

MINUTES

Regular Meeting January 31, 2022

The meeting of the Lake of the Woods Watershed Joint Powers Board was held at the Lake of the Woods Courthouse and remotely by Zoom and teleconference.

The meeting was called to order by JPB Chair, Nancy Dunnell at 9:05 a.m. Roundtable introductions were done.

JOINT POWERS BOARD MEMBERS PRESENT: Nancy Dunnell, Jan Miller, Bill Thompson, Russell Walker, Ed Arnesen (9:10 am arrival), and alternate, Jade Estling

OTHERS PRESENT: Mike Hirst, Janine Lovold, Chad Severts (BWSR), Josh Stromlund (Zoom), Corryn Trask (Zoom) and Daryle Dahl (Zoom, late arrival).

AGENDA

The motion was made by Miller with a second by Walker to approve agenda.

Affirmative: Walker, Thompson, Arnesen, Miller, Dunnell Opposed: None Motion carried.

W-9 TAX PAPERWORK

Individual Board Members reviewed their information on their W-9 Tax Form for any changes

ORGANIZATIONAL BUSINESS MEETING

- **Officer Elections:** Chair Dunnell handed the meeting over to Coordinator, Hirst, who then called for nominations for Chair of the LOWW JPB for 2022. Board Member Dunnell nominated Miller for Chair. Coordinator Hirst called for further nominations three times, and there were none. A motion to approve nomination of Miller for Chair was approved on a motion by Dunnell, with a second by Walker.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

A motion to approve Miller as Chair was approved on a motion by Thompson, seconded by Dunnell.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

Fiscal Agent/Coordinator Hirst turned the meeting over to the new Chair Miller.

Chair Miller call for nomination for Vice-Chair. Board Member Walker nominated Thompson for Vice-Chair. Miller called for further nominations three times and there were none. A motion to approve the nomination of Thompson for Vice-Chair was approved on a motion by Walker, with a second by Dunnell.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

A motion to approve Thompson as Vice-Chair was approved by Walker, with a second by Dunnell.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

Chair Miller call for nomination for Treasurer. Board Member Walker nominated Arnesen for Treasurer. Miller called for further nominations three times and there were none. A motion to approve the nomination of Arnesen for Treasurer was approved on a motion by Walker, with a second by Dunnell.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

A motion to approve Arnesen as Treasurer was approved by Dunnell, with a second by Walker.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

Chair Miller call for nominations for Secretary. Board Member Dunnell nominated Russell Walker for Secretary. Miller called for further nominations three times and there were none. A motion to approve the nomination of Walker for Secretary was approved on a motion by Dunnell, with a second by Thompson.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

A motion to approve Walker as Secretary was approved by Dunnell, with a second by Thompson.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

● **Annual Business**

The Annual Business Items were reviewed and updated for 2022. A motion was made by Dunnell with a second by Arnesen to approval all the Organizational Items as listed in the table below.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

2022 ANNUAL BUSINESS ITEMS

Officer elections	JPB offices: Chair – Jan Miller, Vice Chair – Bill Thompson, Treasurer – Ed Arnesen, Secretary – Russell Walker		
Quarterly Meeting Time	Regular Lake of the Woods Watershed Joint Powers Board Meetings will be held on the second Monday of January, April, July, and October at 9:30 am at the Warroad Public Safety Building.		
Fiscal Agent	Lake of the Woods SWCD		
Coordinator(s)	Lake of the Woods SWCD and Roseau SWCD		
Official Depositories	Border Bank of Baudette		
Check Signing Authority	Ed Arnesen, Treasurer; Josh Stromlund, LOW SWCD District Manager; Mike Hirst, Resource Conservationist; Corryn Trask, Resource Conservationist; Becky Buegler, Office Assistant		
Board Member Compensation Rate	\$125.00 per meeting. This rate is per day, no matter how many meetings attended.		
Mileage Rate	Quarterly basis to reflect the most current IRS rate. Any changes to the IRS mileage reimbursement rate will apply to all mileage occurring on or after the first day of the new quarter and will remain as such until the following quarter.		
Meal Allowances	None		
Spending Authorizations	Fiscal Agent has the permission to make purchases necessary for the administration of the JPB and pay invoices prior to board approval. Fiscal Agent has approval to make payments according to Cooperative Agreements upon receipt of eligible Payment Request Voucher. The JPB will ratify payments made at their next regular meeting.		
Official Newspaper	Northern Lights Region		
Committee Assignments	Advisory Committee Members:		
	Name	1W1P Participation	Agency / Affiliation
	Ed Arnesen	Joint Powers Board	Lake of the Woods County
	Bill Thompson	Joint Powers Board	Warroad Watershed District
	Russell Walker	Joint Powers Board	Roseau County
	Jan Miller	Joint Powers Board	Roseau SWCD
	Nancy Dunnell	Joint Powers Board	Lake of the Woods SWCD
	Mike Hirst	Implementation Committee	Lake of the Woods SWCD
	Corryn Trask	Implementation Committee	Lake of the Woods SWCD
	Scott Johnson	Implementation Committee	Roseau SWCD

