

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Thursday, February 1, 2024 @ 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, February 1, 2024. The meeting was held in the District office in the Kittson County Courthouse, 410 S. 5th Street, Hallock, MN.

Managers present included Vice President Roger Anderson, Treasurer Gerald Olsonawski, Bruce Anderson, and Mark Langehaug. President Rick Sikorski, Secretary Daryl Klegstad, and Scott Klein 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 Engineering) and landowner Kris Folland.

The meeting was called to order by Vice President Anderson. Anderson then called for any additions or corrections to the proposed meeting agenda, the Annual and Regular meeting minutes from January 4, 2024, and the special meeting minutes from January 23, 2024, which were then approved upon a **motion** by Olsonawski, **second** by Langehaug 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 10055 through 10077 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 certificate of deposit at Border State Bank in Badger came to maturity and the principal and interest was re-invested at a rate of 5.05%.

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

Pasture Rent:

Renter Kris Folland attended the meeting to discuss with the Board of Managers rental of pastureland in sections 27 and 35 of Klondike Township, Kittson County. Folland has rented this pasture for the past 12 years and the contract expired on December 31, 2023. At last month's meeting, the Board of Managers set a new rental rate for a 3-year period at \$15 per acre. Folland stated he is not interested in that high of a payment and offered a payment rate of \$10/acre. He described several pros and cons with renting these parcels. After considerable discussion, the Board of Managers held to their prior decision to put the rental up for bids. D. Money was directed to prepare, distribute, and publish a notice of land for rent. Sealed bids will be due at the office by 3:00 p.m. on February 28, 2024, to be acted on at the February 29, 2024, meeting. There is no minimum bid, and the Board reserves the right to reject any and all bids.

Kittson County Ditch 13 Improvement:

Erik Jones of Houston Engineering attended the meeting to present and discuss his Preliminary Engineer's Survey Report for this project. He noted this is a draft and discussed the proposal. He suggested work to be done to the ditch including re-grading to a 0.04% grade, moving the ditch over to reduce and prevent erosion of the west ditch slope (which is also the east township road slope), installation of 33 side water inlets, installation of 2 rock drop grade stabilization structures, and establishment of the required grass buffer strip. After discussion, the Board decided to hold an informational meeting with the project petitioners and with the landowners within the current benefitted area. Upon a **motion** by Langehaug, **second** by Olsonawski and **unanimous vote**, the meeting was scheduled for 9:00 a.m. on February 22, 2024 and D. Money will send out notices.

Administrator's Report:

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

Program Report:

Administrative Assistant: The District has been advertising hiring a part-time Administrative Assistant. To date, one application has been received. Upon a **motion** by Langehaug, **second** by B. Anderson and **unanimous vote** of the Board, the personnel committee was directed to conduct an interview and make a recommendation regarding the position.

FEMA 2023: Notification has been received from FEMA that they have denied the District's application for disaster assistance for the North Branch JD 31, North Branch SD 84, and JD10 Br B in the amount of \$195,500. Upon a **motion** by B. Anderson, **second** by Langehaug and **unanimous vote**, the Board authorized D. Money to act on behalf of the District to formally appeal FEMA's decision.

Office Closed: Both employees would like to take vacation on Monday February 12th, which would leave the office un-staffed for that day. Therefore, a request was made to close the office that day. Upon a **motion** by Langehaug, **second** by Olsonawski and **unanimous vote** it was approved to close the office on Monday February 12, 2024.

2023 Audit: A quote from Brady Martz to perform the 2023 annual audit was received at a price of \$9,100. Upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote** approval was given to hire Brady Martz. D. Money was directed to work with them regarding the audit.

Legislative Briefing & Day at Capitol: MN Watersheds will hold its annual legislative briefing and breakfast in St. Paul on March 6-7 2024. Along with that the Red River Watershed Management Board has scheduled meetings on March 5 with state agency commissioners and various legislators. All Board members are strongly encouraged to attend, as the TRWD is asking for up to \$16 million for the Klondike Clean Water Retention Project. The Board authorized D. Money and any interested board members to attend.

