

# Meeting Minutes of the Board of Managers Warroad River Watershed District

WRWD Office in Warroad, MN

January 22, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:00 pm. Managers who are present include Bill Thompson, Joe Olafson, Keith Landin, and Brian Schaible. Manager Jeff O'Donnell was absent. Scott Johnson – Roseau Co SWCD, Todd Miller, John Horner – Roseau County Commissioner and Nate Dalager – HDR Engineering were also present.

- **Agenda**

The Agenda was approved, upon a change in order moving **Item G.a Nate Dalager Presentation** to follow immediately after **Item A.b. Approve agenda**, on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

## New Business

- **Nate Dalager (HDR Engineering) Presentation – Warroad Park Plan**

Todd Miller provided background on the project. Miller talked to the City of Warroad about moving the project forward and retaining an engineering firm. Miller had several meetings with the MnDNR and Army Corps of Engineers who indicated they are willing to assist in moving the project forward. The engineer (HDR Engineering) will facilitate securing a permit for the project. The city is requesting “seed” money from the WRWD to help cover the engineering costs to make an application for a permit for the project.

Nate Dalager began his presentation to the Board. Miller further clarified that he started work on this project while he was on the Roseau County Board of Commissioners. The City asked Miller to continue work (voluntarily) on the project since he is quite familiar with it. The City has retained HDR Engineering for developing the concept and making application to the DNR for the project. Dalager went on to say it was his charge, working for the City of Warroad, to develop a concept for developing a channel to gain access to the lake from the city campground. Dalager worked to develop a working subcommittee upon which Keith Landin sit along with representatives from the County and City. This subcommittee has been working on this project for about a year. Dalager said the DNR, at this time, is open to a concept application that they could possibly permit.

Dalager went on to say there was a project that was permitted in about 1980 that included an access channel that extended from the campground channel, behind the pool to the current jetty location. This 1980 project ultimately failed for various reasons but, according to Dalager, it was just a bad idea. The estimated cost was \$500,000. The city wants no part of this project despite the fact DNR thought this project, in recent conversations in 2018, was still a viable project. Dalager presented an alternative that directed the channel under the Taylor Road bridge out 1400 foot from the bridge into Lake of the Woods. The channel would be excavated from the bridge the entire 1,400 feet. The DNR was concerned about lateral drift (movement of sand) and its impact on the ecosystem with this concept. HDR was able to show that lateral drift was not an issue. There may be maintenance involved with the channel including dredging which the city understands but the impact on the ecosystem would be extremely small. The DNR is asking for an alternatives analysis that demonstrates the infeasibility of the 1980

permitted project. They would then consider the alternative of an excavated channel from the Taylor Road bridge. This project would be part of a larger project to address flood damage reduction, dock and park facilities, and safe harbor access. HDR's charge is focused only on getting a permit for access to the lake.

A survey by the Roseau County Highway Department along the proposed channel revealed little change in the channel profile from 2014 to 2018. Dalager stated, based on the survey, that the shore is stable and that there is little sand movement. The proposed boat channel would have little impact. HDR hopes to get a concept permit application to the DNR soon. HDR gave the City a proposal in August 2018 to get to a permit application for \$41,000. The City could not justify this level of spending (the City is also pursuing grant money) for only the permit application. HDR then suggested a \$10,000 expenditure by the city for the survey and additional meetings with the DNR to get closer to the permit application. Dalager indicated an additional commitment of funds from the WRWD would aid in preparation of the concept permit application. Construction costs would likely be covered by grant monies separately. John Horner asked if the city had completed an economic impact study on this project. Dalager indicated there is an overall master plan for the park. It is outdated but to secure grant money for construction, the park must be designated a regional park. The process to secure this designation has begun. The city intends to make a grant application as a regional park which will increase the chances of grant approval. The permit is not a condition of the grant. According to Miller, there was an economic study completed related to the 1980 project which was very favorable and is likely why the project was granted a permit. But the city, at the time, said there were too many issues to make it feasible. HDR and the city feel positive about the prospects for a permit about this proposed project. The grant money that would pay for construction for this project, if approved, would not be available until March 2020. The city needs to achieve regional park designation to be successful in being awarded a grant. Funds requested of the WRWD at this time is for completion of an alternatives analysis and presentation to the DNR and Corps of Engineers.

Olafson said this type of project fits with the mission of the WRWD. The economic impact of this project is significant. The City is requesting additional funding from the WRWD to complete the concept permit application. An award of **\$10,000** was approved to the City of Warroad on a **motion** by Olafson and **second** by Landin and unanimous vote the Board.

#### Secretary's Report

- **December 19, 2018 Meeting Minutes**

The December 19, 2018 Minutes were reviewed. Secretary's Report was approved on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

#### Treasurer's Report

The checking balance is \$80,350.96 and the CD is \$10,000 as of December 31, 2018. The interest rate on the CD will be about 1.2% per year in 2019.

An invoice in the amount of \$172.00 was received from Houston Engineering for project management related to in-channel assessment. Annual dues for membership in the Minnesota Association of Watershed Districts (MAWD) are due in the amount of \$764. The invoice and dues were approved for payment on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

#### Visitor(s)/Public Comment

- John Horner – Roseau County Commissioner. Horner attended the Association of Minnesota Counties (AMC) recently at which he attended a One Watershed One Plan meeting among others.

**Special Report**

None.

**Old Business**

- **1W1P Governance Policy**  
Thompson said he did not attend any meetings. He had received a call from County Commissioner Russ Walker who indicated that the Association of Minnesota Counties (AMC) does not appear to be in favor 1W1P and may be attempting to dismantle it in its entirety. If 1W1P fails, it means more work for individual watersheds in developing their own plans. There is meeting coming up in February 2019.
- **Beaver Dam Removal Update**  
Landin reported he had not received a bill from Loren Horner yet for dam removal. He will follow up with Horner. Scott Johnson reported that funds for beaver dam removal have been exhausted. WRWD would have to cover costs until more funds become available.
- **Palmquist Permit**  
No further action on this.
- **Carter Hontvet complaint**  
Nothing new to report.

