



502 7th Street Southwest
Suite 5
Roseau, MN 56751

Phone: 218-463-1903
Website: roseauswcd.org

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.

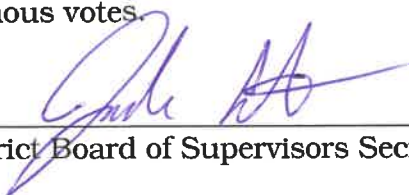
Next Board Meeting Date:

- 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



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MINUTES
ROSEAU SWCD BOARD MEETING
February 8, 2022

The monthly Board Meeting was held Tuesday, February 8, 2022. Vice Chairman, Jan Miller, called the meeting to order at 8:02 a.m. Supervisors present: Ulrik Aaskov, Jan Miller, Jade Estling and Landon Olson phones in to the meeting was called to order. District staff present: Scott Johnson, and Shonda Jelle. NRCS DC, Kathy Fillmore, was also present.

Secretary's Report:

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

Treasurer's Report:

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

Supervisor Reports:

- None

District Conservationist Report:

See attached notes.

Commissioner's Report:

- None present

Employee Reports:

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting, as well as yearend reporting and W2's.
- Assisting landowners with program trees, billed out for trees and have received & applied a few payments.
- Confirmed the upcoming 2021 Audit with Michael Peterson's office.
- Finished all grant reporting and corresponding yearend adjustments.
- Finished year-end closing and transfer of funds.

Water Planner Lovold:

- See Provided print out

District Manager Johnson

- Participated in the LOW 1W1P, RR1W1P and TR+1W1P meetings.
- Finished Elink reporting on all 23 grants.
- Attended the WRWD meeting.
- Did MCIT reporting for year end.
- Attended the TSA meeting.
- Attended a couple Keep it clean meetings
-

OLD BUSINESS:

Approve 2022 Billable Rate beginning 1/1/2022:

- A motion was made to approve by Estling, seconded by Aaskov and approved by unanimous votes to make the 2022 Billable rate effective January 1, 2022.

NEW BUSINESS

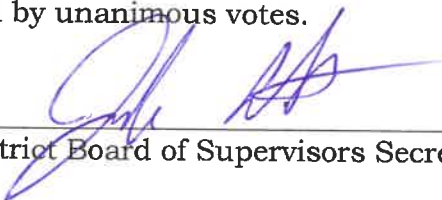
Next Board Meeting Date:

- The next meeting is set for Wednesday March 9th at 8:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 9:08 a.m. on a motion made by Estling, seconded by Aaskov and carried by unanimous votes.

5-10-2022
Approval Date


District Board of Supervisors Secretary



United States Department of Agriculture

February 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 -

- Feb 4 was the deadline for CSP22-Classic signup. We will be screening these and then working with those applicants that screened as "high" priority
- Letters were sent to contract holders with contracts that expire in December to see if they want to apply for renewals (CSP23R). Deadline for response is March 25

EQIP -

- Currently finishing up with EQIP22-1 plans. Over 90% are ranked and just waiting for the State Office to start releasing funds (after Mar 4th)

CRP -

- New signup has started at FSA

WRE -

- Nothing new

COVID19 Office Status -

- NRCS and FSA is trying to work at 25% or less staffing 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 scheduled to work at least one day per week in the office.

Meetings/Trainings/Other -

- 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)

Upcoming:

- Feb 8 - 9 am - RCPP call
- Feb 8 - 10 am Team Lead call
- Feb 9 - LOW 1W1P meeting 9:30- 10:45, 1-3 pm
- Feb 10 - 2-3:30 contract closeout training - online
- Feb 15 - 9am Area staff call, 10 am - Team Lead call
- Feb 21 - Presidents' Day Holiday
- Feb 22 - 9 am - Area staff call, 10 am - Team Lead call
- Feb 23 - Filter Strip training - online
- Feb 24 - Grass Seed Institute 8:30 am - 1 pm - Gene's Bar & Grill

Yours in Conservation,

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties

Janine's Employee Report for February 8, 2022

1. Roseau River 1W1P

- i. Worked on the Land and Water Resources Narrative and Citation page.
 - a) Sent the Narrative to HEI
- ii. Attended a Steering Team Meeting
- iii. Advisory Committee meeting is (tentatively) scheduled in March.

2. LOWW JPB

- a. Attended JPB meeting on January 31.
- b. MN Pollution Control Agency (MPCA) -Cary Hernandez, to hold a Lake of the Woods Watershed State and Local Needs Meeting at the Warroad Public Safety Building to get local input and to provide information. This is the start of the process for Cycle 2 WRAPs or Watershed Restoration and Protection Strategies Report plus other reports.

3. Two Rivers Plus

- a. Attended a Zoom Steering Team Meeting for Two Rivers Plus

4. Roseau SWCD

- a. Helped with eLINK reporting for BWSR grants.
- b. Will be finishing up the newsletter the third to fourth week of February.



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MINUTES
ROSEAU SWCD BOARD MEETING
May 10, 2022

The monthly Board Meeting was held Tuesday, May 10, 2022. Chairman, John Gaukerud, called the meeting to order at 7:02 a.m. Supervisors present: Ulrik Aaskov, Jan Miller, Jade Estling and Landon Olson. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle.

Secretary's Report:

- A motion was made by Aaskov, seconded by Miller and passed by unanimous vote to approve the 2022 February Minutes.

Treasurer's Report:

- A motion was made by Olson, seconded by Miller, and passed by unanimous vote to approve the Treasurer's Reports from February – April 2022.

Supervisor Reports:

- None

District Conservationist Report:

See attached notes.

Commissioner's Report:

- None present

Employee Reports:

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting.
- Assisting landowners with program trees, billed out for trees and have received & applied payments, worked with a few landowners on tree plans, mailed out postcards and texted everyone on pickup days.
- Got the TRP JPB computer set up and QB downloaded on it, paid supervisors and bills that were due.
- Got my new SWCD computer set up and running, has an email into Lakes County to get access to the S drive.

- Assisted with the Envirothon.
- Helped Jenae from the WRWD get Quickbooks set up on their computer.
- Got the truck driver and Reefer trailer lined up for tree pick up.

Water Planner Lovold:

- Finished the RR 1W1P Land & Water Narrative; attended Steering Team meetings, and 2 Advisory Committee meetings; PC meeting is this Thursday
- Had JPB meetings with LOWW and TRP; had 1 Advisory Committee meeting for LOWW in April
- For SWCD items: reported in Elink, finished the newsletter; updated the website; attended the Rainy LOW Watershed Forum; took tree orders and payments; compiled Envirothon survey and sent results to Heather as well as mailed out DQ gift cards.

District Manager Johnson

- Participated in the LOWW meetings
- Elink reporting.
- Attended the WRWD meeting.
- MCIT reports.
- Attended the TSA meeting.
- Attended a couple Keep it clean meetings as well as completed AIS level 2 training
- Attended Envirothon & Area 1 meeting
- Has worked on WCA – 3 at the Estates, 2 at Springsteel as well as a Warroad-Beltrami State Forest ATV trail
- Attended Ag Inspector meeting
- Ag Inspection seed sampling -16 samples
- Tree sales & orders
- Worked on buffers

OLD BUSINESS:

NEW BUSINESS

Decontamination Unit: LOW inquired about using our decontamination unit once a month to have it set up in Baudette. The supervisors said to work it out with the LOW AIS person since we are targeting the same body of water.

FY 2018 Buffer Cost Share Fund Return: BWSR asked us to return \$50,000 of our unencumbered buffer cost shrew funds. Motion was made by Estling, seconded by Miller and passed by unanimous vote to send the unencumbered funds back.

RRVCSA: There is an application for the Northern Area Engineer that was advertised.

Disaster Survey: BWSR is asking for a disaster survey to be completed by June 1st to see if we need any funds due to the spring flooding.

Training: June: Admin Session, Area 1 meeting (June 15th); and an advanced AIS training coming up in Bemidji

Next Board Meeting Date:

- The next meeting is set for Tuesday, June 14th at 7:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 7:53 a.m. on a motion made by Estling, seconded by Aaskov and carried by unanimous votes.

