

Warroad Watershed District

PO Box 77 – 121 Wabasha Ave NE, Suite C

Warroad, MN 56763 - 218-386-4520

www.warroadwatershed.org

Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN

January 26, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:02 a.m. Managers present were Bill Thompson, Joe Olafson, Jeff O'Donnell and Brian Schaible, Jenee Provance (WWD administrative assistant), Glenda Phillipe – Roseau County Commissioner, Ericka Halstensgard (HEI), Matt Fischer and Chad Severt (BWSR), Janine Levold (SWCD)

The Agenda was reviewed and approved on a motion by Olafson, second by O'Donnell and passed with the unanimous vote of the board.

December Meeting Minutes were reviewed and approved on a **motion** by Olafson, **second** by O'Donnell and passed with the unanimous vote of the Board.

Treasurer's Report

Motion to approve the treasurer's report and pay the invoices was made by O'Donnell, seconded by Olafson and passed with the unanimous vote of the board.

Bank Balance: (12/30/2022) 115,923.05

CD 10,000.00

Invoices:

| | |
|---|----------|
| Roseau County SWCD | 519.96 |
| HEI – Streambank Stabilization Projects | 6,382.50 |
| HEI – River Storage Implementation | 460.00 |

Visitor(s)/Public Comments

Matt Fischer and Chad Severt were in attendance from BWSR to help us look at our process of record keeping for the grant projects and shared some areas where the WWD could refine their practices.

Roles and responsibilities were reviewed so all entities are aware of who does what when. It was suggested the landowner contracts as well as Operations and Maintenance agreement be signed before the bids are returned. Matt will work with Tony on revising the current contract as well as the O&M agreement.

Everything will need to be documented and required information needs to be accumulated in one place. Houston has created a list of property sites that would be beneficial to prevent Riverbank erosion and ultimately sediment reduction. There are monies available that could be tapped into for reaching out to landowners to encourage their participation in these projects.

Special Report

- None.

Old Business

- **WWD Representation at Implementation Committee (IC) meetings**
No meeting was held. Next scheduled meeting will be in February.

- **Houston Engineering**

Warroad River Clean Water Grant Sites - bank stabilization

Houston has the cost estimates for the upcoming stabilization sites. The total cost would be \$94,585.00 (61% Olson and 39% Thompson). O'Donnell made a motion to approve the cost estimates and empowered Houston move forward with getting bids from contractors. Motion was seconded by Schaible and passed with a unanimous vote of the board.

Evaluate potential Warroad River storage projects

Houston has been working on options to utilize the Bednar Dam to hold water back just long enough to prevent erosion and road washouts. Once that information is available, they will share it with the Board and from there, if circumstances warrant, WWD will arrange a meeting with DNR to discuss possibilities of working together toward a common goal.

Administrative support

Jenee asked if the phone/Wiktel bill were necessary. It was determined that "old school" folks would need a landline to contact the Watershed. Jenee will take care of getting it hooked up and ringing.

LOWW Joint Powers Board

The January meeting was primarily housekeeping and election of officers. The past year was reviewed and projected goals were discussed. Commissioner Phillippe mentioned the possibility of changing the venue of the meetings due to the poor Wi-Fi signal.

- **Ditch 10**
Matt Cole has requested the information package regarding what the project entailed. There has been no contact with Dahlgren at this point.

- **Beaver Dam Removal Update**
Nothing

- **Permits**
none
- **Conservation Corps – River Clean-Up**
HEI Submitted the application for 750 hours and is waiting to hear back. The board will match up to \$2,500.00.

New Business


Round Table

Next Meeting

The next regular meeting will be held on Thursday, February 23, 2023, at 10:00 a.m.

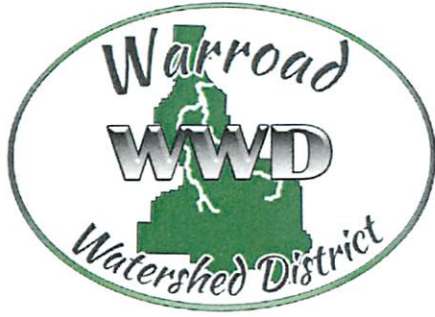
Adjournment

The meeting was adjourned at 11:14 am on a **motion** by Olafson, **second** by Schaible and unanimous vote of the Board.



Watershed Secretary

2/23/2023
Date



Warroad Watershed District

PO Box 77 – 121 Wabasha Ave NE, Suite C

Warroad, MN 56763 - 218-386-4520

www.warroadwatershed.org

Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN

February 23, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:01 a.m. Managers present were Bill Thompson, Joe Olafson, Jeff O'Donnell, Brian Schaible, and Keith Landin. Others: Glenda Phillipe (County Commissioner), Ericka Halstengard (HEI), Tony Nordby (HEI), Scott Johnson (SWCD), Janine Lovold (SWCD) and Scott Laudenslager (DNR-Wildlife).

Agenda

Olafson requested that Scott Laudenslager - DNR be added to the agenda. The revised agenda was approved on a **motion** by Olafson, a **second** by Schaible, and passed with the unanimous vote of the board.

January 2023 Minutes

The January Minutes were reviewed and approved on a **motion** by Olafson, a **second** by Schaible, and passed with the unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. A **motion** to pay the invoices was made by Landin, a **second** by Olafson, and passed with unanimous vote of the board. The Treasurer's Report was approved on a **motion** by Schaible, a **second** by Olafson, and passed with the unanimous vote of the board.

Bank Balance: (01/31/2023) \$114,400.24

CD \$10,000.00

Invoices:

HEI – Streambank Stabilization Projects \$2,454.25

HEI – River Storage Implementation \$6,445.00

Visitor(s)/Public Comments

No comments

Old Business

- **WWD Representation at Implementation Committee (IC) meetings**
There are unallocated funds in the LOW Watershed Based Implementation Funds Grant that could be used for towards potential projects that come up this year.
- **Houston Engineering**
Evaluate Potential Warroad River Storage Projects

Houston and DNR discussed the Operations and Maintenance (O&M) Plan for Bednar Dam and potential ways to store water and then allow for slow release for spring as well as summer rainfall events. Laudenslager will bring this information to Charlie Tucker, DNR manager at Norris Camp, and they will research the proposal.

Warroad River Clean Water Grant Sites - Bank Stabilization

Houston received two contractor bids for streambank projects this summer. Andrew Stoskopf provided the lowest bid at \$67,166.68. Landin made a **motion** to accept the Stoskopf bid and authorize HEI to begin working with him was made by Landin, a **second** by O'Donnell, and passed with unanimous vote of the board.

The **S. Thompson Streambank Stabilization Project** and the **D. Olson Streambank Stabilization Project Landowner Agreements** were approved on a **motion** by Landin, a **second** by Olafson, and passed with unanimous votes of the board.

Additional potential streambank project landowners will be contacted to continue Warroad River stabilization according to the LOWW Comprehensive Watershed Management Plan.

- **Administrative Support**
None
- **LOWW Joint Powers Board**
None
- **Permits**
None
- **Conservation Corps – River Clean-Up**
HEI was notified that the application did not meet the 12/15 deadline, but MCC would keep them posted. Commissioner Phillippe will check on Sentence to Serve as an alternative.
- **Beaver Dams**
None
- **Ditch 10**
HEI will contact M. Cole regarding his questions on the Side-Water Inlet Project.

New Business

None

Round Table


None

Next Meeting

The next regular meeting will be held on Thursday, March 23, 2023, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:08 am on a **motion** by Olafson, a **second** by O'Donnell and unanimous vote of the Board.



Watershed Secretary

3/23/2023

Date

**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN

March 23, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:00 a.m. Managers present were Bill Thompson, Joe Olafson, Keith Landin and Jeff O'Donnell. Others: Glenda Phillipe (Roseau County Commissioner), Scott Johnson (SWCD), Jenee Provance (WWD administrative assistant), Matt Fisher (BWSR) and Ericka Halstengard (HEI).

Agenda

The agenda was approved on a **motion** by O'Donnell, **second** by Schaible and unanimous vote of the Board.

Secretary's Report

February 2023 Meeting Minutes

The February 23, 2023 regular meeting minutes were reviewed and approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. All invoices were approved to be paid on a **motion** by Landin, **second** by O'Donnell and a unanimous vote of the Board. The Treasurer's Report was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

| | |
|---------------------------|--------------|
| Bank Balance: (2/28/2023) | \$110,156.07 |
| CD | \$10,000.00 |

Deposit: Roseau County \$1,219.14

Invoices:

| | |
|---|------------|
| HEI – Streambank Stabilization Projects | \$1,229.25 |
| HEI – River Storage Implementation | \$1,210.75 |

Visitor(s)/Public Comment

Glenda Phillipe reported there is bill in the state Senate that may restrict ATV use on all public trails.

