Warroad Watershed District
PO Box 77 • 121 Wabasha Ave NE, Suite C
Warroad, MN 56763
www.warroadwatershed.org • 218-386-4520

Meeting Minutes of the Board of Managers
Warroad Watershed District

Warroad, MN

August 27, 2026

Attendance

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

Call to Order

President Thompson called the meeting to order at 10:06 a.m.

Agenda

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

Landin moved to adjourn the regular meeting, seconded by Olafson; the motion carried by a unanimous vote of the Board members in attendance. The meeting was adjourned for the budget hearing to begin.

Budget Hearing

The budget hearing was called to order at 10:07 a.m. Landin presented the proposed 2026-27 budget, which totaled $80,000. The proposed budget retained the prior-year total of $80,000 while reallocating amounts to better reflect actual administrative, insurance, audit, rent, and utility costs.

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 & Audit	$ 7,000.00
Total	**$ 80,000.00**

Olafson moved to approve the budget for 2026-27 as presented, seconded by O'Donnell; the motion carried by a unanimous vote of the Board members in attendance. A motion by Landin and seconded by O'Donnell to adjourn the budget hearing carried unanimously by the managers in attendance.

President Thompson called the regular meeting to order at 10:09 a.m.

Secretary's Report

The July 23, 2026, draft meeting minutes were reviewed and approved as submitted with a motion by Landin, second by O'Donnell, and unanimous vote of the Board members in attendance.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 8/24/2026 were:

Checking account	$ 115,953.82
Debit Card account	$ 1,036.85
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:

Houston Engineering	Engineering- Maintenance	$ 22.50
Houston Engineering	Engineering- Streambank Stabilization	$ 6,592.36
Nathaniel Lewis	Beaver Trapping	$ 150.00
Adam Solberg	Beaver Trapping	$ 150.00
Goulet Construction	Contractor- Streambank Stabilization	$ 54,606.00
Northland Trading Post	Legal Notices	$ 107.80
Keith Landin	Manager Compensation/Expenses	$ 768.34
Jeff O'Donnell	Manager Compensation	$ 125.00
Joe Olafson	Manager Compensation/Expenses	$ 227.32
Bill Thompson	Manager Compensation	$ 125.00
Vicki Dalager	Contract Admin/Expenses	$ 900.91
Microsoft	Microsoft 365 software subscription	$ 13.42
Marco	Office supplies: copier	$ 106.95
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 7/24, the WWD Streambank Protection grant fund balances as provided by LOW SWCD are as follows:

FY24-04	Streambank/Shoreland Protection (construction)	$ 0.00
	Technical/Engineering Assistance	$ 712.68
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

The FY24 grant balance is expected to be fully expended after the current bills, with remaining project funds considered sufficient for ongoing work.

Two large district maps were received from Houston Engineering. Landin framed one for wall display and mounted one as a working copy. Materials for the frame totaled approximately $125.

Landin moved to approve increasing the district's beaver trapping payment to $100 per beaver for future authorized work, applied consistently to all trappers. Following a second by O'Donnell, the motion carried unanimously by the Board members present.

Landin reported that MCIT estimated the cost of insurance premiums to be $1,712 next year.

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

Visitor(s)/Public Comment

Kermit Jensen reported that Landin and Thompson have been reappointed as managers on the Warroad Watershed District board for another 3-year term.

Old Business

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

No meetings.

Streambank stabilization projects

- **Lindner/Hallan sites:** The Hallan site is mostly done except for seeding. The landowner is pleased with the project. Seeding will be sprayed rather than using a straw and fiberglass mat. Clearing and grubbing at the Lindner site just commenced, with anticipated completion in about a week. Goulet Construction doesn't have GPS guidance capabilities in their equipment, so Houston Engineering field staff have been checking in regularly with a transit to confirm elevation. The Hallan site required a lot of dirt work. A partial payment for work performed was approved earlier in the meeting.
- **Cedarbend Township 570th Avenue:** The contractor, R & Q Trucking, asked for an extension of the completion deadline to October 16 due to project delays resulting from this summer's road construction. The township board was amenable to the request. Landin moved to approve the delay with no liquidated damages. O'Donnell seconded the motion, which carried unanimously by the Board members present.
- Nordby inquired whether there were any potential stabilization sites to consider for possible fall surveying after leaf drop. The Board discussed three potential sites: two at the Lee Olson property and one at Jeff Hellquist's property. Landin moved to pursue research for these sites for possible 2027 work, subject to available funding. O'Donnell seconded the motion, which carried unanimously by the Board members present. Nordby will prepare a proposal for Board consideration.

LOW County Peatland Restoration

No report.

Beaver dams update

A dam needs to be removed following trapping at the Ullwelling site. Trapping needs to be done at Percy Hodgson's property. Landin will contact Tyler Wulff about dam removal and Adam Solberg about trapping.

Permits

No permit applications were received. A possible unreviewed culvert installation near 600th Avenue was discussed. Follow-up will be done to determine the approval and installation details.

Conservation Corps
A letter was sent to each landowner affected by this year's upcoming Conservation Corps work. The Conservation Corps is scheduled to begin river cleanup on August 31 for approximately two weeks. Initial work is planned near Joe Ullwelling's property, followed by East Branch locations. A possible additional cleanup area near the Hallan/Bartinski location will be inspected to have trees removed so that water may be rerouted to the original channel prior to flooding.

Admin support
No communication from Peterson Company has been received. Vicki Dalager will contact the auditor because the next audit engagement agreement has not yet been received.

New Business
None.

Round Table
- Conway Marvin's railcar bridge was reported installed. The bridge was placed under authorization by the township.
- A mounting location for the framed map of the watershed district was discussed.
- Olafson raised a question about the feasibility of using TSA (Technical Service Area engineers through SWCD) in the future for streambank projects to reduce engineering costs. Discussion ensued about how each entity tracks a project and acts on behalf of WWD. Nordby explained that Houston Engineering measures product in place at the site to determine actual product used for billing rather than relying on the product estimate in the contract. He explained that the process he utilizes for partial payments involves both the engineer and contractor to sign off on the rationale for the partial payment amount before a request for payment is given to WWD. Any contractor surcharge, such as the fuel surcharge which was charged by LaValla Sand and Gravel on the Peterson project, would apply only to work outside the original contract and would require Board approval through a change order specifying the additional scope and price. Scott Johnson suggested that this type of expense might be covered in a standard contingency percentage. Both Houston Engineering and TSA provide assurance of prevailing wage requirements and submit IC134 statements.

Next Meeting
The next regular meeting of the WWD Board will be Thursday, September 24, at 10:00 a.m.

Adjournment
The meeting was adjourned at 11:09 a.m. with a motion by Landin, seconded by O'Donnell, and unanimous vote of the Board.

Respectfully submitted,
Brian Schaible, WWD Secretary