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

Warroad, MN

September 24, 2026

Attendance

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

Call to Order

President Thompson called the meeting to order at 10:05 a.m.

Agenda

With the removal of "Budget Hearing" which was an inadvertent carryover from the previous month, the agenda was approved on a motion by Landin, second by O'Donnell, and unanimous vote of the Board.

Secretary's Report

The August 27, 2026, draft meeting minutes were reviewed and 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 9/21/2026 were:

Checking account	$ 106,675.29
Debit Card account	$ 1,022.43
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	$ 272.00
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Northern Light Region	Legal Notices	$ 128.00
Roseau Times-Region	Legal Notices	$ 122.40
Adam Solberg	Beaver Trapping	$ 300.00
Goulet Construction	Contractor- Streambank Stabilization	$ 45,942.70
Roseau Co SWCD	Engineering- Streambank Stabilization	$ 211.36
Keith Landin	Manager Compensation/Expenses	$ 896.60
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	$ 1,040.16
Microsoft	Microsoft 365 software subscription	$ 13.42
Marco	Office supplies: copier	$ 114.95
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 8/27, 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	$ 0.00
FY26-05	Streambank/Shoreland Protection (construction)	$ 65,854.60
	Technical/Engineering Assistance	$ 11,792.91
FY26-13	Cedarbend Streambank/Shoreland Protection (construction)	$ 87,294.00
	Cedarbend Technical/Engineering Assistance	$ 15,103.50

Audit approval

Peterson Company sent a letter of engagement for this year's audit. Their fee has increased from $5,000 to $5,300 for the audit. Landin moved to sign the letter of agreement to have Peterson Company conduct the audit, second by O'Donnell. Motion carried by unanimous vote of the Board.

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

Visitor(s)/Public Comment

Kermit Jensen reported about beaver control efforts and dam removal in the area. Within WWD, Adam Solberg will trap for beaver near Gordy Olson's cabin on Tangnes Trail on Ciphers Bridge.

Old Business

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

No meetings. The next IC meeting will be held on October 14.

Streambank stabilization projects

- **Lindner/Hallan sites:** Both sites are complete. The grass is growing well. Another partial payment for work performed was approved earlier in the meeting.
- **Cedarbend Township 570th Avenue:** Houston Engineering had a field meeting with R & Q Trucking, the contractor. Construction will likely begin within the next week, with the project estimated to take three days. Landin would like to be notified when construction begins. The Cedarbend Township leadership will be notified as well.
- **Olson sites:** Olafson and Landin visited the Lee Olson property to evaluate the severe erosion that's taken place at two locations. Jeff Hellquist is not agreeable to having any work on his property. The quote from Houston Engineering for these sites was more than $46,000. A discussion followed which reviewed different options to reduce costs.

- **GPS and construction oversight**: Roughly half of the quote results from Houston Engineering staff performing construction oversight. The amount allocated to that portion could be reduced by requiring the contractor to have GPS in their equipment. Savings of $7,000 to $8,000 would result in a project like the recent Lindner/Hallan sites if the contractor had GPS. Requiring a contractor to have GPS would eliminate many small contractors from offering quotes due to the expense of installing GPS capabilities on their machine. There was discussion about whether the contractor could rent a GPS for a given project.
- **Meetings:** Nordby indicated that a pre-construction meeting could be eliminated or additional onsite contacts could be reduced. Remote meetings may be a possibility for this project.
- **Dual rates for construction cost sharing:** Two cost share rates for landowners could be implemented depending on their choice of rootball or rock. Another option would be for the landowner to pay the actual cost difference between rootball installation and rock/riprap.
- **Engineering cost share:** A percentage of the engineering costs could be shared with the landowner.

The DNR permit will add an additional $1200 to $1500 to the expenses. Nordby explained that if the site is in a flood plain, the DNR requires a No Rise Certification, for which extra costs for modeling are incurred.

Approximately $5,100 in grant monies is available for engineering and technical assistance, which would need to cover the remainder of the Lindner/Hallan project engineering. Landin moved to authorize Houston Engineering to conduct the field survey work at a cost of $3,793. Schaible seconded the motion, which carried unanimously by the Board. Nordby indicated that the contract can be modified to note that only subtask 1.1 is to be completed before signing and returning it to him.

LOW County Peatland Restoration

There are plans to do one site this winter pending a Lake of the Woods County meeting in October. The Nature Conservancy has plans to undertake a restoration project by Winter Road Lake in Lake of the Woods County.

Beaver dams update

Nordby showed drone footage of a beaver dam that was removed over 570th Avenue and other areas of potential concern for beaver dams. He will send an email of the sites that indicate beaver activity to allow trapping efforts to begin at the identified locations. Discussion ensued about the desire to have access to a piece of equipment to use as a hook for beaver dam removal in locations where access with heavy equipment is limited.

Permits

Kermit Jensen reported that the county engineer indicated that a culvert near 600th Avenue had been permitted. Landin reported that Ron Knudson contacted him regarding a permit in an area just outside the WWD boundary.

Conservation Corps

Landin completed an evaluation for the Conservation Corps regarding this year's work. A notification was received that 400 hours of work in the WWD was approved for 2027.

Admin support
Work on the annual report is in progress. The audit is forthcoming.

New Business
None.

Round Table
None.

Next Meeting
The next regular meeting of the WWD Board will be Thursday, October 22, at 10:00 a.m.

Adjournment
The meeting was adjourned at 11:53 a.m. with a motion by Landin, seconded by Olafson, and unanimous vote of the Board.

Respectfully submitted,
Brian Schaible, WWD Secretary