



Lake of the Woods Watershed  
Joint Powers Board  
PO Box 217  
Baudette, MN 56623  
(218) 634-1842 ext. 4  
[www.lowwjpb.org](http://www.lowwjpb.org)

**AGENDA**  
**Regular Board Meeting**  
**July 22, 2024 @ 9:00 a.m.**

**Location: Warroad Public Safety Building in Warroad.**

- 1) Call Meeting to Order.
- 2) Motion to Approve Agenda **pp. 1**
- 3) Motion to Approve April 22, 2024 Minutes **pp. 2-3**
- 4) Review Treasurer Report **pp. 4-8**

***Old Business - none***

***New Business***

- 5) LW SWCD Forest Management Plan Cost Share Cooperator Agreement **pp. 9-11**
- 6) Warroad Watershed District Streambank Projects Cooperator Agreement **pp. 12-14**
- 7) FY22 Grant deadline to spend funds **pp. 15**

***Committee Reports***

- 8)

***General Information and Discussion***

- 9) Soil health funding updates (speakers: Trask and Lovold) **pp. 16**
- 10) Hydrology Restoration: JD 62 Wetland Banking Feasibility Study (speaker: Pirkl) **pp. 17**

***Upcoming Meetings***

- Regular Meeting - October 28, 2024 @ 9:30 \*Note: date change to 4th Monday



**MINUTES**  
**Regular Meeting**  
**April 22, 2024**

The meeting of the Lake of the Woods Watershed Joint Powers Board was held at the Warroad Public Safety Building.

The meeting was called to order by JPB Chair, Jan Miller at 9:58 a.m.

**JOINT POWERS BOARD MEMBERS PRESENT:** Jan Miller, Bill Thompson, Glenda Phillipe, Ed Arnesen

**OTHERS PRESENT:** Mike Hirst, Janine Lovold, Chad Severts

**AGENDA**

Hirst requested that an amendment for the FY22-01 SSTS Cost Share Program Cooperative Agreement be added to the Agenda under New Business. The motion was made by Phillipe to approve the agenda with the added amendment. Motion was seconded by Arnesen.

Affirmative: Miller, Thompson, Phillipe, Arnesen                      Opposed: None                      Motion carried.

**SECRETARIES REPORT: JANUARY 29, 2024 MINUTES**

Phillipe requested that the minutes be revised to replace Walker with Phillipe for all the Affirmative motions. A motion was made by Phillipe per requested correction with a second by Arnesen to approve the January 29, 2024 Minutes.

Affirmative: Miller, Thompson, Phillipe, Arnesen                      Opposed: None                      Motion carried.

**TREASURER’S REPORT:**

The financial reports were reviewed and discussed.

**NEW BUSINESS**

**FISCAL YEAR 2022 GRANT CLOSEOUT**

The FY22 Cooperative Agreement balances were reviewed and discussed. Agreement funds will be moved around at the next JPB meeting to expedite grant fund spending and close-out. New agreements using FY24 funds will be presented for approval in July.

**OFFICE OF THE STATE AUDITOR ANNUAL FINANCIAL REPORT AND FINANCIAL STATEMENT**

The Financial Report and Statement were reviewed and discussed. No audit is required this year as expenditures were under the required audit threshold.

**FY22-01 LOW COUNTY SSTS AMENDMENT**

Cooperative Agreement #	
FY22-01	Lake of the Woods County is requesting an additional \$12,000 for an SSTS project. Match will be \$1,200.

A motion to increase the CA FY22-01 allocation by \$12,000 and a decrease to either the LOW SWCD FY22 agreements or FY22 JPB administrative funds, as determined by the fiscal agent, by the same amount was approved by Arnesen with a second by Thompson.

Affirmative: Miller, Thompson, Phillipe, Arnesen                      Opposed: None                      Motion carried.

## COMMITTEE REPORTS

None.

## GENERAL INFORMATION AND DISCUSSION

The upcoming Non-Lethal Removal of Beaver Program discussed briefly.

### Upcoming Meetings

#### NEXT MEETING

- Regular meeting: July 22, 2024 @ 9:30 am

#### ADJOURNMENT

The meeting adjourned at 10:24 a.m. on a motion by Thompson with a second by Arnesen.

Affirmative: Miller, Thompson, Phillippe, Arnesen

Opposed: None

Motion carried.