	Janine Lovold	Implementation Committee	Roseau SWCD
	Josh Stromlund	Implementation Committee	Lake of the Woods County
	Daryle Dahl	Implementation Committee	Roseau County
	Joe Olafson	Implementation Committee	Warroad Watershed District
	Brent Mason	Advisory Committee	DNR Eco-Waters
	Cary Hernandez	Advisory Committee	MN Pollution Control Agency
	Chad Severts	Advisory Committee	Board of Water & Soil Resources
	Jeff Hrubes	Advisory Committee	Board of Water & Soil Resources
	Kathy Fillmore	Advisory Committee	Natural Resources Conservation Service
	Jody Peek	Advisory Committee	Natural Resources Conservation Service
Current Memorandum of Understandings and Agreements	<ul style="list-style-type: none"> • Lake of the Woods Watershed Joint Powers Board Agreement • FY 2020 MN BWSR Watershed-Based Implementation Funding Grant Agreement • FY 2022 MN BWSR Watershed-Based Implementation Funding Grant Agreement 		
Current Cooperative Agreements	<ul style="list-style-type: none"> • FY20-01 Fiscal Agent and Coordinator - LOW SWCD • FY20-02 Keep It Clean Program - LOW SWCD • FY20-03 Shoreline Protection - LOW SWCD • FY20-04 Coordinator - Roseau SWCD • FY20-05 Streambank Stabilization - WRWD • FY20-08 Well Verification - Roseau SWCD • FY20-11 LOW Highway Ditch 1 Investigation - LOW County • FY20-12 Forest Management Plan C-S - LOW SWCD • FY20-13 LW County Septic System Upgrades - LW County • FY20-14 Ag Practices - Roseau and LOW SWCD • FY20-15 Phase 2a Warroad River Peatland Project- WRWD • FY20-16 Streambank Stabilization Project 2 - WRWD 		

SECRETARY’S REPORT: SEPTEMBER 13, 2021 MINUTES

Minutes were reviewed. A motion was made by Walker with a second by Dunnell to approve September 13, 2021 Minutes.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

TREASURER’S REPORT:

The financial reports were reviewed and discussed. An audit for the LOWWJPB is projected to be \$2200 for 2022 once the expenditure threshold has been exceeded. Audits will be done by Peterson Company LTD.

OLD BUSINESS

2021 MILESTONES

The milestones for tracking Plan progress with the 2021 accomplishments were reviewed and discussed.

NEW BUSINESS

MN COUNTIES INSURANCE TRUST – ACH TRANSACTION AND 2022 INVOICE

MCIT is now requesting that payments be submitted electronically. The 2022 Invoice #1934R is \$1729.00.

THREE-YEAR WEBSITE AGREEMENT

The WIX website plan and domain were reviewed and discussed. The Combo Premium Plan will be a three-year length. The domain will be changed to lowwjpb.org for a three-year length. A motion to approve a three-year website plan and updated domain was made by Dunnell, with a second by Arnesen.

Affirmative: Miller, Walker, Thompson, Arnesen, Dunnell Opposed: None Motion carried.

2020 WORK PLAN REVISION

The revised FY2020 Watershed-Based Implementation Funding Work Plan was reviewed and discussed. The revision will optimize use of funds in relation with the upcoming FY2022 funds. A motion by Thompson, with a second by Walker was made to approve the FY2020 Watershed-Based Implementation Funding Work Plan revision.

Affirmative: Arnesen, Miller, Walker, Dunnell, Thompson Opposed: None Motion carried.

PROPOSED 2022 BUDGET AND WORK PLAN FOR WATERSHED-BASED IMPLEMENTATION FUNDS

The proposed Work Plan and Budget for FY2022 Watershed-Based Implementation Funds were reviewed and discussed. A motion by Dunnell, with a second by Arnesen was made for approval of the proposed FY2022 Work Plan and Budget for Watershed-Based Implementation Funds.

Affirmative: Arnesen, Miller, Walker, Dunnell, Thompson Opposed: None Motion carried.

2022 WATERSHED BASED IMPLEMENTATION FUNDING GRANT AGREEMENT FINAL APPROVAL AND DESIGNATED SIGNER

The final agreement will be contingent based upon review by all Board Members with a two-day window of comment. No response after two days will be interpreted as agreement. Ed Arnesen is designated as authorized signer for the FY2022 Watershed Based Implementation Funding Grant Agreement. A motion by Arnesen, with a second by Walker was made for the final FY 2022 Agreement review and approval procedure.

Affirmative: Arnesen, Miller, Walker, Dunnell, Thompson Opposed: None Motion carried.

A motion by Thompson, with a second by Dunnell was made for Ed Arnesen to be designated authorized signer.

Affirmative: Arnesen, Miller, Walker, Dunnell, Thompson Opposed: None Motion carried.

COOPERATIVE AGREEMENT FY20-02 KEEP IT CLEAN PROGRAM BUDGET AMENDMENT

The budget amendment was reviewed. A motion by Dunnell, second by Walker to approval the budget amendment.

Affirmative: Arnesen, Miller, Walker, Dunnell, Thompson Opposed: None Motion carried.

GENERAL INFORMATION AND DISCUSSION

GRANT FUNDING AND DEFICIT SPENDING FOR GRANT 50/40/10 DISBURSEMENTS - REMINDER

BWSR reconciliation for grant spending thresholds were discussed. Partners may need to float payments to contractors until the next payment from BWSR comes through for FY 2022 grant cycle or until the last \$10,000 has been expended for the FY 2020 grant cycle.

LAKE OF THE WOODS WATERSHED STATE AND LOCAL NEEDS MEETING - FEBRUARY 9TH 1-3 PM

A motion for per diem payments for JPB members or for any alternates in the absence of the primary member for MPCA's informational meeting along with any future educational and information meeting was approved on a motion by Arnesen, with a second by Walker as amended.

Affirmative: Arnesen, Miller, Walker, Dunnell, Thompson Opposed: None Motion carried.

ADVISORY COMMITTEE MEETING

The Advisory Committee meeting timeframe was deliberated for March. A public meeting was debated for summer.

NEXT MEETING

- April 11, 2022

ADJOURNMENT

The meeting adjourned at 11:01 am on a motion by Thompson with a second by Walker.

Affirmative: Walker, Thompson, Arnesen, Miller, Dunnell

Opposed: None

Motion carried.

Secretary

Date