

**Meeting Minutes of the Board of Managers  
 Warroad Watershed District  
 Warroad, MN  
 May 30, 2024**

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Brian Schaible, Joe Olafson, Jeff O'Donnell, and Keith Landin. Other attendees were Scott Johnson (Roseau County SWCD), Vicki Dalager (WWD administrative support), Matt Fischer (BWSR), Kermit Jensen (Roseau County Commissioner), and Glenda Phillipe (Roseau County Commissioner). Tony Nordby (Houston Engineering) joined the meeting online.

**Call to Order**

President Thompson called the meeting to order at 10:01 a.m.

**Agenda**

Landin added Sailboats to New Business. The revised agenda was approved on a motion by Landin, second by O'Donnell, and unanimous vote of the Board.

**Secretary's Report**

The April 25, 2024, meeting minutes were reviewed. The minutes were approved on a motion by Schaible, second by Landin, and unanimous vote of the Board.

**Treasurer's Report**

The Treasurer's Report was reviewed. Balances as of 5/26/2024 were:

Checking account	\$ 104,863.31
Debit Card account	\$ 1,069.22
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	\$ 340.00
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 125.00
Brian Schaible	Manager Compensation	\$ 170.00
Bill Thompson	Manager Compensation	\$ 237.50
Vicki Dalager	Contract Admin/Exp. (through 5/25)	\$ 762.88
Zion Lutheran Church	Office supplies: copies	\$ 42.00
Houston Engineering	Streambank inv. 70810	\$ 327.00
Houston Engineering	Streambank inv. 70811	\$ 42.00
Byron Cole	beaver trapping	\$ 300.00

Microsoft	Microsoft 365 software subscription	\$	13.42
Intuit	QuickBooks subscription	\$	15.00
Wikstrom	Phone	\$	39.36

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

**Visitor(s)/Public Comment**

Glenda Phillipe reported that she spoke with Heidi Cole who indicated that unless their portion is completely covered, they are not interested in allowing the Ditch 10 bank stabilization project to move forward on their property. If the project was funded in full without a landowner cost-share, they would also like to know exactly what the project entails. Kermit Jensen reported that he spoke with Matt Cole more recently who was a definite “no” and Joann Dahlgren was of the same opinion. Scott Johnson reported that the Coles had previously requested details about the project which were subsequently sent to them. Matt Fischer noted that some watersheds use ditch funds instead of the landowner match because it benefits the whole system. Johnson noted that if an area is contributing sedimentation to the ditch system itself, the ditch authority has the ability to use ditch funds. Phillipe will look into whether there are county ditch funds available.

Jensen spoke favorably about Byron Cole’s method of tracking beaver in and out of the ditch systems in which he’s working. Thompson reported that beavers are still active at the Warroad Estates.

Matt Fischer reported that there was a bill passed that had some changes to the 103D Watershed District Law. Once a summary is released, he will share it with the Board. Annual projects and practices competitive grant applications are open. Accelerated implementation grants are also available this year.

**Old Business**

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

No report. The next IC meeting is scheduled tentatively for July.

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

Tony Nordby provided an update about the planned projects to be completed this summer. Andy Anderson wants to begin his two projects as soon as seasonal spawning limitations are lifted, shortly after June 17. Andy Stoskopf, whose deadline is July 31 to complete his three projects originally planned for last year, intends to begin June 17 or 24. Tony Nordby will be in coordination with them as the date draws near and will stay current with the weather and river levels. Olafson will reach out to landowners to keep them apprised of the timeline.

Olafson reported earlier that he contacted Jason Laznicka regarding streambank stabilization and he was not open to it on his property.

**Conservation Corp – River Clean-up**

Landin reported that the coordinator of the Conservation Corp indicated that a crew will be coming in early August to work 750 hours. She suggested that to get all the hours in a reasonable period of time, the crew likely will work through the weekend. The application period for 2025 is open June 1 through June 30.

