

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Thursday, June 1, 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, June 1, 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), Wetland specialist Mark Aanenson (HEI Engineering) and Matt Fischer (MN BWSR).

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 from the last meeting held on April 10th, 2023. The agenda for today and regular meeting minutes from April 10, 2023 were approved upon a **motion** by B. Anderson, **second** by Olsonawski and **unanimous vote** of the Managers.

Treasurer's Report:

2022 Audit: The accounting firm of Brady Martz has completed the 2023 audit of the District's finances. The report was handed out, and Administrator Money reviewed this with the Board. Fund balances at the beginning and end of the year were reviewed, and income and disbursements were noted. Upon a **motion** by Langehaug, **second** by Klegstad, and **unanimous vote** of the Managers, the 2022 audit was accepted and approved and the Administrator was directed to submit it to the State Auditor as required under law.

Money presented the treasurer's report including the fund balances, accounts listing, and deposit detail. Since the Board did not meet in May, this report covers the period April 11 through June 1, 2023. It was noted that checks written for the period include check numbers 9861 through 9906 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 Langehaug, a **second** by Klegstad, and a **unanimous vote** by the Board.

Administrator's Report:

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

Legal Ditch Report:

KCD #7 Improvement – The Engineer's Preliminary Survey Report has been filed and advisory reports have been received from DNR and BWSR. A public hearing was scheduled for May 10, 2023 however due to a lack of a quorum, the hearing now needs to be rescheduled and affected individuals notified by mail. The Board of Managers rescheduled the hearing to be held in the Kittson County Courthouse at 8:00 a.m. on Thursday, June 29th, 2023. The Administrator was directed to publish, post and mail the hearing notice as required by law.

KCD #13 Improvement – A petition has been received for the improvement of Kittson County Ditch #13. Attorney J. Hane has reviewed the petition and deemed it to be adequate according to statute and acceptable. The next step in the process is to appoint an engineer to do the necessary survey, investigation and plan to write and present a Preliminary Survey Report. The timeline for this process would be to hopefully have the report submitted by late fall 2023.

Appointment of Project Engineers – Upon a **motion** by R. Anderson, **second** by B. Anderson and **unanimous vote** of the Board, Houston Engineering (Tony Nordby primary) was appointed as ditch engineer for the KCD 13 improvement and HDR Engineering (Jake Huwe primary) was appointed project engineer for the replacement of the Horseshoe Lake dam.

Ditch Maintenance –

Annual ditch and project inspections are underway. Up to \$15,000 was authorized by the Board to spend on cattail and brush spraying under a **motion** by R. Anderson, **second** by Klein, and **unanimous** vote.

JD 10 Branch B – one slough on the ditch from 2022 has yet to be repaired using FEMA funding. Twamley Construction has been hired to complete the project. In addition, some slight damage to one of last year's repairs will need to be repaired by adding topsoil, seeding and mulching. One new slough has been discovered from this spring's runoff and that will need to be repaired this year. The Board approved of this work to be completed as soon as possible.

North Branch Project – As previously reported, two areas along this project have been identified for possible repair. There previously has been some sloughing in these areas in the past, however the cost to repair at the time was greater than the benefits. After inspections, these areas have become worse to the point that they will most likely need repair. T. Nordby and T. Coffield have looked at and surveyed these areas and a repair plan will be presented at the next meeting.

RCD #4 Redetermination of Benefits – The TRWD is still waiting for the Viewer's report to be completed and submitted.

Program Report:

Survey Equipment: Trimble offers a one year subscription for software and hardware support for the District's survey grade gps equipment. The cost of the subscription for 2023 is \$1,336.50. Upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote** of the Managers it was approved to purchase the support package.

Juneberry Project Work Team: An update on the work team's activities and progress was given. Kittson County, Roseau County, Roseau River Watershed District and Two Rivers Watershed District have all approved of each contributing \$18,000 to the work team and the Flood Damage Reduction Work Group's anticipated contribution is \$36,000 for a total of \$108,000 to use for studies, engineering, meetings and project development. One of the next steps is to approve either a memorandum of understanding or a joint powers agreement in order for the group to receive and spend money. Matt Fischer from BWSR commented on the details of both options. Attorney Hane recommended a memorandum of understanding would be the best and the Board of Managers agreed. Money was directed to contact the other entities and collectively draft an MOU.

Computer Equipment: The District needs to replace two aging computers. The field computer was purchased in 2012 and the battery no longer works. It has surpassed its expected life and needs to be replaced. Also, the Administrator's office laptop was purchased in 2016 and is at the end of its expected life. The screen on this laptop is failing. Estimated cost to

replace both computers is a total of \$4,000. Upon a **motion** by Klein, **second** by Olsonawski and **unanimous vote** of the Board staff were authorized to order new computers.

Project Report:

Ring Dikes: A request for technical and financial assistance has been received from Lonnie Davidson for a farmstead ring dike. Cost share for the dike would be 50% state, 25% RRWMB, 12.5% TRWD and 12.5% landowner. Technician Coffield has reviewed the site and it appears it would qualify for state and Red River Watershed Management Board funding. Upon a motion by Klein, second by R. Anderson and unanimous vote of the Board, authorization was approved to provide 12.5% cost share and to have staff proceed with preliminary plans. An application to the state will be needed, and Coffield will meet again with the landowner to fill out the application and get more detailed information.

