

**Minutes of the Regular Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: Tuesday, December 9, 2025 @ 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 Tuesday, December 9, 2025. 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, Secretary Daryl Klegstad, Treasurer Gerald Olsonawski, Bruce Anderson, Scott Klein and Mark Langehaug. Vice President Roger Anderson was absent.

Others present included District Administrator Dan Money, District Technician Tyler Coffield, Attorney Jeff Hane (Brink Lawyers), Engineer Jake Huwe (HDR Engineering), and Engineer Tony Nordby (HEI Engineering).

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 minutes from the Final Hearing on the improvement of Kittson County Ditch #7 from November 6, 2025, were reviewed and approved upon a **motion** by Olsonawski, **second** by Klegstad, and **unanimous vote**. The regular meeting minutes from November 6, 2025, were reviewed and approved upon a **motion** by B Anderson, **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 10620 through 10649 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 Klein, a **second** by B Anderson, and a **unanimous vote** by the Board.

Administrator's Report:

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

Employee Salaries

It was noted that the personnel committee met with the employees to discuss salaries. The personnel committee made their recommendations to the board. Upon a **motion** by B Anderson, **seconded** by Klein, and **unanimous vote**, the board approved a 6% salary increase for Administrator Money and Technician Coffield, and a 12% salary increase for Administrative Assistant Soberaski. It was noted the increase for Soberaski was due to her completion of the new hire six month probationary period and to adjust to be in line with similar administrative positions.

Minnesota Paid Leave (MPL)

The board went over a handout outlining the new Minnesota Paid Leave law and the TRWD's policy regarding it. Upon a **motion** by Olsonawski, **seconded** by Klegstad, and a **unanimous vote**, the board approved implementing a 50/50 split for employees and employer to pay for the MPL premium and to adopt the policy as outlined under Minnesota law, and to adopt recommendations provided in a handout related to policy. These closely follow policies recently adopted by the Red River Watershed Management Board.

Red River Watershed Management Board (RRWMB)

Administrator Money distributed and discussed the Step 3 funding agreement between the RRWMB and the TRWD regarding the Klondike Clean Water Retention Project. Upon a **motion** by Olsonawski, **seconded** by B Anderson, and **unanimous vote**, it was approved to allow Administrator Money to sign the agreement with the RRWMB, which grants up to \$14.6 million to the TRWD in cost share funding.

Annual Meeting

Upon a **motion** by Olsonawski, **seconded** by Klegstad, and **unanimous vote**, it was approved to hold the 2026 Annual Meeting and regular monthly meeting of the Board of Managers on Thursday, January 8, 2026, beginning at 8:00 a.m. in the District office.

Special Meeting

A Special Meeting was set by the board from 3:00-6:00 p.m. on Tuesday, January 6, 2026, to discuss updating the Overall Watershed Management Plan.

Kitson County Ditch #7 (KCD7)

Discussion was held about the KCD7 Improvement Petition, which has been denied. The board reviewed and ratified the Findings of Fact and Order regarding the project. Discussion was held regarding the project bond and the bill to be submitted to the petitioners. The Board considered that the Viewer's Report and the Engineer's Report are valuable and could be used by KCD7 in future proceedings. The board discussed how much to bill to the petitioners and how much, if anything, should be billed to the KCD7 ditch fund.

Upon a **motion** by Olsonawski and **second** by B Anderson, it was approved by **unanimous vote** to bill the KCD7 ditch fund for 80% of the costs of the Viewer's Report and Engineer's Report and bill the petitioners for all remaining costs of the proceedings. Manager Klein abstained from the vote.

The following findings of fact were approved regarding the matter:

The managers find that, as a whole, KCD#7 received a substantial benefit from the Improvement proceedings as follows:

- A. Engineer's Report. In the future, the District can rely on the Engineer's Report as a reference for permit review, consideration of improvements, and preparation and monitoring of maintenance work, because the report provides data regarding the ditch's capacity, the existing grade and cross section, the legal grade and cross section, the adequacy of the existing outlet, and the elevations of the existing culverts & pipelines. Given the serious problems within the ditch system, and given the fact that these problems will not disappear on their own, the data provided in the Engineer's Report will be an important resource. However, the data within the report dedicated to

the design of the proposed improvement is less likely to be a useful reference in the future. Therefore, it is the determination of the Board that 80% of the cost of engineering is hereby charged to the ditch fund for KCD#7, and 20% is hereby charged to the Petitioners.

B. Viewers' Report. In the future, the District can rely on the Viewer's Report as a reference for permit review, consideration of improvements, and preparation and monitoring of maintenance work, because the report provides data regarding the benefitted area of the legal ditch which will be useful in evaluating petitions to join the benefitted area, petitions to be removed from the benefitted area, and any future proceedings to redetermine benefits. In addition, the Viewers' Report would also be useful because it provides information regarding land appraisals and values to help show how the land would be benefitted from maintenance and/or future improvements. However, the data in the report dedicated to the specific proposed assessment of improvement benefits is less likely to be useful as a reference in the future. Therefore, it is the determination of the Board that 80% of the cost of viewing is hereby charged to the ditch fund for KCD#7, and 20% is hereby charged to the Petitioners.

Invoices will be prepared by TRWD staff and sent out to all petitioners. These will be due 60 days from the date of mailing.

Kittson County Ditch #13 (KCD13)

Engineer Nordby reported that he was contacted by the H2Overviewers regarding the improvement of KCD13. They hope to have a Viewer's Report complete by the end of the year.

Horseshoe Lake

Engineer Huwe presented Payment Request #1 in the amount of \$329,508.90. It was noted that the project is substantially complete, however, \$83,412.10 is being retained at this time pending inspections and testing of materials. Liquidated damages were discussed. The contract specifies that construction was to be completed on October 31, 2025. Landwehr Construction, Inc. did not complete the work on time and was 33 days overdue.

Upon a **motion** by Olsonawski, **seconded** by Klein, and **unanimous vote**, it was approved to authorize the payment of Pay Request #1 in the amount \$329,508.90 and to charge liquidated damages for the 33 days the project was overdue at a rate of \$1,500 per day for a total of \$49,500. Attorney Hane will draft the language regarding the collection of liquidated damages, Huwe and Money will review the draft, and Money will submit the claim for liquidated damages to Landwehr Construction, Inc.

Klondike Clean Water Retention Project #11 (KCWRP)

Huwe and Money discussed progress on the project. The DNR continues to review the dam safety permit application; a forthcoming permit is anticipated.

Spruce Valley Construction has moved on site and is getting organized to begin construction. HDR plans to make site visits three days per week or more often as needed.

Money updated the board on project funding, including grant opportunities for both state and 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>
2025-36	M. Jorgenson	Poppleton 15	tile drainage	Denied

Motion by Klein and **second** by Klegstad to deny the application but recommend the applicant consult with his tile designer to propose a plan that shows it can be shut off during flooding. Findings: the design as submitted puts the pump in a location that cannot be inspected to verify whether the pump is shut off. TRWD policy states the pump must be shut off when downstream flooding is occurring. The Applicant can reapply with design plans detailing how the pump will be operated.

The following permits were prior approved by the permit review group in accordance with procedures from the Rules of the TRWD:

<i>App. #</i>	<i>Applicant</i>	<i>Location</i>	<i>Purpose</i>	<i>Action</i>
2025-39	CHS	SE ¼ Skan 12	install crossing 2/ 18" cmp	Approved by office staff

With no other matters to come before the Board of Managers, the meeting was adjourned at 11:40 a.m.

Attest:


Daryl Klegstad, Secretary
Rick Sikorski, President