Olafson reported that Adam Deathe of Warroad Community Development requested to meet with him to talk about partnering with the Watershed to clear log jams to allow for kayak and canoe accessibility on the east and west branches of the Warroad River. WCD has some funding available and inquired about hiring a contractor. Permits would need to be secured and permission from adjacent landowners would need to be made for accessibility. Discussion was held about how to go about partnering. Olafson will meet with Adam Deathe for more details. Phillippe interjected that there may be funding associated with Warroad having a regional park and that Roseau is working on a similar project. Olafson will contact Tracy Halstengard to learn more about their project. Fischer stated that the DNR received funding for improving parks and access points. He suggested contacting Teresa Ebbenga, the regional director, to learn more about this funding source.

Olafson moved to have Tony Nordby with Houston Engineering apply for work to be completed in 2025 by the Conservation Corp, seconded by Landin. Motion carried unanimously. Nordby will apply for 500 hours with a \$2,500 cost match. Both east and west branches could be included in the application. It is the desire of the Board to have the 2025 project pick up where the 2024 crew's work ends.

#### **Roseau County Funding for Ditch 10**

Discussed above.

#### **Beaver dam removal update**

Discussed above.

#### **Permits**

Schaible reported that he received and reviewed the site plan from the civil engineering firm for the new Border Bank. All the run-off is going to Highway 11. They are using the existing approaches. There will be no change in run-off after construction as compared with before construction. They aren't changing the size of the culvert under the approach. They will need a SWPPP and a construction stormwater permit under MPCA rules. They are not changing downstream water. It is not necessary for Warroad Watershed District to issue a permit for this project.

#### **Updating Rules of the Warroad Watershed District**

Matt Fischer from BWSR previously drafted a rules document to merge current WWD rules with the Red River basin model rules and Red Lake Watershed rules. Fischer met with WWD managers Bill Thompson and Keith Landin to review and customize the rules. Fischer provided an overview of the draft rules including the changes from the existing rules.

Olafson moved to exclude the subsurface tile drainage section from the WWD rules, seconded by O'Donnell. Motion carried unanimously.

There is a guidance document that accompanies the Rules that is a tool to use to help interpret parts of the rules. Thompson detailed that after the Board votes, it must be sent to BWSR, DNR, transportation entities (MNDOT, counties, townships) for a 45-day review followed by a public hearing and notification to the City of Warroad. Fischer recommended having the rules be reviewed by an attorney before the 45-day review process.

Olafson moved to approve the updated rules, seconded by O'Donnell. Motion carried unanimously.

Olafson moved to have an attorney review the rules, seconded by O'Donnell. Motion carried unanimously.

**PRAP Recommendations and Strategic Planning**

Data inventory for the WWD data policy is pending review and editing by Olafson.

**Admin support**

Marco installed the copier. Forms have been signed and sent. Arlo Burress is not interested in a formal arrangement for copying. If needed, he would pay for individual copies.

**New Business**

**Sailboats**

Landin was contacted by a Winnipeg sailing group to inquire about the water depth in the Warroad River channel. The sailboats need 5.5 to 6 feet draft to be able to navigate the channel. This organization used to love coming to Warroad with their sailboats and would be willing to write a letter to advocate for dredging the channel which would allow sailboats to come to Warroad. A classification change from residential to commercial may help in approving the dredging.

**Round Table**

Nordby provided an update to the County Road 134 box culverts issue that was discussed at the April meeting. He reported that Erica Halstengard stated that the county has done hydraulics and road traffic counts, and two boxes suffice their hydraulic needs. Nordby noticed on Google Earth that the culverts have been cleaned out and they fill in within a couple years. Trees have started to grow in that area. Thompson suggested getting the project on the JPB list for the next funding cycle. Nordby will be in contact with Halstengard to discuss ways to fix the problem.


Discussion transpired about which law firm to contact to review the rules. Landin will reach out to Rinke Noonan Law Firm.

**Next Meeting**

Landin moved to change the meeting to Thursday, June 20, at 10:00 am, seconded by Olafson. Motion carried unanimously. Since this is a departure from the usual fourth Thursday of the month, notices will need to be posted on the meeting room door as well as on the website.

**Adjournment**

The meeting was adjourned at 11:29 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

  
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Watershed Secretary

  
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Date