



Board of Supervisors Regular Meeting Wednesday, January 17, 2018

Meeting Minutes

The regular meeting of the Becker Soil and Water Conservation District Board of Supervisors was held on Wednesday, January 17, 2018 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, Eugene Pavelko and Kathy Stenger. Staff members include District Administrator Peter Mead, Office Manager Jen Wentz and NRCS District Conservationist Ed Musielewicz. Barry Nelson, Becker County Commissioner, also attended.

Call to Order

Chairman Pavelko called the meeting to order at 8:36 a.m. Affirmative: Unanimous. Carried.

Realignment of the Board

Election of Board Chair – nomination for Tony Beck.

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

Election of Vice Chair – nomination for Travis Schauer.

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

Election of Secretary – nomination for Gene Pavelko.

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

Election of Treasurer – nomination for Kathy Stenger.

Motion (Flottesmesch, Pavelko) to accept the nomination and appoint Kathy Stenger as Treasurer. This board member will be added as signer to open accounts and endorse checks with our Bremer Bank accounts and will replace current member Tony Beck. Affirmative: Unanimous. Carried.

Committee Appointments

Personnel Committee – Jerry Flottesmesch and Kathy Stenger have been nominated.

Budget Committee – Gene Pavelko and Travis Schauer have been nominated. Kathy Stenger, as board Treasurer, is considered an ex officio member of this committee.

TSA board delegate has been appointed to Jerry Flottesmesch. All other members will be alternates. We will select a volunteer to join Jerry at the next TSA meeting to make future transition easier.

Recognition of Authorized Representative(s)

SWCD authorized representatives are: Mead, Wentz, Clem and now Stenger as board Treasurer.

Recognition of Official Financial Institution

Motion (Flottesmesch, Stenger) to continue using Bremer Bank for daily checking and savings transactions and to utilize any bank within our area for the best rates on CDs and other savings investments. Affirmative: Unanimous. Carried.

Recognition of Official News Publication

Motion (Stenger, Pavelko) to remain with the DL Tribune for legal public notices and conservation announcements. Monthly meetings are posted to the web and in the USDA building. Affirmative: Unanimous. Carried.

Approval of Agenda and Consent Agenda Items

Also includes the December 20, 2017 Regular Meeting Minutes and Employee Program Reports.

Motion (Flottesch, Stenger) to approve the January agenda and consent agenda items as well as the December meeting minutes and employee program reports. Affirmative: Unanimous. Carried.

Financial Reports

Wentz reviewed the Treasurers Report and Bills for Approval

Motion (Pavelko, Flottesch) to approve the December Treasurer's Report and January bills for payment. Affirmative: Unanimous. Carried.

Open Forum

Mead will submit the initial agreement for the NACD Technical Assistant grant to hire an engineering technician. This authorizes posting and filling of the position. This is a term position for one year, with the future dependent on continued funding.

Conservation Corps Apprentice was approved for this spring/summer season. We should be hearing from the labor crew shortly.

2018 Operational Budget

Personnel Cost Adjustments and Additional Revenue Adjustments—with our update to a federal wage and pay grade schedule, we came in \$10,951 higher than originally budgeted for personnel. AIS inspector wages were also increased for some additional work hours.

We added the other two new Clean Water Legacy grants. Our line item for CWL Lake Protection increased with expected equipment purchases; Capital Outlay shows this adjustment.

Motion (Flottesch, Pavelko) to approve the revised 2018 budget subject to the additional numbers for NACD Technical Assistance grant. Affirmative: Unanimous. Carried.

Financial Assistance Policies

Mead reviewed the main points of each that will remain unchanged.

State Cost Share Fund Policy –

Local Rates: Prior to receiving any applications from land occupiers, district boards may set different cost share rates up to the maximum identified in BWSR policy. These rates are as follow:

Ag Waste Systems: Landowners are eligible for up to \$3500.00 cost-sharing of an engineer's preparation of a certified system, not to exceed 75% of project costs.

Field Windbreaks: Landowners are eligible for up to 75% cost-sharing of nursery stock and associated costs of planting. Current rates are available on the 2018 Tree Planting Fee Schedule.

