

**Meeting Minutes of the Board of Managers
Warroad Watershed District
Warroad, MN
November 25, 2025**

Attendance

Managers present at the Warroad Watershed District (WWD) office were Bill Thompson, Brian Schaible, Joe Olafson, and Jeff O'Donnell. Keith Landin joined the meeting by phone but did not vote. Other attendees were Scott Johnson (Roseau County SWCD) and Vicki Dalager (WWD administrative support). Janine Lovold (Roseau County SWCD), Matt Fischer (BWSR), and 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 O'Donnell, and unanimous vote of the Board members present.

Secretary's Report

The October 23, 2025, draft meeting minutes were reviewed. The minutes were approved as submitted with a motion by Olafson, second by O'Donnell, and unanimous vote of the Board members present.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 11/20/2025 were:

Checking account	\$ 81,282.14
Debit Card account	\$ 1,304.04
CD	\$ 10,000.00

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:

Minnesota Watersheds	Dues	\$ 1,516.00
Houston Engineering	Streambank Stabilization Inv. 79447	\$ 2,293.40
Adam Solberg	Beaver trapping	\$ 450.00
Keith Landin	Manager Compensation	\$ 594.60
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 358.40
Brian Schaible	Manager Compensation	\$ 237.50
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Expenses	\$ 1,511.00
Microsoft	Microsoft 365 software subscription	\$ 13.42
Marco	Office supplies: copier	\$ 107.11

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	\$ 39.53

Clean Water Fund Balances: As of 11/20, the WWD Streambank Protection grant FY24-04 fund balances as provided by LOW SWCD were as follows:

Streambank/Shoreland Protection (construction)	\$ 61,974.67
Technical/Engineering Assistance	\$ 1,144.20

A discussion was held about Minnesota Watersheds membership benefits in relation to the amount paid in dues. Matt Fischer encouraged the Board to invite MN Watersheds' executive director, Jan Voit, to join a meeting online so she can provide information about their work.

Approval of the treasurer's report and payment of bills was made on a motion by O'Donnell with a second by Olafson. Motion carried unanimously by the Board members present.

Visitor(s)/Public Comment

None.

Old Business

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

Thompson reported that the JPB met October 29. It was the midpoint of the BWSR grant agreement. There was a minor boundary change to the Watershed. Information was received on an implementation grant for the workplan process.

Olafson reported that the IC will meet in December.

The Advisory Committee met in November at which an update to the 10-year plan was reviewed.

LOW County Peatland Restoration

On behalf of WWD, Olafson and Landin attended a meeting for stakeholders on October 29. The planners are looking at using permeable cellulose bales, a relatively new product on the market, which lets water through without getting saturated. The plan is for three areas, each about 1 mile long, with three or four cellulose bales about 30 feet wide blocking the ditches. The bales would be lower in the middle to hold the water back and slow it down, but would let water flow over the top. All sites are in Lake of the Woods County.

Streambank stabilization projects

Peterson site

Scott Johnson reported that the project is on hold until next year.

Cedarbend Township 570th Avenue

Tony Nordby from Houston Engineering reported that the site has been surveyed. He presented drone footage that showed erosion, a large beaver dam, and islands that have formed in the ditch. He suggests that the township have them removed to avoid washouts on the edges.

Lindner/Hallan sites

Nordby recommended that contractor quotes be sought in February for construction in June.

Beaver dam removal update

Adam Solberg trapped six beaver for which the Board approved payment earlier in the meeting. Tyler Wulff will be removing the large beaver dam by the Cedarbend site. Nathaniel Lewis has been contacted about trapping at the north end of the golf course.

Permits

No permit applications were received. It was determined that a culvert installed near 630th Avenue is a township/SWCD issue. O'Donnell will check with Isaac Krahm and Scott Johnson will look at the site.

Audit

Vicki Dalager reported that all requested documents have been submitted to the auditor. A representative at the Peterson Company indicated that the WWD audit is moving through their process.

Admin support

Landin, Schaible, and Dalager met to write the report and compile photos to include in the annual report.

New Business

Advisory Committee

The WWD Advisory Committee needs to meet. Landin usually makes a presentation to the committee, but he won't be available to do it this year. Olafson will contact Jeff Hellquist, the chairperson of the Advisory Committee, to set up a meeting date.

Round Table

Conway Marvin inquired about installing a culvert to gain access to a portion of land along 570th Avenue. Discussion was held about the concern that a culvert installed in that location would hold back water and create additional erosion along the roadway. A low flat crossing like a railroad flat car or trailer frame to get above the water level would be a better option. Olafson indicated that the township will make a determination.

County Ditch 6 on 570th Avenue, 2 miles west of Highway 5, has a culvert that is reportedly higher on one end than the other. The recommendation is that since it's a county ditch, they should contact Erica Halstensgard, the Roseau County engineer.

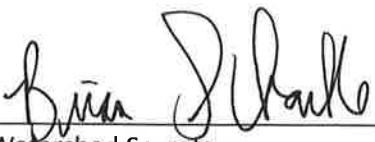
Thompson shared information about the MCIT annual meeting.

Next Meeting

The next regular meeting of the WWD Board will be held Friday, December 19, at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:05 a.m. with a motion by Olafson, second by O'Donnell, and unanimous vote of the Board members present.



Watershed Secretary

12/19/2025
Date