7-12-2020

Approval Date


District Board of Supervisors Secretary



May 2022 NRCS Board Report

STAFFING-

- Several positions will be advertised through the Recent Graduate program (in USA Jobs). We are planning for a SCT and a SC in Roseau. If we are able to fill positions through this route, we will be advertising positions open to all applicants.

CSP –

- We are currently developing plans for three applications that were approved for funding – 2 NIPF (forestry) and 1 BF (Beginning Farmer).
- We will start working on renewal applications in June. We have 41 of those to work with.

EQIP –

- Contract obligation deadline is May 13. We are waiting for final Ara reviews to be completed. Some of these people will have to wait until next year to complete tree planting due to short supply of trees available. We did pull in a lot of extra funding from State Pools (Wildlife & Monarch) to supplement the \$320K that we get for our 3 counties.

CRP –

- We are completing Continuous CRP eligibility worksheets for CP23, CP23A, and contract plans as we receive them from FSA. We also have 7 General Signup offers that were accepted & we will be writing those plans over the next week or so.

WRE –

- Nothing new

COVID19 Office Status –

- NRCS will work at about 50% staffing due to COVID concerns. We are continuing to allow customers in the office BY APPOINTMENT to limit the spread of any potential positive case/contact.

Meetings/Trainings/Other –

- Envirothon – April 27
- Annual Leave – May 18-20
- Memorial Day Holiday – May 30

Upcoming:

- July 25-29 – STC visit to S central Roseau & Red Lake Counties

Yours in Conservation,

Kathy Fillmore

CST Lead

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MINUTES
ROSEAU SWCD BOARD MEETING
July 12, 2022

The monthly Board Meeting was held Tuesday, July 12, 2022. Chairman, John Gaukerud, called the meeting to order at 7:04 a.m. Supervisors present: Jan Miller, Jade Estling and Landon Olson. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle. Tracy Halstensgard from RRWD attended as did Bonnie Hasbrouck from NRCS.

Secretary's Report:

- A motion was made by Estling, seconded by Miller, and passed by unanimous vote to approve the 2022 May Minutes.

Treasurer's Report:

- A motion was made by Olson, seconded by Miller, and passed by unanimous vote to approve the Treasurer's Reports from May- June 2022.

Supervisor Reports:

- Supervisor Gaukerud has attended TSA meetings and gave us an update on the new TSA area. Area 1 TSA has been split into North and South regions. There is currently an engineer hired for the North region and a job posting will be going out soon on the technician position.
- Supervisor Estling attended the LOWW JPB meeting yesterday and gave an update concerning the Sustainable Farming Association and the upcoming RFP for Ag-BMP Outreach Specialist.

District Conservationist Report:

See attached notes.

Commissioner's Report:

- None present

Employee Reports:

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting.

- Assisting landowners with program trees, billed out for trees and have received & applied payments, coordinated the pickup of our trees with the truck driver.
- Got the TRP JPB computer set up and QB downloaded on it, paid supervisors and bills that were due.
- Received a letter from the State of MN on over paid sales tax for the 2020 & 2021 years we will be receiving \$687.98 as a refund. This refund came in the mail on 7/11.
- Attended the Admin session at Cragun's Resort in June. This was a good session.
- Sent quarterly bills to LOWW JPB and TRP JPB.
- Started compiling this year's tree profit and loss information.
- Has been working with Bonnie regarding this year's fair booth ~ our theme is going to be composting.

Water Planner Lovold:

- Has been attending meetings on TRP Landscape Stewardship Plan, the draft plan comes out August 5th.
- Working on eLINK reporting for TRP JPB.
- Has been busy out doing well verification for the LOWW JPB.
- Attended an Advisory Committee meeting for the RR 1W1P on plan development last week.

District Manager Johnson

- Participated in the LOW 1W1P meetings
- Attended the WWD meeting.
- Attended the TSA meetings.
- Attended Keep It Clean meetings as well as AIS meetings.
- Attended Area 1 meeting
- WCA – TEP Wetland Delineation MNDOT
- District Managers meeting
- Working on gearing up to do buffer compliance checks
- Has been moving the drill around. The drill is out of service for now until it gets the repairs it needs done.

OLD BUSINESS:

Area 1 Meeting: Scott gave an overview of the area 1 meeting that was held in June.

NEW BUSINESS

Oak Crest Coulee Project – Tracy Halstensgard: Tracy gave an update and provided information to the board on the Coulee project and projected costs to keep the project moving forward. Handouts were provided. She also asked to make sure we still wanted to be involved financially in the project. A motion was made by Estling to financially support the project, seconded by Olson and passed by unanimous vote.

IRS Mileage update: The new IRS compensation rate as of July 1, 2022 is \$0.625 per mile.

Sale of Capital Outlay: We have these items that we currently do not use: 1999 Polaris ATV and the enclosed trailer. Motion was made by Miller to list the capital outlay we would like to sell for sale on sealed bids, seconded by Estling and passed by unanimous vote.

Training: June: None

Other:

Update Drill Policy: Scott brought up that we have been having an issue with drill renters not properly cleaning out the drill. We discussed charging a service fee if the drill tubes need to be cleaned. A motion was made by Estling to update the drill policy to include the tube cleaning fee of \$250, seconded by Olson and passed by unanimous vote.

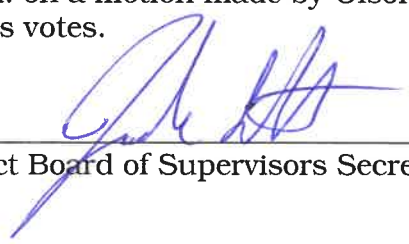
Next Board Meeting Date:

- The next meeting is set for Tuesday, August 9th at 7:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 8:11 a.m. on a motion made by Olson, seconded by Miller and carried by unanimous votes.

11-8-22
Approval Date


District Board of Supervisors Secretary



August 2022 NRCS Board Report

STAFFING-

- Several positions are currently being advertised through the USA Jobs website. We are planning for a SCT and a SC in Roseau, with the SCT being advertised at this time.

CSP –

- We had 15 Classic CSP funded this year, and are working on plans for 41 renewal applications – I don't expect more than 2 will meet minimum criteria for renewal.

EQIP –

- We obligated 5 contracts in Roseau – 3 for windbreaks next May, a pollinator planting and a Seasonal High Tunnel for about \$65,000.

CRP –

- We are completing Continuous CRP eligibility worksheets for CP23, CP23A, and contract plans as we receive them from FSA. We had 7 General Signup offers that were accepted & plans have been signed & returned to FSA for approval. We are currently working on competing plans for the Continuous CRP offers this week.

WRE –

- Nothing new

COVID19 Office Status –

- NRCS will work at about 50%-75% staffing due to COVID concerns. We are continuing to allow customers in the office BY APPOINTMENT to limit the spread of any potential positive case/contact.

Meetings/Trainings/Other –

- July 4 - Holiday – Independence Day
- July 7 – Roseau River 1W1P meeting
- July 12 – off
- July 15 – Hallock, Jim's last day
- July 19 – off (UND Freshman orientation)
- July 20 – Kittson SWCD Bus Tour
- July 26 – LOW 1W1P Zoom meeting
- July 21 – Ag Water Issue meeting – Eeg Farms, Greenbush
- July 27-28 – State Con/Area Con field visit – Roseau Team (WD/livestock)

Upcoming:

- Aug 9 – Roseau SWCD Board Meeting
- Aug 10 – Kittson SWCD Board Meeting
- Aug 16 - Telework
- Aug 17 - off
- Aug 22 - off
- Aug 31 – off am/telework pm

Yours in Conservation,

Kathy Fillmore

CST Lead

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MINUTES
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August 9, 2022

The monthly Board Meeting was held Tuesday, August 9, 2022. Chairman, John Gaukerud, called the meeting to order at 7:02 a.m. Supervisors present: Ulrik Aaskov and Landon Olson. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle. Jim Wanstall DNR Staff attend as did Kathy Fillmore from NRCS.

