

**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 1/22/2023 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**

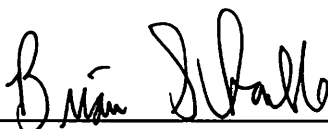
None.

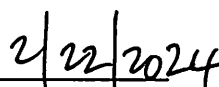
### **Next Meeting**

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

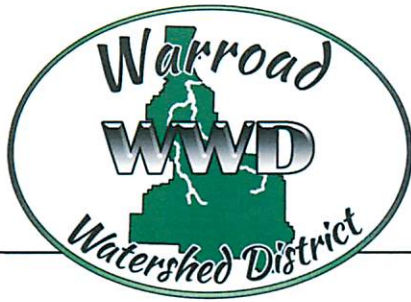
### **Adjournment**

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

  
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Date





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

**Attendance**

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

**Call to Order**

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

**Agenda**

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

**Secretary's Report**

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

**Treasurer's Report**

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

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

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

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

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

**Invoices and bills payable:**

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

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

**Visitor(s)/Public Comment**

None.

**Old Business**

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

None.

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

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

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

**Conservation Corp – River Clean-up**

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

**Roseau County Funding for Ditch 10**

No update.

**Beaver dam removal update**

No activity.

**Permits**

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

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

**PRAP Recommendations and Strategic Planning**

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

**Admin support**

No report.

**New Business**

None.

**Round Table**


None.

**Next Meeting**

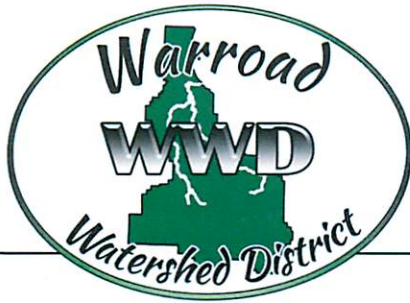
The next meeting will be held on Thursday, March 28, at 10:00 a.m.

**Adjournment**

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

  
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Watershed Secretary

3/28/2024  
Date



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

Warroad, MN  
 March 28, 2024

**Attendance**

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

**Call to Order**

President Thompson called the meeting to order at 10:04 a.m. All votes during this meeting were conducted via roll call vote.

**Agenda**

With the addition of Matt Fischer under the Visitor's section, the agenda was approved on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

**Secretary's Report**

The February 22, 2024, meeting minutes were reviewed. The minutes were approved on a motion by O'Donnell, second by Olafson, and unanimous vote of the Board.

**Treasurer's Report**

Financial transactions since the last meeting and bills for the month ahead were provided. The Treasurer's Report was reviewed. Balances as of 3/25/2024 were:

Checking account	\$ 110,902.77
Debit Card account	\$ 1,098.06
CD	\$ 10,000.00

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

Invoices and bills payable:

Keith Landin	Manager Compensation	\$ 260.00
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 250.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation/Expenses	\$ 250.00
Vicki Dalager	Contract Admin (through 2/18)	\$ 1,140.00
Houston Engineering	Streambank inv. 70019	\$ 84.00 / \$8.40



	(full amount paid by WWD, but 10% is WWD's portion of cost sharing with LOW JPB)	
Houston Engineering	Streambank inv. 70020	\$ 1,116.00/\$111.60
	(full amount paid by WWD, but 10% is WWD's portion of cost sharing with LOW JPB)	
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 15.00
Wikstrom	Phone	\$ 39.36

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

**Visitor(s)/Public Comment**

Glenda Phillipe, Kermit Jensen, and Torin McCormack had no comments.

Matt Fischer of BWSR reported that a bill to clean up the water statutes, which includes watershed district law, is currently in the MN Legislature. The bills are H3550 and S3559, but those numbers may change as it may be wrapped into a larger omnibus bill.

**Old Business**

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

Olafson reported that the Implementation Committee met March 13. Julie Westerlund was a guest and addressed assurance measures. Matt Fischer further explained that there are four measures to evaluate at the end of the grant period: 1) was the money spent in priority areas, 2) was the money spent on time, 3) was there any outside money leveraged, and 4) was there progress towards meeting goals or a plan. BWSR will provide a summary at the end of the period that may identify areas for improvement. Details are outlined on the BWSR website.

Olafson reported that Coryn Trask of LOW SWCD is tracking the WWD grants and has a running total of the grant monies available upon request. With the new method to make requests for reimbursements of grant money, Vicki Dalager suggested that it would be helpful to put in place an electronic means of getting the grant money transferred to WWD's account so that we're not wasting time waiting for a check to arrive via USPS. Payments to contractors and consultants would be more timely if an EFT for grant payments could be implemented. Olafson expressed his concern that WWD would need to issue checks before grant monies are received. Scott Johnson encouraged this topic to be placed on the JPB upcoming meeting agenda. Thompson reported that the Joint Powers Board will meet on April 22 before an Advisory Committee meeting.

**Conservation Corp – River Clean-up**

Landin reported that WWD was approved to receive a Conservation Corp grant for work to be completed this summer. WWD is hopeful to receive 750 hours of work, but this is dependent upon the Conservation Corp's workload, schedule, and the size of their crew. Landin stated he will notify Stephanie Klamm at the DNR when the Conservation Corp work commences.

**Roseau County Funding for Ditch 10**

Kermit Jensen reported that he has not contacted the landowners.

**Beaver dam removal update**

No activity.

## **Permits**

No new applications were received.

The possibility of adopting a general permit was discussed. A sample of Two Rivers Watershed's general permit was provided. Since the current permit form is included in the WWD rules and doesn't establish the authority for a general permit, this prompted discussion about updating the WWD rules. When changing or adopting rules, public hearings and notice requirements must be met in accordance with statutes, so it may be worth going through and updating the entire document. Matt Fischer indicated that most districts use the 2014 model rules from Red River Watershed, which include a reference to a permit application form being available on a website so that the WD doesn't need to change the rules when changes are made to a permit form. He also stated that the model rules contain provisions about subsurface drains, tiling, and erosion control. He volunteered to compare WWD's rules to the model rules to make notations about provisions likely needing updates, forward the comparison and work with Vicki Dalager to compile a draft, and then the board can review the proposed document. Fischer strongly encouraged that the proposed rules be reviewed by an attorney before adoption. Schaible moved to proceed with drafting a revision to the watershed rules. Seconded by O'Donnell and carried unanimously by vote of the board members.

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

Tony Nordby reported that after the WWD awarded the project to Anderson Excavating at the last board meeting, the contracts were signed by Andy Anderson, as well as Joe Olafson on behalf of the WWD. The DNR Public Waters form was also completed and signed, so we are poised to wait for work to commence sometime after June 15. Nordby will keep in touch with Anderson Excavating and set up a pre-construction meeting and do the same process with Andy Stoskopf on last year's projects to be completed in 2024.

## **PRAP Recommendations and Strategic Planning**

Vicki Dalager reported that the drafting of a data policy is substantially complete and had been sent to the board for review. The only items remaining to be completed and added at a later date are the Tennesen warning form and the data inventory. Dalager requested that one of the board members aid in developing the data inventory. Scott Johnson suggested that MCIT may have a sample form for a Tennesen warning.

Landin suggested that the wording in the data policy documents be changed from "employee's/employees' time" to "employees's/employees' and/or manager's/managers' time." With the noted suggestion, Olafson moved to approve the adoption of the data policy, O'Donnell seconded the motion. Motion carried unanimously.

## **Admin support**

The printer/copier has been out of order for approximately six weeks. Dalager has been making copies at Zion Lutheran Church in the interim, and payment for those copies will need to be made. Olafson volunteered to contact Rebecca Colden, the owner of the copier and with whom WWD has an arrangement for its copier needs, to inquire about the status of repair. If she is unable to have it repaired on a timely basis, the board will need to look at other alternatives.

