



Board of Supervisors Monthly Meeting
Wednesday January 18, 2023
USDA Service Center Conference Room
809 8th Street SE, Detroit Lakes, MN 56501

Meeting Minutes

Supervisors Present:

Eugene Pavelko, Chair
Michelle Andresen, Vice-Chair
Tony Beck, Treasurer
Travis Schauer, Public Relations
Curt Ballard, Secretary

Staff Present:

Bryan Malone, District Administrator
Deana Westberg, Office Manager
Christy Johnson, Office Assistant
Karl Koenig, AIS Coordinator
Mary Steinlicht, GIS Administrator
Ed Musielewicz, NRCS District Conservationist

Guests:

Barry Nelson, County Commissioner

Chairman Pavelko called the meeting to order at 8:41 a.m.

Agenda and Consent Agenda Items

December 21, 2022 Regular Meeting Minutes; Employee Program Reports

Motion (Beck, Andresen) to approve the December meeting minutes and employee program reports. All in favor, motion carried.

Motion (Andresen, Ballard) to approve the Revised Agenda and Consent Agenda. All in favor, motion carried.

Organizational

Election of Officers-

Chair- Eugene Pavelko

Vice Chair - Michelle Andresen

Secretary – for Curt Ballard

Treasurer – Tony Beck

Motion (Schauer, Ballard) to retain the same offices as last year. All in favor, motion carried.

Committee Appointments

Personnel Committee - Travis Schauer & Michelle Andresen

Budget Committee - Tony Beck & Gene Pavelko

TSA Committee - Gene Pavelko

1W1P Ottertail Policy Committee - Michelle Andresen

1W1P Redeye Policy Committee - Tony Beck

1W1P Wild Rice Marsh Policy Committee - Travis Schauer

1W1P Buffalo Red Policy Committee - Gene Pavelko

1W1P Crow Wing Policy Committee – Tony Beck
MASWCD Forestry – Michelle Andresen & Travis Schauer

Authorized Representative & Signature Authority

Motion (Ballard, Andersen) 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. All in favor, motion 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. All in favor, motion carried.

Official News Publication

Motion (Ballard, Beck) 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. All in favor, motion carried.

Financial Reports

Treasurers Report and Bills for Approval

Malone reviewed the Treasurers Report and Bills for Approval

Motion (Schauer, Ballard) to approve the December Treasurer's Report and January Bills. All in favor, motion carried.

Mileage Rates

2023 Mileage rate was reviewed. The SWCD follows the federal IRS rates. As of January 1, 2023 the rate is 65.5 cents per mile.

Motion (Schauer, Andresen) to approve using the IRS rate for mileage. All in favor, motion carried.

2023 Audit Agreement

Board approves to keep Peterson Company for the FY2022 Financial Audit for \$4,000.00.

Motion (Andresen, Ballard) to approve signing the Peterson Co FY2022 Financial Audit Agreement. All in favor, motion carried.

Cost Share

Clean Water Legacy Voucher

- CWF-02-FFBC ToAn, Cover Crop – Total Project Cost: \$32,503.35
Flat Rate \$32,503.35

Motion (Beck, Schauer) to approve the Clean Water Legacy Voucher as presented. Andresen abstained from voting. All in favor, motion carried.

Watershed Based Implementation Fund Amendment

- 1W1P-03-RE TiHe, Prescribed Grazing - Increase cost-share allocation from \$15,311.39 by \$1,704.46 for a total of \$17,015.85

Motion (Beck, Ballard) to approve the Watershed Based Implementation Fund Amendment as presented. All in favor, motion carried.

Watershed Based Implementation Fund Voucher

- 1W1P-03-RE TiHe, Prescribed Grazing – Total Project Cost: \$32,494.40, EQIP \$13,061.07
90% Cost-Share \$16,183.89 Partial Payment

Motion (Ballard, Schauer) to approve the Watershed Based Implementation Voucher as presented. All in favor, motion carried.

Board Retreat

Regular Board Meeting and Retreat is scheduled for Wednesday February 22nd. Waiting to hear back from the Holiday Inn in Detroit Lakes on details. Staff will prepare a preliminary 75th Anniversary program highlight presentation at the retreat in preparation for a full presentation at the 75th Anniversary Banquet.

75th Anniversary

Shirts arrived for the board members to try on before getting embroidered. Christy advised that Tim Eggebraaten has agreed to provide the entertainment for the evening. The new anniversary logo was presented.

Equipment

District Engineer Vehicle and Trimble Unit

The District received \$65,000 from the RRVCSA to update equipment for staff funded by RRVCSA funds. Preliminary investigations of used vehicles needed for the District Engineer appear to be in the range of \$25,000 - \$30,000. The quote received for an upgrade of their Trimble surveying unit is \$27,673.66.

Motion (Ballard,Beck) to approve purchase of a District Engineer Vehicle and Trimble Unit. All in favor, motion carried.

Billable Rate for Drill Seeding

Malone presented service charge rates from other SWCDs in Area 1.

Motion (Ballard,Schauer) to approve the 2023 Rate for No-Till Drill Seeding set at \$30/acre with a \$150 minimum and a 40 acre maximum. Roto-tilling set at \$100/hour with a minimum 1 hour and weed barrier fabric installation at \$0.70/ft. All in favor, motion carried.