**New Business**

- **Advisory Committee**  
Membership is outlined in statute 103D. Its purpose is to advise the WRWD on issues and priorities in the district. Committee members should live in the district and should be representative of various interests. Schaible will research statute 103D and summarize requirements for this committee. Need list of questions and prepare list of potential candidates.

**Round Table**


Landin received a note from Leroy Jaros indicating they installed two (2) culverts under permit fulfilling the notification requirements of the permit.

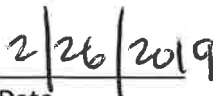
**Next Meeting**

The next Regular Meeting will be held on Tuesday, February 26, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:15pm on a motion by Olafson, second by Landin and unanimous vote of the Board.

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

  
\_\_\_\_\_  
Date

# Meeting Minutes of the Board of Managers Warroad River Watershed District

WRWD Office in Warroad, MN

February 26, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:05 pm. Managers who were present included Bill Thompson, Keith Landin, Jeff O'Donnell and Brian Schaible. Manager Joe Olafson was absent.

- **Agenda**

The Agenda was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

## Secretary's Report

- **January 22, 2019 Meeting Minutes**

The January 22, 2019 Minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$67,181.02 and the CD is \$10,000 as of January 31, 2019.

An invoice in the amount of \$1,024 was received from Horner Plumbing for beaver dam removal. A check in the amount of \$802.73 was received from Roseau County for partial levy payment. The invoice was approved for payment on a **motion** by Thompson, **second** by O'Donnell and unanimous vote of the Board.

The Treasurer's Report was approved on a **motion** by Schaible, **second** by O'Donnell and unanimous vote of the Board.

## Visitor(s)/Public Comment

None.

## Special Report

None.

## Old Business

- **1W1P Governance Policy**

Thompson said he will be attending a Roseau County work session on Tuesday, March 5. Thompson stated Roseau County needs to know whether WRWD will decide on a joint powers entity or collaboration. During this meeting, Thompson called Mike Hirst (Lake of the Woods SWCD) for clarification on a vote for an entity vs collaboration. Hirst confirmed that if any one member of the five in the 1W1P (Roseau County, Roseau County SWCD, Lake of the Woods County, LOW SWCD and WRWD) votes for collaboration, the entire group will default to a collaboration. For an entity to become effective, each member must be in favor of it (100% for an entity). Schaible made a **motion** that the WRWD favors the formation of a joint powers entity under the 1W1P governance structure. Landin **seconded** the motion and was approved by unanimous vote of the Board.

- **Beaver Dam Removal Update**  
Landin reported that Tony Jensen (trapper) is moving out of the area and that a replacement trapper will be needed.
- **Palmquist Permit**  
No further action on this.
- **Carter Hontvet complaint**  
Nothing new to report.
- **Advisory Committee**  
Several potential candidates who were willing to serve on the Advisory Committee were discussed.

**New Business**

- Landin suggested a dinner meeting hosted by the WRWD for new Advisory Committee members. This meeting could be followed by a public meeting reporting on in-channel assessment that was conducted by Houston Engineering. Landin **moved** to have a public meeting on Monday, March 18, 2019 at 7:00pm presenting the in-channel assessment preceded by an Advisory Committee dinner meeting at 5:30pm. The **motion** was seconded by Thompson and approved by unanimous vote of the Board. Information on the channel restoration project and harbor project will also be presented to the Advisory Committee.

**Round Table**

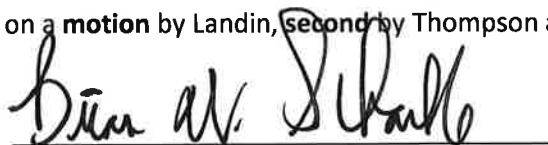
None

**Next Meeting**

The next Regular Meeting will be held on Tuesday, March 26, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 1005pm on a **motion** by Landin, **second** by Thompson and unanimous vote of the Board.

  
Watershed Secretary

3/26/2019  
Date

# Meeting Minutes of the Board of Managers Warroad River Watershed District

WRWD Office in Warroad, MN

March 26, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:05 pm. Managers who were present included Bill Thompson, Keith Landin, Jeff O'Donnell, Joe Olafson and Brian Schaible. Matt Fischer (Minnesota Board of Water and Soil Resources - BWSR) was also present.

- **Agenda**

The Agenda was revised by removal of Item F.d. *Carter Hontvet complaint* and approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

## Secretary's Report

- **February 26, 2019 Meeting Minutes**

The February 26, 2019 Minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$67,185.61 and the CD is \$10,000 as of February 28, 2019.

MAWD dues in the amount of \$764.00 and a statement from Houston Engineering in the amount of \$9,698.15 for engineering services related to the West Branch Restoration Project were both approved for payment on a **motion** by Landin, **second** by Schaible and unanimous vote of the Board.

The Treasurer's Report was approved on a **motion** by Schaible, **second** by O'Donnell and unanimous vote of the Board.

## Visitor(s)/Public Comment

- **Roseau County Commissioner.** None.
- **Matt Fischer** (BWSR) presented potential costs (wages) for a staff person and the maximum billing rate that would be reimbursable in a grant application. The cost for the WRWD to employ staff directly would be more than if we shared the cost of staff with other 1W1P partners. Olafson asked if there was a "payback" if we spend the funds on staff to secure grant funding. Fischer said there is a definite benefit to have someone dedicated to secure funding. By having staff, we can also conduct outreach to gain support for projects. Funding could be provided through levy. The WRWD can levy up to about \$52,000 per year. Grant funding is another source. We could consider accelerated implementation grants from BWSR to speed up getting projects under way. Fischer said he would look at other possible funding sources. Fischer said there is also a person from St. Paul that could write up a story on the West Branch Restoration Project. He said to let him know when work on the project resumes this spring so this person can visit the site.

**Special Report**

None.

