

**Meeting Minutes of the Board of Managers
Warroad Watershed District
Warroad, MN
January 23, 2025**

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), Scott Johnson (Roseau County SWCD), and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) and Matt Fischer (BWSR) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:00 a.m.

Agenda

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

Secretary's Report

The December 19, 2024, draft meeting minutes were reviewed. The minutes were approved on a motion by Landin, second by Schaible, and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 1/20/2025 were:

Checking account	\$ 125,170.97
Debit Card account	\$ 1,197.95
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:

Houston Engineering	Engineering - Streambank inv. 74646	\$ 4,214.00
Houston Engineering	Engineering – Maint. WR cleanup	\$ 3,851.25
Peterson Company	Audit	\$ 4,500.00
MN Watersheds	Dues	\$ 1,479.00
Roseau SWCD	Contracted Services	\$ 475.04
Keith Landin	Manager Compensation	\$ 860.00
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 250.00
Brian Schaible	Manager Compensation	\$ 170.00
Bill Thompson	Manager Compensation	\$ 375.00
Vicki Dalager	Contract Admin/Exp.	\$ 1,419.24
Microsoft	Microsoft 365 software subscription	\$ 13.42
Marco	Office supplies: copier	\$ 129.61

Arlo Burress	Rent	\$ 235.00
Arlo Burress	Internet	\$ 33.46
Security State Bank	Bank Service Charges	\$ 1.00
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.37

Approval for payment of bills was made on a motion by O'Donnell with a second by Schaible. Motion carried unanimously. O'Donnell moved to approve the Treasurer's Report, with a second by Schaible. Motion carried unanimously.

Visitor(s)/Public Comment

Glenda Phillipe reported that Sue Grafstrom is now an independent contractor for writing grants for Roseau County. Tracy Halstensgard and the Roseau River Watershed District received the honor of being named DNR's Watershed District of the Year.

Old Business

Joint Powers Board and Implementation Committee (IC) Updates

The next meeting of the Joint Powers Board will be on Monday, January 27. Olafson reported that the Implementation Committee met on January 8 and WWD has reached the end of funding for projects until the new year. Corryn Trask from the LOW SWCD emailed the current grant fund balances for WWD. New funding won't be available until the 2026 construction season.

Streambank/Shoreland Protection (construction)	\$108,656.82
Technical/Engineering Assistance	\$ 10,707.40

Houston Engineering: Warroad River Clean Water Grant bank stabilization

Nordby reported that the plans for the Hallan/Lindner streambank projects are 90% completed except for permitting. Funds for construction likely won't be available until 2026.

Houston Engineering: River Clean-up

Tony Nordby reported that Houston Engineering sent the Warroad River Clearing and Snagging project packet to five different contractors and there was only one contractor who submitted a quote. Anderson Excavating quoted \$37,500 for approximately 1.5 river miles.

It was determined that the Warroad Community Development funds cannot be applied toward this project without conducting an environmental assessment, which would have cost more than the funding available.

A discussion was held to identify the primary goals of the project – whether it would be for recreation benefits or for sediment reduction. Downed trees and branches cause the river to wash around the log jams, causing erosion on the streambank and sediment to wash downstream. Landin suggested that after logs and branches above the ice are cut off and removed, some of the logs and branches frozen below the ice will float downstream after thawing and the Conservation Corps could clean those logs from the river as a part of their work this summer. Nordby explained that there is no permit needed for the project since the logs will be cut off and the roots of the trees won't be disturbed. Sediment reduction is the primary goal of the project. Landin moved to accept the quote from Anderson Excavating for \$37,500 and move forward with completing the project this winter. The motion was seconded by O'Donnell and carried unanimously. Nordby will contact Andy Anderson to notify him of the board's decision and will get the contract signed. Landin, Olafson, or Thompson

will meet with Andy Anderson at the start of the project. Landin will compose a letter to send to adjacent landowners to apprise them of the project work.

SWCD Streambank stabilization project

On hold until spring.

Conservation Corps: River clean-up

No updates.

Beaver dam removal update

None. Phillippe reported that the trapping rate reimbursed by the County remains at \$75/beaver.

Permits

None.

Updating Rules of the Warroad Watershed District

Thompson and Landin met with Matt Fischer about changing the wording in the Rules regarding permitting requirements for public entities. Fischer spoke with Lake of the Woods County engineer, Anthony Pirkel, about the concerns Pirkel had about the proposed rules. To resolve the identified issue, the words "legal or" could be deleted from section 2, item A. ii. This will allow LOW County existing permitting to be employed without necessitating a WWD permit.

Olafson moved to accept the Rules as changed. Landin seconded the motion, which carried unanimously. Public notifications will need to be made and the rules should be posted on the website.

Fischer reminded the managers about a district manager training session to be held in Thief River Falls at 1:00 pm on Tuesday, January 28. All managers are encouraged to attend.

PRAP Recommendations and Strategic Planning

The data inventory will be addressed at a future meeting.

Admin support

Arlo Burress contacted Vicki Dalager to invite WWD to share the cost of internet service when he assumes the account that Rebecca Colden previously set up in the office, which WWD has been using. WWD will be responsible for half the cost, currently \$33.46 payable to Arlo Burress.

New Business

Annual Report

Landin provided an overview of the annual report including the audit. Olafson moved to accept the annual report as written, with a second by Schaible. Motion carried unanimously.

Round Table

Landin reported that the citizen's Advisory Committee met on December 30, 2024. The attendees were impressed and supported the WWD's work. A potential project was discussed. Discussion ensued about what to do about the perpetually plugged culverts near the Hontvet and Horner properties. There would be a need for engineering on the site and to get a cost estimate before requesting funding.

Thompson addressed the road near Nathan Adams' property that keeps washing out. Gravel keeps being added and ends up washing away into the river. FEMA has provided funding to put a concrete or asphalt cap on roads that have documented repeated washouts. Next steps would be to work with Moranville Township to explore options. Scott Johnson explained that he worked with FEMA to address two areas and the work has been successful. Fischer suggested that the County emergency manager may be able to provide some assistance as well.

Next Meeting

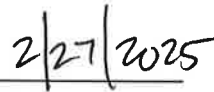
The next regular meeting will be held Thursday, February 27, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:25 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.



Watershed Secretary



Date