

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: May 2, 2024 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their regular meeting beginning at 9:30 a.m. on Thursday, May 2, 2024. 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) and Kittson County Commissioner Leon Olson.

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 upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote** of the Managers. The regular meeting minutes from April 4, 2024, were reviewed and approved upon a **motion** by Langehaug, **second** by Klegstad and **unanimous vote**.

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 10121 through 10139 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 Olsonawski, a **second** by Klegstad, and a **unanimous vote** by the Board.

Audit – The 2023 Audit Report that was performed and submitted by Brady Martz and Associates was reviewed. D. Money presented information contained within the report. Upon a **motion** by R. Anderson, **second** by Olsonawski and **unanimous vote**, the report was approved.

Administrator's Report:

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

Administrative / Programs Report:

Water Quality Monitoring Equipment: The District's water quality monitoring program was discussed. The program has been ongoing in various forms since 1991. There is a need to upgrade and replace the monitoring probe, known as a SONDE, which gives results for pH, dissolved oxygen, water temperature, and conductivity. The current SONDE is over 10 years old and needs replacement. The cost for a new

one with additional capability to also measure turbidity is upwards of \$15,000. Upon a **motion** by R. Anderson, **second** by Olsonawski and **unanimous vote**, authorization was given to purchase a new SONDE at a cost not to exceed \$15,000.

The TRWD has also been monitoring water levels at numerous locations and measuring stream flows since about 1996. Several data loggers, known as a HOBO, are in need of battery replacements. The estimated cost is \$900, and this will extend the life of the units without having to replace them at a much higher cost. Upon a **motion** by Klein, **second** by R. Anderson, and **unanimous vote**, approval was given to spend up to \$900 to replace batteries in the HOBO units.

Office Space: Discussion was held regarding the current TRWD office. The District currently rents 2 separate rooms in the Kittson County Courthouse and one storage room at the mini store all in Hallock. With the main office at one location, a storage office at a separate location in the courthouse, and another storage location off site, there is potential for better efficiency if all were housed in the same location. The District is considering adding a one-half time staff person, and that would increase the need for additional office space. It would be optimal to have one location with enough space for 3 private offices, a meeting room, garage space for a vehicle and atv, and storage for technical equipment. Options are to a) stay the same, b) purchase an existing location or c) build new. There are pros and cons for each. It was noted one existing building is currently for sale in the City of Hallock. The matter was tabled, and the Administrator was directed to try and set up a tour of the available space for the next meeting on June 6.

Juneberry Project Team: It was noted that each of the 4 entities have pledged to contribute \$18,000 toward planning and development of projects. Upon a **motion** by Olsonawski, **second** by B. Anderson and **unanimous vote**, it was approved to pay \$18,000 to Roseau County, who is administering the funds for this project, according to the Agreement that was previously approved by all entities.

Lake Bronson Sediment Project Team: The Board had previously pledged \$5,000 to this effort, and Administrator Money reported that the Red River Flood Damage Reduction Work Group has matched the funding, for a total of \$10,000. The Work Team has identified the need to sample lake sediment in 6 locations on Lake Bronson in order to determine the magnitude of the problem and what levels of nitrogen, phosphorous and heavy metals are present. Upon a **motion** by Klein, **second** by Langehaug and **unanimous vote** of the Board, authorization was approved to hire RMB Labs to do the sampling at a cost not to exceed \$10,000.

Legal Ditch Report:

2024 Construction: It was noted that several construction projects will be done in 2024. These include slough repair on JD 10 B, erosion control and grade stabilization on the North Branch # 2 Project at JD 31 and at SD 84, and erosion control and side water inlets on the Kennedy #6 project.

Annual ditch inspections on all watershed ditches and projects are being scheduled, and a report on maintenance needs including brush and vegetation spraying, repairs or maintenance will be brought to the board at a future meeting.

Project Report:

Skull / Horseshoe Lake:

Joint Powers Agreement - The MN DNR has proposed that the DNR, TRWD and Kittson County enter into a Joint Powers Agreement in order to proceed with the replacement of the outlet structure. As previously noted, the project was installed in 1968 on the Skull Lake Wildlife Management area, using the federal PL 566 program through the Natural Resources Conservation Service. The structure is past its useful life span and needs to be replaced because it was damaged in the 2022 flooding. Funding is available through FEMA, the DNR and the TRWD's project fund with a cost estimate of \$212,000. Upon a **motion** by Klein, **second** by B. Anderson and **unanimous vote** of the Board, it was approved to enter into the Joint Powers Agreement, and the Administrator was authorized to sign the document on behalf of the District.