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Secretary

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Date

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Lake of the Woods Watershed Joint Powers Board  
**Balance Sheet**  
As of June 30, 2024

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Border Bank Checking Account	2,288.01
Border Bank Savings Account	<u>392,944.06</u>
Total Checking/Savings	<u>395,232.07</u>
Total Current Assets	<u>395,232.07</u>
<b>TOTAL ASSETS</b>	<u><u>395,232.07</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,681.78
Total Accounts Payable	<u>8,681.78</u>
Other Current Liabilities	
Accrued Interest	396.33
Total Other Current Liabilities	<u>396.33</u>
Total Current Liabilities	9,078.11
Long Term Liabilities	
Deferred Revenue	
WBIF FY24	305,156.77
WBIF FY22	<u>80,171.08</u>
Total Deferred Revenue	<u>385,327.85</u>
Total Long Term Liabilities	<u>385,327.85</u>
Total Liabilities	394,405.96
Equity	
Operating Funds - Unassigned	<u>826.11</u>
Total Equity	<u>826.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>395,232.07</u></u>

**Lake of the Woods Watershed Joint Powers Board**  
**Transaction Detail by Bank Account**  
 April 6 through July 11, 2024

Border Bank Checking Account	Type	Date	Num	Name	Memo	Paid Amount
	Bill Pmt -Check	04/08/2024	1213	Bemidji Custom Accounting	Invoice 20240113 FY22	-50.00
	Check	04/16/2024	1214	Postmaster	Board packet postage	-9.35
	Check	04/23/2024	1215	William Ray Thompson	Board member expense report	-125.00
	Check	04/23/2024	1216	Jan Miller	Board member expense report	-151.80
	Check	04/23/2024	1217	Edward Arnesen	Board member expense report	-153.14
	Bill Pmt -Check	05/06/2024	1218	LOW Soil & Water Conservation District	Invoice 84310 FY22-13 Proj Develop	-1,866.37
	Bill Pmt -Check	06/07/2024	1219	Warroad Watershed District -v	Invoices 000202405-01, -02 FY22-12	-332.10
	Bill Pmt -Check	06/27/2024	1220	Warroad Watershed District -v	Invoice 000202406-01 FY22-12	-6,816.51
	Bill Pmt -Check	06/27/2024	1221	LOW County PWD	Invoice 20240626 FY22-14	-19,313.32
	Transfer	06/27/2024			June Funds Transfer	20,000.00
	Bill Pmt -Check	07/02/2024	1222	LOW Soil & Water Conservation District		-4,208.83
	Bill Pmt -Check	07/02/2024	1223	Roseau SWCD -v		-3,096.62
	Transfer	07/02/2024			July Funds Transfer	20,000.00
	Bill Pmt -Check	07/11/2024	1224	LOW Soil & Water Conservation District	Invoice 84310 FY22-13 Proj Develop	-1,376.33
<b>Total Border Bank Checking Account</b>						<u>2,500.63</u>
<b>Border Bank Savings Account</b>						
	Deposit	04/30/2024			Interest	84.57
	Deposit	05/31/2024			Interest	87.40
	Transfer	06/27/2024			June Funds Transfer	-20,000.00
	Deposit	06/30/2024			Interest	84.06
	Transfer	07/02/2024			July Funds Transfer	-20,000.00
<b>Total Border Bank Savings Account</b>						<u>-39,743.97</u>
<b>TOTAL</b>						<u><u>-37,243.34</u></u>

