

**Becker Soil and Water Conservation District
Board of Supervisors Regular Meeting
Wednesday, February 20, 2013**

The regular meeting of the Becker Soil and Water Conservation District Board of Supervisors was held at 8:00 a.m. on Wednesday, February 20, 2013 in the Conference Room of the Ag Center Building, 809 8th St. S.E., Detroit Lakes, Minnesota.

Those present were supervisors Duane Grossman, Tony Beck, Don Lefebvre, Kathy Stenger, Jerome Flottesch, County Commissioner Barry Nelson, Dist. Administrative Asst. Ginger Flynn and Jen Wentz, NRCS Conservationist Ed Musielewicz, Dist. Technician Ed Clem, Dist. Administrator Brad Grant, and Co. Ag Inspector/Shoreland Specialist Marsha Watland.

The meeting was called to order @ 8:06 a.m. by Chairman Beck.

January Regular and Special Meeting Minutes – Discussion – The Special Meeting minutes and the Regular session of January minutes were reviewed and signed.

Motion (Grossman, Lefebvre) to approve the January regular meeting minutes and the January special meeting minutes as discussed. Affirmative: Unanimous. Carried.

Financial Reports and Bills – presented for review.

Motion (Flottesch, Stenger) to approve the financial statements and payment of bills. Affirmative: Unanimous. Carried.

Year End Financial and Capital Assets – Ginger finished the yearend financial statement for 2012. Discussion regarding grant amounts that were budgeted compared to actual. Once approved, the financial statements will be sent to Bill Eisele, BWSR Admin & Tech Services Director. An audit will be needed for 2012 based on the figures.

Motion (Grossman, Flottesch) to accept the yearend financial statement, contact Bill Eisele for approval, and schedule a date for the 2012 audit with Peterson Co. Ltd, Certified Public Accountants before Ginger retires. Affirmative: Unanimous. Carried.

District Property Inventory List – Ginger reviewed with the Board and discussed with staff; Jerome noted that a comments column should be added that explains the final outcome of each item listed whether it be depreciated, sold, disposed of, etc.

Motion (Flottesch, Stenger) to approve the list of inventory items and authorize the administration to properly dispose of any surplus items. Affirmative: Unanimous. Carried.

Bank Signature Card – Ginger noted the process to make changes and add another individual to the signature card at Bremer Bank. As of now, Brad, Ginger, Dean, and Duane are on the card for checking and savings. Ginger and Brad are the only ones on the CD signature card. Discussion.

Motion (Flottemesch, Stenger) to update the bank signature cards to include the District Administrator, Administrative Assistant, and the Board Treasurer. This is to be reviewed by the Board each January. Affirmative: Unanimous. Carried.

Reports

NRCS District Conservationist – Ed Musielewicz reported on the following:

- Has been contracting and planning the AWEP and EQIP applications
- First AWEP scoring deadline was January 18. All applications were funded for a total of \$400,000. There are 11 applications still pending, of which 2 are AWEP and 9 EQIP.
- Sediment and water control basin project request are slightly down.
- New CRP signups will begin in May and June; continuous CRP will be made available. Many counties are going through rental rates and making modifications. Rental rates are rising to \$80-\$90 per acre and around \$130 per acre in the northern area. NRCS is working with FSA to revise soil rental rates. This should be completed by the end of March.
- NRCS received a new pickup truck to replace the old Dodge; John Voz received the 2003 from Park Rapids
- There will be three soil health webinars held here for training, grazing, cover crops, and soil diversity. The cover crop initiative through EQIP should bring some interesting facts to our area soils.
- Furlough has been talked about throughout USDA. Sequestration is set for March 1, which would mean an automatic cut of the budget if no agreements are made by Congress. NRCS is expected to be fiscally solvent.

NRCS Memorandum of Understanding – Ed presented and reviewed the NRCS Memorandum of Understanding with the Board of Supervisors. The first memorandum was approved in 1948. It covers fair treatment re: race and relationships. District and NRCS relationships remain strong.

District Technician – Ed Clem reported on the following:

- He and Dean have been working on tree plans but this is down slightly from last year
- Ed attended a committee meeting on the Sucker Creek Preserve expansion. Sally Hauskins has received a grant for purchase of the expanded area along with some funds for signage. The meeting was to decide on what types of signs, possible boardwalk, etc. The group will conduct a walk-through of the property in early spring.

