

502 7th Street Southwest
Suite 8
Roseau, MN 56751

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

MINUTES
ROSEAU SWCD BOARD MEETING
January 12, 2016

The monthly Board Meeting was held Tuesday, January 12, 2016. Chairman, John Gaukerud, called the meeting to order at 7:07 a.m. Supervisors present: John Gaukerud, Jay Estling, Warren Ulvin and Landon Olson. District staff present: Scott Johnson and Janine Lovold. NRCS staff present: Casey Olson.

Election of Offices

- Chairman Gaukerud handed the Meeting over to District Manager Johnson for election of officer's nomination for Chairman. Johnson asked for a nomination for Chairman. Estling made a motion to nominate Gaukerud for Chairman, which was seconded by Ulvin and motion carried by unanimous vote. Ulvin nominated Estling for vice-chairman, which was seconded by Olson and motion carried by unanimous vote. Ulvin nominated Olson for Secretary, which was seconded by Estling and carried by unanimous votes. Estling nominated Ulvin for Treasurer, which was seconded by Olson and carried by unanimous vote.

Secretary's Report:

- A motion was made by Ulvin, seconded by Estling and passed by unanimous vote to approve the 2015 December minutes.

Treasurer's Reports:

- A motion was made by Olson, seconded by Estling and passed by unanimous vote to approve the Treasurer's reports for November and December 2015.

Supervisor Reports:

- Supervisors had no reports

Employee Reports:

District Manager Johnson

- Attended Grants/eLINK training in Bemidji on January 11.
- MN Ag Certification program Mtg.
- State / Federal 4th Quarter Reports.
- Monthly bills and reports.
- W - 2's
- Year End Financial started.

Program Coordinator Lovold

- Attended Grants/eLINK training in Bemidji on January 11.
- Completed eight Interim and Final Reports for end of year reporting in eLINK. The reports have been uploaded to the SWCD website. Four programs are left to complete Interim Reports. One program needs a Work Plan.
- Completed the Envirothon sponsor letter, which will go out in the mail on January 13.
- District newsletter has been started.

District Conservationist Report:

- Anyone interested in EQIP should stop by the office for an application for the next winter signup.
- A copy of a Memorandum of Agreement between MASWCD, MACDE, MNBWSR, and MARCDC and USDA-NRCS was handed out. Widgets will be developed at the local level to go along with the MOA.
- More people have been interested in continuous CRP over general CRP. The top practices are filter strips and CP-23 wetland restoration.
- Another producer had concerns that witch grass seed may have been in his grass seed mix, but he was informed that the annual native would not have been in the mix and just happened to have a very good growing season last year. Witch grass may not even be an issue this next growing season.

OLD BUSINESS:

2014 Audit Review:

- Manager Johnson handed out copies of the Audit. The CPA had a positive view of the financial assessment of the District.

NEW BUSINESS

Special Activity Assignment:

- Gaukerud will be on assignment for the Technical Service Area 1. The TSA has been split into north and south halves. Meetings will be held twice a year.

Board Meeting Date and Time:

- The monthly board meeting date and time will be the second Tuesday of each month at 7:00 a.m.

Supervisor Compensation Rate:

- The rate will be \$55.00

Mileage Rate:

- The rate will decrease to 54 cents per mile maximum allowable by IRS.

Spending Limits:

- Maximum spending limits will be increased to \$500.00 for office supplies \$1000.00 for vehicle expenses.

Designate Depositories:

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

Per Diem:

- The rate will remain at \$38.00 per day. Credit cards are generally used for meeting expenses.

Wetland Appeals Committee:

- Roseau County is requesting two Supervisor Board Members for the Wetland Appeals Committee. Estling and Gaukerud were chosen to serve on the committee.

MOU:

- A Joint Powers Agreement between Roseau County SWCD and Roseau County for the Wetland Conservation Act administration was reviewed and signed.

The nine items above were approved on a motion made by Estling, seconded by Olson and passed by unanimous vote.

W-4s:

- The W-4s were handed out, filled in by Supervisors and then placed into their respective personnel folders.

Keep It Clean:

- After discussion, the amount will remain the same as last year in the amount of \$2000 that will be transferred from FY16 WCA funds to FY16 LWM funds.

Payment to the Keep It Clean Program through LOW SWCD was approved on a motion made by Estling, seconded Ulvin and passed by unanimous vote.

Drainage Wetland Conference:

- The drainage law conference is now every other year and is put on by Rinke-Noonan Attorneys at Law. Manager Johnson has paid the \$95 registration and will be attending on February 11 in St. Cloud.

MASWCD, NACD, & Area 1 Dues:

- The dues for MASWCD are \$2083.04; dues for NACD are \$775; dues for Area 1 are \$150. After discussion, the decision was made to pay only the MASWCD and Area 1 dues.

A motion to pay the dues was made by Ulvin, seconded by Olson and passed by unanimous vote.

MCIT Insurance Premium:

- The invoice for MCIT Insurance is \$4047.

A motion to pay the invoice was made by Olson, seconded by Estling and passed by unanimous votes.

Envirothon:

- The theme this year is "Invasive Species: a Challenge to the Environment, Economy, and Society". The Envirothon will be held at the Agassiz National Wildlife Refuge at the end of April and the State Envirothon will be held at Lake Bronson State Park in May. An Envirothon meeting has been set for Thursday, January 14 at the Pennington Field Office.

WCA:

- Corey Steinbach site – TEP review
- RRWMA - TEP
- Norval Parsely – Ag Bank Application process

District Capacity:

- Ideas for the District Capacity Work Plan included additional funding for programs, personnel benefits, part-time and intermittent full-time staff, and office and field equipment.

Area 1 Meeting:

- The Area 1 Meeting has been rescheduled for February 9 at University of Minnesota – Crookston.

2016 Soil Stewardship:

- The theme is "Everyone Needs a Tree". Soil Stewardship week will be April 24 – May 1.

Public meeting was closed at 8:17 a.m. to discuss personnel issues.

Public meeting was reopened at 8:23 a.m.

COLA 3%:

- The COLA rate will be 3% for 2016.

The rate was approved on a motion made by Olson, seconded by Estling and passed by unanimous vote.

On a motion**Myron Pocket Calendars:**

- The quote is \$289 for 100 plus a little extra for imprint set-up and shipping & handling. After discussion, the decision to go ahead and purchase the 2017 Myron pocket calendar for District promotion was decided.

