



**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