Special Report

None

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

Olafson reported there was no March meeting. Nothing to report.

Houston Engineering

Evaluate Potential Warroad River Storage Projects

HEI met with the DNR yesterday regarding Bednar Dam. DNR would like to visit the site to verify operation.

Ericka Halstensgard estimated the cost to survey the water in the ditch near Bednar Dam would be \$2,500 for a survey crew depending on site conditions. Halstensgard reported their estimate for the work on this project was about \$15,000. HEI currently has expended about \$13,000 towards the estimated cost. Landin **moved** to complete the survey (paid by Joint Powers) on the ditch as proposed by HEI. After some discussion, the motion was **seconded** by Olafson. Motion approved by unanimous vote of the Board.

Warroad River Clean Water Grant Sites - bank stabilization

Ericka Halstensgard presented a landowner's statement the DNR needs to be signed by Olson. Olafson indicated he would take it to Olson to get it signed.

Halstensgard also brought an agreement with the contractor along with a certificate of insurance. Thompson signed the agreement on behalf of the WWD.

Administrative support

Jenee Provance announced she will be leaving the WWD as Administrative Assistant at the end of May 2023. She offered to assist with the transition to a replacement. Matt Fisher offered to assist in finding a replacement and developing a job description.

LOWW Joint Powers Board

Thompson reported there was no meeting in March. Nothing to report.

Permits

None

Conservation Corps – River Clean-Up

Nothing new to report. Matt Fisher suggested WWD could hire a contractor to perform tree clearing along the river. Landin confirmed there was a contractor in the Roseau area that has done similar work for Roseau River Watershed. Keith will reach out to the RRWD to see who has done similar work for them. Two names that were mentioned that do tree clearing are Lance Novacek and Nathan Roseen.

Beaver Dams

Nothing to report. Landin suggested having Byron Cole check for dams on ~~Kloster~~ ^{Clauser} Creek. Thompson will follow with Byron Cole.

Ditch 10

Nothing new to report.

New Business

None

Round Table

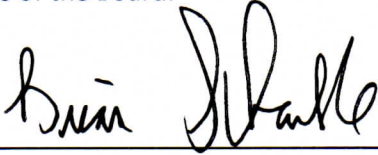
None

Next Meeting

The next Regular Meeting will be held on Thursday, April 27, 2023, at 10:00 a.m..

Adjournment

The meeting was adjourned at 10:48 am on a **motion** by Olafson, **second** by O'Donnell and unanimous vote of the Board.



Watershed Secretary

4/27/2023

Date

**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN
April 27, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:00 a.m. Managers present were Bill Thompson, Keith Landin, Brian Schaible and Jeff O'Donnell. Others: Glenda Phillipe (Roseau County Commissioner), Torin McCormack (HDR Engineering), and Travis Nelson (HEI).

Agenda

The agenda was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

Secretary's Report

March 23, 2023 Meeting Minutes

The March 23, 2023 regular meeting minutes were reviewed and approved, as amended, on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. All invoices were approved to be paid on a **motion** by Schaible, **second** by O'Donnell and a unanimous vote of the Board. The Treasurer's Report was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

| | |
|---------------------------|--------------|
| Bank Balance: (2/28/2023) | Not reported |
| CD | Not reported |

Invoices:

HEI – Streambank Stabilization Projects \$163.00

Visitor(s)/Public Comment

Glenda Phillipe reported due to the quick turn around (applications due May 4 or 5) it is probably not feasible to take advantage of opportunities for water retention grants.

Torin McCormack introduced himself. He is working with the City of Warroad on the park development and with MnDOT on a project between Roseau and Warroad. He may be requesting permits from WWD.

Special Report

None

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

Nothing to report.

Houston Engineering

Evaluate Potential Warroad River Storage Projects

Travis Nelson had nothing to report on this project.

Warroad River Clean Water Grant Sites - bank stabilization

Travis Nelson had nothing to report. He will be meeting today with Scott Thompson regarding his concerns on the project at his property. O'Donnell reported he talked to Victor Lundemo who had requested a project be initiated at his property. Mike Roberts had also requested bank stabilization work be completed at his property as well.

Administrative support

Nothing to report.

LOWW Joint Powers Board

Glenda Phillipe reported that LOW Joint Powers Board shifted \$28,995 from stream bank/shoreland to engineering. Also, SWCD requested funding of \$22,850 for administrative work for the WWD.

Permits

None

Conservation Corps – River Clean-Up

Nothing new to report. WWD will need to re-apply for next year. Landin was going to reach to Roseau River WD. Torin McCormack reported there were issues with staffing Conservation Corps crews. RRWD retained Lance Novacek and Nathan Roseen when Conservation Corps were under staffed.

Beaver Dams

Landin reported dams on Clausner Creek need to be addressed near Jake Marvin's property.

Ditch 10

Nothing new to report.

New Business

Audit: Landin suggested WWD talk to Gail Schmitz on a recommendation by Mark Wilson (Czeh Wilson Wilmer). Landin will reach out to Gail Schmitz but will first gather needed data.

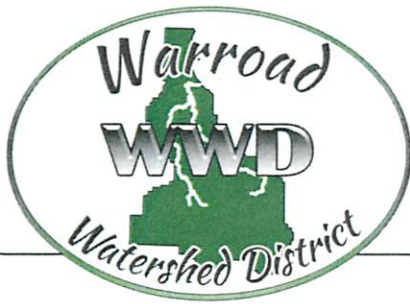
Round Table

None

Next Meeting

The next Regular Meeting will be held on Thursday, May 25, 2023, at 10:00 a.m..

Adjournment



**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN

May 25, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:00 a.m. Managers present were Bill Thompson, Keith Landin, Brian Schaible, Joe Olafson and Jeff O'Donnell. Others: Glenda Phillipe (Roseau County Commissioner), Torin McCormack (HDR Engineering), Travis Nelson (HEI), Tony Nordby (HEI, virtually) and Matt Fischer (BWSR, virtually).

Agenda

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

Secretary's Report

April 27, 2023 Meeting Minutes

The April 27, 2023 regular meeting minutes were reviewed and approved, as amended, on a **motion** by O'Donnell, **second** by Landin and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. Invoiced received from HEI in the amount of \$717.75 for services related to stream bank stabilization. All invoices were approved to be paid on a **motion** by Schaible, **second** by Olafson and a unanimous vote of the Board. The Treasurer's Report was approved on a **motion** by Schaible, **second** by Olafson and unanimous vote of the Board.

| | |
|-------------------------------|--------------|
| Checking Balance: (4/30/2023) | \$106,452.10 |
| CD | \$ 10,000 |

Invoices:

HEI – Streambank Stabilization Projects \$163.00

Visitor(s)/Public Comment

Glenda Phillipe reported due to the quick turn around (applications due May 4 or 5) it is probably not feasible to take advantage of opportunities for water retention grants.

Torin McCormack introduced himself. He is working with the City of Warroad on the park development and with MnDOT on a project between Roseau and Warroad. He may be requesting permits from WWD.

Special Report

None

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

Nothing to report.

Houston Engineering

Evaluate Potential Warroad River Storage Projects

Travis Nelson had nothing to report on this project.

Warroad River Clean Water Grant Sites - bank stabilization

Travis Nelson had nothing to report. He will be meeting today with Scott Thompson regarding his concerns on the project at his property. O'Donnell reported he talked to Victor Lundemo who had requested a project be initiated at his property. Mike Roberts had also requested bank stabilization work be completed at his property as well.

Administrative support

Nothing to report.

LOWW Joint Powers Board

Glenda Phillipe reported that LOW Joint Powers Board shifted \$28,995 from stream bank/shoreland to engineering. Also, SWCD requested funding of \$22,850 for administrative work for he WWD.

Permits

None

Conservation Corps – River Clean-Up

Nothing new to report. WWD will need to re-apply for next year. Landin was going to reach to Roseau River WD. Torin McCormack reported there were issues with staffing Conservation Corps crews. RRWD retained Lance Novacek and Nathan Roseen when Conservation Corps were under staffed.

Beaver Dams

Landin reported dams on Clausner Creek need to be addressed near Jake Marvin's property.

Ditch 10

Nothing new to report.

New Business

Audit: Landin suggested WWD talk to Gail Schmitz on a recommendation by Mark Wilson (Czeh Wilson Wilmer) instead of Brady Martz. Landin will reach out to Gail Schmitz but will first gather needed data.

Round Table

None

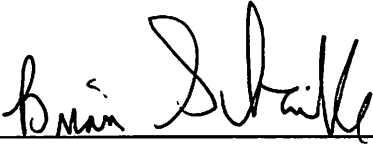
Next Meeting

The next Regular Meeting will be held on Thursday, ~~May 25~~, 2023, at 10:00 a.m..

