

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

Warroad, MN
 March 28, 2024

Attendance

Managers present at the Warroad Watershed District office were Bill Thompson, Brian Schaible, Jeff O'Donnell, and Joe Olafson. Manager Keith Landin joined the meeting online due to wintering in Arizona. Other attendees were Scott Johnson (Roseau County SWCD), Kermit Jensen (Roseau County Commissioner), Glenda Phillipe (Roseau County Commissioner), Matt Fischer (BWSR), and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) and Torin McCormack (HDR Inc.) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:04 a.m. All votes during this meeting were conducted via roll call vote.

Agenda

With the addition of Matt Fischer under the Visitor's section, the agenda was approved on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

Secretary's Report

The February 22, 2024, meeting minutes were reviewed. The minutes were approved on a motion by O'Donnell, second by Olafson, and unanimous vote of the Board.

Treasurer's Report

Financial transactions since the last meeting and bills for the month ahead were provided. The Treasurer's Report was reviewed. Balances as of 3/25/2024 were:

Checking account	\$ 110,902.77
Debit Card account	\$ 1,098.06
CD	\$ 10,000.00

Manager requests for payment were submitted, reviewed, and signed. A list of upcoming bills was reviewed.

Invoices and bills payable:

Keith Landin	Manager Compensation	\$ 260.00
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 250.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation/Expenses	\$ 250.00
Vicki Dalager	Contract Admin (through 2/18)	\$ 1,140.00
Houston Engineering	Streambank inv. 70019	\$ 84.00 / \$8.40

	(full amount paid by WWD, but 10% is WWD's portion of cost sharing with LOW JPB)	
Houston Engineering	Streambank inv. 70020	\$ 1,116.00/\$111.60
	(full amount paid by WWD, but 10% is WWD's portion of cost sharing with LOW JPB)	
Microsoft	Microsoft 365 software subscription	\$ 13.42
Intuit	QuickBooks subscription	\$ 15.00
Wikstrom	Phone	\$ 39.36

O'Donnell moved to approve the Treasurer's Report, manager payments, and all other bills submitted, with a second by Olafson. Motion carried unanimously.

Visitor(s)/Public Comment

Glenda Phillipe, Kermit Jensen, and Torin McCormack had no comments.

Matt Fischer of BWSR reported that a bill to clean up the water statutes, which includes watershed district law, is currently in the MN Legislature. The bills are H3550 and S3559, but those numbers may change as it may be wrapped into a larger omnibus bill.

Old Business

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

Olafson reported that the Implementation Committee met March 13. Julie Westerlund was a guest and addressed assurance measures. Matt Fischer further explained that there are four measures to evaluate at the end of the grant period: 1) was the money spent in priority areas, 2) was the money spent on time, 3) was there any outside money leveraged, and 4) was there progress towards meeting goals or a plan. BWSR will provide a summary at the end of the period that may identify areas for improvement. Details are outlined on the BWSR website.

Olafson reported that Coryn Trask of LOW SWCD is tracking the WWD grants and has a running total of the grant monies available upon request. With the new method to make requests for reimbursements of grant money, Vicki Dalager suggested that it would be helpful to put in place an electronic means of getting the grant money transferred to WWD's account so that we're not wasting time waiting for a check to arrive via USPS. Payments to contractors and consultants would be more timely if an EFT for grant payments could be implemented. Olafson expressed his concern that WWD would need to issue checks before grant monies are received. Scott Johnson encouraged this topic to be placed on the JPB upcoming meeting agenda. Thompson reported that the Joint Powers Board will meet on April 22 before an Advisory Committee meeting.

Conservation Corp – River Clean-up

Landin reported that WWD was approved to receive a Conservation Corp grant for work to be completed this summer. WWD is hopeful to receive 750 hours of work, but this is dependent upon the Conservation Corp's workload, schedule, and the size of their crew. Landin stated he will notify Stephanie Klamm at the DNR when the Conservation Corp work commences.

Roseau County Funding for Ditch 10

Kermit Jensen reported that he has not contacted the landowners.

Beaver dam removal update

No activity.

Permits

No new applications were received.

The possibility of adopting a general permit was discussed. A sample of Two Rivers Watershed's general permit was provided. Since the current permit form is included in the WWD rules and doesn't establish the authority for a general permit, this prompted discussion about updating the WWD rules. When changing or adopting rules, public hearings and notice requirements must be met in accordance with statutes, so it may be worth going through and updating the entire document. Matt Fischer indicated that most districts use the 2014 model rules from Red River Watershed, which include a reference to a permit application form being available on a website so that the WD doesn't need to change the rules when changes are made to a permit form. He also stated that the model rules contain provisions about subsurface drains, tiling, and erosion control. He volunteered to compare WWD's rules to the model rules to make notations about provisions likely needing updates, forward the comparison and work with Vicki Dalager to compile a draft, and then the board can review the proposed document. Fischer strongly encouraged that the proposed rules be reviewed by an attorney before adoption. Schaible moved to proceed with drafting a revision to the watershed rules. Seconded by O'Donnell and carried unanimously by vote of the board members.

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

Tony Nordby reported that after the WWD awarded the project to Anderson Excavating at the last board meeting, the contracts were signed by Andy Anderson, as well as Joe Olafson on behalf of the WWD. The DNR Public Waters form was also completed and signed, so we are poised to wait for work to commence sometime after June 15. Nordby will keep in touch with Anderson Excavating and set up a pre-construction meeting and do the same process with Andy Stoskopf on last year's projects to be completed in 2024.

PRAP Recommendations and Strategic Planning

Vicki Dalager reported that the drafting of a data policy is substantially complete and had been sent to the board for review. The only items remaining to be completed and added at a later date are the Tennesen warning form and the data inventory. Dalager requested that one of the board members aid in developing the data inventory. Scott Johnson suggested that MCIT may have a sample form for a Tennesen warning.

Landin suggested that the wording in the data policy documents be changed from "employee's/employees' time" to "employees's/employees' and/or manager's/managers' time." With the noted suggestion, Olafson moved to approve the adoption of the data policy, O'Donnell seconded the motion. Motion carried unanimously.

Admin support

The printer/copier has been out of order for approximately six weeks. Dalager has been making copies at Zion Lutheran Church in the interim, and payment for those copies will need to be made. Olafson volunteered to contact Rebecca Colden, the owner of the copier and with whom WWD has an arrangement for its copier needs, to inquire about the status of repair. If she is unable to have it repaired on a timely basis, the board will need to look at other alternatives.

New Business

Climate Resilience Projects

Thompson attended a Zoom meeting put on by the State of Minnesota earlier in March regarding climate resilience projects. Specifically, he indicated that Bulldog Run would be a prime site for mitigation of overtopping. Matt Fischer indicated that FEMA and other federal options (not BWSR) would be the primary sources of funding for these types of projects.

Round Table

None.

Next Meeting

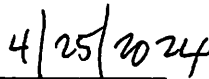
The next meeting will be held on Thursday, April 25, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:09 a.m. on a motion by O'Donnell, second by Olafson, and unanimous vote of the Board.



Watershed Secretary



Date