Project Report:

North Branch SD 84:

Advertisements for quotes on this project were posted and distributed and 6 quotes were opened on January 31, 2024. The lowest quote received was from Ralph Twamley Construction in the amount of \$101,341.95. The engineer's estimate was \$142,991. Upon a **motion** by Langehaug, **second** by Olsonawski and **unanimous vote** it was approved to hire Ralph Twamley Construction to install the rock drop grade control structures on the North Branch Project – SD 84 as designed and proposed by Houston Engineering.

Horseshoe/Skull Lake dam replacement:

Engineer Jake Huwe discussed the project. Plans and specifications for the project are complete, and a meeting with DNR and Kittson County has been scheduled to discuss the project components. More information and a timeline schedule for bids and construction will be determined after the meeting.

Klondike Clean Water Retention Prj. #11:

- Engineering – Huwe discussed the upcoming activities and schedule. He noted the final plans will be completed in April 2024 and he is working on the DNR dam safety permit, an updated cost estimate, and the step 3 funding application to the RRWMB. He is hoping to have these tasks completed by the end of June 2024.
- Right of Way –
 - Attorney Hane discussed the process for obtaining the remaining right of way. Land appraisals have been completed, and now the TRWD will need to meet with the landowners to negotiate a price. Upon a **motion** by B. Anderson, **second** by Olsonawski and **unanimous vote** of the Board, Hane was directed to send letters to the remaining three landowners to meet with them and make an offer at the appraised price.
 - D. Money handed out a spreadsheet showing all parcels needed and their status. The TRWD will need to obtain right of way on lands owned by Roseau County and by the DNR. Money will start the process with the DNR and Hane will approach Roseau County.
 - It was noted that most agreements have not yet been paid and were negotiated using 2023 values. Money recommended that prior to being paid these should be updated to 2024 values. A **motion** was made by Langehaug, **seconded** by B. Anderson and **unanimously approved** to update the payment amounts for right of way to reflect the 2024 Roseau County assessed market values.
- Land Exchange – Money and Hane updated the board regarding the land exchange process with DNR. At this point DNR is requiring TRWD to provide a title commitment and title insurance on the TRWD lands being offered in the exchange. Hane will continue to work through this process.
- Permitting – A table was handed out and discussed showing the status of all permits.
 - SD72 & SD 95 – A petition was submitted to the Joint Ditch Authority and E. Jones (Houston Engineering) has reviewed the project and submitted his engineer's report to the Joint Ditch Authority (JDA). It

is now up to the JDA to schedule and hold the required public hearing and make findings of fact and issue their order. J. Hane will contact the JDA's attorney to inquire about the status.

- Petition to alter Roads – A petition was also submitted to Roseau County regarding TRWD's intent to raise, alter, abandoned or otherwise change existing county and township roads. The TRWD is waiting for Roseau County to schedule and hold a public hearing on this matter. Hane will inquire again with the County.
- Funding – A funding request of up to \$16 million to the legislature will be a part of the RRWMB's legislative activities. In addition, once all permits are approved, the TRWD will need to modify its request to the RRWMB in a step 3 funding request and submittal. Other considerations yet to be discussed include operation and maintenance funding sources, local match requirements, and potential federal funding.


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>
2023-34	North Red River Twp	N. Red River Twp	breach/lower/remove dike	Tabled
	- Waiting on requested information regarding an operating plan			
2023-56	Greg Mlodzik	Juneberry 33	Texas Crossing	Tabled
	- Waiting on plans and input from the road authority (Roseau Co.)			
2024-01	Barto Township	Barto 36	Center line culvert	Approved
	- Motion Langehaug, second B. Anderson & unanimous vote			
	- Condition culvert invert to be no lower than 1048.6 NAVD 88 datum			
	- Noted cover over said culvert may not be adequate therefore maintenance is sole responsibility of applicant			
2024-02	Roseau Co Hwy Dept	Deer 7	Replace culvert on SD 91	Tabled
	- Referred to PRG for review			

With no other matters to come before the Board of Managers, the meeting was adjourned at 11:59.

Attest:


 Roger Anderson, Vice President


 Gerald Olsonawski, Treasurer