

Minutes from the January 13th, 2011 Regular Board Meeting.

The meeting of the Lake of the Woods Soil and Water Conservation District was held in the Conference Room of the Federal Building in Baudette, MN on January 13th, 2011.

The meeting was called to order by Marshall Nelson at 6:00 pm.

Members present: Marshall Nelson, Russel Hansen, John Sonstegard

Members absent: Scott Pieper, Roger Krause

Others present: Land and Water Planning Director, Josh Stromlund; Resource Technician, Mike Hirst; Resource Technician, Corryn Trask; NRCS District Conservationist, Kelly Voigt

A correction to the agenda was made changing item number 3 to read "motion to approve December 9th, 2010 minutes". A motion was made by Sonstegard to approve the January 13th, 2011 agenda as corrected. The motion was seconded by Hansen.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

A motion was made by Sonstegard to approve the December 9th, 2010 minutes. The motion was seconded by Hansen.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Hirst notified the board that he would be discontinuing the monthly cost share report, and rather would do it on a more quarterly basis. The amount of cost share dollars available is very minimal and there are very few contracts to monitor in comparison to previous years.

A motion was made by Sonstegard to approve the December treasurer's report. The motion was seconded by Hansen.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

A motion was made by Hansen to approve the bills from the January 13th, 2011 agenda. The motion was seconded by Sonstegard.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

District Business/Information

The Board covered the District organizational business for 2011.

Officer Elections - A motion was made by Hansen, with a second by Sonstegard, to nominate the supervisor positions as follows: District Chair, Marshall Nelson; Vice Chair, Roger Krause; Treasurer, Russell Hansen; Secretary, John Sonstegard; Public Relations, Scott Pieper

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Board Committee Assignments - A motion was made by Hansen, with a second by Sonstegard, to assign Committee positions as follows:

North Central MN Joint Powers Board, Marshall Nelson;

Giziibii RC&D Council, John Sonstegard;

County/SWCD Joint Powers Agreement Liaison, Russ Hansen and Roger Krause;

Water Plan Committee, Marshall Nelson and Russell Hansen, John Sonstegard (alternate);

Area VIII Meetings, All Supervisors;

Comprehensive Land Use Planning Committee, Roger Krause and Marshall Nelson;

Ditch Committee, Sonstegard;

Citizen's Advisory Committee, Sonstegard;

Financial Committee, Hansen;

Pine Island Committee, Nelson

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Staff Committee Assignments - A motion was made by Hansen, with a second by Sonstegard, to approve the staff committee assignments for 2011. Staff designated to attend these meetings are pre-approved for reimbursement for out of town travel expenses incurred for serving on these committees.

Committee assignments are as follows:

Water Plan Committee (2 mtgs), Mike Hirst;

North Central MN Joint Powers Board (3 mtgs), Corryn Trask;

Envirothon Committee (5 mtgs), Corryn Trask;

Rainy River Basin Committee (3 mtgs), Mike Hirst;

Rainy/Rapid Board Citizen's Adv. Comm. (3 mtgs), Mike Hirst;

TAC Committee (12 mtgs), Mike Hirst;

Area VIII Employees Meetings (3 mtgs), Staff;

Area VIII Board Meetings, Staff;

Giziibii RC&D, Corryn Trask;

School Forest Committee, Corryn Trask;

Citizen's Advisory Committee, Hirst;

Financial committee, Hirst/Stromlund;

MASWCD Legislative Committee, Stromlund;

Local Gov't Roundtable Advisory Committee, Stromlund;

Pine Island Committee, Stromlund/Trask

In the event that the appointed staff member is unable to attend, an alternate staff person may take their place.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Monthly Meeting Time - A motion was made by Hansen, with a second by Sonstegard, to set the monthly meeting time as the second Thursday of each month at 6:00 p.m.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Designated Official Depositories – (Minn Stat. 118.005, subd. 1 provides that the governing body, or its designee, shall designate the depository in which all the District’s funds shall be deposited.)

A motion was made by Sonstegard, with a second by Hansen, to approve Border State Bank, ING, RiverWood, and Wells Fargo will be the official depositories of the District.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Review Fixed Assets List – The board reviewed the fixed assets list. See attachment to agenda for copy of the list.