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FY22 WBIF Grant 6/30/24

Row Labels	Allocation	Spend	Credit	Amount Remaining
<b>Joint Powers Board</b>	\$ 13,050.00	\$ (13,163.17)		\$ (113.17)
<b>JPB Operations</b>	\$ 13,050.00	\$ (13,163.17)		\$ (113.17)
Administration/Coordination	\$ 13,050.00	\$ (13,163.17)		\$ (113.17)
<b>Lake of the Woods SWCD</b>	\$ 210,169.34	\$ (159,393.64)	\$ 1,990.00	\$ 52,765.70
<b>FY22-03 LW SWCD Admin/Coordination</b>	\$ 29,000.00	\$ (29,000.00)		\$ -
Administration/Coordination	\$ 29,000.00	\$ (29,000.00)		\$ -
<b>FY22-04 LW SWCD Forest Mgmt Plans</b>	\$ 20,000.00	\$ (14,968.95)		\$ 5,031.05
Cost share - Forest Stew	\$ 20,000.00	\$ (14,968.95)		\$ 5,031.05
<b>FY22-05 LW SWCD KIC</b>	\$ 19,000.00	\$ (19,000.00)		\$ -
Education/Info	\$ 19,000.00	\$ (19,000.00)		\$ -
<b>FY22-06 LW SWCD Shoreline Protection</b>	\$ 72,419.34	\$ (47,959.64)		\$ 24,459.70
Engineering/Technical	\$ 22,005.40	\$ (12,890.34)		\$ 9,115.06
Streambank/Shoreland	\$ 50,413.94	\$ (35,069.30)		\$ 15,344.64
<b>FY22-10 LW and Ro SWCD Ag Practices</b>	\$ 39,750.00	\$ (19,158.70)		\$ 20,591.30
Cost share - Ag Practices	\$ -			\$ -
Cost share - non structural	\$ 26,500.00	\$ (18,500.00)		\$ 8,000.00
Education/Info	\$ 7,750.00	\$ (658.70)		\$ 7,091.30
Project Development	\$ 5,500.00			\$ 5,500.00
<b>FY22-13 LW SWCD Ag Specialist</b>	\$ 30,000.00	\$ (29,306.35)	\$ 1,990.00	\$ 2,683.65
Project Development	\$ 30,000.00	\$ (29,306.35)	\$ 1,990.00	\$ 2,683.65
<b>Roseau SWCD</b>	\$ 11,700.00	\$ (11,700.00)		\$ -
<b>FY22-09 Roseau SWCD Coordination</b>	\$ 9,450.00	\$ (9,450.00)		\$ -
Administration/Coordination	\$ 9,450.00	\$ (9,450.00)		\$ -
<b>FY22-16 Ro SWCD KIC</b>	\$ 2,250.00	\$ (2,250.00)		\$ -
Education/Info	\$ 2,250.00	\$ (2,250.00)		\$ -
<b>Roseau County</b>	\$ 60,969.20	\$ (58,622.00)		\$ 2,347.20
<b>FY22-07 Ro Co CD26 Stabilization</b>	\$ 10,969.20	\$ (10,969.20)		\$ -
Streambank/Shoreland	\$ 10,969.20	\$ (10,969.20)		\$ -
<b>FY22-08 Roseau County JD22 Stabilization</b>	\$ 50,000.00	\$ (47,652.80)		\$ 2,347.20
Streambank/Shoreland	\$ 50,000.00	\$ (47,652.80)		\$ 2,347.20
<b>Lake of the Woods County</b>	\$ 27,000.00	\$ (15,000.00)		\$ 12,000.00
<b>FY22-01 LW Co SSTS</b>	\$ 27,000.00	\$ (15,000.00)		\$ 12,000.00
SSTS	\$ 27,000.00	\$ (15,000.00)		\$ 12,000.00
<b>Lake of the Woods PWD</b>	\$ 60,652.40	\$ (54,706.47)		\$ 5,945.93
<b>FY20/22-02 LW Co Ditch 1 Stab</b>	\$ 30,652.40	\$ (30,652.40)		\$ -
Ditch 1	\$ 30,652.40	\$ (30,652.40)		\$ -
<b>FY22-14 LW Co Ditch 1</b>	\$ 30,000.00	\$ (24,054.07)		\$ 5,945.93

	Allocated	Spent	Remaining
Engineering/Technical	\$ 30,000.00	\$ (24,054.07)	\$ 5,945.93
<b>Warroad Watershed District</b>	<b>\$ 262,101.26</b>	<b>\$ (163,789.84)</b>	<b>\$ 98,311.42</b>
<b>FY22-11 WWD Phase 2 Peatland</b>	<b>\$ 20,101.26</b>	<b>\$ (20,101.26)</b>	<b>\$ -</b>
Engineering/Technical	\$ 20,101.26	\$ (20,101.26)	\$ -
<b>FY22-12 WWD Streambank Projects</b>	<b>\$ 242,000.00</b>	<b>\$ (143,688.58)</b>	<b>\$ 98,311.42</b>
Engineering/Technical	\$ 85,995.00	\$ (62,683.61)	\$ 23,311.39
Streambank/Shoreland	\$ 156,005.00	\$ (81,004.97)	\$ 75,000.03
<b>FY22-15 WWD Streambank Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Engineering/Technical	\$ -	\$ -	\$ -
<b>City of Warroad</b>	<b>\$ 4,500.00</b>	<b>\$ (4,500.00)</b>	<b>\$ -</b>
<b>FY22-17 City of Warroad Phos Study</b>	<b>\$ 4,500.00</b>	<b>\$ (4,500.00)</b>	<b>\$ -</b>
Project Development	\$ 4,500.00	\$ (4,500.00)	\$ -
<b>Amount Remaining</b>	<b>\$ 650,142.20</b>	<b>\$ (480,875.12)</b>	<b>\$ 1,990.00</b>