**Old Business**

- **1W1P Governance Policy**  
The One Watershed One Plan (1W1P) is drafted. It describes the overall plan and potential projects. The bylaws and joint powers agreement will be drafted later. The WRWD will have to eventually contribute funds to the 1W1P. A pass through agent has not be determined yet to receive and process funds on behalf of the 1W1P. Matt Fischer described the process for 1W1P approval including public comment and hearings. The Plan does not contain a water management district which is a special taxing district based on a formula on how to charge. This can be added later. If the WRWD wants to add it now, it would be best to add it before the 1W1P goes to public comment. Upon further discussion, the WRWD will amend the Plan in the future, if needed. Fischer encouraged the WRWD to review the draft, particularly pp. 36 to 43 (Section 4) regarding WRWD priorities.
- **Beaver Dam Removal Update**  
Landin reported that a trapper is still needed.
- **Palmquist Permit**  
No further action on this.
- **Advisory Committee**  
Members of the Advisory Committee were named at a dinner meeting hosted by the WRWD on March 18, 2019 including Jeff Hellquist, Art Krahn, Loren Arveson, Scott Kezar and Marv Dahlberg. Hellquist was named chair while Krahn was named recorder for the Committee.

**New Business**

- Bill Thompson reported he will attend a work group meeting on April 18, 2019 to discuss the Environmental Quality Incentive Program (EQIP) at the NRCS office.

**Round Table**

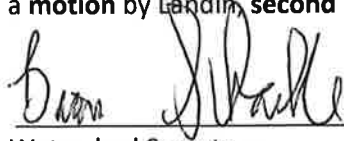
None.

**Next Meeting**

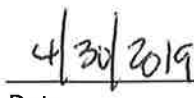
The next Regular Meeting will be held on Tuesday, April 23, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:10pm 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 River Watershed District

WRWD Office in Warroad, MN

April 30, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:00 pm. Managers who were present included Bill Thompson, Keith Landin, Jeff O'Donnell, and Brian Schaible. Manager Joe Olafson was absent. Scott Johnson (Roseau County SWCD) was also absent.

- **Agenda**

The Agenda was revised by addition of Item F.e. *Environmental Quality Incentives Program (EQIP) Report*, addendum to Item G.a *Drew Parsley permit application*, and Item G.c. *Les Storey issue*, and approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

## Secretary's Report

- **March 26, 2019 Meeting Minutes**

The February 26, 2019 Minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$64,918.92 and the CD is \$10,000 as of March 31, 2019.

An invoice in the amount of \$1,137.59 from the Roseau County SWCD for administrative support was reviewed.

The Treasurer's Report along with the SWCD invoice was approved on a **motion** by O'Donnell, **second** by Thompson and unanimous vote of the Board.

## Visitor(s)/Public Comment

- **Roseau County Commissioner.** None.

## Special Report

- Keith had talked to Houston Engineering. Olson Construction intends to remobilize to finish the West Branch Warroad River Restoration Project in early June. They will start with the berm/sheet pile block. They will also complete clean up from grubbing.

## Old Business

- **1W1P Governance Policy**

Thompson reported that Roseau County Commissioners voted for a 1W1P entity (as opposed to collaboration) with conditions including that the 1W1P will not hire an employee and that it cannot secure debt, among others. These conditions will be incorporated into a joint powers agreement.

- **Beaver Dam Removal Update**



Landin reported he talked to Kermit Jensen who may be interested in trapping beaver this year. There have been no additional requests for dam removal.

- **Palmquist Permit**  
Removed this item from agenda.
- **Advisory Committee**  
Nothing to report.
- **EQIP Report**  
The Roseau County list of priorities were reviewed and revised at a meeting Thompson attended on April 18, 2019 at the NRCS office. This is done annually.

### New Business

- **Permit applications for Jaros, Colden and Parsley**  
Permit applications for Leroy Jaros, Craig Colden and Drew Parsley were reviewed. The Jaros and Colden applications were approved for permit on a motion by **Landin** and second by **O'Donnell** and unanimous vote of the Board. The Parsley application was approved for permit on a motion by **Landin**, second by **O'Donnell** and unanimous vote of the Board. Schaible was asked to fill out the permits, assign numbers and bring to next meeting for signatures.
- There was also a graphic that was received by Scott Johnson (not in attendance at this meeting) on behalf of the Board from Les Storey illustrating an issue or work he was apparently concerned about or proposing with no explanation. The Board tabled the Les Storey request or proposal subject to further needed information on a motion by Landin, second by O'Donnell and unanimous vote of the Board.

### Round Table

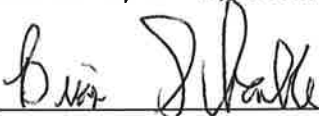
None.

### Next Meeting

The next Regular Meeting will be held on Tuesday, May 28, 2019 at noon.

### Adjournment

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:05pm on a **motion** by Landin, **second** by Schaible and unanimous vote of the Board.

  
Watershed Secretary

  
Date

# Meeting Minutes of the Board of Managers Warroad River Watershed District

WRWD Office in Warroad, MN

May 28, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:05 pm. Managers who were present included Bill Thompson, Keith Landin, Jeff O'Donnell, Joe Olafson and Brian Schaible. Scott Johnson (Roseau County SWCD) was also present.

- **Agenda**

The Agenda was revised by addition of Item G.a *City of Warroad* and *Cathy Sweeney permit applications*, and approved on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

## Secretary's Report

- **April 30, 2019 Meeting Minutes**

The April 30, 2019 Minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$62,075.92 and the CD is \$10,000 as of April 30, 2019. No outstanding bills at this time.

The Treasurer's Report was approved on a **motion** by Schaible, **second** by Olafson and unanimous vote of the Board.

## Visitor(s)/Public Comment

- **Roseau County Commissioner.** None.

## Special Report

- Landin reported that Houston Engineering had been in contact with Olson Construction regarding remobilizing mid-June as conditions allow.

## Old Business

- **1W1P Governance Policy**

Thompson reported the 1W1P is in a 60 day review period and that an open house is scheduled for June 24, 2019.

- **Beaver Dam Removal Update**

Nothing to report

- **Permits for Leroy Jaros, Craig Colden and Drew Parsley**

Nothing to report.