Erosion Control Cost Share: A request for cost share assistance has been received from Kittson SWCD for a project for Matt Denault/Dan Lundberg. Total cost is \$21,310 with the SWCD paying 75%, Red River Watershed Management Board 9.38%, Two Rivers WD 3.13%, and the landowner 12.5%. Upon a **motion** by Klein, **second** by R. Anderson, and **unanimous vote** of the Board, the TRWD/RRWMB share was approved. District Administrator Money was authorized to sign the cost share agreement on behalf of the TRWD.

Klondike Clean Water Retention Prj. #11:

- Engineering – J. Huwe discussed draft version 4.0 of the operating plan. He, N. Dalager and D. Money met with the DNR and MPCA regarding the plan. DNR would like to include various trigger points in the spring/summer to allow fish to migrate out of oxbows that are adjacent to the ditch. Research and development is being conducted to determine if the impoundment is capable of achieving DNR fisheries request.
- Right of Way –
 - Money and Huwe have met with C. Novacek to discuss purchase of an easement. Novacek has made a counter offer of \$2,563.41 per acre to the TRWD's original offer. After discussion the **motion** was made by Klegstad, **seconded** by Olsonawski and **unanimously approved** to counter back to Novacek with an offer of \$1,551.86 per acre.
 - Two other landowners remain regarding right of way easements. President Sikorski will contact one to schedule a meeting, and Administrator Money will contact the other.
- Land Exchange – No new information has been received from DNR since last month's meeting.
- Permitting – M. Aanenson gave a report and update regarding the USACE and State of MN wetland permit applications. Because the project construction will drain and fill existing wetlands, we will need around 336 acres of credits to mitigate the impacts. The plan for now is that we can restore about 452 acres. The USACE is requiring the TRWD to monitor the mitigation site prior to construction, which means monitoring wells will need to be installed. Aanenson presented a work order and cost estimate of \$35,000 to do this. Upon a **motion** by Klein, **second** by Olsonawski and **unanimous vote**, the work order / cost was approved. It was noted that 50% of this can be covered by the existing flood hazard mitigation grant the district has from the DNR.
- Funding – The legislature approved \$5 million to the RRWMB for projects, and another \$15 million generally statewide for projects. More information will be forthcoming after discussion with the DNR and with the RRWMB.

BWSR:

Matt Fischer from the Board of Water & Soil Resources attended the meeting to report on the recently completed legislative session and provide a summary of BWSR programs and funding opportunities and law changes affecting watershed districts. Information was handed out and discussion was held regarding several programs relative to water quality, flood storage, and governance. Fischer also mentioned a manager's training session that will be held in Warren, MN on July 28th. All managers are encouraged to attend.

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	Hill 32	ring dike	Tabled
2023-05	Matt Denault	Tegner 30	Side Inlet – field erosion	Approved
	Motion Klein, second Olsonawski – unanimous Condition – proposed 36” cmp must be 30” to comply with culvert policy			
2023-14	Joel Deere	Hampden 24	Tile Drainage	Approved
	Motion Langehaug, second Klegstad – unanimous Condition – must have a plunge pool at outlet to prevent erosion; Gate must be installed at specified location south of township road			
2023-15	Chad McDonald	Lind 20	18” clvt / crossing	Approved
	Approved prior to the meeting upon unanimous decision of the PRG.			
2023-16	Mark Langehaug	Jupiter 6 & 8	Field crossings (2)	Approved
	Motion Klegstad, second Olsonawski – unanimous (Langehaug Abstained)			
2023-17	Scott Lysford	Norway 30	Field crossing	Approved
	Approved prior to the meeting upon unanimous decision of the PRG. Condition – culvert must be set to grade according to KCHD road/ditch plans			
2023-18	Klein Farms	Hallock 27	Field crossing	Approved
	Motion Klegstad, second B. Anderson – unanimous (Klein Abstained); issued after the fact – the after the fact fees were waived by the board because the applicant consulted with staff prior to the installation and there was an urgent and immediate need to complete the project.			
2023-19	Land X	Davis 16-16	Tile Drainage	Tabled

The following permit issues and violations were discussed:

Permit number 2043 – Dagen/Aakre: A tile drainage system was permitted in fall 2023 and installed. However conditions of the permit were not met, and the project caused a breach in the dike of the District's Springbrook #10 Project. Therefore, this is an existing permit violation. The Board of Mangers determined that the breach must be satisfactorily repaired on or before June 15, 2023. Failure

to comply will result in revocation of the permit. Because of the failure to comply with the permit conditions, a minimum fee of \$500 plus field inspection fees will be required.

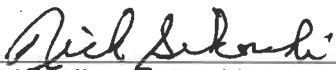
Permit number 1454 - Dahl tile discharges: It was noted that discharges were occurring from this tile system during the spring runoff when flooding was occurring. This is in violation of the condition of the permit. Site visit and photos show although the pump was shut off, outflows were occurring from the standpipe. After discussion the Board of Managers directed staff to discuss the situation with the permittee and/or the tile contractor to rectify the problem.

With no other matters to come before the Board of Managers, the meeting was adjourned at 12:40 p.m.

Attest:



Roger Anderson, Vice President



Rick Sikorski, President

