



502 7<sup>th</sup> Street Southwest  
Suite 5  
Roseau, MN 56751

Phone: 218-463-1903  
Website: [roseauswcd.org](http://roseauswcd.org)

**MINUTES**  
**ROSEAU SWCD BOARD MEETING**  
December 10, 2024

The monthly Board Meeting was held Tuesday, December 10, 2024. Chairman, John Gaukerud, called the meeting to order at 7:59 a.m. Supervisors present: John Gaukerud, Ulrik Aaskov, Jan Miller, Jade Estling and Landon Olson. District staff present: Scott Johnson, Shonda Jelle and Janine Lovold.

**Secretary's Report:**

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

**Treasurer's Report:**

- A motion was made by Estling, seconded by Miller, and passed by unanimous vote to approve the November 2024 Report.

**Supervisor Reports:**

- None

**District Conservationist Report:**

- See attached notes. *(None)*

**Employee Reports:**

Administrative Assistant Jelle:

- Regular monthly bills & payroll.
- Has been updating the handbook.
- Two Rivers Plus JPB: has paid invoices for completed projects. Attended the JPB meeting virtually due to needing office coverage. We will be transferring FY 2024 paid projects to FY 2022 to fully expend the grant to avoid an extension.
- Attended BWSR Academy
- Has been taking tree orders for 2025 as well as assisting CSP landowners with tree plans.
- Has been keeping an eye on grants that are getting close to out of funds for the year to not overspend them.
- Has attended the following meetings/trainings: RIM training, Ag BMP training, PERA webinar, JAA training and the Area 1 meeting.

Water Planner Lovold:

- Attended three JPB meetings since October.
- Have been working with many well decommissioning applications as MDH sent out several letters to Roseau County landowners informing them to get their abandoned wells sealed if they will not be using them.
- Have taken tree orders for 2025 and signed a couple landowners up for the Shelterbelt/Windbreak Practice.
- Made a continuous CRP (CCRP) Incentive flyer for FSA and NRCS counter tops for future CCRP signups. The State of MN made grant funding available to incentive signups in CCRP for the Two Rivers and Roseau River watershed areas.
- Signed up 8 people/entities for the TRP and RR Watershed JPB CCRP Incentives Programs. Eligibility requirement is an approved and signed CCRP Contract through FSA. All participants were able to receive funding as there were more than enough funds available in each watershed area.
- Started preliminary groundwork for a TRP education / outreach event at the Greenbush American Legion.
- Completed or updated eLINK for various grants.
- Completed MPCA SWAG data review and Final Progress Report for the LOWW area in Roseau County. The final invoice will be sent to MPCA soon.

District Manager Johnson:

- Presented 2025 Proposed Budget to County Commissioners.
- WCA TEP review Spruce Valley Bank site. Jeff Thompson development site and GWE Development site and Grygelco Bank site.
- Attended Warroad Watershed meeting
- LOW IC meeting
- Attended BWSR Academy
- Attended Area 1 meeting
- JAA/Planner Certification training.
- Elink Reporting / MCIT Reporting
- DNR permitting for Jared Olafson and Joe Peterson.
- Continue to update BuffCat tool for reporting on Buffer Program
- Ag BMP loan program

**OLD BUSINESS:**

**Sale of Polaris Ranger 900 XP:** Sealed bids were accepted until November 8<sup>th</sup> and were opened for the ranger on November 14<sup>th</sup> at 1 pm those present to open the bids were Aaskov, Gaukerud, Miller. The bid of \$10,000 was accepted for the sale of the Polaris Ranger 900 XP.

**NEW BUSINESS**

**Board approval on deletion on obsolete fixed asset:** the board approved the deletion of items from the fixed asset list that have been depreciated and are no

longer in use. Miller made a motion to approve the deletion of items, Estling seconded and passed by unanimous vote.

**District policy ~ Earned Sick Safe time policy:** Shonda presented the proposed handbook changes for Sick Safe time, Compensatory time, Sick leave, Deferred Sick leave time and added Marijuana to the tobacco/alcohol policy. Olson made a motion, seconded by Aaskov and passed by unanimous vote to approve the 2025 Budget.

**2025 Health insurance Stipend & Cell Phone:** The board looked over the handout provided by Scott that compares in all districts in Area 1. They asked the employees if these needed updating for 2025 or if it could stay the same, all said they were fine with the 2024 amounts. Aaskov made a motion, seconded by Estling and passed by unanimous vote to approve the health insurance stipend and cell phone reimbursement to stay the same as it was in 2024.

**Employee COLA 2025:** The Board discussed the 2025 COLA and decided to go with a 4% COLA raise. Olson made a motion, seconded by Miller and passed by unanimous vote to approve the 2025 COLA wage increase.

**Employee Reviews & Wage increase for 2025:** This item was tabled for now and will be readdressed when we learn more about SSTS, Floodplain and Shoreland programs County has asked SWCD to take over. Additional information is needed on workload and staff hours for administering program for 2025.

**Promotional Partnership with NCOR:** The SWCD has decided to enter into an agreement with NCOR for the promotion of the AIS & Keep it clean 2025 Season. Estling made a motion, seconded by Aaskov and passed by unanimous vote to approve the partnership.

**Roseau County Flood Plain/Shoreland/SSTS Program Discussion:** The board and employees discussed if we wanted to take over these programs from the County Environmental office. Everyone was in agreement that more information on workload/ actual work involved is needed before we take over these programs.

**Contract Update:** Lovold provided a handout of the Program Log for all contracts. See attached log.

**Training:**

**Other:**

**Next Board Meeting Date:** The next meeting is set for Tuesday, January 14<sup>th</sup> at 8:00 a.m. in the SWCD conference room.

**Adjournment:**

- The meeting adjourned at 9:20 a.m. on a motion made by Miller seconded by Olson and carried by unanimous vote.

1-14-25  
Approval Date

Landon Olson  
District Board of Supervisors Secretary



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