

**MINUTES**  
**Regular Meeting**  
**January 11, 2021**

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 9:03 a.m.

**JOINT POWERS BOARD MEMBERS PRESENT:** Nancy Dunnell, Jan Miller, Bill Thompson (teleconference, left late meeting), Russell Walker, and Ed Arnesen

**OTHERS PRESENT:** Mike Hirst, Josh Stromlund, Janine Lovold (Zoom & teleconference), Scott Johnson (Zoom), Corryn Trask (Zoom), and Chad Severts (BWSR, Zoom)

**AGENDA**

**Amendment:** Add 2021 MCIT Invoice after Treasurer's Report and the 2020 Audit under the General Information and Discussion.

A motion was made by Miller with a second by Thompson to approve amended agenda.

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

**ORGANIZATIONAL BUSINESS MEETING**

The 2020 Annual Business Items were reviewed for 2021. A motion to keep the 2020 organizational structure the same for year 2021 was made by Miller with a second by Walker.

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

**2021**

<b>Officer elections</b>	<b>JPB offices:</b> Chair – Nancy Dunnell, Vice Chair, Jan Miller, Treasurer, Ed Arnesen, Secretary, Russell Walker
<b>Quarterly Meeting Time</b>	Regular Lake of the Woods Watershed Joint Powers Board Meetings will be held on the second Monday of January, March, June and September at 9 am at the Warroad Public Safety Building.
<b>Fiscal Agent</b>	Lake of the Woods SWCD
<b>Coordinator(s)</b>	Roseau SWCD and Lake of the Woods SWCD
<b>Official Depositories</b>	Border State Bank of Baudette
<b>Check Signing Authority</b>	Nancy Dunnell, Chair; Ed Arnesen, Treasurer; Josh Stromlund, LOW SWCD District Manager; Mike Hirst, Resource Conservationist; Corryn Trask, Resource Conservationist; Becky Buegler, Office Assistant
<b>Board Member Compensation Rate</b>	\$100.00 per meeting. This rate is per day, no matter how many meetings attended.
<b>Mileage Rate</b>	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.
<b>Meal Allowances</b>	None
<b>Spending Authorizations</b>	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.
<b>Official Newspaper</b>	Northern Lights Region

<b>Committee Assignments</b>	At-Large Advisory Committee Members: Local people on a case-by-case basis will be asked to serve as Citizen Advisory Committee members depending on the project. The State Agency members that participated in plan development will serve on the Technical Advisory Committee.
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**SECRETARY’S REPORT: SEPTEMBER 14, 2020 MINUTES**

Minutes were reviewed. A motion was made by Arnesen with a second by Walker to approve September 14, 2020 Minutes.

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

**TREASURER’S REPORT:**

The financial reports were reviewed.

**2021 MCIT INVOICE:**

The invoice was reviewed. A motion to approve payment was made by Miller with a second by Walker.

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

**OLD BUSINESS**

**DIRECT PAYMENT TO CONTRACTORS AND LANDOWNERS FROM THE JPB**

For compliance with BWSR Grants Administration Manual cost-share payment procedure compliance, the participating entity using watershed-based implementation funds for cost-share projects is required to get sign-off from the landowner/occupier or contract holder listed on the conservation practice contract if payment is to be directed to someone other than the person listed on the contract. The procedure was approved on a motion by Walker with a second by Miller.

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

**LOW COUNTY DITCH 1 AGREEMENT – CORRECTION TO ACTIVITY BUDGET**

The County Ditch 1 Activity Budget will change from Project Development category to the Engineering and Technical Assistance category to accurately reflect the correct Activity Category in the Grant’s Work Plan. The change was approved on a motion by Arnesen with a second by Miller.

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

**NEW BUSINESS**

**2020 MILESTONES**

The milestones for tracking Plan progress along with the 2020 accomplishments were reviewed. The milestone document was developed from the Work Plan and will be used to track all future Plan progress. Other projects being completed in the watershed plan area by partner and non-partner entities utilizing other funding sources are also shown in this document.

**FUNDING REQUEST: FOREST MANAGEMENT PLAN COST-SHARE AGREEMENT**

The request was reviewed.

**COOPERATIVE AGREEMENT CONTRACT FOR FY 20 FUNDS**

CONTRACT	FUNDING	LOCAL MATCH	WORK PLAN MATCH
1. Agreement - Lake of the Woods SWCD	\$20,000	\$2000, Local or non-state funds	If needed

A motion by Walker, with a second by Arnesen for the JPB to enter in the agreement with Lake of the Woods SWCD for the Forest Management Plan Cost-Share Contract.

