



**Meeting Minutes of the Board of Managers  
 Warroad Watershed District  
 Warroad, MN  
 January 25, 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 Glenda Phillipe (Roseau County Commissioner), Kermit Jensen (Roseau County Commissioner), Ericka Halstensgard (Roseau County Engineer), Scott Johnson (Roseau County SWCD), and Vicki Dalager (WWD admin). Matt Bitter and Rachel Miller from MN DOT joined partway through the meeting. Tony Nordby (Houston Engineering) 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 Landin, second by Schaible, and unanimous vote of the Board.

**Secretary's Report**

The December 28, 2023, meeting minutes were reviewed and approved on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

**Treasurer's Report**

The Treasurer's Report was reviewed. Landin reviewed financial transactions since December 1 and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed.

Balances as of 1/22/2024 were:

Checking account	\$ 120,723.34
Debit Card account	\$ 1,384.96
CD	\$ 10,000.00

Invoices and bills payable:

Keith Landin	Manager Compensation/Expenses	\$ 475.00
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 125.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation/Expenses	\$ 325.36
Vicki Dalager	Contract Admin (1/1-1/22)	\$ 1,200.00
Houston Engineering	Streambank inv. 69114: \$9,681.50	\$ 968.15 10% portion
Minnesota Watersheds	Dues	\$ 1,259.00
Roseau Co SWCD	Operating Contracted Services	\$ 773.64
Peterson Company LTD	Audit, final payment	\$ 3,000.00

Microsoft	Microsoft 365 software subscription	\$	13.42
Intuit	QuickBooks subscription	\$	15.00
Wikstrom	Phone	\$	38.92

O'Donnell moved to approve manager payments, with a second by Schaible. Motion carried unanimously. O'Donnell moved to approve payment for the remaining bills submitted, with a second by Olafson. Motion carried unanimously. Olafson moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

**Visitor(s)/Public Comment**

**Roseau County Commissioners**

Glenda Phillipe reported that there will be a Joint Powers Board meeting on Monday, January 29, at 9:30 am. Kermit Jensen reported that he received some additional information from Scott Johnson on the Ditch 10 projects, so he plans to visit the property owners within the next month.

**MN Department of Transportation**

Matt Bitter and Rachel Miller will make a presentation from MN DOT. They were running late but were still planning to join the meeting once they arrived in Warroad.

**Old Business**

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

The Implementation Committee did not meet. The Joint Powers Board will meet on Monday, January 29, at 9:30 a.m.

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

Tony Nordby reported that the DNR public waters permit application process for the Eichenberger/Lundemo/ Roberts projects required more information than in the past. Because the sites for stream bank stabilization are in the FEMA flood plain, the DNR required the submission of hydraulic results and the completion of a "No Rise Certification" which states that there will be no water level rise caused by this project. This certification has not been requested in the past, but it will probably be required henceforth. The permit is currently in the public comment period but is expected to be approved in mid-February. Nordby reported that project information was sent to seven area contractors. Interested contractors will provide quotes to Houston Engineering the week before the next Watershed Board meeting so Nordby can present the information at the meeting.

**Conservation Corp – River Clean-up**

Landin reported that the Conservation Corp coordinator reached out via email to learn more about the project. Landin has attempted to contact her but hasn't been successful.

**Roseau County Funding for Ditch 10**

Discussed above.

**Beaver dam removal update**

No activity.

**Permits**

No new applications were submitted. Schaible reported that he will complete a permit approval form for the permit request submitted by MN DOT and approved by the Board in November. Jenee Provance previously laid out a new WWD approval form, but since the old form is what is currently in the Rules of the Warroad Watershed District, Schaible indicated that he will use the old form. Landin suggested that we make an inquiry to Matt Fischer about the process for making additions or corrections to the Rules. Do minor changes require an entirely new Rules package?

