

**MINUTES
Special Meeting
April 22, 2020**

The meeting of the Lake of the Woods Watershed Joint Powers Board was held remotely by Zoom and teleconference. Motion for items was completed by roll call.

The meeting was called to order by Policy Committee Chair, Nancy Dunnell at 9:07 a.m.

Joint Powers Board Members present: Nancy Dunnell, Jan Miller, Bill Thompson, Russell Walker, Ed Arnesen; and Roseau County alternate John Horner (left mid meeting)

Others present: Mike Hirst, Josh Stromlund, Janine Lovold, Scott Johnson, Corryn Trask, and Chad Severts (BWSR) (joined after start of meeting)

Agenda

Amendment: Add Collateralize Bank Accounts under New Business

A motion was made by Walker with a second by Thompson to approve the addition of Collateralize Bank Accounts under New Business.

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

Amendment: Move Appoint Fiscal Agent and Appoint Coordinators to third and fourth bullet point under Annual Business Items.

A motion was made by Arnesen with a second by Walker to approve the move of Appoint Fiscal Agent and Appoint Coordinator(s) to the third and fourth bullet point under the Annual Business Items.

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

A motion by Miller was made to approve the amended agenda. The motion was seconded by Arnesen.

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

Policy Committee December 12, 2019 Minutes

Minutes were reviewed. A motion was made by Miller with a second by Walker to approve the Policy Committee December 12, 2019 Minutes.

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

Review of the Planning Grant Financial Report

Hirst discussed the final financial report.

Bylaws - Adoption

The Bylaws were discussed. A motion to adopt the Bylaws was made by Miller with a second by Walker.

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

ANNUAL BUSINESS ITEMS

Organizational Business Meeting

• **Officer Elections**

Chair - Dunnell transferred the Meeting over to Hirst for officer's nomination for Chair. Hirst asked for a nomination for Chair. Miller nominated Nancy Dunnell for Chair with a second by Walker. No other nominations were made. Nominations ceased.

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

Hirst asked for a motion to approve the move to cast unanimous ballot for Chair. A motion was made by Miller with a second by Arnesen to approve Nancy Dunnell for Chair.

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

Hirst transferred the meeting back to Dunnell.

Vice-Chair - Dunnell asked for a nomination for Vice-chairman. Walker nominated Jan Miller for Vice-Chair. No other nominations were made. A motion was made by Walker with a second by Thompson to approve Jan Miller for Vice-Chair.

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

Treasurer - Dunnell asked for a nomination for Treasurer. Walker nominated Ed Arnesen for Treasurer. No other nominations were made. A motion was made by Walker with a second by Miller to approve Ed Arnesen for Treasurer.

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

Secretary - Dunnell asked for a nomination for Secretary. Miller nominated Russell Walker for Secretary. No other nominations were made. A motion was made by Miller with a second by Thompson to approve Russell Walker for Secretary.

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

- **Quarterly Meeting – location, time, dates**

Discussed. Tabled for next meeting

- **Appoint Fiscal Agent**

A motion was made by Walker with a second by Miller to approve the appointment Lake of the Woods SWCD as Fiscal Agent.

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

- **Appoint Coordinator(s)**

Discussed. A motion was made by Walker with a second by Miller to approve the appointment of Lake of the Woods and Roseau SWCD's to be Coordinators.

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

- **Designate Official Depository**

A motion was made by Miller with a second by Walker to approve Border State Bank of Baudette as the depository.

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

- **Establishment of Checking and Savings Accounts**

Discussed. A motion made by Miller with a second by Thompson to approve Stromlund and Hirst in setting up the checking and savings accounts.

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

- **Check Signing Authority**

A two-line signature checks will be used. Check signing authorities are Nancy Dunnell, Ed Arnesen, Josh Stromlund, Mike Hirst and Corryn Trask. A motion was made by Thompson with a second by Miller to approve the check signing authorities as listed.

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

- **Board Compensation Rates**

The compensation rate will be \$100 per meeting. This rate is per day no matter how many meetings were attended. A motion was made by Miller with a second by Arnesen to approve the compensation rate.