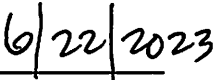
June 22 BWJ

Adjournment

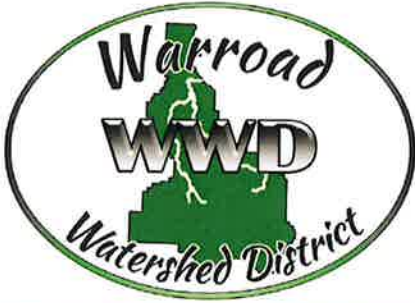
The meeting was adjourned at 11:00 am on a motion by Landin, second by O'Donnell and unanimous vote of the Board.



Watershed Secretary



Date



Warroad Watershed District

PO Box 77 – 121 Wabasha Ave NE, Suite C

Warroad, MN 56763 - 218-386-4520

www.warroadwatershed.org

Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN

June 22, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:04 a.m. Managers present were Bill Thompson, Joe Olafson, and Jeff O'Donnell. Others: Glenda Phillipe (County Commissioner), Tony Nordby (HEI), Scott Johnson (SWCD), Torin McCormack (HDR Engineering), Vicki Dalager (WWD Administrator) Jenee Provance (WWD Former Administrator). Manager Landin joined the meeting by telephone.

Agenda

The agenda was approved on a motion by Olafson, seconded by O'Donnell and unanimous vote of the board.

May 2023 Minutes

The May Minutes were reviewed and approved on a **motion** by Olafson, a **second** by O'Donnell, and passed with the unanimous vote of the Board.

Treasurer's Report

Manager Landin gave a verbal treasurer's report. Byron Cole trapped 5 beaver at \$75.00 each would need a check for \$375.00. This report was approved by a motion from Olafson, Seconded by O'Donnell and the unanimous vote of the board. Landin made a motion to pay Byron Cole for the trapped beaver, motion seconded by Olafson and passed with the unanimous vote of the board.

Visitor(s)/Public Comments

No comments

Old Business

- **WWD Representation at Implementation Committee (IC) meetings**
There are some unallocated monies available for projects. If the JPB agrees to allocating those funds to the WWD, it may be possible to add two sites (Lundemo and Eichenberger) to this year's riverbank restoration.
- **Houston Engineering**
Evaluate Potential Warroad River Storage Projects
The storage projects were discussed again and the possibility of aligning the goals of all the different entities involved in this type of project. If we were to move forward, the drainage authority would be the next step in the process.

There are drainage problems on County Road 112. We will talk to County Engineer Halstengard to have Darryl Dahl survey culverts. Upsizing the culverts may fix the problem.

Warroad River Clean Water Grant Sites - Bank Stabilization

Work on the Thompson and Olson sites will begin in July.

- **Administrative Support**

Olafson made a motion to hire Vicki Dalager as Office Administrator for the WWD. This will be a contract position and pay \$30.00 per hour for approximately 5 hours of work a week. Jenee will stay on board to train Vicki and be allotted the same compensation. Seconded by Landin and passed with the unanimous vote of the board.

LOWW Joint Powers Board

Will meet in July

- **Permits**

None

- **Conservation Corps – River Clean-Up**

It was suggested we get bids from local organizations to do some clean-up.

- **Beaver Dams**

None

- **Ditch 10**

Still waiting on Matt Cole.

New Business

None

Round Table

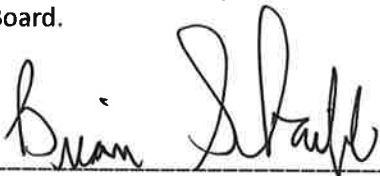
None

Next Meeting

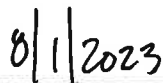
The next regular meeting will be held on Thursday, July 27, at 10:00 a.m.

Adjournment

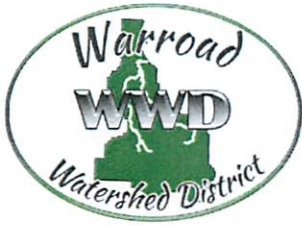
The meeting was adjourned at 10:45 am on a **motion** by Olafson, a **second** by O'Donnell and unanimous vote of the Board.



Watershed Secretary



Date



Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN
August 1, 2023

Call to Order

Attendance

President Thompson called the meeting to order at 10:00 a.m. Managers present were Bill Thompson, Keith Landin, Brian Schaible and Joe Olafson. Manager Jeff O'Donnell was absent. Others: Trent Berg (HEI), Torin McCormack (HDR Engineering), Jenee Provance, and Vicki Dalager.

Agenda

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

Secretary's Report

June 22, 2023 Meeting Minutes

The June 22, 2023 regular meeting minutes were reviewed and approved on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. All invoices were approved to be paid on a **motion** by Olafson, **second** by Landin and a unanimous vote of the Board. The Treasurer's Report was approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

| | |
|---------------------------|--------------|
| Bank Balance: (7/31/2023) | \$105,175.52 |
| CD | Not reported |

Invoices:

HEI – Streambank Stabilization Projects \$163.00

Visitor(s)/Public Comment

Torin McCormack reported the design of the Point area for the city of Warroad is nearly complete. The City approved a 25% match of the grant. Everything for the permit has been approved. McCormack also presented a Power Point presentation showing similar projects HDR has worked on. He reviewed the legal drainage process and applicable statutes. He presented examples of ditch plugs and the process followed to peatland restoration. He also showed methods to address beaver dams along with examples of healthy peatlands. He also discussed funding opportunities for WWD projects and reviewed options and potential next steps. He advocated developing partnerships.

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

Olafson reported there was not meeting in July and no meeting is planned in August.

Houston Engineering

Evaluate Potential Warroad River Storage Projects

Trent Berg had nothing to report on this project.

Warroad River Clean Water Grant Sites - bank stabilization

Trent Berg reported two (2) projects (Thompson and Olson) will be starting in the next 2 weeks. If funding is available, HEI could complete surveys for Lundemo and Eichenberger. Funding will likely be approved the first week in September.

JPB Agreement for two stabilization sites

Thompson signed the agreement.

Administrative support

Training is on going for Vicki Dalager. New administrative e-mail will be available through the WWD website or an alternate will be provided.

2024 budget review for August hearing

Landin suggested that \$3,500 be added for Audit and reduce General Project Engineering/Administration by \$3,500 leaving total budget unchanged.

Checking account changes

Olafson indicated WWD can no longer pre-sign checks. WWD has three (3) signatures authorized but only one is required on a check. Olafson **moved** that WWD require only one signature on a check.

Second by Landin. Motion approved by unanimous vote of the Board.

Joint Powers Board

Thompson reported there was brief discussion on financial transactions and reporting.

Beaver dam removal update

Landin reported several dams were removed on Clausner Creek along with 2 houses. He is conducting further investigations on additional dams.

Permits

None

Conservation Corps – River Clean-Up

Nothing new to report. WWD intends to reapply for services again. Application deadline is December 15.

Roseau County funding for Ditch 10

Nothing new to report.

Retention of accountant for audit – Peterson Company Ltd.

Landin talked to Peterson Co. who indicated they can perform the audit for a cost of \$3,000 per year. Landin **moved** to retain Peterson for the WWD audit, **second** by Olafson and approved by unanimous vote of the Board.

Assistance with audit

Landin talked to Emily Parsley about assisting the WWD with the compiling data for the audit. She has good experience in this area. Landin **moved** to retain Parsley to assist with the audit, **second** by Olafson and approved by unanimous vote of the Board.

New Business

None.

Round Table

None

Next Meeting

The next Regular Meeting will be held on Thursday, August 24, 2023, at 10:00 a.m.

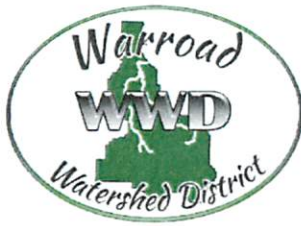
Adjournment

The meeting was adjourned at 11:20 am on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.



Watershed Secretary

8/24/2023
Date



Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN
August 24, 2023

Attendance

Managers present were Bill Thompson, Keith Landin, Brian Schaible, Jeff O'Donnell, and Joe Olafson. Others: Glenda Phillipe (County Commissioner), Kermit Jensen (County Commissioner), Scott Johnson (SWCD), Trent Berg (Houston Engineering), Torin McCormack (HDR Engineering), Jenee Provance (Former WWD Administrator), and Vicki Dalager (WWD Administrator). Matt Fischer (BWSR Board Conservationist) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:02 a.m.

Agenda

Landin requested MCIT be added to the agenda. The agenda was approved as amended on a **motion** by Landin, **second** by O'Donnell, and unanimous vote of the Board.

