



# Clearwater Soil & Water Conservation District

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## *BOARD OF SUPERVISORS MEETING February 19, 2008*

### MINUTES

**Present:** Harlan Strandlien, Robert Bilden, Leonard Stinar

**Staff:** Kathy Rasch & John Knisley  
**Guests:** Cari Rebischke - NRCS

The meeting was called to order at 9:00 a.m. by Chair Bilden in the Bagley USDA Service Center. The pledge of allegiance was recited.

Chair Bilden introduced to staff and supervisors.

**Agenda:** Chair Bilden called for additions or corrections to the agenda. Knisley proposed to take the action on the 2009 Plan of Work off the agenda and move it to the March 19<sup>th</sup>, 2009 meeting. A motion to approve the agenda with changes was made by Strandlien, 2<sup>nd</sup> by Stinar. Motion carried 3-0.

**Minutes:** Minutes of the regular January meeting were reviewed. A motion to approve the January Minutes was made by Stinar, 2<sup>nd</sup> by Strandlien. Motion Carried 3-0.

**NRCS-** Cari Rebischke reported that on January 21<sup>st</sup> the NRCS held a Web Soil Survey training in the Bagley USDA Office. SWCD staff and area NRCS staff attended the training. It was reported that the NRCS has been holding regular Bagley NRCS/SWCD staff meetings to go over upcoming events, office issues and other items as deemed necessary. Cari reported that she would be sending Brooke to a Grazing Meeting in Thief River Falls on Feb. 26<sup>th</sup>. It was reported that there would be a FOIA (Freedom Of Information Act) listening session held in the Bagley USDA Office on Mar. 12<sup>th</sup>; this session is to go over new changes to the FOIA and the working relationship between the SWCD's and NRCS.

#### ***Resource Technician Report-***

***Water Projects:*** Rasch reported that she has contacted the MCC (Minnesota Conservation Corps.) to complete the Clean Water Legacy Streambank Stabilization site by planting

trees/shrubs along the repaired streambank to further its stabilization. The Clearwater SWCD still has \$300-\$600 left to use from the Clean Water Legacy Grant to plant these trees/shrubs along the Streambank Stabilization site.

**Clearbrook Urban Runoff Project:** Rasch reported that she recently attended a meeting held by the RLWD in Clearbrook about the Clearbrook Urban Runoff Project. DNR, Army Corps., Commissioner John Nelson, and others attend the meeting. It was determined that when the snow melts that the RLWD will have a better feel for the scope of the project.

**Cost Share:** Rasch reported that she has received a plant list from Mary Blickenger for plants that can be planted in the Roy Lake Shoreline Stabilization project.

**Tree Program:** Rasch reported that the Clearwater SWCD has yet to receive any requests for custom tree plantings in the spring. She did report that we do have a good number of tree orders already on file for the 2009 planting season. Strandlien stated that it may be a good idea not to pursue custom planting jobs in the spring due to changes in the SWCD office.

**Forest Stewardship:** Rasch reported she had been approved and certified to do Forest Stewardship Plans but is now waiting to get final approval by the DNR State Forester in order for her to write plans.

**Envirothon:** Rasch reported that she has sent out 12-15 donation requests for the 2009 Area VIII. She also reported that she has sent out informational packets out the Clearwater County Schools.

**eLINK:** Rasch reported that BWSR had moved back the reporting deadline to March 1<sup>st</sup>, 2009 due to changes in the eLINK system. Rasch reviewed the function of eLINK and how it is used as a reporting tool to the State Legislature.

Rasch reported that she has been attending Leadership trainings and will have to be reporting to MASWCD a paper on Forest Stewardship and Forest Management.

**Program Technician's Report:**

**AWR Grant:** Knisley reported that the Ag. Watershed Restoration Grant Agreement is needed to be approved and signed by the SWCD Board of Supervisors and sent back to the EERC before the SWAT Modeling process can start. It was reported that the Agreement between the SWCD and EERC is the same as proposed earlier in 2008 with only changes to the timeline of the project changed to "Start February 23<sup>rd</sup>, 2009 and be completed by September 30<sup>th</sup>, 2009." A motion was made by Stinar, 2<sup>nd</sup> by Strandlien to approve the agreement between the EERC and Clearwater SWCD as written and to proceed as needed. Motion carried 3-0.

**Water Plan Update:** Knisley reported that he will be presenting the Water Plan "Priority Concerns Scoping Document" to the Northern Region Local Water Management Committee on April 8, 2009 in Bemidji.

**District Manager's Report-** The financial statement showing all revenue and expenditures for the month of January was presented to the board for review. The financial report showing the Profit & Loss vs. Actual Report for calendar year 2008 was presented to the board for review. Because this is the first month in the fiscal year, Profit and Loss shows a loss of -\$5,141.92.

Following discussion a motion was made by Strandlien, 2nd by Stinar to accept the reports for the record and approve all bills as paid totaling \$17,150.18. Motion carried 3-0.

**Plan of Work/JPB Meeting Update:** Discussion was held on planning on having the 2009 Plan of Work done and ready to be reviewed by the next Board Meeting. Discussion was also held on the JPB Meeting Update.

**Contracting Accounting Services:** Discussion was held by the Board on contracting out Clearwater SWCD Accounting Services or hiring a new full-time Office Manager. Knisley presented the Draft Contract that was drawn up by the Beltrami SWCD to contract with them on using their accounting person. The idea of hiring a full time person or someone 3-4 days a week in the SWCD office was discussed. After discussion it was decided that Knisley should pursue writing a job description for the Office Manager position and proceed with putting an add for hire in the Bagley newspaper. Knisley also needed to look at comparable wages for this type of position and decide on what the hourly wage should be. It should be noted that Commissioner John Nelson was supportive of hiring a full-time position for the SWCD. A motion was made by Stinar to proceed to hire a full-time Office Manager for the Clearwater SWCD Office and for Knisley to draw up a Job Description, advertise in the Bagley newspaper, and look at wage scale for the position; 2<sup>nd</sup> by Strandlien. Motion carried 3-0.

The board held a discussion on going to the Area VIII MASWCD meeting in Bemidji on March 20<sup>th</sup>, 2009. The board decided that Stinar, Strandlien, Bilden and Knisley would attend the meeting.

A motion to adjourn the meeting was made by Stinar, 2<sup>nd</sup> by Strandlien. Motion carried.

  
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Paul Rydeen, District Secretary