



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**  
**April 10, 2023 @ 9:30 AM**

**Location: Warroad Public Safety Building in Warroad (cafeteria room).**

- 1) Call Meeting to Order.
- 2) Motion to Approve Agenda
- 3) W-9 tax paperwork - housekeeping item (Glenda)
- 4) Motion to Approve January 9, 2023 Minutes **pp. 2-6**
- 5) Review Treasurer Report **pp. 7-11**

***New Business***

- 6) Request to amend Warroad Watershed District Streambank Projects FY22-12 **pp. 12**
- 7) Request to amend agreement for Roseau SWCD Coordination FY22-09 **pp. 13**
- 8) Request to amend agreement for Roseau Cty Hwy Dept JD22 Stabilization FY22-08 **pp. 14**
- 9) Request flexibility for the agreement with Roseau and LOW for Ag Practices FY22-10 (shifting funding from structural to non-structural ag practices) **pp. 15**
- 10) Request amendment to cover crop policy (minimum contract 5 to 20 acres) **pp. 16**
- 11) Policy on Cooperator Agreements Revision/Amendments **pp. 17**
- 12) Policy on BWSR Work Plan Revisions/Amendments **pp. 18**

***Upcoming Meetings***

- Regular Meeting: July 10, 2023 @ 9:30 a.m.

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)
October	





**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.

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**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**

<b>Quarterly Meeting Time, Dates, Location</b>	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.
<b>Fiscal Agent</b>	Lake of the Woods SWCD
<b>Coordinator(s)</b>	Lake of the Woods SWCD and Roseau SWCD
<b>Official Depositories</b>	Border Bank of Baudette
<b>Check Signing Authority</b>	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>	\$125.00 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.

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<b>Designated Official Newspaper</b>	Northern Lights Region		
<b>Committee Assignments</b>	<b>Advisory Committee Members:</b>		
	<b>Name</b>	<b>1W1P Participation</b>	<b>Agency / Affiliation</b>
	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 Pirkl	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	
<b>Current Memorandum of Understandings and Agreements</b>	<ul style="list-style-type: none"> <li>● Lake of the Woods Watershed Joint Powers Board Agreement</li> <li>● FY 2022 MN BWSR Watershed-Based Implementation Funding Grant Agreement</li> </ul>		
<b>Current Cooperative Agreements</b>	<ul style="list-style-type: none"> <li>● FY22-01 Septic - LW County</li> <li>● FY22-02 Ditch 1 Stabilization - LW PWD</li> <li>● FY22-03 Fiscal Agent and Coordinator - LOW SWCD</li> <li>● FY22-04 Forest Management Plan Cost-Share - LOW SWCD</li> <li>● FY22-05 Keep It Clean Program- LOW SWCD</li> <li>● FY22-06 Shoreline Protection - LOW SWCD</li> <li>● FY22-07 CD 26 Lat 2 Ditch Repair and Bank Stabilization - Roseau County HD</li> <li>● FY22-08 JD 22 Stabilization – Roseau County HD</li> <li>● FY22-09 Coordination – Roseau SWCD</li> <li>● FY22-10 Ag Practices Cost Share- Roseau and LOW SWCDs</li> <li>● FY22-11 Phase 2 Peatland Design- WWD</li> <li>● FY22-12 Streambank Projects – WWD</li> </ul>		

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**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)

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## 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.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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## Notes to the Treasurer's Report

### **Balance Sheet**

The Balance Sheet tells the board how much money the JPB has (**assets**), how much it owes (**liabilities**), and what is left (**equity**) when you net the two together.

#### **Assets:**

Total, cash on hand, in the Checking and Savings account is \$79,387.39

Note: some of these funds may be spent. See deferred revenue for actual available grant funds.

#### **Liabilities:**

The JPB has \$15,110.07 in accounts payable.

These are invoices that have come in from Roseau SWCD and LOW SWCD.

Deferred Revenue, WBIF FY22, \$63,740.95 is what remains from the second grant allocation of 50%. This amount is set aside for projects.

#### **Total Equity:**

\$503.91 is the interest the JPB has received on the money in the savings account and MCIT dividends.

### **Profit/Loss Budget vs Actual**

This statement shows the grant budget and actual income and expenditures

The current overall grant balance for FY22 is \$374,326.95 (from Intergovernmental Revenue>State, \$ over budget)

Current unallocated grant funding for FY22 is approximately \$13,913.94

NOTE: Based on our typical expenditures we will run out of grant funds 7/1/23. We will need a grant reconciliation before we receive our 40% grant allocation, which takes approximately 2 months. We will be unable to pay any bills until we receive our funds.

