

Minutes from the January 12th, 2012 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 12th, 2012.

The meeting was called to order by Marshall Nelson at 6:05 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; NRCS District Conservationist, Kelly Voigt

A motion was made by Sonstegard to approve the January 12th, 2012 agenda. The motion was seconded by Hansen.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

A motion was made by Sonstegard to approve the December 8th, 2011 minutes. The motion was seconded by Hansen.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

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

Review of 2011 Budget vs. Actual

The board reviewed the 2011 budget vs. actual statements which reflected deferred revenue calculations. No action was taken.

A motion was made by Hansen to approve the bills from the January 12th, 2012 agenda. The motion was seconded by Sonstegard.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Annual District Business Items

The board covered the following annual district business items for the 2012 year:

Officer Elections – a motion was made by Sonstegard, with a second by Hansen, 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 committees 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; *Financial Committee, Hansen; *Pine Island Committee, Nelson; Negotiations Committee, Russ Hansen, Marshall Nelson

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Staff Committee Assignments - a motion was made by Sonstegard, with a second by Hansen, to approve the staff committee assignments. Staff assigned to these committees are preapproved 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/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; *Financial committee, Hirst/Stromlund; *MASWCD Legislative Committee, Stromlund; *Local Gov't Roundtable Advisory Committee, Stromlund; *Pine Island Committee, Stromlund/Trask; *IMATAC (3 mtgs), Hirst

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

The board reviewed the supervisor 2011 attendance summary (see attachment to the January 12th, 2012 agenda)

A motion was made by Sonstegard, with a second by Hansen, to set the official 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 Hansen, with a second by Sonstegard, to designate Border State Bank, ING, RiverWood, and Wells Fargo as the official depositories for the SWCD.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Review Fixed Assets List - the board reviewed the 2012 Comprehensive Fixed Asset List, including items to be removed (indicated by strikethrough) and added to the inventory. The staff gave satisfactory explanations for all items to be removed.

A motion was made by Sonstegard, with a second by Hansen, to approve the Fixed Asset List as reviewed, and to include this list as an attachment to the January 12, 2012 agenda.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

The board instructed the staff to investigate how to list items temporarily owned by the SWCD on the fixed assets lists and also items which are being borrowed by the SWCD for the purposes of depreciation.

Check Signing Authority – a motion was made by Sonstegard, with a second by Hansen, to authorize check signing authority for the following supervisors and staff: 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 Hansen, with a second by Sonstegard, 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 Hansen, with a second by Sonstegard, to set the mileage reimbursement rate 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 Sonstegard, with a second by Hansen, to authorize the District Financial Manager 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 designate the Baudette Region and the Northern Light as the official newspapers of the SWCD.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

Review Memorandums of Understanding and Agreements (see handbook)

The standing MOUs and Agreements of the SWCD were reviewed. No action was taken.

Review Current Policies (see handbook)

The current policies of the SWCD were reviewed. No action was taken.

Replenish Annual Petty Cash Account – a motion was made by Sonstegard, with a second by Hansen, to authorize \$100 for the 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 the dues for 2012 as follows: Minnesota Association of Soil and Water Conservation Districts, \$1,895; MASWCD North Central Area (VIII), \$200; Minnesota Association of Conservation District Employees, \$60; Minnesota Association of County Feedlot Officers, \$25

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

District Business

Copier removal and disposal

Hirst notified the board that only one entity had returned an application for the copier. The board reviewed a request from the Baudette Community Foundation -Grand Theatre Non-Profit Association.

A motion was made by Hansen, with a second by Sonstegard, to pay for the cost of having the hard drive of the copier wiped clean by Marco Services to protect any non-public information which gets stored to the hard drive during the copying process. Upon completing the cleaning process, the copier would then be donated to the Baudette Community Foundation.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Hiring and budget projections

The board discussed the pros and cons of hiring a seasonal vs. year-round employee. Voigt stated that NRCS may be able to enter into a contribution agreement to pick up a portion of the costs for the employee in exchange for services. The staff stated that they thought around 20 hours a week would be a good starting point. The board also reviewed a 5-year budget projection.

The board decided that the best direction would be to work towards hiring a year-round part-time employee that would be able to perform administrative and financial duties. The board directed the staff to develop a position description and to further research benefits a part-time employee would receive and to bring that information to the next meeting.

Bostic/Zippel Watershed Assessment

Voigt updated the board on the recent progress report for the Bostic/Zippel assessment. The NRCS water resources staff had presented preliminary results during a staff conference call. The plan is to present these results to the SWCD and County boards prior to presenting them at a public meeting this spring.

District Conservationist Report – Voigt

See attachments to the January 12, 2012 agenda for Voigt's report, and an overview of the USDA/EPA "Certainty" program. Voigt also covered the annual civil rights training for the supervisors.

Voigt excused herself from the meeting.