- **Les Storey Issue – Tabled**

The WRWD determined it does not have jurisdiction in this matter. The matter should be brought to the Township.

- **Advisory Committee**  
Nothing to report.

**New Business**

- **Discussion on Next Project: Sediment/Erosion Reduction in Warroad River**  
Landin suggested the next project for the WRWD should be erosion/sediment reduction and that we ask Houston Engineering to put together a proposal and scope of work. Scott Johnson said this project is on the list of identified projects in the 1W1P. Schaible moved that the WRWD contact Houston Engineering to develop scope of work and proposal. Landin seconded the motion and was approved on unanimous vote of the board.
- **Per diem increases**  
Thompson reported that the Minnesota legislature passed legislation allowing watersheds to increase their per diem allowance from \$75 to \$125.
- **Permit applications for City of Warroad and Cathy Sweeney.**  
City is requesting a permit for a culvert at a new approach off TH 313 for a new access road to a new lift station. Cathy Sweeney is requesting a permit for a new culvert for a new approach to a new house she is building. The city of Warroad permit was approved on a **motion** by Schaible, **second** by Landin and unanimous vote of the board. The Cathy Sweeney permit was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the board.

**Round Table**

Scott Johnson reported that a public relations individual from BWSR would like to write an article on the restoration project. Johnson also provided presented a form to be filled out for Olson Construction's surety company.

**Next Meeting**

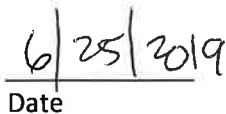
The next Regular Meeting will be held on Tuesday, June 25, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 12:50pm on a **motion** by Landin, **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 River Watershed District

WRWD Office in Warroad, MN

June 25, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:00pm. Managers who were present included Bill Thompson, Keith Landin, Joe Olafson and Brian Schaible. Manager Jeff O'Donnell was absent. Janine Lovold (Roseau County SWCD) was also present.

- **Agenda**

The Agenda was revised by addition of Item G.b. *New rent space*, and approved on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

## Secretary's Report

- **May 28, 2019 Meeting Minutes**

The May 28, 2019 Minutes were reviewed. Secretary's Report was approved, as amended, on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$59,506.66 and the CD balance is \$10,000 as of May 31, 2019. An amount of \$15,007.50 was received from Roseau County for first half tax levy. An invoice from Houston Engineering was received in the amount of \$750.10 for engineering services related to the West Branch Warroad River Restoration project. The HEI invoice was approved for payment on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

The Treasurer's Report was approved on a **motion** by Thompson, **second** by Olafson and unanimous vote of the Board.

## Visitor(s)/Public Comment

- **Roseau County Commissioner.** None.

## Special Report

- A written report from Houston Engineering regarding an update on the West Branch Warroad River Restoration project was reviewed.

## Old Business

- **1W1P Governance Policy**  
See below discussion regarding 1W1P approval.
- **Beaver Dam Removal Update**  
Nothing to report
- **Permits for Leroy Jaros, Craig Colden, Drew Parsley, City of Warroad and Cathy Sweeney.**  
Need to write up permits for Sweeney and City of Warroad which were approved at a previous meeting.

- **Advisory Committee**  
Nothing to report.

### New Business

- **1W1P approval**  
Janinie Lovold reported that the 1W1P review period ended on June 10, 2019. No public comments were received. The only comments received were from state agencies and the planning group. Houston Engineering will revise the plan based on the comments received. After the revisions are complete, each of the five groups (Roseau County, Roseau County SWCD, Lake of the Woods County, Lake of the Woods SWCD and Warroad River Watershed District) must approve the revised plan to send on to the state a second time. Lovold reviewed excerpts from the overall plan specific to the Warroad River Planning Region. A **motion** by Schaible and **seconded** by Landin was approved by unanimous vote of the Board to submit the revised 1W1P, when complete, to the state.
- **New rent space**  
Effective July 1, 2019, Arlo Burress is moving his office to Wabasha Plaza in Warroad. The Warroad River Watershed District was subleasing space from Burress. Olafson reported that Burress agreed to the same arrangement at his new location. Landin **moved** that the WRWD relocate its office to Burress' office in Wabasha Plaza which was **seconded** by Olafson and approved by unanimous vote of the Board. The new address for the office and meeting room will be 121 Wabasha Ave NE, Warroad, MN 56763. The mailing address (PO Box 77) remains the same. The WRWD web site will be updated to reflect the new address.

### Round Table

None.

### Next Meeting


The next Regular Meeting will be held on Tuesday, July 23, 2019 at noon.

### Adjournment

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:05pm 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 River Watershed District

WRWD Office in Warroad, MN

July 23, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:00pm. Managers who were present included Bill Thompson, Keith Landin, Joe Olafson, Jeff O'Donnell and Brian Schaible. Tony Nordby (Houston Engineering (HEI)) and Matt Fischer (Mn Board of Water and Soil Resources (BWSR)) were also present.

- **Agenda**

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

## Secretary's Report

- **June 25, 2019 Meeting Minutes**

The June 25, 2019 Minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$59,268.20 and the CD balance is \$10,000 as of June 28, 2019. An invoice from Roseau County SWCD was received in the amount of \$615.23 for administrative work for WRWD. The SWCD invoice was approved for payment on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

The Treasurer's Report was approved on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

## Visitor(s)/Public Comment

- **Roseau County Commissioner.** None.

## Special Report

- Tony Nordby (Houston Engineering) reported the contractor remobilized for the Warroad River Restoration Project. Sheet piling is being installed which will take about a week to complete. Rock and erosion control will probably start next week. HEI cost for services are at budget or slightly higher. Construction costs are running under budget. Next month we should know what the final costs will as the contractor completes the work.