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Lake of the Woods Watershed Joint Powers Board

Balance Sheet

As of March 31, 2023

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

Border Bank Checking Account 8,175.10

Border Bank Savings Account 71,212.29

Total Checking/Savings 79,387.39

Total Current Assets 79,387.39

TOTAL ASSETS 79,387.39

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 15,110.07

Total Accounts Payable 15,110.07

Other Current Liabilities

Accrued Interest 32.46

Total Other Current Liabilities 32.46

Total Current Liabilities 15,142.53

Long Term Liabilities

Deferred Revenue

WBIF FY22 63,740.95

Total Deferred Revenue 63,740.95

Total Long Term Liabilities 63,740.95

Total Liabilities 78,883.48

Equity

Operating Funds - Unassigned 503.91

Total Equity 503.91

TOTAL LIABILITIES & EQUITY 79,387.39

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## Lake of the Woods Watershed Joint Powers Board Transaction Detail by Bank Account January through March 2023

	Type	Date	Num	Name	Memo	Paid Amount
<b>Border Bank Checking Account</b>						
	Check	01/04/2023	1134	Postmaster	Board packet postage	-7.20
	Bill Pmt -Check	01/09/2023	1135	Houston Engineering, Inc.	Invoices 62890, 62891	-9,120.15
	Bill Pmt -Check	01/09/2023	1136	Houston Engineering, Inc.	Invoice 62889	-5,135.40
	Bill Pmt -Check	01/09/2023	1137	Roseau SWCD -v	Invoice 23-01	-1,327.61
	Bill Pmt -Check	01/09/2023	1138	LOW Soil & Water Conservation District	Invoice 84012	-31,709.07
	Check	01/09/2023	1139	Edward Arnesen	Board member expense report	-153.82
	Check	01/09/2023	1140	Nancy Dunnell	Board member expense report	-157.75
	Check	01/09/2023	1141	Jan Miller	Board member expense report	-151.20
	Check	01/09/2023	1142	William Ray Thompson	Board member expense report	-125.00
	Check	01/09/2023	1143	Glenda Phillipe	Board member expense report	-125.00
	Transfer	01/10/2023			January Funds Transfer	50,000.00
	Bill Pmt -Check	01/13/2023	1144	MCIT	Invoice 19684R	-1,778.00
	Bill Pmt -Check	01/17/2023	1145	Sustainable Farming Association	Invoice 20221209LOW	-7,750.00
	Transfer	01/17/2023			January Funds Transfer	25,000.00
	Bill Pmt -Check	01/26/2023	1146	Roseau County Hwy Dept	FY22-07	-10,294.20
	Bill Pmt -Check	02/15/2023	1147	Houston Engineering, Inc.	Invoices 63261, 63262, 62889	-7,292.70
	Bill Pmt -Check	03/06/2023	1148	Houston Engineering, Inc.	Invoice 63805	-5,800.50
	Transfer	03/06/2023			March Funds Transfer	10,000.00
	Bill Pmt -Check	03/27/2023	1149	Houston Engineering, Inc.	Invoice 64262 FY22-11	-1,089.68
Total Border Bank Checking Account						2,982.72
<b>Border Bank Savings Account</b>						
	Transfer	01/10/2023			January Funds Transfer	-50,000.00
	Transfer	01/17/2023			January Funds Transfer	-25,000.00
	Deposit	01/31/2023			Interest	13.84
	Transfer	03/06/2023			March Funds Transfer	-10,000.00
	Deposit	03/31/2023			Interest	18.62
Total Border Bank Savings Account						-84,967.54
<b>TOTAL</b>						<b>-81,984.82</b>

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**Lake of the Woods Watershed Joint Powers Board**  
**Transaction Detail by Vendor**  
January through March 2023

