



Board of Supervisors Regular Meeting Wednesday January 19, 2022

### Meeting Minutes

The regular meeting of the Becker Soil and Water Conservation District Board of Supervisors was held on Wednesday January 19, 2022 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, Curt Ballard, Eugene Pavelko and Michelle Andresen. Staff members include District Administrator Bryan Malone, Office Assistant Alisa Bentley, NRCS District Conservationist Ed Musielewicz, BWSR Board Conservationist Brett Arne and Becker County Commissioner Barry Nelson.

Call to Order former Chairman Schauer called the meeting to order at 8:34 a.m.

#### Organizational

##### Election of Officers

Chair-nomination for Eugene Pavelko

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

Vice Chair -nomination for Michelle Andresen

**Motion (Schauer, Beck) to accept the nomination and appoint Michelle Andresen as Vice-Chairman. Affirmative: Unanimous. Carried.**

Secretary – nomination for Curt Ballard

**Motion (Schauer, Beck) to accept the nomination and appoint Curt Ballard as Secretary. Affirmative: Unanimous. Carried.**

Treasurer – nomination for Tony Beck.

**Motion (Schauer, Ballard) 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 member. Affirmative: Unanimous. Carried.**

##### Committee Appointments

Personnel Committee - Travis Schauer & Michelle Andresen have been nominated.

Budget Committee - Tony Beck & Gene Pavelko have been nominated.

TSA Committee - Gene Pavelko will remain on this committee.

1W1P Ottertail - Michelle Andresen will remain on this committee.

1W1P Redeye - Tony Beck will remain on this committee.

1W1P Wild Rice Marsh - Travis Schauer will remain on this committee.

1W1P Buffalo Red - Gene Pavelko will remain on this committee.

##### Authorized Representative & Signature Authority

**Motion (Schauer, Beck) to approve Bryan Malone, as authorized representative for grant agreements. Bryan Malone, Deana Westberg and Ed Clem with financial signature authority. Tony Beck also retains financial authority as Treasurer. Affirmative: Unanimous. Carried.**

##### Official Financial Institution

**Motion (Beck, Schauer) to continue using Bremer Bank for daily checking and savings transactions and to utilize MidWest Bank for CDs and other savings investments. Affirmative: Unanimous. Carried.**

Official News Publication

**Motion (Beck, Ballard) 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.**

**Agenda and Consent Agenda Items**

December 22, 2021 Regular Meeting Minutes; Employee Program Reports)

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

**Financials**

Treasurers Report and Bills for Approval

Malone reviewed the Treasurers Report and Bills for Approval

**Motion (Andresen, Schauer) to approve the December Treasurer’s Report and January bills for payment. Affirmative: Unanimous. Carried.**

Revised Budget

Malone reviewed the Revised Budget for 2022 that has changed since July 2021.

**Motion (Beck, Schauer) to approve the Revised Budget for 2022. Affirmative: Unanimous. Carried.**

**2022 Operations**

Mileage Rates

2022 Mileage, Travel Policy and Per Diem Rates were explained. The SWCD follows the federal IRS rates. As of January 1, 2022 the rate is .585 per mile.

**Motion (Beck, Schauer) to approve using the IRS rate for mileage. Affirmative: Unanimous. Carried.**

Program Fee Schedules:

<u>Machine Planting Rates &amp; Setup*</u>	<u>Tree Planting Rates</u>	<u>Hand Planting Rates &amp; Setup**</u>
Set-up / Staking Fee.....\$150.00		Set-up / Staking Fee..... \$200.00
Bareroot Trees.....\$0.50 per tree		Bareroot Trees.....\$2.00 per tree
Potted Trees.....\$2.00 per tree		Potted Trees.....\$4.00 per tree
*Minimum \$500 Fee. **Minimum \$200 Fee ***No set-up fee for plantings greater than 1,000 trees		

Technical and Engineering

Engineering/Technical Opinion (Includes site investigation and/or general cost estimate) .....No Charge  
Survey /Design/Construction/Supervision/Stakeout:

District Engineer	\$84.45/hr
Engineering Technician	\$63.65/hr
Resource Technician	\$50.32/hr

Survey /Design/Construction/Supervision/Stakeout:

District Engineer	\$80.64/hr
Engineering Technician	\$63.65/hr
Soil and Water Resource Technician	\$66.96/hr
Resource Technician	\$50.32/hr

In cases where landowners are currently not in compliance with local, state or federal rules and/or ordinances and are in need of technical or engineering assistance. (Current Year Billing Rates are adjusted annually)

Shoreland

Survey and Planning: \$200  
Labor: \$50/hr  
(Labor rates are adjusted annually based on current billing rate)

Weed Management

Pesticide Applicator Certification Testing: \$25 in County / \$50 out of County

**Motion (Schauer, Beck) to approve the 2022 Program Fee Schedules. Affirmative: Unanimous. Carried.**

2022 Sale Items

Dibble Bar/Tree Planting Shovel

Loan to tree customers w/\$100 refundable deposit

Clean Your Johnson Posters:

\$10.00 - 11"x17"

\$20.00 - 17"x22"

\$25.00 - 17"x33"

\$15.00 - shipping

Becker County Plat Books:

