

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Thursday, January 7, 2021 @ 8:45 a.m.**

The Board of Managers of the Two River Watershed District held their regular meeting beginning at 8:45 a.m. on Thursday, January 7, 2021. Due to the ongoing COVID-19 pandemic the meeting was held in the upstairs meeting room of the Kittson County Courthouse in Hallock, MN with social distancing guidelines in place. The meeting was also held via “GoTo Meeting” to allow for the public to attend electronically either by phone or by computer.

Managers present included President Paul Olsonawski, Secretary Daryl Klegstad, Rick Sikorski, and Scott Klein. Vice President Roger Anderson Treasurer Joel Muir attended electronically. Manager Bruce Anderson was absent.

Others present at the meeting included District Administrator Dan Money, Head Technician Matt Thompson, and Kittson County Commissioners Leon Olson, Darrel Johnson and Theresia Gillie. Others attending electronically were Attorney Jeff Hane (Brink, Sobolik, Severson, Malm & Albright, P.A.), Engineers Nate Dalager and Jake Huwe (HDR Engineering), Engineer Blake Carlson (WSN Engineering), Roseau County Commissioner Daryl Wicklund, and Rob Sip (RRWMB).

The meeting was called to order by President Olsonawski. Olsonawski then called for any additions or corrections to the proposed meeting agenda and the regular meeting minutes from December 3, 2020. Today’s meeting agenda and the December 3, 2020 minutes were approved upon a **motion** by Klein, **second** by R. Anderson, and **unanimous vote** of the Managers.

Upcoming special meetings of the Board of Managers were discussed. These had previously been scheduled for January 20, 2021 and February 18, 2021. A conflict has come up for the January 20 meeting, and it was changed to January 26, 2021 beginning at 3:00 pm in the upstairs meeting room of the Kittson County Courthouse. The primary topics for the meeting will be a permit and project issue in the vicinity of section 17 Hazelton Township Kittson County and also the Two Rivers Plus One Watershed One Plan. The February 18, 2021 meeting will stay the same with the primary topic to be the Klondike Clean Water Retention Project.

Public Hearing – City of Karlstad Petition to use KCD 10 as an Outlet:

The hearing was called to order by President Olsonawski at 9:00 a.m. Attorney J. Hane gave a briefing on the purpose of the meeting and how it will be conducted. A petition from the City of Karlstad has been received asking to use Kittson County Ditch 10 as an outlet for stormwater that accumulates along Oak Lane and affects several homes and the golf course. Meeting participants can give testimony for or against the proposal, and then the Board of Managers will deliberate and make their findings and order on the matter.

Administrator Money presented several documents that were entered into the hearing record. These included the petition, the notice of hearing, and an email notice from the MN Pollution Control Agency stating they have no problems with the project.

Engineer Carlson described the project, how the water would be transferred to the ditch, and the adequacy of the ditch. He stated the outlet is adequate for the work that is contemplated, however indicated there should be consideration for a requirement to only allow discharge of water when water levels in Kittson County Ditch 10 are low enough to handle the excess water.

Dale Nelson, Mayor of Karlstad, appeared and provided testimony speaking in favor of the project. He indicated that when high water events happen and water enters this residential area, there is no outlet and several homes experience flooding and water seeping into basements. He stated emergency measures taken by the City and the TRWD this past summer provided immediate relief to residents and this is a more permanent solution.

The Board deliberated the matter. It was noted that an elevation should be determined as a trigger point when pumping could be started. This will be surveyed by District staff and the elevation will be determined in consultation with Engineer Carlson.

An outlet fee was discussed. It was noted the City currently pays an outlet fee for the right to discharge its sanitary sewer system and also a portion of its storm sewer system to KCD #10. It was noted that this new request is for a very small drainage area and would most likely only be used once every few years in very high water situations.

Upon a **motion** by Klein, **second** by Sikorski and **unanimous vote** of the Managers, a \$100 per year outlet fee was set and the petition was approved for a 3 years period from 2021 through 2023 at which time it will be re-evaluated and may be extended. The engineer and staff were directed to perform necessary surveys and provide an elevation for above which discharges will be allowed. Findings of fact and an order were approved and are hereby attached to these minutes and filed in the Kittson County Ditch #10 files.

Upon a **motion** by Klegstad, **second** by Klein, and **unanimous vote** of the Managers, the public hearing was closed and the regular meeting was resumed at 9:45 a.m.

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 9256 through 9284 and electronic funds transfers to PERA, MN Dept. of Revenue, and Electronic Federal Tax Payment System, as reported and contained within the report.

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

Kittson County Ditches:

Kittson County Commissioners Olson, Gillie, and Johnson were in attendance to discuss with the Board of Managers the possibility of transferring certain ditch systems from the county to the Watershed District. Johnson and Gillie commended the District for their ditch inspection, survey and maintenance schedule. They indicated there are several ditches under county jurisdiction that take significant time and expertise to maintain. Being the TRWD has a ditch successful program they are interested in transferring a few of them.