## **New Business**

### **Climate Resilience Projects**

Thompson attended a Zoom meeting put on by the State of Minnesota earlier in March regarding climate resilience projects. Specifically, he indicated that Bulldog Run would be a prime site for mitigation of overtopping. Matt Fischer indicated that FEMA and other federal options (not BWSR) would be the primary sources of funding for these types of projects.

**Round Table**

None.

**Next Meeting**

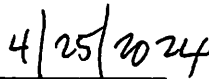
The next meeting will be held on Thursday, April 25, at 10:00 a.m.

**Adjournment**

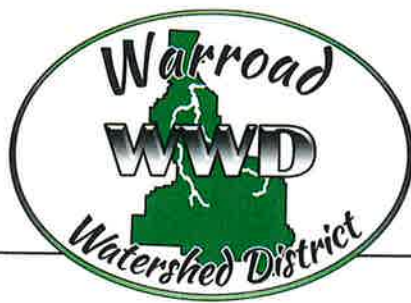
The meeting was adjourned at 11:09 a.m. on a motion by O'Donnell, second by Olafson, and unanimous vote of the Board.



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Watershed Secretary



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Date



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

Warroad, MN  
 April 25, 2024

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Brian Schaible, and Joe Olafson. Manager Keith Landin joined the meeting online while wintering out of state. Other attendees were Scott Johnson (Roseau County SWCD) and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) and Darby Barron (Marco) joined the meeting online.

**Call to Order**

President Thompson called the meeting to order at 10:01 a.m. All votes during this meeting were conducted via roll call vote.

**Agenda**

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

**Secretary's Report**

The March 28, 2024, meeting minutes were reviewed. The minutes were 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 highlighted information in the Statement of Activity for the quarter ending 3/31/2024. Net revenue was -\$13,138.61. Financial transactions since the last meeting and bills for the month ahead were provided. Balances as of 4/22/2024 were:

Checking account	\$ 107,848.41
Debit Card account	\$ 1,083.64
CD	\$ 10,000.00

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

**Invoices and bills payable:**

Keith Landin	Manager Compensation	\$ 484.90
Joe Olafson	Manager Compensation	\$ 250.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation/Expenses	\$ 215.00
Vicki Dalager	Contract Admin (through 4/22z)	\$ 1,080.00
Roseau Co SWCD	Operating Contract Services	\$ 783.18
Zion Lutheran Church	Office supplies: copies	\$ 76.00
Microsoft	Microsoft 365 software subscription	\$ 13.42

Intuit	QuickBooks subscription	\$ 15.00
Wikstrom	Phone	\$ 39.36

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

**Visitor(s)/Public Comment**

Scott Johnson reported on behalf of Kermit Jensen who visited with Matt and Heidi Cole about potential Ditch 10 bank stabilization. The Coles weren’t opposed to the project but needed to give it more thought. At this point, they didn’t see a great enough benefit to warrant paying their portion of the project, which would be 5% of the total cost. Jensen also attempted to reach Joann Dahlgren about the project on her property but was unable to make contact with her. He will continue to try to contact her.

**Old Business**

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

Thompson and Olafson attended a meeting of the Joint Powers Board, Implementation Committee, and Advisory Committee on April 22. There is \$176,000 in allocated funds for projects that haven’t been done yet, including the Warroad Watershed District’s stream bank projects. Olafson reported that Chad Severts of BWSR explained that the watershed district is not restricted to exploring only the seventeen projects that were previously identified in the streambank stabilization assessment. Some of the sites are inaccessible.

Olafson reported that the DNR is interested in undertaking projects that will provide peatlands with adequate water to prevent it from drying out, but they want to avoid flooding.

Thompson inquired about next steps for cleaning out the box culverts on the West Branch of the Warroad River discussed at a prior meeting. Discussion ensued. What will be the process for receiving bids? Does the bank need to be sloped to avoid the eddying of water that results in sand and silt buildup in the outer pipes? Does something need to be done upstream so it doesn’t collect at the culverts? Tony Nordby explained that this site would be subject to DNR Public Waters requirements. Landowner participation on the south side is favorable. Landin made and Schaible seconded a motion to have Tony Nordby investigate the project and discuss it with representatives from the DNR and the County. Motion carried by a unanimous vote of the Board.

**Copying, printing, and scanning needs**

At this time, Thompson invited Darby Barron from Marco to provide an overview of our options for a copier. Much discussion and evaluation of the options ensued. Landin moved to lease a low meter used Canon C5540i color copier for 60 months at \$64.61/month with the monthly maintenance contract of \$35.00/month. This includes 1,500 BW prints and 300 color prints per month. Schaible offered a second. Motion carried unanimously.

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

Tony Nordby asked the board about identifying potential streambank stabilization sites to pursue for the next cycle of grant funding. Olafson indicated that there are two sites owned by Jason Laznicka on the East branch near where the West Branch comes in. Olafson will contact the landowner. Nordby will touch base with Andy Anderson and Andy Stoskopf about this year’s projects.



### **Conservation Corp – River Clean-up**

No new information.

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

Discussed above.

### **Beaver dam removal update**

Thompson reported there are beaver issues at Warroad Estates by Ron Knudson's and Byron Cole is trapping them. There is a beaver issue near Ron Storey's property, but it is DNR's property and responsibility. Nathaniel Lewis expressed an interest in being considered for beaver trapping in the future.

### **Permits**

The adoption of a general permit will be further evaluated when the review of WD rules is undertaken. Schaible shared that he was approached by the engineering group for the new Border Bank site inquiring about whether a permit from the Watershed was required. Discussion ensued about whether MNDOT and/or MPCA would handle permitting or if the Watershed needs to issue a permit. Schaible will request a copy of the site plan to determine the scope of the project.

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

Matt Fischer from BWSR drafted a rules document to merge current WWD rules with the model rules. He made notations about provisions needing to be discussed and recommended that a subcommittee of a couple board members be appointed to meet with Matt and review the rules. Then the board can vote on it at the May meeting. Bill Thompson and Keith Landin will serve on the rules update subcommittee.

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

Vicki Dalager requested that one of the board members aid in developing the data policy's data inventory. Joe Olafson agreed to review the sample data inventory and make changes appropriate to Warroad Watershed District so it may be incorporated into the data policy. Dalager reminded board members to complete and turn in a form to record any training events.

### **Admin support**

Discussed above.

### **New Business**

None

### **Round Table**

Landin suggested that Arlo Burress be contacted to inquire whether he has any copier needs-- if he plans to utilize the new WWD machine, would he be interested in a formal arrangement or would he want to make copies and pay per copy. Vicki Dalager will contact him. A location for the copier was discussed. It is the desire of the board to place the copier in the location where the non-functional copier is currently located. Olafson will contact Rebecca Colden to notify her of the Board's decision not to purchase her copier and to request that her copier be relocated from its existing location.

### **Next Meeting**

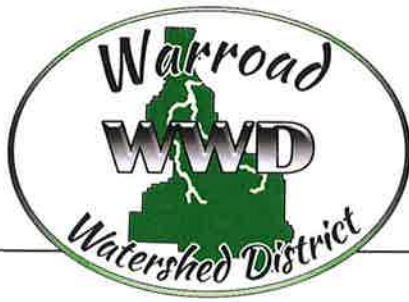
The next meeting will be held on Thursday, May 30, at 10:00 a.m. Since this is a departure from the usual fourth Thursday of the month, notices will need to be posted on the meeting room door as well as on the website.

**Adjournment**

The meeting was adjourned at 11:42 a.m. on a motion by Olafson, second by Schaible, and unanimous vote of the Board.

  
\_\_\_\_\_  
Watershed Secretary

  
\_\_\_\_\_  
Date



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

Warroad, MN  
May 30, 2024

**Attendance**

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

**Call to Order**

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

**Agenda**

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

**Secretary's Report**

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

**Treasurer's Report**

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

Checking account	\$ 104,863.31
Debit Card account	\$ 1,069.22
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

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

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

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

**Visitor(s)/Public Comment**

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

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

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

**Old Business**

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

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

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

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

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

**Conservation Corp – River Clean-up**

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

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

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

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

Discussed above.

