

**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.

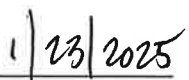
**Next Meeting**

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.

  
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Watershed Secretary

  
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Date