Secretary's Report:

- A motion was made by Aaskov, seconded by Olson, and passed by unanimous vote to approve the 2022 July Minutes.

Treasurer's Report:

- A motion was made by Olson, seconded by Aaskov, and passed by unanimous vote to approve the Treasurer's Reports from July 2022.

Supervisor Reports:

District Conservationist Report:

See attached notes.

Commissioner's Report:

- None present

Employee Reports:

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting.
- Paid a Buffer Cost share that came in.
- The Audit is coming up on August 23rd in the afternoon.
- Will be working on 2R+ items this week to get it ready for their upcoming meeting next week.
- Jeannette was here and reviewed the 2018 Buffer Cost share grant monies, as well as did a soft audit of the 2R+ grant monies.
- Set up and sat in the fair booth our theme was composting.
- Almost done compiling this year's tree profit/loss information.

- Have a list of people to call on buffers to check on their intent on cost share.
- Have the buffer 2021 Capacity monies ready to close out.

Water Planner Lovold:

- Attended the LOWW JPB and IC meetings.
- Attended Steering Team meetings for RR 1W1P. The group is working on Measurable Goals Section and has started working on Plan Section 5, which is Implementation.
- The draft TRP LSP was sent out August 5 for comment in the next month. The next meeting is October 5.
- Jeannette Austin from BWSR performed a soft audit on TRP finances.
- New TSA engineer Logan was up here last week with Peter from Pennington SWCD introduce himself and learn more about the type of projects that are usually done in the county.
- Well sealing paperwork is starting to come into the office.
- Upcoming meetings are Roseau River PC meeting on August 11. LOWW JPB Special Meeting on August 17 and TRP JPB Meeting on August 18.

District Manager Johnson

- Participated in the LOW meetings
- Attended the WRWD meeting.
- Attended a couple Keep It Clean meetings as well as AIS meetings.
- Attended Area 1 meeting
- Attended MACAI Ag Inspectors short course training.
- WCA TEP – Wetland review of Delineation on the Klondike project.
- Buffer compliance checks are done and it's just to do spot checks within the other 2/3 of the county.
- Attended the LOWW JPB and IC meetings.
- Met with TSA Engineer Logan Handyside and Peter Nelson.
- AIS decontamination on boat refused entry into Canada at Pembina Port.
- The drill is fixed and ready for landowner use.

OLD BUSINESS:

NEW BUSINESS

Jim Wanstall – DNR : Jim was here and introduced himself to everyone. He is the Conservation Focus Area Coordinator for the Nongame Wildlife Program. He talked about potential partnering on any upcoming projects we may have.

Well Water Clinic: Janine gave an update on the upcoming water test clinic on August 25th. AC Analytical & Consulting out of Bemidji will be providing the lab service at \$25/well water sample. Roseau County residents will be asked to \$10 and non-residents \$25. LWM funds will be used to pay the remaining \$15 per sample. Analyses done will be Total Coliform Bacteria, *E. coli* and nitrate.

LWM Update: Janine gave an update on the well sealings that have come in and are still waiting to be sealed before cost share payment can be made.

- Well Sealing C/S Contracts – LWM 22-00 through 22-12
 - Approved 13 Contracts – 11/24/21 through 8/7/22; \$7000 encumbered
 - LWM 22-02 paid 3/7/22 - \$450; \$50 unencumbered
 - LWM 22-08 paid 8/1/22 - \$462.50; \$37.50 unencumbered
 - LWM 22-06 – pending - \$500

LWM 22-11 – \$750 (2 well contract)- To be paid; \$250 to be unencumbered

MN DNR Lease Agreement: Scott signed the lease agreement on the tree shed in Wannaska. The lease is good until 2032.

LOWW Cover Crop Applications: A total of three application requests for cost-share on cover crops have come in under the LOWW Non-structural Ag Practices Program.

Contract	# Acres	CN Length	Total Cost
LOWW CC 22-01	80 Acres	3 years	\$12,000
LOWW CC 22-02	80 Acres	3 years	\$12,000
LOWW CC 22-03	50 Acres	1 year	\$2,500

Motion to approve the contracts was made by Aaskov, seconded by Olson and passed with unanimous vote.

Training:

Other:

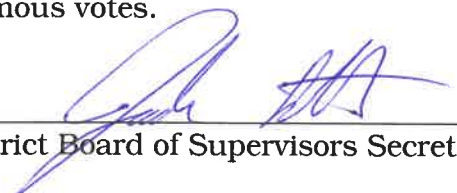
Next Board Meeting Date:

- The next meeting is set for Tuesday, September 13th at 7:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 7:59 a.m. on a motion made by Olson, seconded by Aaskov and carried by unanimous votes.

9/13/22
Approval Date


District Board of Supervisors Secretary

8:50 AM
08/04/22
Accrual Basis

Roseau SWCD
Monthly Treasurer's Report
As of July 31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Citizen's Checking						1,425,885.68
Liability Check	07/05/2022		QuickBooks Payroll...	Created by P...	-3,029.89	1,422,855.79
Bill Pmt -Check	07/05/2022	16165	Always there Staffin...	Invoice # 112...	-1,507.15	1,421,348.64
Bill Pmt -Check	07/05/2022	16166	Houston Engineerin...	Invoice # 599...	-13,656.69	1,407,691.95
Bill Pmt -Check	07/05/2022	16167	KKWQ	Invoice # 915...	-82.50	1,407,609.45
Bill Pmt -Check	07/05/2022	16168	Marco Technologie...	iNVOICE # 4...	-141.94	1,407,467.51
Bill Pmt -Check	07/05/2022	16169	Sjoberg's Cable TV	aCT # 1037969	-66.95	1,407,400.56
Bill Pmt -Check	07/05/2022	16174	CenturyLink	Act # 301222...	-75.82	1,407,324.74
Deposit	07/05/2022			Deposit	93.96	1,407,418.70
Check	07/05/2022	CCADJ		Batch Fee ID...	-3.59	1,407,415.11
Paycheck	07/06/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,407,415.11
Paycheck	07/06/2022	16170	Scott A Johnson		-2,032.08	1,405,383.03
Paycheck	07/06/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,405,383.03
Check	07/06/2022		QuickBooks Payroll...	Created by D...	-1.75	1,405,381.28
Paycheck	07/07/2022	16171	Janine M Lovold		-774.98	1,404,606.30
Paycheck	07/07/2022	16172	Scott A Johnson		-792.98	1,403,813.32
Paycheck	07/07/2022	16173	Shonda M Jelle		-1,047.85	1,402,765.47
Check	07/07/2022		JKL Investments	Direct Deposi...	-1,548.00	1,401,217.47
Liability Check	07/07/2022	EFT	PERA	9432-00	-951.94	1,400,265.53
Liability Check	07/07/2022	EFT	PERA	9432-00	-951.94	1,399,313.59
Liability Check	07/07/2022	EFT	PERA	9432-00	-951.94	1,398,361.65
Liability Check	07/07/2022	EFT	MN Dept. Revenue	9049503	-577.00	1,397,784.65
Liability Check	07/07/2022	EFT	IRS	41-6009151	-3,590.82	1,394,193.83
Sales Tax Payment	07/07/2022	EFT	MN Dept. Revenue		-1,088.00	1,393,105.83
Bill Pmt -Check	07/11/2022	16175	Always there Staffin...	Invoice # 112...	-862.00	1,392,243.83
Bill Pmt -Check	07/11/2022	16176	Coast-True Value	Act # 3530	-36.03	1,392,207.80
Bill Pmt -Check	07/11/2022	16177	Edge Communinca...	invoice # 398...	-36.21	1,392,171.59
Bill Pmt -Check	07/11/2022	16178	Pennington County ...	invoice # G-2...	-346.48	1,391,825.11
Bill Pmt -Check	07/18/2022	16182	Always there Staffin...	Invoice # 1123...	-1,287.40	1,390,537.71
Bill Pmt -Check	07/18/2022	16183	Cardmember Service		-1,071.79	1,389,465.92
Bill Pmt -Check	07/18/2022	16184	Premium Water Inc		-12.25	1,389,453.67
Bill Pmt -Check	07/18/2022	16185	RR Watershed Distr...	Invoice # 200	-1,675.92	1,387,777.75
Bill Pmt -Check	07/18/2022	16186	Truax Company, Inc.	Invoice # 202...	-125.56	1,387,652.19
Deposit	07/18/2022			Deposit	29,275.00	1,416,927.19
Liability Check	07/19/2022		QuickBooks Payroll...	Created by P...	-3,029.88	1,413,897.31
Liability Check	07/19/2022		QuickBooks Payroll...	Created by P...	-784.89	1,413,112.42
Paycheck	07/20/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,413,112.42
Paycheck	07/20/2022	16179	Scott A Johnson		-2,032.08	1,411,080.34
Paycheck	07/20/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,411,080.34
Paycheck	07/20/2022	16180	Jade R Estling		-281.50	1,410,798.84
Paycheck	07/20/2022	16181	Jan P Miller		-134.19	1,410,664.65
Paycheck	07/20/2022	DD14...	John O Gaukerud	Direct Deposit	0.00	1,410,664.65
Paycheck	07/20/2022	DD14...	Landon W Olson	Direct Deposit	0.00	1,410,664.65
Liability Check	07/20/2022	EFT	PERA	9432-00	-971.95	1,409,692.70
Deposit	07/20/2022			Deposit	150.00	1,409,842.70
Bill Pmt -Check	07/25/2022	16187	Always there Staffin...	invoice# 112...	-1,012.85	1,408,829.85
Bill Pmt -Check	07/25/2022	16188	USAbile Life insuran...	invoice# 000...	-117.45	1,408,712.40
Deposit	07/25/2022			Deposit	64.43	1,408,776.83
Check	07/25/2022	CCADJ		Batch Fee ID...	-2.56	1,408,774.27
Liability Check	07/27/2022	EFT	IRS	41-6009151	-3,743.80	1,405,030.47
Liability Check	07/27/2022	EFT	MN Dept. Revenue	9049503	-577.00	1,404,453.47
Deposit	07/29/2022			Interest	112.29	1,404,565.76
Total Citizen's Checking					-21,319.92	1,404,565.76
Investments						223,144.68
BSB- CD#40000525						223,144.68
Total BSB- CD#40000525						223,144.68
Total Investments						223,144.68
Savings						136,045.38
Border State Bank-Savings						136,045.38
Deposit	07/17/2022			Interest	11.93	136,057.31
Total Border State Bank-Savings					11.93	136,057.31
Total Savings					11.93	136,057.31

