

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.

**Conservation Corp – River Clean-up**

Landin reported that the Conservation Corp will have a crew working on Warroad River clean-up August 19-22 and potentially August 26-29. A total of 750 hours was approved with a \$2,500 payment contribution from the Warroad Watershed District. A contract was sent to the Watershed to sign and return. O’Donnell moved to approve clean water grant funds for work by the Conservation Corp and to sign the contract between the Warroad Watershed District and the Conservation Corp. Olafson provided a second to the motion, which carried unanimously by those present. Landin will complete and return the documents to the Conservation Corp representative.

**Roseau County Funding for Ditch 10**

Kermit Jensen reported that the Coles informed him they do not wish to be contacted about this project again.

**Beaver dam removal update**

No new updates.

**Permits**

The board received a permit application from Craig Colden and Phil Kotta regarding water drainage between their properties and property owned by LeRoy Jaros. The township has jurisdiction over this matter. Landin suggested that, even though the township has jurisdiction, the WWD board could make a statement for or against the request. Olafson suggested contacting the township before making a recommendation of a solution. He volunteered to talk to the township leadership to urge them to make a decision and offer support from WWD.

**Updating Rules of the Warroad Watershed District**

There has been no communication about the Rules update from the Rinke Noonan attorneys. Landin will reach out to them to get a status update on the project.

**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**

**Letter of engagement for accountant for audit – Peterson Company**

Peterson Company sent a letter of engagement for this year’s audit. Their fee has increased from \$3,000 to \$4,500 for the audit. Landin moved to sign the letter of agreement to have Peterson Company conduct the audit, second by O’Donnell. Motion carried by unanimous vote of the board members present.

**2025 Budget review for August hearing**

Landin presented a proposed budget for the 2024-2025 fiscal year. Given that costs have increased across the board over the past few years, the new budget should reflect those increases. The proposed budget would include the following:

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
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**

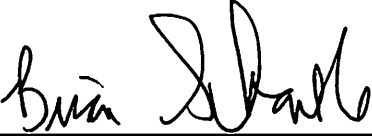
There have been changes to PERA's defined compensation plan, but it doesn't apply to WWD board members.

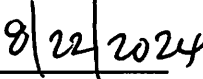
**Next Meeting**

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.

  
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 Watershed Secretary

  
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 Date