Check Signing Authority – A motion was made by Sonstegard, with a second by Hansen, to approve the following for check signing authority: Josh Stromlund, District Manager; Russel Hansen, Treasurer; Mike Hirst, Resource Technician; Corryn Trask, Resource Technician

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Supervisor Compensation Rate - A motion was made by Sonstegard, with a second by Hansen, to set the Supervisor compensation rate at \$75.00 per meeting. This rate is per day, no matter how many meetings attended. Supervisors may receive a per-diem for travel days necessary for attending out of town meetings.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Mileage Rate - A motion was made by Sonstegard, with a second by Hansen, to set the reimbursable mileage rate for 2011 on a quarterly basis to reflect the most current IRS rate. Any changes to the IRS mileage reimbursement rate will apply to all mileage occurring on or after the first day of the new quarter, and will remain as such until the following quarter.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Meal Allowances - A motion was made by Sonstegard, with a second by Hansen, to set the maximum meal allowance for supervisors and employees at \$75.00 per day for approved meetings.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Spending Limits - A motion was made by Hansen, with a second by Sonstegard, to give the District Financial Manager permission to pay all district related bills due on or before the next board meeting including but not limited to: payroll, payroll liabilities, phone, postage, fuel, cellular phone charges, and miscellaneous supplies up to \$100.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Designated Official Newspaper – A motion was made by Hansen, with a second by Sonstegard, to name the Baudette Region and the Northern Light the official newspapers for 2011.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Review Memorandums of Understanding and Agreements

The board reviewed current MOUs and Agreements held by the District. A motion was made by Hansen with a second by Sonstegard to accept the MOU's as reviewed.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Review Current Policies

The board reviewed current standing policies of the District.

Replenish Annual Petty Cash Account

A motion was made by Hansen, with a second by Sonstegard, to deposit \$100 in the District's petty cash account.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Annual membership dues

A motion was made by Hansen, with a second by Sonstegard, to approve annual membership dues for the Minnesota Association of Soil and Water Conservation Districts, MASWCD North Central Area (VIII), Minnesota Association of Conservation District Employees, and Minnesota Association of County Feedlot Officers.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Space and lease updates

Voigt informed the board that GSA has announced that they would be conducting a market survey in Lake of the Woods on January 26th.

Policy on Outstanding Conservationist Expenses for the Annual Convention

A motion was made by Sonstegard, with a second by Hansen, to set the Outstanding Conservationist Expenses for the Annual Convention as follows:

One night hotel, convention meal tickets for up to two people, and round-trip mileage for one vehicle will be reimbursed to any Outstanding Conservationist nominees desiring to attend the Annual

Convention Outstanding Conservationist Awards Banquet during the State MASWCD Convention.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Annual Plan – The staff notified the board that they would be sending out Annual Plan drafts prior to the next board meeting.

Berggren cost share payment request and project certification

Trask notified the board that she had not received the cost share paperwork from the landowner and requested that the topic be tabled.

MCIT coverage webinar and policy review

Stromlund notified the board that he would be attending the online MCIT webinar and invited board members to attend.

NRCS CMT contract assistance

Voigt and Hirst discussed the possible contract to assist the NRCS with entering CSP data. The contract would be the standard half-rate, using a \$30 per hour base rate for 45 contracts at 1.5 hours each. The contract was not finalized, but had been approved by the State Conservationist. A motion was made by Hansen, with a second by Sonstegard, to assist NRCS in accomplishing joint conservation goals by entering into the data entry contract.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

NRCS Contribution Agreement 68-6322-10-1-11

Trask notified the board that the Contribution Agreement with NRCS was as complete as possible and the SWCD was up-to-date on payment. A motion was made by Hansen, with a second by Sonstegard, to send a letter notifying NRCS that the contribution agreement could be cancelled.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Giziibii Appointments

John Sonstegard had been named as SWCD representative for Giziibii under Supervisor committee appointments. A motion was made by Hansen, with a second by Sonstegard, to approve George Swentik as the member-at-large representative for the Giziibii RC&D Council.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Wellness Grant

The staff notified the board that they would be applying for Wellness Grant funds from the Northwest Service Coop. The Wellness Grant funds are available for members who wish to implement wellness activities.

SWCD Comprehensive Plan

**RESOLUTION 01-13-2011
ADOPTING THE LAKE OF THE WOODS COUNTY COMPREHENSIVE LOCAL WATER
MANAGEMENT PLAN AS THE COMPREHENSIVE PLAN FOR THE LAKE OF THE WOODS SWCD**

Supervisor Sonstegard offered the following resolution, No. 01-13-2011 and Hansen moved its adoption.