Roseau SWCD agreement for LOW SWAG

The board reviewed the work agreement with Roseau SWCD. Under this agreement, the District would be hired as a subcontractor for the LOW Surface Water Assessment Grant by the Roseau SWCD. Roseau and LOW SWCDs co-wrote the SWAG grant in which Roseau SWCD was named the grantee.

A motion was made by Sonstegard, with a second by Hansen, to enter into the 2012 Agreement with Roseau SWCD to conduct water monitoring for the LOW SWAG.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Abandoned well sealing final payment, Ballard FY11-10WP

A motion was made by Hansen, with a second by Sonstegard, to authorize final payment for Steve Ballard's FY11-10WP abandoned well sealing cost share contract in the amount of \$300. Total cost for the project was \$420.50.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Abandoned well sealing final payment, Brannock FY11-04WP

A motion was made by Hansen, with a second by Sonstegard, to authorize final payment for Robert Brannock's FY11-04WP abandoned well sealing cost share contract in the amount of \$300. Total cost for the project was \$502.75.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Annual Plan – priority setting

The board will finalize the annual plan at the regular February meeting. No action was taken.

Northwest Service Coop Wellness Grant

Trask informed the board that they had applied for the annual wellness grant from the Northwest Service Coop. This grant is offered to health coop members to encourage a healthy lifestyle, and amounts to \$10 per employee. To encourage winter activity, the funds would go towards purchasing gym or ski passes.

Eau Galle Aquatic Ecology Lab: Invoice for Internal Phosphorus Loading Study

Hirst reviewed the December 12, 2011 invoice from Eau Galle Aquatic Ecology Laboratory, ACOE, with the board. Hirst stated that the funding for this portion of the work had been paid to the SWCD by the MPCA.

A motion was made by Sonstegard, with a second by Hansen, to pay the Eau Galle Aquatic Ecology Laboratory in the amount of \$21,106.00 as part of the Cooperative Research and Development Agreement for the LOW Internal Phosphorus Loading Study.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Koochiching SWCD invoice for Big Fork Surface Water Assessment Grant (SWAG)

Hirst reviewed an invoice from Kooch SWCD for work completed as part of the Big Fork SWAG. Hirst notified the board that the SWAG grant is a reimbursement grant and the MPCA withholds 10% of the overall grant until the final report is complete. Kooch SWCD is responsible for most of the work on the final report. To pay Kooch the full amount remaining in the grant, the SWCD would have to cover around \$350 through District funds until reimbursed by the MPCA. The board felt comfortable covering the 10% withholding on the grant with District funds.

A motion was made by Hansen, with a second by Sonstegard, to authorize payment to Koochiching SWCD for the Big Fork SWAG in the amount of \$1,815.19 once payment is received from the MPCA.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Houston Engineering Inc, Invoice for the EPA LOW Water Quality Study

The board reviewed the invoice from Houston Engineering (HEI) for work completed as part of the EPA LOW Water Quality Study. Stromlund notified the board that the EPA grant is a

reimbursement grant and that the SWCD could not invoice the EPA for work accomplished until the Quality Assurance Project Plan (QAPP) had been completed. Trask stated that the SWCD and HEI are actively working on accomplishing the QAPP. Stromlund had talked with Mark Deutschman of HEI about withholding payment until the SWCD had received payment from the EPA. Deutschman stated that this arrangement would be acceptable.

No action was taken on the invoice from HEI.

Sunset Lodge Breakwater

Trask notified the board that a landowner had approached the Joint Powers Board Engineers in regards to engineering a rock breakwater for Sunset Lodge. Trask stated that she had informed the landowner that due to project backlog, it would be a minimum of 6 months before the engineers could perform the work. She also stated that she recommended the landowner seek the services of a private engineering firm.

Training and Travel Requests

A motion was made by Sonstegard, with a second by Hansen, to authorize staff and supervisor Nelson to attend the Water Quality Forum in International Falls.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Conservation Corps Apprenticeship Program grant submission

Trask notified the board that she had submitted a grant application for a MN Conservation Corps summer apprentice.

Major Watershed Restoration and Protection Plan

Hirst notified the board that he was waiting on the agreement from the MPCA. He expected to have the paperwork by the next board meeting. At that time, they would also be able to enter into agreements with the subcontractors hired to do the majority of the work on the MWRPP. There were some slight changes to the tasks, and the SWCD would pick up additional work and funds as part of the changes.

Board retreat

The board discussed holding a winter retreat. It was agreed that they would hold a retreat sometime at the end of February or early March. The retreat would focus more on pertinent topics with discussion, rather than a planning session. The board would narrow down the topics before the next board meeting and finalize a date and time at the February meeting.

SWCD election boundaries – MASWCD information

Trask presented a letter from the MASWCD which explained the two types of SWCD election boundaries. The board decided to not take any action and to leave the boundaries as-is.

Update from the January 4th Area VIII business meeting

Stromlund outlined some of the points from the January 4th Area VIII business meeting. He stated that the District would host the June meeting in Bemidji.

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.

The next regular Board meeting has been set for February 9th, 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 9:00 pm.

Secretary_____

Date_____