



Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN
July 23, 2026

Attendance

Managers present at the Warroad Watershed District (WWD) office were Bill Thompson, Joe Olafson, Brian Schaible, Keith Landin, and Jeff O'Donnell. Other attendees were Scott Johnson (Roseau Co SWCD) and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) joined remotely.

Call to Order

President Thompson called the meeting to order at 10:00 a.m.

Agenda

The agenda was approved on a motion by Landin, second by Olafson, and unanimous vote of the Board.

Secretary's Report

The June 23, 2026, draft meeting minutes were reviewed and approved as submitted with a motion by Landin, second by Schaible, and unanimous vote of the Board.

Treasurer's Report

2027 Budget review for August hearing

Landin presented a proposed budget for the 2026-2027 fiscal year with a total of \$80,000. The proposed budget includes the following:

Administration & Managers	\$ 30,000.00
Office Rent	\$ 4,500.00
Dues	\$ 1,700.00
Accounting, Supplies, Postal, Public Notices	\$ 3,500.00
Travel	\$ 2,000.00
Meetings Registrations	\$ 2,000.00
Utilities, Internet, Phone, Software	\$ 3,300.00
General Project Engineering /Administration	\$ 26,000.00
Insurance	\$ 7,000.00
Total	<u>\$ 80,000.00</u>

Olafson moved to approve the proposed budget as presented by Landin. O'Donnell seconded. Motion carried unanimously. The hearing will be on August 27 at the same time as the regular board meeting.

The Treasurer's Report was reviewed. Balances as of 7/20/2026 were:

Checking account	\$ 124,970.81
Debit Card account	\$ 1,051.27

CD

\$ 10,000.00

Fourth quarter and fiscal yearend statements of activity were included in the report. Financial transactions since the last meeting were reviewed. Manager requests for payment were submitted, reviewed, and signed. A list of upcoming invoices and bills payable was reviewed:

LaValla Sand & Gravel	Contractor- Streambank Stabilization	\$ 60,708.42
Houston Engineering	Engineering- Streambank Stabilization	\$ 1,264.50
Houston Engineering	Engineering- Streambank Stabilization	\$ 2,882.85
Houston Engineering	Engineering- Streambank Stabilization	\$ 183.00
Roseau County SWCD	Engineering- Streambank Stabilization	\$ 4,294.60
Roseau County SWCD	Operating Contracted Services	\$ 284.46
Keith Landin	Manager Compensation/Expenses	\$ 402.25
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation/Expenses	\$ 302.25
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Expenses	\$ 880.37
Microsoft	Microsoft 365 software subscription	\$ 13.42
Marco	Office supplies: copier	\$ 110.95
Arlo Burress	Rent	\$ 360.00
Arlo Burress	Internet	\$ 33.46
Security State Bank	Bank Service Charges	\$ 1.00
Intuit	QuickBooks subscription	\$ 38.00
Wikstrom	Phone	\$ 39.57

Clean Water Fund Balances: As of 6/25, the WWD Streambank Protection grant fund balances as provided by LOW SWCD are as follows:

FY24-04	Streambank/Shoreland Protection (construction)	\$ 61,974.67
	Technical/Engineering Assistance	\$ 0.00
FY26-05	Streambank/Shoreland Protection (construction)	\$115,000.00
	Technical/Engineering Assistance	\$ 17,013.35
FY26-13	Cedarbend Streambank/Shoreland Protection (construction)	\$ 87,294.00
	Cedarbend Technical/Engineering Assistance	\$ 15,103.50

Landin moved to request that any remaining construction funds from the FY24-04 grant be reallocated to the technical assistance/engineering portion of the balance. Schaible seconded the motion, which carried unanimously.

Olafson moved and O'Donnell seconded to approve the payment of bills. Motion carried unanimously by the Board. Approval of the treasurer's report was made on a motion by Schaible, second by O'Donnell. Motion carried unanimously.

Visitor(s)/Public Comment

None.

Old Business

Joint Powers Board (JPB) and Implementation Committee (IC) Updates

There was no JPB meeting.

Olafson and Thompson recapped the progress of the Advisory Committee's work to draft an amended management plan which addresses aquatic invasive species, phosphorus, agricultural and residential pesticides, and more. They recently reviewed flagged items. An outreach educational program will be introduced to SWCDs, watersheds about phosphorus reduction. The comment period begins July 27 with a public hearing scheduled on October 26. Contact Mike Hirst at the LOW Co SWCD for more details.

Streambank stabilization projects

- **Peterson site:** Scott Johnson reported that the Peterson project has been completed. Photos have been taken and filed.
- **Lindner/Hallan sites:** Tony Nordby reported that a preconstruction meeting was held July 8 with Goulet Construction, the landowners who were available, Olafson, Landin, and Houston Engineering reps. The contractor is planning to begin July 27 at the Hallan site to remove grub.
- **Cedarbend Township 570th Avenue:** Nothing new to report.
- Possibilities of future project sites were discussed.

LOW County Peatland Restoration

No report.

Beaver dams update

None.

Permits

None.

Conservation Corps

Nordby submit the application to the Conservation Corps for 2027 work.

Admin support

A data practices seminar will be offered by MCIT.

New Business

None.

Round Table

None.

Next Meeting

The next regular meeting of the WWD Board will be Thursday, August 27, at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:46 a.m. with a motion by Landin, seconded by O'Donnell, and unanimous vote of the Board.

Respectfully submitted,
Brian Schaible, WWD Secretary