



Board of Supervisors Regular Meeting Wednesday, January 20, 2016

The regular meeting of the Becker Soil and Water Conservation District Board of Supervisors was held on Wednesday, January 20th in the Conference Room of the USDA Ag Center Building located at 809 8th Street SE, Detroit Lakes, MN.

Those present were Supervisors Tony Beck, Jerome Flottesmesch, Travis Schauer, Eugene Pavelko and Chairperson Kathy Stenger. Others present include Becker County Commissioner Barry Nelson, District Administrator Peter Mead, Admin Assistant Jen Wentz, NRCS District Conservationist Ed Musielewicz and Ag Inspector/Shoreland Specialist Marsha Watland.

Call to Order

Meeting was called to order at 8:35 a.m.

Realignment of the Board

Election of Board Chair – nomination for Gene Pavelko.

Motion (Flottesmesch, Beck) to accept the nomination and appoint Gene Pavelko as Board Chairman. Affirmative: Unanimous. Carried.

Election of Vice Chair – nomination for Jerome Flottesmesch.

Motion (Beck, Stenger) to accept the nomination and appoint Jerome Flottesmesch as Vice-Chairman. Affirmative: Unanimous. Carried.

Election of Secretary – nomination for Kathy Stenger.

Motion (Flottesmesch, Beck) to accept the nomination and appoint Kathy Stenger as Secretary. Affirmative: Unanimous. Carried.

Election of Treasurer – nomination for continuance of Tony Beck.

Motion (Flottesmesch, Schauer) to accept the nomination and continuance of Tony Beck as Treasurer. Affirmative: Unanimous. Carried.

Personnel & Budget Committees – we will make these appointments as needed.

December Meeting Minutes

Motion (Flottesmesch, Stenger) to approve as written. Affirmative: Unanimous. Carried.

Financial Reports

Motion (Flottesmesch, Beck) to accept the December financial reports and pay the list of bills for January. Affirmative: Unanimous. Carried.

Special note: the District is paying MN-DNR for AIS inspection hours on Cormorant Lake as an added service to their lake association's generous donation to AIS prevention in 2015.

Additional Payments

Area I Envirothon donation request of \$200 from our District. Motion (Flottesmesch, Stenger) to approve payment of this request. Affirmative: Unanimous. Carried.

As the current issue for this year's Envirothon is "Invasive Species: a Challenge to the Environment, Economy and Society" it has been requested that additional funding from the AIS budget be used for a portion of the event. Motion (Schauer, Beck) to provide a \$200 donation from the AIS budget for the 2016 Envirothon. Affirmative: Unanimous. Carried.

District Reports

District Conservationist - Ed Musielewicz

- EQIP
- Duns & SAM registration has been challenging for landowners; must now be reported to state and federal agencies by February 12th. It's very important to keep registration updated and not allow it to lapse.
- NRCS and federal guidelines specify a separate and distinct space; with the new building addition, space will need to be rearranged so NRCS is separate from the District. There will be a wall and door between the two agencies.

District Administrator - Peter Mead

- Tax Insert for partners beyond AIS to include all water quality such as native buffers, shoreline stabilization and stormwater practices.
- Finishing touches to our year end
- Landowner meeting in Lake Park tomorrow; February meeting has been moved to Wolf Lake Lions Club; word will spread and signs will be posted to announce this change.

County Ag Inspector & Shoreland Program – Marsha Watland

County Ag Inspector

- MDA Pollinator Summit training will be held again this spring.
- CWMA flyer will be inserted with Becker County tax statements

Shoreland Program

- Busy with designs; just finished the commercial storm water plan for Taco John's.
- Working with suppliers on a variety of products for stormwater, erosion control, etc. Many will need to be updated for installations this year.

Open Forum

eLINK Financial Reports

eLINK reporting is well underway and must be completed by February 1st. All grants with expenses in 2015 must supply an approved financial report. Motion (Beck, Stenger) to approve the grant financial reports as submitted. Affirmative: Unanimous. Carried.

MASWCD Leadership Institute

This year's focus is on IT support to address and develop a technologic framework for Districts. If the board would allow, Mead would be happy to attend this training opportunity. Motion (Stenger, Flottesmesch) to approve Mead's attendance at this one-year leadership co-hort program. Affirmative: Unanimous. Carried.

Grants & Agreements

BWSR 2016 Local Capacity Services

We need approval for the work plan; this grant will bring two new positions and additional services to our District. Motion (Flottesmesch, Beck) to approve the work plan for 2016 Local Capacity. Affirmative: Unanimous. Carried.