The payment for purchase was approved on a motion made by Olson, seconded by Estling and passed by unanimous vote.

Next Board Meeting Date:

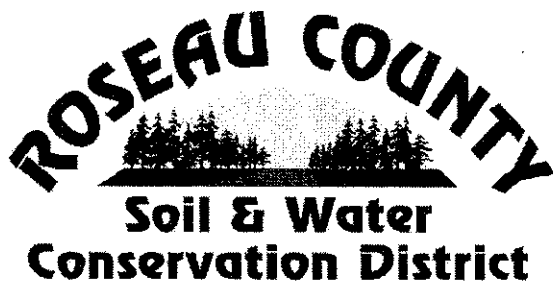
- The next meeting is set for February 16, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:30 a.m. on a motion made by Estling, seconded by Olson and carried by unanimous votes.

2-16-16
Approval Date

Landon Olson
District Board of Supervisors Secretary



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MINUTES
ROSEAU SWCD BOARD MEETING
February 16, 2016

The monthly Board Meeting was held Tuesday, February 16, 2016. Chairman, John Gaukerud, called the meeting to order at 7:05 a.m. Supervisors present: John Gaukerud, Jay Estling, Warren Ulvin and Landon Olson. District staff present: Scott Johnson and Janine Lovold. County Commissioner present: Todd Miller.

Secretary's Report:

- A motion was made by Ulvin, seconded by Olson and passed by unanimous vote to approve the 2016 January minutes.

Treasurer's Reports:

- A motion was made by Olson, seconded by Estling and passed by unanimous vote to approve the Treasurer's reports for January 2016.

Supervisor Reports:

- Supervisors had no reports

Employee Reports:

District Manager Johnson

- Have been working on Year-End Financials.
- Attended an AIS Program meeting in Detroit Lakes.
- Completed eLINK reporting requirements for programs by February 1 deadline.
- Completed Work Plan for District Capacity
- Attended the MN Agricultural Water Quality Certification Program tool training in Red Lake Falls.
- Attended the Wetland Drainage Conference in St. Cloud.
- Attended an Envirothon planning meeting in Thief River Falls.
- Attended the Environmental Listening Session hosted by Representative Dan Fabian and Representative Denny McNamara in Thief River Falls.
- Attended the Area 1 Meeting in Crookston.
- About 18,500 trees have been ordered.

District Technician Lovold

- Attended the January Envirothon meeting in Thief River Falls.
- Working on the District newsletter.
- Completed the 2016 Tree Order Form. The Form is on our website.
- Website has been updated.

District Conservationist IM Report:

- CSP signup ends March 31.

Commissioner Report:

- The new provisions in the WCA rule changes were discussed. The changes included action eligibility for credit, in lieu payment, designation of high priority areas and implementation of high priority areas for mitigation.
- The State Drainage Work Group is looking to get ditches reviewed because land values have changed and runoff is increasing from urban sprawl.
- The tax bill for ditch taxes on con-con lands was never passed. Roseau County was asking for a 50 cent increase. The current tax is \$1.50.
- Roseau County has a \$946,000 loss from the Palsburg Fire that the DNR did not want to pay. A supplement County Aid is supposed to help offset the loss.
- Permitting is progressing for Swift Ditch cleanout.
- Private ditches have been dropped for the Buffer Program. The state needs to specify exactly where funds are being pulled for program aid and County / Watershed jurisdictions.
- A drone will be purchased for the Highway Department to look at ditches.

OLD BUSINESS:**District 4 Supervisor:**

- No one had any suggestions.

NEW BUSINESS**2016 Billable Rates:**

- The billable rate for 2016 to charge expenses to BWSR grants was completed using Option 2. The District Manager rate will be \$50.17 and the District Technician rate will be \$41.03.

The Billable Rates were approved on a motion by Ulvin, seconded by Estling and carried by unanimous votes.

Envirothon Meeting:

- The next meeting will be held in Hallock on February 24. Questions for each Stations will be gone over. References will be sent to schools after this meeting.

PERA:

- The information for year-end reporting is supposed to be released mid-February.

Work Plans:

- The District Local Capacity Work Plan is almost complete. The Work Plan is due February 19 and Manager Johnson will be the authorized representative for the Local Capacity Grant.

A motion was by Ulvin, seconded by Olson and passed by unanimous votes to enter into the Local Capacity Grant with the authorized representative being Manager Johnson.

- The WRWD Work Plan for the 2016 AIG grant is also near completion.

WCA:

- The TEP for the RRWMA project discussed mitigation on two sites within the WMA. The ACOE appeared to approve and the project will be moving forward.
- The Steinbach TEP resulted in a proposal for a site replacement rather than mitigation. The DNR has been asked for a 2:1 instead of a 4:1 replacement. The H. Scott Johnson property that is west of Warroad would be suitable for a site replacement.
- The Beckel Ag Wetland Bank is moving forward in the easement process.
- The Parsley Bank site is done except for the finalization of the application process.

Next Board Meeting Date:

- The next meeting is set for March 8, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:15 a.m. on a motion made by Estling, seconded by Ulvin and carried by unanimous votes.

3-8-16
Approval Date

Landon Olson
District Board of Supervisors Secretary



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MINUTES
ROSEAU SWCD BOARD MEETING
March 8, 2016

The monthly Board Meeting was held Tuesday, March 16, 2016. Chairman, John Gaukerud, called the meeting to order at 7:05 a.m. Supervisors present: John Gaukerud, Jay Estling, Warren Ulvin and Landon Olson. District staff present: Scott Johnson and Janine Lovold. NRCS staff present: Casey Olson. Area Office: Dan Weber

Secretary's Report:

- A motion was made by Estling, seconded by Ulvin and passed by unanimous vote to approve the 2016 February minutes.

Treasurer's Reports:

- A motion was made by Ulvin, seconded by Estling and passed by unanimous vote to approve the Treasurer's reports for February 2016.

Supervisor Reports:

- Supervisors had no reports

Employee Reports:

District Manager Johnson

- Have been working on Year-End Financials.
- AIG Grant – Work Plan for Warroad Watershed
- Monthly books/ Reports
- Disaster Application- Warroad Watershed
- Warroad Watershed Meeting
- District 1 CAI Meeting – Mahnomen
- MNAWQP specialist – Racheal met in office
- 3 Ag applicator tests were issued

District Technician Lovold

- Newsletter is completed and at the Publisher.
- Took a few tree orders.
- Attended the Red River Basin Water Quality Monitoring Certification Training in Crookston on March 2.
- Attended an Envirothon Meeting in Hallock. The next meeting will be held at Agassiz National Wildlife Refuge a week before the Envirothon.
- Worked on the Biennial Budget Request and it is mostly done.

District Conservationist Report:

- CSP signup ends March 31.
- Quite a few applications remain on file to be funded from last year. These applications could potentially be funded this year.
- The Farm Bill has a 5 year re-enrollment option for CSP and so individuals could potentially have a 10 year contract.
- Three wetland reserve requests have been made. Two scored low and one had a chance of being eligible.
- An Ultima staff person will come to the Service Center next Monday.
- The RRWD received Regional Conservation Partnership Program (RCP) funding for a Beltrami Island State Forest study. Finding will utilize EQIP funds for projects.
- The Farm Service Agency (FSA) has no CED yet since Dustin Grabowska resigned mid-February. Klynn Thompson is Acting CED. John Nelson (CED) from TRF and Kelly Turgeon (CED) from Kittson take turns coming to Roseau.

OLD BUSINESS:**District 4 Supervisor:**

- District Manager Johnson mentioned that Jan Miller can be added to the list as a potential supervisor.

NEW BUSINESS**Area Office – Dan Weber, ASTC-FO:**

- Mr. Weber discussed Ag Certification, leasing, the new Local Work Group Agreement between the District and NRCS to assign values for the District does and develop widgets, budget cuts that affect work vehicle numbers and full time employees, Ultima staff, work force strategy for ensuring there is enough staff to get workload done in areas of high work, training for the Local Work Group that sets priorities and resource concerns for programs, vacancies in Area 1, Client Gateway, and the 1000 Wetlands Celebration that will be held in Ulen, MN.

YSI Sonde Unit:

- YSI is phasing out the 600 series of sonde units. In two years, they will no longer work on any. Parts will be available until they run out. The District sonde unit can only be serviced by the company. In 2018, another sonde unit may be purchased or MPCA may have one that we can use.

Soil Stewardship:

- NACD is going paperless and any materials that we need to distribute out to churches and restaurants will need to be printed at our office or by a local printer.

Newsletter:

- The newsletter is completed and is currently at Church Offset Printing. The newsletter is 12 pages this time and also includes news from the RRWD. The RRWD will reimburse the District for two pages.

A motion was by Olson, seconded by Ulvin and passed by unanimous votes to pay for the newsletter printing and postage as the invoices for these services arrive and to bill the RRWD for the cost of two pages.

Long Lake Conservation Center (LLCC): Explorers Camp - \$425/camper

- The notice for the 2016 Explorers Camp was sent out from LLCC. After discussion, supervisors decided that the District will provide funding for two students to attend the camp. A letter and application will be sent to schools and scout leaders.

Two camper registrations for Long Lake Conservation camp was approved on a motion made by Ulvin, seconded by Estling and passed by unanimous votes.

Biennial Budget Request (BBR):

- The 2018 – 2019 BBR is mostly complete. The District will be submitting the BBR by April 15. Any projects that need funding will have to be entered before the deadline.

WCA:

- A lot north of Warroad was requested to have a wetland determination done by an interested buyer. As it is still winter, only a brief determination of the property could be done. Black ash was present.
- The Parsley Bank site is done except for the finalization of the application process by BWSR. The construction inspection is complete. Mr. Parsley is starting the process of getting the legalized boundaries and title paperwork.

Next Board Meeting Date:

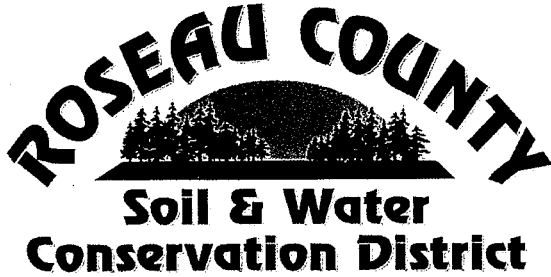
- The next meeting is set for April 12, 2016 at 7:00 a.m.

Adjournment:

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

4-12-16
London Olson
Approval Date

London Olson
District Board of Supervisors Secretary



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MINUTES
ROSEAU SWCD BOARD MEETING
April 12, 2016

The monthly Board Meeting was held Tuesday, April 12, 2016. Chairman, John Gaukerud, called the meeting to order at 7:04 a.m. Supervisors present: John Gaukerud, Warren Ulvin and Landon Olson. District staff present: Scott Johnson and Janine Lovold. NRCS staff present: Casey Olson. County Commissioner: Todd Miller

Secretary's Report:

- A motion was made by Olson, seconded by Ulvin and passed by unanimous vote to approve the 2016 March minutes.

Treasurer's Reports:

- A motion was made by Ulvin, seconded by Olson and passed by unanimous vote to approve the Treasurer's reports for March 2016.

Supervisor Reports:

- Supervisors had no reports

Employee Reports:

District Manager Johnson

- 2015 Year End Financial Statements
- 1st Quarter State/ Federal Taxes
- Deposits, Bills, Books
- District Manager Meeting
- 3 - Ag Applicator tests
- RRVSA - TSA Meeting
- AIS committee meeting LOW/Roseau County
- Tree Orders
- BBR- completed

District Technician Lovold

- Attended the Two Rivers watershed webinar put on by MPCA. The watershed restoration and protection strategies (WRAPS) are close to being completed by MPCA.
- Rainfall packets have been mailed.
- Worked on a cost-share contract.
- The Envirothon donations are \$690.
- The Biennial Budget Requests (BBR) s are completed.
- Worked with a couple well sealing applications.

District Conservationist Report:

- Have been working with EQIP applications. Most of the applications are for grazing and a few for high tunnels.
- The 2017 EQIP deadline is August 2016.
- CSP signup closed March 31. There are 62 applications deferred from last signup. There are a total of 25 renewals from 2012.
- Have been busy with WRP. The restoration project is starting in Pohlitz. The TWRD project in Polonia is moving along. There is a potential site in Ross that the landowner is getting appraised before committing to anything.
- Have been busy with CRP regarding the filter strip practice in the Two River watershed area in Roseau County. Kittson SWCD has a Clean Water Grant that gives the landowner extra funding as a practice incentive for filter strips.
- FSA has no CED yet. No CEDs in training are interested in Roseau County. Right now there are more open CED positions than there are people in training.
- The Ultima staff person quit.

County Commissioner Report:

- Commissioner Miller gave an update on the Buffer Program changes, WCA changes, Palsburg fire reimbursement, Con-Con ditch tax, brush work, FEMA ditch repair denials and appeal to Homeland Security.

OLD BUSINESS:**Long Lake Conservation Camp:**

- No applications for the camp have been received. A notice will be sent to Roseau County newspapers to see if any interest will be generated by the end of April.

Soil Stewardship Materials:

- Two requests have been received for a total cost of \$273 not including tax or shipping for stewardship materials.

The payment was approved on a motion by Ulvin, second by Olson, and carried by unanimous vote.

Biennial Budget Requests (BBR):

- The fiscal years 2018 & 2019 BBRs have been completed and will be submitted to BWSR by April 15, 2016. The Roseau SWCD BBR for District programs include state cost-share, RIM easement, conservation delivery, District capacity and the buffer program. Roseau County BBR for NRBG include local water management, wetland conservation act, subsurface sewage treatment systems, shoreland, and one watershed one plan for the Roseau River watershed.

The BBRs were approved on a motion by Ulvin, second by Olson, and carried by unanimous vote.

District 4 Supervisor:

- No one has committed to the position yet.

NEW BUSINESS

AIS Delegation Agreement:

- The AIS delegation agreement was discussed and it was decided that the Roseau SWCD would formally enter into the agreement with the DNR.

The Agreement was approved on a motion by Ulvin, second by Olson, and carried by unanimous vote.

Envirothon, April 27:

- A last Envirothon meeting will be held April 20th at Agassiz National Wildlife Refuge to wrap up details before the competition on April 27.

Fairbooth:

- The fairbooth rental paperwork was received for the upcoming Roseau County Fair that will be held July 19-21.

The rental payment was approved on a motion by Ulvin, seconded by Olson and carried by unanimous vote.

Supervisors – Client Gateway / MN Ag Water Quality Certification Program:

- Client Gateway and the MN Ag Water Quality Certification Program was discussed among Supervisors. No one wanted to participate.

State Cost-Share Payment:

The following payment was approved on a motion made by Olson, seconded by Ulvin and passed by unanimous vote.

<u>Participant</u>	<u>Program</u>	<u>Contract #</u>	<u>Practice</u>	<u>Payment</u>
Mark Melby	FY13 Cost-Share	2013-13	Shelterbelt	\$517.95

Side-Water Inlet Applications:

The following Applications were approved on a motion made by Ulvin, seconded by Olson and passed by unanimous vote.

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
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Well Sealing Application:

Application for cost-share was approved on a motion made by Ulvin, seconded by Olson and passed by unanimous vote.

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Phil Cole	\$500	LWM	2016

WCA:

- **Lake bottom project work team meeting**

Other – TSA:

- RRVSA meeting in Mahnomen

Other – Lake of the Woods One Watershed One Plan (1W1P):

- The Lake of the Woods SWCD is interested in 1W1P for Lake of the Woods Watershed. A packet of information was distributed to Supervisors and the County Commissioner. The Local Government Units that would be involved in this water plan update would be LOW SWCD, LOW County, WRWD, Roseau County and Roseau SWCD. Houston Engineering would be the consultant.

Next Board Meeting:

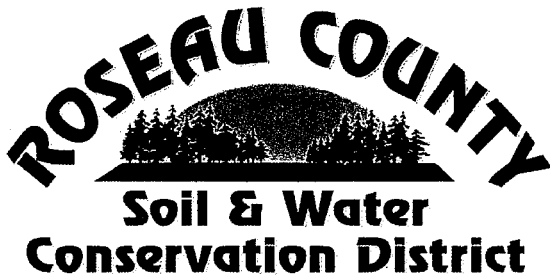
- The next meeting is set for May 10, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:17 a.m. on a motion made by Ulvin, seconded by Olson and carried by unanimous vote.

5-17-16
Approval Date

Landon Olson
District Board of Supervisors Secretary



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MINUTES
ROSEAU SWCD BOARD MEETING
May 17, 2016

The monthly Board Meeting was held Tuesday, May 17, 2016. Chairman, John Gaukerud, called the meeting to order at 7:07 a.m. Supervisors present: John Gaukerud, Warren Ulvin and Landon Olson. District staff present: Scott Johnson and Janine Lovold. BWSR staff present: Matt Fischer, BC.

Secretary's Report:

- A motion was made by Olson, seconded by Ulvin and passed by unanimous vote to approve the 2016 March minutes.

Treasurer's Reports:

- A motion was made by Ulvin, seconded by Olson and passed by unanimous vote to approve the Treasurer's reports for April 2016.

Supervisor Reports:

- Supervisors had no reports

Employee Reports:

District Manager Johnson

- Towner Trees
- Bills/Books/ Monthly Reports
- Envirothon
- Ag Testing
- AIS Watercraft Inspection Training
- Roseau Watershed Meeting
- Tree

OLD BUSINESS:

Long Lake Conservation Camp:

- Two students submitted applications after notice was placed in Roseau County newspapers. Brianna Lalim and Ryder Dahl will be attending the camp this year.

District 4 Supervisor:

- Manager Johnson briefly stated that Jan Miller may possibly be interested. District 4 isn't up for election this year so an appointment would have to be made.

NEW BUSINESS**1W1P:**

- Matt Fischer, BWSR BC, gave a brief summary about the history and some lessons learned during the pilot plans. Discussion ensued. Technician Lovold presented to Resolution to support the application for One Watershed, One Plan for Lake of the Woods Watershed.

The Resolution to support an application to BWSR for a planning grant to develop a comprehensive water plan with LOW County, LOW SWCD, WRWD, and Roseau County was approved on a motion by Olson, second by Ulvin, and carried by unanimous vote.

Nursery Bills:

- The Schumacher bill is \$11,982.15. The MN Badoura bill is \$1607. The Towner bill is \$3530. The North Central Reforestation bill is \$647.91. The total is \$17,767.06.

Nursery payments were approved on a motion made by Olson, seconded by Ulvin and passed by unanimous vote.

Well Sealing Application:

Application for cost-share was approved on a motion made by Olson, seconded by Ulvin and passed by unanimous vote.

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Faye Rudenske	\$500	LWM	2016

AIS Request: May 24

- An AIS Request for \$20,000 for hiring watercraft inspectors to partner with LOW County will be brought forward to the County Commissioners on May 24

Trailer Quote:

- A 6 ft X 12 ft trailer quote was reviewed and additional quotes will be obtained before a decision will be made on purchase of a trailer.

Trees:

- A total number of 5650 trees are left, which is about \$6000 in sales.

WCA:

- Chris Beito is looking to put in culverts and a pasture on a wetland site. He is working with the Two Rivers Watershed District.
- Springsteel – Four out of five lots are in development and have an application in for mitigation or replacement.
- DNR Forestry is looking to finish the Thompson Forest Road to Clear River. The ACOE was here last week to approve the work.
- A person called about a lot in Warroad Estates. He wanted to know if he could or could not build a cabin on a particular lot.
- Norval Parsley Ag Bank Site is completed. The ACOE had concerns about the Ag Bank being completed before the application was done. There are issues with the design and specs. The engineers are ironing it out with the ACOE.

Other: Ag BMP Application

- Dan Pieper submitted an application for a used John Deere 890 No-Till drill for \$100,000. He will be going through Ag Credit Services.

The application was approved on a motion by Ulvin, second by Olson, and carried by unanimous votes.

Next Board Meeting:

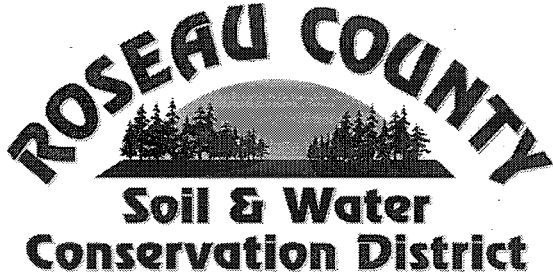
- The next meeting is set for June 14, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:02 a.m. on a motion made by Ulvin, seconded by Olson and carried by unanimous vote.

7-12-16
Approval Date

London Olson
District Board of Supervisors Secretary



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MINUTES
ROSEAU SWCD BOARD MEETING
June 14, 2016

The monthly Board Meeting was held Tuesday, June 14, 2016. Chairman, John Gaukerud, called the meeting to order at 7:05 a.m. Supervisors present: John Gaukerud, Warren Ulvin and Jay Estling. District staff present: Scott Johnson and Janine Lovold. County Commissioner present: Todd Miller.

Secretary's Report:

- A motion was made by Ulvin, seconded by Estling and passed by unanimous vote to approve the 2016 May minutes.

Treasurer's Reports:

- A motion was made by Ulvin, seconded by Olson and passed by unanimous vote to approve the Treasurer's reports for May 2016.

Supervisor Reports:

- Supervisors had no reports

Employee Reports:

District Manager Johnson

- Wrapped up Tree sales
- Finalized contract with Always There Staffing for AIS watercraft Inspectors
- Ag Testing – 2 applicator tests
- Warroad Watershed meeting
- Monthly Bills / Books and Reports
- RIM Easement- Process William Erickson

District Technician Lovold

- Completed one round of SWAG lake and river monitoring
- Attended the RRVCSA Meeting in Mahanomen and summarized the meeting. There was no quorum and so there will be a short RRVCSA Meeting on June 21 at the Area 1 Meeting to pass the recommended actions from June 8.
- Worked with the trees.
- Planted Gary Slater's trees on June 10.
- There is a LOW WRAPs meeting on June 16. The Technical Advisory Meeting is from 1 – 3 pm and the Public Meeting starts at 5 pm.

District Conservationist Report:

- Olson is now working for USDA Forestry Service. Acting DC is Jim Schwab, Kittson NRCS. An Ultima employee starts work on Monday, June 20.

Commissioner Report: Todd Miller

- The tax form veto and its impact was discussed.
- Gave an update on the Drainage Work Group.
- A new Roseau County shop is being constructed in Greenbush. Greenbush will bring in the utilities. Payback will be over 32 years.

OLD BUSINESS:**District 4 Supervisor:**

- No one had any suggestions.

NEW BUSINESS**Side-Water Inlet Payment:**

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Tony Brateng	\$1441.25	State Cost-Share	2014

The payment was approved on a motion by Ulvin, seconded by Estling and carried by unanimous votes.

Gypsy Moth Traps:

- Twenty five traps will be set out across Roseau County the last part of June. Most will be placed in campgrounds, City Parks and public use areas.

MN Agricultural Water Quality Certification Program: Fund return to State

- The program expired on May 31. Public promotion included the newsletter, website, and radio spots. No one has inquired about the program.

Return of funds was approved on a motion by Estling, seconded by Ulvin and carried by unanimous votes.

WCA:

- Parsley
- Nelson

Ag Inspection: Summer Short Course

- The annual training will be held at Giants Ridge by Biwabik on July 18 - 20. Some items in the training include: biocontrol updates, new seed information, Soudan mine tour, control of invasive weeds on a golf course, and Buffer Law.

District Secretary/Administrator Position:

- Manager Johnson provided the updated job description that will be posted soon.

LOW 1W1P:

- Water Planner Technician Lovold discussed the LOW 1W1P rfp budgets, the Friday application deadline, and whether the Roseau SWCD would like to be the Fiscal Lead as requested by LOW SWCD. After deliberation, the Roseau Board of Supervisors recommended that LOW SWCD retain the Fiscal Lead.

Area 1 Meeting:

- The Area 1 Meeting will be held June 21 in Detroit Lakes at the Holiday Inn. Technician Lovold provided the Supervisors with the Agenda.

BWSR Buffer Meeting:

- The Buffer Meeting will be held July 7 in Bemidji. No agenda has been sent by BWSR.

Next Board Meeting Date:

- The next meeting is set for July 12, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:03 a.m. on a motion made by Estling, seconded by Ulvin and carried by unanimous votes.