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

Board member work outside of the JPB meetings rate/per diem is tabled for the May meeting.

- **Meal Allowances**

Meal allowances are \$0. A motion was made by Arnesen with a second by Walker to have no meal allowances at this time.

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

- **Spending Limits**

Tabled for the May Meeting.

Expenditures for JPB Establishment and Insurance

Discussed. A motion was made by Miller with a second by Walker to approve the ability of the coordinators and fiscal agent to purchase administrative items, tasks and functions as needed for JPB establishment.

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

- **Designated Official Newspaper**

Discussed. A motion made by Thompson with a second by Miller was made to approve Northern Light Region as the official newspaper.

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

- **Committee Assignments** (Appoint Advisory Committee Members and Appoint Implementation Committee Members)

Discussed. Tabled for the May meeting.

NEW BUSINESS

Collateralization of Bank Accounts

Collateralization is needed for insure funds over FDIC insurance levels of \$250,000. A motion was made by Walker with a second by Arnesen to approve the Bailment Agreement authorizing Josh Stromlund to sign the agreement.

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

MCIT

The annual cost estimate for MCIT insurance was discussed. The Lake of the Woods County will pass a resolution to sponsor the Lake of the Woods Watershed Joint Powers Board for MCIT membership.

- **Resolution for Worker's Compensation Coverage – Resolution 2020-04-22 - 00**

A motion was made by Arnesen with a second by Miller to approve the following resolution:

Affirm that officials are covered for workers' compensation purposes:

The Board Members for the Lake of the Woods Watershed Joint Powers Board do hereby resolve that, pursuant to the requirements of Minn. Stat. §176.011, subd. 9 (6), that all officers of the Lake of the Woods Watershed Joint Powers Board who are elected or appointed to a regular term of office, or to complete the unexpired portion of a regular term, shall be included within the definition of "employee" as that term is defined in Minn. Stat. §176.011, subd. 9 for purposes of coverage under the Workers' Compensation Laws of the State of Minnesota.

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

- **Agreement Resolution – Resolution 2020-04-22 - 01**

A motion was made by Miller with a second by Thompson for approval of an agreement resolution to acknowledge the Lake of the Woods Watershed JPB participation as a member MCIT and enter into the MCIT joint powers agreement with the following resolution:

The Lake of the Woods Watershed Joint Powers Board hereby acknowledges participation as a member of the Minnesota Counties Intergovernmental Trust by the acceptance and execution of the MCIT joint powers agreement denoted as "Minnesota Counties Intergovernmental Trust, Joint Powers Agreement, Adopted by Membership April 22, 2020".

Affirmative: Miller, Thompson, Walker, Arnesen, Dunnell

Opposed: None

Motion carried.

- **Letter from the Board Accepting Coverage**

The amended letter to MCIT will accept the coverage and pricing as indicated in the Coverage Summary and Cost Estimates that were provided, include the workers' compensation coverage for elected and appointed officials, and accept the optional workers' compensation coverage for vicarious liability for subcontractors as employees.

The amended letter was approved on a motion by Walker with a second by Thompson.

Affirmative: Walker, Thompson, Arnesen, Miller, Dunnell

Opposed: None

Motion carried

IRS Tax ID Number

The Lake of the Woods SWCD will apply for an IRS Tax ID Number and supply the needed SSN for setup. The physical address of the LOWW JPB will be 119 1st Ave NW, Baudette, MN 56623 and the mailing address will be PO Box 217, Baudette, MN 56623.

A motion was made by Miller with a second by Arnesen to have Lake of the Woods SWCD apply for the IRS Tax ID number.

Affirmative: Miller, Arnesen, Thompson, Walker, Dunnell

Opposed: None

Motion carried.

Two-Year Work Plan

The Work Plan was reviewed and discussed. The Work Plan was approved on a motion by Miller with a second by Walker.

Affirmative: Miller, Walker, Arnesen, Thompson, Dunnell

Opposed: None

Motion carried.