Engineering Agreement - Engineer Jake Huwe of HDR Engineering updated the Board on the plans, specifications, and work needed to advertise for bids. He presented a cost estimate to the Board of an additional \$42,788 to do this work and asked for board approval. Upon a **motion** by Klegstad, **second** by Olsonawski and **unanimous vote** of the Board, the cost was approved and Huwe was directed to complete the plans and specifications for construction.

Construction Bidding - Huwe and Money have been in contact with DNR, and once the agreement is signed by all parties it appears that we can move forward with advertising for bids to construct the project. Upon a **motion** by Olsonawski, **second** by Klegstad and **unanimous vote** the Engineer and Administrator were authorized and directed to prepare the bid documents and advertise for bids. The general timeline would be to open bids prior to the June 27th Board meeting.

Klondike Clean Water Retention Prj. #11:

- Engineering – Engineer Huwe and Administrator Money have discussed that if all permits are approved this year, there is partial funding that has been awarded, and a scaled down version of phase 1 construction could proceed in 2025. Huwe discussed the components of this version, called “Phase 1A”. He indicated that this phase could store around 4,000 acre feet of water and would consist of a partial construction of the diked inlet, the pilot channel, one outlet structure, and the dike along the west and north sides of the impoundment. Cost would be between \$8 million and \$12 million. The Board was acceptable to further development of this phase 1A, and Huwe will provide more information at future meetings.
- Right of Way –
 - Meetings were held between two landowners and Hane, Money, and Huwe. The landowners had some questions which Huwe will prepare responses to. A letter will be sent with the information and the TRWD will ask them for a response to our offer. Depending on the response, another meeting could be set up. The Board indicated that it would be good to finish this process by August 2024.
 - Right of Way is needed on several parcels owned by DNR. There is an application package and a \$2,000 fee payable to the DNR to begin the process of obtaining this right of way. Upon a **motion** by Olsonawski, **second** by Klegstad and **unanimous**

vote of the Board, the \$2,000 fee was approved to be paid and the Administrator was directed to submit the application package.

- Land Exchange – Title insurance was provided to DNR, and we are awaiting their title opinion. More information will be provided in an update at next month’s meeting.
- Permitting – a public hearing was held by the SD 72 & SD 95 ditch authority, and the project was approved for the permit to impound waters and to re-route portions of the ditches. Additionally, Roseau County approved the District’s petition to alter certain county and township roads. The two major permits left to obtain include the DNR Dam safety permit and the USACE section 404 wetland permit, and these are both being worked on and expected to be completed by the end of 2024.
- Funding – the end of the 2024 MN Legislative session will be coming up in May, and it has yet to be determined whether there will be a bonding bill or if there will be any funding for the KCWRP. Updates will be provided at next month’s meeting.

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>
2024-04	MN DNR – LBSP	Percy 32	Replace dam	Tabled
2024-08	Brian Jensen	N. Red River 11	Tile Drainage	
2024-16	Carey Mortenson	Skane 21	Grade Stabilization	Approved
	Motion Klein, second Klegstad – unanimous ; 24” side water inlet approved but no flap gate is allowed in order to comply with culvert sizing policy.			
2024-17	Jim Kukowski	Huss 8 & 17	Crossing w/18”	Tabled
	Referred to permit review group			
2024-18	CHS Inc.	Skane 12	Driveway/culverts/ditches	Tabled
	Referred to permit review group			

The following permits were previously approved either by District staff or the Permit Work Group and according to guidelines within the District’s Rules. They are listed here for informational purposes.

2024-03	BNSF Railroad	Davis 18	Replace Bridge	Approved
	Approved by permit review group subject to conditions			


2024-06	Keith Britten	Springbrook 31	Tile Drainage	Approved
	Approved by permit review group subject to conditions			
2024-12	Halfmann Farms	Springbrook	Tile Drainage	Approved
	Approved by permit review group subject to conditions			

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:11 p.m.

Attest:



Daryl Klegstad, Secretary



Rick Sikorski, President