8:50 AM
08/04/22
Accrual Basis

Roseau SWCD
Monthly Treasurer's Report
As of July 31, 2022

	Type	Date	Num	Name	Memo	Amount	Balance
TOTAL						<u>-21,307.99</u>	<u>1,763,767.75</u>



August 2022 NRCS Board Report

STAFFING-

- Several positions are currently being advertised through the USA Jobs website. We are planning for a SCT and a SC in Roseau, with the SCT being advertised at this time.

CSP –

- We had 15 Classic CSP funded this year, and are working on plans for 41 renewal applications – I don't expect more than 2 will meet minimum criteria for renewal.

EQIP –

- We obligated 5 contracts in Roseau – 3 for windbreaks next May, a pollinator planting and a Seasonal High Tunnel for about \$65,000.

CRP –

- We are completing Continuous CRP eligibility worksheets for CP23, CP23A, and contract plans as we receive them from FSA. We had 7 General Signup offers that were accepted & plans have been signed & returned to FSA for approval. We are currently working on competing plans for the Continuous CRP offers this week.

WRE –

- Nothing new

COVID19 Office Status –

- NRCS will work at about 50%-75% staffing due to COVID concerns. We are continuing to allow customers in the office BY APPOINTMENT to limit the spread of any potential positive case/contact.

Meetings/Trainings/Other –

- July 4 - Holiday – Independence Day
- July 7 – Roseau River 1W1P meeting
- July 12 – off
- July 15 – Hallock, Jim's last day
- July 19 – off (UND Freshman orientation)
- July 20 – Kittson SWCD Bus Tour
- July 26 – LOW 1W1P Zoom meeting
- July 21 – Ag Water Issue meeting – Eeg Farms, Greenbush
- July 27-28 – State Con/Area Con field visit – Roseau Team (WD/livestock)

Upcoming:

- Aug 9 – Roseau SWCD Board Meeting
- Aug 10 – Kittson SWCD Board Meeting
- Aug 16 - Telework
- Aug 17 - off
- Aug 22 - off
- Aug 31 – off am/telework pm

Yours in Conservation,

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties



502 7th Street Southwest
Suite 5
Roseau, MN 56751

Phone: 218-463-1903
Website: roseauswcd.org

MINUTES
ROSEAU SWCD BOARD MEETING
September 13, 2022

The monthly Board Meeting was held Tuesday, September 13, 2022. Chairman, John Gaukerud, called the meeting to order at 7:01 a.m. Supervisors present: Ulrik Aaskov and Jan Miller. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle.

Secretary's Report:

- A motion was made by Aaskov, seconded by Miller, and passed by unanimous vote to approve the 2022 August Minutes.

Treasurer's Report:

- A motion was made by Miller, seconded by Aaskov, and passed by unanimous vote to approve the Treasurer's Reports from August 2022.

Supervisor Reports:

District Conservationist Report:

See attached notes. Kathy also had asked us to include that NRCS has made an offer to an applicant. If the applicant accepts, she could start at the earliest in mid-October.

Commissioner's Report:

- None present

Employee Reports:

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting.
- Paid a buffer cost-share that came in.
- The audit on August 23rd went well when Peterson Company was here.
- Worked on TRP JPB bills and attended the meeting.
- Did tree plans for two landowners. Both landowners were out of county. I am just waiting to hear on them if they want to order from us.

- Worked with Scott to get a general order into Schumacher's. Tentatively we have placed on order and we are just waiting to hear back confirmation as to what we will actually be able to get in 2023.
- Done compiling this year's tree profit/loss information. Each Supervisor received a copy. We lost no money on any trees this year.
- Closed out 2021 Local Capacity monies. Scott entered it into eLINK.

Water Planner Lovold:

- Attended the LOWW JPB special meeting. The next regular JPB meeting is October 17.
- Attended Policy and Advisory Committee meetings for RR 1W1P. Have updated Plan Section 2 based on the Policy Committee approval. There is only a map to add into this section before it is complete. This plan is getting closer to totally completion.
- Attended the TRP JPB meeting
- Finished up the well verification project that was funded through the LOWW Implementation grant.
- Well sealing paperwork is starting to come into the office.

District Manager Johnson

- Participated in the LOW meeting
- Attended a couple Keep It Clean meetings as well as AIS meetings and one regional AIS meeting. Talked to the DNR Watercraft Supervisor regarding the decontamination that was done on a boat that was denied entry into Canada that had zebra mussels on it.
- Placed the tentative tree order with Schumacher's.
- TSA: Attended a Northern Pod meeting they plan to move forward with the previous plan to hire an engineer and technician for the northern area.
- WCA – Wetland review of a building site. Notice of Application has been sent out.
- Gypsy Moth traps are pulled. There have been no moths in them.
- Ag Inspection: weed complaints have been coming in, most are about thistles. One was about some annual weeds in a landowner's yard along HWY 11
- Entered 21 Local Capacity into eLINK.
- The drill was used for on a 20-acre planting and has some substantial damage and now needs repairs again. It is done for the year.

OLD BUSINESS:

Well Water Clinic results: 24 people participated with only four water analyses coming back positive for total coliform bacteria (TCB) and two for nitrates. Nitrate levels were below the 10-ppm state standard. The people whose wells that showed up positive for TCB were advised to shock their wells and retest to confirm no TCB presence per lab recommendation.

NEW BUSINESS

Approval for Buffer Cost- Share Contracts:

- **Contact 2018-266:** 11 SWT's for a potential cost of \$33,000 Motion made by Aaskov seconded by Miller and approved by unanimous vote.
- **Contact 2018-267-269:** These 3 contracts total 7.5 acres and will cost \$1500 to install buffers. Motion was made by Miller, seconded by Aaskov and passed by unanimous vote.

