

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Thursday, November 2, 2023 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their regular meeting beginning at 8:00 a.m. on Thursday, November 2, 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, Secretary Daryl Klegstad, Treasurer Gerald Olsonawski, Bruce Anderson, Scott Klein and Mark Langehaug. None were absent.

Others present included District Administrator Dan Money, District Technician Tyler Coffield, Attorney Jeff Hane (Brink Lawyers), Engineer Jake Huwe (HDR Engineering), Engineer Tony Nordby (HEI Engineering), landowner Preston Dagen, landowner Roland Larter, and landowner Rodney Sikorski.

The meeting was called to order by President Sikorski. Sikorski then called for any additions or corrections to the proposed meeting agenda, which was then approved along with the meeting minutes of the September 7, 2023 upon a **motion** by Olsonawski, **second** by R. Anderson 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 since September 8, 2023 include check numbers 9970 through 10000 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.

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:

Office Hours: It was reported office staff will switch to winter hours. The office will be open from 7:00 a.m. to 5:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:30 p.m. on Fridays during the months of November 2023 through April 2024. Employees will work a 40 hour work week following a compressed hourly schedule with every other Friday off during this period.

Both employees have requested to use vacation time on November 9th, 2023 and the Board granted the request to close the office that day.

Personnel Committee: A meeting of the committee will be scheduled during the month of November to review employee performance over the past year and discuss employee wage proposals for the year 2024.

MN Watersheds: The state association will hold its annual meeting in Alexandria on November 28-December 1, 2023. The Board of Managers authorized Manager R. Anderson, Manager Olsonawski and both staff to attend. The office will be closed during that time.

Anderson and Olsonawski were appointed voting delegates to the meeting on behalf of the District.

Project Report:

North Branch/JD 31: Anderson Brothers had previously been hired to install the 4 rock drop grade stabilization structures that had been designed and recommended by T. Nordby of HEI Engineering. Unfortunately, the early snow has put a stop to the project for the year. Upon a **motion** by Langehaug, **second** by Klegstad and **unanimous vote** of the Managers, the contract deadline was extended to July 31, 2024 to allow for the installation under favorable conditions.

SWCD Erosion Cost Share: Several erosion control projects have been agreed to for cost sharing between the District, Kittson SWCD and the landowners. However, only one has been constructed. Final spot checks are being made and as built drawings will be forthcoming. Upon a **motion** by Olsonawski, **second** by Klegstad and **unanimous vote** of the Board, payment was authorized in the amount of \$10,699.71 to Kittson SWCD for the District's share of the project. The payment is subject to submission by the SWCD to the District the final as-built plans.

North Branch/SD 84: An update was given regarding damages to the channel and the proposed repair. Engineer Nordby has prepared plans and estimates the cost at \$143,000. Funding has been submitted to FEMA, and other funding can come from the project fund and possibly the RRWMB water quality grant program. Money will apply for 2023 RRWMB water quality funds and continue with the FEMA process. In general, this project can be put out for quotes in January 2024 with approval to be done by the Board at the February 2024 meeting. No action was taken at this time.

Kennedy #6: Maintenance work was recently done within the city to remove both brush from the channel and also two beaver dams. A request from a landowner along the channel has been received to pay \$65 to him to purchase seed to repair an area of grass that was damaged by the backhoe. Upon a **motion** by Langehaug, **second** by Klegstad and **unanimous vote** the payment was approved to Gerald Carlson for seed.

North Branch / Horseshoe Lake: Engineer Huwe discussed the project plans and specifications that he has completed. The current estimate from HDR is \$212,489. Approved funding from FEMA is \$82,000. Huwe indicated that the project could be ready for bidding in January of 2024. Money applied for an extension from FEMA to complete the work and was granted an extension until December 31, 2024.

Money discussed the funding shortfall and potential for other funds to supplement the FEMA funding that has been received so far. The MN DNR can provide funding in the amount of \$50,000 and the project would be eligible for funding from the RRWMB if the District applies. There may be other sources of funding as well. There is a process available to apply to FEMA for the shortfall in funds based upon the change in engineer, significant construction cost increases that have been occurring, and a new estimate provided by HDR. The Board directed Money to apply for the FEMA funding. A project team meeting is scheduled to be held in November and the project will be discussed further.

Klondike Clean Water Retention Prj. #11:

- *Permits* – A status report was given relative to federal and state wetland permits, petitions to alter state ditches 72 and 95, and the petition to alter portions of Juneberry Township roads.
- *Design* – Engineer Huwe discussed alignments of roads, ditches, dikes and other project features.

- *Right of Way* – At direction by the Board at the September meeting, Advanced Ag Services LLC has been hired to perform land appraisals for the three landowners who have not agreed to right of way. The appraisal process should be completed by the end of the year.
 - o Land exchange with the DNR is moving forward and discussion have been ongoing with DNR’s St. Paul office. Appraisals for the land exchange parcels will be ordered by the DNR.

Legal Ditch Report:

KCD 10: In 2021 a ditch hearing was held, findings were made by the Board of Managers and an order issued to allow the City of Karlstad to discharge into Kittson County Ditch #10 from an area not included in the benefitted area. The order set a 3 year time frame which has now expired. Discussion was held that if the City would still like to continue under this arrangement or a new one, then another public hearing would be needed and it would be feasible to permanently add them to the ditch benefit roll. The Administrator was directed to contact the City of Karlstad regarding. No action was taken at this time.

KCD 13 Improvement: Houston Engineering continues to work on the preliminary engineer’s survey report. Manager Klein indicated that a project update should be provided to the project petitioners, since several months have passed. Money will contact HEI for an update and provide information to the petitioners.