Type	Date	Num	Name	Source Name	Memo	Account	Debit
<b>LOTW Joint Powers Board</b>							
Bill	01/01/2023	19684R	WBIF FY22 MCIT		Invoice 19684R Liability insurance	Insurance	1,527.00
Bill	01/01/2023	19684R	WBIF FY22 MCIT		Invoice 19684R Workers Compensation insurance	Insurance	251.00
Check	01/04/2023	1134	WBIF FY22 Postmaster		Board packet postage	Postage	7.20
Check	01/09/2023	1139	WBIF FY22 Edward Arnesen		Board member expense report	Board Member Expenses	153.82
Check	01/09/2023	1140	WBIF FY22 Nancy Dunnell		Board member expense report	Board Member Expenses	157.75
Check	01/09/2023	1141	WBIF FY22 Jan Miller		Board member expense report	Board Member Expenses	151.20
Check	01/09/2023	1142	WBIF FY22 William Ray Thompson		Board member expense report	Board Member Expenses	125.00
Check	01/09/2023	1143	WBIF FY22 Glenda Phillipe		Board member expense report	Board Member Expenses	125.00
Total LOTW Joint Powers Board							<u>2,497.97</u>
<b>LOW SWCD</b>							
<b>Ag Specialist FY22-13</b>							
Bill	01/17/2023	20221209LOW	WBIF FY22 Sustainable Farming Association		Invoice 20221209LOW	Project Development	7,750.00
Total Ag Specialist FY22-13 Coordination/Fiscal FY22-03							<u>7,750.00</u>
Bill	03/31/2023	84065	WBIF FY22 LOW Soil & Water Conservation District		Invoice 84065 FY22-03	Admin/Coordination	6,301.35
Total Coordination/Fiscal FY22-03 Forest Management Plans FY22-04							<u>6,301.35</u>
Bill	03/31/2023	84065	WBIF FY22 LOW Soil & Water Conservation District		Invoice 84065 FY22-04	Planning/Assessment	1,210.00
Total Forest Management Plans FY22-04 Keep it Clean Program FY22-05							<u>1,210.00</u>
Bill	03/31/2023	84065	WBIF FY22 LOW Soil & Water Conservation District		Invoice 84065 FY22-05	Education/Information	3,822.26
Total Keep it Clean Program FY22-05 Shoreline Protection FY22-06							<u>3,822.26</u>
Bill	03/31/2023	84065	WBIF FY22 LOW Soil & Water Conservation District		Invoice 84065 FY22-06	Technical/Engineering	2,456.00
Total Shoreline Protection FY22-06							<u>2,456.00</u>
Total LOW SWCD							<u>21,539.61</u>
<b>Roseau SWCD</b>							
<b>Coordination FY22-09</b>							
Bill	03/31/2023	Invoice 23-118	WBIF FY22 Roseau SWCD -v		Invoice 23-118 FY22-09	Admin/Coordination	1,320.46
Total Coordination FY22-09							<u>1,320.46</u>
<b>Roseau Co Hwy Dept</b>							
<b>CD26 Ditch Repair FY22-07</b>							
Bill	01/26/2023		WBIF FY22 Roseau County Hwy Dept		FY22-07 CD 26 Lat 2 Ditch Repair	Streambank/Shoreline Protection	10,294.20
Total CD26 Ditch Repair FY22-07							<u>10,294.20</u>
Total Roseau Co Hwy Dept							<u>10,294.20</u>
<b>Warroad Watershed District</b>							
<b>Phase 2 Peatland Design FY22-11</b>							
Bill	01/05/2023	62889	WBIF FY22 Houston Engineering, Inc.		Invoice 62889	Technical/Engineering	5,135.40
Bill	02/13/2023	63261	WBIF FY22 Houston Engineering, Inc.		Invoice 63261	Technical/Engineering	414.00
Bill	02/14/2023	62889	WBIF FY22 Houston Engineering, Inc.		Invoice 62889	Technical/Engineering	1,134.45
Bill	03/06/2023	63805	WBIF FY22 Houston Engineering, Inc.		Invoice 63805	Technical/Engineering	5,800.50
Bill	03/23/2023	64262	WBIF FY22 Houston Engineering, Inc.		Invoice 64262 FY22-11	Technical/Engineering	1,089.68
Total Phase 2 Peatland Design FY22-11 Streambank Projects FY22-12							<u>13,574.03</u>
Bill	01/05/2023	62890, 62891	WBIF FY22 Houston Engineering, Inc.		Invoices 62890, 62891	Technical/Engineering	9,120.15
Bill	02/13/2023	63262	WBIF FY22 Houston Engineering, Inc.		Invoice 63262	Technical/Engineering	5,744.25
Total Streambank Projects FY22-12							<u>14,864.40</u>
Total Warroad Watershed District							<u>28,438.43</u>
<b>TOTAL</b>							<u><u>64,090.67</u></u>

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## Lake of the Woods Watershed Joint Powers Board Profit & Loss Budget vs. Actual WBIF FY22 January 2022 through March 2023

