

Two Rivers Plus One Watershed, One Plan	Two Rivers Plus Joint Powers Board Meeting Meeting #1 Minutes	Date: 7/22/2021
		Time: 9:00AM-12:00PM
		Location: Upstairs Meeting room Kittson County Courthouse/ Webex

Staff Support:

Note taker: Justin Muller, Jeremy Benson

Present: Joint Powers Board Members listed below
Local Staff
BWSR Staff/ Webex

Pre-work: Review Bylaws and Project Request Form

JPB Members: Primary: Andrew Muir (KSWCD), Landon Olson(RSWCD) Webex: Daryl Wicklund
Alts: Sam Anderson (KSWCD) Theresia Gillie (Kittson County)

- ❖ **Jeremy Benson opened the meeting at 9:05AM** and discussed the purpose of today's meeting is to set the basic structure and foundation of the Two Rivers Plus Joint Powers Board.
- ❖ **Nomination and election of JPB Officers:**
 - Andrew Muir Nominates Landon Olson for the Office of Chair. No further nominations Andrew Muir Motion, Theresia Gillie Second. None opposed. **Landon Olson is Chairperson of Two Rivers Plus JPB**
 - Theresia Gillie Nominates Andrew Muir for the Office of Vice Chair. No further nominations. Theresia Gillie Motion, Andrew Muir Second. None opposed. **Andrew Muir is Vice-Chair of Two Rivers Plus JPB**
 - Theresia Gillie Nominates Leon Olson for the Office of Secretary. No further nominations. Andrew Muir Motion Theresia Gillie Second. None opposed. **Leon Olson is Secretary of Two Rivers Plus JPB.**
 - Landon Olson Nominates Daryl Wicklund for the Office of treasurer. No Further nominations. Andrew Muir Motion Theresia Gillie Second. None Opposed. **Daryl Wicklund is Treasurer of Two Rivers Plus JPB**
- ❖ Meeting passed on to Chair Landon Olson.
- ❖ **Discussion was had on the draft of the bylaws.**
 - Delegation of Secretary duties of recording minutes to the Coordinator- Theresia Gillie Motion, Andrew Muir Seconded None opposed.
 - Delegation of Treasurer duties of maintaining financial records to the appointed Fiscal Agent- Andrew Muir Motion, Theresia Gillie Second. None opposed.
 - Two Rivers Plus JPB will compensate both the Primary and Alternate members for attending meeting at a set rate.
 - Andrew Muir Motioned to approve the bylaws with made changes pending further legal review for any additional needs. Theresia Gillie Second. None opposed.
- ❖ **Set official Meeting Schedule.**
 - Andrew Muir Motioned to set the official meeting schedule to meet quarterly on the third (3rd) Thursday of February, May, August and November at 9:00AM and the Kittson County Courthouse in Hallock, MN.
- ❖ **Appointing Fiscal Agent and Coordinator.**
 - Andrew Muir Motioned to Appointing of Fiscal Agent to Roseau Soil and Water Conservation District and Appointing of Coordinator to Kittson Soil and Water Conservation District. Theresia Gillie Seconded. None opposed.
- ❖ **Designate Official Depository.**
 - Discussion was had on where the Official Bank of the Two Rivers Plus Joint Powers Board should be. With the Roseau SWCD being the Fiscal Agent for the JPB it was recommended to keep it the same as the Fiscal Agent.
 - Theresia Gillie Motioned to set the Citizens State Bank of Roseau as the Official depository for the Two Rivers Plus Joint Powers Board. Andrew Muir Second. None Opposed.
- ❖ **Check signing authority.**
 - Discussion was had as to ways to have checks handled and issued for the JPB. Kittson SWCD has 2 signatures on checks and Roseau SWCD has 1 signature on checks. With the Roseau SWCD being the Fiscal Agent for the JPB it was recommended to keep it the same as the Fiscal Agent.


