



**Meeting Minutes of the Board of Managers  
 Warroad Watershed District  
 Warroad, MN  
 September 26, 2024**

**Attendance**

Managers present at the Warroad Watershed District office were Bill Thompson, Joe Olafson, Brian Schaible, and Keith Landin. Other attendees were Vicki Dalager (WWD administrative support) and Glenda Phillipe (Roseau County Commissioner). Matt Fischer (Board of Water and Soil Resources) and Tony Nordby (Houston Engineering) joined the meeting online.

**Call to Order**

President Thompson called the meeting to order at 10:01 a.m.

**Agenda**

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

**Secretary's Report**

The August 22, 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 9/23/2024 were:

Checking account	\$ 114,191.13
Debit Card account	\$ 1,433.37
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. 72896	\$ 1,569.03
Houston Engineering	Streambank inv. 72897	\$ 1,224.75
Keith Landin	Manager Compensation/Exp.	\$ 608.90
Joe Olafson	Manager Compensation/Exp.	\$ 176.70
Brian Schaible	Manager Compensation	\$ 170.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Exp.	\$ 1,017.93
Byron Cole	Contractors – beaver trapping	\$ 150.00
Northland Trading Post	Legal Notices – budget hearing	\$ 107.80
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 35.00
Wikstrom	Phone	\$ 39.47
Security State Bank	Bank Service Charges	\$ 1.00

Marco	Office supplies: copier	\$ 99.61
Arlo Burress	Rent	\$ 235.00

Approval for payment of all bills was made on a motion by Olafson with a second by Schaible. Motion carried unanimously.

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

**Visitor(s)/Public Comment**

Glenda Phillipe reported that the DNR plans to build a new retention pond by the Bemis trout stream that will make it easier for trout to get upstream and that will reduce flash flooding for landowners. Additionally, she reported the county levy is set for 7%, but that will decrease.

**Old Business**

**Joint Powers Board and Implementation Committee (IC) Update**

No meetings.

**Beaver dam removal update**

Landin reported that there is a beaver dam on Clausner Creek near Steve Yanok's property that needs to be removed. Tyler Wulff expressed interest in removing it. Olafson moved and Schaible seconded to approve Tyler Wulff for removing the beaver dam at this location. Motion carried unanimously.

**Permits**

Schaible reported that he issued the executed permit to MN DOT for the bridge (#9059 on Highway 11) replacement project in Warroad which was approved at the August 22 WWD meeting.

**Updating Rules of the Warroad Watershed District**

Landin again contacted the attorney at Rinke Noonan to get a status on the review of the Rules update. The attorney indicated that review of the rules had commenced and had hoped the work would be completed by this meeting. Unfortunately, nothing was received prior to the meeting.

**PRAP Recommendations and Strategic Planning**

Data inventory for the WWD data policy is pending review and editing by Olafson.

**Admin support**

Vicki Dalager reported that the auditor sent a list of items required for the audit, which she compiled and submitted. The auditor indicated that they will likely commence the work in November. We may be asked to provide more information at that point.

**Conservation Corps – River Clean-up**

Landin reported that he received a request from the Conservation Corps to complete a review of this summer's project. He will provide the requested information and return it. With that, this year's work with the Conservation Corps on the river clean-up project will be complete. A total of approximately 1 mile was completed.

WWD's application has been approved for next year, with a request of 600 hours.

### **Additional River Clean-up and funding sources**

Landin suggested that since only one mile was completed by the Conservation Corps, WWD should look at getting a contractor in the winter to clean some of the log jams out. The Roseau River Watershed District had similar work completed on the Roseau River. Ideally, the goal would be to get work done this winter.

Matt Fischer stated that BWSR didn't have any sources of funding available to pay for a project like this. There may be grants through the DNR with conservation legacy funding. There are traditional and expedited funding grants. The match is 10 percent. Matt Fischer and Tony Nordby suggested that the WWD contact the DNR to see what grant would best match WWD's goals before applying for a grant.

After inquiring whether Tony Nordby would be willing to have the discussion with DNR representatives on behalf of WWD, Landin moved to have Tony Nordby of Houston Engineering research this to determine the best option with the DNR and then move forward with the grant application. Schaible seconded the motion. Motion carried unanimously. Discussion followed about how the work would be completed, other types of funding that may be available, and possible approaches for the grant application.

A letter was sent to update the landowners who have riverfront property.

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

Tony Nordby reported that everything has been completed on the streambank projects. The record drawings were completed and sent to us for filing.

Nordby inquired about future projects that Houston Engineering would need to work on getting surveyed this fall. Olafson reported that Chuck Lindner wants to have streambank stabilization work done next summer. He also indicated that he needs to visit Barb Johnson about her concerns on her property. Jim Hallan may be interested as well.

Vicki Dalager reported that she contacted Tony Nordby after Corryn Trask of Lake of the Woods SWCD, on behalf of the Joint Powers Board, inquired about how much more in engineering billing WWD anticipated needing for the final stretch of the FY2022 grant cycle. Ideally, they would like to have everything spent out in September and October, but the absolute latest for getting the final invoices for FY22 would be mid-December, which would mean that it would need to be approved at the November meeting. Nordby explained that Houston Engineering could be flexible enough to accommodate whatever timeline was needed to spend out our funding.

### **New Business**

None.

### **Round Table**

None.

### **Next Meeting**

The next regular meeting will be held Thursday, October 24, at 10:00 a.m. The fourth Thursday of November falls on Thanksgiving Day, so the November meeting was tentatively scheduled for Tuesday, November 26.

**Adjournment**

The meeting was adjourned at 10:53 a.m. on a motion by Olafson, second by Schaible, and unanimous vote of the Board.

Brian Schaible                      10/24/2024  
Watershed Secretary                      Date