

**Minutes of the Annual Meeting of the Board of Managers
of the Two Rivers Watershed District
Held: Thursday, January 4, 2024 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 4th, 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, Daryl Klegstad, Scott Klein, and Gerald Olsonawski. Manager Mark Langehaug was absent.

Others present at the meeting included District Administrator Dan Money, Technician Tyler Coffield, 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 R. Anderson, **second** by B. Anderson and **unanimous vote**. No further nominations were made. A **motion** was then made by Manager Olsonawski 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 Olsonawski and **unanimously approved**. A **motion** was made by Olsonawski 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 Klegstad, and **unanimous vote**, the following appointments to the Citizen's Advisory Committee and Technical Advisory Committee were made for 2024 as listed below. District Administrator Money will contact all appointees to verify their willingness to serve on the committees.

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 |
| Andy 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 | Citizen - 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 | Skane Twp | 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 |
| David Lindegard | L.B. Cabin Owners | Lake Bronson State Park |

TECHNICAL ADVISORY COMMITTEE

| <u>NAME</u> | <u>Geographic Area</u> | <u>REPRESENTING</u> |
|--------------------|------------------------|-------------------------------|
| Andrea Weleski | Kittson County | Kittson Co. Hwy Dept. |
| Ericka Halstengard | Roseau County | Roseau Co. Hwy Dept. |
| Jamie Osowski | Kittson County | Kittson SWCD |
| Jonathon Erckes | NW MN | Nature Conservancy |
| Bonnie Hasbrouck | 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 |
| Jake Huwe | Red River Valley | HDR Engineering |
| OR | | |
| Tony Nordby | Red River Valley | Houston Engineering |

Upon a **motion** by R. Anderson, **second** by Klein, 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 Klegstad, **second** by R. Anderson, and **unanimous vote**, the following appointments were made for 2024.

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, Klegstad and Langehaug.
- **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 2024 to generally be on the first Thursday of each month in the Watershed District office located in the Kittson County Courthouse in Hallock, Minnesota. However conflicts were pointed out for the month of March and July, and therefore the following 2024 dates were approved with all meetings to begin at 8:00 a.m.

- January 4th, February 1, February 29, April 4, May 7, June 7, June 27, August 1, September 5, October 3, November 7, December 5.

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. As such, Anderson and Money are authorized to receive per diem and mileage payments from the RRWMB to attend meetings and functions of the RRWMB.

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 2024 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 (0.67 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.

Survey Services: Charges for survey services in 2024 were set by the Board as follows - \$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.

Beaver Removal Policy: The District will pay \$100 per beaver that is removed from ditches and projects under the jurisdiction of the TRWD. Generally and when possible, the District must inspect, be notified or otherwise be aware of the beaver problem prior to the removal of beavers. The TRWD will keep and utilize a list of active beaver trappers, and they must provide proof of any licenses, permits or authorizations to remove beavers.

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. No changes were made to the *Rules* and they will stay the same as they were in 2023.

Time Billed to Projects: Staff time billed to project and ditch funds was set at \$75 per hour.

The Annual Budget for 2024 totaling \$279,624 was previously adopted and approved by the Board of Managers following a public hearing in September of 2023 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 2023 as required by Minnesota Statutes.

With no further business to come before the Board of Managers, the annual meeting was closed at 8:50 a.m.


Daryl Klegstad, Secretary

Attest:


Rick Sikorski, President