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

**AG PRACTICES POLICY**

The draft policy for Ag Practices was reviewed and discussed. The desired contract length change from 3 years to 1 year is currently being reviewed by Kevin Bigalke (BWSR). The Implementation Committee will continue discussion on non-structural management practices on January 13.

**GENERAL INFORMATION AND DISCUSSION**

**GRANT MATCH**

Since the Ditch 10 funding cannot be used as match, additional match funds are needed to cover the Grant.

**DRAFT PAMPHLET / BROCHURE**

The pamphlet and insert were reviewed. This document will serve as a template for future targeted audience handouts for other promotional programs or projects. The pamphlet should be provided to the Tourism Bureau. A link to the LOWW JPB website will be provided to Roseau and Lake of the Woods Counties to put on their Links webpage.

**ADVISORY COMMITTEE MEETING**

The Citizen Advisory Committee meeting will be scheduled this winter and the Technical Advisory Committee meeting will be held during an Implementation Committee meeting.

**Next Meeting**


- March 8, 2021

**Adjournment**

The meeting adjourned at 11:04 am on a motion by Arnesen with a second by Walker.

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

  
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Secretary

  
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Date

**MINUTES**  
**Regular Meeting**  
**March 8, 2021**

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

The meeting was called to order by JPB Chair, Nancy Dunnell at 9:00 a.m.

**JOINT POWERS BOARD MEMBERS PRESENT:** Nancy Dunnell, Jan Miller, Bill Thompson, and Russell Walker

**OTHERS PRESENT:** Mike Hirst, Janine Lovold (Zoom), Scott Johnson, Corryn Trask (Zoom), Tony Nordby (HEI, Zoom) Jeff Hrubes (BWSR, Zoom) and Chad Severts (BWSR, Zoom)

**AGENDA**

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

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

**SECRETARY'S REPORT: JANUARY 11, 2021 MINUTES**

Minutes were reviewed. A motion was made by Walker with a second by Miller to approve January 11, 2021 Minutes.

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

**TREASURER'S REPORT:**

The financial reports were reviewed.

**MILESTONE REVIEW:**

The work completed up to March was reviewed along with the upcoming activities that still need to be completed.

**OLD BUSINESS**

**POLICY- ROSEAU SWCD COST SHARE PROGRAM FOR AG PRACTICES**

The updated draft LOWW Cover Crop Program Policy was reviewed and discussed. Scott Johnson went over minor changes from the draft Policy seen at the previous meeting. BWSR will be meeting later today to decide whether to allow contract lengths to be one year or the standard three years per Roseau SWCD request. If BWSR decides against the request of the one-year contract length, the Policy will be amended in June to reflect that decision. The Policy was approved on a motion by Miller with a second by Walker.

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

**ADVISORY COMMITTEE MEETING – APRIL 7, 2021**

The 18 main member list of the Advisory Committee was reviewed. A member title was revised. The list of other potential members that may attend special Advisory Committee meetings depending on their expertise was also gone over. The draft agenda was reviewed and discussed. The main Advisory Committee member list was approved on a motion made by Thompson with a second by Walker.

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

**NEW BUSINESS**

**WATERSHED BASED IMPLEMENTATION FUND MATCH**

The Roseau County Ditch 10 Project that was going to be used to cover the match, ended up being funded mainly by state disaster funds rather than by FEMA. State funds cannot be counted towards match. Around \$40,000 of

the match is already covered by programs and practices through local partner and landowner contributions, but approximately \$20,000 is still needed. Other potential ways that match could be satisfied or become consistent was discussed.

The implementation committee requested that the Joint Powers Board develop or adopt guidance regarding match requirements for future funding requests prior to the next work plan and next round of Watershed Based Implementation Funding. There are various options that could be considered including: member dues, setting standard match rates for cost-share practices, linking cost-share rates on plan priorities, taking account for partners and NRCS project dollars and staff time within the watershed area and more.

No decision was made. The JPB members are to discuss potential match with their respective Boards and gather ideas for the June 14 meeting. Over the next several months the Implementation Committee will continue to discuss and bring forward some recommendation to the JPB at the June meeting.

**AGREEMENT FY20-05 AMENDMENT: WRWD STREAMBANK PROJECTS**

Activity	Original Budget	Proposed	Match amount / source	Revised Match amount / source
Streambank/Shoreland	125,000	98,000	13,650	9,800/ WRWD & Landowner
Technical/Engineering	35,000	62,000	0	6,200/WRWD

The request to allow for a \$27,000 fund shift from the streambank/shoreland construction activity to the technical and engineering activity and the proposed match changes was reviewed. No additional funds are requested. The engineering and technical work had already been done for the other landowners who ultimately decided to not move forward with projects. Six sites had been surveyed and designed; however, only three sites will be move forward to implement projects (A total of three landowners are still interested.) Quotes and bids are currently going on with anticipated construction being completed in early summer. Potentially, the landowners who dropped out may reconsider once they see the benefits of the finished projects.