#### **PRAP Recommendations and Strategic Planning**

One action item that was identified as needing attention when WWD went through the PRAP process in 2022 was to develop and approve a data practices policy, which was originally expected to be completed by the end of December 2023. Scott Johnson provided a copy of the Roseau County SWCD data policy. Johnson explained that using these documents as a template for a WWD policy would satisfy BWSR and State requirements. Consensus of the Board was to utilize these documents for our process. Vicki Dalager will go through documents and insert WWD information and will send the updated documents to the Board members for review before the next meeting. Johnson indicated his willingness to help with the process.

One of the PRAP areas of opportunities for improvement was to “develop orientation and continuing education plan for Board members and staff and keep records of trainings attended.” To facilitate this, Dalager drafted and shared a form for Board members to complete and easily provide documentation for each training session attended. Board members decided to utilize the form henceforth and submit the forms to the admin for recording.

#### **Admin support**

No report.

#### **Minnesota Department of Transportation (MN DOT)**

MN DOT Region 2 water resources engineer and assistant water hydraulics engineer, Rachel Miller and Matt Bitter, respectively, approached the Board to engage in early coordination for upcoming projects. Projects are usually based on a 10-year plan. As the plan gets closer to execution, it becomes more difficult to implement changes. Scoping is done five years prior to construction, budgets are set at four years, right-of-way/easements and permits are done at the 2-year mark, and plans are meant to be complete two months before letting. Miller explained that watersheds have various rules and different interpretations of those rules, so she would like to understand the Warroad Watershed District’s interpretation of certain areas of its rules, especially trigger thresholds for land-disturbing activities. Clarification included the following:

- MN DOT is legally required to have all permits in place before letting any project. MN DOT does not issue permits for their own projects. Therefore, if MN DOT projects don’t already have permits from the DNR or the County, the Warroad Watershed District would be the permitting authority.
- One-year project completion stipulation: If the estimated length of a project is stated on the permit application to encompass more than one year and if the Board approves and issues the permit, a subsequent permit extension isn’t required during the duration of the project. If the project timeline changes from what was in the permit application, notification of updates would be expected. (p. 6, Section 4.0, A. c.)
- Projects which have any effect on the quantity or quality of water runoff: Any projects that require a SWPPP (storm water pollution prevention plan) would require a permit. (p. 8, Section 4.0, C. b.)

- Definition of maintenance (p. 8, Section 4.0, C. I.) or emergency. Refer to the emergency clause (re. p. 6, Section 4.0, A. i.). Nordby suggested the use of a general permit which is open-ended. With a general permit, board action isn't required prior to the work as long as it fits within established criteria. Then notification would be provided after the fact. He will forward a copy to the Board for review.

Discussion ensued about a drainage issue 3 miles east of Warroad on Hwy 11 around milepost 96 where water backs up in the spring. Surveys indicated a mismatch in regard to the invert elevation in the pipes. Ideas for alleviating the issue were generated, multiple approaches were discussed, and challenges identified. Miller stated that she would like to have a multi-organization meeting to discuss feasibility, constraints, and solutions to alleviate the issue. Organizations to be represented in a meeting would be the county, township, MN DOT, WWD, and the railroad. MN DOT will do some preliminary work ahead of setting up a meeting and email information to the parties for review. Ericka Halstensgard will liaise with the Township for meeting attendance.

### **New Business**

#### **Advisory Committee review**

Landin and Thompson attended the WWD Citizen's Advisory Board meeting on January 2, 2024. They reported it was a good meeting. At the meeting, Landin led a review of the year's activities utilizing the annual report as a guideline.

#### **Webinar**

Thompson and Dalager attended an MCIT webinar about Open Meeting Law. The major takeaways are that all board members must be heard and seen, roll call votes must be taken, the reason a board member is attending virtually must be reflected in the minutes, the address for the location at which a board member will be attending remotely must be posted three days in advance and open to public attendance, and exceptions where a board member is allowed to be in a closed location is limited to situations when a doctor has recommended no contact with the public. Exceptions are limited to three times in a calendar year. A link to view the recorded webinar has been provided to each Board member.

### **Round Table**

None.

### **Next Meeting**

The next meeting will be held on Thursday, February 22, at 10:00 a.m.

### **Adjournment**

The meeting was adjourned at 12:15 p.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

  
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Watershed Secretary

2/22/2024  
Date