Landin moved to adjourn the regular meeting, seconded by O'Donnell; the motion carried by a unanimous vote of the Board. Meeting was adjourned at 10:04 a.m. and the budget meeting hearing was opened.

Budget Hearing

President Thompson called the budget hearing to order. The 2023-24 budget was presented. Olafson recommended that \$300 be added to "Dues" to reflect the actual anticipated expenditure, increasing the total budget to \$56,300. Landin suggested that the "Administration" category be changed to "Administration and Insurance." Landin moved to approve the budget as amended for 2023-24, seconded by Olafson; the motion carried by a unanimous vote of the Board. Landin moved to adjourn the hearing, seconded by O'Donnell; the motion carried by a unanimous vote of the Board.

The regular meeting of the WWD was resumed at 10:15.

Secretary's Report

The August 1, 2023, regular 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.

| | |
|------------------------------|--------------|
| Bank Balance as of 7/31/2023 | \$138,287.77 |
| CD | \$10,000.00 |

Invoices:

Horner Plumbing for backhoe/dams \$880.00

- A check in the amount of \$122.93 was returned from Houston Engineering as an overpayment.
- A communication from MCIT was received with notice that a dividend for worker's comp of \$17 will be issued, to be expected in mid-November 2023.
- Jenee Provance was paid \$1,079.38 on August 17.

The Treasurer's Report was approved on a **motion** by O'Donnell, **second** by Olafson, and unanimous vote of the Board. All invoices were approved to be paid on a **motion** by O'Donnell, **second** by Olafson, and a unanimous vote of the Board.

Visitor(s)/Public Comment

Glenda Phillipe reported that managers Landin and Thompson were reappointed for three-year terms. She and Kermit Jensen are county commissioner delegates to the WWD Board. Lake Township will be completing some work on the "DeMolee" Road. Parkhouse has been awarded the bid.

Torin McCormack of HDR Engineering reported that work on the Warroad Harbor project continues. A permit for dredging was approved for a period of five years. The City of Warroad will need to buy approximately \$600 of wetland credits.

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

Nothing to report.

Houston Engineering

Warroad River Storage Projects

Trent Berg reported that Joint Drainage Authority meeting between Lake of the Woods and Roseau County has been scheduled for September 19. They will invite the county engineers. Tony Nordby will make a presentation.

Warroad River Clean Water Grant Sites - bank stabilization

Trent Berg reported that Andy Stoskopf indicated doubt about his ability to finish the S. Thompson and D. Olson projects by October 1, which is the contract deadline. Given the Olson project is root ball stabilization, it must be completed before the ground freezes. The consensus was to hold Stoskopf to the contract, which allows liquidated damages.

Mike Roberts has reached out to the WWD regarding erosion on his property. If funding is available, Houston Engineering will complete surveys for the Roberts project and move forward with design work over the winter with construction anticipated next year. Scott Johnson reported that engineering funds are available.

Administrative support

Training is ongoing for Vicki Dalager. A new administrative e-mail address was established for WWD.

Landin moved to authorize Vicki Dalager to sign vouchers, second by O'Donnell. Motion carried.

Landin, Emily Turner, and Vicki Dalager met to review categories and establish a chart of accounts. Vicki Dalager and Jenee Provance recommended seeking consulting help to set up Quickbooks for WWD. Aimee Wilson has experience with Quickbooks and would provide consulting services at \$50/hour with approximately 4 hours anticipated (\$200). Landin moved to approve retaining Aimee Wilson to set up Quickbooks, second by Schaible. Motion carried by unanimous vote of the Board.

A variety of computer accessories and office supplies need to be purchased. A motion was made by Landin and seconded by Olafson to authorize Vicki Dalager to spend up to \$500/month as needed for administrative supplies. The motion was carried by unanimous vote of the Board.

Joint Powers Board

Nothing to report.

Beaver dam removal update

Nothing to report.

Permits

None

Conservation Corp – River Clean-up

Houston Engineering reported that they made the application on WWD's behalf to the Conservation Corp for river clean-up.

Roseau County Funding for Ditch 10

JoAnn Dahlgren indicated a willingness to move forward with erosion control measures, with the stipulation that no ruts be left following the project. Olafson, Kermit Jensen, and Scott Johnson will visit the site and meet with Dahlgren. They will also initiate contact with Matt Cole. WWD and Roseau County SWCD will contribute funding to the project.

Audit

Landin reported that the contract agreement with Peterson Company Ltd. required two board member signatures. The firm indicated they will complete the audit by year-end.

Matt Fischer reported that the BWSR state office communicated that WWD won't be required to do a 2021-22 audit as long as the state auditor didn't require it. Landin stated that he was told by a representative in the state auditor's office that they closed their books for 2021, so an audit wasn't required. Landin will forward Matt Fischer's email summarizing BWSR's position to the state auditor and will copy WarroadWatershedDistrict@outlook.com.

Manager Payments

Matt Fischer addressed the MN statute regarding the maximum of \$125/day for manager pay. BWSR has an attorney on staff who explained that the statute stipulates that the maximum pay a manager can receive is \$125/day (not including mileage and expenses) even if he is collecting an hourly fee. This statute applies to board members only, not contracted employees. It was recommended that a local policy be established which is consistent with state policy, and includes established rates for meetings, hourly pay, and a maximum daily cap. The Board previously adopted a meeting rate and an hourly rate,

but not a daily cap. Landin moved that this board set its maximum daily cap for manager payment at \$125, Olafson seconded. Motion carried by a unanimous vote of the Board.

In addition, BWSR maintains that manager payment requests/vouchers should be approved by the Board like other bills. Matt Fischer stated that best practices include setting a procedure for how often and when requests are turned in. He suggested having them submitted by the beginning of the meeting or a couple of weeks before the meeting so they may be included with the treasurer's report in the list of bills to be approved. Per IRS rules, all reimbursement requests for business expenses must be submitted within 60 days after the expense is incurred. Much discussion ensued about what may be the best procedure for submitting and approving payments henceforth, including the frequency and timing of when payment requests should be submitted. Regardless of the specifics, the most important thing in developing a policy is that manager payment requests should be acted upon by the Board. The Board will move forward with writing and adopting a policy in the near future.

Landin moved that the rate of payment for a Board meeting remain at \$125/meeting, second by O'Donnell. Motion carried unanimously.

Managers' payment vouchers were submitted and reviewed. Schaible moved to approve issuing payments to managers as submitted, second by O'Donnell. Motion carried unanimously.

MCIT

WWD received a request to update its contact information with MCIT. Previously, Landin has been the contact. It was recommended that the contact be changed to the WWD admin.

New Business

None.

Round Table


None.

Next Meeting

The next Regular Meeting will be held on Thursday, September 28, 2023, at 10:00 a.m.

Adjournment

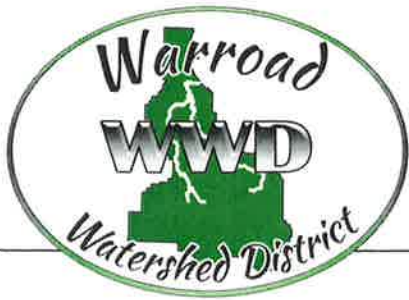
The meeting was adjourned at 11:26 a.m. on a motion by O'Donnell, second by Olafson, and unanimous vote of the Board.



Watershed Secretary

9/20/2023

Date



**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN
September 28, 2023

Attendance

Managers present were Bill Thompson, Keith Landin, Brian Schaible, Jeff O'Donnell, and Joe Olafson. Other attendees were Glenda Phillipe (County Commissioner), Kermit Jensen (County Commissioner), Janine Lovold (SWCD), Tony Nordby (Houston Engineering), Torin McCormack (HDR Engineering), Erica Halstengard (Roseau County Engineer), Jenee Provance (Former WWD Administrator), and Vicki Dalager (WWD Administrator).

Call to Order

President Thompson called the meeting to order at 10:02 a.m.

Agenda

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

Secretary's Report

The August 24, 2023, meeting minutes were reviewed and approved on a motion by Olafson, second by Schaible, and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. Landin reviewed financial transactions since August 1 and bills for the month ahead.

| | |
|------------------------------|---------------|
| Bank Balance as of 8/31/2023 | \$ 131,953.25 |
| CD | \$ 10,000.00 |

Invoices and bills owed:

| | | | |
|------------------------|----------------------------------|-------------|-------------|
| Microsoft | Software subscription | \$ 13.42 | |
| Arlo Burress | Rent | \$ 630.00 | |
| Northland Trading Post | Legal notice for budget hearing | \$ 99.40 | |
| Jenee Provance | Reim. for Microsoft subscription | \$ 78.14 | |
| Vicki Dalager | Admin hours | \$ 1,170.00 | |
| Aimee Wilson | QuickBooks set up | \$ 200.00 | |
| Intuit | QuickBooks subscription | \$ 15.00 | |
| Wikstrom | Phone | \$ 38.92 | |
| Houston Engineering | Peatland Inv. 67234 \$2,927.75 | \$ 292.78 | 10% portion |
| Houston Engineering | Streambank Inv. 67235 \$768.75 | \$ 76.88 | 10% portion |
| Rebecca Coldon Agency | Printing services | \$ 250.00 | |

Olafson moved to approve payment of the above bills, with a second by O'Donnell. Motion carried unanimously. Managers' requests for payment will be reviewed at the end of the meeting before adjournment.

