

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

Warroad, MN
October 23, 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 Kermit Jensen (Roseau County Commissioner) and Vicki Dalager (WWD administrative support). No one 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 Landin, second by O'Donnell, and unanimous vote of the Board.

Secretary's Report

The September 25, 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.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 10/20/2025 were:

Checking account	\$ 84,085.68
Debit Card account	\$ 1,318.46
CD	\$ 10,000.00

The first quarter statement of activity was 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:

Adam Solberg	Beaver trapping and dam clearing	\$ 600.00
Keith Landin	Manager Compensation	\$ 282.50
Jeff O'Donnell	Manager Compensation	\$ 125.00
Joe Olafson	Manager Compensation	\$ 125.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Expenses	\$ 846.44
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 didn't change: As of 9/23, 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

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

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

Visitor(s)/Public Comment

Kermit Jensen reported that a joint counties meeting was held recently. They opted not to levy a dollar amount in 2026 for ditches 22 and 62 shared by Lake of the Woods and Roseau counties. If there is any county money spent on the DNR peatland project relating to ditch 62, it would be 10% of the total cost of the project. Some funds are in the pool already and a levy may be pursued the following year.

Old Business

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

Thompson reported that the JPB will meet next week.

Olafson reported that the Implementation Committee was delayed until November.

Streambank stabilization projects

Cedarbend Township 570th Avenue

Tony Nordby from Houston Engineering communicated via email that the surveying of the Cedarbend Township 570th Avenue site will likely be done in the last week of October.

Peterson site

The contractor, LaValla Sand and Gravel (Brekke), is unable to fit this project into the schedule this fall, so work will commence in the spring.

Houston Engineering

Cedarbend project surveying update reported above.

LOW County Peatland Restoration

A meeting for stakeholders is set for October 29. Olafson and Landin plan to attend on behalf of WWD.

Beaver dam removal update

Adam Solberg trapped four beaver and cleared three dams for which the Board approved payment earlier in the meeting.

Permits

No permit applications were received. Scott Johnson, Roseau SWCD, forwarded notice of plans for a bridge replacement south of Warroad which is in the process of being approved by other entities.

Admin support

Vicki Dalager reported that the audit by Peterson Company is currently in progress and she has been compiling documents and submitting them. The auditor sent a list of items required. We may be asked to provide more information as they get further into the audit.

Work will begin on putting together the annual report. Landin and Schaible will review the minutes from July 2024 through June 2025 and will highlight items to include.

MN Watersheds Annual Conference and Trade Show

No one from WWD will be attending.

BWSR "Cradle to Grave" Grant Training

No one from WWD is able to attend.

New Business

None.

Round Table


None.

Next Meeting

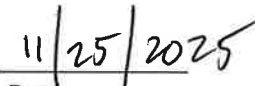
The next regular meeting of the WWD Board will be held Tuesday, November 25, at 10:00 a.m. The managers scheduled the December meeting to take place on Friday, December 19.

Adjournment

The meeting was adjourned at 10:29 a.m. with a motion by Landin, second by O'Donnell, and unanimous vote of the Board.



Watershed Secretary



Date