Special Meeting Minutes of the Board of Managers
Warroad River Watershed District
WRWD Office in Warroad, MN
July 8, 2020

Call to Order

Attendance
President Thompson called the meeting to order at 2:30 pm. Managers who were present include Bill Thompson, Keith Landin, Joe Olafson and Brian Schable. Manager Jeff O'Donnell was absent. Others who were present are Brian Dwight – Consultant, Scott Johnson – Roseau SWCD, Tony Nordby – HEI, and Matt Fischer - BWSR.

Presentation by Brian Dwight – Strategic Planning

Brian Dwight reviewed an agenda for the meeting. Roundtable introductions were done.

Mr. Dwight reviewed the activities he has completed to date including:
1. Reviewed 1W1P
2. Reviewed 10/16/2018 special meeting minutes which discussed priority resource needs of the Warroad planning region.

Mr. Dwight provided additional information discussing overland flooding and sediment loading issues along with planning region priorities.

Mr. Dwight identified a number of structural and management practices that the WRWD plays varying roles as lead agency, partner with another agency, limited role or undesignated role:

Lead
- Completion of hydrologic and hydraulic study including culvert inventory;
- Restoration of altered hydrology via the abandonment of ditches in the headwaters;
- Implementation of in-channel restoration projects utilizing Accelerated Implementation Grant (AIG) studies;
- Performance of a needs assessment and feasibility study for restoration/dredging of Warroad Harbor and maintenance dredging;
- Implementation of actions to address and log jam issues.

Partner
- Implementation of multipurpose drainage management projects;
- Manage beaver activity within waterways and drainage systems;
- Designation of Warroad Harbor as a regional park to get additional partners to the table for overall harbor project;

Limited Role
• Implementation of overland structural and management practices to reduce sediment loading. Additional funding opportunities will prioritize;
• Protect/restore forest areas by increasing native species populations and forestlands management.

Need to Verify Role
• Need to investigate WRWD role in ditch abandonment proceedings.

Mr. Dwight reviewed minutes from 10/16/2018 WRWD special meeting. The WRWD mission statement was confirmed. Priority actions include WRWD staff should be in place to gather information, secure funds and manage projects. What were identified as priorities have also been identified in 1W1P. This information will help Mr. Dwight put together a staffing plan.

Watershed funding for projects was discussed. WRWD can assess through 103D of statutes up to $180,000 for general administrative costs. Another unit of government can request the WRWD to assess for specific projects.

Matt Fischer discussed WRWD administrative responsibilities under 103D including annual report, annual audit, budgeting, Citizen Advisory Committee, records management, government records, rules and permits, administration bylaws and policies, annual programs and local, state and federal relationships.

WRWD board must determine how active it wants to be. Staffing needs and options were discussed. Manager Landin asked about hiring an individual on contract basis vs part time. The person should have administrative skills, seek financial opportunities, and be trainable.

Tony Nordby suggested they (Houston Engineering) may have staff that could fill a technical administrative role. Mr. Fischer suggested another option: Roseau River Watershed staff may be able to fill role by sharing staff.

Mr. Dwight suggested he could check out two (2) options:
1. Utilize Roseau River Watershed staff;
2. Prepare job description for new staff.

The WRWD directed Mr. Dwight to prepare a job description for the position. This will be his first task based on what the WRWD needs are. He will also talk to the Roseau River Watershed District about sharing staff and Houston Engineering about possibly filling a technical administrative role as Mr. Nordby suggested.

Adjournment
The meeting was adjourned at 4:55 pm.

[Signatures]
Watershed Secretary  Date