Nordby also reviewed potential future in-channel restoration projects. He was looking at three (3) potential sites. Matt Fischer (BWSR) suggested all sites be combined into one project from a funding perspective. BWSR likes to see projects combined. Project selection is also affected by project access through adjacent property. Fischer stated projects are more competitive if they incorporate other measures to solve root problems like impoundment or retention/detention. The deadline for submitting an application for project funding is September 9, 2019. Projects require a local match of 25%. Grant money won't be available until spring 2020 and spread over three growing seasons. Nordby said the sites for potential projects were identified using

computer analysis. These sites should be field verified for needs and priorities. Nordby said HEI can field verify and prioritize the sites. HEI will get back to the WRWD with a recommendation. The WRWD may need a special meeting to consider HEI's recommendation.

**Old Business**

- **1W1P Governance Policy**  
Thompson reported the Policy Committee will consider final approval of the One Watershed One Plan (1W1P) at an August 21, 2019 meeting. State approval occurs on September 7, 2019.
  
- **Beaver Dam Removal Update**  
Nothing to report
  
- **Permits**  
No new report
  
- **Advisory Committee**  
Nothing to report.

**New Business**

O'Donnell **moved** to change the WRWD by-laws and per diem rate from \$75 to \$125. Landin **seconded** the motion and was approved unanimously by the Board. Landin will check with Janine Lovold (SWCD) about changing the by-laws.

**Round Table**

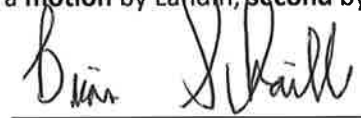
None.

**Next Meeting**

The next Regular Meeting will be held on Tuesday, August 27, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:10pm on a **motion** by Landin, **Second** by Schaible and unanimous vote of the Board.



Watershed Secretary

8/27/2019  
Date

# Meeting Minutes of the Board of Managers Warroad River Watershed District

WRWD Office in Warroad, MN

August 27, 2019

## Call to Order

- **Attendance**

President Thompson called the meeting to order at 12:00pm. Managers who were present included Bill Thompson, Keith Landin, Joe Olafson, Jeff O'Donnell and Brian Schaible. Tony Nordby (Houston Engineering (HEI)), Scott Johnson (Roseau County SWCD), Les Storey and Jon Knudson were also present.

- **Agenda**

The Agenda was amended to include item *F.e Safe Harbor Update* and approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

## Secretary's Report

- **July 23, 2019 Meeting Minutes**

The July 23, 2019 Minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

## Treasurer's Report

The checking balance is \$73,038.55 and the CD balance is \$10,000 as of July 31, 2019. An invoice from Houston Engineering was received in the amount of \$7,112.40 for project management related to the river restoration project. An invoice was also received from Olson Construction related to construction of the river restoration project. All invoices were approved for payment on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

The Treasurer's Report was approved on a **motion** by Schaible, **second** by O'Donnell and unanimous vote of the Board.

## Visitor(s)/Public Comment

- **Roseau County Commissioner**

None.

## Special Report

- Tony Nordby (Houston Engineering) reported the Warroad River Restoration Project is basically complete. They are waiting on final paperwork from contractors to release final retainage (about \$4,594). Final costs are coming in under the original contract due to less quantities than estimated.

## Old Business

- **1W1P Governance Policy**

Thompson reported the Policy Committee met on August 21, 2019. There was a general discussion on financials and by-laws along with verbiage of agreement among entities. Another meeting is scheduled for September 16, 2019.



- **Beaver Dam Removal Update**  
O'Donnell reported a beaver was in place near his house. Landin suggested we retain a trapper. O'Donnell said he will contact Isaac Krahn about trapping beaver. Russ Walker (County Commissioner) also had talked to O'Donnell about a beaver dam on Bull Dog Run. Walker had said the County is planning to lower culverts but will wait if a dam is there. It was decided to tell Walker this is a county matter.
- **Permits**  
Teresa Johnson had talked to Landin about a culvert some time ago. She has not gotten an application in yet.  
  
WRWD is in receipt of a permit application from the DNR for a 24" culvert for an ATV trail. The DNR permit application was approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.
- **Advisory Committee**  
Nothing to report.
- **Safe Harbor Update**  
Landin reported that Nate Dalager (HDR Engineering – Thief River Falls) reported via e-mail that the DNR will allow the permit application to move forward for the project. The City of Warroad is also working on classifying the area north of the swimming pool as a regional park which will allow access to grant money.

#### New Business

- **Potential Warroad River Clean Water Grant Sites**  
Nordby said he is prepared to look at the sites near Tveit, Phillipe and Fast. Nordby, Landin and Olafson will look at these sites this afternoon. Some are outside the numbered sites on the 1W1P and another HEI assessment. Nordby said the local match can be funded by a loan through BWSR which is 0% interest. Landin said we should consider increasing the levy to make loan payments. The WRWD will need to determine cost we are contemplating to know the amount of the levy.
- **Moranville Township Culvert Replacement**  
Olafson provided background on this matter. Moranville Township replaced a culvert under a township road. A permit is not required for a culvert replacement in a road by a township to maintain a road. The other concern was the length of culvert which was too long on the west end. The previous culvert was a 33" diameter. The new culvert is 48" diameter according to Les Storey. It was determined this is not a WRWD issue since this is a replacement of an existing culvert and the township is maintaining the road. Storey asked why WRWD would not have jurisdiction in this matter. After some discussion, it was concluded it would be good practice if the township would consult with the WRWD particularly if culvert size is changing and there are potential erosion issues. The WRWD should also discuss situations like this with Brian Ketring (Roseau County Engineer). Olafson will talk to Ketring about this.

**Round Table**

None.

**Next Meeting**

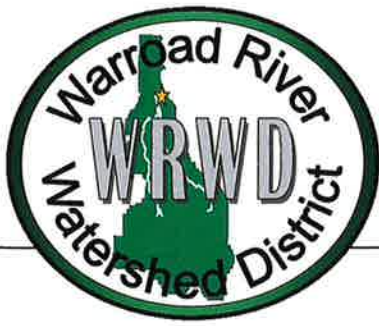
The next Regular Meeting will be held on Tuesday, September 24, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:16pm on a **motion** by OLAFSON, **second** by Landin and unanimous vote of the Board.

