

**Meeting Minutes of the Board of Managers
 Warroad Watershed District
 Warroad, MN
 November 26, 2024**

Attendance

Managers present at the Warroad Watershed District office were Bill Thompson, Keith Landin, Joe Olafson, and Jeff O'Donnell. Other attendees were Tony Nordby (Houston Engineering) and Vicki Dalager (WWD administrative support). Matt Fischer (Board of Water and Soil Resources) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:04 a.m.

Agenda

The agenda was approved on a motion by Landin, second by Olafson, and unanimous vote of the Board.

Secretary's Report

The October 24, 2024, draft meeting minutes were reviewed and a change was made on page 2. The updated minutes were approved on a motion by Landin, second by Olafson, and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 11/23/2024 were:

Checking account	\$ 129,439.66
Debit Card account	\$ 1,324.02
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Keith Landin	Manager Compensation/Exp.	\$ 458.53
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 325.53
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp.	\$ 708.89
Rinke Noonan	Legal fees for Rules review	\$ 1,782.00
Houston Engineering	Engineering - Streambank	\$ 6,155.69*
Houston Engineering	Engineering - Maint. (river snagging)	\$ 333.50
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.47
Security State Bank	Bank Service Charges	\$ 1.00

Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 235.00

*Because the Houston Engineering invoice wasn't available prior to the meeting, Tony Nordby calculated what he thought the amount would be so the payment could be approved at this meeting. Landin moved to pay the amount of the finalized Houston Engineering invoice once it arrives, as long as it doesn't exceed Nordby's estimate of \$6,155.69 by more than 10 percent. Second by O'Donnell. Motion carried unanimously.

Approval for payment of remaining bills was made on a motion by Olafson with a second by O'Donnell. Motion carried unanimously. Landin moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

Visitor(s)/Public Comment

None.

Old Business

Joint Powers Board and Implementation Committee (IC) Updates

Thompson reported that the most recent JPB was a typical late-in-the-year meeting to finalize bills for the year and to manage year-end grant spending. Olafson reported that there won't be an IC meeting before January.

SWCD Streambank stabilization project

Thompson reported that he signed the WWD/SWCD cost-share document. This project will be started in the spring. The DNR permit has been approved.

Houston Engineering: Warroad River Clean Water Grant bank stabilization

Tony Nordby reported that the Hallan and Lindner surveys have been completed. The landowner agreements still need to be signed. Houston Engineering will have the project designed and will secure DNR permits so that everything is ready for construction pending funding availability.

River Clean-up

Nordby reported that there doesn't seem to be funding available for the river snagging and clean-up project. The DNR has "Get Out More" grants available, but little is known about this program.

Landin spoke with the Conservation Corps about the \$2,500 cost share that WWD agreed to pay. He was told that there is no mechanism for the Conservation Corp to bill the Watershed District and there is no need to pay it because it is covered by Clean Water funding.

A discussion was held about hiring a contractor to clear log jams and remove downed trees, as well as the best way to structure payment for this work. Landin moved to use WWD funds to hire a contractor to snag and clean the river starting on the West Branch where the Conservation Corps left off and to direct Tony Nordby to proceed with putting together an information packet for potential contractors, contacting potential contractors, and coordinating with the DNR about the project. Second by O'Donnell; motion carried unanimously. Warroad Community Development still has funding allocated for river cleanup. Olafson will contact Rick Trontvet about using the Warroad

Community Development funds. Funding sources for this project will be \$20,000 from WWD and \$15,000 from WCD.

Landin reported that Tim Paquin will burn the logs this winter which were removed by the Conservation Corps. Paquin can submit an invoice for this work if he wishes to be paid.

Beaver dam removal update

None.

Permits

None.

Updating Rules of the Warroad Watershed District

BWSR sent their approval of the draft Rules. The public hearing for the Rules is December 19. Matt Fischer explained that the procedure is as follows: open the regular meeting, adjourn it, hold the hearing, close the hearing, and then move to approve the Rules at the meeting right afterward. After the Rules are adopted, a fee schedule needs to be set and adopted.

PRAP Recommendations and Strategic Planning

Olafson reviewed and edited the data inventory for the WWD data policy.

Admin support

Arlo Burress will be raising the WWD rent from \$235 to \$300/month beginning July 1. We will need to make other arrangements for internet service by the end of the year. Marco IT helpdesk is needed to get the copier scanner to work again; this is likely not covered by our service contract.

New Business

None.

Round Table

Landin has taken the minutes from July 2023 to June 2024 and highlighted items to include in the annual report. He passed the hard copies to Brian Schaible for him to review and provide feedback. This project is a work in progress.

Landin suggested that the WWD should have an individual to do river maintenance project work such as monitoring beaver dams, on-site preparation for projects, and other work requiring physical capability.

Next Meeting


The next regular meeting will be held Thursday, December 19, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:16 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.



Watershed Secretary



Date