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**MINUTES**  
**ROSEAU SWCD BOARD MEETING**  
January 14, 2025

The monthly Board Meeting was held Tuesday, January 9, 2024. Chairman, John Gaukerud, called the meeting to order at 8:00 a.m. Supervisors present: Ulrik Aaskov, Landon Olson, Jade Estling and Jan Miller. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle. NRCS staff present Bonnie Hasbrouck. BWSR Staff present Matt Fisher. County Staff Present Daryl Wicklund and Jeff Pelowski.

**Reorganization of the Board and Delegated Duties:  
Election of Offices**

- Board Chair Gaukerud turned the meeting over to District Manager Johnson, who then called for nominations for Chair. Miller nominated All Duties stay the same as they were in 2024, Aaskov seconded, and it passed by unanimous vote.

**Special Activity Assignment:**

Special Activity Assignment	2024 Appointments
RRVCSA 1	Gaukerud; delegate District Manager Johnson
Wetlands Appeals Committee	Miller and Olson
LOWW JPB	Miller; alternate Estling
TRP JPB	Olson; alternate Gaukerud
RRW JPB	Gaukerud; alternate Aaskov
Approval Authority for All Cost-Share Practices	District Manager, Scott Johnson
<b>Approval Authority for Technical and Cost Estimate for CP 340, CP 351, CP 380, and CP 612 Contracts</b>	Water Planner, Janine Lovold

**Secretary's Report:**

- A motion was made by Miller, seconded by Olson, and passed by unanimous vote to approve the 2024 December Minutes.

**Treasurer's Report:**

- A motion was made by Aaskov, seconded by Miller, and passed by unanimous vote to approve the Treasurer's Report from December 2024.

**Supervisor Reports:**

- None

**District Conservationist Report:**

- See attached notes.

**BWSR BC Report:** Matt Fisher was present at the meeting and gave a few BWSR related updates on Buffer, CREP and the upcoming NRCS RCPP funds.

**Employee Reports:**

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting, Quarterly Reporting.
- Has sold some trees and placed tree orders.
- Has entered all Nursery invoices and sent out invoices from pre-ordered trees.
- Has finished W-2's for 2024 and gave out to employees.
- Is working with BWSR staff to complete the FY22 10% final grant for Two Rivers JPB.
- Has closed out all grants in QB and is working on year-end items for both the SWCD and Two Rivers JPB.

Water Planner Lovold:

- Working on reporting in eLINK on various grants
- Attended two Steering Team meetings for RR and LOW
- Attended a virtual Peatland Restoration Meeting for the RRW area. Jon Voz, BWSR presented.
- Attended the RR JPB last week along with the Kickoff Meeting by the MPCA for the 2026 RRW intensive monitoring. MPCA was just asking for any additional sites that we may want to include. There is no monitoring scheduled for Hayes Lake this time.
- Bonnie Hasbrouck and I met with a landowner on a pasture project that is identified in the RR Comprehensive Watershed Management Plan. He is interested in pursuing projects to help his cattle and Hay Creek that flows through the property.

District Manager Johnson:

- Finished all AIS Agreements and Reporting to DNR.
- Finished all yearend MCIT reporting.
- Finished all eLINK for year-end reporting.
- Attended a Keep It Clean meeting, Put Banners up and Signs on Ice Roads.
- Dept of Ag. Ag BMP program training for new applications.
- Started Soil Health Conservation Planner Level 1 training online for JAA Certification in AgLearn.
- RIM Peatlands meeting.

**OLD BUSINESS:** None

**NEW BUSINESS**

**Jeff Pelowski – SSTS, Shoreland and Flood Plain County programs:** Jeff gave us an update on the budget and workload of these programs in hopes that the SWCD will take them over soon. The Board would like to know when he anticipates handing these over if the SWCD decides to take them on.

**Set Board Meeting Date and Time, IRS Mileage Rate, Designate Depositories:** The Board meeting schedule and time will stay the same for 2025. The IRS mileage rate has gone up beginning January 1, 2025, to \$.70, and designated depositories are Citizens State and Border Banks. A motion was made by Olson, seconded by Estling, and passed by unanimous vote to approve all these items for 2025.

