



Board of Supervisors Regular Meeting Wednesday January 22, 2020

Meeting Minutes

The regular meeting of the Becker Soil and Water Conservation District Board of Supervisors was held on Wednesday January 22, 2020 in the Conference Room of the USDA Ag Center Building located at 809 8th Street SE, Detroit Lakes, MN.

Those present were Supervisors Travis Schauer, Tony Beck, Jerome Flottemesch, Eugene Pavelko and Michelle Andresen. Staff members include District Administrator Peter Mead, Office Manager Deana Westberg, NRCS District Conservationist Ed Musielewicz, NRCS ASTC-FO Alan Lepp and Becker County Commissioner Barry Nelson.

Call to Order former Chairman Beck called the meeting to order at 8:33 a.m.

Oath of Office and Installation of District 2 Supervisor

Michelle Andresen read aloud the Oath of Office, stating that she solemnly swear to support the Constitution of the United States and the Constitution of the State of Minnesota and that she will faithfully discharge the duties of the office of supervisor, upon which she now enters. Michelle will replace Kathy Stenger supervisor position until the next election. Thank you, Michelle, for stepping in and taking on this role.

Realignment of the Board

Election of Board Chair-nomination for Travis Schauer

Motion (Flottemesch, Pavelko) to accept the nomination and appoint Travis Schauer as Board Chairman.
Affirmative: Unanimous. Carried.

Election of Vice Chair -nomination for Gene Pavelko

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

Election of Secretary – nomination for Michelle Andresen.

Motion (Beck, Pavelko) to accept the nomination and appoint Michelle Andresen as Secretary.
Affirmative: Unanimous. Carried.

Election of Treasurer – nomination for Tony Beck.

Motion (Flottemesch, Andresen) to accept the nomination and appoint Tony Beck 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 Kathy Stenger. Affirmative: Unanimous. Carried.

Committee Appointments

Personnel Committee – Tony Beck & Gene Pavelko have been nominated.

Budget Committee – Tony Beck & Gene Pavelko have been nominated.
All other members will be appointed as alternates.

Recognition of Authorized Representative(s)

SWCD authorized representatives for Banking and Grants are: Mead, Westberg, Clem and now Beck as board Treasurer.

Recognition of Official Financial Institution

Motion (Beck, Flottemesch) 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 (Beck, Flottemesch) 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

(December 18, 2019 Regular Meeting Minutes; Employee Program Reports)

Motion (Beck, Pavelko) to approve the consent agenda items including the December meeting minutes and employee program reports. Affirmative: Unanimous. Carried.

Motion (Flottemesch, Beck) to approve the agenda. Affirmative: Unanimous. Carried.

Financials

Mead reviewed the Treasurers Report and Bills for Approval

Motion (Beck, Flottemesch) to approve the December Treasurer's Report and January bills for payment.

Affirmative: Unanimous. Carried.

Reports

Alan Lepp, ASTC-FO reported for the NRCS on upcoming personnel changes for this area office. The state currently has 235 employees which is 70 employees down due to retirements, transfers and terminations. The state has given the green light to move on hiring a few of these openings. Human Resources is starting the interviewing and hiring process. The Team Lead position should be filled in the next couple months. A Civil Engineer Technician will also be in next couple months. As the permanent fulltime positions get filled, the temporary contracted help will be eliminated.

Lepp reported that a three year lease extension was signed and therefore the SWCD lease needs to coincide. New furniture was set up in a cozy creative way to make room for the NRCS added positions coming in this year. Lepp will work with Mead to rewrite the old MOU (Memorandum of Understanding) now called the MOA (Memorandum of Agreement) which is the operational agreement between the NRCS and SWCD.

Administrators Report was given by Peter Mead. Mead said he made it through the holidays and year end reporting thanks to Westberg and Bentley's help. A new employee timesheet was developed in Excel by Mead which will help with grant tracking and employee leave balances. This new Time Tracking Dashboard has drop down arrows by each grant so the employee can decide which category to divide each hour worked. There is still a bit more programming needed to get the dashboard to fill out the leave balances and expense vouchers.

Other projects worked on this month include the Roger Foltz ditch cleaning project, which included culvert, drainage area, public water and wetland issues.

Meetings attended this month include PTMapp with BWSR. Discussion to get PTMapp (a version of ARC mapping) on the web and desktop for measuring feasibility practices. 2/3 of the state is developed and this will be a useful tool for projects. Practical Training is needed. Also attended the Buffalo Red 1W1P meeting with discussions on vulnerable groundwater, aquifers and solid goals established. Another 1W1P meeting required 400 pages of reading. Also a Zoning meeting got squeezed into the schedule.

TSA Manager's meeting was held in Mahnomen on January 14th. Only nine District Managers were able to attend due to the bad weather. The meeting started late since the roads were bad but a lot of ground to cover so the meeting went on. The concern of how all the new 1W1P are going to affect the workload of the TSA. Currently the TSA has two full-time Engineers and a full-time GIS Specialist on staff that cover the workload of 16 districts. A web meeting is being scheduled for the Manager's to meet before the next TSA board meeting.

An all staff employee's meeting was held on January 15th to go over the new employee handbook which was adopted by the board in 2019. Also went over the new Timesheet Dashboard and the MN Department of Labor Employee Notice form required for all employee's personnel files.

2020 Operations

Supervisor Roles and Responsibilities manual was handed out to the Board Supervisor's. Mead referred to Chapter 2 page 6 Roles & Responsibilities. Other topics discussed were, compensation, mileage, policy development, planning and budgets, leadership opportunities (emails from MASWCD), the responsibility of the Chairman, Vice President, Treasurer and Secretary. The Annual Board Retreat is February 12th and Mead will go over this manual and open meeting laws in more detail.