JD 10 Br. B: All sloughs from both the 2022 and 2023 disasters except for one were repaired. The last one was along a township road west of highway 220, and the contractor was waiting until after fall harvest to do the work. Once harvest was over the area received several inches of snowfall and the project will have to wait until conditions are favorable in 2024.

Lake Bronson Sediment / P. Dagen: Dagen, a cabin owner at Lake Bronson, addressed the Board of Managers regarding sediment that is accumulating in Lake Bronson. Dagen has used side scanning equipment to map areas of the lake over the past several years, and highlighted areas where sediment is accumulating. He noted that the cabin owners association has been meeting with the DNR and TRWD staff with a project in mind to excavate the accumulated sediment from the lake bottom during the time that the lake is drained and the DNR is replacing the dam.

DNR Parks is involved and they will need to be on board with the project if it has a chance of moving forward. Several environmental permits would be needed for a project of this type, and it appears that a feasibility study would be prudent to better determine the problem, investigate alternatives, and secure permits. Dagen asked for assistance from the TRWD on this project. It was noted that there may be some cost share funding available to the TRWD through Red River Flood Damage Reduction Work Group to form a project team to do some preliminary investigation. Upon a motion by Langehaug, second by Klegstad, and unanimous vote of the Managers, the board authorized support for the project, authorized the formation of a project team, and dedicated \$5,000 toward feasibility investigations if it is matched by the FDRWG. Money will work with the cabin owners and the DNR to proceed.

Juneberry Project Work Team: The next meeting is scheduled for November 16th at 1:00 in Roseau. Agenda items to be discussed include proposed engineering models to better define hydrology in the area to help determine what alternatives could be implemented to address the problems. Also drainage ditches and public access will be discussed along with administrative issues and tracking of expenses for reimbursement.

Rodney Sikorski:

Mr. Sikorski addressed the Board of Managers regarding the Klondike Clean Water Retention Project. He asked about the current flooding that crosses over from the Roseau River. Huwe noted that the KCWRP will be able to store some of the water via inlets at laterals 6 and 8 of SD 72. This will reduce the duration of the flooding, but will not be able to eliminate it. It will have a greater more noticeable impact during smaller more frequent flooding events.

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.

Permits acted on by the Board of Managers:

<i>App. #</i>	<i>Applicant</i>	<i>Location</i>	<i>Purpose</i>	<i>Action</i>
2023-29	Virgil Gryskiewicz Motion Olsonawski, second Klein, unanimous vote – applicant is deceased	Juneberry 32-33	center line culverts	Denied
2023-34	North Red River Twp Applicant requested to provide an operating plan	N. Red River Twp	breach/lower/remove dike	Tabled
2023-38	Barto Township Motion Olsonawski, second Klegsted, unanimous vote to deny Proposed project would significantly alter local flows to the north and west; alternatives could be considered such as paving the road overflow area	Barto 36	center line culvert	Denied
2023-48	Mark Langehaug Motion Sikorski, Second B. Anderson, unanimous vote; Langehaug Abstained Condition – top of west crossing must be at least 18” higher than the south flowing 36” culvert invert elevation	Hazelton 24	36” crossing & remove crossing	Approved
2023-49	Steve Andersen Motion B. Anderson, Second Klein, unanimous vote After the fact fee is waived based upon 1 st offense and cooperation demonstrated	Arveson 26	crossing (after the fact) 18”	Approved
2023-50	Kittson Co. Hwy Dept Motion Klegstad, Second B. Anderson, unanimous vote Although approved sizes do not align with current culvert policy, exception is made because upstream at risk property, MN public waters permit conflicts with TRWD’s policy requirements, and State road/bridge funding discrepancies.	Clow 23	replace center line culverts	Approved
2023-52	Steve Klopp Permit Review Group will research and review – also needs more information concerning potential effects to adjacent wetland	Deerwood 34	road centerline 24”	Tabled
2023-53	Roland Larter Needs information from Kittson SWCD regarding wetland conservation act rules	Mckinly 28-29	ditch bank repair w/30”cmp	Tabled

The following permits were reviewed and acted on prior to the meeting by Permit Review Group according to procedures contained within the Rules of the TRWD:


2023-35	Justin Dagen	Springbrook 29	tile drainage	Approval
2023-36	Rick Gustafson	Granville 18	tile drainage	Approved
2023-37	Mark Hanson	Richardville 24	tile drainage	Approved
2023-39	Joe Wilebski	St Joseph 8	crossing w/18”	Approved
2023-40	Paul Gillie	Thompson 35	rip rap erosion control	Approved

2023-41	Erik Younggren	Hill 33	rip rap erosion control	Approved
2023-42	Alex Moore	Hallock 5	tile drainage	Approved
2023-43	City of Hallock (dam)	Hallock 13	repair/alter structure	Approved
2023-44	Bret Sobolik	Svea 17	crossing/18" cmp	Approved
2023-45	Kittson Co. Hwy Dept.	Jupiter 34	center line culverts	Approved
2023-46	MNDOT8	Thompson 31	remove xing/arch pipe	Approved
2023-47	Ron Fossell	Jupiter 31	field crossing/24"	Approved
2023-51	Gordon Asmus	Arveson 25	driveway with 36"	Approved

Permit #1983 - This permit was issued in 2021 but a condition was that it was for a 2 year trial period. The 2 year period has expired and the Board will need to review and decide whether to renew the permit. The matter was tabled until the December 7th meeting to allow time to discuss with the applicant and neighboring landowners.

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

Attest:


 Roger Anderson, Vice President


 Rick Sikorski, President