Authorized Representative to Sign the BWSR Grant Agreement

An example Grant Agreement was reviewed. A motion was made by Miller with a second by Walker to approve Josh Stromlund as the Authorized Representative and Nancy Dunnell as the as the Official Signatory for the BWSR Watershed Based Implementation Grant.

Affirmative: Miller, Walker, Arnesen, Thompson, Dunnell

Opposed: None

Motion carried.

Contracts

Draft Contracts will be made for each project funding request and that entity requesting funds. The draft contracts will be available at the May meeting. Payment scenarios, 1099's, insurance liability, regular meeting schedule, and policy language for payments were discussed.

Next Meeting

- TBD – somewhere between May 11 through 22
- Location – tentatively the Warroad Public Safety Building

Adjournment

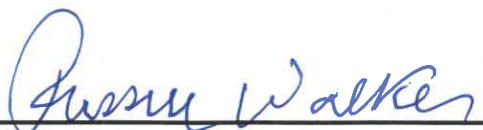
The meeting adjourned at 11:06 am on a motion by Walker with a second by Thompson.

Affirmative: Walker, Thompson, Arnesen, Miller, Dunnell

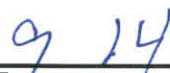
Opposed: None

Motion carried.

Secretary



Date





MINUTES
Regular Meeting
May 11, 2020

The meeting of the Lake of the Woods Watershed Joint Powers Board was held remotely by Zoom and teleconference. Motion for items was completed by roll call.

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, Russell Walker, and Ed Arnesen

JOINT POWERS BOARD MEMBERS ABSENT: Bill Thompson

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

AGENDA

A motion by Walker was made to approve the agenda. The motion was seconded by Miller.

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

APRIL 22, 2020 MINUTES

Minutes were reviewed. A motion was made by Miller with a second by Arnesen to approve the April 22, 2020 Minutes.

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

NEW BUSINESS

CHECKING AND SAVINGS AUTHORITIES FOR REBECCA BUEGLER

Motion was made by Walker, with a second by Miller to authorize Rebecca Buegler for the following authorities at Border State Bank: check signing authority, online access to checking and savings with transfer authority between checking and savings, and online bill pay authority from checking.

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

AUTHORIZATION FOR FISCAL AGENT TO PAY INVOICES UPON RECEIPT OF PAYMENT REQUEST VOUCHER

A motion was made by Walker with a second by Miller to authorize the Fiscal Agent to pay invoices on a monthly or quarterly basis outside of a JPB Meeting, upon the receipt of the Payment Request Voucher as eligible per policy of the Cooperative Agreement. The JPB will see the payments made at their next regular meeting.

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

COOPERATIVE AGREEMENT CONTRACTS FOR FY 20 FUNDS

CONTRACT	FUNDING	LOCAL MATCH	WORK PLAN MATCH
1. Agreement - Lake of the Woods SWCD Coordinator and Fiscal Agent Contract	\$42,420	N/A	N/A
2. Agreement - Lake of the Woods SWCD Keep it Clean	\$19,500	\$750 – Local	No
3. Agreement - Lake of the Woods SWCD Shoreline Protection Projects	\$84,000	\$20,000 - Landowner	No
4. Agreement - Roseau SWCD Coordinator	\$8,056	N/A	N/A
5. Agreement - WRWD Streambank Stabilization Projects	\$160,000	\$13,650 – Local	Yes
6. Agreement - WRWD Project Alternative Identification - East & West Branch Warroad River & CD 10	\$56,200	N/A	N/A

7. Agreement - City of Warroad - Warroad Stormwater Retrofit Analysis	\$13,500	\$1,500- Local	Yes
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The seven Cooperative Agreements of Lake of the Woods SWCD, Roseau SWCD, Warroad River Watershed District, and the City of Warroad for entering into contracts with the JPB were approved on a motion by Arnesen with a second by Walker.

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

GENERAL INFORMATION AND DISCUSSION

MCIT JOINT POWERS AGREEMENT

The MCIT Joint Powers Agreement with the JPB was reviewed. No language change is needed.