A motion by Miller with a second by Walker to approve the Cooperative Agreement funding changes as amended in the above table.

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

**HARBOR RESTORATIONS AND DREDGING**

The JPB was asked to be the lead agency to pursue harbor restoration and dredging for Zippel, Bostic and Warroad harbors as they represent all the Boards. Other local government and businesses have desired better navigation for years. The City of Warroad could also be asked to join in the effort. Watershed Based Implementation Funds may not be able to cover most or all project aspects, although grant requests for other funds such as Lessard-Sams may be done. With projects and plans in place for resolving sediment issues coming from upper watershed areas along with a consolidated voice, this project may be successfully be accomplished. More discussion will be taking place in future meetings. The Advisory Committee will also be made aware of this consolidated effort and interest.

**PUBLIC OUTREACH – COMMUNICATION PLAN**

The JPB discussed having a public meeting and the need to determine the driving force behind the meeting. For now, it was decided to have this type meeting at the beginning every beginning funding cycle to go over what had been done and what will be going on in the future.

**GENERAL INFORMATION AND DISCUSSION**

**REIMBURSEMENT GRAND AND FUNDING AVAILABILITY**

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The 50% Watershed-Based Implementation Funding allocation is close to being expended. Partners will need to float expenses at least a couple months until a reconciliation is completed and the next allocation of 40% of the Watershed Based Implementation Funding is received.

**Next Meeting**

- April 7<sup>th</sup>, 2021 – Advisory Committee Meeting
- June 14, 2021 – Joint Powers Board Meeting

**Adjournment**

The meeting adjourned at 11:45 am on a motion by Miller with a second by Walker.

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

*Russell Walker*

Secretary

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Date

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**MINUTES**  
**Regular Meeting**  
**June 14, 2021**

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

The meeting was called to order by JPB Chair, Nancy Dunnell at 9:06 a.m.

**JOINT POWERS BOARD MEMBERS PRESENT:** Nancy Dunnell, Jan Miller, Russell Walker, and Bill Thompson

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

**AGENDA**

A motion was made by Walker, with a second by Miller to approve the agenda.

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

**SECRETARY'S REPORT: MARCH 8, 2021 MINUTES**

Minutes were reviewed. A motion was made by Miller with a second by Thompson to approve the March 8, 2021 Minutes.

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

**TREASURER'S REPORT:**

The financial reports were reviewed.

**OLD BUSINESS**

**REVISION TO THE ADVISORY COMMITTEE LIST**

Brett Mason will replace Annette Drewes for DNR representative. The list will be dynamic for meeting and logistic needs rather than strict.

**NEW BUSINESS**

**FUNDING REQUEST: LAKE OF THE WOODS COUNTY SEPTIC SYSTEM UPGRADES**

The Land and Water Planning Office has requested funding for a 50% - 100% cost-share program based on a tiered low-income system. Threshold cost-share amounts and adjusted gross income guidelines were reviewed.

**COOPERATIVE AGREEMENT CONTRACT FOR FY 20 FUNDS**

CONTRACT	FUNDING	LOCAL MATCH	WORK PLAN MATCH
Agreement - Lake of the Woods County Land & Water Planning Office	\$18,000	\$2000, non-state LOW County	Yes

The Agreement was reviewed. A motion by Miller, with a second by Walker for the JPB to enter into the Agreement with Lake of the Woods Land & Water Planning Office for the Lake of the Woods County Septic System Upgrades Cost-Share Contract.

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

**FUNDING REQUEST: SWCD AG PRACTICES**

The Lake of the Woods and Roseau SWCDs are requesting funding for agriculture structural and non-structural best management practices and project development that will follow approved cost-share policies. The Warroad

River Watershed District would also be able to utilize funds under Roseau SWCD for agricultural structural practices.

**COOPERATIVE AGREEMENT CONTRACT FOR FY 20 FUNDS**

CONTRACT		FUNDING	LOCAL MATCH	WORK PLAN MATCH
Agreement - Lake of the Woods and Roseau SWCDs	Structural Ag Practices	\$20,000	\$2000	Yes
	Non-structural Ag Practices	\$25,000	\$2500	Yes
	Project Development	\$10,000	\$1000	Yes

The Agreement was reviewed and discussed. A motion by Walker, with a second by Thompson for the JPB to enter into the Agreement with the Lake of the Woods and Roseau SWCDs for the SWCD Ag Practices Program

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

**AMENDED COVER CROP POLICY**

The amendment to the Cover Crop Policy under 5.2a will be that contract length is one (1), two (2), or three (3) years. A motion by Miler, with a second by Walker for the JPB to amend the Cover Crop Policy.