Shoreline/Streambank Stabilization: Landowners are eligible for up to 50% cost-sharing of permitting fees, plant material, erosion control products, associated materials and labor costs. Parcels with an active shoreland violation from DNR, county or other regulatory agencies will not be eligible for cost-share assistance until coming into compliance. Steps beyond the minimum required for compliance should be considered on a case-by-case basis. Current shoreland rates are available on the 2018 Shoreland Fee Schedule.

Structural Land Management Practices: Landowners are eligible for up to 75% cost-sharing of structural land management practices such as water and sediment control basins, grassed waterways, grade stabilizations and other site appropriate approached to erosion reduction and nutrient management.

Non-state contributions. A land occupier may provide the remainder of the local share of the implementation cost through in-kind services, or non-state funds. The district board shall determine whether charges for in-kind services and materials are practical and reasonable.

Reports will change to one for all state cost-share projects and no longer be split with Shoreland projects.

Flat Rate State Cost Share Fund Policy –

Flat rates pertain to buffer implementation assistance and will be paid at \$300 per acre.

Clean Water Legacy Cost Share Assistance Policy—

More specifics are listed under Operation Maintenance and Inspections.

Becker County targeted Phosphorus Reduction and Lake Protection Project (Phase I & II): Landowners are eligible for cost-sharing of permitting fees, plant material, erosion control products, associated materials and labor costs. Eligible lakes are categorized according to phosphorus sensitivity significance, biological class & water quality conditions. Tier 1 lakes are eligible for 50% cost share, where tier 2 lakes are eligible for up to 75%. Parcels with an active shoreland violation from DNR, county or other regulatory agencies will not be eligible for cost-share assistance until coming into compliance. Steps beyond the minimum required for compliance should be considered on a case-by-case basis. Eligible Lakes and percentage rates are listed in the attached table. Current shoreland fees for service are available on the 2018 Shoreland Fee Schedule.

Buffalo-Red River Shallow Lakes and Mainstem Improvement Project (Phases I & II), Wild Rice Sediment Reduction Project, Upper Buffalo River Sediment Reduction Project: Landowners are eligible for cost-sharing of structural and vegetative land management practices such as water and sediment control basins, grassed waterways, grade stabilizations, filter strips and other site appropriate approaches to erosion reduction and nutrient management. Landowners and producers implementing all recommended erosion control measures are eligible for up to 90% cost-share; those implementing some but not all measures are eligible for up to 75% of the cost of implementation. Table 1 attached.

Tier I and II rates will be tied to the chart developed by Mead.

Motion (Flottemesch, Stenger) to approve the new rates for State Cost Share, Flat Rate State Cost Share and Clean Water Legacy Cost Share Assistance and that supersede all previous rates and board motions. Affirmative: Unanimous. Carried.

Review and Approve Program Fee Schedules

Tree planting fees will remain the same for 2018. Current rates are as follows:

Machine Planting Rates & Setup

Set-up Fee.....\$150.00 for setup
Bareroot Trees.....\$0.25 per tree
Potted Trees.....\$0.75 per tree

Hand Planting Rates & Setup

Minimum Charge..... \$200.00
Bareroot Trees.....\$1.00 per tree
Potted Trees.....\$2.50 per tree

WCA and Shoreland will remain the same for 2018.

Motion (Stenger, Pavelko) to approve that program rates for Trees, WCA and Shoreland will remain unchanged for 2018. Affirmative: Unanimous. Carried.

Supervisor and Employee Expense Policies

Expense Reimbursement Policy and Federal allowable expenses from GSA.

2018 Travel Policy and Per Diem Rates. All employees have a SWCD issued charge card but voucher fees for travel as stated in policy. Supervisors voucher for all fees with no SWCD issued charge card. We use GSA rates for MI&E expenses that are allowed by location.

2018 Mileage Rates. We will follow the rates for 2018 set by GSA which are currently at \$0.545.

Education & Outreach

Approval of 2018 Ag-in-the-Classroom Sponsorship in the amount of \$150.

Approval of 2018 Envirothon Sponsorship in the amount of \$100.

Motion (Stenger, Pavelko) to approve payment of the education programs listed above. Affirmative: Unanimous. Carried.

Clean Water Legacy Contracts Amendments

#CWL-BR-21, Curt Berg, Water & Sediment Control Basins, increased costs. Two basins were within our grant area and are eligible for 90% cost share between EQIP and CWL. Total project costs \$8,470 with an additional amount of \$2,089 needed to provide those rates.