**WCA MOU with County:** We need to sign the MOU with the county that says the Roseau SWCD administers the WCA program. A motion was made by Estling, seconded by Miller, and passed by unanimous vote to continue to administer WCA as well as to sign the MOU with the county.

**MASWCD Dues \$6,929.38 & MCIT \$5,968 (PC \$3460 & WC \$2508):** A motion was made by Miller, seconded by Estling, and passed by unanimous vote to pay these two bills.

**Training:**

**Other:**

**Next Board Meeting Date:**

- The next meeting is set for Tuesday, February 11<sup>th</sup> at 8:00 a.m. in the SWCD conference room.

**Adjournment:**

- The meeting adjourned at 10:17 a.m. on a motion made by Miller seconded by Estling and carried by unanimous votes.

*3-11-25*

Approval Date

*Landon Olson*

District Board of Supervisors Secretary



January 2025 NRCS Board Report – Roseau FO

**STAFFING -**

- Melody, Bridget and myself are available for customers. Calling ahead is recommended. We do take walk-ins but can't guarantee our attendance. It has been recommended to us to schedule more appts rather than walk-ins and get customers used to our new protocol.

The office will continue to be staffed full-time depending on work schedules and training. We recommend

- calling first to make sure staff is on hand to conduct business.

Feel free to contact me with any issues or concerns.

**CSP** • Classic CSP – We are organizing our applications at this time.

**EQIP**

- We have 13 eligible applications which have been scored and ranked. We are working on completing documents for funding. January 17th is the date for pre-approvals of Round 1.

**CRP –**

- All Status reviews are complete for 2024.  
Waiting for info. on new signup.

**WRE –**

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**Meetings/Trainings/Other –**

- Temporary hiring freeze.
- Sign Civil Rights documents.
- All employee meeting April 2025.

Respectfully submitted by,  
Bonnie Hasbrouck

District Conservationist for Roseau County

## Roseau SWCD

## Cost-Share Program Log

Effective Contracts as of 01/14/2025

RSWCD

TRP

RRW

**LOW**

			<b>Lake of the Woods</b>					
Final	8/9/2022		LOWW 22-01	Cover Crop	340	Flat Rate	FY22 LOW WBIF	\$0.00
Final	8/9/2022		LOWW 22-02	Cover Crop	340	Flat Rate	FY22 LOW WBIF	\$0.00
			<b>Two River Plus</b>					
	2/12/2024		RTRP WBIF 24-05	Fencing	382	75%	FY24 TRP WBIF	\$7,500.00
	2/12/2024		RTRP WBIF 24-06	Fencing	382	75%	FY24 TRP WBIF	\$7,500.00
	1/6/2025		RT FMP 24-01	Forest Stewardship Plan	508M	75%	FY24 TRP WBIF	\$1,726.88
	12/17/2024		RT FMP 24-03	Forest Stewardship Plan	508M	75%	FY24 TRP WBIF	\$1,003.68
			<b>Roseau River WBIF</b>					
	3/18/2024		RR FMP 23-08	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$432.00
	3/18/2024		RR FMP 23-09	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$1,890.00
	10/15/2024		RR FMP 23-10	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$613.35
	4/8/2024		RR FMP 23-11	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$1,125.36
	5/28/2024		RR FMP 23-12	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$525.80
	7/3/2024		RR FMP 23-13	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$934.28



November 2025 NRCS Board Report – Roseau FO

**STAFFING -**

- Bridget and myself are available for customers. Melody has been given additional Team duties and will be doing less of our office work. Calling ahead is recommended as we are in the field season and out a lot. Feel free to contact me with any issues or concerns.

**CSP – Classic CSP –**

- We are working on getting all contract practices applied for payments. Payment dates have not been posted yet.
- We are collecting the verification documents from participants who havent turned in their info yet.

**EQIP**

- We are on hold with EQIP plans as nothing has been said about the program. Payments are on hold as well.

**CRP –**

- Currently 15 plan are written and 5 are signed and completed as of September.

**WRE –** Nothing yet.

**Meetings/Trainings/Other –**

- Kathy Fillmore has announced she will be retiring end of December.
- Various virtual trainings scheduled throughout the month.
- New phone system. affects inter office only we were told. Need to work out bugs.