7-12-16
Approval Date

Landon Olson
District Board of Supervisors Secretary



502 7th Street Southwest
Suite 8
Roseau, MN 56751

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

MINUTES
ROSEAU SWCD BOARD MEETING
July 12, 2016

The monthly Board Meeting was held Tuesday, July 12, 2016. Chairman, John Gaukerud, called the meeting to order at 7:04 a.m. Supervisors present: John Gaukerud, Warren Ulvin and Landon Olson. District staff present: Scott Johnson and Janine Lovold. County Commissioner present: Todd Miller.

Secretary's Report:

- A motion was made by Ulvin, seconded by Olson and passed by unanimous vote to approve the 2016 June minutes.

Treasurer's Reports:

- A motion was made by Olson, seconded by Ulvin and passed by unanimous vote to approve the Treasurer's reports for June 2016.

Supervisor Reports:

- Supervisor Gaukerud attended the Area 1 Meeting in Detroit Lakes and the RRV CSA 1 Meeting afterward.

Employee Reports:

District Manager Johnson

- 2 - Ag Testing
- Monthly Bills / Books and Reports
- Warroad Watershed Meeting
- Area 1 meeting
- SWAG monitoring
- Buffer Meeting
- Quarterly Reports completed
- Ag Inspection checks

District Technician Lovold

- Have been water monitoring for SWAG. The early July monitoring is currently being done this week.
- Sent in the SWAG invoice reimbursement to MPCA for April, May and June.
- Attended the Area 1 Meeting in Detroit Lakes.
- Attended the Buffer Meeting in Detroit Lakes.

- Started fair booth planning.

District Conservationist Report:

- Vacant position – no report

Commissioner Report: Todd Miller

- The tax bill was not signed.
- Roseau County is not sure if they will take jurisdiction for the Buffer Initiative.
- Attended a meeting with DNR Commissioner Landwehr where mining, wolves, moose and the upcoming new paper mill (Louisiana Pacific) on North Shore and how the State of MN will meet cord requirement demand for the paper mill were discussed.

OLD BUSINESS:

Area 1 Meeting: June 21 in Detroit Lakes

- Manager Johnson discussed the topics and resolutions that were addressed at the meeting.

BWSR Buffer Meeting: July 7 in Detroit Lakes

- Manager Johnson gave an update on the buffer initiative and what the SWCD responsibilities are. An app has been developed to work with the program and will also be used to report progress.

NEW BUSINESS

Fairbooth:

- The main theme this year will be “We All Need Trees”, which is the NACD Soil Stewardship theme. Information regarding aquatic invasive species and the buffer program will also be displayed.

LWM: Well Decommissioning Applications

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Carolyn Olson	\$500	LWM Grant	2016
Anthony Gust	\$500	LWM Grant	2016

The applications were approved on a motion by Ulvin, seconded by Olson and carried by unanimous votes.

LWM: Beaver Dam Removal Invoice Payments with WCA transfers to LWM

<u>Participant</u>	<u>Inv Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
RC Hwy Dept	\$1247.53	\$500 from LWM Grant	2016
		\$747.53 WCA transfer to LWM	2016
WRWD	\$1891.94	WCA transfer to LWM	2015

The WCA transfers to LWM and approved payment amounts were each approved on a motion by Olson, seconded by Ulvin and carried by unanimous votes.

WCA:

- Warroad Estates Lot Development.

AIS: Promotional / Educational Materials

- Materials were ordered from Wildlife Forever and Minnesota Sea Grant.

Local Government Roundtable Buffer Meeting:

- Local Government officials and staff are invited to a buffer meeting in Thief River Fall at the Ralph Engelstad Arena on August 3. The meeting will go from 1 pm to 3 pm. The meeting is free, but registration is required.

Next Board Meeting Date:

- The next meeting is set for August 9, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 7:47 a.m. on a motion made by Olson, seconded by Ulvin and carried by unanimous votes.

1-10-17

Approval Date

Landon Olson

District Board of Supervisors Secretary



502 7th Street Southwest
Suite 8
Roseau, MN 56751

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

MINUTES
ROSEAU SWCD BOARD MEETING
September 21, 2016

The monthly Board Meeting was held Wednesday, September 21, 2016. Chairman, John Gaukerud, called the meeting to order at 7:05 a.m. Supervisors present: John Gaukerud, Warren Ulvin and Jay Estling. District staff present: Scott Johnson and Janine Lovold. County Commissioner present: Todd Miller.

Secretary's Report:

- A motion was made by Ulvin, seconded by Estling and passed by unanimous vote to approve the 2016 July minutes.

Treasurer's Reports:

- A motion was made by Olson, seconded by Ulvin and passed by unanimous vote to approve the Treasurer's reports for July and August 2016.

Supervisor Reports:

- None.

Employee Reports:

District Manager Johnson

- Attended the County Ag Inspector summer short course training by Biwabik in July.
- Worked the fair booth.
- Received the iPad from Red River Valley Service Area 1. Mary provided training and sent the Roseau County digital map to our collector account for downloading.
- Attended the Warroad River Watershed District meetings for July and August.
- The BWSR/SWCD Manager Meeting is going to be this Thursday in the Warren SWCD office.
- Attended the Buffer Meeting in Thief River Falls in August.
- Put together the 2017 Budget with an additional fund opportunity.
- Have been looking into the T. Johnson RIM easement process in Pohlitz Twp
- Have been conducting field checks for Ag Inspection.
- Having been keeping the District bookkeeping up to date.
- Worked with the WCA program.

District Technician Lovold

- The buffer tool has now been released for the Buffer Program. Have been starting to work with the tool to see how it works in one township. The mapping is much slower than expected. This may be due to our local server, which is out of our control. The tool app functions as a reporting mechanism to the State of MN in buffer compliancy / inventory as well as SWCD effort / status.
- The sonde unit needs to be sent into YSI for maintenance.
- The software for the Trimble unit has been purchased through Kyle Burdine at Frontier Precision per email agreement from Supervisors Ulvin and Gaukerud.

District Conservationist Report:

- Acting DC, Jim Schwab of Kittson County, submitted a written report regarding program updates such as CRP, EQIP and CSP in Roseau County and employment opportunities within Area 1.

Commissioner Report: Todd Miller

- The tax bill was not signed.
- The County still need to review the buffer map for corrections.
- The mowing roadside ditches and the Governor's executive order regarding pollinators and ditches was discussed. The County will work with BWSR and MPCA regarding ditch mowing procedures. MN DOT is taking the stance of not mowing except for top cut.
- Some spraying for invasive cattails was done for AIS. A helicopter was used on several systems.

