

MINUTES FROM THE JANUARY 8TH, 2009 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 8th, 2009.

Meeting was called to order by Marshall Nelson at 6:00 p.m.

Members Present: Marshall Nelson, Russell 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; District Conservationist, Kelly Voigt

Motion to approve January 8th, 2009 agenda: Hansen Second: Sonstegard
Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

Motion to approve December 11th, 2008 minutes: Sonstegard Second: Hansen
Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

Motion to approve December 19th, 2008 minutes: Sonstegard Second: Hansen
Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

Motion to approve December treasurer's report: Hansen Second: Sonstegard
Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

The new direct deposit format under QuickBooks has made it difficult to view amounts deposited into accounts. The board requested that Hirst work on representing itemized amounts more clearly.

Motion to approve bills from January 8th, 2009 agenda: Hansen Second: Sonstegard
Affirmative: Nelson, Hansen, Sonstegard Opposed: None
Motion carried

District Business/Information

Bylaws

A motion was made by Hansen, with a second by Sonstegard, to adopt the Bylaws of the Lake of the Woods Soil and Water Conservation District as presented. See attachment to January 8th, 2009 minutes for a copy of the bylaws.

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

Supervisor retreat

The consensus of the board is to schedule a half-day retreat after February 8th.

Non-SWCD tree order handling fees policy review

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
MACFO Convention Planning	Mike Hirst
MASWCD Annual Convention Planning	Staff

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

Monthly Meeting Time:

Monthly meeting time will be set as the second Thursday of each month at 6 p.m.

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.)

Border State Bank, ING, RiverWood, and Wells Fargo will be the official depository of the District.

Review Fixed Assets List:

See handout labeled 2008 Lake of the Woods SWCD Fixed Assets List

Supervisor Compensation Rate:

Supervisor compensation rate set 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.

Mileage Rate:

The reimbursable mileage rate for 2009 will be set quarterly to reflect the 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.

Spending Limits:

The District Financial Manager has permission to pay all district related bills due on or before the next board meeting included but not limited to: Payroll, Payroll Liabilities, Phone, Postage, Fuel, Cellular Phone charges, and Miscellaneous Supplies (up to \$100).

Designated Official Newspaper:

The Baudette Region and Northern Light were designated as the official newspapers for 2009.

Review MOU's

The following MOU's and District Agreements were reviewed:

District/NRCS

- * District/NRCS Cooperative Working Agreement
- * Amendment to the District/NRCS Cooperative Working Agreement, clarification for the sharing of computer equipment
- * District/NRCS Agreement for Intermittent Use of Transportation Equipment
- * District/NRCS Rental Contribution Agreement

- * District/NRCS Postage Contribution Agreement 68-6322-5-132-EM
- * District/NRCS Postage Memorandum of Understanding for use of NRCS leased postage meter

District/FSA

- * District /FSA Purchase agreement for shared printers and equipment supplies

District/USDA/State of MN

- * Mutual agreement for cooperation in conservation of natural resources

District/County

- * District and Lake of the Woods County Joint Powers Agreement
- * District and Lake of the Woods County Vehicle Use Agreement

District/BWSR

- * BWSR FY07 Administrative and Technical Services and Erosion, Sediment Control, or Water Quality Improvement Grant Agreement.
- * BWSR FY07 Administrative and Technical Services and Erosion, Sediment Control, or Water Quality Improvement Grant Agreement Amendment
- * BWSR FY08 Administrative and Technical Services and Erosion, Sediment Control, or Water Quality Improvement Grant Agreement.
- * BWSR FY09 Administrative and Technical Services and Erosion, Sediment Control, or Water Quality Improvement Grant Agreement.
- * 2008 BWSR Natural Resource Block Grant Agreement
- * 2009 BWSR Natural Resource Block Grant Agreement

Affirmative: Nelson, Hansen, Sonstegard
Motion carried

Opposed: None

Dues for 2008

A motion was made by Hansen, with a second by Sonstegard, to approve paying membership dues for MASWCD, Area VIII, MACDE, Area VIII employee dues, and MACFO dues. See attachment to January 8th, 2009 agenda for itemized amounts.

Affirmative: Nelson, Hansen, Sonstegard

Opposed: None

Motion carried

County Highway Department, Grove Grassed Waterway FY08-02WP cost share final payment

A motion was made by Hansen, with a second by Sonstegard, to approve final payment in the amount of \$157.50 for the Grove grassed waterway project. Funding for the project came from the FY08 Water Plan project funds.

Affirmative: Nelson, Hansen, Sonstegard

Opposed: None

Motion carried

MASWCD Legislative Briefing Day at the Capitol

Nelson requested permission to travel to the Legislative Day at the Capitol. The board decided to table the decision until the February meeting.

Review FY06 state cost share program and submit for audit

Trask presented the FY06 State Cost Share disbursement journal and final financial

report to the board for review. A motion was made by Sonstegard, with a second by Hansen, to submit the FY06 State Cost Share Report for audit as presented. See attachment to January 8th, 2009 agenda for copy of report.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Review 2009 Annual County Feedlot Officer and Performance Credit Report

Hirst presented the county feedlot officer report to the board for review. See attachment to the January 8th, 2009 agenda for a copy of the report.

District Audit

Hirst informed the board that he had submitted a request for a quote from James Maiser, CPA, to perform the audit for 2008. The District has used the services of Maiser in previous years, and Maiser works with several other SWCDs throughout the state. Nelson offered to speak with a local CPA to see how their quote compared with Maiser's. A quote from Maiser's office had not yet arrived.

Charitable donations request form and policy

The board reviewed a copy of Beltrami SWCD's Charitable Donation Request form and policy statement. Upon review, a motion was made by Hansen, with a second by Sonstegard, to change the name from Beltrami to Lake of the Woods where applicable, to change the adopted date to today's board meeting date, and to adopt the Charitable Donation Request Form and Policy with changes. See attachment to the January 8th, 2009 agenda for a copy of the policy and form as adopted.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Review 2008 Budget vs. Actual Profit Loss Report

The 2008 Budget vs. Actual Profit Loss Report was reviewed. Several errors and misrepresented numbers were noted, most likely due to the accounting software. Hirst will be working on the report and will provide an improved version at the upcoming meeting.

Area VIII Planning Meeting report

Stromlund gave a report on the recent Area VIII Planning Meeting. The focus for 2009 will be forestry, including RIM type easement programs for forestry and small-lot forestry issues. He also discussed a BWSR staff presentation outlining keys to successful SWCDs.

Travel and Training Requests

A motion was made by Hansen, with a second by Sonstegard, to approve travel requests for staff who may be interested in attending the eLink training in Thief River Falls. Also, any staff or supervisors interested in attending the Woody Biomass Workshop in Roosevelt are approved for attendance.

Affirmative: Nelson, Hansen, Sonstegard Opposed: None

Motion carried

Reports

Josh Stromlund - Land and Water Planning Director

See attachment to agenda.

Mike Hirst - Resource Technician

See attachment to agenda.

Corryn Trask - Resource Technician

See attachment to agenda.

Kelly Voigt - District Conservationist

See attachment to agenda.

The next regular Board meeting has been set for February 12th, 2009 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: Sonstegard Second: Hansen

Affirmative: Nelson, Hansen, Sonstegard

Opposed: None

Motion carried

Meeting was declared adjourned at 9:15 p.m.

Secretary _____

Date _____