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

Discussed above.

#### **Permits**

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

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

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

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

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

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



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

**PRAP Recommendations and Strategic Planning**

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

**Admin support**

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

**New Business**

**Sailboats**

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

**Round Table**

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

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

**Next Meeting**

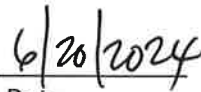
Landin moved to change the meeting to Thursday, June 20, at 10:00 am, seconded by Olafson. Motion carried unanimously. Since this is a departure from the usual fourth Thursday of the month, notices will need to be posted on the meeting room door as well as on the website.

**Adjournment**

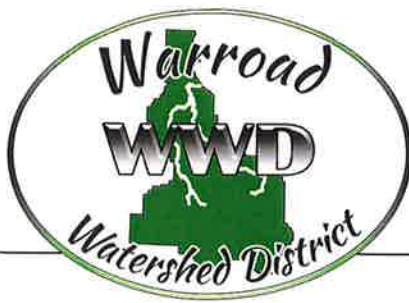
The meeting was adjourned at 11:29 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.



Watershed Secretary



Date



**Meeting Minutes of the Board of Managers  
 Warroad Watershed District  
 Warroad, MN  
 June 20, 2024**

**Attendance**

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

**Call to Order**

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

**Agenda**

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

**Secretary's Report**

The May 30, 2024, meeting minutes were reviewed. The minutes were 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. Balances as of 6/17/2024 were:

Checking account	\$ 135,412.64
Debit Card account	\$ 1,053.80
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Houston Engineering	Streambank inv. 71316	\$ 3,664.70
Houston Engineering	Streambank inv. 71317	\$ 3,909.20
Keith Landin	Manager Compensation	\$ 282.50
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation/Exp.	\$ 264.07
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp. (through 6/17)	\$ 637.30
Marco	Office supplies: copier	\$ 224.42
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 15.00

Additional payments for hours or expenses incurred in the current fiscal year should be submitted and paid by June 30.

Vicki Dalager shared a portion of an email from Corryn Trask from the Lake of the Woods SWCD explaining how reimbursement payments from the clean water funds via the Joint Powers Board work, from the perspective of the JPB. This is a reimbursement grant from the State. The JPB receives 50% up front. The first 50% must be spent out prior to the next 40% installment. Then, in order to get the final 10% of the grant, they must have bills that show that the remaining 10% of the grant funds have been spent. Therefore, there is a period of time that partners are expected to cover their own payments. The 10% amount is around \$60,000 for all JPB partners. Even if an electronic funds transfer system was implemented to expedite payment, there might be periods of time that there is no money in the bank to reimburse partners. The expectation is that the partners have enough money in their own bank accounts to float their costs until the grant funding comes through. Olafson expressed concern over getting into a situation where WWD doesn't have money in reserve to pay its contractors, particularly if there is a long wait. Scott Johnson explained that the only time it may become problematic is for the last 10% of the grant. Tony Nordby indicated that if at some point we encountered a problem with cash flow, the contractors could be notified of a payment delay. Johnson interjected that contractors who bid on these jobs know that these processes are subject to approval from boards that meet monthly. The managers are united in wanting to avoid asking contractors to wait for payment.

The bills were approved on a motion by O'Donnell, with a second by Olafson. Motion carried unanimously. Landin moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

#### **Visitor(s)/Public Comment**

Glenda Phillipe will provide an update on County Ditch 10 later in the agenda. She encouraged the board members to view the dredging project currently in progress at Taylor Road bridge and out to Lake of the Woods.

Kermit Jensen inquired about the requirements and procedure to collect beaver bounty. The managers explained that if a trapper is interested in trapping in an area the trapper believes to be in the Watershed District, the trapper should let the Warroad Watershed District know that there is beaver activity in the area. Then the WWD can confirm the problem beaver activity and contract with the trapper once there is confirmation that the area is within the WWD jurisdiction. Phillipe suggested the trapper mark on a map where beaver dams are located and where the beavers were trapped when they submit their invoice.

Phillipe spoke with Todd Miller about changing the Warroad River designation from recreational to commercial to increase opportunities for it to be dredged. He gave her two names of U.S. senators to contact to start the process.

#### **Old Business**

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

No update.

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

Tony Nordby provided an update about the planned projects to be completed this summer. Pre-construction meetings were held with the contractors, landowners, and Olafson. Anderson is doing pre-work for construction but is waiting for lower water levels. The earliest Stoskopf would begin would be June 26, pending weather.

Nordby explained that the upcoming Houston Engineering invoices for the Andy Anderson projects will likely be higher than budgeted likely due to additional oversight needed as a result of the No Rise Certification that was required by the DNR on this year's projects. This amount could be over budget by \$3,000 to \$5,000, depending on how much involvement is needed.

### **Conservation Corp – River Clean-up**

Nordby reported that the Conservation Corp application for 2025 was submitted on June 20, requesting 500 hours with a \$2,500 cost contribution by WWD. Emphasis was on continuing with work on the west branch, but verbiage was included that, depending on progress that is made by the 2024 crew, the east branch could be addressed as well.

Olafson reported that Warroad Community Development has \$15,000 to pursue work that would allow for kayak and canoe accessibility on the east and west branches of the Warroad River. The board members thought that use of these funds could go to providing access points such as parking or docks. Olafson will contact Adam Deathe to have him communicate with Landin and Schaible about this project.

Landin will be scheduling dates for this year's Conservation Corp work as well as contacting landowners to allow access. The board would like to have the trees cleaned from the river dragged up onto the shore so they don't flow to another part of the river and create damage elsewhere.

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

Phillipe reported that she spoke with Erica Halstengard about the Ditch 10 bank stabilization project at the Cole and Dahlgren sites. Halstengard stated this location to be a known collection point for silt. If the area is in the right of way, the county has funds to cover the landowner copay as long as it's a side water inlet stabilization. Phillipe will notify Halstengard that a side water inlet would be used; Kermit Jensen and Scott Johnson will communicate the information to the landowners.

### **Beaver dam removal update**

No new updates. Thompson reported that there is still beaver activity at Warroad Estates.

### **Permits**

The board discussed whether a general permit was necessary. It was thought that with some minor changes to the new rules, the rules would cover anything the general permit would cover.

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

Landin moved and Schaible seconded that the wording of the rules document be rephrased on page 8, item v. to the following verbiage: "Add a crossing or perform maintenance on a culvert in a public right-of-way that is already permitted by a federal or county entity, Minnesota Department of Natural Resources, and/or Minnesota Department of Transportation." Motion carried unanimously.

Landin contacted Rinke Noonan Law Firm to arrange for them to review the updated rules before the public hearing period. The firm sent an engagement agreement that requires the board president's signature to proceed with the work. The agreement was approved on a motion by Landin and seconded by Schaible. Motion carried unanimously.

**PRAP Recommendations and Strategic Planning**

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

**Admin support**

No report.

**New Business**

None.

**Round Table**

Landin contacted the representative of the sailing club from Winnipeg that previously inquired about channel depth to notify them that the channel was unlikely to provide the necessary draft for their sailboats. Since then, both Landin and Olafson noted that they measured a depth of 6 to 7 feet in the channel. Landin will contact them again to update them that there may be adequate water depth for their watercraft, but they should proceed with caution and at their own risk.


**Next Meeting**

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

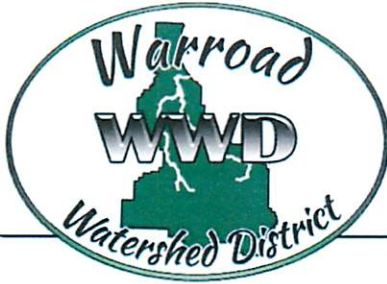
**Adjournment**

The meeting was adjourned at 11:15 a.m. on a motion by Landin, second by Schaible, and unanimous vote of the Board.