FINALIZED FY 20 BWSR WATERSHED-BASED IMPLEMENTATION GRANT AGREEMENT

The final grant agreement was reviewed. The agreement was approved last week by BWSR and expenditures against the grant may now begin.

NEXT MEETING: DATE•TIME•LOCATION

Tentatively June 15 @ 9 am, Location to be determined

ADJOURNMENT

The meeting adjourned at 9:29 am on a motion by Miller with a second by Walker.

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

Russell Walker
Secretary

9-14
Date

Lake of The Woods JPB Partnership

Balance Sheet

As of May 31, 2020

May 31, 20

ASSETS

Current Assets

Checking/Savings

Checking 2,800.16

Savings 307,595.40

Total Checking/Savings 310,395.56

Total Current Assets 310,395.56

TOTAL ASSETS 310,395.56

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

Deferred Revenue FY2020 310,387.16

Total Long Term Liabilities 310,387.16

Total Liabilities 310,387.16

Equity

Net Income 8.40

Total Equity 8.40

TOTAL LIABILITIES & EQUITY 310,395.56



MINUTES

Special Meeting
June 15, 2020

The meeting of the Lake of the Woods Watershed Joint Powers Board was held remotely by teleconference. Motion for items was completed by roll call.

The meeting was called to order by JPB Chair, Nancy Dunnell at 9:09 a.m.

JOINT POWERS BOARD MEMBERS PRESENT: Nancy Dunnell, Jan Miller (joined during New Business), Russell Walker, Bill Thompson and Ed Arnesen

JOINT POWERS BOARD MEMBERS ABSENT: None

OTHERS PRESENT: Mike Hirst, Josh Stromlund, and Scott Johnson

AGENDA

A motion by Walker was made to approve the agenda. The motion was seconded by Thompson.

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

MAY 11TH, 2020 MINUTES

Minutes were reviewed. A motion was made by Thompson with a second by Arnesen to approve the May 11th, 2020 Minutes.

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

REVIEW TREASURER REPORT: The May Treasurer Report was reviewed.

OLD BUSINESS

ESTABLISH QUARTERLY MEETING DATE, TIME AND LOCATION

Motion was made by Arnesen, with a second by Thompson to establish the regular meeting schedule as follows: 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.

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

ALLOWABLE BOARD COMPENSATION OUTSIDE OF MEETINGS: The board discussed, and no action was taken.

NEW BUSINESS

JAN MILLER JOINED THE MEETING AT THE START OF NEW BUSINESS.

COUNTY DITCH 10 PROJECT: The JPB was updated that the County Ditch 10 project would not be utilizing LOW 1W1P funds at this time as the adopted work plan had identified.

COOPERATIVE AGREEMENT CONTRACTS FOR FY 20 FUNDS

CONTRACT	FUNDING	LOCAL MATCH	WORK PLAN MATCH
1. Agreement – Roseau SWCD Well Location for MN Geologic Atlas	\$25,000	N/A	N/A

2. Agreement – Roseau SWCD Well Water Testing	\$3,200	N/A	N/A
3. Agreement – Roseau SWCD Stormwater Education and Blue Green Algae Campaign	\$500	N/A	N/A

Motion was made by Walker, with a second by Miller for the JPB to enter into the agreement with Roseau SWCD for the Well Location for MN Geologic Atlas contract.

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

Motion was made by Walker, with a second by Thompson for the JPB to enter into the agreement with Roseau SWCD for the Well Water Testing contract.

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

Motion was made by Arnesen, with a second by Walker for the JPB to enter into the agreement with Roseau SWCD for the Stormwater Education and Blue Green Algae Campaign contract.

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

GENERAL INFORMATION AND DISCUSSION

RECOMMENDATIONS FOR ADVISORY COMMITTEE MEMBERS

The JPB reviewed the Planning Advisory Committee Member List and discussed possible at-large membership appointments for the JPB's Advisory Committee. The JPB suggested some potential candidates and stated that they would seek other candidates to be considered for appointment at the September JPB meeting. The Advisory Committee will meet annually (possibly at the January JPB meeting).