Landin reported he inadvertently requested payment for December 2022 compensation and expenses twice (once in December and once in August) resulting in a double payment. He submitted a check to repay the overpayment as recommended by the auditor.

The Treasurer's Report was approved on a motion by O'Donnell, second by Schaible, and unanimous vote of the Board.

Landin reminded the attendees that, at a previous board meeting, a decision was made to reduce the number of signatures required for WWD checks from three signatures to one signature. Landin recommended and made a motion to:

- remove Jenee Provance (former WWD admin) as an authorized signer, and that the signers on the Watershed accounts henceforth are to be Bill Thompson (President), Keith Landin (Treasurer), and Vicki Dalager (WWD admin), with only one signature being required on each check;
- not allow signing of checks payable to oneself; and
- open a separate bank account to be used for debit card expenditures to limit the impact of potential fraudulent debit card activity, maintaining a maximum account balance of \$1,500.

O'Donnell seconded the motion, which passed with a unanimous vote of the Board.

Visitor(s)/Public Comment

Glenda Phillipe weighed in on the County's involvement regarding decisions related to Roseau River Watershed and ditch abandonments. She expressed her opposition to ditch abandonments and decisions that limit access to state land. She questioned whether ditch plugs lead to abandonments.

Torin McCormack of HDR Engineering reported that work on the Warroad Harbor project continues. The federal permit has three years remaining and the state permit has 5 years remaining. They are in the process of purchasing wetland credits. The grant will not cover dredging, so they are seeking private funding.

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

No meeting. The October 11 meeting has been postponed.

Houston Engineering

Warroad River storage projects

Tony Nordby of Houston Engineering summarized the September 19 meeting of the Joint Drainage Authority between Lake of the Woods County and Roseau County which took place at Rocky Point. Manager Landin attended on behalf of the WWD. At the meeting, Tony Nordby gave a presentation and summarized the actions leading up to the present. After conducting a study of the project, it was determined that reducing sediment and developing river storage by pursuing ditch plugs would be more cost effective than securing land, getting permits and easements, and completing construction of a small holding area on private property. Most of the peatland is under state, federal, or tribal ownership. Agency and tribal representatives were contacted about what

could be done and some planned ditch plug locations were removed as a result of those communications. The study indicated that Ditch 62 still had viable sediment reduction and storage options even without those sites. Representatives of Lake of the Woods County weren't in favor of the project unless they received wetland credit funds. Most sites for ditch plugging are located in Lake of the Woods County. We can't use clean water funds to pay to develop wetlands, so funding would need to come from elsewhere.

In response, Tony made some calls and spoke with BWSR and Wetland Conservation Act authorities. He learned that developing a wetland is possible, but there are many stakeholders who may want to receive wetland credit payments and many hurdles involved. An agreement would need to be adopted that would establish who would receive the wetland banking dollars and what percentages for each entity. Wetland banking involves a lot of unknowns, a large investment at the front-end of the project, and a lengthy monitoring period before it offers benefit.

There was discussion regarding the merits and disadvantages of plugging a ditch if the ditch isn't being maintained.

The primary objective is to reduce sediment flowing into the harbor. Ditch blocking results in sediment reduction, whereas overland flow contains a lot of sediment and vegetation. Landin stated that sedimentation is also being caused from erosion of riverbanks as well as heavy flows. Nordby explained that if some of the water could be slowed, it will reduce the sediment as well as reduce erosion of the projects that WWD is already doing.

Much discussion ensued regarding how much benefit the peatland storage project would provide. Nordby stated that should a rain event occur of the magnitude of that of 2002 which caused overland flooding, it probably wouldn't matter if ditches were plugged or not. The proposed ditch plug plan would mitigate smaller rain events that are 2 to 25 years in frequency.

Landin expressed that, after learning that Lake of the Woods County isn't interested in supporting the project if they don't receive wetland credits, his position is that this is a bigger project than WWD can take on. Much research has already been done. Without having a staff of engineers to pursue the peatland storage project, it's too involved for the WWD to undertake for the entities involved to reach a conclusion in exchange for the expected sediment reduction. Landin moved that WWD back away from the peatland project, seconded by Olafson. Motion carried unanimously. Tony Nordby will provide a final report to capture what has been done and what was learned for WWD to retain should there be interest in the project in the future.

Warroad River Clean Water Grant Sites - bank stabilization

Tony Nordby reported that Andy Stoskopf stated he is unable to finish the S. Thompson and D. Olson projects by the contract deadline of October 1. Houston Engineering drafted a change order for the contract which would give him until November 30 for final completion. Liquidated damages could be pursued if it isn't done by that date. Landin moved to approve the change order, seconded by Olafson. Motion carried by unanimous vote of the Board. Landin and Olafson are keeping the landowners apprised of the progress.

Houston Engineering hasn't begun work on the M. Roberts project yet, but the Board was assured that prep work would be done this fall.

Administrative support

Aimee Wilson set up QuickBooks for WWD, including establishing the chart of accounts, entering transactions for July 2021 through June 2022, and reconciling the bank account. She then provided basic QuickBooks training to Vicki Dalager and made herself available for questions. Vicki entered transactions from July 2022 until current and reconciled the account.

Much work has been done in preparation for the upcoming audit, which has necessitated more than the five hours per week previously agreed upon for admin independent contractor. Jenee Provance, Emily Turner, and Vicki Dalager met to assemble documentation for financial transactions for FY 2023. Peterson Company representatives have reached out with a list of items requiring submission. Vicki submitted the accounting records earlier in the week and will be notified by Peterson Company when to submit the additional documentation.

Vicki encouraged the Board to look at a way to better secure documents containing sensitive and/or personal information. The Board members requested that she research the purchase of a lockable firesafe file cabinet and bring her findings to the board for approval at the next meeting.

Joint Powers Board

No report.

Beaver dam removal update

Landin reported that he checked beaver dams along Clausner Creek and there is still a problem upstream. The property owner wants the source(s) found and eradicated. More work needs to be done on this project. Byron Cole was asked to take care of beaver at the Warroad Estates. Landin plans to investigate a dam that was reported near the Bob Laznicka driveway.

Permits

None

Conservation Corp – River Clean-up

Houston Engineering made the application on WWD's behalf to the Conservation Corp for river clean-up. WWD received confirmation that the application was received by the Conservation Corp, but that we wouldn't hear back about the project until November or later once the individual in charge of our region was back from leave.

Roseau County Funding for Ditch 10

Matt Cole did not agree to allow the implementation of erosion control measures on his property. Regardless, the Board would like to proceed with ditch stabilization measures on JoAnn Dahlgren's property since she is amenable to the project.

Audit

The preparation of the audit has highlighted areas for improvement in tightening up several WWD practices including submitting requests for payment more frequently. More work will be done as opportunities for improvement arise.

Manager Payment Policy

No progress on writing a report. Jenee Provance will be helpful in writing a draft.

Managers' payment vouchers were submitted and reviewed.

| | | | |
|----------------|-------------------------------|-----------|---|
| Keith Landin | Manager Compensation/Mileage | \$ 739.07 | |
| Jeff O'Donnell | Manager Compensation | \$ 125.00 | |
| Joe Olafson | Manager Compensation | \$ 250.00 | |
| Brian Schaible | Manager Compensation | \$ 317.50 | |
| Bill Thompson | Manager Compensation/Expenses | | Elected to delay submission until 10/26 |

Landin moved to approve issuing payments to managers as submitted, second by O'Donnell. Motion carried unanimously. Payments will be mailed within a week.

New Business

None.

Round Table

None.

Next Meeting

The next Regular Meeting will be held on Thursday, October 26, 2023, at 10:00 a.m.

Adjournment

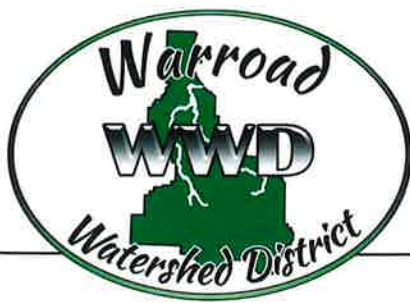
The meeting was adjourned at 11:20 a.m. on a **motion** by O'Donnell, **second** by Olafson, and unanimous vote of the Board.