Deadline to spend funds Dec 31, 2024

FY24 WBIF Grant 6/30/24

Row Labels	Allocation	Spend	Credit	Amount Remaining
<b>Joint Powers Board</b>	\$ 18,500.00			\$ 18,500.00
<b>JPB Operations</b>	\$ 18,500.00			\$ 18,500.00
Administration/Coordination	\$ 18,500.00			\$ 18,500.00
<b>Lake of the Woods SWCD</b>	\$ 32,000.00	\$ (3,338.52)		\$ 28,661.48
FY24-01 LW SWCD Admin/Coordination	\$ 32,000.00	\$ (3,338.52)		\$ 28,661.48
Administration/Coordination	\$ 32,000.00	\$ (3,338.52)		\$ 28,661.48
<b>Roseau SWCD</b>	\$ 16,000.00	\$ (2,091.21)		\$ 13,908.79
FY24-02 Roseau SWCD Coordination	\$ 16,000.00	\$ (2,091.21)		\$ 13,908.79
Administration/Coordination	\$ 16,000.00	\$ (2,091.21)		\$ 13,908.79
<b>Amount Remaining</b>	\$ 66,500.00	\$ (5,429.73)		\$ 61,070.27

Currently only \$66,500 allocated to partners.



**Agenda Item: LW SWCD Forest Management Plan Cost Share Cooperator Agreement**

**Background:**

Lake of the Woods SWCD has submitted a request for \$16,000 to implement the Forest Management Plan cost share program in the watershed.

This project was included in the FY24 Grant Work Plan.

See the attached funding request for more details.

**Action Requested:**

Authorization of the FY24 Forest Management Plan Cost Share request from Lake of the Woods SWCD.

Agreement #	
Project Name	
Amendments	
End Date	

**Funding Request Form  
Lake of the Woods Watershed Implementation Funds**

<b>Project Name</b>	Forest Management Plan Cost Share - watershed wide	
<b>Project Sponsor</b>	Lake of the Woods SWCD	
<b>Contact Name and email</b>	Becky Buegler ; becky_b@lakeofthewoodsswcd.org	
<b>Additional Partners</b>	Roseau SWCD	
<b>Is this a continuation of an existing program or effort already funded with WBIF funds?</b>	___xxx___ Yes    ___ ___ No	
<b>If yes, explain.</b>	There is currently a watershed-wide forest management plan cost share program being implemented with FY22 WBIF funding	
<b>Project location description (or attach map)</b>	Watershed-wide. Map not applicable.	
<b>Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide</b>	Watershed-wide	
<b>Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.</b>		
Implement a cost share program to promote Forest Management Plans. The cost share program will prioritize landowners who do not currently have a management plan in place. Funding requested will complete approximately 6 management plans and 1,400 acres towards the goal.		
<b>Estimated implementation dates, timeframes or goals:</b>		
This is an ongoing program. The program is promoted through SWCD newsletters at least twice annually.		
<b>Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.</b>		
Yes. It is listed as a Management Incentive Program Action in the Bostic (4-24), Muakeg (4-31, NW Angle (4-37), Warroad River (4-43) and Zippel (4-51).		
<b>List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.</b>		
Measurable Goal reference is "Habitat Protection and Restoration". We have exceeded this goal. Additional progress would be approximately 1400 additional acres based on funding amount proposed.		

(10)

<b>Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.</b>
Not applicable.
<b>Pollution reduction calculation method or literature source used to generate reduction.</b>
Not applicable.

**Budget:**

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Forest Stewardship Management	\$16,000	FY24
Total Grant Funds Requested	\$16,000	
Non-state Match (minimum \$ or %)	\$1,600	

**Match:**

<input type="checkbox"/>	Cash match supported by invoices
<input checked="" type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other _____

**The requirements of this Cooperative Agreement includes all requirements described in "Attachment - Cooperative Agreement"**

**This agreement is effective upon signature by all parties:**

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

(11)

**Agenda Item: WWD Streambank Projects Cooperator Agreement**

**Background:**

Warroad Watershed District has submitted a request for \$190,000 to implement the streambank protection projects in the Warroad watershed.

This project was included in the FY24 Grant Work Plan.

See the attached funding request for more details.

**Action Requested:**

Authorization of the FY24 Streambank Protection Projects request from Warroad Watershed District.