  
\_\_\_\_\_  
Watershed Secretary

  
\_\_\_\_\_  
Date





Warroad Watershed District  
PO Box 77 • 121 Wabasha Ave NE, Suite C  
Warroad, MN 56763  
www.warroadwatershed.org • 218-386-4520

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

Warroad, MN  
July 25, 2024

**Attendance**

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

**Call to Order**

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

**Agenda**

Olafson wished to add Warroad Community Development grant to New Business. With that addition, the agenda was approved on a motion by Landin, second by Olafson, and unanimous vote of the Board.

**Secretary's Report**

The June 20, 2024, meeting minutes were reviewed. The minutes were 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. Balances as of 7/22/2024 were:

Checking account	\$ 132,173.38
Debit Card account	\$ 1,039.38
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

**Invoices and bills payable:**

Houston Engineering	Streambank inv. 71871	\$ 312.00
Houston Engineering	Streambank inv. 71872	\$ 2,939.50
Houston Engineering	Streambank inv. 71873	\$ 4,552.60
Keith Landin	Manager Compensation	\$ 549.43
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation/Exp.	\$ 178.04
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp. (7/1-7/22)	\$ 440.36
Marco	Office supplies: copier	\$ 99.61

Roseau Co. SWCD	Operating Contracted Services	\$ 648.52
Anderson Excavating	Partial pmt: Streambank	\$ 102,277.00
Andrew J. Stoskopf Trucking	Partial pmt: Streambank	\$ 57,468.54
Nathaniel Lewis	Beaver trapping	\$ 150.00
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.36
Security State Bank	Bank Service Charges	\$ 1.00
Arlo Burress	Rent	\$ 210.00

Vicki Dalager reported that she received an inquiry from Janine Lovold from Roseau County SWCD about establishing arrangements for WWD to pay for services from TSA-1, with whom the SWCD has an agreement for services. Engineering services for the future Olafson and Peterson projects will be handled by TSA-1. It was decided that TSA-1 will continue to bill Roseau Co. SWCD, who will then pay the invoice and in turn bill WWD for its 10% share and the Joint Powers Board for the 90% grant reimbursement.

Also included in the Treasurer’s Report was an income and expense report for the last quarter of the fiscal year (April 1 through June 30) as well as a report for the entire fiscal year ending June 30.

Olafson moved to approve the Treasurer’s Report, with a second by O’Donnell. Motion carried unanimously. Bills were approved on a motion by Landin, with a second by O’Donnell. Motion carried unanimously.

**Visitor(s)/Public Comment**

Kermit Jensen reminded Jeff O’Donnell and Brian Schaible that their Watershed manager terms are up and encouraged them to apply for reappointment.

Glenda Phillipe stated that the Roseau Watershed District received a grant to do modeling for drainage in Roseau County. Phillipe suggested that a couple representatives from the WWD be a part of the efforts of the associated task force working on this project—especially since modeling has already been done for the Beltrami Forest by WWD. The next meeting is later in August. Jensen indicated that there is a controversy about Ditch 18, that water is going west and east and back into WWD. Phillipe will keep the board posted about the details of the meeting.

**Old Business**

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

A proposal for \$190,000 in funding for WWD was agreed upon at the Joint Powers Board meeting. Thompson signed a new JPB agreement on behalf of WWD. An Implementation Committee meeting was not held.

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

On behalf of Houston Engineering, Tyler Olson gave an update on the progress of the streambank stabilization sites under construction. Both contractors (Andrew J. Stoskopf Trucking and Anderson Excavating) have been working on the projects for landowners Thompson/Olson and Roberts/Eichenberger/Lundemo (respectively). Olson suggested that the new projects for next year get firmed up so that any necessary surveying could be completed in the fall before freezing.



Office Rent	\$3,000.00
Dues	\$1,300.00
Accounting, Supplies, Postal	\$3,500.00
Audit	\$4,500.00
Watershed Maintenance, Office equipment	\$2,000.00
Travel	\$1,700.00
Meetings Registrations	\$2,000.00
Utilities	\$2,500.00
Gen. Project Engineering /Administration	<u>\$20,000.00</u>
 Total	 <u>\$74,500.00</u>

Whereas the proposed budget is an increase over budgets from previous years, the Watershed board is significantly more active in terms of engaging in projects and work completed, which results in increased costs. Olafson moved to approve the proposed budget as presented by Landin. O'Donnell seconded. Motion carried unanimously by the Board members present. The hearing will be August 22 at the same time as the regular board meeting.

**Warroad Community Development grant**

The Warroad Community Development grant of approximately \$12,000 was addressed at the Joint Powers Board meeting. These funds may be used for river cleaning.

**Round Table**


There have been changes to PERA's defined compensation plan, but it doesn't apply to WWD board members.

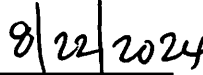
**Next Meeting**

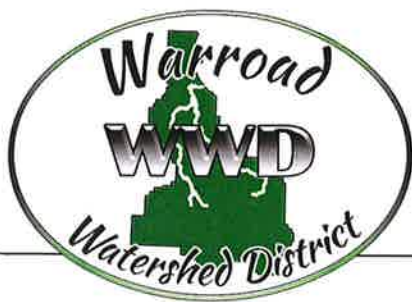
The next meeting will be Thursday, August 22, 2024.

**Adjournment**

The meeting was adjourned at 11:16 a.m. on a motion by Landin, second by Olafson, and unanimous vote of the Board.

  
 \_\_\_\_\_  
 Watershed Secretary

  
 \_\_\_\_\_  
 Date



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

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Joe Olafson, Jeff O’Donnell, and Keith Landin. Other attendees were Matt Fischer (Board of Water and Soil Resources), Vicki Dalager (WWD administrative support), Glenda Phillipe (Roseau County Commissioner), Kermit Jensen (Roseau County Commissioner), and Tyler Olson (Houston Engineering). 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 Landin, second by O’Donnell, and unanimous vote of the Board.

Olafson moved to adjourn the regular meeting, seconded by O’Donnell; the motion carried by a unanimous vote of the Board. The meeting was adjourned and the budget meeting hearing was opened.

**Budget Hearing**

President Thompson called the budget hearing to order at 10:05 a.m. The proposed 2024-25 budget was presented. Landin explained that the proposed budget was based on last year’s expenditures and totaled \$74,500.

Administration	\$ 34,000.00
Office Rent	\$ 3,000.00
Dues	\$ 1,300.00
Accounting, Supplies, Postal	\$ 3,500.00
Audit	\$ 4,500.00
Watershed Maintenance, Office equipment	\$ 2,000.00
Travel	\$ 1,700.00
Meetings Registrations	\$ 2,000.00
Utilities	\$ 2,500.00
General Project Engineering /Administration	\$ 20,000.00
<b>Total</b>	<b>\$ 74,500.00</b>

Landin moved to approve the budget for 2024-25 as presented, seconded by O’Donnell; the motion carried by a unanimous vote of the Board. O’Donnell moved to adjourn the hearing, seconded by Olafson; the motion carried by a unanimous vote of the Board.



The regular meeting of the WWD was called to order at 10:07.

**Secretary's Report**

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

**Treasurer's Report**

The Treasurer's Report was reviewed. Balances as of 8/19/2024 were:

Checking account	\$ 112,903.12
Debit Card account	\$ 1,004.00
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Houston Engineering	Streambank inv. 72288	\$ 8,052.85
Houston Engineering	Streambank inv. 72289	\$ 3,338.75
Keith Landin	Manager Compensation/Exp.	\$ 1,075.05
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation/Exp.	\$ 178.04
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp. (7/23-8/19)	\$ 1,010.39
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.36
Security State Bank	Bank Service Charges	\$ 1.00
Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 210.00

The final bills were reviewed for the construction contractors. Tony Nordby of Houston Engineering advised that Andrew J. Stoskopf Trucking still needed to submit additional paperwork; Nordby recommended that the payment be approved contingent on receiving the required paperwork.

