

**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

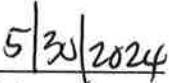
The next meeting will be held on Thursday, May 30, at 10:00 a.m. Since this is a departure from the usual fourth Thursday of the month, notices will need to be posted on the meeting room door as well as on the website.

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