LWM Update: Janine gave an update on the well sealings that have come in and are still waiting to be sealed before cost share payment can be made.

- Well Sealing C/S Contracts – LWM 22-13, 22-14, 22-15 have all been approved
 - LWM 22-01 – paid \$400
 - LWM 22-06 – paid \$500
 - LWM 22-011 – paid \$725 – 2 wells were sealed

Discussion/ Approval for TRP CA22-10 NSLM Implementation Program Funding transfer to Kittson SWCD: Kittson has asked to use our NSLM funding on their side of the TRP plan area. The board decided to honor the request after discussion.

Repair the Drill or Sell it: Discussion was had regarding the Truax Drill after the last breakdown. The board decided we will fix the drill over winter and then list it for sale in the spring.

Training: BWSR Academy is scheduled for the end of October.

Other: Jerry Klema stopped by and informed Scott that our lease is up. Jerry will discuss things with Keith and get back to us on the new agreement soon.

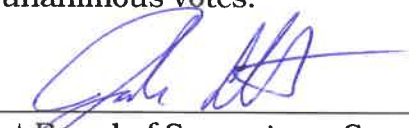
Next Board Meeting Date:

- The next meeting is set for Tuesday, October 11th at 7:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 7:52 a.m. on a motion made by Aaskov, seconded by Miller and carried by unanimous votes.

10/11/2022
Approval Date


District Board of Supervisors Secretary

8:38 AM
09/09/22
Accrual Basis

Roseau SWCD
Monthly Treasurer's Report
As of August 31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Citizen's Checking						1,404,565.76
Check	08/01/2022	16193	Sjulstad, Ivan	50% Well se...	-462.50	1,404,103.26
Check	08/01/2022	16194	Lorenson, Noreen		-100.00	1,404,003.26
Bill Pmt -Check	08/01/2022	16195	Always there Staffin...		-980.10	1,403,023.16
Bill Pmt -Check	08/01/2022	16196	Marco Technologie...	Invoice # 478...	-135.01	1,402,888.15
Bill Pmt -Check	08/01/2022	16197	Sjoberg's Cable TV	Act # 1037969	-66.95	1,402,821.20
Deposit	08/01/2022			Deposit	11,244.53	1,414,065.73
Deposit	08/01/2022			Deposit	69,993.84	1,484,059.57
Liability Check	08/02/2022		QuickBooks Payroll...	Created by P...	-3,029.87	1,481,029.70
Check	08/02/2022		QuickBooks Payroll...	Created by D...	-1.75	1,481,027.95
Paycheck	08/03/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,481,027.95
Paycheck	08/03/2022	16189	Scott A Johnson		-2,032.08	1,478,995.87
Paycheck	08/03/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,478,995.87
Paycheck	08/03/2022	16190	Janine M Lovold		-774.98	1,478,220.89
Paycheck	08/03/2022	16191	Scott A Johnson		-774.97	1,477,445.92
Paycheck	08/03/2022	16192	Shonda M Jelle		-800.98	1,476,644.94
Check	08/03/2022	ACH	JKL Investments	Direct Deposi...	-1,548.00	1,475,096.94
Liability Check	08/04/2022	ACH	PERA	9432-00	-951.95	1,474,144.99
Check	08/09/2022	16200	Inglis, Brad	50% of two w...	-725.00	1,473,419.99
Deposit	08/12/2022			Deposit	107.38	1,473,527.37
Check	08/12/2022	CCADJ		Batch Fee ID...	-4.06	1,473,523.31
Bill Pmt -Check	08/15/2022	16201	Always there Staffin...	Invoice # 112...	-2,820.80	1,470,702.51
Bill Pmt -Check	08/15/2022	16202	Cardmember Service	Act # 810003...	-1,318.10	1,469,384.41
Bill Pmt -Check	08/15/2022	16203	CenturyLink	Act # 301222...	-77.19	1,469,307.22
Bill Pmt -Check	08/15/2022	16204	Coast-True Value	customer #530	-18.41	1,469,288.81
Bill Pmt -Check	08/15/2022	16205	Edge Communicat...	involCE # 40...	-36.17	1,469,252.64
Bill Pmt -Check	08/15/2022	16206	Houston Engineerin...	Invoice # 605...	-8,595.25	1,460,657.39
Bill Pmt -Check	08/15/2022	16207	Premium Water Inc	Invoice # 176...	-11.00	1,460,646.39
Liability Check	08/16/2022		QuickBooks Payroll...	Created by P...	-3,029.90	1,457,616.49
Liability Check	08/16/2022		QuickBooks Payroll...	Created by P...	-276.88	1,457,339.61
Paycheck	08/17/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,457,339.61
Paycheck	08/17/2022	16198	Scott A Johnson		-2,032.09	1,455,307.52
Paycheck	08/17/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,455,307.52
Paycheck	08/17/2022	DD14...	John O Gaukerud	Direct Deposit	0.00	1,455,307.52
Paycheck	08/17/2022	DD14...	Landon W Olson	Direct Deposit	0.00	1,455,307.52
Paycheck	08/17/2022	16199	Ulrik F Aaskov		-115.44	1,455,192.08
Liability Check	08/17/2022	EFT	PERA	9432-00	-951.95	1,454,240.13
Bill Pmt -Check	08/22/2022	16208	Always there Staffin...	Incoice # 112...	-1,534.80	1,452,705.33
Deposit	08/22/2022			Deposit	10,723.41	1,463,428.74
Check	08/29/2022	16209	Lofton, Sharon	50% Well se...	-500.00	1,462,928.74
Bill Pmt -Check	08/29/2022	16210	Always there Staffin...	Invoice # 112...	-1,110.80	1,461,817.94
Bill Pmt -Check	08/29/2022	16211	Marco Technologie...	Invoice # 480...	-206.57	1,461,611.37
Bill Pmt -Check	08/29/2022	16212	Sjoberg's Cable TV	Act # 1037969	-66.95	1,461,544.42
Deposit	08/29/2022			Deposit	240.00	1,461,784.42
Liability Check	08/30/2022		QuickBooks Payroll...	Created by P...	-3,029.88	1,458,754.54
Paycheck	08/31/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,458,754.54
Paycheck	08/31/2022	16216	Scott A Johnson		-2,032.09	1,456,722.45
Paycheck	08/31/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,456,722.45
Check	08/31/2022		QuickBooks Payroll...	Created by D...	-1.75	1,456,720.70
Deposit	08/31/2022			Interest	157.79	1,456,878.49
Total Citizen's Checking					52,312.73	1,456,878.49
Investments						223,144.68
BSB- CD#40000525						223,144.68
Total BSB- CD#40000525						223,144.68
Total Investments						223,144.68
Savings						136,057.31
Border State Bank-Savings						136,057.31
Deposit	08/15/2022			Interest	10.81	136,068.12
Total Border State Bank-Savings					10.81	136,068.12
Total Savings					10.81	136,068.12
TOTAL					52,323.54	1,816,091.29



Sept 2022 NRCS Board Report –Roseau FO

STAFFING -

- We had one applicant for the SCT position here in Roseau. An offer will be made and I will keep you updated on the status of this position

CSP –

- Finishing up 4 additional CSP-Classic contracts

EQIP –

- Bonnie is working with a few grazing applicants for 2023. We also have a few other applications for tree planting and monarch plantings

CRP –

- We are finishing up the last few continuous plans this week

WRE –

- Nothing new

COVID19 Office Status –

- Officially, NRCS will work at about 50%-75% staffing due to COVID concerns. The door is open and we are meeting with farmers/customers.