Anderson Excavating	Final payment: Streambank	\$ 5,383.00
Andrew J. Stoskopf Trucking	Final payment: Streambank	\$10,118.14

Approval for payment of all bills was made, with a notation to withhold payment to Andrew J. Stoskopf Trucking until all required paperwork is received, on a motion by O'Donnell with a second by Olafson. Motion carried unanimously.

The managers present reviewed the final numbers submitted by Houston Engineering for the construction cost breakdown for each landowner.

	<u>Total Cost</u>	<u>Landowner share</u>
Olson	\$ 37,096.68	\$ 1,854.83
Thompson	\$ 29,215.00	\$ 1,460.75
Roberts	\$ 60,334.00	\$ 3,016.70
Lundemo	\$ 27,739.10	\$ 1,386.96
Eichenberger	\$ 19,586.90	\$ 979.35

Landin moved to approve the landowner costs as submitted and that the Watershed send invoices to the landowners accordingly, seconded 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**

Glenda Phillipe reported that Jeff O'Donnell and Brian Schaible were reappointed for another term as managers on the Warroad Watershed District Board.

Kermit Jensen discussed a phone call from Dave Battles regarding a beaver dam. Byron Cole has traps in the area and will monitor the situation. Permission to remove beaver houses needs to be sought from DNR Wildlife rep, Charlie Tucker.

Matt Fischer reported that watershed districts were notified recently of potential cuts to WBIF (watershed-based implementation funding) due to a forecasted budget deficit of \$14 million from last year going into this year. With new watersheds coming on at the same time as cuts are made, funding for each watershed district would decrease if there wasn't an increase in total funding. The most recent outlook looks better, but there will be additional forecasts forthcoming. If WBIF gets back on the chopping block, there may be another call to action to advocate to our legislators for continued funding in order to keep getting valuable projects done.

### **Old Business**

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

No meetings.

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

Tyler Olson reported that all streambank projects have been completed. He will get bank levels measured, as-built surveys updated, and photos taken for documentation. Landowners are satisfied with the projects.

Potential projects for next year were discussed. The following individuals have contacted the Watershed to inquire about areas of erosion concern: Chuck Lindner, Barb Johnson, Christine and Brian Farnes, and George Marvin. James Erickson also noted a concern, but the cause isn't likely erosion. Olafson will look at two sites. Nordby reminded those present that evaluation of potential sites needs to include documented phosphorous sediment reduction loads. Fischer noted that the primary purpose needs to be water quality and he emphasized documenting the resource concern.

#### **Evaluate potential Warroad River storage projects**

Matt Fischer reported that new funding has been allocated to the DNR for peatland restoration. Previous efforts by the WWD were suspended due to DNR resistance to the proposals and Lake of the Woods County's decision to pursue wetland credits.

#### **Conservation Corp – River Clean-up**

Landin reported that a letter was sent before the start of the river clean-up efforts from WWD to thirty-three landowners who have riverfront property. He reported positive comments from

landowners allowing access to the crews with some people offering to burn the removed debris over the winter. A crew of 5-6 individuals is working on the project currently and a group of 12-13 will be working the second week. The crews have found the water to be deeper than expected and there are many log jams. Landin suggests that another letter be sent to landowners to give them an update after this year's work is finished.

**Roseau County Funding for Ditch 10**

This item can be removed from future agendas.

**Beaver dam removal update**

Discussed earlier in the meeting. No other concerns have been reported.

**Permits**

The Warroad Watershed District received a permit application from MN DOT regarding the bridge (#9059 on Highway 11) replacement project in Warroad. Landin moved to approve the permit with a second from O'Donnell. Motion carried unanimously.

**Updating Rules of the Warroad Watershed District**

Landin contacted the attorney at Rinke Noonan to get a status on the review of the Rules update. They are quite backed up on their workload and will try to get at the project as soon as possible.

**PRAP Recommendations and Strategic Planning**

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

**Admin support**

No report.

**New Business**

Landin shared a communication from MCIT indicating that WWD's property casualty and workers compensation premiums are estimated to go from approximately \$2,000/year to approximately \$1,700/year.

**Round Table**

None.

**Next Meeting**

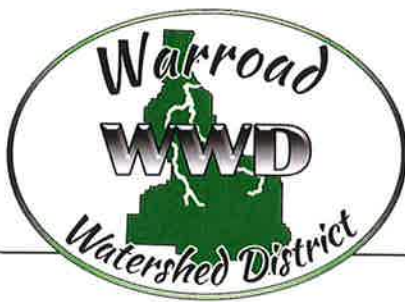
The next regular meeting will be held Thursday, September 26, at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 10:52 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

  
\_\_\_\_\_  
Watershed Secretary

9/26/2024  
\_\_\_\_\_  
Date



**Meeting Minutes of the Board of Managers  
 Warroad Watershed District  
 Warroad, MN  
 September 26, 2024**

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Joe Olafson, Brian Schaible, and Keith Landin. Other attendees were Vicki Dalager (WWD administrative support) and Glenda Phillipe (Roseau County Commissioner). Matt Fischer (Board of Water and Soil Resources) and Tony Nordby (Houston Engineering) 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 Olafson, and unanimous vote of the Board.

**Secretary's Report**

The August 22, 2024, meeting minutes were reviewed. The minutes were approved on a motion by Olafson, second by Landin, and unanimous vote of the Board.

**Treasurer's Report**

The Treasurer's Report was reviewed. Balances as of 9/23/2024 were:

Checking account	\$ 114,191.13
Debit Card account	\$ 1,433.37
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

**Invoices and bills payable:**

Houston Engineering	Streambank inv. 72896	\$ 1,569.03
Houston Engineering	Streambank inv. 72897	\$ 1,224.75
Keith Landin	Manager Compensation/Exp.	\$ 608.90
Joe Olafson	Manager Compensation/Exp.	\$ 176.70
Brian Schaible	Manager Compensation	\$ 170.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp.	\$ 1,017.93
Byron Cole	Contractors – beaver trapping	\$ 150.00
Northland Trading Post	Legal Notices – budget hearing	\$ 107.80
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.47
Security State Bank	Bank Service Charges	\$ 1.00

Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 235.00

Approval for payment of all bills was made on a motion by Olafson with a second by Schaible. Motion carried unanimously.

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

**Visitor(s)/Public Comment**

Glenda Phillipe reported that the DNR plans to build a new retention pond by the Bemis trout stream that will make it easier for trout to get upstream and that will reduce flash flooding for landowners. Additionally, she reported the county levy is set for 7%, but that will decrease.

**Old Business**

**Joint Powers Board and Implementation Committee (IC) Update**

No meetings.

**Beaver dam removal update**

Landin reported that there is a beaver dam on Clausner Creek near Steve Yanok's property that needs to be removed. Tyler Wulff expressed interest in removing it. Olafson moved and Schaible seconded to approve Tyler Wulff for removing the beaver dam at this location. Motion carried unanimously.

**Permits**

Schaible reported that he issued the executed permit to MN DOT for the bridge (#9059 on Highway 11) replacement project in Warroad which was approved at the August 22 WWD meeting.

**Updating Rules of the Warroad Watershed District**

Landin again contacted the attorney at Rinke Noonan to get a status on the review of the Rules update. The attorney indicated that review of the rules had commenced and had hoped the work would be completed by this meeting. Unfortunately, nothing was received prior to the meeting.

**PRAP Recommendations and Strategic Planning**

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

**Admin support**

Vicki Dalager reported that the auditor sent a list of items required for the audit, which she compiled and submitted. The auditor indicated that they will likely commence the work in November. We may be asked to provide more information at that point.

