

**Minutes from the December 8<sup>th</sup>, 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 December 8<sup>th</sup>, 2011.

The meeting was called to order by Marshall Nelson at 6:11 p.m.

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; Lake of the Woods County Commissioner, Todd Beckel; Lake of the Woods County Commissioner, Tom Hanson; NRCS District Conservationist, Kelly Voigt

A motion was made by Hansen to approve the December 8<sup>th</sup>, 2011 agenda. The motion was seconded by Sonstegard.

Affirmative: Nelson, Hansen, Sonstegard    Opposed: None

Motion carried

A motion was made by Sonstegard to approve the November 10<sup>th</sup>, 2011 minutes. The motion was seconded by Hansen.

Affirmative: Nelson, Hansen, Sonstegard    Opposed: None

Motion carried

The board reviewed the treasurer's report for November. Trask noted that the hourly rate charged to the EPA grant was incorrect and should be changed to reflect the negotiated rate of \$35.60. The treasurer's report was amended to reflect a \$1,566.40 disbursement from the EPA grant (changed from \$2200). The total encumbered assets disbursements and ending balance, operating fund receipts and disbursements and disbursements in County allocation were changed to reflect the decreased disbursement from the EPA grant. See the corrected Treasurer's Report attached to the December 8<sup>th</sup>, 2011 board packet.

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

Affirmative: Nelson, Hansen, Sonstegard    Opposed: None

Motion carried

A motion was made by Hansen to approve the bills from the December 8<sup>th</sup>, 2011 agenda. The motion was seconded by Sonstegard.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

### **District Business/Information**

#### **LOW Major Watershed Restoration and Protection Plan**

The board reviewed Houston Engineering's work plan budget and gantt chart for the Lake of the Woods Major Watershed Restoration and Protection Plan. No action was taken.

The board reviewed proposals to conduct civic engagement for the LOW Major Watershed Restoration and Protection Plan from RMB Environmental Labs, Headwaters Regional Development Center and Minnesota Waters. The board decided to retain RMB Laboratories for the civic engagement work to be conducted.

#### **Photocopier update**

A motion was made by Sonstegard, with a second by Hansen, to spend the funds to have the photocopier scrubbed by Marco and bring a list of non-profit entities who could use the photocopier rather than dispose of it in a landfill to an upcoming board meeting.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Update from office space teleconference**

A motion was made by Sonstegard, with a second by Hansen, to form a negotiations committee to handle upcoming negotiations for the office space with the potential landlord. Hansen, Nelson, Stromlund and other staff as needed were assigned to the committee.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Decision on purchase of tree sales license and 2012 program**

Trask notified the board that she had not received a tree sales license from the MN Dept of Ag but that it typically is due by the first of the year. She stated that she suspected that things were running behind and that it would arrive shortly. The SWCD needs to purchase it on schedule in order to avoid late fees. A motion was made by Sonstegard, with a second by Hansen, to authorize the staff to purchase a tree sales license for 2012.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Review District schedule of grant and program reporting**

The staff showed the board a grant and program reporting schedule that they are developing in order to track all of the new and current programs that they are undertaking. The board commended the staff for developing this chart and suggested ways that it could be integrated into Outlook.

### **Conduct employee evaluations, hourly pay increases**

Stromlund notified the board that he had conducted employee evaluations with the staff and that both staff are doing well in their positions. At this time, the board also reviewed possible salary increases for the staff.

A motion was made by Sonstegard, with a second by Hansen to increase the Resource Technician hourly rate from \$17.78 per hour to a Grade 10, Step 12 rate of \$18.43 per hour (according to the 2006 adopted wage scale). Pay increases would be effective on January 1, 2012.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

### **Discussion on summer and/or part-time help positions**

The board was in agreement that the staff should review options for hiring summer and/or part-time help positions. The board asked the staff to prepare additional information to help determine which hiring classification they should pursue and the approximate funding needs. The staff will work on recommendations and bring more information to the board at a later date.

### **Review Budget vs. Actual report**

The board reviewed the budget vs. actual figures. The report was found to be satisfactory but no action was taken.

### **Finalize and approve 2012 Annual Budget**

The board reviewed the annual budget. Adjustments to the budget were made to account for pay increases for both employees. The board decided to table the approval of the budget until later in order to further plan and budget for possibly hiring an additional employee.