Agreement #	
Project Name	
Amendments	
End Date	

**Funding Request Form  
Lake of the Woods Watershed Implementation Funds**

<b>Project Name</b>	WWD Streambank Protection Projects	
<b>Project Sponsor</b>	Warroad Watershed District	
<b>Contact Name and email</b>	Vicki Dalager, warroadwatersheddistrict@outlook.com	
<b>Additional Partners</b>	N/A	
<b>Is this a continuation of an existing program or effort already funded with WBIF funds?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, explain.</b>	There is currently a Streambank protection cost share program being implemented with FY22 WBIF funding.	
<b>Project location description (or attach map)</b>	Warroad Watershed. Map not applicable.	
<b>Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide</b>	Warroad	
<b>Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.</b>		
Warroad River Watershed District will utilize a licensed engineer to continue efforts to stabilize stream banks within the Warroad River Watershed. WWD will continue to implement streambank protection projects in the Warroad Watershed. Projects completed in this planning region will accomplish an average of 5 tons of sediment reductions and 10 pounds of phosphorus reductions per 100 feet of shoreline stabilized.		
<b>Estimated implementation dates, timeframes or goals:</b>		
This is an ongoing program.		
<b>Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.</b>		
S-05 page 4-42 - <i>Implement in-channel restoration projects on the Warroad River</i>		
<b>List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.</b>		
Projects completed in this planning region will accomplish an average of 5 tons of sediment reductions and 10 pounds of phosphorus reductions per 100 feet of shoreline stabilized.		

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**Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.**

Projects completed in this planning region will accomplish an average of 5 tons of sediment reductions and 10 pounds of phosphorus reductions per 100 feet of shoreline stabilized.

**Pollution reduction calculation method or literature source used to generate reduction.**

Table value from pg 4-45 (.05 T/ft avg sediment and .1 lbs/ft avg TP) from the Lake of the Woods One Watershed One Plan Section 4.0.

**Budget:**

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Streambank Shoreland Protection	\$170,000	FY24
Technical Engineering Assistance	\$20,000	FY24
<b>Total Grant Funds Requested</b>	<b>\$190,000</b>	
<b>Non-state Match (minimum \$ or %)</b>	<b>\$19,000 or 10%</b>	

**Match:**

<input checked="" type="checkbox"/>	Cash match supported by invoices
<input type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other _____

**The requirements of this Cooperative Agreement includes all requirements described in “Attachment - Cooperative Agreement”**

**This agreement is effective upon signature by all parties:**

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

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**Agenda Item: FY22 Grant deadline to spend funds**

**Background:**

The FY22 grant funding must be 100% spent out by December 31st, 2024. Grant management and timely submittal of invoices is elevated in priority.

Because we are nearing the end of the grant cycle it may be beneficial to shift projects budgeted in FY24 into FY22 if they get completed prior to the end of the year. There are several projects which may not get implemented within the remaining time allowed but there are some large projects which could utilize the remaining FY22 balance and allow us to close out the grant. In order to do so, it would mean that there would be changes to partner/cooperator agreements.

Fund shifts have occurred in the past. Typically, the partner's project budget does not change unless the partner agrees to forfeit the funds. Fund shifts are not an ideal option because it creates more paperwork but it might be necessary in order to utilize all of the remaining funding.

The BWSR Board Conservationist would be consulted prior to completing a shift to ensure that the goals in the work plan will still be met.

**Action Requested:**

Authorize the Implementation Committee to make a determination on funding shifts if it's necessary to complete them prior to the next regular meeting.

**Agenda Item: Soil health funding updates**

**Background:**

The SWCDs had requested watershed-based implementation funding in FY22 to implement non-structural best management practices on agricultural lands. No funding was requested in FY24 because there was supposed to be large amounts of state and federal grants available for these types of practices. This funding appears to be one-time funding, and allocations vary significantly between Lake of the Woods and Roseau as it is based on percentage of agricultural land.

There may be an interest in adding back non-structural ag practices into the FY26 grant work plan.

**Action Requested:**

No action requested. Informational only.



**Agenda Item: Hydrology Restoration: JD 62 Wetland Banking Feasibility Study**

**Background:**

Lake of the Woods County is following up on work that the Warroad Watershed District initiated for hydrologic restoration of parts of the Warroad Watershed. Lake of the Woods County is looking at completing a wetland banking feasibility study on the judicial ditch 62 system. Currently there are no watershed based implementation funds allocated to this effort.

Anthony Pirkl will provide an update at the meeting regarding this potential project.

**Action Requested:**

No action requested.