**Conservation Corps – River Clean-up**

Landin reported that he received a request from the Conservation Corps to complete a review of this summer's project. He will provide the requested information and return it. With that, this year's work with the Conservation Corps on the river clean-up project will be complete. A total of approximately 1 mile was completed.

WWD's application has been approved for next year, with a request of 600 hours.

### **Additional River Clean-up and funding sources**

Landin suggested that since only one mile was completed by the Conservation Corps, WWD should look at getting a contractor in the winter to clean some of the log jams out. The Roseau River Watershed District had similar work completed on the Roseau River. Ideally, the goal would be to get work done this winter.

Matt Fischer stated that BWSR didn't have any sources of funding available to pay for a project like this. There may be grants through the DNR with conservation legacy funding. There are traditional and expedited funding grants. The match is 10 percent. Matt Fischer and Tony Nordby suggested that the WWD contact the DNR to see what grant would best match WWD's goals before applying for a grant.

After inquiring whether Tony Nordby would be willing to have the discussion with DNR representatives on behalf of WWD, Landin moved to have Tony Nordby of Houston Engineering research this to determine the best option with the DNR and then move forward with the grant application. Schaible seconded the motion. Motion carried unanimously. Discussion followed about how the work would be completed, other types of funding that may be available, and possible approaches for the grant application.

A letter was sent to update the landowners who have riverfront property.

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

Tony Nordby reported that everything has been completed on the streambank projects. The record drawings were completed and sent to us for filing.

Nordby inquired about future projects that Houston Engineering would need to work on getting surveyed this fall. Olafson reported that Chuck Lindner wants to have streambank stabilization work done next summer. He also indicated that he needs to visit Barb Johnson about her concerns on her property. Jim Hallan may be interested as well.

Vicki Dalager reported that she contacted Tony Nordby after Corryn Trask of Lake of the Woods SWCD, on behalf of the Joint Powers Board, inquired about how much more in engineering billing WWD anticipated needing for the final stretch of the FY2022 grant cycle. Ideally, they would like to have everything spent out in September and October, but the absolute latest for getting the final invoices for FY22 would be mid-December, which would mean that it would need to be approved at the November meeting. Nordby explained that Houston Engineering could be flexible enough to accommodate whatever timeline was needed to spend out our funding.

### **New Business**

None.

### **Round Table**

None.

### **Next Meeting**

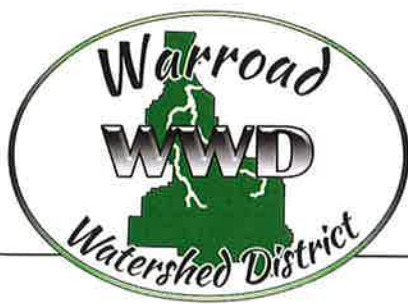
The next regular meeting will be held Thursday, October 24, at 10:00 a.m. The fourth Thursday of November falls on Thanksgiving Day, so the November meeting was tentatively scheduled for Tuesday, November 26.

**Adjournment**

The meeting was adjourned at 10:53 a.m. on a motion by Olafson, second by Schaible, and unanimous vote of the Board.

Brian Schaible                      10/24/2024  
Watershed Secretary                      Date





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

Warroad, MN  
 October 24, 2024

**Attendance**

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

**Call to Order**

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

**Agenda**

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

**Secretary's Report**

The September 26, 2024, meeting minutes were reviewed. The minutes were approved on a motion by Olafson, second by Landin, and unanimous vote of the Board.

**Treasurer's Report**

The Treasurer's Report was reviewed. Balances as of 10/21/2024 were:

Checking account	\$ 112,607.09
Debit Card account	\$ 1,418.95
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Keith Landin	Manager Compensation/Exp.	\$ 742.42
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 420.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 250.00
Vicki Dalager	Contract Admin/Exp.	\$ 697.77
Roseau Co. SWCD	Contracted Services/Engineering	\$ 279.94
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.47
Security State Bank	Bank Service Charges	\$ 1.00

Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 235.00

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

Approval for payment of all bills was made on a motion by Schaible with a second by O’Donnell. Motion carried unanimously.

**Visitor(s)/Public Comment**

Glenda Phillipe reported an upcoming Joint Powers Board meeting on Monday. A discussion of Bednar Dam ensued. Landin expressed that the dam isn’t maintained by the DNR so beaver activity renders the weir ineffective for temporarily holding back water during high water events. Phillipe recommends getting influential individuals involved to make progress on the project.

Thompson reported that the Roseau River Watershed has embarked upon a project at the Roseau Golf Course (owned by the City of Roseau) which is a drainage ditch where layers of iron mixed with sand treat the water and remove phosphorus before water drains into the river. Johnny Miller, owner of Warroad Estates Golf Course, approached Thompson with interest in potentially doing the same type of project. Matt Fischer explained that this type of project is considered a capital improvement, so the minimum life expectancy is 25 years. WWD is free to pursue preliminary engineering using watershed-based funding. It would need to be determined who would take care of the operation and maintenance. Tony Nordby explained that maintenance includes tilling of the top layer to keep the sand/iron mixture stable so it doesn’t harden. After about 30 years, the sand may need to have more iron blended into it. Nordby explained that there are some berms built in the ditch as well as drain tile with clay plugs that hold back some water which allow smaller event rainfalls to soak through the iron material. There are multiple funding sources for this project. Thompson explained that water from the Warroad Airport crosses the golf course which has modified canals with a weir before it gets to the lake. The water held back by the weir is the irrigation source for the back nine holes of the golf course. No further action taken.

**Old Business**

**Joint Powers Board and Implementation Committee (IC) Updates**

Thompson reported that the next JPB meeting is Monday, October 28. Olafson reported that the IC met October 9. There is a small amount left from streambank engineering funds for FY22. To spend out engineering funds for FY22, Olafson suggested that the engineering for the Chuck Lindner and Jim Hallan projects be commenced. Houston Engineering submitted a quote for this work.

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

Tony Nordby gave a breakdown of the Houston Engineering quote for the Hallan and Lindner projects, which included being flexible on timing based on funding availability. Surveying should be done before snowfall sets in.

The remaining FY22 grant is \$2,965.80. The invoices to be paid from the FY22 grant monies need to be approved at the November meeting.

Landin moved to authorize Houston Engineering to begin preliminary and final design for the Hallan and Lindner projects and continue as long as we have monies available to complete the design. The Houston Engineering agreement was edited to show \$23,104 for the design work and the addition of the sentence, "The construction phase shown in the scope and fee schedule will be withheld and determined at a later date." Schaible provided a second to the motion, and it carried unanimously.

#### **Additional River Clean-up and funding sources**

Nordby reported that Houston Engineering on behalf of WWD has made some contact with some DNR personnel about cleaning the log jams from the Warroad River and it appears that it will be tough to get grants. They are still attempting to reach out to pertinent parties but have yet to hear back. The log jams in the channel are habitats for fish. Public access for recreation is not one of the scoring mechanisms for grants. Perhaps targeting sediment reduction will yield more success. Houston Engineering will continue to investigate possible funding sources.

#### **Conservation Corps – River Clean-up**

Landin reported that he completed a questionnaire from the Conservation Corps to review this summer's project and returned it. He reported that historically we have not received an invoice for the amount we agreed to pay for cost share and have not this year either. We need a paper trail, so we can't pay an amount without an invoice. Landin will follow up.

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

Landin reported a beaver dam was removed by Tyler Wulff on Clausner Creek near Steve Yanok's property.

#### **Permits**

A permit application was submitted by Jeff Thompson for a culvert on a crossing of County Road 136. Landin moved to approve the permit with a second by Olafson. Motion carried unanimously.