	Budget	Jan '22 - Mar 23	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Intergovernmental Revenue</b>				
State	621,173.00	246,846.05	-374,326.95	39.74%
<b>Total Intergovernmental Revenue</b>	621,173.00	246,846.05	-374,326.95	39.74%
<b>Total Income</b>	621,173.00	246,846.05	-374,326.95	39.74%
<b>Gross Profit</b>	621,173.00	246,846.05	-374,326.95	39.74%
<b>Expense</b>				
<b>Operations</b>				
Professional Services	5,000.00	0.00	-5,000.00	0.0%
Board Member Expenses	11,000.00	2,971.81	-8,028.19	27.02%
Insurance	6,000.00	1,778.00	-4,222.00	29.63%
Postage	250.00	74.40	-175.60	29.76%
Supplies	7,250.00	0.00	-7,250.00	0.0%
<b>Total Operations</b>	29,500.00	4,824.21	-24,675.79	16.35%
<b>Program Expenses</b>				
Admin/Coordination	27,000.00	19,236.34	-7,763.66	71.25%
Ag Practices Non-structural	26,500.00	10,500.00	-16,000.00	39.62%
Ag Practices Structural	18,500.00	0.00	-18,500.00	0.0%
Education/Information	29,000.00	14,561.56	-14,438.44	50.21%
Planning/Assessment	20,000.00	5,213.45	-14,786.55	26.07%
Project Development	50,000.00	7,750.00	-42,250.00	15.5%
Streambank/Shoreline Protection	330,066.34	125,599.37	-204,466.97	38.05%
SSTS	15,000.00	15,000.00	0.00	100.0%
Technical/Engineering	75,606.66	44,161.12	-31,445.54	58.41%
<b>Total Program Expenses</b>	591,673.00	242,021.84	-349,651.16	40.91%
<b>Total Expense</b>	621,173.00	246,846.05	-374,326.95	39.74%
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>



**Agenda Item: Request to amend Warroad Watershed District Streambank Projects  
FY22-12**

**Background:**

Warroad Watershed District is requesting to shift \$28,995 from streambank/shoreland to engineering. The fund balance for the streambank/shoreline category should be sufficient to cover the cost to install two practices this summer (based on contractor bids received).

<b>Category</b>	<b>Budget</b>	<b>Balance 4/1/23</b>	<b>Fund Shift Request</b>	<b>New Balance</b>
<b>Streambank/Shoreline Protection</b>	\$ 185,000.00	\$ 103,995.03	\$ (28,995.00)	\$ 75,000.03
<b>Technical/Engineering</b>	\$ 22,000.00	\$ (2,043.77)	\$ 28,995.00	\$ 26,951.23
	<b>\$ 207,000.00</b>	<b>\$ 101,951.26</b>		<b>\$ 101,951.26</b>

**Action Requested:**

Authorize the shift of \$28,995 from Streambank/Shoreline Protection to Technical/Engineering category.





**Agenda Item: Request to amend agreement for Roseau SWCD Coordination FY22-09**

**Background:**

Roseau SWCD is requesting an additional \$2,850 in funding for their FY22-09 Admin/Coordination Agreement. Funding to cover this increase in allocation can come from the JPB Administration allocation. There is sufficient funding in this Administrative category to cover this request.

**Action Requested:**

Authorize increasing the Roseau SWCD Coordination FY22-09 Agreement by \$2,850.



**Agenda Item:** Request to amend agreement for Roseau Cty Hwy Dept JD22 Stabilization  
FY22-08

**Background:**

Roseau County, in cooperation with LW County, is requesting an increase in funding for the JD22 Ditch Stabilization project. This project is ready for construction in the summer of 2023 when conditions allow.

The bids received for the project have come in higher than anticipated. Initial funding allocated was \$15,000 plus 10% match for a total estimated project cost of \$16,500. Bids received were around \$45,000 for the project.

Reasons for increased costs:

\*The survey we conducted to get the lengths for repair was done in in the fall / winter of 2021 when the ditch was brushed by LOTW and Roseau County. We used these lengths to determine the estimate.

\*In the summer when the proposal were being created to bid out (August / September 2022 timeframe) Roseau County looked at the ditch again and found additional spots (may have been missed or new spots appeared because of the flood). This added additional length.

\*Bids were due back on October 17, 2022. This was when fuel was at peak prices (\$5.25 per gallon) and with the flood being over the demand was super high for riprap but the supply was really low. This increased the per linear foot cost.

There is currently \$13,913.94 in grant funds which are not allocated to a project. Of that, \$10,000 was earmarked for Project Development activities and \$3,913.94 for Streambank/Shoreland. If this request is approved, the \$10,000 in project development funds would be shifted to Streambank/Shoreland in the FY22 WBIF Work Plan.