- **Meetings/Trainings/Other –**

- Aug 9 – Roseau SWCD Board Meeting
- Aug 10 – Kittson SWCD Board Meeting
- Aug 16 - Telework
- Aug 17 - off
- Aug 22 - off
- Aug 31 – off am/telework pm
- Sept 1-2 – off (family funeral)
- Sept 5 – Labor Day Holiday

Upcoming:

- Sept 14 – Pennington SWCD Outdoor Ed Day
- Sept 20 – UTV Training – Warren fairgrounds
- Sept 26-27 – MN NRCS NW Area Strategic Planning meeting – Detroit Lakes
- Oct 10 – Columbus Day Holiday

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties



502 7th Street Southwest
Suite 5
Roseau, MN 56751

Phone: 218-463-1903
Website: roseauswcd.org

MINUTES
ROSEAU SWCD BOARD MEETING
October 11, 2022

The monthly Board Meeting was held Tuesday, OCTOBER 11, 2022. Chairman, John Gaukerud, called the meeting to order at 7:04 a.m. Supervisors present: Ulrik Aaskov and Jan Miller. District staff present: Scott Johnson, Janine Lovold, and Shonda Jelle.

Secretary's Report:

- A motion was made by Aaskov, seconded by Miller, and passed by unanimous vote to approve the 2022 September Minutes.

Treasurer's Report:

- A motion was made by Miller, seconded by Aaskov, and passed by unanimous vote to approve the Treasurer's Reports from September 2022.

Supervisor Reports:

- None

District Conservationist Report:

- See attached notes.

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.
- Listed the four-wheeler and enclosed trailer for sealed bids.
- The Audit was August 23rd. It went well when Peterson Company was here.
- Worked on 2R bills and have paid a few cost-share contracts for them.
- Did a few tree plans for landowners.
- Got the draft audit back from the Auditors office. It all looked good we just need to vote on it, sign, and send it back to finalize it.

Water Planner Lovold:

- Has an SFA workshop coming up on November 1st for LOWW.
- Attended meetings for RR 1W1P. Completed Plan Section 2. There is only a map left to add into this section before it is complete.
- Attended the third and last TRP LSP development meeting. Plan will be ready for JPB approval in November after DNR approves at end of October.
- Has spoken with a couple landowners about signing up for TRP cover crop program.
- Rebuilding the well verification layer for the LOWW area
- Next LOWW JPB meeting is October 17.
- Well sealing cost-share applications have been steadily coming into the office.

District Manager Johnson

- RRVSA meeting to discuss the Northern and Southern pods. The Northern Pod will have a virtual meeting on 10/12/2022.
- Attended an AIS meetings to wrap up the AIS inspector items for the year.
- Placed a tentative tree order with Schumacher's.
- Completed the random buffer checks.
- WCA – Wetland review of a building sites to try and wrap up for the season.
- Gypsy Moth traps have been pulled.
- Compiling information to put the budget together for the commissioners meeting in November.

OLD BUSINESS:

NEW BUSINESS

MASWCD Supervisor packets: Packets were handed out to supervisors present at the meeting and votes were collected to be sent in.

Sealed bids for ATV and Enclosed Trailer: One bid was received for the enclosed trailer. The bid was opened and presented to the board. The board accepted the bid on \$1550.00. A motion was made by Miller, seconded by Aaskov, and passed by unanimous vote to approve the bid on the enclosed trailer.

Peterson Audit Letter Signature and Draft Approval: The Draft audit was presented to the board to be approved. Motion was made by Miller, seconded by Aaskov and passed by unanimous vote.

LWM Update: Janine gave an update on the well sealings that have come in and are still waiting to be sealed before cost share payment can be made.

- Well Sealing C/S Contracts – LWM 22-16, 22-17 and 2023-01 have been approved for wells to be sealed.

Training: BWSR Academy is scheduled for October 25-27th. Area 1 meeting is scheduled for November 15 at the casino in Mahanomen.

Other: Jerry stopped by and informed Scott that our lease is up. Jerry will discuss things with Keith and get back to us on the new agreement soon.

RRVSA has a virtual meeting tomorrow after the meeting we will have an MOA to sign at the November meeting.

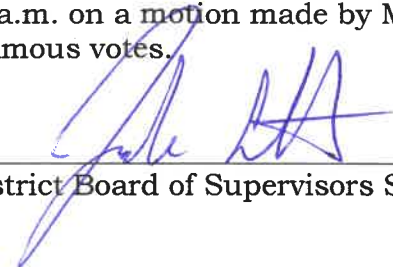
Next Board Meeting Date:

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

Adjournment:

- The meeting adjourned at 7:39 a.m. on a motion made by Miller, seconded by Aaskov and carried by unanimous votes.

11-8-22
Approval Date


District Board of Supervisors Secretary



Oct 2022 NRCS Board Report –Roseau FO

STAFFING -

- We had one applicant for the SCT position here in Roseau. Josie Fitzwater is scheduled to start on Oct 24th

CSP -

- We had a total of 19 new contracts this year

EQUIP -

- Bonnie is working with a few grazing applicants for 2023. We also have a few other applications for tree planting and monarch plantings at this time

CRP -

- No activity

WRE -

- No activity

COVID19 Office Status -

- Officially, NRCS will work at about 50%-75% staffing due to COVID concerns. The door is open and we are meeting with farmers/customers.
- **Meetings/Trainings/Other -**
- Sept 14 – Pennington SWCD Outdoor Ed Day
- Sept 20 – UTV Training – Warren fairgrounds
- Sept 26-27 – MN NRCS NW Area Strategic Planning meeting – Detroit Lakes
- Oct 10 – Columbus Day Holiday

Upcoming:

- Oct 11 – SWCD Board Meeting – 7:00 am
- Oct 17 – 5% ECS Spot Checks – Eric Anderson, ARC in Roseau
- Oct 20 – off pm (dentist)
- Oct 24 – New Staff starting 8 am training call
- Oct 25-26 – Team Lead Meeting - TBD

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties



502 7th Street Southwest
Suite 5
Roseau, MN 56751

Phone: 218-463-1903
Website: roseauswcd.org

MINUTES
ROSEAU SWCD BOARD MEETING
November 8, 2022

The monthly Board Meeting was held Tuesday, November 8, 2022. Chairman, John Gaukerud, called the meeting to order at 8:02 a.m. **Supervisors present:** John Gaukerud, Jade Estling, Jan Miller, Ulrik Aaskov and Landon Olson. **District Staff present:** Scott Johnson and Janine Lovold. **Others present:** Matt Fischer, BWSR and Kathy Fillmore, USDA-NRCS Team Lead.

Secretary's Report:

- A motion was made by Aaskov, seconded by Miller, and passed by unanimous vote to approve the 2022 October Minutes.

Treasurer's Report:

- A motion was made by Miller, seconded by Aaskov, and passed by unanimous vote to approve the Treasurer's Reports from October 2022.

Supervisor Reports:

- John Gaukerud attended the RRVCSA meeting.

District Conservationist Report:

- See attached notes.

Commissioner's Report:

- None present

Employee Reports:

Administrative Assistant Jelle:

- See attached notes.

Water Planner Lovold:

- Attended the LOW Implementation Committee meeting on October 12.
- Attended the LOWW JPB meeting on October 17.
- Attended the Sustainable Farming Association (SFA) Workshop on November 1. Did not attend the Billy Bendickson field visit.

- Attended the Roseau River 1W1P Advisory Committee meeting on November 3.
- The finalized TRP Landscape Stewardship Plan was sent out last week.
- The next RR 1W1P Policy Committee meeting is this Thursday, November 10.
- The next TRP JPB meeting is November 17.

District Manager Johnson

- Attended the RRVCSA meeting and much of the discussion was about the agreement.
- Attended the WWD Board meeting on October 27.
- Worked with BWSR on the 2018 Buffer Cost-Share Reconciliation.
- WCA – Field checks are being wrapped up. Linda Pons, BWSR, came for two TEPs that reviewed wetland delineation sites. A couple more wetland delineations have come in since then.
- Finalized the 2023 Budget.

OLD BUSINESS:

2018 Buffer Cost-Share Audit Update: The letter from BWSR regarding the 2018 Buffer Cost Share Grant Financial Reconciliation Project File Review was discussed. A financial penalty of \$20,000 was assessed based on issues that were found.

- Acknowledgement of the BWSR letter and the financial penalty payment approval was made on a motion by Olson, seconded by Miller, and carried by unanimous vote.

Peterson Audit Copies: The Roseau SWCD Financial Statements for 2021 were reviewed.