NEXT MEETING: DATE•TIME•LOCATION

September 14th, 2020 @ 9 am, Warroad Public Safety Building

ADJOURNMENT

The meeting adjourned at 9:55 am on a motion by Miller with a second by Walker.

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


Secretary


Date



MINUTES

Regular Meeting
September 14, 2020

The meeting of the Lake of the Woods Watershed Joint Powers Board was held in-person and remotely by Zoom and teleconference.

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, Bill Thompson, and Ed Arnesen

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

AGENDA

Agenda was reviewed. A motion by Walker was made to approve the agenda. The motion was seconded by Miller.

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

SECRETARY'S REPORT

Minutes were reviewed. A motion was made by Thompson with a second by Walker to approve the June 15, 2020 Minutes.

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

TREASURER'S REPORT

The Treasurer's Report as of August 31st were reviewed.

Ed Arnesen joined the meeting the during the Treasurer's Report.

OLD BUSINESS

ADVISORY COMMITTEE MEMBER APPOINTMENTS AND PER DIEMS FOR AT-LARGE MEMBERS

The Advisory Committee and at-large members were discussed. No action. Tabled for more information.

NEW BUSINESS

FUNDING REQUEST: LAKE OF THE WOODS PUBLIC WORK DEPARTMENT DITCH 1

The request and supporting images were reviewed.

COOPERATIVE AGREEMENT CONTRACT FOR FY 20 FUNDS

CONTRACT	FUNDING	LOCAL MATCH	WORK PLAN MATCH
1. Agreement - Lake of the Woods Public Works Department	\$31,500	\$3500, Local	No

A motion by Arnesen, with a second by Miller for the JPB to enter in the agreement with Lake of the Woods Public Works Department for the Ditch 1 Investigation and Planning Contract.

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

RAQ SCORING FOR FOREST MANAGEMENT PLANS

The Riparian Adjacency Quality (RAQ) scoring was presented as a ranking system for Forest Stewardship Management Plans. A supporting map and table were reviewed regarding RAQ. Scoring Questions were also reviewed as a tool to further rank applications, but they are still in the process of being refined. RAQ scoring was approved on a motion by Miller, with a second by Thompson.

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

GENERAL INFORMATION AND DISCUSSION

AG BMP PROJECTS

An update on the Ag BMP Program was provided. The Roseau SWCD is working on developing policy for a cover crop management practice for the Ag BMP Program. An overview of a potential scenarios for cover crops was discussed. BWSR policy for using watershed-based implementation funds for management practices is that the contract length requirement is 3 years. The Roseau SWCD will be working with Chad Severts (BWSR) to formally send a request to Kevin Bigalke (BWSR) to change the policy requirement to a 1-year contract length. A Cooperative Agreement for the Ag BMP Program is anticipated for the January meeting.

MILESTONES: PROJECT UPDATES

Accomplishments and progress on project milestones were discussed.

PAYMENT PROCESS AND BWSR POLICY/GUIDANCE

A new BWSR policy regarding payment of contractors was discussed. The payment process is related to the Operations and Maintenance of structural practices to make sure that the project is maintained for the 10-year life expectancy of the practice and that Partner / landowner responsibility for the practice is established. Tax implications were also discussed. One option will be that the JPB / Partner will need to hire an attorney to obtain a letter stating that the Fiscal Agent can pay the contractor directly. Another option would be that the Fiscal Agent pays the Partner, who then pays the contractor.

PROGRAM DEVELOPMENT AND POLICIES

The JPB decided that they will trust Partners to develop programs and policies as they see fit. The JPB recommends that an outline of the IC meeting be made available. The JPB will ask questions if the need arises.

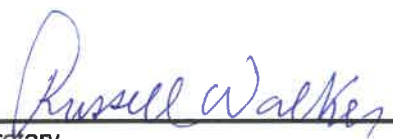
NEXT MEETING: DATE•TIME•LOCATION

January 11 @ 9 am, Location to be determined

ADJOURNMENT

The meeting adjourned at 10:19 am on a motion by Miller with a second by Walker.

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



Secretary

1-11-21

Date