- Theresia Gillie Motioned that only one (1) signature is required for checks by the Fiscal Agent.
- ❖ **Board Compensation Rates.**
 - Discussion was had on the different rates each participating LGU has set for attending meetings. It is known that no expenses can occur until the JPB has funds from BWSR. It was recommended to set at \$125.00 per meeting in conjunction to the change in SWCD statute for maximum set rate.
 - Discussion was had on setting mileage compensation rates. All participating LGU's follow the IRS Mileage rate and was recommended to follow the same on a quarterly basis.
 - Andrew Muir Motioned to set JPB Compensation Rates at \$125.00 per meeting and to follow the IRS Mileage Rate. Theresia Gillie Seconded. None opposed.
- ❖ **Designation of Official Newspapers.**
 - Discussion was had on which Newspapers each LGU has set. It was recommended to set all 4 of the official Newspapers that the LGU's have individually as the JPB official newspapers.
 - Theresia Gillie Motioned to Set the Enterprise, North Star News, Greenbush Tribune, and the Roseau Times Region as the official Newspapers for the Two Rivers Plus Joint Powers Board. Andrew Muir Seconded. None opposed.
- ❖ **Insurance Policy**
 - Discussion was had on what insurance provider the Two Rivers Plus Joint Powers Board should pursue for coverage. All participating LGU's currently work with MCIT and it was recommended that the Two Rivers Plus Joint Powers Board.
 - Theresia Gillie Motioned to reach out to MCIT for a quote to begin developing an insurance policy. Andrew Muir Seconded. None opposed.
- ❖ **Legal Council**
 - Discussion was had as to if the Two Rivers Plus Joint Powers Board always needs to have designated legal counsel. With each participating LGU using their respective County attorney it is recommended that using one of them would be beneficial. No official action is taken until discussing with Kittson and Roseau County Attorneys to gauge if this will be allowable.
- ❖ **Overview of the Two Rivers Plus Comprehensive Watershed Management Plan.**
 - Janine Lovold (Roseau SWCD) handed out a brochure of what the Lake of the Woods JPB has been doing for projects in relation to their Plan. There are many ways these funds can be used for when addressing water quality.
 - Jeremy Benson (Kittson SWCD) discussed how the Two Rivers Plus JPB can begin to develop a workplan based of the Watershed Wide implementation table laid out in the Plan. This workplan can then be targeted to specific planning zones and the implementation tables for each zone. This will allow the JPB to see the results from proposed projects in attempts to address the goals within the plan.
- ❖ **Implementation Polices**
 - Discussion was had as to the means of receiving projects. Jeremy Benson (Kittson SWCD) had used examples from the LOW JPB and the Red Lake Watershed to develop a project request form for the Two Rivers Plus JPB to use when receiving projects for funding. The proposed request form will make it easier for the JPB when prioritizing projects and workplan development easier within e-Link.
 - Theresia Gillie Motioned to approve the Project Request Form for the Two Rivers Plus JPB. Andrew Muir Seconded. None opposed.
 - Discussion was had on how the JPB wants to set rates for flat rate polices and cost share policies. As most Cost Share Policies cover 75% of the Estimated cost of projects, these funds can cover up to 100%. Currently, most cost share projects being administered by the SWCD's are structural and the recommendation to the JPB is to continue with a set percentage-based policy for structural practices.
 - No action taken on setting a percentage-based policy until a draft policy is brought before the JPB.
 - Examples from the Roseau SWCD and the Kittson SWCD flat rate payment policies for Non-Structural Land Management Programs were combined to show the differences between the two current polices. By comparing the two programs and the guidelines by BWSR for contract lengths there is a proposed rate of \$25 per acre for single species cover crop, \$50 per acre for multi-species cover crop, and \$35 per acre for conservation tillage practices for an 80 acre maximum for a 3 year contract. There was

consensus that this would be a good place to start. No action taken until a draft policy is brought before the JPB.

- Discussion was had as to how Technical Engineering would be handled for projects requiring a survey and design from a licensed PE or staff with proper JAA. Example policies from the Kittson SWCD of cost sharing on the cost survey and design were discussed. The JPB can pay 100% of the cost to engineer the projects. No action was taken until the Steering Team can meet and have discussions with County engineers.

❖ The next meeting schedule is tentative for August 19th at 9:00AM at the Kittson County Courthouse.

❖ Meeting Adjourned at 11:20 AM.


Leon Olson, Secretary

11-18-02
Date