

Warroad Watershed District

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Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN

February 24, 2022

Call to Order

Attendance

President Thompson called the meeting to order at 10:04 a.m. Managers present were Bill Thompson, Keith Landin, Brian Schaible and Jeff O'Donnell. Additional attendees were Scott Johnson, Roseau County SWCD, Matthew Fischer (BWSR) Ericka Halstensgard (HEI) and Jenee Provance (WRWD administrative assistant). Joining virtually were Keith Landin, Tony Nordby (HEI) and Jennifer Mocol-Johnson (BWSR)

Agenda

Schaible made a motion to approve the agenda and O'donnel seconded and unanimous vote of the board.

Secretary's Report

Meeting Minutes

January 20, 2022 regular meeting minutes were reviewed. Minutes were then approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

Treasurer's Report

The checking balance is \$101,363.87 and the CD balance is \$10,000 as of February 1, 2021. Invoices were received from Houston Engineering for 1608.00 - Stream bank stabilization and 3,398.00 for Warroad River Storage Implementation. Jenee – 560.00 plus mileage; There was discussion as to what the Watershed should be paying for mileage. It was determined to be **58.5 cents per mile**. Schaible motioned to approve the Houston Engineering invoices, seconded by O'Donnell and unanimous vote of the board. Keith also submitted his hours for the past few months of \$1015.00. Schaible moved to approve this amount, seconded by O'Donnell and 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.

Visitor(s)/Public Comment

- None

Special Report

- None.

Old Business

- **WRWD Representation at the Implementation Committee (IC) Meetings**

Noting to report..

- **Houston Engineering**

1. **Warroad River Clean Water Grant Sites - bank stabilization**

Ericka Halstengard reported that the project models had been sent to the DNR and the requested revisions were implemented. Fischer inquired as to whether or not we have had a written agreement with landowners, their guarantee that the project will remain and be maintained for a minimum of 10 years. There were mixed responses from the board. We will make certain the pending projects will have these agreements in place. The location, route and access points were reviewed by the Board. The permits have been granted by the DNR and paid for by HEI.

Schaible made a motion to approve the plans and specifications of the projects, seconded by the unanimous vote of the Board.

It was agreed that HEI would reach out to the contractors and request bids which will be reviewed at our next meeting.

Peatland Storage Project

The drones survey confirmed the storage that LiDar was showing. No modifications were made to the sediment, peak flow, or volume calculations. Nineteen sites were looked at on the East Branch, the West Branch and CD 10. Five of the sites were excluded due to their inaccessibility. The remaining 14 sites hold much more potential and are all accessible by road or ATV trail. It would be better lumping all 14 sites into one project. Specifications of the benefits of these sites will be determined if the Board chooses to go forward. Talking to the Drainage Authority and the DNR would be the next step. There was a tremendous amount of speculation as to informational meetings with who and when. Schaible moved that HEI continue forward with the 14 sites. Landin seconded, motion carried with 3 yes and 1 no. HEI will share model results will be shared with the two county commissioners who are on the Drainage Authority.

- **WRWD Strategic Planning**

1. **Administrative support**

Provance needs windows 365 - 150.00 and Quickbooks - 349.00 per year.

Provance presented a permission letter to be signed and presented to the bank, which will allow her to get balance information when needed. She will also request that the bank send statements to WWD PO Box instead of to Keith's home address. There was also discussion on getting a credit card through the bank. If this is to be done, there will have to be a policy that states who would have a card and the spending limits.

O'Donnell made a motion to approve the purchase of Windows 365 and Quickbooks and getting a debit card. Schaible seconded and motion carried with a unanimous vote of the board.

- **1W1P -Joint Powers Board**

President Thompson attended the January 31 meeting which was mostly “housekeeping.” The budget was reviewed and the election of officers was held. Jan Miller is President and Jade Estling is being groomed to take his place next year. Thompson was elected as vice-chair.

Permits

- **Roseau County Funding of Ditch 10**

Joe has called in to Matt Cole but has not heard back from him. The Roseau County Engineer, Steven Slick, has been “brought up to speed” with all of the projects that will be requiring his attention.

1) MCIT Liability Insurance

MCIT is requesting a meeting with the board via ZOOM to go over the policies.

New Business

PRAP (Performance Review and Assistance Program) with Jennifer Mocal-Johnson.

Jennifer educated the board on the PRAP program. We will be completing the Organizational Assessments. This will track our Board’s performance standards, achieving goals and meeting expectations of the board, staff, partners and customers. We will receive an invitation to complete survey. Matt will be helping to fill out the Performance Standards Checklist. In three years there will be a Watershed-based Assessment on the watershed as a whole. The report will be delivered to the board at the April meeting.

Matt Fischer – Roles and Responsibilities

Matt compiled a list of responsibilities and the board and Jenee went through who is responsible for which tasks.

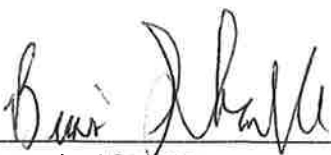
Round Table

Next Meeting

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

Adjournment

The meeting was adjourned at 12:30 pm on a **motion** by O’Donnell **second** by Schaiblw and unanimous vote of the Board.



Watershed Secretary



Date