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MINUTES
ROSEAU SWCD BOARD MEETING
January 11, 2022

The monthly Board Meeting was held Tuesday, January 11, 2022. Chairman, John Gaukerud, called the meeting to order at 8:05 a.m. Supervisors present: John Gaukerud, Ulrik Aaskov, Jan Miller, Jade Estling and Landon Olson attended after the meeting was called to order. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle. NRCS DC, Kathy Fillmore, was also present.

Election of Offices

- Board Chair Gaukerud turned the meeting over to District Manager Johnson, who then called for nominations for Chair. Miller nominated Gaukerud as Chair. District Manager Johnson called for further nominations three times, and there were none. A motion to cease nominations and cast a unanimous ballot for Supervisor Gaukerud to serve as the 2022 Board Chair was made by Miller, seconded by Estling, and carried unanimously. District Manager Johnson then turned the meeting over to Chair Gaukerud.
- Chair Gaukerud called for nominations for Vice-Chair. Estling nominated Miller for Vice-Chair. Chair Gaukerud called for further nominations three times, and there were none. A motion to cease nominations and cast a unanimous ballot for Miller to serve as Vice-Chair was made by Estling, seconded by Olson, and carried unanimously.
- Chair Gaukerud called for nominations for Secretary. Miller nominated Estling for Secretary. Chair Gaukerud called for further nominations three times, and there were none. A motion to cease nominations and cast a unanimous ballot for Estling to serve as Secretary was made by Miller, seconded by Aaskov, and carried unanimously.
- Chair Gaukerud called for nominations for Treasurer. Miller nominated Olson for Treasurer. Chair Gaukerud called for further nominations three times, and there were none. A motion to cease nominations and cast a unanimous ballot for Olson to serve as Treasurer was made by Miller, seconded by Estling, and carried unanimously.

Secretary's Report:

- A motion was made by Aaskov, seconded by Miller and passed by unanimous vote to approve the 2021 December Minutes.

Treasurer's Report:

- A motion was made by Estling, seconded by Miller and passed by unanimous vote to approve the Treasurer's Report for December 2021.

Supervisor Reports:

- None

District Conservationist Report:

See attached notes. The board reviewed NRCS Civil Rights Responsibilities for Partners Checklist. A motion to approve Civil Right Responsibilities Checklist was made by Olson, seconded by Estling and passed by unanimous vote to approve the NRCS agreement.

Commissioner's Report:

- None present

Employee Reports:**Administrative Assistant Jelle:**

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting, as well as quarterlies
- Paid a few SWI Buffer cost-share installments
- Assisting landowners with program trees
- Update the handbook items that were decided at the December 2021 meeting, reviewed the entire handbook to make sure that all we needed was in there.
- Set up the RR1W1P planning grant in QuickBooks.
- Started on year-end closing and transfer of funds.
- Had a Microsoft Team's meeting with Jeannette Austin on 2020 & 2021 billable rates and am currently working on revising both years billable rate due to items being on there that we cannot use on it.

Water Planner Lovold

- RR 1W1P – attended the Public Kickoff and Citizen Advisory Committee meetings in December, got the website up and running, started looking at the Land and Water piece
- LOWS JPB – worked on an admin funding request for LOW FY 22 Work Plan; helped the WRWD on project funding requests for the FY 22 LOW Work Plan; the JPB is currently going through an audit as expenses have exceeded 50% of watershed-based implementation funds, working with Jeannette Austin (BWSR) and Shonda regarding billable rate adjustment and submitting the financial paperwork as well as revising the support documents
- Attended the MACDE virtual meeting on January 10

District Manager Johnson

- Participated in the LOW 1W1P, and TR+1W1P meetings.
- WCA – done with field checks for the year, has begun year end reporting, also completed WCA delineation forms for the county.
- Attended the virtual training for AGBMP loan program
- Did MCIT reporting for year end.

- Did the AIS Watercraft inspector reporting for year end
- Attended a couple Keep it clean meetings and has placed banners and items at bars and restaurants in the area.
- Attended the MACDE meeting yesterday virtually.

OLD BUSINESS:

COLA: Employee Performance Review/ COLA:

- A 3% COLA Grade increase was agreed upon and a .25 cent wage increase was offered to employees.
A motion was made to approve by Estling, seconded by Miller and approved by unanimous votes.