- Approval of the 2021 Roseau SECD Financial Statement Audit was made on a motion by Miller, seconded by Olson, and carried by unanimous vote.

NEW BUSINESS

2023 Budget: Scott presented the 2023 Budget.

- Approval of the 2023 Budget was made on a motion by Olson, seconded by Aaskov, and carried by unanimous vote.

Red River Valley Conservation Service (JPA) Agreement: The agreement for engineering services was discussed.

- Approval to enter into the Agreement was made on a motion by Olson, seconded by Miller, and carried by unanimous vote.

RRV Northern Pod Service Agreement: The agreement for the nine-county partnership of services was discussed.

- Approval to enter into the Agreement was made on a motion by Aaskov, seconded by Estling, and carried by unanimous vote.

Sealed bids for ATV and Enclosed Trailer: Three bids were received for the 1999 Polaris Magnum ATV. The bids were opened and presented to the board. The board accepted the bid for \$2722.

- A motion was made by Estling, seconded by Miller, and passed by unanimous vote to approve the \$2722 bid on the ATV.

LWM Update: Janine gave an update on the well sealings applications and payments.

- Well Sealing applications: LWM 23-02 and 23-03 have been each approved for \$500 cost-share contract
- Well Sealing Contract Payments: LWM 22-12 - \$362.50; LWM 22-16 - \$400

Training: TBD

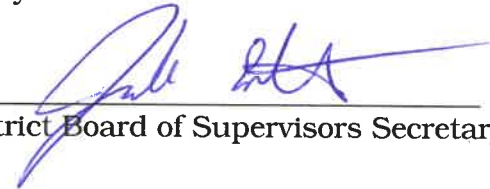
Other: The Area 1 meeting is scheduled for November 15 at the Shooting Star Casino in Mahanomen.

Next Board Meeting Date: The next meeting is set for Tuesday, December 13th at 8:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 9:16 a.m. on a motion made by Estling, seconded by Olson, and carried by unanimous vote.

12/13/22
Approval Date


District Board of Supervisors Secretary

10:01 AM
11/04/22
Accrual Basis

Roseau SWCD
Monthly Treasurer's Report
As of October 31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Citizen's Checking						1,423,618.48
Bill Pmt -Check	10/03/2022	16240	Always there Staffin...	Invoice # 112...	-589.40	1,423,029.08
Bill Pmt -Check	10/03/2022	16242	Houston Engineerin...	Invoice # 614...	-5,801.66	1,417,227.42
Bill Pmt -Check	10/03/2022	16243	Marco Technologie...	Invoice # 482...	-154.82	1,417,072.60
Bill Pmt -Check	10/03/2022	16244	Outdoor News		-42.00	1,417,030.60
Check	10/03/2022	16239	RMB Environmental...	Veterns Loan...	-130.00	1,416,900.60
Liability Check	10/03/2022	EFT	PERA	9432-00	-951.95	1,415,948.65
Liability Check	10/03/2022	EFT	PERA	9432-00	-951.94	1,414,996.71
Check	10/04/2022		QuickBooks Payroll...	Created by D...	-1.75	1,414,994.96
Paycheck	10/05/2022	16246	Scott A Johnson		-774.97	1,414,219.99
Paycheck	10/05/2022	16247	Shonda M Jelle		-800.97	1,413,419.02
Paycheck	10/05/2022	16245	Janine M Lovold		-774.97	1,412,644.05
Check	10/05/2022	ACH	JKL Investments	Direct Deposi...	-1,548.00	1,411,096.05
Liability Check	10/05/2022	EFT	MN Dept. Revenue	9049503	-577.00	1,410,519.05
Sales Tax Payment	10/05/2022	EFT	MN Dept. Revenue		-87.00	1,410,432.05
Liability Check	10/05/2022	EFT	IRS	41-6009151	-3,667.34	1,406,764.71
Check	10/05/2022	16241	VOID		0.00	1,406,764.71
Liability Check	10/11/2022		QuickBooks Payroll...	Created by P...	-3,029.88	1,403,734.83
Bill Pmt -Check	10/11/2022	16249	CenturyLink	Act # 201222...	-76.08	1,403,658.75
Bill Pmt -Check	10/11/2022	16250	Coast-True Value		-32.18	1,403,626.57
Bill Pmt -Check	10/11/2022	16251	Edge Communincat...	Act # 16509	-35.85	1,403,590.72
Bill Pmt -Check	10/11/2022	16252	Lakes Country Serv...		-1,145.48	1,402,445.24
Paycheck	10/12/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,402,445.24
Paycheck	10/12/2022	16248	Scott A Johnson		-2,032.07	1,400,413.17
Paycheck	10/12/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,400,413.17
Liability Check	10/12/2022	EFT	PERA	9432-00	-961.94	1,399,451.23
Bill Pmt -Check	10/17/2022	16253	Cardmember Service		-739.99	1,398,711.24
Bill Pmt -Check	10/17/2022	16254	Premium Water Inc	Act # 176933	-18.25	1,398,692.99
Check	10/24/2022	16255	Gillis, Mary Ann	Thank you fo...	-100.00	1,398,592.99
Check	10/24/2022	16256	Young, Clayton	Thank you fo...	-100.00	1,398,492.99
Check	10/24/2022	16257	Chapman, Jim	Thank you fo...	-100.00	1,398,392.99
Check	10/24/2022	16258	Beito, Nina	50% well sea...	-362.50	1,398,030.49
Bill Pmt -Check	10/24/2022	16259	Brinks Wetlands Se...	Invoice # 2411	-7,500.00	1,390,530.49
Liability Check	10/25/2022		QuickBooks Payroll...	Created by P...	-3,159.57	1,387,370.92
Paycheck	10/26/2022	DD14...	Janine M Lovold	Direct Deposit	0.00	1,387,370.92
Paycheck	10/26/2022	16260	Scott A Johnson		-2,032.09	1,385,338.83
Paycheck	10/26/2022	DD14...	Shonda M Jelle	Direct Deposit	0.00	1,385,338.83
Paycheck	10/26/2022	DD14...	John O Gaukerud	Direct Deposit	0.00	1,385,338.83
Paycheck	10/26/2022	16261	Jan P Miller		-134.19	1,385,204.64
Paycheck	10/26/2022	16262	Ulrik F Aaskov		-115.43	1,385,089.21
Liability Check	10/26/2022	EFT	PERA	9432-00	-951.94	1,384,137.27
Liability Check	10/26/2022	EFT	MN Dept. Revenue	9049503	-577.00	1,383,560.27
Liability Check	10/26/2022	EFT	IRS	41-6009151	-3,648.24	1,379,912.03
Check	10/31/2022	16263	VonEnde, Richard	50% well sea...	-400.00	1,379,512.03
Bill Pmt -Check	10/31/2022	16264	Lakes Country Serv...	Membership	-109.00	1,379,403.03
Bill Pmt -Check	10/31/2022	16265	Mn. Dept. of Agricul...	Nursery Certi...	-450.00	1,378,953.03
Bill Pmt -Check	10/31/2022	16266	Sjoberg's Cable TV	Act # 1037969	-133.90	1,378,819.13
Bill Pmt -Check	10/31/2022	16267	USAbile Life insuran...	Invoice # 000...	-117.45	1,378,701.68
Deposit	10/31/2022			Interest	178.96	1,378,880.64
Total Citizen's Checking					-44,737.84	1,378,880.64
Investments						223,424.38
BSB- CD#40000525						223,424.38
Total BSB- CD#40000525						223,424.38
Total Investments						223,424.38
Savings						136,079.68
Border State Bank-Savings						136,079.68
Deposit	10/16/2022			Interest	11.56	136,091.24
Total Border State Bank-Savings					11.56	136,091.24
Total Savings					11.56	136,091.24
TOTAL					-44,726.28	1,738,396.26



Nov 2022 NRCS Board Report –Roseau FO

STAFFING -

- Josie Fitzwater started on Oct 24th as Soil Conservation technician. She is originally from Maryland/Virginia.