\$35.00 each includes sales tax

\$12.00 Shipping

\$47.00 each (includes tax and ship)

Township Maps:

Add 15% to Mapping Solutions quote for Coordination and Handling

Trees: (March 1<sup>st</sup> order deadline)

Conifers:

\$10.00 each 1-gallon pots

(Ponderosa, Black Hills & White)

\$15.00 each 2-gallon pots

(Black Hills Spruce)

\$43.75 per bundle of 25 b/r

Deciduous:

\$43.75 per bundle of 25 b/r

Apple Trees:

(Honeycrisp, Liberty, Sweet-sixteen, Wealthy)

\$30.00 each

Tree Protector Tubes:

5' = \$4.00 each

4' = \$3.75 each

Mycorrhizal:

\$8.00/bag (treats 25 b/r trees)

Wire Flags:

\$0.10 each

Wood Stakes:

\$1.00 each - 1"x 1"x 4' (for tree tubes)

\$2.00 each - 2"x 4"x 3' wedge

\$0.50 each - 12" eco stake

Erosion Control:

\$0.15 per foot - Coir Rope

\$1.50 per foot - 8' bio net

\$150 each - 16" Coir Log

\$1.00 per foot - 6' straw blanket

Native Plants: (May 4<sup>th</sup> order deadline)

Seed Packets

Plants

Plant Kits

(See order form for specific pricing)

**Motion (Schauer, Beck) to approve the 2022 sale items Affirmative: Unanimous. Carried.**

## Reports

Alisa Bentley announced her resignation to the board and thanked them for everything and that her last day will be Thursday, January 27, 2022. Bryan introduced Christy Reineccius and announced she was offered the position and will start Monday January 31, 2022.

District Administrator Bryan Malone reviewed his monthly board report that he had emailed out with the other monthly employee reports.

## Open Forum

No discussion

## BWSR Update

Brett Arne reported that he is back as our Board Conservationist and talked about the bonding proposal packet for Local Job Acts in the next bonding session that starts January 31, 2022.

## MCC Apprentice

Becker SWCD can host a summer apprentice sponsored by the Minnesota Conservation Corp. It is designed for Natural Resource college students ages 18-25 to provide them hands on experience with SWCDs. The MCC advertise, interview, hire and pay the apprentice a stipend after finishing their tour of duty. This volunteer would help us with Shoreland installations, County Ag Inspector duties, AIS inspections and data, engineering and other summer field work. A fee of \$7,500 is paid to MCC for the position.

**Motion (Beck, Ballard) to approve the hiring of a summer MCC apprentice. Affirmative: Unanimous. Carried.**

## Board Retreat

Annual Board Retreat will be held on Wednesday February 16<sup>th</sup> at the Cormorant Community Center in Cormorant after the monthly board meeting. Discussion was held regarding the agenda. Staff reports will be presented. Bigger Associates have been contacted to provide a 1.5 hour training session on Team Building. Estimated cost is \$750.

**Motion (Ballard, Beck) to approve Bigger Associates to provide training at the retreat. Affirmative: Unanimous. Carried.**

## 2022 Financial Assistance Policies

### Cost Share Policy

Malone reviewed the main points of each policy and noted any additions or changes for 2022.

**Motion (Schauer, Ballard) to approve the 2022 Financial Assistance Policies for State Cost Share, Buffer Cost Share, Flat Rate State Cost Share, Clean Water Legacy Cost Share Assistance Grants, Watershed Based Implementation Funding and Quotes for project estimates over \$25,000. Affirmative: Unanimous. Carried.**

### Septic System Upgrade Grant(s) Policy (SSTS)

The \$40,000 grant is for septic improvements to low-income families. The low income guidelines provide cost share of 50% not to exceed \$7,500. Very low-income guidelines provide 100% cost-share not to exceed \$15,000.

Bryan reviewed the SSTS grant and updated the Household size/Low Income limit amounts to be in line with the Rural Development.

**Motion (Schauer, Beck) to approve the Septic System Upgrade Grant policy as presented. Affirmative: Unanimous. Carried.**

**Education & Outreach**

Ag Landowner Forums will be held in Wolf Lake on January 26<sup>th</sup>, Callaway February 8<sup>th</sup> and Lake Park on February 23<sup>rd</sup>. Wolf Lake Lions Hall and Lake Park American Legion do not have fees but ask for a donation to use their facilities. Callaway Community Center has a fee of \$250.

**Motion (Ballard, Schauer) to donate \$250 to the Wolf Lake Lions Club and Lake Park American Legion for the use of their facilities. Affirmative: Unanimous. Carried.**

**Watershed Based Implementation Fund Applications**

- 1W1P-01-RE, Darwin Huwe, Pasture and Hay Planting – Total Project Cost: \$3,142.93:  
Flat Rate Share \$3,142.93

**Motion (Schauer, Andresen) to approve the Watershed Based Implementation Application as presented. Affirmative: Unanimous. Carried**

**Adjourn**

Seeing no further business, Chairman Pavelko adjourned the meeting at 11:26 am.

  
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Board Secretary

02-16-22

Date

  
\_\_\_\_\_

District Administrator

02/16/2022

Date

