



Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN
May 28, 2026

Attendance

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

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 O'Donnell, and unanimous vote of the Board members.

Secretary's Report

The April 23, 2026, 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.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 5/26/2026 were:

Checking account	\$ 83,894.34
Debit Card account	\$ 1,080.11
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- Streambank Stabilization	\$ 122.00
Houston Engineering	Engineering- Streambank Stabilization	\$ 2,517.00
Keith Landin	Manager Compensation	\$ 260.00
Jeff O'Donnell	Manager Compensation	\$ 250.00
Joe Olafson	Manager Compensation/expenses	\$ 309.50
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Expenses	\$ 599.06
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 4/24, 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	\$ 17,612.75
FY26-13	Cedarbend Streambank/Shoreland Protection (construction)	\$ 87,294.00
	Cedarbend Technical/Engineering Assistance	\$ 18,291.30

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

Arlo Burress has requested a \$10/month increase in rent beginning July 1 to help offset the increase in office rent. Landin moved to approve the \$10/month increase in rent as requested to total \$360/month. O'Donnell seconded the motion which carried unanimously.

Visitor(s)/Public Comment

Scott Johnson urged the WWD Board members to make their voices heard for funding that is needed for Warroad Watershed District projects. Olafson will plan to make contact with landowners who have been interested in stabilization work.

Old Business

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

- Thompson reported that there was discussion about grant dollar balances and the deadlines by which they must be used. They discussed extending the Cedarbend/570th project.
- Olafson was unable to attend a virtual IC meeting on May 19. Scott Johnson reported that there was a report on the status of the amendment plan. Comments are due by June 14 and then there will be a 60-day open comment period, after which it will go back to the JPB for final approval.

Streambank stabilization projects

- **Peterson site:** The project is ready to go.
- **Lindner/Hallan sites:** Tony Nordby reported that he will set up a pre-construction meeting with Goulet Construction and WWD reps. Goulet plans to begin construction after July 8.
- **Cedarbend Township 570th Avenue:** The agreement with Wayne Ehlers to allow access to the site was signed and submitted. Olafson reported that he gave a contract to the Cedarbend Township board, but they did not agree to pay the 25% that WWD requested. The township cost share percentage was discussed. Tony Nordby provided an overview of the project with a description of the materials to be used and addressed concerns posed by Jeff Hellquist from the Cedarbend township board. Nordby estimated that 75% of the rocks to be used will benefit the township's road. R&Q Trucking had the low quote of \$62,900. Landin moved that Cedarbend Township contribute 16% (which ends up being \$10,000) toward the 570th Avenue streambank stabilization construction. Olafson seconded the motion which carried unanimously. Hellquist will take the proposal back to the township board. Olafson moved that Houston Engineering move forward

with securing R&Q Trucking for the construction contingent on Cedarbend Township agreeing to the 16% match. Schaible seconded the motion which carried unanimously.

LOW County Peatland Restoration

O'Donnell attended a peatland restoration meeting. He reported that plans are to proceed with one site right away, but there are three target sites. Abandonment is a sticking point.

Beaver dams update

No invoices have been submitted to date by Nathaniel Lewis and Adam Solberg.

Permits

None.

Conservation Corps

No new information. Landin will see to writing landowners before the project begins.

Admin support

The minimum yearly amount for 1099s has changed from \$600 to \$2,000 moving forward.

New Business

Landin reported that, over the winter, Tim Paquin burned piles of wood accumulated from the Conservation Corps work last August. Landin moved that WWD pay Tim Paquin \$250 for this work. Schaible seconded the motion which carried unanimously.

Round Table

There was a discussion about the Watershed's boundaries stemming from an inquiry from Matt Fischer.

Next Meeting

The next regular meeting of the WWD Board will be moved to Tuesday, June 23, at 10:00 a.m. on a motion by Schaible, second by Landin, and unanimous vote of the Board

Adjournment

The meeting was adjourned at 11:19 a.m. with a motion by Landin, second by Schaible, and unanimous vote of the Board.

Respectfully submitted,
Brian Schaible, WWD Secretary