DNR Agassiz Beach Ridge and Mahnomen Working Lands Initiative JPA

This is similar to last year; our District will earn 3% for administrative costs associated with servicing the contracts. Motion (Stenger, Schauer) to approve the Agassiz Beach Ridge and Mahnomen Working Lands Initiative agreement with the DNR. Affirmative: Unanimous. Carried.

Human Resources

Approval of Position Classifications

Mead clarified the two positions, each 50% of Marsha's time, towards the Shoreland Program and County Ag Inspector.

Approval of Position Descriptions

Motion (Flottemesch, Stenger) to approve the new position classifications and position descriptions outlined previously. Affirmative: Unanimous. Carried.

Adoption of Technical Training and Certification Strategy

Motion (Stenger, Beck) to accept as outlined previously. Affirmative: Unanimous. Carried.

Approval of Personnel Policy Additions and Revisions

Peter reviewed the additions and corrections to the Personnel Handbook as highlighted below:

- Temporary and Seasonal Employees
- Work Policies & Work Schedules
- Time Reporting
- Vacation & Leave
- Family & Medical Leave
- Work Related Expenses & Policies

Motion (Stenger, Beck) to approve Resolution 1-20-2016 and apply the changes as reviewed and in the areas listed above. Affirmative: Unanimous. Carried.

Position Announcements

Mead would like to advertise for the Shoreland Technician position in February and hopes to have it filled by late March. A part-time Office Support position should be advertised in late April or May. Motion (Flottemesch, Stenger) to authorize administration to advertise and hire the above positions as noted. Affirmative: Unanimous. Carried.

2016 District Operations & Programs

Approval of 2016 Budget Revisions

Ultima rates have been supported by a higher technical rate until recently, but many of the duties include technical work. For this reason, the District will make up the difference by including an additional increase to the hourly rate for work performed for the district. Motion (Stenger, Flottemesch) to authorize administration to make this change for retention purposes. Affirmative: Unanimous. Carried.

Program Fee Schedules

Reviewed during the meeting. Some of the changes are as follows:

- Shoreland Site Assessments – residential & commercial rates; \$60 and \$100
- Stormwater Mitigation Plans – residential & commercial rates; \$200 and \$500
- Technical Assistance - \$50 per hour unless grant funded then billable rates apply
- Labor & Installation - \$50 per hour staff and \$30 for interns unless grant funded then billable rates apply
- Wetland Delineation - \$250 per site/impact

Motion (Schauer, Beck) to approve the updated program fee schedules as noted. Affirmative: Unanimous. Carried.

Authorized Representatives

Designation of signature authority for grant agreements, financial reports and other grant reporting for this calendar year. Currently, the board allows Mead, Wentz and Clem to act in this capacity. Motion (Beck, Schauer) to continue with Mead, Wentz or Clem as authorized representatives for the above noted documents. Affirmative: Unanimous. Carried.

Designation of signature authority for District Administrator timesheets. Motion (Schauer, Stenger) to authorize Chair or Vice-Chair to approve and sign District Administrator timesheets. Affirmative: Unanimous. Carried.

Authorized Deposit Accounts

Motion (Flottemesch, Stenger) to authorize administration, at their discretion, to use a variety of banks within our area for District depository accounts in 2016. Affirmative: Unanimous. Carried.

2016 State Cost-Share Priorities and Policies

Incentives for single season practices such as cover crop demos will not be eligible. State Cost-Share funds will be designated as follows:

- Ag waste system engineering assistance \$3,500
- Shoreland protection projects \$13,835.20
- Priority erosion control projects \$3,500

Motion (Flottemesch, Beck) to approve the above set asides for 2016 State Cost-Share funds. Affirmative: Unanimous. Carried.

Annual Plan of Operations

Updates were reviewed. Motion (Stenger, Beck) to approve the 2016 Annual Plan of Operations with corrections and/or additions noted. Affirmative: Unanimous. Carried.

Contracts & Amendments

#CS-2014-5, Arlene Hedlund, Well Decommissioning, Time extension

Amend extension from 12/31/16 to 9/1/16 to allow the District to encumber and pay the funds elsewhere if contract were to cancel completely. Motion (Stenger, Beck) to approve contract amendment and extension of time up to September 1, 2016. Affirmative: Unanimous. Carried.

Vouchers for Approval

#CWL-10- BR, Bruce Hein, Water and Sediment Control Basins, \$3,396.

This is the final payment on the Hein-Hendrickson project. Motion (Stenger, Beck) to approve payment of \$3,396 from 2015 Buffalo Red Shallow Lakes grant. Affirmative: Unanimous. Carried.

Adjourn

Being no further business, Chairman Pavelko adjourned the meeting at 10:35 a.m.

Approved: Kathy Stenger, Becker SWCD Secretary

Date: February 17, 2016