



Clearwater Soil & Water Conservation District

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BOARD OF SUPERVISORS REGULAR MEETING DECEMBER 15, 2011

MEETING MINUTES

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Board Members Present: Paul Rydeen, Leonard Stinar, Harlan Strandlien, & John Gunvalson
Alroy Lewis (arrived at 9:20 a.m.)

SWCD Staff: Kathy Rasch, Nathan Nordlund, Emily Lindell

Guests: Cari Roepke, NRCS

The meeting was called to order at 9:12 a.m. by Chair Rydeen in the Bagley USDA Service Center. The Pledge of Allegiance was recited.

Agenda: Chair Rydeen called for additions or corrections to the agenda. A motion to accept the Agenda as written was made by Strandlien. Second by Stinar. **Motion carried 4-0.**

Minutes: Minutes of the Regular November meeting were reviewed. A motion to accept the November Minutes as written was made by Stinar. Second by Gunvalson. **Motion carried 4-0.**

NRCS: Roepke reported that the new NRCS soil conservation technician will begin her position on December 19. Today is the last day in the Bagley office for Brooke Knick, who has been filling in from the Baudette NRCS office.

EQIP: Sign up is open now through February 3, 2012, but no docket has yet been issued.

CSP: Sign up is open til January 13, 2012, but no enhancements are available.

Roepke has also been doing contract reviews.

Resource Technician Report

WCA: Rasch attended a TEP meeting to discuss a couple of expected upcoming project applications along with the city's interest in adding drainage to the Frog Pond field area.

9:20 a.m. Alroy Lewis arrived.

State Cost Share: Rasch explained that the project costs for the Roos cost share are higher than expected. This is due to his decision to rip rap his entire shoreline (instead of just part of it) as well as a higher than expected bid. The price increased from \$3895 to \$5895 and the cost share contract is for 50% of the original amount (\$1947.50). Rasch reported that the cost share percentage committed may not be changed, but the board may choose to increase the maximum amount. Motion by Stinar

to approve a 50% cost share of the new total cost, for a maximum of \$2947.50. Second by Strandlien.
Motion carried 5-0.

Tree Program: The district is offering some new items for 2012, such as jam and jelly packs and bird and grouse packs, also new species such as grapes.

Forest Stewardship: Rasch is working on a 37 acre Forest Stewardship Plan for a private landowner.

Other: Rasch completed articles for the fall tree newsletter. She is currently getting a head start on eLink reporting for BWSR that is due by the end of January.

Program Technician Report

Water Plan Activities: Nordlund completed data review for EQUIS. He has also been preparing an updated cost share projects page for the SWCD website. In addition, Nordlund is continuing to research options related to Clearbrook flooding.

Training/Conferences: Nordlund attended the 2011 MAPSS Winter Meeting on "Soil Resource Utilization and Sustainability."

Other Projects: Nordlund is up to date on both on the rain gauge program and well sealing records.

District Manager's Report

Financial Reports: The financial statements showing all revenue and expenditures for the month of November were presented to the Board for review.

Profit & Loss: Rasch reported that remaining revenues expected this year include \$19,325 for the second half of 2011 billing on the Water Plan. Also the district has invoiced the WDCP for \$325 for a training that was cancelled in September. The district received the MCIT rebate for the year, but is still waiting for the 2012 MCIT invoice.

Monthly Treasurer's Report: Bills were normal for the month of November.

Balance Sheet: Accounts receivable reflects plat book invoices to local businesses and SWAG invoices to the MPCA.

A motion to accept the November financial reports was made by Gunvalson. Second by Lewis.
Motion carried 5-0.

Clean Water Grants: The district has received word that we have won two 2012 Clean Water Fund grants through a competitive application process. These will address multiple projects in the Lost River Watershed, three new Lake Assessment reports, and a reprint of the *Shoreland Homeowner's Guide to Lake Stewardship*. The expected total award for the two grants is \$40,260. District staff will work with BWSR to create grant Work Plans in early 2012.

Copy Machine Update: Rasch reported that the district's old copier was picked up by the Marco technician when they delivered the new NRCS copier.

Employee Reviews: Rasch reported that she has completed end-of-year employee reviews with district staff. She also passed out evaluation forms to supervisors to complete for her own evaluation. She indicated that supervisors might review the forms with her at the January meeting, if they wanted.

Employee/Supervisor Records: Rasch reviewed legal requirement to have I-9s completed for all staff/employees and distributed forms accordingly. W-4 forms for 2012 were also shared with supervisors to submit/update needed tax information.

MASWCD Convention: Lewis and Rasch reported on MASWCD convention, workshops, and resolution process and results.

Looking Ahead: Rasch reported that the SWCD Chair and Manager meeting is in Bemidji on January 4. Rasch plans to attend the meeting and if position rotations continue as in past, Stinar would be 2012 chairperson, also eligible to attend.

Approval of estimated cost of MCIT voucher: Based on an estimate provided earlier this year, Rasch expects the 2012 MCIT invoice to be approximately \$3750. This invoice is likely to arrive in the coming weeks. Based on the estimate provided by Rasch, motion to pay the bill when it arrives by Stinar. Second by Lewis. **Motion carried 5-0.**

Determine January 2012 board meeting date: Rasch explained that the current meeting schedule doesn't go beyond the December 2011 meeting, so the January meeting will need to be scheduled. Motion by Strandlien to meet at 9:00 a.m on January 19, 2012; second by Stinar. No vote taken. After additional discussion, Stinar made a new motion that the board instead meet at 10:00 a.m. on January 19. Second by Lewis. **New motion carried 5-0.**

Fourth Quarter Supervisor Vouchers Due: Lindell indicated that 4th quarter vouchers are due for supervisors' per diem and mileage. She requested that completed forms be returned to her as soon as possible.

A motion to adjourn the meeting at 11:12 a.m. was made by Lewis, second by Gunvalson. **Motion carried 5-0.**



~~John Gunvalson~~, District Secretary
Alroy Lewis