### **Close out FY10 Natural Resources Block Agreement**

Upon review of the financial report, a motion was made by Hansen, with a second by Sonstegard, to authorize the close out of the FY10 Natural Resources Block Agreement.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

### **Approval of FY2012 State of MN Natural Resources Block Grant Agreement**

A motion was made by Hansen, with a second by Sonstegard, to approve the FY2012 State of MN Natural Resources Block Grant agreement and authorize Chairman Nelson and Hirst to sign the agreement.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

### **Cancellation of Steve Undahl's FY07-01FWQMG contract**

Hirst notified the board that Steve Undahl had declined requesting an extension of his grant agreement for feedlot upgrades under the assertion that he would be selling his cattle. A motion was made by

Sonstegard, with a second by Hansen, to officially terminate Undahl's FY07-01FWQMG contract in the amount of \$13,200, including 10% technical and administrative fees for the contract.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Return of unspent Feedlot Water Quality Management Grant funds to BWSR**

A motion was made by Hansen, with a second by Sonstegard, to return \$13,200 in unencumbered FY07 Feedlot Water Quality Grant funds to the Board of Water and Soil Resources.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Cost share closeout for FY07 FWQMG**

The board reviewed the cost share close out form for the FY07 Feedlot Water Quality Management Grant program. A motion was made by Sonstegard, with a second by Hansen, to approve the close out of the FY07 FWQMG program.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Approval of final payment for Frohreich's FY07-03DDAP contract**

The board reviewed the final payment voucher and list of receipts for Frohreich's FY07-03DDAP contract. A question was raised about the price and quantity of gravel listed. Hirst noted that there was a correction needed on the Voucher to reflect 6 loads of gravel, not 6 yards. Frohreich's costs submitted for the work were in the amount of \$8,143.50, this amount was over the total allowed costs for the project. The board reviewed the costs and felt comfortable with the total approved cost limit of \$4,900. A motion was made by Hansen, with a second by Sonstegard, to authorize the final payment for Frohreich's FY07-03DDAP contract in the amount of \$2,450, which is 50% of the total allowed cost of \$4,900.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Cost share closeout for FY07 Drought Disaster Assistance Program**

The board reviewed the cost share close out form for the FY07 Drought Disaster Assistance Program. A motion was made by Hansen, with a second by Sonstegard, to close out the FY07 Drought Disaster Assistance Program.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Henum request for abandoned well sealing final payment**

Trask notified the board that Gregg Henum had submitted his request for final payment for his abandoned well sealing project, but that he had not submitted his well and boring sealing certification form. The total cost of the project was \$470, but the total approved cost share rate was not to exceed \$300 or 75% of the total project cost, whichever was less.

A motion was made by Sonstegard, with a second by Hansen, to authorize final payment for Hennem's FY11-08WP well sealing project in the amount of \$300 upon receiving a copy of the MN Dept of Health well and boring sealing certification form.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

#### **Dodge Dakota maintenance issues**

The staff notified the board that the Dodge Dakota produces little or no heat in the cab. The board authorized the staff to take it to a local mechanic to diagnose the heat issues and take steps towards alleviating the problem.

#### **Hirst appointment to the International Multi-Agency Technical Advisory Committee**

Hirst notified the board that he had been asked to sit on the Executive Committee for the IMA-TAC. Hirst already sits in on scheduled meetings, but this appointment would require additional staff time for behind-the-scenes efforts of the IMA-TAC. The board thought the appointment would align well with the District goals and approved Hirst's request to participate in the committee.

#### **Hirst leave request**

The board approved Hirst's request for leave from December 27-December 30.

#### **Discussion on purchase of wood ash/manure spreader**

The board discussed the possibility of purchasing a spreader to loan or lease out as part of the wood ash and feedlot program. After much discussion regarding storage, maintenance and insurance needs, the board decided to hold off on moving forward with any type of purchase. It was stated that if the staff continued to see a growing need for this type of equipment that the board would open up discussions again.

#### **Purchase of new office furniture**

In light of the recent news regarding an office move, the board decided to table the discussion regarding the purchase of new office furniture.

#### **Reports**

Josh Stromlund – Land and Water Planning Director

See attachment to the agenda for a copy of Stromlund's report.

Mike Hirst – Resource Technician

See attachment to the agenda for a copy of Hirst's report.

Corryn Trask – Resource Technician

See attachment to the agenda for a copy of Trask's report.

Kelly Voigt – District Conservationist

See attachment to the agenda for a copy of Voigt's report.

The next regular Board meeting has been set for January 12<sup>th</sup>, 2012 at 6:00 p.m. in the Conference Room of the Federal Building in Baudette, Minnesota.

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

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

The meeting was declared adjourned at 8:55 p.m.

Secretary\_\_\_\_\_

Date\_\_\_\_\_