Motion (Stenger, Pavelko) to approve the CWL Buffalo-Red Shallow Lakes contract amendment with increased costs. Affirmative: Unanimous. Carried.

Clean Water Legacy Contracts for Approval

#CWL-41-LP, William & Jean Ufkin, Shoreline Stabilization. Estimated project costs \$8,404; eligible for 75% cost share in the amount of \$6,303.

#CWL-42-LP, Kelcey Klemm (City of Detroit Lakes), Critical Area Planting. Agreement with MN Native Landscapes. Estimated project costs \$18,192; eligible for 75% cost share in the amount of \$13,644.

#CWL-43-LP, Howie & Linda Anderson, Raingarden. Estimated project costs \$4,520; eligible for 75% cost share in the amount of \$3,390.

Motion (Pavelko, Flottemesch) to approve the CWL Targeted Phosphorus Reduction and Lake Protection Project contracts listed above. Affirmative: Unanimous. Carried.

Clean Water Legacy Vouchers for Payment

#CWL-BR-21, Curt Berg, Water & Sediment Control Basins. Total project costs \$8,470; received \$5,299 in EQIP and \$2,324 in CWL funds.

#CWL-23-BR, Kevin Lunde, Water & Sediment Control Basins. Total project costs \$54,985; received EQIP funding of \$23,403 and \$26,084 in CWL funds.

#CWL-25-BR, Bruce Nelson, Wetland Restoration. Total project costs \$4,694; received EQIP funding of \$1,721 and \$2,504 from CWL funds.

Motion (Stenger, Pavelko) to approve payment on the above listed CWL Buffalo-Red Shallow Lakes projects. Affirmative: Unanimous. Carried.

Adjourn

Motion (Pavelko, Flottemesch) to adjourn the meeting at 9:44 a.m. Affirmative: Unanimous. Carried.

Approved: Eugene Pavelko, Becker SWCD Secretary

Date: February 21, 2018

Table 1: Becker County targeted Phosphorus Reduction and Lake Protection Project Eligible Lakes

DOWID	LAKE_NAME	Watershed	HUC8	Tier	Rate
03008500	Bad Medicine	Crow Wing River	07010106	2	75%
03057600	Big Cormorant	Otter Tail River	09020103	2	75%
03035000	Buffalo	Buffalo River	09020106	2	75%
03028600	Cotton	Otter Tail River	09020103	2	75%
03038100	Detroit	Otter Tail River	09020103	2	75%
03015900	Elbow	Otter Tail River	09020103	1	50%
03050300	Eunice	Otter Tail River	09020103	1	50%
03038702	Floyd (south bay)	Otter Tail River	09020103	1	50%
03019500	Height of Land	Otter Tail River	09020103	2	75%
03058200	Ida	Otter Tail River	09020103	1	50%
03015300	Island	Otter Tail River	09020103	1	50%
03023400	Little Bemidji	Otter Tail River	09020103	2	75%
03050600	Little Cormorant	Otter Tail River	09020103	1	50%
03038600	Little Floyd	Otter Tail River	09020103	2	75%
03018900	Little Toad	Otter Tail River	09020103	1	50%
03038300	Long	Otter Tail River	09020103	1	50%
03015800	Many Point	Otter Tail River	09020103	2	75%
03050000	Maud	Otter Tail River	09020103	1	50%
03047500	Melissa	Otter Tail River	09020103	2	75%
03060200	Middle Cormorant	Otter Tail River	09020103	1	50%
03048600	Pearl	Otter Tail River	09020103	1	50%
03015500	Round	Otter Tail River	09020103	2	75%
03035900	Sallie	Otter Tail River	09020103	1	50%
03001000	Straight	Crow Wing River	07010106	1	50%
03032300	Strawberry	Wild Rice River	09020108	1	50%
03010700	Toad	Otter Tail River	09020103	1	50%
44000300	Tulaby	Otter Tail River	09020103	1	50%
03001700	Two Inlets	Crow Wing River	07010106	2	75%
03058800	Upper Cormorant	Otter Tail River	09020103	2	75%
03032800	White Earth	Wild Rice River	09020108	2	75%