NEW BUSINESS

Approve 2022 Billable Rate beginning 1/1/2022

- Tabled until February 2022.

Annual Business Checklist of Items

Board Meeting Date and Time:

- The monthly board meeting date and time will be the second Tuesday of each month at 8:00 a.m. from November until April. Meetings will be at 7 am during the months of May – October.

Mileage Rate:

- The rate will decrease to 58.5 cents per mile maximum allowable by IRS.

Designate Depositories:

- The depositories will be Citizens State Bank and Border State Bank.

Special Activity Assignment:

- John Gaukerud will be on assignment for the RRVCSA1. Scott Johnson will be the delegate District Manager for RRVCSA1.
- Jan Miller will be on assignment for LOWW JPB, with alternate being Jade Estling.
- Landon Olson will be on assignment for TRP JPB, with alternate being John Gaukerud.
- Jan Miller and Landon Olson will be on assignment for the Wetlands Appeals Committee.

The four items above were approved on a motion made by Estling, seconded by Miller and passed by unanimous votes.

WCA MOU with the County:

A motion to sign the MOU was made by Olson, seconded by Miller and passed by unanimous votes.

MASWCD Dues:

- MASWCD dues are due with the balance due this year being \$4265.39.

The motion was made Supervisor Aaskov, seconded by Supervisor Estling motion carried by unanimous votes.

MCIT Dues :

- MCIT Dues for work comp and liability insurance totals \$6440. Work comp costs \$2643 and liability costs \$3797. Supervisor Estling, seconded by Supervisor Miller, motion carried by unanimous votes.

Resolution 01-2022:

- Sponsorship of the TRP Joint Powers Board for MCIT membership.

WHEREAS, Roseau County Soil and Water Conservation District is a member of the Minnesota Counties Intergovernmental Trust; and

WHEREAS, a current member of the Minnesota Counties Intergovernmental Trust must sponsor a new entity for membership; and

WHEREAS, the Two River Plus Joint Powers Board desires to become a member for the purpose of obtaining property and workers compensation coverage.

NOW, THEREFORE, BE IT RESOLVED, that Roseau County Soil and Water Conservation District sponsors the Two River Plus Joint Powers Board for membership.

A motion was made to approve by Olson, seconded by Aaskov and approved by unanimous votes.

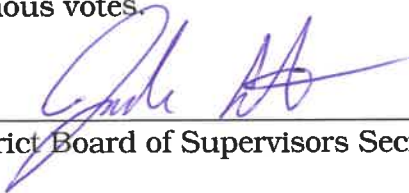
Next Board Meeting Date:

- The next meeting is set for February 8th at 8:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 9:47 a.m. on a motion made by Miller, seconded by Estling and carried by unanimous votes.

2-8-2022
Approval Date


District Board of Supervisors Secretary



January 2022 NRCS Board Report

STAFFING-

- Currently have a SCT position open in Roseau. This may be advertised on USAJobs with a location of St Paul and “several” positions available with the duty station “to be determined” or similar language. I have also requested a SC position for the Roseau office.

CSP –

- Deferred payments for CSP were completed the week of Jan 3 (we only had 1).

EQIP –

- Currently working with applicants on planning their 2022 applications.

CRP –

- Currently no activity.

WRE –

- One application was submitted for land in Stokes Township.

OTHER-

- **Annual review of Civil Rights & Equal Opportunity policies**
 - **Requires SWCD board signature**
- We continue to follow up on potential wetland violations; some are Fed Farm Program, some are WCA.

COVID19 Office Status –

- NRCS and FSA is trying to work at 25% staffing or less due to the number of COVID cases in the county. We are continuing to limit customers in the office to limit the spread of any potential positive case/contact. Each staff person is working at least one day per week in the office.

Meetings/Trainings/Other –

- Dec 12-14 – MASWD State Convention, Bloomington
- Dec 24 – Christmas (Eve) Holiday
- Dec 31 – New Year’s (Eve) Holiday

Upcoming:

- Jan 13 – Franklin Middle School Science Fair – judging (TRF)
- Jan 17 – MLK Holiday
- Jan 20 – Annual Leave
- Jan 24 – Tech Talk (BWSR) Nutrient Management 1 pm (web-based training)

Happy New Year!

Yours in Conservation,

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties