negotiate future employee policies, salaries and benefits and make recommendations to the full Board of Managers.

Impoundment Committee: Managers B. Anderson, 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.

Upon a **motion** by Olsonawski, **second** by R. Anderson, and **unanimous vote**, the following appointments were made for 2023.

Consultants:

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 Lawyers 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:

- **East Board** will be managers B. Anderson, Sikorski, and Klegstad. There is currently a vacancy on the Board and when that is filled the new member will serve on the East Board
- **West Board** will be managers R. Anderson, Klegstad, S. Klein and Olsonawski.
- 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, drainage inspector, data practices compliance manager, meeting dates, Red River Watershed Management Board, and NRCS MN State Technical Committee were made as follows.

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.

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 2023 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 Greenbush and Hallock and posted to the District's website. 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 Tyler Coffield was appointed as the alternate.

Manager's Salary: Salaries for Board members attendance at regular meetings for 2023 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 (0.655 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 2023 was previously adopted and approved by the Board of Managers following a public hearing in September of 2022 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 2022 as required by Minnesota Statutes.

Charges for survey services in 2023 were set as follows upon a **motion** by Olsonawski, **second** by Klein and **unanimous vote**: \$200 per hour for the first 2 hours and \$100 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 Klein, **second** by Klegstad and **unanimous** vote, no changes were made to the Rules and they will stay the same as they were in 2022.

Upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote** of the Managers, staff time billed to project and ditch funds was set at \$70 per hour.

With no further business to come before the Board of Managers, the annual meeting was closed at 8:55 a.m.


Daryl Klegstad, Secretary

Attest:


Rick Sikorski, President