OLD BUSINESS:

District 4 Supervisor Appointment:

- The District 4 Supervisor nominee is Jan Miller, who is in agreement with the position.

Miller was approved for appointment on a motion by Ulvin, second by Estling and carried by unanimous votes.

Local Government Roundtable Buffer Meeting: August 3, 2016 Thief River Falls

- The Buffer Program was discussed.

Fair Booth:

- The fair booth was discussed briefly.

Administrative Position:

- The position is open until the end of September. A wider range of newspapers and websites have been used this time to advertise the position.

NEW BUSINESS

Fiscal Year 2017 Budget and matching funds:

- Manager Johnson discussed the 2017 budget and the matching funds. If the County increases District Appropriation funding up to \$22,750 more than the 2016 appropriation, BWSR will match up to that amount. The funding can be used as a

match for any BWSR grant. This Budget will be presented to the County Commissioners this morning.

Office Furniture / Computer Upgrade:

- The furniture and computer was discussed. These items are part of Local Capacity and so staff can purchase as needed.

Vehicle Upgrade:

- The Trailblazer has 115,300 approximate miles and a quote from Lake Country was obtained. Additional quotes from other dealerships will be acquired.

WiFi:

- Sjoberg's has been contacted for District Office WiFi, because the iPad and other smart devices need WiFi for District business and operations.

LWM: Well Decommissioning Applications

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Wesley Otto	\$500	LWM Grant	2016
Greg Lindstrom	\$500	LWM Grant	2016

The applications were approved on a motion by Estling, seconded by Ulvin and carried by unanimous votes.

WCA:

- A TEP panel was convened regarding Warroad Estates and the Golf Course.
- Manager Johnson gave an update on the Norval Parsely ag bank process.

Next Board Meeting Date:

- The next meeting is set for October 11, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:10 a.m. on a motion made by Estling, seconded by Ulvin and carried by unanimous votes.

1-10-17
Approval Date

Landon Olson
District Board of Supervisors Secretary





502 7th Street Southwest
Suite 8
Roseau, MN 56751

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

MINUTES
ROSEAU SWCD BOARD MEETING
October 11, 2016

The monthly Board Meeting was held Tuesday, October 11, 2016. Chairman, John Gaukerud, called the meeting to order at 7:05 a.m. Supervisors present: John Gaukerud, Warren Ulvin and Jan Miller. District staff present: Scott Johnson and Janine Lovold. County Commissioner present: Todd Miller.

Secretary's Report:

- A motion was made by Ulvin, seconded by Miller and passed by unanimous vote to approve the 2016 September minutes.

Treasurer's Reports:

- A motion was made by Ulvin, seconded by Miller and passed by unanimous vote to approve the Treasurer's reports for September 2016.

Supervisor Reports:

- Supervisor Ulvin discussed the conversation he had with Dave Dahlgren about the buffer program and how that program is impacting his land.

Employee Reports:

District Manager Johnson

- Attended Toolkit GIS Training.
- Gypsy Moth Traps removal
- Attended the Aquatic Invasive Species Conference in St. Cloud
- Hayes Lake Swag Monitoring
- Managers meeting- Warren
- AIS Conference – St. Cloud
- Monthly Books/Bills

District Technician Lovold

- Removed Gypsy Moth Traps on the west side of the county.
- Attended a two-day Toolkit training in Thief River Falls.
- Attended the TRWD Watershed Restoration and Protection Strategies (WRAPS) meeting. Lovold will be going to Kittson SWCD on October 13 to go over which conservation or best management practices will be used by local agencies to manage identified problems and also protect resources that currently meet standards.
- Have been updating the DNR Climatology Database with the September rainfall.
- The Surface Water Assessment Grant (SWAG) has a few components to wrap up before the grant is complete. Monitoring data has been sent. The next step will be to review the data once it is sent back. Then the Final Report will be submitted.

District Conservationist Report:

- District Conservationist from North Branch will be detailed too Roseau to help out with NRCS programs.

Commissioner Report: Todd Miller

- The 404 Assumption and wetland road replacements were discussed

OLD BUSINESS:**Administrative Position:**

- The position is open until the end of September. A wider range of newspapers and websites have been used this time to advertise the position.

Fiscal Year 2017 Budget and matching funds:

- A clarification still needs to be determined on how the County match funds will have to be used. Board Conservationist, Matt Fischer, will be contacted to obtain official policy.

Vehicle Quotes: Trailblazer Upgrade

- Lake Country is going to send a quote soon.

NEW BUSINESS**Keep It Clean: \$2000**

- LOW SWCD is asking for the annual donation for the Keep It Clean Program. A total of seven dumpsters have been placed in locations in Lake of the Woods and Roseau Counties. Roseau County has two dumpsters that are located at Swift Ditch and the Point in the City of Warroad. Funds are to be allocated for dumpster costs during the 2016/2017 ice fishing season.

Funding was approved on a motion by Ulvin, second by Miller and carried by unanimous votes.

LWM: Well Decommissioning Payment

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Phil Cole	\$187.50	LWM Grant	2016

The payment was approved on a motion by Miller, second by Ulvin and carried by unanimous votes.

LWM: Well Decommissioning Application

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Steve Lee	\$1000	LWM Grant	2016 (2 wells)

The applications were approved on a motion by Miller, second by Ulvin and carried by unanimous votes.

WCA:

- A TEP panel was convened regarding Warroad Estates and the Golf Course. The application needed changes based on additional impacts that were not in the original plan. The process is at the USACE level.
A proposal was submitted for an area near Springsteel for replacement credits and is moving forward. The land was in CRP and it will satisfy impacts.
- Norval Parsely Ag bank is still in process.
- The SWCD is still getting calls about Chris Beito's ditch by Greenbush. The project was permitted through TRWD and is in compliance.

Next Board Meeting Date:

- The next meeting is set for November 15, 2016 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:10 a.m. on a motion made by Miller, seconded by Ulvin and carried by unanimous votes.

