



**Meeting Minutes of the Board of Managers
Warroad Watershed District
Warroad, MN
August 22, 2024**

Attendance

Managers present at the Warroad Watershed District office were Bill Thompson, Joe Olafson, Jeff O’Donnell, and Keith Landin. Other attendees were Matt Fischer (Board of Water and Soil Resources), 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 10:00 a.m.

Agenda

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

Olafson moved to adjourn the regular meeting, seconded by O’Donnell; the motion carried by a unanimous vote of the Board. The meeting was adjourned and the budget meeting hearing was opened.

Budget Hearing

President Thompson called the budget hearing to order at 10:05 a.m. The proposed 2024-25 budget was presented. Landin explained that the proposed budget was based on last year’s expenditures and totaled \$74,500.

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
General Project Engineering /Administration	\$ 20,000.00
Total	\$ 74,500.00

Landin moved to approve the budget for 2024-25 as presented, seconded by O’Donnell; the motion carried by a unanimous vote of the Board. O’Donnell moved to adjourn the hearing, seconded by Olafson; the motion carried by a unanimous vote of the Board.

The regular meeting of the WWD was called to order at 10:07.

Secretary's Report

The July 25, 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 8/19/2024 were:

Checking account	\$ 112,903.12
Debit Card account	\$ 1,004.00
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. 72288	\$ 8,052.85
Houston Engineering	Streambank inv. 72289	\$ 3,338.75
Keith Landin	Manager Compensation/Exp.	\$ 1,075.05
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation/Exp.	\$ 178.04
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp. (7/23-8/19)	\$ 1,010.39
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.36
Security State Bank	Bank Service Charges	\$ 1.00
Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 210.00

The final bills were reviewed for the construction contractors. Tony Nordby of Houston Engineering advised that Andrew J. Stoskopf Trucking still needed to submit additional paperwork; Nordby recommended that the payment be approved contingent on receiving the required paperwork.

Anderson Excavating	Final payment: Streambank	\$ 5,383.00
Andrew J. Stoskopf Trucking	Final payment: Streambank	\$10,118.14

Approval for payment of all bills was made, with a notation to withhold payment to Andrew J. Stoskopf Trucking until all required paperwork is received, on a motion by O'Donnell with a second by Olafson. Motion carried unanimously.

The managers present reviewed the final numbers submitted by Houston Engineering for the construction cost breakdown for each landowner.

	<u>Total Cost</u>	<u>Landowner share</u>
Olson	\$ 37,096.68	\$ 1,854.83
Thompson	\$ 29,215.00	\$ 1,460.75
Roberts	\$ 60,334.00	\$ 3,016.70
Lundemo	\$ 27,739.10	\$ 1,386.96
Eichenberger	\$ 19,586.90	\$ 979.35

Landin moved to approve the landowner costs as submitted and that the Watershed send invoices to the landowners accordingly, seconded by Olafson. Motion carried unanimously.

Olafson moved to approve the Treasurer's Report, with a second by O'Donnell. Motion carried unanimously.

Visitor(s)/Public Comment

Glenda Phillipe reported that Jeff O'Donnell and Brian Schaible were reappointed for another term as managers on the Warroad Watershed District Board.

Kermit Jensen discussed a phone call from Dave Battles regarding a beaver dam. Byron Cole has traps in the area and will monitor the situation. Permission to remove beaver houses needs to be sought from DNR Wildlife rep, Charlie Tucker.

Matt Fischer reported that watershed districts were notified recently of potential cuts to WBIF (watershed-based implementation funding) due to a forecasted budget deficit of \$14 million from last year going into this year. With new watersheds coming on at the same time as cuts are made, funding for each watershed district would decrease if there wasn't an increase in total funding. The most recent outlook looks better, but there will be additional forecasts forthcoming. If WBIF gets back on the chopping block, there may be another call to action to advocate to our legislators for continued funding in order to keep getting valuable projects done.

Old Business

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

No meetings.

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

Tyler Olson reported that all streambank projects have been completed. He will get bank levels measured, as-built surveys updated, and photos taken for documentation. Landowners are satisfied with the projects.

Potential projects for next year were discussed. The following individuals have contacted the Watershed to inquire about areas of erosion concern: Chuck Lindner, Barb Johnson, Christine and Brian Farnes, and George Marvin. James Erickson also noted a concern, but the cause isn't likely erosion. Olafson will look at two sites. Nordby reminded those present that evaluation of potential sites needs to include documented phosphorous sediment reduction loads. Fischer noted that the primary purpose needs to be water quality and he emphasized documenting the resource concern.

Evaluate potential Warroad River storage projects

Matt Fischer reported that new funding has been allocated to the DNR for peatland restoration. Previous efforts by the WWD were suspended due to DNR resistance to the proposals and Lake of the Woods County's decision to pursue wetland credits.

Conservation Corp – River Clean-up

Landin reported that a letter was sent before the start of the river clean-up efforts from WWD to thirty-three landowners who have riverfront property. He reported positive comments from

landowners allowing access to the crews with some people offering to burn the removed debris over the winter. A crew of 5-6 individuals is working on the project currently and a group of 12-13 will be working the second week. The crews have found the water to be deeper than expected and there are many log jams. Landin suggests that another letter be sent to landowners to give them an update after this year's work is finished.

Roseau County Funding for Ditch 10

This item can be removed from future agendas.

Beaver dam removal update

Discussed earlier in the meeting. No other concerns have been reported.

Permits

The Warroad Watershed District received a permit application from MN DOT regarding the bridge (#9059 on Highway 11) replacement project in Warroad. Landin moved to approve the permit with a second from O'Donnell. Motion carried unanimously.

Updating Rules of the Warroad Watershed District

Landin contacted the attorney at Rinke Noonan to get a status on the review of the Rules update. They are quite backed up on their workload and will try to get at the project as soon as possible.

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

Landin shared a communication from MCIT indicating that WWD's property casualty and workers compensation premiums are estimated to go from approximately \$2,000/year to approximately \$1,700/year.

Round Table

None.

Next Meeting

The next regular meeting will be held Thursday, September 26, at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:52 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.



Watershed Secretary

9/26/2024

Date