

**Meeting Minutes of the Board of Managers
Warroad Watershed District**

Warroad, MN
July 24, 2025

Attendance

Managers present at the Warroad Watershed District (WWD) office were Bill Thompson, Brian Schaible, Joe Olafson, Jeff O'Donnell, and Keith Landin. Other attendees were Glenda Phillippe (Roseau County Commissioner), Kermit Jensen (Roseau County Commissioner), Corryn Trask (Lake of the Woods County SWCD), and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) joined the meeting online.

Call to Order

President Thompson called the meeting to order at 10:01 a.m.

Agenda

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

Secretary's Report

The June 30, 2025, draft meeting minutes were reviewed. The minutes were approved as submitted on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 7/21/2025 were:

Checking account	\$ 128,540.98
Debit Card account	\$ 1,404.10
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 and Gravel	Streambank Stabilization SWCD Olafson	\$ 35,113.50
Houston Engineering	Streambank Stabilization Inv. 77311	\$ 11,247.75
Roseau County SWCD	Contracted Services	\$ 339.76
Keith Landin	Manager Compensation	\$ 635.00
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 295.00
Brian Schaible	Manager Compensation	\$ 147.50
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Expenses	\$ 723.80
Microsoft	Microsoft 365 software subscription	\$ 13.42
Marco	Office supplies: copier	\$ 121.11
Arlo Burress	Rent	\$ 350.00

Arlo Burress	Internet	\$	33.46
Security State Bank	Bank Service Charges	\$	1.00
Intuit	QuickBooks subscription	\$	38.00
Wikstrom	Phone	\$	39.41

Grant funds balances

Clean Water Fund Balances: As of 7/16, the WWD Streambank Protection grant FY24-04 fund balances as provided by LOW SWCD were as follows:

Streambank/Shoreland Protection (construction)	\$	70,974.67
Technical/Engineering Assistance	\$	5,026.87

These balances reflect a pending allocation transfer of \$5,000 from construction funds to technical/engineering assistance funds, subject to JPB approval.

Even so, the technical/engineering assistance balance is inadequate since there is \$11,247.75 outstanding to Houston Engineering for the Hallan/Lindner projects and another \$2,533.97 to be paid for TSA via the Roseau County SWCD for the Olafson project.

Corryn Trask from Lake of the Woods County SWCD explained that a grant must be approved before incurring any costs. Since new grant funds cannot be used to pay expenses incurred prior to the grant, WWD is not able to delay any outstanding expenses from Houston Engineering to be paid from the next round of grant monies.

Construction cost estimates for projects that have been already engineered are: \$72,630 for the Hallan project, \$58,830 for the Lindner project, and \$130,000 for the Peterson project. Some additional engineering expenses will be incurred during construction of these projects.

There may not be enough funding from the FY 2026 grant to cover all the planned projects or to start new projects.

O'Donnell moved to make a request to the Joint Powers Board to transfer \$14,000 from the construction allocation to engineering allocation instead of \$5,000, with a second by Olafson. Motion carried unanimously.

Approval for payment of bills was made on a motion by Olafson with a second by O'Donnell. Motion carried unanimously.

Approval of the treasurer's report was made on a motion by Olafson with a second by O'Donnell. Motion carried unanimously.

Corryn Trask encouraged the board to reach out to Mike Hirst when budgeting for the upcoming work plan. She explained that their office wants to have the work plan solidified in October to bring to the Joint Powers Board, which then gets sent to BWSR. The grant agreement is usually in place by January 1.

BWSR has a Projects and Practices grant (a clean water competitive grant) that could potentially be used for the project near the Cedarbend township road washout on the West Branch. The application is usually due in August. The project is estimated to require \$20,000 to \$30,000 for engineering and \$75,000 to \$100,000 for construction. Tony Nordby will contact Matt Fischer of BWSR for more

information on the grant. The cleanout of the culverts downstream would be a county responsibility because it's on a county road (CR 134W). Landin moved to hire Houston Engineering to apply for the BWSR grant for the Cedarbend project, not to exceed \$1,000 in cost to the district. Olafson seconded the motion, which carried unanimously. Landin reported that he contacted Jeff Hellquist regarding bringing the cost share numbers (5% of the construction cost) to the township board. Landin will contact Nordby to follow up on the township board meeting discussion regarding listing Cedarbend Township as a project partner on the application.

Audit approval

Peterson Company sent a letter of engagement for this year's audit. Their fee has increased from \$4,500 to \$5,000 for the audit. Landin moved to sign the letter of agreement to have Peterson Company conduct the audit, second by Schaible. Motion carried by unanimous vote of the board.

2026 Budget review for August hearing

Landin presented a proposed budget for the 2025-2026 fiscal year with a total increase from \$74,500 to \$80,000. The proposed budget includes the following:

Administration & Managers	\$ 34,000.00
Office Rent	\$ 4,200.00
Dues	\$ 1,500.00
Accounting, Supplies, Postal, Public Notices	\$ 3,500.00
Travel	\$ 2,000.00
Meetings Registrations	\$ 2,000.00
Utilities, Internet, Phone, Software	\$ 3,000.00
General Project Engineering /Administration	\$ 28,000.00
Insurance	\$ 1,800.00
Total	\$ 80,000.00

O'Donnell moved to approve the proposed budget as presented by Landin. Olafson seconded. Motion carried unanimously. The hearing will be August 28 at the same time as the regular board meeting. Public notices will appear in the Trading Post, Northern Light Region, and the Roseau Times Region.

Visitor(s)/Public Comment

Kermit Jensen reported that Nathaniel Lewis trapped and Loren Horner removed a beaver dam on Ditch 6. The County is also arranging for the trapping and removal of two beaver dams on Bernard's Orchard Trail and one on Wobble Grade. Glenda Phillipe reported there has been some disagreement with the DNR and the County over ditch abandonment.

Old Business

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

Thompson reported that the Joint Powers Board is scheduled to meet July 28.

Olafson reported that the Implementation Committee met July 9. Corryn Trask covered the conversation regarding funding earlier in the meeting. WWD's work plan must be submitted this fall. Anyone can request a well water test kit from Roseau County SWCD for \$10 each and testing will be done October 19.

Streambank stabilization projects

Lee Olson has requested two streambank locations on his property to be stabilized.

Houston Engineering

The Lindner and Hallan projects are ready for construction pending funding.

LOW County Peatland Restoration

Olafson and Landin attended a meeting with Charlie Tucker, Meredith Cornett, and Torin McCormack regarding the peatland restoration project. The project will retain water to restore and maintain peatland moisture. They want to move forward with three sites. Ditch abandonment will need to be resolved before proceeding. It appears that the planners are cognizant of unintended consequences. The project is expected to be beneficial for the watershed.

Conservation Corps: River clean-up

The crew will be working on the Warroad River the weeks of August 11 and August 18. Olafson will be the WWD contact person in Landin's absence. An application has been made for work to be done next year.

Beaver dam removal update

None.

Permits

None.

Admin support

None.

New Business

None.

Round Table

Thanks to Olafson for applying to be appointed for another term.

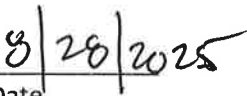
Next Meeting

The next regular meeting of the WWD Board will be held Thursday, August 28, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:26 a.m. on a motion by Olafson, second by O'Donnell, and unanimous vote of the Board.


Watershed Secretary


Date