

**Minutes of the Annual Meeting of the Board of Managers
of the Two Rivers Watershed District
Held: Thursday, January 2, 2025 @ 8:00 a.m.**

The Board of Managers of the Two Rivers Watershed District held their Annual Meeting on January 2, 2025 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, and Daryl Klegstad. Managers Scott Klein, Gerald Olsonawski and Mark Langehaug were 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 Klegstad that nominations cease and a unanimous ballot be cast for Sikorski. The motion was **seconded** by Manager B. 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 R. Anderson and **unanimously approved**. A **motion** was made by R. Anderson that nominations cease and that a unanimous ballot be cast for all three offices. The motion was **seconded** by Klegstad and **carried** unanimously.

Upon a **motion** by Sikorski, **second** by Klegstad, and **unanimous vote**, the following appointments to the Citizen's Advisory Committee and Technical Advisory Committee were made for 2025 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>
Luke Novacek	Polonia Twp	Polonia Township
Vern Langaas	Dewey Twp	Ag Producer
Leon Olson	Caribou Twp	Rural Citizen
Ryan Swenson		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	Ag Producer
Kurt Kraulik	Svea Twp	Svea Township
John Gaukerud	Stokes Twp	Roseau SWCD
Ed Walsh	Stokes Twp	Ag Producer
Murray Jacobson	Dewey Twp	Ag Producer
Shayne Isane	Nereson Twp	Ag Producer

Jim Rinde	Badger	Citizen - City of Badger
Eric Etherington	Greenbush	City of Greenbush
Roger Green	Polonia Twp	Friends of Lk Bronson St. Park
Justin Osowski	Red River Twp	Ag Producer
Justin Dagen	Springbrook Twp	Ag Producer
Kurt Aakre	Springbrook Twp	Ag Producer
Jon Vold	Granville & Clow Twp	Ag Producer
Corey Younggren	Hallock & Hill Twp	Ag Producer
Jason Sobolik	Teien Twp	Ag Producer
Brett Dahl	Skane Twp	Ag Producer
Mike Ratzlaff	Norway Twp	Rural Citizen
Joel Muir	Hallock City/ Thompson Twp	Citizen
Matt Thompson	Karlstad	Citizen
Rodney Sikorski	Juneberry Twp	Ag Producer
Jaime Sikorski	Juneberry Twp	Ag Producer
David Lindegard	L.B. Cabin Owners	Lake Bronson State Park
Cabins		

TECHNICAL ADVISORY COMMITTEE

<u>NAME</u>	<u>Geographic Area</u>	<u>REPRESENTING</u>
Arthur Kukowski	Kittson County	Kittson Co. Hwy Dept.
Ericka Halstengard	Roseau County	Roseau Co. Hwy Dept.
Jamie Osowski	Kittson County	Kittson SWCD
Jake Anderson	NW MN	Nature Conservancy
Kathy Fillmore	Kittson/Roseau County	NRCS
Nicole Kovar	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 Mgmt
Jake Huwe	Red River Valley	HDR Engineering
OR		
Tony Nordby	Red River Valley	Houston Engineering

Upon a **motion** by R. Anderson, **second** by Klegstad, 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. Manager Langehaug was appointed as an alternate to the Committee.

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. Manager Langehaug was appointed as an alternate to the Committee.

Upon a **motion** by Sikorski, **second** by R. Anderson, and **unanimous vote**, the following appointments were made for 2025.

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 2025 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 July, and therefore the following 2025 dates were approved with all meetings to begin at 8:00 a.m.

- January 2, February 6, March 6, April 3, May 1, June 5, July 10, August 7, September 4, October 2, November 6, December 4.

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: 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 Technician Tyler Coffield was appointed as the alternate.

Manager's Salary: Salaries for Board members attendance at regular meetings for 2025 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 \$75/ hour not to exceed \$125 / day. The mileage reimbursement was set at the current IRS rate (0.70 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 2025 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 for 2025 as they were in 2024.

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

The *Annual Budget* for 2025 totaling \$295,250 was previously adopted and approved by the Board of Managers following a public hearing in September of 2024 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 2024 as required by Minnesota Statutes.

With no further business to come before the Board of Managers, the annual meeting was closed at 8:45 a.m.



Daryl Klegstad, Secretary

Attest:



Rick Sikorski, President