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

9/24/2019  
Date



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

WRWD Office in Warroad, MN  
**September 24, 2019**

**Call to Order**

• **Attendance**

President Thompson called the meeting to order at 12:15pm. Managers who were present included Bill Thompson, Keith Landin, Jeff O'Donnell and Brian Schaible. Manager Joe Olafson was absent. Tony Nordby (Houston Engineering (HEI)), Scott Johnson (Roseau County SWCD), Janine Lovold (Roseau County SWCD) and Isaac Krahn were also present.

• **Agenda**

The Agenda was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.

**Secretary's Report**

• **August 27, 2019 Meeting Minutes**

The August 27, 2019 Minutes were reviewed. Secretary's Report was approved, as amended, on a **motion** by Landin, **second** by Thompson and unanimous vote of the Board.

**Treasurer's Report**

The checking balance is \$70,528.09 and the CD balance is \$10,000 as of August 30, 2019. An invoice from Isaac Krahn in the amount of \$100 for beaver trapping was approved for payment on a **motion** Thompson, **second** by O'Donnell and unanimous vote of the Board. An invoice in the amount of \$4,594.24 from Olson Construction for final retainage on the river restoration project was approved for payment on a **motion** by O'Donnell, **second** by Thompson and unanimous vote of the Board. An invoice in the amount of \$3,239.07 from Houston Engineering for project management services related to the river restoration project was approved for payment on a **motion** by O'Donnell, **second** by Thompson and unanimous vote of the Board. An invoice in the amount of \$495.00 from Czeh, Wilson & Wilmer for accounting services was approved for payment on a **motion** by Thompson, **second** by O'Donnell and unanimous vote of the Board.

The Treasurer's Report was approved on a **motion** by Thompson, **second** by O'Donnell and unanimous vote of the Board.

**Visitor(s)/Public Comment**

- **Roseau County Commissioner**  
None.

**Special Report**

- None

**Old Business**

- **1W1P Governance Policy/Policy Committee**  
Thompson reported the 1W1P Policy Committee met on September 18, 2019. There was a discussion on minor changes to the plan and budget. The BWSR board will meet by the end of the month. The WRWD will have to sign the 1W1P within the 120 day period. The grant money potentially awarded by BWSR will be \$588,000. Landin suggested the WRWD work on a revised budget to increase the levy. The WRWD needs to submit a budget to the county to change the levy. Scott Johnson suggested contacting Matt Fischer (BWSR) for guidance on budgeting and the process to retain an administrator along with the process to secure grant funding. The WRWD should study increasing the budget to fund project matches and possibly the salary for an administrator. The WRWD will also need to look at landowner participation in the cost of projects that they benefit from directly.
- **Beaver Dam Removal Update**  
Isaac Krahn trapped two (2) beaver which seem to be all of them near Jeff O'Donnell's parcel along the East Branch of the Warroad River.
- **Permits**  
A permit application was received from Ryan Murry (Roseau County Highway Dept) to replace an existing 24" diameter culvert with a 36" diameter. The permit application was approved on a **motion** by Landin, **second** by Thompson and unanimous vote of the Board.
- **Potential Warroad River Clean Water Grant Sites**  
Scott Johnson indicated the grant application was uploaded into eLink.
- **Moranville Township Culvert Replacement**  
Township has jurisdiction over this matter. The culvert is also not in the WRWD.
- **Advisory Committee**  
Nothing to report.

**New Business**

None.

**Round Table**


None.

**Next Meeting**

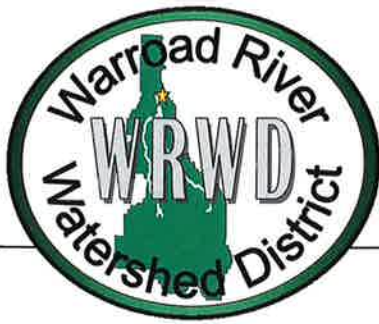
The next Regular Meeting will be held on Tuesday, October 22, 2019 at noon.

**Adjournment**

With no other matters to come before the Board of Managers, the meeting was adjourned at 1:10pm on a **motion** by Schaible, **second** by Landin and unanimous vote of the Board.

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

11/22/2019  
\_\_\_\_\_  
Date



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

WRWD Office, Warroad, MN

**October 22, 2019**

**Call to Order**

• **Attendance**

President Thompson called the meeting to order at 12:00 noon. Managers who were present include Bill Thompson, Keith Landin, Jeff O'Donnell, and Joe Olafson. Manager Brian Schaible was absent. Others who were present are Janine Lovold – Roseau SWCD, Tony Nordby – HEI, and Erica Beito – HEI.

• **Agenda**

A new culvert permit by Joe Yanok and the HEI Restoration Project were added to the agenda under New Business. The amended agenda was approved on a **motion** by Landin, **second** by O'Donnell and unanimous votes of the Board.

**Secretary's Report**

• **September 24, 2019**

The September 24, 2019 minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by Olafson and unanimous votes of the Board.

**Treasurer's Report**

The checking balance is \$69,354.52 and the CD balance is \$10,000 as of September 30, 2019. An invoice from the Roseau SWCD in the amount of \$498.69 was approved for payment on a **motion** by Olafson, **second** by O'Donnell and unanimous votes of the Board. An invoice from Houston Engineering on the river restoration project was approved on a **motion** by Olafson, **second** by Thompson and unanimous votes of the Board.

**Visitor(s)/Public Comment**

• **Roseau County Commissioner**

None

**Special Report**

- None

**Old Business**

• **1W1P Governance Policy/Policy Committee**

Thompson reported the 1W1P Policy Committee met on October 16. The Agreement had a few minor changes. The Implementation Structure was discussed. No one has been identified on who will be the Coordinator or Fiscal Agent. A Request Form needs to be filled out in order to put projects into the Work Plan. The Work Plan will be submitted in January.