**Respectfully submitted by,**  
**Bonnie Hasbrouck**

District Conservationist for Roseau County

	Roseau SWCD				RSWCD	TRP	RRW	LOW	
		Cost-Share Program Log							
		Effective Contracts as of 11/19/2025							
Paid	Contract Approved Date	Amendment	Contract #	Conservation Practice	Conservation Practice Code	C/S Rate	Source Funds	Funds Encumbered	
									Balance
			Local Water Mgmt						\$12,600.00
	9/30/2024		LWM 24-12	Well Decommissioning	351	90%	FY25 LWM	\$1,800.00	\$10,800.00
	3/27/2025		LWM 25-01	Well Decommissioning	351	90%	FY25 LWM - \$400 FY25 RRWBIF - \$500	\$400.00	\$8,600.00
	6/9/2025		LWM 25-05	Well Decommissioning	351	90%	FY25 LWM	\$900.00	\$5,900.00
	6/18/2025		LWM 25-09	Well Decommissioning	351	90%	FY25 LWM - \$400 FY25 RRWBIF - \$500	\$400.00	\$3,800.00
	6/18/2025		LWM 25-10	Well Decommissioning	351	90%	FY25 LWM	\$900.00	\$2,900.00
	9/15/2025		LWM 25-11	Well Decommissioning	351	90%	FY25 LWM	\$1,800.00	\$1,100.00
	9/16/2025		LWM 25-12	Well Decommissioning	351	90%	FY25 LWM-\$400 FY24 LOWWBIF - \$500	\$400.00	\$700.00
									Balance
			2024 Buffer						\$35,000.00
			Buff 24-01	SWI	410	75%	Buffer 2024		\$35,000.00
			Buff 24-02	SWI	410	75%	Buffer2024		\$35,000.00
									Balance
			2025 Conservation Contracts						\$13,314.00
7/7/2025	5/15/2025		CC 24-08	Tree/ Shrub Establishment	612	75%	FY25 CC	\$724.68	\$12,589.32
7/14/2025	Completed by Kittson SWCD		CC 25-01	Tree/ Shrub Establishment	612	75%	FY25 CC	\$1,778.66	\$10,810.66
			CC 25-02	SWI	410	75%	FY25 CC	\$16,174.00	-\$5,363.34
			2025 Soil Health - Stat	Received 50% (it's a 50-40-10 grant)		C/S Rate			\$50,000.00
Billable rate			Jan- March 2025	Scott 143 Hrs				\$13,436.28	\$36,563.72
Billable rate				Janine 69 Hrs				\$5,238.48	\$31,325.24
Billable rate				Shonda 66 Hrs				\$4,408.14	\$26,917.10
7/9/2025	4/15/2025		25-SH-01	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$24,917.10
7/9/2025	5/6/2025		25-SH-02	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$22,917.10
	6/18/2025		25-SH-09	Cover Crop	340	Flat	25 Soil Health	\$4,000.00	\$18,917.10
	Need Date		25 SH-03	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$16,917.10
	6/18/2025		25-SH-04	Cover Crop	340	Flat	25 Soil Health	\$4,000.00	\$12,917.10
Billable rate			April- June 2025 Bill	Scott 16 Hrs				\$1,503.36	\$11,413.74
Billable rate				Janine 12 Hrs				\$911.04	\$10,502.70

Billable rate				Shonda 6 Hrs				\$400.74	\$10,101.96
			<b>25-SH-05</b>	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$8,101.96
			<b>25-SH-06</b>	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$6,101.96
			<b>25-SH-07</b>	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$4,101.96
			<b>25-SH-08</b>	Cover Crop	340	Flat	25 Soil Health	\$2,000.00	\$2,101.96
			<b>Lake of the Woods WBIF</b>						
			<b>Two River Plus WBIF</b>						
2/12/2024			<b>RTRP WBIF 24-05</b>	Fencing	382	75%	FY24 TRP WBIF	\$7,500.00	
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7/3/2024	RR FMP 23-13 A1	<b>RR FMP 23-13</b>	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$934.28		
12/17/2024	RR FMP 23-15 A1	<b>RR FMP 23-15</b>	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$918.00		
7/2/2025		<b>RR FMP 23-19</b>	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$594.00		
8/22/2025		<b>RR FMP 23-20</b>	Forest Stewardship Plan	508M	90%	FY23 RRW WBIF	\$1,647.00		