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

Rinke Noonan attorney John Kolb recommended minor changes in wording in the Rules draft. Thompson and Landin met with Matt Fischer to review the attorney's recommendations prior to this meeting. The file was updated by Matt Fischer who also gave a review of the timeline of the requirements leading up to the Rules hearing. A fee schedule for permits will need to be established.

Landin moved to adopt the proposed draft Rules dated October 22, 2024, to move forward with procedures for notification, and schedule a hearing to be held December 19. Schaible seconded the motion, which carried unanimously.

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

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

#### **Admin support**

None.

**New Business**

Landin reported that WWD received a communication from PERA (Public Employees Retirement Association) about an open enrollment period. Landin called PERA to inquire and found that the WWD managers don't qualify.

Landin also reported that the Minnesota Lakes and Rivers Association invited WWD to join the association. No action taken.

**Round Table**

Olafson updated the Board on the Jared Olafson and Joey Peterson streambank projects. Scott Johnson reported that construction funds are available for the Olafson project; the Peterson site is estimated to cost \$130,000, so that will need to be delayed until more funding is available.

Discussion was held on what the WWD needs to approve in terms of contractors and construction contracts since the Roseau SWCD has the lead on this project. The engineering was performed by Technical Service Area 1 Engineers and Technicians based in Thief River Falls. Scott Johnson submitted the DNR permit application. The landowner, Jared Olafson, signed a cost-share contract with SWCD and contacted contractors to receive quotes. Nick Brekke from LaValla Sand & Gravel of Baudette submitted a construction quote which was lower than the engineer's estimated cost of just under \$66,000 but he will be submitting a new quote due to late season construction. The DNR has yet to approve the permit.

Matt Fischer explained that if the Watershed District hires the contractor, then it falls under the municipal contracting law where the Watershed would be required to get sealed quotes. However, using the cost share contract that the Soil and Water customarily uses, the landowner hires the contractor, pays for the work, and then receives reimbursement. The landowner would get reimbursed 90% from the Joint Powers Board and 5% from the Watershed District. The Watershed District is basically a funding partner and would have an agreement with the landowner to kick in 5% not to exceed a certain dollar amount. Matt Fischer offered to look through everything to make sure the contracts and agreements are in order.

Landin moved that the Warroad Watershed District cover 5% of the actual cost of construction of the project, not to exceed \$3,000. O'Donnell seconded the motion. Motion carried unanimously.

**Next Meeting**

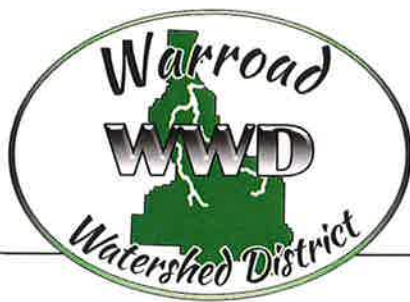
The next regular meeting will be held Tuesday, November 26, at 10:00 a.m. The December meeting will be held Thursday, December 19.

**Adjournment**

The meeting was adjourned at 11:49 a.m. on a motion by Olafson, second by Schaible, and unanimous vote of the Board.

  
\_\_\_\_\_  
Watershed Secretary

11/26/2024  
\_\_\_\_\_  
Date



**Meeting Minutes of the Board of Managers  
 Warroad Watershed District  
 Warroad, MN  
 November 26, 2024**

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Keith Landin, Joe Olafson, and Jeff O'Donnell. Other attendees were Tony Nordby (Houston Engineering) and Vicki Dalager (WWD administrative support). Matt Fischer (Board of Water and Soil Resources) joined the meeting online.

**Call to Order**

President Thompson called the meeting to order at 10:04 a.m.

**Agenda**

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

**Secretary's Report**

The October 24, 2024, draft meeting minutes were reviewed and a change was made on page 2. The updated minutes were approved on a motion by Landin, second by Olafson, and unanimous vote of the Board.

**Treasurer's Report**

The Treasurer's Report was reviewed. Balances as of 11/23/2024 were:

Checking account	\$ 129,439.66
Debit Card account	\$ 1,324.02
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Keith Landin	Manager Compensation/Exp.	\$ 458.53
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 325.53
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp.	\$ 708.89
Rinke Noonan	Legal fees for Rules review	\$ 1,782.00
Houston Engineering	Engineering - Streambank	\$ 6,155.69*
Houston Engineering	Engineering - Maint. (river snagging)	\$ 333.50
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.47
Security State Bank	Bank Service Charges	\$ 1.00

Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 235.00

\*Because the Houston Engineering invoice wasn't available prior to the meeting, Tony Nordby calculated what he thought the amount would be so the payment could be approved at this meeting. Landin moved to pay the amount of the finalized Houston Engineering invoice once it arrives, as long as it doesn't exceed Nordby's estimate of \$6,155.69 by more than 10 percent. Second by O'Donnell. Motion carried unanimously.

Approval for payment of remaining bills was made on a motion by Olafson with a second by O'Donnell. Motion carried unanimously. Landin moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

### Visitor(s)/Public Comment

None.

### Old Business

#### **Joint Powers Board and Implementation Committee (IC) Updates**

Thompson reported that the most recent JPB was a typical late-in-the-year meeting to finalize bills for the year and to manage year-end grant spending. Olafson reported that there won't be an IC meeting before January.

#### **SWCD Streambank stabilization project**

Thompson reported that he signed the WWD/SWCD cost-share document. This project will be started in the spring. The DNR permit has been approved.

#### **Houston Engineering: Warroad River Clean Water Grant bank stabilization**

Tony Nordby reported that the Hallan and Lindner surveys have been completed. The landowner agreements still need to be signed. Houston Engineering will have the project designed and will secure DNR permits so that everything is ready for construction pending funding availability.

#### **River Clean-up**

Nordby reported that there doesn't seem to be funding available for the river snagging and clean-up project. The DNR has "Get Out More" grants available, but little is known about this program.

Landin spoke with the Conservation Corps about the \$2,500 cost share that WWD agreed to pay. He was told that there is no mechanism for the Conservation Corp to bill the Watershed District and there is no need to pay it because it is covered by Clean Water funding.

A discussion was held about hiring a contractor to clear log jams and remove downed trees, as well as the best way to structure payment for this work. Landin moved to use WWD funds to hire a contractor to snag and clean the river starting on the West Branch where the Conservation Corps left off and to direct Tony Nordby to proceed with putting together an information packet for potential contractors, contacting potential contractors, and coordinating with the DNR about the project. Second by O'Donnell; motion carried unanimously. Warroad Community Development still has funding allocated for river cleanup. Olafson will contact Rick Trontvet about using the Warroad

Community Development funds. Funding sources for this project will be \$20,000 from WWD and \$15,000 from WCD.

Landin reported that Tim Paquin will burn the logs this winter which were removed by the Conservation Corps. Paquin can submit an invoice for this work if he wishes to be paid.

**Beaver dam removal update**

None.

**Permits**

None.

**Updating Rules of the Warroad Watershed District**

BWSR sent their approval of the draft Rules. The public hearing for the Rules is December 19. Matt Fischer explained that the procedure is as follows: open the regular meeting, adjourn it, hold the hearing, close the hearing, and then move to approve the Rules at the meeting right afterward. After the Rules are adopted, a fee schedule needs to be set and adopted.

**PRAP Recommendations and Strategic Planning**

Olafson reviewed and edited the data inventory for the WWD data policy.

**Admin support**

Arlo Burress will be raising the WWD rent from \$235 to \$300/month beginning July 1. We will need to make other arrangements for internet service by the end of the year. Marco IT helpdesk is needed to get the copier scanner to work again; this is likely not covered by our service contract.

**New Business**

None.

**Round Table**

Landin has taken the minutes from July 2023 to June 2024 and highlighted items to include in the annual report. He passed the hard copies to Brian Schaible for him to review and provide feedback. This project is a work in progress.

Landin suggested that the WWD should have an individual to do river maintenance project work such as monitoring beaver dams, on-site preparation for projects, and other work requiring physical capability.