• **Beaver Dam Removal Update**

- None
- **Permits**  
1 permit
- **Potential Warroad River Clean Water Grant Sites**  
No announcement on grant awards yet
- **Advisory Committee**  
None

### New Business

- **Adoption of the Lake of the Woods Comprehensive Watershed Management Plan**  
The Lake of the Woods Comprehensive Watershed Management Plan was approved for adoption and implementation on a **motion** by Landin, **second** by O'Donnell and unanimous votes of the Board
- **MAWD Conference**  
Manager Thompson will be going to MAWD in December. Manager Landin will send in the registration.
- **Culvert Permit**  
Joe Yanok applied for a culvert permit on a site on #136. Manager Thompson will inspect the site. Pending on the inspection result, the permit was approved on a **motion** by Landin, **second** by Olafson and unanimous votes of the Board.
- **HEI Restoration Project**  
HEI had been contacted to review the damages on the river restoration project and the nearby road sloughing caused by the 50+ year rain event that has been ongoing since September 20. Tony Nordby discussed adding fabric and sheet piling on the wall ends. Cost should be less than \$10,000. There is money left over from the River Restoration Project (DRAP). HEI will stake site after water draw down and freeze up. A local contractor may do the work. About 80 yds down from the structure, the road has extensive sloughing that may be due to water ponding that in turn soaked the road. The managers recommended that the east side of the road be investigated by HEI. The township may be willing to put in a culvert to alleviate water damage to the road. Additionally, rock checks may be put in to slow the water.  
  
A **motion** was made by Landin to have Houston Engineering look at stabilizing the area around and immediately downstream of the diversion structure and produce a project design, **second** by Olafson and unanimous votes of the Board.
- **Levy**  
The 2020 Levy of \$56,000 was approved on a **motion** by Landin, **second** by O'Donnell and unanimous votes of the Board

### Round Table

- **Annual Report**  
Thompson recommended that Schaible write summaries about projects after each Board Meeting to make the Annual Report easier to put together and submit.
- **1W1P Work Plan Project**  
The Managers will look inspect streambank stabilization areas with willing landowners that have been identified in the 1W1P for a possible Work Plan project.

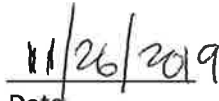
### Next Meeting

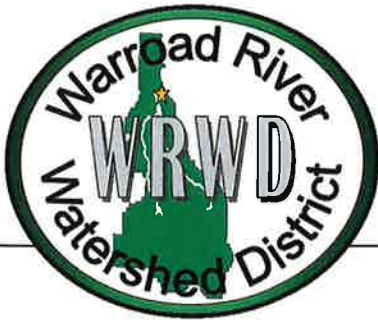
The next Regular Meeting will be held, Tuesday, November 26, 2019 at noon.

**Adjournment**

The meeting was adjourned at 1: 32 pm on a **motion** by Olafson, **second** by O'Donnell and unanimous votes of the Board.

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

  
\_\_\_\_\_  
Date



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

WRWD Office, Warroad, MN

**November 26, 2019**

**Call to Order**

• **Attendance**

President Thompson called the meeting to order at 12:00 noon. Managers who were present include Bill Thompson, Keith Landin, Jeff O'Donnell, and Brian Schaible. Manager Joe Olafson was absent. Others who were present are Scott Johnson – Roseau SWCD, Tony Nordby – HEI, and Matt Fischer - BWSR.

• **Agenda**

Matt Fischer was added to the agenda under New Business (Item G.b). The amended agenda was approved on a **motion** by Landin, **second** by Thompson and unanimous vote of the Board.

**Secretary's Report**

• **October 22, 2019**

The October 22, 2019 minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by Thompson and unanimous vote of the Board.

**Treasurer's Report**

The checking balance is \$67,717.04 and the CD balance is \$10,000 as of October 31, 2019. A check from Roseau County in the amount of \$10,232.35 was received for second half levy disbursement. An invoice from Houston Engineering (HEI) in the amount of \$4,689.80 for engineering services related to the restoration project was approved for payment on a **motion** by Schaible, **second** by Landin and unanimous vote of the Board. The Treasurer's Report was approved on a **motion** by Thompson, **second** by Schaible and unanimous vote of the Board.

**Visitor(s)/Public Comment**

- **Roseau County Commissioner**  
None

**Special Report**

None

**Old Business**

- **Houston Engineering – West Branch River Restoration Project; FY 2014 Flood Recovery – DRAP Phase 3A Grant Amendment**

Scott Johnson presented an amendment to extend the grant for the restoration project by one year. The amendment was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board.



Tony Nordby reviewed work proposed to address repair of the township road adjacent to the project due to washout and also to stabilize areas where there was lateral drainage washout from fields to the west. The plan is to do all work early this winter. Andrew Stoskopf submitted a bid for the work of \$24,504.10. The project, as designed by HEI, was approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board. The Stoskopf bid of \$24,504.10 was approved on a **motion** by Landin, **second** by Schaible and unanimous vote of the Board contingent on Stoskopf submitting the proper paperwork. The Board also approved allowing the President, Treasurer or Secretary to sign the agreement with Stoskopf on behalf of the Board on a **motion** by Schaible, **second** by O'Donnell and unanimous vote of the Board.

- **1W1P Governance Policy/Policy Committee**

Manager Thompson reported the WRWD received the final 1W1P joint powers agreement for review and approval. The agreement was reviewed and approved on a **motion** by Landin, **second** by O'Donnell and unanimous vote of the Board. Thompson and Landin signed the agreement on behalf of the Board.

- **Beaver Dam Removal Update**

Manager Landin reported that Kermit Jensen was unable to trap beaver near Jake Marvin's parcel due to early freezing conditions.

- **Permits**

None.

- **Potential Warroad River Clean Water Grant Sites**

HEI identified about 17 sites as potential project priority sites. Matt Fischer said we do not need to identify specific sites in the work plan for BWSR and the Policy Committee to consider for the project list to take to Implementation Committee. A **motion** was approved by Landin, **second** by O'Donnell and unanimous vote of the Board to request \$200,000 to address Action ID WR S-05 (implement in-channel restoration projects) identified in the 1W1P.

- **Advisory Committee**

Manager Landin had talked to Jeff Hellquist (Advisory Committee chairman) who indicated the Committee is considering having a meeting soon.