Program Fee Schedules:

		<u>Tree Planting Rates</u>	
<u>Machine Planting Rates & Setup*</u>		<u>Hand Planting Rates & 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	\$92.86/hr
Engineering Technician	\$70.17/hr
Soil and Water Resource Technician	\$72.68/hr
Resource Technician	\$56.04/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: \$56/hr
(Labor rates are adjusted annually based on current billing rate)

Weed Management

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

2023 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 plus sales tax

\$11.25 Shipping
\$46.25 each (plus tax)
Township Maps:
Add 15% to Mapping Solutions quote for Coordination and Handling
Trees: (March 1st order deadline)
Conifers:
 \$17.00 each 1-gallon pots
 (Ponderosa, Black Hills & White)
 \$27.00 each 2-gallon pots
 (Black Hills Spruce)
 \$55.00 per bundle of 25 b/r
Deciduous:
 \$55.00 per bundle of 25 b/r
Apple Trees:
 (Haralred, Liberty, Zestar)
 \$40.00 each
Tree Protector Tubes:
 5' = \$5.00 each
 4' = \$4.00 each
Mycorrhizal:
 \$10.00/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 4th order deadline)
 Seed Packets
 Plants
 Plant Kits
 (See order form for specific pricing)

Motion (Ballard, Andresen) to approve the 2023 sale items. All in favor, motion carried.

Local Water Management

Malone presented the FY 23/24 workplan budget for the Otter Tail River CWMP. He also presented a resolution to Adopt and Implement Otter Tail River Comprehensive Watershed Management Plan. The BWSR Board will meet January 25, 2023 to approve the plan.

Motion (Schauer, Beck) to adopt and implement the Otter Tail River Comprehensive Watershed Management Plan dependent of BWSR Board Approval on January 25, 2023. All in favor, motion carried.

Open Forum

Discussion about a complaint from a landowner in Becker County about a possible pollution issue from another property in Becker County. Recommendation was that someone from the office do a drive by survey or drone survey and decide how to go forward after that.

Asked if the SWCD would be hiring this year. Discussed the shared position in partnership with PRWD and CLWD providing project development to the Otter Tail River CWMP as our next possible hire.

Question raised on how often a representative from the District should attend County Board meetings, with the suggestion that we attend frequently to make sure the newly elected officials get to know the staff and the board and what the SWCD provides to the County.

Suggestion that we send the information about the Otter Tail River Comprehensive Watershed Management Plan to the Becker County Board prior to their next meeting. This would allow them time to review the material prior to placing a vote at the meeting.

Reports

Karl Koenig – AIS Coordinator

Karl advised he would be presenting his report to the Becker County Board at their next meeting on February 7, 2023. Outreach and Education was under budget this year. Inspections were at 12,800 hours in 2022 and planning for 12,100 hours in 2023. Decontamination is showing less usage possibly due to more lakes already being infested with the zebra mussels with no expected increase in 2023. Monitoring has \$13,000 budget for 2023. This is a proactive program with good public feedback and participation. Professional and Technical Assistance has \$8,000 carved out from both 2023 and 2024 to be set aside for the purchase of a new AIS vehicle. Karl believes the current vehicle will last until then.

Mary Steinlicht – GIS Administrator

Mary conveyed her easy transition from the TSA to Becker SWCD employment. She gave an overview of her recent projects. A lot of time has been spent updating the 16 districts to the new version ARC Pro. Advised the Board that nothing will really change with her duties. The board members introduced themselves to Mary and welcomed her to the team.

District Administrator - Bryan Malone

1W1P – Attended the Northern Region BWSR subcommittee will meet in Detroit Lakes January 4th and they recommended the plan to be approved by the full BWSR Board. That meeting will be held January 25th. The next policy committee meeting will be January 26th. Met with PRWD and CLWD to discuss shared staff to implement the Otter Tail Plan. The steering committee meet to figure out the workplan budget between LGUs. The Crow Wing MOAs are in place and planning will begin soon. Hubbard SWCD will head up the coordination. Submitted project information to BRRWD for elink reporting.

Projects – Met with Landrum Lake group on their wetland restoration project.

Grants – Reviewed grant log with Christy and Deana. Completed reporting for DNR Farm Bill Assistance and MAWQCP. Rest of the month will be spent working on elink reporting and numerous meetings.

Meetings and Other – Completed performance evaluations and met with most of the staff prior to the board meeting. Revised the timesheet and distributed to staff. Attended AgBMP Loan Program training. Sold the green Subaru and purchased a new Chevy crew cab pickup. Now looking for a vehicle for Wes. Met in Fergus Falls with the South Pod managers and engineering staff to review how things are going so far. Area Technical Training Team meeting to determine trainings to be held in Area 1 in 2023. Ordered weed barrier fabric machine to be completed by May 1st.

TSA – Met with Matt Fischer to review the JPA and creating by laws. Currently the JPA acts as the by-laws. The Next Board meeting may not be until April. Jeff Haverland did not sign his employment agreement. Mahnomen signed the North Pod agreement. Meeting with Clay, Wilkin, WOT and BWSR to review what will be needed in the future for tracking and reporting RRVCSA grant funds.

Adjourn

Seeing no further business, Chairman Pavelko adjourned the meeting at 11:21 am.



Board Secretary

02-22-23

Date



District Administrator

2/22/2023

Date