Watershed Secretary



Date



**Meeting Minutes of the Board of Managers
 Warroad Watershed District**

Warroad, MN
 October 26, 2023

Attendance

Managers present were Bill Thompson, Keith Landin, Brian Schaible, Jeff O'Donnell, and Joe Olafson. Other attendees were Kermit Jensen (County Commissioner), Torin McCormack (HDR Engineering), Vicki Dalager (WWD Administrator), and Isaac Krahn. Tony Nordby (Houston Engineering) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:03 a.m.

Agenda

Thompson added "partial culvert permit elimination" to New Business. The agenda was approved as amended on a motion by Olafson, second by Landin, and unanimous vote of the Board.

Secretary's Report

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

Treasurer's Report

The Treasurer's Report was reviewed. Landin reviewed financial transactions since September 1 and bills for the month ahead.

| | |
|------------------------------|---------------|
| Bank Balance as of 9/30/2023 | \$ 124,171.19 |
| CD | \$ 10,000.00 |

Invoices and bills owed:

| | | | |
|---------------------|---------------------------------------|-------------|-------------|
| Houston Engineering | Peatland Inv. 64262 outstanding bill | \$ 121.07 | 10% portion |
| Houston Engineering | Peatland Inv. 64757 outstanding bill | \$ 754.50 | Bednar 100% |
| Houston Engineering | Streambank Inv 64263 outstanding bill | \$ 122.93 | 10% portion |
| Houston Engineering | Peatland Inv. 67660: \$2,652.73 | \$ 265.27 | 10% portion |
| Houston Engineering | Streambank Inv. 67661: \$512.50 | \$ 51.25 | 10% portion |
| Keith Landin | Manager Compensation/Expenses | \$ 604.15 | |
| Jeff O'Donnell | Manager Compensation | \$ 125.00 | |
| Joe Olafson | Manager Compensation | \$ 125.00 | |
| Brian Schaible | Manager Compensation | \$ 125.00 | |
| Bill Thompson | Manager Compensation/Expenses | \$ 257.86 | |
| Vicki Dalager | Contract Admin (September) | \$ 2,235.00 | |
| Jenee Provance | Contract Admin (8/14-10/23) | \$ 566.46 | |

| | | |
|--------------|---------------------------------------|-----------|
| Emily Turner | Contract Admin (audit prep, Aug/Sept) | \$ 150.00 |
| Isaac Krahn | Maintenance: beaver trapping (4) | \$ 300.00 |
| Microsoft | Software subscription | \$ 13.42 |
| Intuit | QuickBooks subscription | \$ 15.00 |
| Wikstrom | Phone | \$ 38.92 |

Manager requests for payment were submitted, reviewed, and signed. A new manager payment request form has been drafted and is now in use. Once we make any desired changes to the form, spreadsheet format will be emailed so managers who wish to enter and submit their hours via email may do so.

Matt Fischer sent an email explaining that there is a desire on the part of Lake of the Woods SWCD office to revamp the grant/voucher payment process for WBIF (Watershed Based Implementation Funding) grants. Currently, WWD pays a portion of an invoice (usually 10%) to a contractor and then forwards the invoice and a voucher form to the JPB via the LOW SWCD. LOW SWCD then sends a check on behalf of the JPB directly to the contractor for the grant-funded portion of the expense (usually 90%). LOW SWCD has stated that this process is somewhat cumbersome and has apparently led to some confusion by contractors. They would like to change the process so that when we receive an invoice, we'd invoice the JPB for their portion of the work. Then, the JPB (via LOW SWCD) would pay WWD the WBIF portion, and then WWD would pay the entire bill in full to the contractor.

This process may change what type of documentation would be necessary to provide to the auditor. Currently, the WWD is never in possession of the grant monies. With the grant monies being deposited into the WWD bank account, a greater level of scrutiny would be applied in the audit process.

Tony Nordby suggested that Houston Engineering could change the language in the contracts to explain the existing process (that a payment for 10% first comes from WWD, followed by the remaining 90% coming from JPB via LOW SWCD) to minimize confusion.

Thompson explained that this is an item of discussion that JPB needs to work through with LOW SWCD: there is debate whether LOW SWCD can act as a proxy and issue payment immediately or if invoices must wait to be paid until the JPB authorizes the expense. If the JPB must authorize payment before a check is issued, there could be a significant delay in receiving the funds since the JPB only holds meetings once every three months. WWD managers expressed concern that it could become a cash flow problem to issue full payment to the contractor, particularly for larger projects, while waiting potentially up to three months for JPB reimbursement. The consensus of the board was to wait until the JPB works through the issue before evaluating whether to agree to change the process.

Schaible moved to approve the Treasure's Report and approve payment of the above bills, with a second by O'Donnell. Motion carried unanimously.

Visitor(s)/Public Comment

Kermit Jensen inquired about the process for getting beaver trapped, whether individuals should contact WWD or the County, to make sure there is no overlap resulting in both the Watershed and County being involved. If the property is a county ditch, the county would handle beaver trapping. If it's not a county ditch, the watershed would take care of it. He also reported that the county ditch 62 project isn't dead; Lake of the Woods County is still planning to pursue getting wetland credits.

Torin McCormack of HDR Engineering reported that he worked on the Highway 11 project but has been waiting for direction from MnDOT. There are two projects in the works: the first is located between State Highway #313 and County Road #5, and the second is located between Roseau and the west side of Warroad.

Old Business

WRWD Representation at the Implementation Committee (IC) Meetings

No report. The next meeting is scheduled for October 30.

Joint Powers Board

No report. The next meeting is scheduled for January.

Houston Engineering

Warroad River storage projects

Tony Nordby of Houston Engineering put together a final report documenting what has been done and what was learned to date. WWD will retain this document should there be any interest in the project in the future.

Warroad River Clean Water Grant Sites - bank stabilization

Tony Nordby reported that Andy Stoskopf stated he is unlikely to finish the S. Thompson and D. Olson projects by the extended contract deadline of November 30. S. Thompson doesn't want the work completed at this point of the season because of the damage it would cause to his yard. If Andy Stoskopf can't complete the work this year, he won't be able to begin work until after June 15 of next year due to spawning and DNR regulations. Much discussion and deliberations ensued about the pros and cons of extending the deadline on the contract with Stoskopf versus rebidding the project entirely.

Landin moved that a change order be drafted to set July 31, 2024 as the deadline for completion, seconded by Olafson. Liquidated damages could be pursued if the work isn't finished by that date. Motion carried by unanimous vote of the Board.

Houston Engineering will work on surveying the Mike Roberts, Jason Eichenberger, and Victor Lundemo sites in the next week. Coordination will be made with the landowners.

Administrative support

Vicki Dalager reported back to the Board that fire-resistant locking file cabinets ranged in price from \$1650 on the low end to \$2600 and higher. This would provide increased security for documents containing sensitive information. Landin moved that we purchase the Fireking Turtle 4-drawer model for \$1650, seconded by O'Donnell. Motion carried unanimously.

Beaver dam removal update

Landin reported that there are dams that need to be removed from the Dan DeMolee, Glen Horner, and Jason Eichenberger properties. Landin moved that Ben Tesmer of Horner Plumbing & Excavation be hired to remove these three dams, O'Donnell seconded. Motion carried unanimously.

Permits

None

Conservation Corp – River Clean-up

The application has been made to the Conservation Corp for river clean-up. We haven't been updated and probably won't until November or later.

Roseau County Funding for Ditch 10

Olafson hasn't been able to successfully contact JoAnn Dahlgren to get her to sign the contract for ditch stabilization measures. He will continue to attempt to reach her.

Audit

The Peterson Company provided an extensive list of documents and supporting paperwork for selected transactions for us to compile and submit for the audit. Since the last of the documentation was submitted, we haven't received an update. Whereas many hours have been required in order to respond to the submission requests, much has been learned and we should be in a better position for the audit process in future years.

Manager Payment Policy

Jenee Provance wrote a draft and Vicki Dalager edited a Manager Payment Policy which was reviewed by the Board. The content reflects current Minnesota statutes and puts current practices into policy, including the payment policy practices discussed at the August 2023 Board meeting. The policy changes the frequency of Manager payments to monthly.

New Business

MnDOT and WWD meeting on future projects

Matt Bitter, a representative from MnDOT in Bemidji, has reached out to ask to meet with the WWD Board regarding some MnDOT projects in the next five to ten years. Tony Nordby advised that MnDOT has been reaching out to watershed districts in the area regarding culverts as pertaining to permitting. Vicki Dalager was asked to communicate that the Board wishes to invite representatives from MnDOT to a future Board meeting for further discussion.

