

**Meeting Minutes of the Board of Managers
Warroad Watershed District
Warroad, MN
February 22, 2024**

Attendance

Managers present at the Warroad Watershed District office were Bill Thompson, Brian Schaible, Jeff O'Donnell, and Joe Olafson. Manager Keith Landin joined the meeting online due to wintering in Arizona. Other attendees were Scott Johnson (Roseau County SWCD) and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) and Janine Lovold (Roseau County SWCD) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:02 a.m. All votes during this meeting were conducted via roll call vote.

Agenda

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

Secretary's Report

The January 25, 2024, meeting minutes were reviewed. In the Treasurer's Report on page 1 where account balances are recorded, the date is listed as 1/22/2023 and should be changed to 1/22/2024 instead. Noting this correction, the minutes were approved on a motion by O'Donnell, second by Olafson, and unanimous vote of the Board.

Treasurer's Report

Financial transactions since the last meeting and bills for the month ahead were provided. Dalager explained that, starting with the current month's report, the transaction list in the financial report will include only transactions that occurred since the previous financial report.

The Treasurer's Report was reviewed. Balances as of 2/19/2024 were:

| | |
|--------------------|---------------|
| Checking account | \$ 113,462.49 |
| Debit Card account | \$ 1,345.66 |
| CD | \$ 10,000.00 |

Landin reported that the Office of the State Auditor contacted him about a report requiring submission. The "Financial Reporting Form" now needs to be submitted by the end of December each year. The report is in the form of an Excel spreadsheet and includes an exhaustive inventory of questions for which the answers must agree with the auditor's financial statements. Landin and Dalager each spent several hours working on the form. Olafson moved to have Peterson Company complete the FY2024 form when they complete the annual audit, for an additional cost of \$140, instead of doing it in house. Seconded by O'Donnell. Motion carried unanimously.

Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

| | | | |
|------------------------|-------------------------------------|-------------|-------------|
| Keith Landin | Manager Compensation | \$ 395.00 | |
| Jeff O'Donnell | Manager Compensation | \$ 125.00 | |
| Joe Olafson | Manager Compensation | \$ 125.00 | |
| Brian Schaible | Manager Compensation | \$ 125.00 | |
| Bill Thompson | Manager Compensation/Expenses | \$ 129.11 | |
| Vicki Dalager | Contract Admin (through 2/18) | \$ 1,290.00 | |
| Houston Engineering | Streambank inv. 69453: \$2,662.50 | \$ 266.25 | 10% portion |
| Czeh, Wilson, & Wilmer | Accounting fees (1099 preparation) | \$ 50.00 | |
| Microsoft | Microsoft 365 software subscription | \$ 13.42 | |
| Intuit | QuickBooks subscription | \$ 15.00 | |
| Wikstrom | Phone | \$ 38.92 | |

O'Donnell moved to approve the Treasurer's Report, manager payments, and all other bills submitted, with a second by Schaible. Motion carried unanimously.

Visitor(s)/Public Comment

None.

Old Business

WWD Representation at Implementation Committee (IC) Meetings and Joint Powers Board

None.

Houston Engineering: Warroad River Clean Water Grant Sites - bank stabilization

Tony Nordby reported that three area contractors submitted quotes for the 2024 projects for the Eichenberger/Lundemo/ Roberts properties: Andrew J. Stoskopf Trucking, Anderson Excavating, and Simmons Contracting. Nordby reviewed the quotes and commented that the quotes were very tight; the difference between the high and low quotes was approximately \$3,900. Concern was expressed that even though Andy Stoskopf had the low bid, he still has two pending jobs for Warroad Watershed District that remain incomplete. Last year's projects were delayed twice and some board members expressed concern about the Watershed District awarding him contracts for additional projects when the existing contracted work has not been completed. O'Donnell moved that the project be awarded to Anderson Excavating for a total cost of \$107,660, with a second by Olafson. Motion carried by a vote of four to one, with Landin being the lone dissenting vote. Nordby will contact each of the contractors who provided quotes to notify them of the decision.

Nordby reported that the DNR public waters permit was approved. A form to be signed by the land owners, contractor, and WWD will be coming soon.

Conservation Corp – River Clean-up

Landin reported that he spoke with the Conservation Corp coordinator to provide more information about the project. We're waiting to receive an update.

Roseau County Funding for Ditch 10

No update.

Beaver dam removal update

No activity.

Permits

No new applications were received. Schaible reported that he completed a permit approval form for the permit request submitted by MN DOT and approved by the Board in November.

An inquiry was made to Matt Fischer of BWSR to learn more about the process for updating WWD rules, including provisions for a general permit. He provided some information via email which will be forwarded to the board. Next month’s agenda should include the following items: general permit and updating watershed rules.

PRAP Recommendations and Strategic Planning

Dalager reported on the status of drafting a data policy and explained that it’s a complicated and extensive process. Since Roseau County SWCD adopted their policy in 2017, the state developed an updated model data policy. WWD needs to use the most recent state version as its model for developing its policy. The board needs to establish the following roles in regard to the data policy: Responsible Authority, Data Practices Compliance Official, and Data Practices Designee(s). O’Donnell moved that the board chair is the Responsible Authority, the board secretary is the Compliance Official, and the admin is the Designee. The motion was seconded by Olafson and carried by a unanimous vote of the board. The policy will be reviewed at the next board meeting.

Admin support

No report.

New Business

None.

Round Table


None.

Next Meeting

The next meeting will be held on Thursday, March 28, at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:49 a.m. on a motion by Olafson, second by O’Donnell, and unanimous vote of the Board.



Watershed Secretary

3/28/2024
Date