12-13-16
Approval Date

Lander Olson
District Board of Supervisors Secretary



502 7th Street Southwest
Suite 8
Roseau, MN 56751

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

MINUTES
ROSEAU SWCD BOARD MEETING
December 13, 2016

The monthly Board Meeting was held Tuesday, December 13, 2016. Chairman, John Gaukerud, called the meeting to order at 7:00 a.m. Supervisors present: John Gaukerud, Warren Ulvin, Jan Miller, Landon Olson and Jay Estling. District staff present: Scott Johnson and Janine Lovold. Detailed District Conservationist: Deb Hermel.

Secretary's Report:

- A motion was made by Olson, seconded by Ulvin and passed by unanimous vote to approve the 2016 October minutes.

Treasurer's Reports:

- A motion was made by Ulvin, seconded by Miller and passed by unanimous vote to approve the Treasurer's reports for October and November 2016.

Supervisor Reports:

- None

Employee Reports:

District Manager Johnson

- Attended the Area 1 Meeting
- MASWCD Convention
- LOW One Watershed One Plan (1W1P) Project Work Group /Kickoff meetings.
- Roseau River Watershed Meeting
- RRVCSA meeting
- Warroad River Watershed meeting
- District 1 Ag Inspectors meeting
- Buffer Map Review
- Monthly Books/Bills

District Technician Lovold

- Attended the Area 1 Meeting, MASWCD Convention, and LOW One Watershed One Plan (1W1P) Project Work Group meetings.
- Completed adding the October and November rainfall data into the Climatology database
- Uploaded new software onto the WRWD new computer
- Completed the WRWD November minutes
- Have been working on parcel review for the buffer program.
- Have been working on the 1W1P materials for the upcoming meeting on December 14.

District Conservationist Report:

- Deb Hermel has been detailed from Chisago County. She will be serving in the District Conservationist capacity in Roseau County until the end of February or until 120 days have been completed.
- Danny Weber, ASTC-FO from the Area 1 Office, has retired.
- The Area Offices are being reduced from six to four. Areas 1 and 2 will be combined and it is unknown right now where the new Area Office will be located.
- About 123 CSP payments have been completed for this fall. NRCS is taking applications for the new CSP practices.
- The Cooperative Agreement is still being revised.
- The District Conservationist position for Roseau area has been posted. If an applicant is selected, that person should be installed by mid-February.

OLD BUSINESS:**MASWCD Annual Convention:**

- Johnson and Lovold attended the MASWCD convention held in Bloomington, MN. Various sessions were discussed including the Business Meeting. Charles Marshall, keynote speaker, gave an excellent talk on "The Seven Powers of Success".

Administrative Position:

- The position has not been filled yet. An ad for the position will be re-posted soon.

Vehicle Quotes: Trailblazer Upgrade

- Lake Country sent a quote for a 2012 Equinox. After some discussion, supervisors decided to allow the District Manager to decide what vehicle to get, whether the Equinox or another similar vehicle with a cap of \$20,000.

The vehicle fund with cap was approved on a motion by Olson, second by Estling and carried by unanimous votes.

NEW BUSINESS**Red River Valley Conservation Service Area 1 TSA Agreement**

- The agreement was discussed.

The agreement was approved on a motion by Estling, second by Olson and carried by unanimous votes.

Buffer Program

- The Buffer Program was discussed at length regarding program requirements, where the review of parcels stands, discussions with landowners, discussion with Dan Fabian, discussion from Area 1 and MASWCD Convention meetings, and possible scenarios of program enforcement.

FY 14 CWMA Grant Agreement Amendment

- An amendment was proposed for the FY14 Cooperative Weed Management funds to extend the program until 12/31/2017 because the 2016 season was too wet to get work done.

The amendment was approved on a motion by Miller, second by Ulvin and carried by unanimous votes.

FY 15 State Cost Share Amendment

- An amendment was proposed for the FY15 State Cost Share Funds to extend approved contracts until 12/31/2017 because the 2016 season was too wet to get work done.

The amendment was approved on a motion by Estling, second by Miller and carried by unanimous votes.

Promotional: Pocket Calendar with Notepad

- The Board of Supervisors discussed promotional items such as the pocket calendar with notepad, sticky notepads and caps. They recommended to get the pocket calendar with notepad again and also a sticky notepad with our logo for distribution at the fair booth. A cap of \$500 was proposed.

The promotional items with fund cap was approved on a motion by Ulvin, second by Olson and carried by unanimous votes.

LOW One Watershed One Plan and MOA

- The LOW one Watershed One Plan progress was discussed. The Memorandum of Agreement between Roseau and LOW Counties, Roseau and LOW SWCDs, and Warroad River Watershed District was distributed. Even though the MOA may change in the next couple weeks, the general consensus was to approve the MOA as it stands.

The MOA was approved on a motion by Ulvin, second by Estling and carried by unanimous votes.

- The Two Rivers One Watershed One Plan application was introduced and discussed. This application would be submitted sometime in June 2017 if local agencies are in agreement.

LWM: Well Decommissioning Applications:

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Mary Erickson	\$500	LWM Grant	2017
Floyd Haugen	\$500	LWM Grant	2017

The applications were approved on a motion by Miller, second by Olson and carried by unanimous votes.

LWM: Well Decommissioning Payment:

<u>Participant</u>	<u>Amount</u>	<u>Program Name</u>	<u>Fiscal Year</u>
Greg Lindstrom	\$450	LWM Grant	2016

The payment was approved on a motion by Olson, second by Estling and carried by unanimous votes.

Employee Reviews and COLA:

- The employee reviews and COLA were tabled until January

Other:

Grass Drill Quote:

- A quote from the Truax Company was obtained and discussed. The Supervisors recommended on getting a quote with Brillion.

WCA - Minnesota Power: Great Northern Transmission Line:

- Minnesota Power is requesting a permit for the Transmission Line route that extends through Roseau County.

The Notice of Decision was approved on a motion by Olson, second by Ulvin and carried by unanimous votes.

PRAP:

- BWSR has selected the Roseau SWCD and Roseau County for Performance Review and Performance (PRAP) audit. This will be Water Plan based. BWSR will come to the January Board Meeting to present District requirements.

Next Board Meeting Date:

- The next meeting is set for January 10, 2017 at 7:00 a.m.

Adjournment:

- The meeting adjourned at 8:42 a.m. on a motion made by Olson, seconded by Miller and carried by unanimous votes.

1-10-17
Approval Date

London Olson
District Board of Supervisors Secretary