The Board of Managers would like more information regarding which ditches, what the ditch fund for these specific ditches is, and what the 2021 ditch levies are. If the process is to move forward, a hearing for each ditch would need to be held and the county board would formally turn over the ditches to the TRWD. More information will be provided at the February 4 TRWD meeting.

Administrator's Report:

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

Program Report:

One Watershed One Plan: A Policy Committee meeting was held this past month and sections 6 and 7 as well as the executive summary were approved by the committee. The next step is to discuss establishing a cooperative agreement between the counties, swcd's and watershed district. Once the full plan is drafted it can be sent to BWSR for review and comments. The plan will take about 6 months to be final. The Board of Managers discussed the plan and the pros and cons of participating in the 1W1P process versus writing its own plan. It was decided to discuss the topic further at the special meeting that will be held on January 26th, 2021.

The next Policy Committee meeting will be held on January 20th to discuss approval of the final draft of the plan.

2020 Audit: The firm of Brady Martz has provided a quote to perform the 2020 audit at a cost of \$7,250, which is an increase from 2019 of \$250. Upon a **motion** by Sikorski, **second** by Klein, and **unanimous vote** of the Managers it was approved to hire Brady Martz.

Administrative Charges to Ditches and Projects: Discussion was held regarding the administrative fee that is charged by the District to ditches and projects for time spent on each. The current fee of \$40 per hour has been used for over 15 years and is now outdated. This rate is used to account for employee time, equipment, office supplies, and overhead such as insurance, FICA, retirement and other costs. A suggested rate increase to \$60 per hour was approved after a **motion** by Klegstad, **second** by Sikorski, and a **unanimous vote** of the Board. It was suggested that this rate be reviewed once per year at the Annual Meeting.

RRWMB: The monthly report was distributed and discussed. The RRWMB is asking member districts for input and feedback regarding their water quality cost share program. This program is entering its second year. \$3 million is in the RRWMB budget, and they have been discussing changing or modifying the amount and eligible projects. The TRWD received grant funding in 2020-2021 for water quality monitoring and for a project to install side water inlets on Judicial Ditch #3. It was the opinion of the Board that base funding for each member could remain about the same at \$100,000, but that the project funding could be pared back and not funded at such a high amount. Rob Sip attended electronically and provided input and comments. Information discussed will be shared with the RRWMB at their January meeting.

Project Report:

Klondike Clean Water Retention Prj. #11:

- Fact Sheet – an updated project fact sheet and timeline was handed out and discussed. This will be used to inform the public and others, and the Board indicated it should be made widely available on our website, by mail, and by other means.
- Record of Board Decisions – this was handed out and shows the date of each board decision and a description of each. This is for information and will be updated periodically.
- Funding – The RRWMB quarterly report form was handed out and discussed. It looks like the project will be recommended to receive \$250,000 in state bonding/flood hazard mitigation grant funding. Discussion was held on phase 1 cost of construction, funding that has been secured, and funding that is needed.
- Permitting – an update on wetlands, environmental assessment worksheet, drainage law, public roads and other permits was given. A **motion** was made by Klegstad, **seconded** by R. Anderson and **unanimously approved** to direct consultants and staff to apply for road permits and for drainage law permits.
- Big Swamp Project Team – there is a need to meet with the project team and maybe the general public to give updates and information on where the project is at in the process and to provide information on the timeline and other facets of the project. The Board suggested holding a meeting in late February if possible.

Permits:

The Board discussed the following permits. The review and comments of the permit committee were carefully considered and taken into consideration. Any comments provided by members of the committee, road authorities, or affected landowners have been recorded and filed with the permit documentation in the District office. All four permit applications were tabled and will be re-reviewed by the permit committee.

<i>App. #</i>	<i>Applicant</i>	<i>Location</i>	<i>Purpose</i>	<i>Action</i>
2020-46	Middle River Fm	Lind 36; East Pk 1&12	Drainage; Culverts	Tabled
2020-76	Jamie Isane	Grimstad 17	install culvert in dry crossing	Tabled
2020-79	Blawat Farms	Soler 15	lower existing 24" cmp	Tabled
2020-82	Robert Pearson	Tegner 33	drainage; flood control	Tabled

Other Permit issues:

Ristad - Hazelton Section 17: This issue is the result of a permit violation from the summer of 2020. A road was raised and built up, effectively impeding and re-routing the flow of water. Discussions with affected landowners, field data collection, and technical review have been on-going. There is a need to have a meeting with all stakeholders to determine how to move forward. It was decided by the Board to invite stakeholders to the January 26th special board meeting at 3:00 p.m.

Johnson – Eagle Point Section 5: Work was performed without a permit from the District. The landowner has been informed and discussions are pending.

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

Attest:



Daryl Klegstad, Secretary



Paul Olsonawski, President