



MINUTES

Regular Meeting
January 09, 2023

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

The meeting was called to order by JPB Chair, Jan Miller at 9:35 a.m.

JOINT POWERS BOARD MEMBERS PRESENT: Jan Miller, Nancy Dunnell, Bill Thompson (Zoom), Glenda Phillipe, Ed Arnesen), and alternate, Jade Estling (9:53 a.m. arrival)

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

AGENDA

The motion was made by Dunnell with a second by Arnesen to approve agenda.

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

W-9 TAX PAPERWORK

Individual Board Members reviewed their information on their W-9 Tax Forms and new Board Members filled out the necessary information.

ORGANIZATIONAL BUSINESS MEETING

Officer Elections: Chair Miller handed the meeting over to Coordinator, Hirst.

Chair

Hirst called for nominations for the 2023 Chair of the LOWW JPB. Board Member Thompson nominated Miller for Chair. Coordinator Hirst called for further nominations three times, and there were none.

A motion to cease nominations and cast a unanimous ballot to approve nomination of Miller for Chair was approved by Thompson, with a second by Arnesen.

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

A motion to approve Miller as Chair was approved on a motion by Arnesen, seconded by Phillipe.

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

Coordinator Hirst turned the meeting over to Chair Miller.

Vice-Chair

Chair Miller called for nomination for Vice-Chair. Board Member Arnesen nominated Thompson for Vice-Chair. Chair Miller called for further nominations three times and there were none.

A motion to cease nominations and cast a unanimous ballot to approve nomination of Thompson for Vice-Chair was approved by Arnesen, with a second by Dunnell.

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

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

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

2

Treasurer

Chair Miller called for nomination for Treasurer. Board Member Dunnell nominated Arnesen for Treasurer. Chair Miller called for further nominations three times and there were none.

A motion to cease nominations and cast a unanimous ballot to approve nomination of Arnesen for Treasurer was approved by Dunnell, with a second by Thompson.

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

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

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

Secretary

Chair Miller called for nominations for Secretary. Board Member Phillipe nominated Dunnell for Secretary. Chair Miller called for further nominations three times and there were none.

A motion to cease nominations and cast a unanimous ballot to approve nomination of Dunnell for Secretary was approved on a motion by Phillipe, with a second by Arnesen.

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

A motion to approve Dunnell as Secretary was approved by Phillipe, with a second by Arnesen.

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

Annual Business

The Annual Business Items were reviewed and updated for 2023.

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, Phillipe, Arnesen, Dunnell Opposed: None Motion carried.

2023 ANNUAL BUSINESS ITEMS

Quarterly Meeting Time, Dates, Location	Regular Lake of the Woods Watershed Joint Powers Board Meetings will be held on the second Monday of January, April, July, at 9:30 am and the third Monday of October at 9:30 a.m. in 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.

3

Designated Official Newspaper	Northern Lights Region		
Committee Assignments	Advisory Committee Members:		
	Name	1W1P Participation	Agency / Affiliation
	Ed Arnesen Alternate:	Joint Powers Board	Lake of the Woods County
	Bill Thompson Alternate: Joe Olafson	Joint Powers Board	Warroad Watershed District
	Russell Walker Alternate: Glenda Phillipe	Joint Powers Board	Roseau County
	Jan Miller Alternate: Jade Estling	Joint Powers Board	Roseau SWCD
	Nancy Dunnell, Alternate:	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
	Anthony PirkI	Implementation Committee	Lake of the Woods County
	vacant	Implementation Committee	Roseau County
	Daryle Dahl	Implementation Committee	Roseau County
	Joe Olafson	Implementation Committee	Warroad Watershed District
	Chad Severts	Implementation Committee	Board of Water & Soil Resources
	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 2022 MN BWSR Watershed-Based Implementation Funding Grant Agreement 		
Current Cooperative Agreements	<ul style="list-style-type: none"> • FY22-01 Septic - LW County • FY22-02 Ditch 1 Stabilization - LW PWD • FY22-03 Fiscal Agent and Coordinator - LOW SWCD • FY22-04 Forest Management Plan Cost-Share - LOW SWCD • FY22-05 Keep It Clean Program- LOW SWCD • FY22-06 Shoreline Protection - LOW SWCD • FY22-07 CD 26 Lat 2 Ditch Repair and Bank Stabilization - Roseau County HD • FY22-08 JD 22 Stabilization – Roseau County HD • FY22-09 Coordination – Roseau SWCD • FY22-10 Ag Practices Cost Share- Roseau and LOW SWCDs • FY22-11 Phase 2 Peatland Design- WWD • FY22-12 Streambank Projects – WWD 		

4

SECRETARY’S REPORT: OCTOBER 17, 2022 MINUTES

The Minutes were reviewed. A motion was made by Dunnell with a second by Arnesen to approve the October 17, 2022 Minutes.

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

TREASURER’S REPORT:

The financial reports were reviewed and discussed.

OLD BUSINESS

MN COUNTIES INSURANCE TRUST PC AND WC RENEWAL 2023

The 2023 MCIT Invoice #19684R is \$1778.00.

A motion was made by Arnesen with a second by Dunnell to approve payment.

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

AUDITOR ENGAGEMENT LETTER / REQUEST FOR BIDS

Three audit companies were sent a request for bids. Only Peterson Company LTD sent in a bid, which was reviewed and discussed.

A motion was made by Arnesen, with a second by Phillipe to approve entering into an audit agreement with Peterson Company LTD.

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

NEW BUSINESS

PROJECTS UPDATE

Hirst gave an update on Ditch 1, the Keep It Clean Program that has now expanded to other lake areas in Minnesota, the Sustainable Farming Association (SFA) and the two completed workshops they put on in November and December. Lovold gave an update on the Ag-Practices Cost-share Program. Thompson gave an update on the Peatland and the Streambank Stabilization Projects.

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

LOOKING AHEAD FOR FISCAL YEAR 2022 AND FISCAL YEAR 2024

The FY22 and the future FY24 Work Plan timeline goals were reviewed. Fiscal year grant timelines (FY22, FY24; grants are managed on a 2-year cycle), give a little cushion to reallocate funding so the monies can be fully spent out before the grant ends. The table below is only goal setting for JPB group.

2023	
January	Halfway point for FY22. Review accomplishments and update State reporting
July	6-month deadline for FY22 extension requests = review budgets, consider fund shifts in conjunction with FY24 workplan development
Aug-Sept	Develop project list and budgets for FY24, and restructure FY22 workplan if needed
September	Enter FY24 workplan into eLINK for BWSR review
October	Submit FY24 workplan to Joint Powers Board and FY22 revised workplan. Grant agreement authorized.
Nov-Dec	Finalize FY24 grant agreement in eLINK, create agreements with partners.
2024	
January	Receive FY24 funds. JPB approves partner agreements for implementation and projects can begin
July	6-month deadline for any remaining FY22 funds (grant end date Dec 31, 2024)

5

GENERAL INFORMATION AND DISCUSSION

MINOR SHIFTS IN FUNDS - FLEXIBILITY

Flexibility in minor shifts in fund categories was discussed.

ADVISORY COMMITTEE MEETING

The Advisory Committee will be held April 10. Discussion will be geared towards tracking actions partners are doing as related to the goals listed in the plan.

NEXT MEETING

- Regular JPB and Advisory Committee Meeting : April 10, 2023 at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:44 a.m. on a motion by Phillippe with a second Arnesen.

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

Nancy Dunnell
Secretary

4-10-23
Date

6