Watershed Annual Conference, November 28 to December 1, Alexandria, MN

None of the Board members plan to attend.

Culvert Permit partial elimination

In the interest of eliminating redundancy, Thompson proposed that if someone has gone through the process with the State or County (DNR, DOT, or RCHD) to get a culvert permit, a permit from Warroad Watershed District would not be required. Landin referred to the Rules of the Warroad Watershed District and didn't find anything that would prohibit adopting this practice. Olafson moved that a permit from WWD would not be required if one has already been issued from the MnDOT, DNR, or RCHD. O'Donnell seconded the motion. Motion carried unanimously.

Round Table

None.

Next Meeting

Given that the fourth Thursday falls on Thanksgiving Day, the next Regular Meeting will be held on Thursday, November 16, 2023, at 10:00 a.m. Since this is a change to the usual meeting day, a notice needs to be posted on the WWD website and on the door of the office.

Adjournment

The meeting was adjourned at 11:34 a.m. on a **motion** by Olafson, **second** by O'Donnell, and unanimous vote of the Board.



Watershed Secretary



Date



**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN
November 28, 2023

Attendance

Managers present were Bill Thompson, Keith Landin, Brian Schaible, Jeff O'Donnell, and Joe Olafson. Other attendees were Scott Johnson (Roseau County SWCD), Tony Nordby (Houston Engineering), and Vicki Dalager (WWD Administrator). Matt Fischer (BWSR) and Matt Bitter (MN DoT) joined the meeting online.

Call to Order

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

Agenda

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

Secretary's Report

The October 26, 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 October 1 and bills for the month ahead. Balances as of 11/27/2023 were:

| | |
|--------------------|---------------|
| Checking account | \$ 132,815.11 |
| Debit Card account | \$ 1,429.07 |
| CD | \$ 10,000.00 |

Landin reported that in keeping with the recent adoption of the manager payment policy, he desired to reimburse the Watershed all payments he received in excess of \$125/day from the period of July 1, 2022, to June 30, 2023. He reimbursed a total of \$467.50 in overages incurred on four days in November 2022.

Additional transactions that occurred since the financial reports were printed included:

| | | | |
|----------|-------------------------------------|-------------|------------|
| Wikstrom | Phone | \$ 38.92 | 11/15/2023 |
| Deposit | Roseau County | \$15,080.03 | 11/21/2023 |
| Deposit | Keith Landin: per diem overage reim | \$ 467.50 | 11/22/2023 |

Invoices and bills payable:

| | | |
|---------------------|---------------------------------------|-----------|
| Houston Engineering | Peatland inv. 67660 not paid by grant | \$ 494.60 |
|---------------------|---------------------------------------|-----------|

| | | | |
|---------------------|-----------------------------------|-------------|-------------|
| Houston Engineering | Streambank inv. 68091: \$820.00 | \$ 82.00 | 10% portion |
| Houston Engineering | Streambank inv. 68092: \$2,256.23 | \$ 225.62 | 10% portion |
| Keith Landin | Manager Compensation/Expenses | \$ 756.73 | |
| Jeff O'Donnell | Manager Compensation | \$ 125.00 | |
| Joe Olafson | Manager Compensation | \$ 250.00 | |
| Brian Schaible | Manager Compensation | \$ 125.00 | |
| Bill Thompson | Manager Compensation/Expenses | \$ 128.93 | |
| Vicki Dalager | Contract Admin (October) | \$ 2,160.00 | |
| Jenee Provance | Contract Admin (November) | \$ 90.00 | |
| Adam Solberg | Maintenance: beaver trapping (5) | \$ 375.00 | |

Manager requests for payment were submitted, reviewed, and signed.

Landin reported that a refund of \$17.00 was received from MCIT for worker's comp savings.

The Houston Engineering invoice 68091, of which WWD's portion is \$82.00, are fees associated from change orders to the Andy Stoskopf streambank stabilization contract. Olafson inquired, since the cause of the charges were directly related to Andy Stoskopf not being able to complete the job by the contract deadline, why shouldn't he be responsible for paying these charges? Discussion ensued acknowledging that the contractor's delay costs WWD. Tony Nordby of Houston Engineering explained that the Watershed is typically responsible for these types of costs, but expenses could be recouped by enforcing liquidated damages.

O'Donnell moved to approve the above expenditures, with a second by Schaible. Motion carried unanimously.

Schaible moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

Visitor(s)/Public Comment

MN DoT

Matt Bitter of MN DoT completed a permit and submitted numerous accompanying drawings for two areas of road construction and storm sewer replacement which will include an increase in the size of the storm sewer. The locations of construction are:

- Highway 11 between Emily Avenue and County Road 5
- Cedar Avenue between Highway 11 and Lake Street

The work for this phase of the project will be done in 2024. Two outlets into the river will be replaced as a part of the project with the proposed design satisfying DNR public waters permit requirements to improve water quality, to which the Highway 11 site is subject. The design for the outlets utilizes a snout manhole cover lid, which is a hood that goes over the outlet pipe in the final structure before entering the river that captures floatables and keeps them from entering the pipe and exiting into the river. The manhole structure's placement is designed to trap sinkables and debris also. The manhole structure gets cleaned every 6 months to 2 years to remove sediment. The snout system satisfies the DNR and MPCA water quality standards for the outlet water entering the Warroad River.

Whereas Bitter wasn't sure how the maintenance agreement would be written, MN DoT typically owns and maintains the storm sewer outlets when the outlets are in their right-of-way, so the outlet on the south side of the bridge would likely be maintained by MN DoT. Bitter stated he was unsure of what entity would maintain the outlet owned by Roseau County.

Landin moved to approve the permit, with a second by Schaible. Motion carried unanimously.

Old Business

WWD Representation at the Implementation Committee (IC) Meetings

The last meeting was held on October 30. Streambank stabilization projects are looking good as far as funding. For fiscal dollars, there is \$60,000 left for engineering on the three new streambank projects coming up. Grant monies will cover the following:

- Roberts, Lundemo, and Eichenberger projects: \$40,000 for engineering and \$170,000 for construction.
- New projects will be coming up for an area by Joe Peterson and Jared Olafson: \$20,000 for engineering and \$150,000 for construction.

The IC held discussion about Ditch 62 again. Lake of the Woods County wishes to pursue getting wetlands credits.

Ditch 10 was also discussed at the IC meeting, but that project is at a standstill. J. Dahlgren won't respond to Manager Olafson's efforts to contact her.

Tony Nordby inquired if there would be any issues with funding for the projects slated for 2023 being moved to 2024 because of Andy Stoskopf not completing the work as originally planned. There will be no issues with funding because the dollars allocated will roll over to 2024.

Scott Johnson of Roseau County SWCD reported that the survey for the Joe Peterson and Jared Olafson project has already been completed by TSA Engineers. This will be covered by grant monies.

Joint Powers Board

No report.

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

Tony Nordby reported that Andy Stoskopf signed the change order which had been approved at the October WWD meeting.

The designs for the new sites (Eichenberger, Lundemo, and Roberts) will be ready to entertain bids or quotes soon. DNR permits will be needed. More information to come.

Houston Engineering completed an application for Conservation Corp work months ago, but a new application is required for clean water funds projects which would cover 100% of the costs. Houston Engineering will submit the new application. The application deadline is December 15.

Administrative support

Vicki Dalager reported that since the board voted to open a separate bank account for debit card charges, the banking policy needs to be updated. She distributed a policy draft for the board to review. Landin moved to approve the banking policy as presented. O'Donnell seconded. The motion carried by unanimous vote of the Board.

Beaver dam removal update

Ben Tesmer of Horner Plumbing & Excavation removed four beaver dams (from Eichenberger, Horner, and DeMolee properties and Ditch 6). The county will be billed for the dam on Ditch 6.

Permits

None submitted.

Conservation Corp – River Clean-up

Already discussed above.

Roseau County Funding for Ditch 10

Already discussed above.

Audit

The audit is still in process. Additional requested information has been submitted. The auditor inquired as to when the district was established. The WWD Rules adopted in 2008 stated the district was established in 1965. We will be receiving a plaque for 60 years of service from MN Watersheds this week at the annual conference, which indicates was founded before 1965. Matt Fischer of BWSR stated that according to the records he accessed, Warroad Watershed District was established September 20, 1963.

New Business

West Branch culverts

There have been reports of plugged box culverts on Road 134 / 320th near Ehlers' property. Cleaning the culvert would require coordination between the adjacent landowners as well as a permit from the DNR. Landin moved to approve getting the process moving to have Dave Meek clean out the culvert, contacting Stephanie Klamm at the DNR for a permit, and authorizing up to \$2,000 for the project. Olafson seconded and the motion carried unanimously.