CSP –

- None of our 42 2022 CSP-Renewal applications met the minimum threshold. Most submitted applications for the 2023 CSP-Classic

EQIP –

- Bonnie is working with a few grazing applicants for 2023 (and providing training to Josie & Jill from Hallock). We also have a few other applications for tree planting and monarch plantings at this time

CRP –

- Finished up with stand evaluations for contracts expiring in 2023. This will aid the contract-holder and FSA Tech when submitting an offer.

WRE –

- No activity

COVID19 Office Status –

- Officially, NRCS will work at about 50%-75% staffing due to COVID concerns. The door is open and we are meeting with farmers/customers.

Meetings/Trainings/Other –

- Oct 11 – SWCD Board Meeting – 7:00 am
- Oct 17 – 5% ECS Spot Checks – Eric Anderson, ARC in Roseau
- Oct 20 – off pm (dentist)
- Oct 24 – New Staff starting 8 am training call

Upcoming:

- Nov 11 – Nov 15 – MASWCD Area Meeting – Mahnommen
- Nov 24 – Thanksgiving Day Holiday
- Nov 29-30 DC Meeting – St Cloud

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties

Shonda's November 8th board report.

- ❖ Worked on regular monthly reporting, bills, payroll items
- ❖ Did a tree plan for 3 different sites for a landowner ~ he should be stopping in soon to place his order
- ❖ Helped a bit on budget stuff.
- ❖ Has worked on Tow Rivers JPB cover crop payments as well as other financial items.
- ❖ Placed an add in the trading post to advertise the ATV for sale
- ❖ Took a few tree orders
- ❖ Assisted a landowner with a buffer question and the replacing of a few SWI's that the top is too small to drive across and failing.
- ❖ Had the 2018 Buffer CS Audit
- ❖ Got the final bound copies of the Audit from Peterson Company and have requested to be on the list for next years audit and adding Two Rivers to their Audit schedule.



502 7th Street Southwest
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Phone: 218-463-1903
Website: roseauswcd.org

MINUTES
ROSEAU SWCD BOARD MEETING
December 13, 2022

The monthly Board Meeting was held Tuesday, December 13, 2022. 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. County Commissioner Daryl Wicklund also attended.

Secretary's Report:

- A motion was made by Aaskov, seconded by Miller, and passed by unanimous vote to approve the 2022 November Minutes.

Treasurer's Report:

- A motion was made by Miller, seconded by Aaskov, and passed by unanimous vote to approve the Treasurer's Report from November 2022.

Supervisor Reports:

- Aaskov reported on the Roseau River Policy Committee meeting he attended.

District Conservationist Report:

- See attached notes.

Commissioner's Report:

- Wicklund gave a quick update that the county budget meeting happens this evening and said they are currently still looking for a County Engineer.

Employee Reports:

Administrative Assistant Jelle:

- Doing regular monthly bills, payroll, reconciling bank statements, regular monthly reporting.
- Has sold some trees and placed tree orders.
- Did all financials for the TRP JPB meeting that was sent with Janine. Also paid a few landowners for their planted cover crops.
- Closed out Conservation Delivery and gave off to be double checked and entered into eLINK.

- Sent out rainfall letters to all monitors on missing data. There are a few landowners that will not be continuing next year.

Water Planner Lovold:

- **LOW 1W1P:** Attended an SFA workshop and the Implement Committee meeting.
- **SWCD:** worked on well sealing paperwork and the next Surface Water Assessment Grant (SWAG) application
- **RR 1W1P:** The draft plan is complete, and the policy committee has approved the submission for the 60-day review starting December 16th. The public review will be at that same time. There was an Advisory meeting last Thursday to go over the draft plan. HEI is still finalizing the draft plan; it will be ready to send out this week. There will be no more meetings until after the comments are compiled. Tracy is working on the JPB agreement.

District Manager Johnson

- **RRVSA:** Update was given on meeting. In the Northern Pod, eight agreements have been signed, and all in the Southern Pod have been signed. The JPA was signed by all but Mahnomen.
- **AIS:** Meeting update to discuss additional signage at the Point, Springsteel, and the DNR accesses. All reports will be submitted by end of year for watercraft inspections. Work plan and resolution from the County.
- **Keep it Clean:** There are lures available to purchase to promote the Keep It Clean program.
- **Ag Inspection:** Attended a District 1 ag inspector meeting.
- **LOW 1W1P** – attended the Implementation Committee meeting and the SFA workshop
- **RR 1W1P:** Attended the RR 1W1P meeting
- **SWCD:** presented the budget at the commissioners meeting, worked with Lakes Country to solve internet issues, attended the Area 1 meeting ~ dues have changed for the upcoming year, clean water funds have increased potentially offering more available funding. Worked on the Ag BMP loan program ~ additional funds have become available allowing a few more barrows to get funding, we now only have three producers left on wait list to get funded.

OLD BUSINESS:

NEW BUSINESS

Office Lease Agreement: Jerry dropped off the new lease agreement that will last for 3 years and will have roughly a 10% price increase. A motion was made by Estling, seconded by Miller, and passed by unanimous vote to enter into the new agreement.

TRP Forest Management Program: A request was made by Kittson SWCD at the JPB meeting in November to transfer a portion of our funding to Kittson

County to fund some forest stewardship plans. A motion was made by Estling, seconded by Aaskov, and passed by unanimous vote to transfer the funds.

LWM Update: Janine gave an update on the well sealings that have come in and are still waiting to be sealed before cost share payment can be made.

- Well Sealing C/S Contracts – LWM 22-17, 22-04, 22-09 23-00 23-01 have been sealed and paid.

Wage Scale Amendment: Due to last year's COLA and wage, we need to update and amend the Wage Scale to stay in compliance. A motion was made by Aaskov, seconded by Estling, and passed by unanimous vote to amend the Wage Scale.

COLA/Employee Performance: The recommendation was made to offer a step increase to everyone on the wage scale. This is a 4% wage increase to employees. A motion was made by Miller, seconded by Olson, and passed by unanimous vote to approve the wage increase.

Training:

Other:

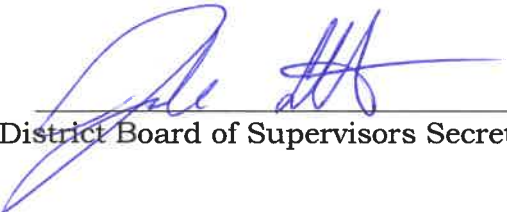
Next Board Meeting Date:

- The next meeting is set for Tuesday, January 10th at 8:00 a.m. in the SWCD conference room.

Adjournment:

- The meeting adjourned at 9:02 a.m. on a motion made by Olson seconded by Miller and carried by unanimous votes.

1-10-23
Approval Date


District Board of Supervisors Secretary



Dec 2022 NRC\$ Board Report –Roseau FO

STAFFING -

- April Suggs, SINEW contracted clerk, is scheduled to start on Dec 19. Office staff are taking “use or lose” annual leave during December, so please call to schedule an appointment if you want to come into the office

CSP –

- We have finished up with CSP payments for the year, so we are taking a breather before getting started on next year’s applications.

EQIP –

- Staff are just getting started with planning for our 2023 EQIP applications.

CRP –

- No activity at this time.

WRE –

- No activity

COVID19 Office Status –

- The door is open and we are meeting with farmers/customers (we are requesting that they call for an appointment to ensure staff are in the office).

Meetings/Trainings/Other –

- Nov 11 – Nov 15 – MASWCD Area Meeting – Mahanomen
- Nov 24 – Thanksgiving Day Holiday
- Nov 29-30 DC Meeting – St Cloud

Upcoming:

- Dec 8 – Roseau River 1W1P – Roseau
- Dec 8 – Roseau CST Monthly meeting via Teams (1:30 pm)
- Dec 12-15 – MASWCD Annual Convention & NRCS Operational Meeting – Bloomington
- Dec 19 – Start date for SINEW clerk April Suggs
- Dec 26 - Christmas Day (observed) Holiday
- Jan 2 – New Year’s Day (observed) Holiday

Kathy Fillmore

CST Lead

Serving Roseau, Kittson & Marshall Counties