CY 2020 Budget Revenue Adjustments and Expenditure Adjustments were explained by Mead. The budget is set up with the budget committee in July of each year so by year end adjustments need to be made. Interest income was increased by \$15,000 and Shoreland Income decreased by \$5,000 and Capital Outlay expense increased by \$10,000. The Farm Bill Assist grant was not renewed but a new CWL grant will replace this income loss. AIS revenue reduced and Payroll expense increased due a part-time employee offered full-time.

2020 Mileage, Travel Policy and Per Diem Rates were explained. The SWCD follows the federal government GSA rates. As of January 1, 2020 the reimbursement mileage rates for Privately Owned Vehicle went down .5 cents per mile. The new rate is .575 per mile and if Government furnished automobile was available and not used the rate is .17 per mile. This mileage voucher will be available for the employees on the Timesheet Dashboard. The travel voucher is also available on the employees Timesheet Dashboard and FY2020 per diem rates vary depending on the Minnesota destination. There are rates for Breakfast, Lunch, Dinner and Incidentals.

Review and approve Program Fee Schedules:

-Tree Planting fee schedule will remain the same:

Machine Planting Rates & Setup	Hand Planting Rates & Setup
Set-up / Staking Fee.....\$150.00	Set-up / Staking Fee.....\$200.00
Bareroot Trees.....\$0.25 per tree	Bareroot Trees.....\$1.50 per tree
Potted Trees.....\$1.50 per tree	Potted Trees.....\$3.00 per tree

No Set up fee for plantings greater than 1,000 trees

-Plat Book, Wall Map and Pesticide Testing fees will remain the same:

<u>Plat Book</u>\$35.00 (includes tax) + \$8.00 shipping if requested
<u>Wall Map</u>\$40 (includes tax)
<u>Pesticide Testing</u>\$25.00 fee to take the test for commercial exams.

-Irrigation Water Management Service fee

Charge ½ of the Equip rate

-Shoreland Service Fee

\$50.00 per hour basic flat rate

-Hydroseeding

Current hourly billable rate plus .30 square foot

-Stormwater Mitigation Service Fee
\$200 survey plan fee plus current hourly billable rate per hour

-Engineering Assistance Service Fees
Current hourly billable rate plus 15%

-Shoreland Mitigation Service Fee
Current hourly billable rate plus 15%

Motion (Flottemesch, Pavelko) to approve the budget adjustments, mileage, travel and per diem rates and Program Fee Schedules that supersede all previous rates and board motions. Affirmative: Unanimous. Carried.

2020 Financial Assistance Policies

Mead reviewed the main points of each policy and noted any additions or changes for 2020.

State Cost Share Fund Policy: 50% of shoreland and 75% of trees

Flat Rate Cost Share Assistance Policy: Buffers \$300 an acre and Engineering fees for Ag Waste a flat rate of \$3,500

Clean Water Legacy Cost Share Assistance Policy: Current CWL grants with cost-share:
Buffalo Red Shallow Lakes and Mainstream Improvement Strategy Phase II
Becker County Targeted Phosphorus Reduction and Lake Protection Phase II
Top Down Buffalo River Watershed Accelerated Improvement Project
South Branch Wild Rice Sediment Reduction Project Phase II
Local Capacity Services

Septic System Upgrade Grant(s) Policy: This is a new grant called SSTS. The \$40,000 is a pass through to the county grant for septic improvements to low income families. The individual cost share is 50% or not to exceed \$7,500. Discussion regarding adding a clause to the grant contract that the grantee must be a permanent primary resident and remain at the granted land for 3 years or the grant is forfeited. This will hopefully deter a landowner to take advantage of this program if their intentions are to improve and sell. No decision was made as to who will police this policy.

Motion (Beck, Pavelko) to approve the 2020 Financial Assistance Policies for State Cost Share, Flat Rate State Cost Share, Clean Water Legacy Cost Share Assistance and Septic System Upgrade Grants. Affirmative: Unanimous. Carried.

Education & Outreach

Approval of 2020 Ag-in-the-Classroom Sponsorship \$200
Approval of 2020 Envirothon Sponsorship \$200

Motion (Pavelko, Flottemesch) to approve the 2020 Education & Outreach sponsorships. Affirmative: Unanimous. Carried

Clean Water Legacy Vouchers for Payment

#CWL-2-TD, Richard Steffl, Water & Sediment Control Basin. Total Project Cost: \$8,197 with cost share payment of \$3,689
#CWL-55-LP, Marian Spanjers, Critical Area Planting. Total Project Cost: \$2,989 with cost share payment of \$2,242
#CWL-38-BR, Kevan Nelson, Water & Sediment Control Basins. Total Project Cost: \$31,730 with cost share payment of \$8,119

Motion (Pavelko, Beck) to approve the Clean Water Legacy Vouchers as presented. Affirmative: Unanimous. Carried

State Cost Share Vouchers for Payment

#SCS-19-1, William Zurn, Water & Sediment Control Basins. Total Project Cost: \$26,137.25 with cost share payment of \$2,879

Motion (Pavelko, Andresen) to approve the State Cost Share Vouchers as presented. Affirmative: Unanimous. Carried

Adjourn

Seeing no further business, Chairman Beck adjourned the meeting at 10:39 am.

Approved: Michelle Andresen, Becker SWCD Secretary

Date: February 19, 2020