Watershed Annual Conference, November 29 to December 1, Alexandria, MN

Keith Landin plans to attend and will accept a commemorative plaque on behalf of WWD for 60 years of service.

Round Table

Landin will contact Jeff Hellquist about scheduling an Advisory Committee meeting in December.

Next Meeting

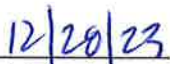
The next Regular Meeting will be held on Thursday, December 28, 2023, at 10:00 a.m.

Adjournment

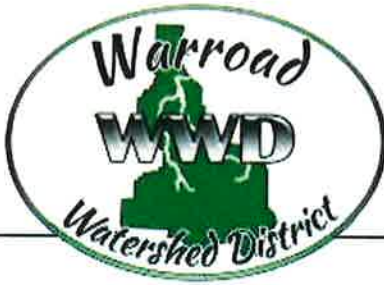
The meeting was adjourned at 11:09 a.m. on a **motion** by Landin, **second** by Schaible, and unanimous vote of the Board.



Watershed Secretary



Date



**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN
December 28, 2023

Attendance

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

Call to Order

President Thompson called the meeting to order at 10:00 a.m.

Agenda

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

Secretary's Report

The November 28, 2023, meeting minutes were reviewed and approved on a motion by Landin, second by Olafson, and unanimous vote of the Board.

Treasurer's Report

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

Balances as of 12/28/2023 were:

| | |
|--------------------|---------------|
| Checking account | \$ 130,568.64 |
| Debit Card account | \$ 1,506.17 |
| CD | \$ 10,000.00 |

Invoices and bills payable:

| | | | |
|---------------------------|------------------------------------|-------------|-------------|
| Houston Engineering | Streambank inv. 68679: \$14,461.00 | \$ 1,446.10 | 10% portion |
| Keith Landin | Manager Compensation/Expenses | \$ 1,776.90 | |
| Jeff O'Donnell | Manager Compensation | \$ 147.50 | |
| Joe Olafson | Manager Compensation | \$ 215.00 | |
| Brian Schaible | Manager Compensation | \$ 125.00 | |
| Bill Thompson | Manager Compensation/Expenses | \$ 151.43 | |
| Vicki Dalager | Contract Admin (November) | \$ 1,440.00 | |
| Vicki Dalager | Contract Admin (December) | \$ 1,515.00 | |
| Horner Plmbg & Excavation | Beaver dam removal | \$ 960.00 | |
| MCIT | Insurance renewal | \$ 2,001.00 | |
| Arlo Burress | Rent Jan/Feb/Mar | \$ 630.00 | |

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

Olafson moved to approve the above expenditures, with a second by O'Donnell. 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

Commissioner Glenda Phillippe reported that WWD will receive \$170,000 for shoreland projects, including \$20,000 for technical expenses. There may be a possibility of the City of Warroad receiving a \$100,000 grant for a survey to determine the amount of phosphorus in storm water outlets. Commissioner Kermit Jensen inquired on the status of ditch bank stabilization for Ditch 10. Landowners must be onboard for the project to move forward. Jensen indicated his willingness to speak with the affected landowners.

Olafson posed the question of whether future projects should include moving down the river (closer to the lake). There are several sites that would offer potential sediment reduction through bank stabilization including adjacent to private property as well as by the railroad and on the south side of Government Island. Whereas funding for the next two years is already designated, this may be something to address in the future.

Old Business

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

Manager Olafson made a presentation on behalf of Warroad Watershed District at a recent Joint Powers Board meeting. He shared photos (taken by Manager Landin) of proposed projects as well as a draft of the WWD annual report. Funding was approved as requested for the next two years.

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

Tony Nordby reported that the designs for the new sites (Eichenberger, Lundemo, and Roberts) have been completed. He gave the attendees a high-level overview of the proposed site plan designs and estimated the total expenditure for construction to be in the \$116,000 to \$117,000 range. Since the total cost will be less than \$175,000, these projects can be quoted rather than bid. Nordby suggested that the job could be quoted in January, awarded at the February WWD Board meeting, and begun after June 15 with a contract completion deadline of August or September. WWD will receive a breakdown by project shortly. DNR permit applications still need to be submitted. Landin moved to accept the plans as presented and give approval for Houston Engineering to request quotes on behalf of WWD, second by Olafson. Motion carried by unanimous vote of the Board.

Conservation Corp – River Clean-up

Nordby reported that Houston Engineering submitted a new application on behalf of WWD for a Conservation Corp clean water funds project which would cover 100% of the costs. In hopes of increasing the likelihood for our project site to be chosen, WWD is willing to cost share up to \$2,500.

Roseau County Funding for Ditch 10

Already discussed above.

Beaver dam removal update

Already discussed above.

Permits

No applications submitted.

Minnesota Watersheds Conference

Landin provided an update on the Minnesota Watersheds annual conference he attended in Alexandria, MN. Landin accepted a plaque on behalf of WWD in recognition of 60 years of service. Landin reported that several resolutions were approved by the majority in attendance and will go through the process of hearings in committees to become bills to be voted upon by the legislature. Topics included a recommendation for the DNR to seek feedback and approval from impacted watershed districts on projects, clarifying budget deadlines for levies, DNR regulatory authority over public drainage and repair, streamlining the flood hazard mitigation grant program, establishing increased flexibility using technology to accommodate open meeting law requirements, and encouraging the formation of more watershed districts for unserved locations.

Discussion ensued about whether the board should adopt a resolution to establish acceptable means of meeting attendance. Commissioner Phillipe suggested that the Roseau County policy could be used as a starting point. BWSR conservationist Matt Fischer urged the Board to have any policy or resolution reviewed by a lawyer to ensure that it meets state requirements for open meeting law. The consensus was to wait until a policy is adopted for the state.

PRAP Recommendations and Strategic Planning

Landin reminded the Board that when WWD went through the PRAP process in 2022, several opportunities for improvement were identified. Each area was discussed and evaluated:

- Develop orientation and continuing education plan for board members and staff and keep records of trainings attended: Landin took advantage of some training sessions at the MN Watersheds conference and Vicki Dalager attended a webinar offered through MCIT. We should get in the habit of documenting these trainings.
- Finalize workload assessment and formalize roles and responsibilities: Matt Fischer of BWSR met with the Board to discuss roles and responsibilities, and again met with Vicki Dalager and Jenee Provance in August 2023. This is a work in progress and should be reviewed regularly.
- Review existing operations guidelines and establish new guidelines and policies as necessary: The Board recently adopted a Manager Payment Policy and updated the Banking Policy.
- Work with partners to track water quality and trends and accomplishments: WWD has representation on the Lake of the Woods Watershed Joint Powers Board and has worked with the City of Warroad on the Safe Harbor project.

One action item that was identified as needing attention was to develop and approve a data practices policy, which was originally expected to be completed by the end of December 2023. Matt Fischer suggested that Scott Johnson may be able to provide some helpful information. Vicki Dalager will contact Scott Johnson to get a copy of their recently adopted data policy.

Admin support

Vicki Dalager reported that she has been unable to keep her hours close to the target of 5 hours/week for routine duties; additional special projects such as the audit and annual report have increased the workload and the resulting number of hours. The Board expressed their appreciation for her work and the time she's able to spend attending to WWD business.

Audit

The audit for FY2023 has been completed. Peterson Company sent a copy of the final audit report to BWSR and the State of MN Dept of Revenue. Landin moved to approve the final audit report, second by Olafson. Motion carried by a unanimous vote of the Board.

New Business

Annual Report

Manager Landin and Vicki Dalager worked together to compile and write the annual report. A copy was sent to the Board for review. Landin moved to accept the annual report as submitted, second by Schaible. Motion carried by a unanimous vote of the Board. A copy should be sent to the county. Matt Fischer reminded the Board that he needs a copy of the annual report and, according to statute, the report should be sent to the DNR Commissioner and the Director of Ecowaters; the report can be sent to our main contact with a request to forward it accordingly.

West Branch / 310th Street clean-up project

At the last meeting, authorization was given to get the plugged box culverts on the West Branch at 310th Street cleaned with associated expenditures up to \$2,000 allowed. Landin moved that the project be postponed pending engineering and BWSR funding, second by Olafson. Motion carried unanimously.

Round Table

Some of the Board members indicated that they haven't received forms to complete for the MN Campaign Finance Board. Landin read a portion of a letter stating that reporting is due in January.

We received MCIT coverage documents for 2024.

Next Meeting

The next meeting will be held on Thursday, January 25, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:13 a.m. on a **motion** by Olafson, **second** by Landin, and unanimous vote of the Board.



Watershed Secretary

1/25/2024

Date