WHEREAS, the Lake of the Woods SWCD has been an active participant in the development and all updates of the Lake of the Woods County Comprehensive Local Water Management Plan (CLWMP); and

WHEREAS, the Lake of the Woods County CLWMP included a map and description of the soil classifications within the conservation district; and

WHEREAS, the Lake of the Woods County CLWMP identifies the areas within the conservation district where erosion, sedimentation, and related water quality problems are the most severe; and

WHEREAS, the Lake of the Woods County CLWMP has been approved by the BWSR and has been determined to be in compliance with all laws and rules governing water in the State of Minnesota, and

WHEREAS, the Lake of the Woods County CLWMP identifies high priority erosion, sedimentation, and water quality problems in accordance with BWSR rules and guidelines.

NOW THEREFORE IT IS RESOLVED:

That the Lake of the Woods SWCD adopts the Lake of the Woods County CLWMP as its Comprehensive Plan for calendar years 2011 through 2015.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

BWSR Grant for Bostic/Zippel, Clean Water Fund

The staff notified the board that the SWCD had received a Clean Water Fund grant to conduct projects on the Bostic and Zippel. A budget and list of activities was presented.

MPCA Grant for Bostic/Zippel, Clean Water Partnership

The staff notified the board that the County had sponsored a grant for the SWCD and the SWCD had received approval. A budget and list of activities was presented.

NWMN Foundation Grant Application for supplemental CWP funds

A motion was made by Sonstegard, with a second by Hansen, to approve the pre-proposal to the NWMN Foundation for supplemental funds for the MPCA grant.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

MCC Internship position application

Stromlund and Trask notified the board that an application to have a full-time intern through the Conservation Corps Mentorship Program had been submitted. The cost to the District would be minimal, and would include internet and phone access and oversight by SWCD staff.

MPCA Watershed Approach

Hirst notified the board that there had been some changes to the watershed approach plan recently presented by Cary Hernandez. The cost to conduct the overall assessment would be prohibitive, so plans were being scaled back.

Lake of the Woods Water Quality Forum, Mar 9th-10th early registration

A motion was made by Sonstegard, with a second by Hansen, to approve Hirst, Nelson and Sonstegard's attendance and expenses for the Lake of the Woods Water Quality Forum.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Set SWCD/County Liaison Committee meeting date

Chairman Nelson indicated that he would like to hold a joint SWCD and County meeting with the full boards and he would work on making these arrangements. No liaison committee date or time was set.

Bostic and Zippel Watershed Project BWSR's Project of the Month

The staff notified the board that the BZCWAP Project had been selected as BWSR's project of the month and that the staff had prepared a write-up for BWSR's website and promotion.

Supervisor attendance review

The board reviewed the supervisor attendance sheet from 2010.

Review 2010 Budget vs. Actual for 12 Months

The board reviewed the 2010 budget vs actual.

Review resolution results from Convention

The board reviewed the resolution voting results from the Annual Convention.

School Forest Committee, request for additional cost share for tree cages

Trask notified the board that the School Forest Committee is looking for additional cost share assistance to install more tree cages on white pines to be planted at the school. The board was favorable to the idea.

MPCA Public Notice – Northern Natural Gas Pipeline Route

Hirst notified the board that there was a notice received from the MPCA regarding the Northern Natural Gas Pipeline Route.

Reports

Josh Stromlund – Land and Water Planning Director

See attachment to the January 13th, 2011 agenda for a copy of Stromlund's report.

Mike Hirst – Resource Technician

See attachment to the January 13th, 2011 agenda for a copy of Hirst’s report.

Corryn Trask – Resource Technician

See attachment to the January 13th, 2011 agenda for a copy of Trask’s report.

Kelly Voigt – District Conservationist

See attachment to the January 13th, 2011 agenda for a copy of Voigt’s report.

The next regular Board meeting has been set for February 10th, 2011 in the Conference Room of the Federal Building in Baudette, Minnesota.

There being no further business, a motion was made to adjourn by Hansen. The motion was seconded by Sonstegard.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

The meeting was declared adjourned at 9:00 p.m.

Secretary_____

Date_____