Meeting Minutes of the Board of Managers
Warroad River Watershed District
WRWD Office, Warroad, MN
July 28, 2020

Call to Order

- Attendance
  President Thompson called the meeting to order at 12:05 noon. Managers who were present included Bill Thompson, Keith Landin, Joe Olafson, Jeff O’Donnell and Brian Schaible. Scott Johnson – Roseau SWCD and Tony Nordby – Houston Engineering (HEI) were also present.

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

Secretary’s Report

- June 23, 2020 Meeting Minutes
  The June 23, 2020 regular meeting minutes were reviewed. The minutes were approved on a motion by Olafson, second by O’Donnell and unanimous vote of the Board.

- July 8, 2020 Special Meeting Minutes
  The July 8, 2020 special meeting minutes were reviewed. The minutes were approved on a motion by Landin, second by Olafson and unanimous vote of the Board.

Treasurer’s Report
The checking balance is $91,965.63 and the CD balance is $10,000 as of June 30, 2020. An invoice in the amount of $320.00 was received from Loren Horner for beaver dam removal. An invoice in the amount of $920.04 was received from Roseau County SWCD for administrative services. An invoice was received from HEI in the amount of $3,584.00 for kick off meeting, model, review data and general PM tasks related to evaluating river storage projects. Another invoice was received from HEI in the amount of $12,401.63 for project management related to the three (3) bank stabilization projects for clean water grant sites. All invoices were approved on a motion by O’Donnell, second by Olafson and unanimous vote of the Board. The treasurer’s report was approved on a motion by Schaible, second by Olafson and unanimous vote of the Board.

Visitor(s)/Public Comment
- Roseau County Commissioner
  None

Special Report
None
Old Business

- **Craig Kennedy Ditch**
  Manager Landin reported he went to the last regular township meeting. The township took no action on the matter. They did not have a concern with what Kennedy has done and proposes to do. No further action will be taken on this.

- **Water on Hallberg Ave by Thiele Residence**
  Manager Landin reported he talked to the township about this matter as well. The township concurred that the lawn adjacent to the road should be regraded to allow water to run off. Landin will talk to owner Mike Thiele about this.

- **WD Representation at the Implementation Committee (IC) Meetings**
  Manager Olafson and Scott Johnson (SWCD) attended the last meeting. The Committee set goals for forestry and agricultural BMPs.

- **Houston Engineering – West Branch Warroad River Restoration Project; repair contract**
  Manager Landin reported Stoskopf mobilized to the site on July 27 and started work on July 28, 2020. Work should be complete by the end of the week. Tony Nordby indicated he will need Stoskopf’s IC 134 form to approve payment.

- **Houston Engineering**
  1. **Evaluate potential Warroad River storage projects – Stakeholder meeting July 22, 2020**
     Tony Nordby reported the meeting was well attended. Good kickoff meeting. They discussed problem areas and past work among other things. Modeling/study will identify best solution to reduce peak flows. Various options will come to light. HEI has studied past modeling and will determine what can be used today. They will probably have another meeting after the modeling is set up.
  2. **Warroad River Clean Water Grant Sites - bank stabilization**
     Tony Nordby reported all three (3) landowners prefer riprap. It is believed the MnDNR will be open to owner preferences. Nordby met with Ron Tviet and others in the last 2 weeks. He will work with the MnDNR (Stephanie Klamm) to see if they will be receptive to owner preferences. Construction may start this fall if conditions are right.

- **WRWD Strategic Planning – Consultant Brian Dwight: Draft administrator position description**
  Copies of a draft watershed district administrator position description were distributed. Manager Landin reported that Brian Dwight has talked to the Roseau River Watershed District (RRWD) administrator about sharing staff but they have not brought this before the RRWD board yet. The intent of the conversation was to identify what the WRWD may encounter. Landin reported the WRWD spent about $1,200 on administrative costs last year. Regular meetings cost about $7,500 for board time. If the WRWD shares staff with RRWD, a memorandum of understanding (MOU) will be needed. Landin made a motion to have Brian Dwight contact RRWD about sharing a position which was seconded by O’Donnell. The motion was approved by unanimous vote of the Board. Landin will talk to Brian Dwight to start this discussion with RRWD.

- **1W1P -Joint Powers Board (formerly Governance/Policy Committee)**
  President Thompson reported there will be no meeting until October 2020.
• **Beaver Dam Removal Update**  
  Manager O’Donnell reported there is a beaver dam on his property. O’Donnell will contact Isaac Krahn to trap the beaver.

• **Permits**  
  None

• **Conservation Corps – River Clean-Up**  
  There has been no activity on this nor any response to an e-mail that Scott Johnson sent.

• **Owen Storey culvert**  
  It was determined this is a MnDNR matter.

• **Advisory Committee**  
  Nothing to report.

**New Business**

• **Review annual budget; set hearing date, issue notices**  
  Manager Landin presented a draft budget. The WRWD could provide notice of the hearing in the Trading Post and the web site. Hearing could coincide with next regular meeting on August 25, 2020. Manager Olafson **moved** to approve the proposed budget pending the outcome of the budget hearing; **second** by O’Donnell. Motion passed on unanimous vote of the Board. A hearing notice will be placed in the Trading Post, Roseau Times Region and the WRWD web site. Hearing date set for August 25, 2020 at noon with regular meeting to follow.

• **Get latest WRWD rules posted on web site**  
  Manager Landin suggested getting latest set of rules date September 4, 2008 posted on the WRWD web site. Scott Johnson will have the rules posted on the web site.

**Round Table**  
None

**Next Meeting**  
The next Regular Meeting will be held, Tuesday, August 25, 2020 at noon.

**Adjournment**  
The meeting was adjourned at 1:15 pm on a **motion** by Olafson, **second** by O’Donnell and unanimous vote of the Board.

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Watershed Secretary    Date