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

**COMMITTEE REPORTS**

**HARBOR RESTORATIONS-DREDGING AND PEATLAND DITCH STORAGE**

JPB Member Thompson gave a summary report. WRWD had held a joint meeting with county representatives, the DNR hydrologist, and HEI to discuss results and possible projects based on the upper Warroad River watershed report. Four ditch plug sites were identified in the peatland area that could accomplish 80% of the storage. Next steps will be to contact landowners including Red Lake Nation for support and complete ground truthing.

**GENERAL INFORMATION AND DISCUSSION**

**MILESTONE UPDATES**

The 2021 accomplishments up to the current date were reviewed.

**ADVISORY COMMITTEE / PUBLIC MEETING - OCTOBER**

Possible meeting places could be the big room at the Warroad Public Safety Building or the Warroad Senior Living Center. JPB Member Thompson will ask Mark regarding the Senior Living Center.

**BOARD PACKETS - ELECTRONIC / PAPER / IN ADVANCE / TIMING**

Everyone except for Thompson received their Board Packets. Otherwise, information has been getting received in a timely fashion.

**ADJOURNMENT**

The meeting adjourned at 10:29 am on a motion by Walker with a second by Thompson.

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

  
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 Secretary

  
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 Date





MINUTES
Regular Meeting
September 13, 2021

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, Nancy Dunnell at 9:03 a.m.

JOINT POWERS BOARD MEMBERS PRESENT: Ed Arnesen, Nancy Dunnell, Jan Miller, Bill Thompson, and Russell Walker

OTHERS PRESENT: Mike Hirst, Corryn Trask (Zoom), Josh Stromlund (Zoom) and Chad Severts (BWSR, Zoom)

AGENDA

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

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

SECRETARY'S REPORT: JUNE 14, 2021 MINUTES

Minutes were reviewed. A motion was made by Miller with a second by Walker to approve June 14, 2021 Minutes.

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

TREASURER'S REPORT:

The financial reports were reviewed.

OLD BUSINESS

COVID 19 – OPEN MEETING LAW UPDATE

Hirst updated the Joint Powers Board members regarding the lifting of the emergency declaration for COVID 19. Standard open meeting law requirement are now in effect.

NEW BUSINESS

COOPERATIVE AGREEMENT CONTRACTS FOR FY 20 FUNDS

Table with 4 columns: CONTRACT, CONTRACT, LOCAL MATCH, WORK PLAN MATCH. Rows include Warroad River Peatlands Investigation Proposal (Phase 2) and Warroad River Watershed District Streambank Projects.

The Warroad River Peatlands Investigation Proposal – (Phase 2) agreement was approved on a motion by Walker with a second by Thompson.

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

Warroad River Watershed District Streambank Projects agreement was approved on a motion by Thompson with a second by Walker.

Affirmative: Arnesen, Dunnell, Miller, Thompson, Walker

Opposed: None

Motion carried.

## GENERAL INFORMATION AND DISCUSSION

### PAPER OR ELECTRONIC BOARD PACKETS

The board was canvased on how they would like to receive their board packets. All board members would like to receive paper copies in the mail prior to the board meeting.

### PUBLIC OUTREACH STRATEGY

Hirst updated the board regarding the public outreach strategy which includes direct mailings for targeted programs, general updates to the public through SWCD newsletters, articles in local publications, the website and the possibility of direct newsletter mailings to the residents of the watershed. The Implementation Committee decided that this fall was not a good year to have a tour and meal with the public.

### ADVISORY COMMITTEE ENGAGEMENT

The Implementation Committee (IC) has been meeting with the Advisory Committee on a more regular basis and pulling in the appropriate agencies to the IC meetings. Another joint IC and Advisory Committee meeting was held last month to discuss project updates and to hear updates from other agencies on how we can work together in the watershed.

### CONTRACTING FOR AGRICULTURAL BMP PROGRAM DELIVERY

The board discussed the possibility of contracting with someone to assist in program delivery for the agricultural best management practices. It was suggested to talk with the Williams Co-op / Northern Excellence to see if we could partner together to meet the needs of the JPB. Arnesen will talk with Brent Benike and the Implementation Committee will move forward in drafting a scope of services.

### 2022-2023 WORK PLAN APPROVAL AT THE JANUARY 10<sup>TH</sup> 2022 MEETING

The board was informed that they will be reviewing the next implementation grant work plan at the January meeting.

### Next Meeting

- January 10, 2022

### Adjournment

The meeting adjourned at 11:10 am on a motion by Arnesen with a second by Walker.

Affirmative: Arnesen, Dunnell, Miller, Thompson, Walker

Opposed: None

Motion carried.



Secretary

  
Date