



Meeting Minutes of the Board of Managers Warroad Watershed District

Warroad, MN
June 23, 2026

Attendance

Managers present at the Warroad Watershed District (WWD) office were Bill Thompson, Joe Olafson, Brian Schaible, and Keith Landin. Other attendees were Scott Johnson (Roseau Co SWCD) and Vicki Dalager (WWD administrative support). Tony Nordby (Houston Engineering) joined remotely.

Call to Order

Vice-President Olafson called the meeting to order at 10:00 a.m.

Agenda

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

Secretary's Report

The May 28, 2026, draft meeting minutes were reviewed. The minutes were approved as submitted with a motion by Landin, second by Schaible, and unanimous vote of the Board members present.

Treasurer's Report

The Treasurer's Report was reviewed. Balances as of 6/20/2026 were:

Checking account	\$ 127,622.21
Debit Card account	\$ 1,065.69
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	\$ 544.00
Houston Engineering	Engineering- Streambank Stabilization	\$ 1,025.00
Adam Solberg	Beaver trapping	\$ 825.00
Czeh, Wilson, Wilmer & Str.	Accounting fees	\$ 55.00
Keith Landin	Manager Compensation/Expenses	\$ 220.80
Joe Olafson	Manager Compensation	\$ 125.00
Brian Schaible	Manager Compensation	\$ 125.00
Bill Thompson	Manager Compensation	\$ 125.00
Vicki Dalager	Contract Admin/Expenses	\$ 617.72
Microsoft	Microsoft 365 software subscription	\$ 13.42
Marco	Office supplies: copier	\$ 110.95
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	\$ 39.53

Clean Water Fund Balances: As of 6/1, 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	\$ 17,502.95
FY26-13	Cedarbend Streambank/Shoreland Protection (construction)	\$ 87,294.00
	Cedarbend Technical/Engineering Assistance	\$ 16,026.00

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

Visitor(s)/Public Comment

None.

Old Business

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

No meetings.

Streambank stabilization projects

- **Lindner/Hallan sites:** Tony Nordby reported that Goulet Construction was behind schedule. A pre-construction meeting with Goulet Construction, the landowners, Olafson, Landin, and Houston Engineering reps was tentatively set for July 8 pending availability of participants. At this meeting, Nordby will do a walk-through with the attendees and will give the Notice to Proceed to Goulet. The contract stipulates a completion date by August 28. When they are already in the area, Houston Engineering will take drone footage of the West Branch to survey any beaver activity.
- **Cedarbend Township 570th Avenue:** The Cedarbend Township signed an agreement to contribute 16% (which ends up being \$10,000) toward the 570th Avenue streambank stabilization construction. The contractor agreement with R&Q Trucking has been signed. The contractor has indicated that work will commence in September. Nordby will send the Notice to Proceed and maintain contact with the contractor.

Upon President Thompson's arrival, Vice President Olafson yielded the chair, and leadership of the meeting was transferred accordingly.

- **Peterson site:** Scott Johnson reported that a pre-construction meeting was held and LaValla Sand & Gravel proceeded with construction. The contractor finished the rock, which has been brought up to the same level as the adjacent property. The contractor added a fuel surcharge to the project and there will be additional engineering work that will be billed from TSA. Landin reported that he looked at the project and things looked good. The house is quite close to the bank.

LOW County Peatland Restoration

No report.

Beaver dams update

Adam Solberg trapped eleven beaver. Nathaniel Lewis will be submitting a bill. Solberg reported to Landin that he didn't notice any dams about which to be concerned.

Permits

None.

Conservation Corps

This year's project is set, but the deadline to apply for work in 2027 is June 30. Nordby will complete and submit the application to the Conservation Corps to continue on the West Branch where this year's work will have left off.

Landin noted that the large map of the Watershed that the Roseau County Highway Department provided doesn't include the entire WWD boundary and that it would be desirable to have a map of the entire WWD including both Roseau and Lake of the Woods Counties. Landin moved to direct Houston Engineering to put together a large map encompassing the entire WWD boundary. Schaible provided a second to the motion, which carried unanimously by the Board members present. Nordby will confer with Matt Fischer to make sure the boundaries are aligned with what BWSR has on record.

Admin support

The budgeting process is coming up. Vicki Dalager will provide Treasurer Landin with reports of categorized expenditures in early July for him to assemble a budget to present to the Board at the July meeting. Work on the annual report preparation has begun and will continue.

New Business

None.

Round Table

- Landin's and Thompson's terms are ending this year.
- Thompson reported that comments for the Watershed Plan Amendment are due by June 26.

Next Meeting

The next regular meeting of the WWD Board will be Thursday, July 23, at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:44 a.m. with a motion by Landin, seconded by Olafson, and unanimous vote of the Board.

Respectfully submitted,
Brian Schaible, WWD Secretary