

**Meeting Minutes of the Board of Managers  
Warroad Watershed District  
Warroad, MN  
June 20, 2024**

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Brian Schaible, Joe Olafson, Jeff O'Donnell, and Keith Landin. Other attendees were Scott Johnson (Roseau County SWCD), Vicki Dalager (WWD administrative support), Kermit Jensen (Roseau County Commissioner), and Glenda Phillipe (Roseau County Commissioner). Tony Nordby (Houston Engineering) joined the meeting online.

**Call to Order**

President Thompson called the meeting to order at 10:02 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 May 30, 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 6/17/2024 were:

Checking account	\$ 135,412.64
Debit Card account	\$ 1,053.80
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. 71316	\$ 3,664.70
Houston Engineering	Streambank inv. 71317	\$ 3,909.20
Keith Landin	Manager Compensation	\$ 282.50
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation/Exp.	\$ 264.07
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp. (through 6/17)	\$ 637.30
Marco	Office supplies: copier	\$ 224.42
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 15.00

Additional payments for hours or expenses incurred in the current fiscal year should be submitted and paid by June 30.

Vicki Dalager shared a portion of an email from Corryn Trask from the Lake of the Woods SWCD explaining how reimbursement payments from the clean water funds via the Joint Powers Board work, from the perspective of the JPB. This is a reimbursement grant from the State. The JPB receives 50% up front. The first 50% must be spent out prior to the next 40% installment. Then, in order to get the final 10% of the grant, they must have bills that show that the remaining 10% of the grant funds have been spent. Therefore, there is a period of time that partners are expected to cover their own payments. The 10% amount is around \$60,000 for all JPB partners. Even if an electronic funds transfer system was implemented to expedite payment, there might be periods of time that there is no money in the bank to reimburse partners. The expectation is that the partners have enough money in their own bank accounts to float their costs until the grant funding comes through. Olafson expressed concern over getting into a situation where WWD doesn't have money in reserve to pay its contractors, particularly if there is a long wait. Scott Johnson explained that the only time it may become problematic is for the last 10% of the grant. Tony Nordby indicated that if at some point we encountered a problem with cash flow, the contractors could be notified of a payment delay. Johnson interjected that contractors who bid on these jobs know that these processes are subject to approval from boards that meet monthly. The managers are united in wanting to avoid asking contractors to wait for payment.

The bills were approved on a motion by O'Donnell, with a second by Olafson. Motion carried unanimously. Landin moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

#### **Visitor(s)/Public Comment**

Glenda Phillipe will provide an update on County Ditch 10 later in the agenda. She encouraged the board members to view the dredging project currently in progress at Taylor Road bridge and out to Lake of the Woods.

Kermit Jensen inquired about the requirements and procedure to collect beaver bounty. The managers explained that if a trapper is interested in trapping in an area the trapper believes to be in the Watershed District, the trapper should let the Warroad Watershed District know that there is beaver activity in the area. Then the WWD can confirm the problem beaver activity and contract with the trapper once there is confirmation that the area is within the WWD jurisdiction. Phillipe suggested the trapper mark on a map where beaver dams are located and where the beavers were trapped when they submit their invoice.

Phillipe spoke with Todd Miller about changing the Warroad River designation from recreational to commercial to increase opportunities for it to be dredged. He gave her two names of U.S. senators to contact to start the process.

#### **Old Business**

##### **WWD Representation at Implementation Committee (IC) Meetings and Joint Powers Board**

No update.

### **Houston Engineering: Warroad River Clean Water Grant Sites - bank stabilization**

Tony Nordby provided an update about the planned projects to be completed this summer. Pre-construction meetings were held with the contractors, landowners, and Olafson. Anderson is doing pre-work for construction but is waiting for lower water levels. The earliest Stoskopf would begin would be June 26, pending weather.

Nordby explained that the upcoming Houston Engineering invoices for the Andy Anderson projects will likely be higher than budgeted likely due to additional oversight needed as a result of the No Rise Certification that was required by the DNR on this year's projects. This amount could be over budget by \$3,000 to \$5,000, depending on how much involvement is needed.

### **Conservation Corp – River Clean-up**

Nordby reported that the Conservation Corp application for 2025 was submitted on June 20, requesting 500 hours with a \$2,500 cost contribution by WWD. Emphasis was on continuing with work on the west branch, but verbiage was included that, depending on progress that is made by the 2024 crew, the east branch could be addressed as well.

Olafson reported that Warroad Community Development has \$15,000 to pursue work that would allow for kayak and canoe accessibility on the east and west branches of the Warroad River. The board members thought that use of these funds could go to providing access points such as parking or docks. Olafson will contact Adam Deathe to have him communicate with Landin and Schaible about this project.

Landin will be scheduling dates for this year's Conservation Corp work as well as contacting landowners to allow access. The board would like to have the trees cleaned from the river dragged up onto the shore so they don't flow to another part of the river and create damage elsewhere.

### **Roseau County Funding for Ditch 10**

Phillipe reported that she spoke with Erica Halstengard about the Ditch 10 bank stabilization project at the Cole and Dahlgren sites. Halstengard stated this location to be a known collection point for silt. If the area is in the right of way, the county has funds to cover the landowner copay as long as it's a side water inlet stabilization. Phillipe will notify Halstengard that a side water inlet would be used; Kermit Jensen and Scott Johnson will communicate the information to the landowners.

### **Beaver dam removal update**

No new updates. Thompson reported that there is still beaver activity at Warroad Estates.

### **Permits**

The board discussed whether a general permit was necessary. It was thought that with some minor changes to the new rules, the rules would cover anything the general permit would cover.

### **Updating Rules of the Warroad Watershed District**

Landin moved and Schaible seconded that the wording of the rules document be rephrased on page 8, item v. to the following verbiage: "Add a crossing or perform maintenance on a culvert in a public right-of-way that is already permitted by a federal or county entity, Minnesota Department of Natural Resources, and/or Minnesota Department of Transportation." Motion carried unanimously.

Landin contacted Rinke Noonan Law Firm to arrange for them to review the updated rules before the public hearing period. The firm sent an engagement agreement that requires the board president's signature to proceed with the work. The agreement was approved on a motion by Landin and seconded by Schaible. Motion carried unanimously.

**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**

None.

**Round Table**

Landin contacted the representative of the sailing club from Winnipeg that previously inquired about channel depth to notify them that the channel was unlikely to provide the necessary draft for their sailboats. Since then, both Landin and Olafson noted that they measured a depth of 6 to 7 feet in the channel. Landin will contact them again to update them that there may be adequate water depth for their watercraft, but they should proceed with caution and at their own risk.


**Next Meeting**

The next meeting will be held Thursday, July 25, at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 11:15 a.m. on a motion by Landin, second by Schaible, and unanimous vote of the Board.

  
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Watershed Secretary

  
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Date