**Action Requested:**

Requesting additional funds be allocated to the Judicial Ditch 22 project in the amount of \$13,913.93 with a 10% match of invoice submitted (as stated in the current cooperative agreement).



**Agenda Item: Request flexibility for the agreement with Roseau and LOW for Ag Practices FY22-10**

**Background:**

The Roseau - LOW Ag Practices Agreement FY22-10 has the following funds allocated for structural and non-structural practices.

Structural:	\$18,500
Non-structural	\$26,500

The Roseau and Lake of the Woods SWCD are requesting to be given the flexibility to move funds from structural practices to non-structural practices to implement projects.

**Action Requested:**

Authorize the flexibility of Roseau and LOW SWCDs to shift funds from structural agricultural practices to non-structural agricultural practices.





**Agenda Item: Request amendment to cover crop policy**

**Background:**

Roseau and Lake of the Woods SWCD staff are requesting an amendment to the LOW Watershed JPB's Cover Crop Policy. The requested amendment is to increase the minimum acres to be eligible in the program from 5 acres to 20 acres.

This change aligns this practice on the intent of the program focusing on soil health practices. In addition, increasing the minimum acreage reduces the amount of administration. This change also makes this policy consistent with other One Watershed One Plan policies in Roseau County.

**Action Requested:**

Authorize an amendment to the Cover Crop Policy by increasing the minimum acre eligibility from 5 acres to 20 acres.



**Agenda Item: Policy on Cooperator Agreements Revision/Amendments**

**Background:** Below is some draft language that the Implementation Committee discussed. The purpose for this policy is to allow for flexibility of contracts and to reduce administrative procedures by waiting for a JPB Meetings.

**Policy for Amending Cooperative Agreements with Partners**

The implementation committee is authorized to make changes to Cooperative Agreements with Partners as follows:

Action Requested	Process for Approval	Documentation	Things to Note:
Shift funds between Activities in Cooperative Agreement	< 25% of allocation. IC Committee may authorize prior to a JPB meeting. Formal approval at following JPB meeting.  >25% of allocation = bring to JPB Board for approval	Update Cooperative Agreement and finance trackers.	If change triggers work plan revision or grant amendment, follow JPB policy for amending BWSR grant work plans.
Add/remove funds or Activities to or from Partner Cooperative Agreement	JPB Board Action	Update Cooperative Agreement and finance trackers.	If change triggers work plan revision or grant amendment, follow JPB policy for amending BWSR grant work plans.
Extend Cooperative Agreement end date	IC Committee may authorize prior to a JPB meeting.  JPB Board Action to formalize change.	Update Cooperative Agreement.  May need to request Grant extension from BWSR.	If change triggers work plan revision or grant amendment, follow JPB policy for amending BWSR grant work plans..

\*Board Conservationist should be kept informed of changes to cooperative agreements that impact the budget, accomplishments or proposed pollution reductions.

**Action Requested:**

Review and discuss this policy. If a favorable review of this policy, make a Board motion adopting this policy with or without changes.



**Agenda Item: Policy on BWSR Work Plan Revisions/Amendments**

**Background:** Below is some draft language that the Implementation Committee discussed. The purpose for this policy is to allow for flexibility of BWSR Work Plans and to reduce administrative procedures by waiting for a JPB Meetings.

**Policy and Procedure for Changes to BWSR Grant Work Plans (for grants >\$500,000)**

The implementation committee is authorized to make changes to BWSR Grant Work Plans for WBIF funding as follows:

Category	Change in budget (funding shift, add/remove activity)	JPB Policy on Change.	Approval/Documentation Needed for BWSR
Minor revision	Change(s) in the work plan budget ≤\$50,000	IC Committee may authorize prior to a JPB meeting.  JPB Board Action to formalize change.	Document change in eLINK grant reporting (explain in narrative any budget changes)
Work Plan Revision	Change(s) in the work plan budget > \$50,000 but < \$200,000	IC Committee may authorize prior to a JPB meeting.  JPB Board Action to formalize change.	BC approval needed. Submit request via email.  eLink work plan may need to be updated based on BC's preference.
Grant Agreement Amendment	Change(s) in the work plan budget ≥\$200,000	JPB Board Action to approve grant amendment.	Request grant agreement amendment from BC.  Board approval of grant agreement amendment  Update eLink work plan

\*Board Conservationist should be kept informed of changes to cooperative agreements that impact the budget, accomplishments or proposed pollution reductions.

**Action Requested:** Review and discuss this policy. If a favorable review of this policy, make a Board motion adopting this policy with or without changes.