## New Business

- **Conservation Corps – River Clean-Up**

Landin reported he looked into using the Conservation Corps to identify and clean-up identified areas for cleaning along the river. Landin had talked to Katie Magness (Conservation Corps – Bemidji office). Rates are \$25 per hour per person which includes all needed equipment and travel. They usually work in a four person crew. Matt Fischer said there is grant funding available to cover this work. Grant application deadline is December 15, 2019 for project implementation between March and November, 2020. Landin made a **motion** to have HEI make the grant application for the East Branch of the Warroad River for 500 man-hours. The motion was **seconded** by Thompson and approved on unanimous vote of the Board. Scott Johnson indicated he can assist with the grant application.

- **Matt Fischer – Board of Water & Soil Resources (BWSR)**

Matt Fischer suggested the WRWD should consider conducting strategic planning that will cover the next 3 to 5 years including when and how to retain an administrator and the funding for this

position. BWSR has grants available under the Performance Review and Assistance Program (PRAP) which requires a 50% cost share. Fischer said strategic planning usually requires retaining a consultant to facilitate the process. BWSR maintains a list of qualified consultants which Fischer will share with WRWD. Maximum available funding from BWSR for this program is \$10,000. Fischer said consulting services typically cost \$2,000 to \$5,000 (half matched by BWSR). Fischer said he can assist with the grant application which requires a budget for the work. Landin made a **motion** that the WRWD apply for a PRAP grant with Fischer's assistance. The motion was **seconded** by O'Donnell and approved on unanimous vote of the Board.

**Round Table**

None.

**Next Meeting**

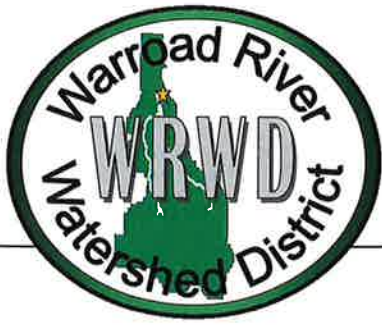
The next Regular Meeting will be held, Tuesday, December 17, 2019 at noon since the scheduled meeting date of December 24, 2019 may conflict with the holiday. The date change should be posted on the WRWD web site.

**Adjournment**

The meeting was adjourned at 1:40 pm on a **motion** by Schaible, **second** by Landin and unanimous vote of the Board.

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

12/17/2019  
Date



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

WRWD Office, Warroad, MN

**December 17, 2019**

**Call to Order**

• **Attendance**

President Thompson called the meeting to order at 12:00 noon. Managers who were present include Bill Thompson, Keith Landin, Joe Olafson, and Brian Schaible. Manager Jeff O'Donnell was absent. Others who were present include Scott Johnson – Roseau SWCD, Tony Nordby – HEI, and Russ Walker-Roseau County Commissioner.

• **Agenda**

MAWD update was added to the agenda under New Business (Item G.1). The amended agenda was approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

**Secretary's Report**

• **November 26, 2019**

The November 26, 2019 minutes were reviewed. Secretary's Report was approved on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board.

**Treasurer's Report**

The checking balance is \$77,089.39 and the CD balance is \$10,000 as of November 29, 2019. A check from Roseau County in the amount of \$1,642.17 was received for partial second half levy disbursement. An invoice from Houston Engineering (HEI) in the amount of \$5,095.10 for engineering services regarding the repair project for design and contract administration related to the West Branch Restoration project was approved for payment on a **motion** by Landin, **second** by Olafson and unanimous vote of the Board. This work is still under the grant related to the Restoration Project. Landin also mentioned he received a certificate of insurance from Andrew Stoskopf Trucking. The Treasurer's Report was approved on a **motion** by Schaible, **second** by Olafson and unanimous vote of the Board.

**Visitor(s)/Public Comment**

• **Roseau County Commissioner**

Commissioner Walker reported the Highway Department flew their drone over Bull Run checking for beaver dams. No dams were found between County Roads 2 and 12. The area could be flown again when there is no foliage including near County Road 5.

**Special Report**

None

**Old Business**

- **Houston Engineering – West Branch River Restoration Project; FY 2014 Flood Recovery – DRAP Phase 3A Grant Amendment**  
Tony Nordby (Houston Engineering) reported the contractor (Andrew Stoskopf Trucking) currently is hauling rock to the site. Cold weather delayed start of the work. Nordby is anticipating 2 to 3 days to completion. Derek from their office will be on site staking and providing support.
- **1W1P Governance Policy/Policy Committee**  
Thompson indicated there was nothing new to report. Commissioner Walker said the county will approve the plan on December 26.
- **Beaver Dam Removal Update**  
Nothing to report.
- **Permits**  
None.
- **Potential Warroad River Clean Water Grant Sites**  
See **1W1P Governance Policy/Policy Committee** above.
- **Conservation Corps – River Clean-Up**  
Tony Nordby reported the grant application has been submitted for the East Branch of the Warroad River for 500 man-hours. The application included up to a \$2,500 local match.
- **Advisory Committee**  
Nothing to report.

#### **New Business**

- **Minnesota Association of Watershed Districts (MAWD) Update**  
Manager Thompson attended the 2019 MAWD convention recently. Funding for clean water will be increasing every biennium. He suggested the WRWD make an announcement in September each year for a truth-in-taxation meeting in December. Brian Dwight will be doing consulting work for strategic planning and may be available to work with WRWD on its strategic plan.

#### **Round Table**

The WRWD should be put a notice out in September 2020 for a truth-in-taxation hearing in December 2020 for the proposed 2021 levy.

Scott Johnson will follow up with Matt Fischer on PRAP grant application.

#### **Next Meeting**

The next Regular Meeting will be held, Tuesday, January 28, 2020 at noon.

#### **Adjournment**

The meeting was adjourned at 12:40 pm on a **motion** by Olafson, **second** by Landin and unanimous vote of the Board.

Brian J. Rullo  
Watershed Secretary

1/27/2020  
Date