**Next Meeting**

The next regular meeting will be held Thursday, December 19, at 10:00 a.m.

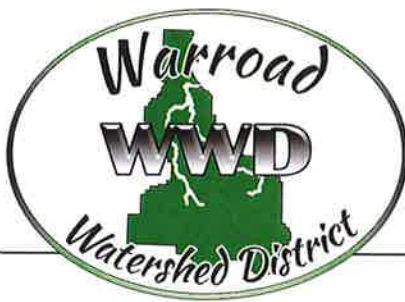
**Adjournment**

The meeting was adjourned at 11:16 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  
December 19, 2024**

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Keith Landin, Brian Schaible, Joe Olafson, and Jeff O'Donnell. Other attendees were Glenda Phillipe (Roseau County Commissioner), Kermit Jensen (Roseau County Commissioner), Dan Trosen (City of Warroad Utilities Superintendent), and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) 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 Olafson, and unanimous vote of the Board.

Olafson moved to adjourn the regular meeting, seconded by Schaible; the motion carried by a unanimous vote of the Board. The meeting was adjourned and the public hearing for the Warroad Watershed District Rules was opened.

**Rules Hearing**

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

A written comment was shared from Anthony Pirkl, Lake of the Woods County Public Works Director, and Cody Hasbargen, Lake of the Woods County Commissioner Board Chair, with concern about the requirement for permitting (the second item on page 3) which states: "Any person or agency of the State of Minnesota or political subdivision undertaking an activity for which a permit is required by the District rules must first submit a permit application."

Whereas the WWD Board's intention was to eliminate the necessity for permits that are already permitted by the appropriate city, county, state or federal entity, the second paragraph on page 3 appears to contradict that intent. Thompson and Landin will contact Matt Fischer at BWSR to discuss clarifying this portion of the Rules to be clear on permit requirements for public entities to convey that unless there are drawings which have been certified by a PE, a permit will be required. The WWD will need to go through the rules update process again including legal notification, BWSR review, comment period, and public hearing.

Olafson moved to adjourn the hearing, seconded by Landin; the motion carried by a unanimous vote of the Board.

The regular meeting of the WWD was called to order at 10:11.

**Secretary’s Report**

The November 26, 2024, draft meeting minutes were reviewed. The updated minutes were 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. Balances as of 12/16/2024 were:

Checking account	\$ 127,128.52
Debit Card account	\$ 1,309.60
CD	\$ 10,000.00

Landin highlighted financial transactions since the last meeting and bills for the month ahead. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Houston Engineering	Engineering - Streambank	\$ 7,464.75
Wulff Contracting	Contractor: Beaver dam removal	\$ 600.00
Northern Lights Region	Legal Notices	\$ 108.00
Roseau Times Region	Legal Notices	\$ 137.70
Keith Landin	Manager Compensation	\$ 350.00
Jeff O’Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 125.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp.	\$ 724.96
Marco	Office supplies: copier scanner repair	\$ 131.25*
Microsoft	Microsoft 365 software subscription	\$ 13.42
Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 235.00
Security State Bank	Bank Service Charges	\$ 1.00
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.37

\*Because the Marco service contract does not include helpdesk IT support, the phone call to repair the copier’s scanning capability was billed at \$42+ for 15 minutes. We will need to utilize this service when we change our ISP. However, helpdesk IT support can be added to the existing service contract for \$10/month. By making this addition, the \$131.25 balance due would be credited and replaced by a \$10/month charge, which can be cancelled at a later date. Olafson moved to add the \$10/month Marco helpdesk support to the existing service contract. Second by Landin. Motion carried unanimously.

Olafson suggested looking at utilizing TSA (Technical Service Area), with which Roseau County SWCD contracts, for engineering on future projects to reduce costs for engineering. They do not manage the construction contract like Houston Engineering would. Scott Johnson will provide more information at a future meeting.

Olafson moved to approve the Treasurer’s Report, with a second by O’Donnell. Motion carried unanimously. Approval for payment of bills was made on a motion by Landin with a second by O’Donnell. Motion carried unanimously.

### Visitor(s)/Public Comment

Dan Trosen, City of Warroad Utilities Superintendent, reported to the Board about the Red River Basin Water Quality Offset Plan to reduce phosphorus levels. MPCA wants to impose a phosphorus limit. The City's lagoon goes to the Red River and Lake Winnipeg, whereas the City's storm water goes to Lake of the Woods. WWD was asked to notify the City about projects resulting in phosphorus reduction. The City is willing to share the costs associated with identifying phosphorus reduction. Reduced phosphorus results in credits for the City. Trosen reported that a dam and retention wall with removable sections for flood mitigation will be installed by Taylor Road bridge.

### Old Business

#### **Joint Powers Board and Implementation Committee (IC) Updates**

No meetings.

#### **SWCD Streambank stabilization project**

On hold until spring.

#### **Conservation Corps: River clean-up**

No updates.

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

None.

#### **Permits**

None.

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

More work needs to be done on the Rules regarding permitting requirements for public entities. Landin moved that Thompson and Landin work on rewording the Rules. Olafson seconded the motion, which carried unanimously. Thompson and Landin will work with Matt Fischer to rework the document and contact the attorney if necessary. The deadline to submit written comments needs to be at least 10 days before the hearing.

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

An updated data inventory was reviewed. A discussion ensued about what constitutes full-face photography and to what extent WWD's data inventory should prohibit sharing images. Glenda Phillipe will check with the County to see whether this provision is included in its data policy and how they handle it in terms of publicly sharing photos of public officials.

#### **Houston Engineering: River Clean-up**

Tony Nordby provided an update of the Warroad River Clearing and Snagging project which included an overview, a discussion of landowner communications, and a bid packet. He will collect quotes to review them with the Board at the January meeting.

Olafson contacted Rick Trontvet with Warroad Community Development and confirmed there is \$15,000 to \$17,000 grant money available. The projects as part of the DNR's "Get Out More" program appear to be predetermined and are not being awarded through an open grant process at this time.

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

Nordby suggested that landowner agreements wait to be signed until after engineering construction estimates are in hand. For future projects, it would be useful to have a separate document to utilize earlier in the process before engineering costs are incurred.

As it pertains to the previous discussion of phosphorus reduction, Nordby explained that phosphorus reduction data for all projects have been reported to Janine Lovold of Roseau County SWCD who records it with BWSR. He will contact her to pull the records of past projects for the Board to provide to the City of Warroad.

**Admin support**

Arrangements for a different internet service need to be made by the end of the year. O'Donnell moved to authorize Vicki Dalager to research and secure an internet service provider for the WWD office. Schaible seconded the motion which carried by a unanimous vote of the Board.

**New Business**

**Annual Report**

Landin reviewed the meeting minutes from July 2023 to June 2024 to highlight items to be included in the annual report before passing them to Schaible to do the same. Dalager will compile an annual report draft from the highlighted notes. The Peterson Company has completed the audit, so the summary will be included at the end of the annual report. Thompson and Landin signed the management representation letter.

**DNR Meeting**

Landin and Olafson met with DNR's Charlie Tucker who informed them that the DNR is working on a project to reestablish peat flooding in Beltrami, which will slow gas emissions from the peat. They are working on getting abandonment of ditches. They have taken WWD's previous work from Houston Engineering and used it to develop a plan which aligns with WWD's goal of holding back water. The DNR has funding sources for the project. The plan involves keeping water on the landscape and will result in a pre-settlement state (pre-ditching).

**Round Table**

None.

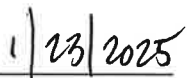
**Next Meeting**

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

**Adjournment**

The meeting was adjourned at 11:38 a.m. on a motion by O'Donnell, second by Landin, and unanimous vote of the Board.

  
\_\_\_\_\_  
Watershed Secretary

  
\_\_\_\_\_  
Date