County Ag Inspector/Shoreland Specialist – Marsha Watland reported on the following:

1. County Ag Inspector report

- Pesticide exams have begun and are taken in the office
- She and Jeff Siira have started seed inspections; there have been two violations on soybean products with one more elevator to review and test. The issues found are possibly carryover seeds that do not have the new testing label on them. Marsha will begin testing retail stores this week.

- Working with Becker County Highway Dept. on spraying roadside ditches. She started mapping the highway roads that were treated and verifying herbicides used. Working with Dale Sutherland on correct percentage and usage techniques.
- Will be working with the MN DNR regarding land management practices in eastern Becker, Height-of-Land, and areas further east.
- March 28 is the Annual Township Noxious Weed Training in Callaway; several speakers are schedule to present information at the meeting.

2. *Shoreland report*

- Newly formed Becker County Lakeshore Landscaping Manual was handed out with discussion of how it should be distributed – website, mailings, offered in the Auditor/Treasurer’s office, etc.

Motion (Flottemesch, Grossman) to approve the Lakeshore Landscaping Manual. Affirmative: Unanimous. Carried.

- Will be attending the COLA meeting; hoping to be on the agenda with the lakeshore landscaping program presentation
- Discussed her research of landscaping program software – reviewed three options and gave a preview of *Realtime Landscaping Architect 2012*; the cost was \$389.
- Staff will attend the LID (Low Impact Development) group for rain gardens and buffers with specifics for shoreland owners, Soil & Water Conservation Districts, Planning & Zoning, and possibly the DNR. Meeting to be held March 27 in Walker, MN.
- The DNR will host a Shoreland/Aquatic Habitat User Group Meeting on March 19 in St. Cloud, MN. Marsha and Ed Clem will be attending workshop.

9:30 a.m. – Chairman Beck recessed the Regular Meeting and called to order a public hearing to discuss the Wetland Replacement Plan Application for Eddy Berglund.

Brad presented information on the replacement plan. It calls for filling 2,640 sq. ft. of a Type 7 wetland to construct a driveway to access the back portion of his lot and construct a building. The plan has been reviewed by the Technical Evaluation Panel.

Chairman Beck called for comments for the plan as well as comments against the plan. Hearing none, the Public Hearing was closed and the Regular Meeting was reconvened.

After discussion, motion (Flottemesch, Lefebvre) to approve the Wetland Replacement Plan Application for Eddy Berglund as presented. Affirmative: Unanimous. Carried.

Rental Agreement for Callaway Community Center – Becker County Annual Township Weed Training to be held in Callaway on March 28 with a \$100 rental fee for use of the facility. Motion (Grossman, Lefebvre) to approve the rental agreement for the Callaway Community Center. Affirmative: Unanimous. Carried.

Final 2013 AgBMP Loan Program Application – Brad submitted the final application for the 2013 AgBMP Loan Program. The request is for \$100,000 in new funds. That, with our carryover of \$87,591, will give us \$187,591 available for 2013.

CWL Grant – The 2011 grant has been extended through the end of 2013 which consists of the Campbell Creek and Okeson Farms projects. Thus far, cost figures for Administration and JPB are \$7,000-\$8,000. Once design is completed, we'll have \$8,000-\$10,000 left to spend by the end of this year. Discussion regarding whether the remaining funds can be used for shoreland restoration if it is in the same area as the grant was written. Board Conservationist, Chad Severts indicated we could do this but will have to amend the original work plan.

Motion (Flottemesch, Stenger) to request an amendment to the 2011 CWL grant for the Campbell Creek area to use the remaining funds for shoreland restoration and water quality projects around Big and Little Floyd lakes. Affirmative: Unanimous. Carried.

The work plan for the 2013 CWL grant has been completed. We should receive 50% of the \$398,000 very soon. This will be used for sediment control basins and buffers.

Small Grants Facilitation Support Fund – Brad reported on a grant opportunity that Moyria Rufer emailed concerning a possible grant program through Meadowlark, a private consulting company. The grant could be used to conduct meetings with lake associations, to discuss impacts and projects. These are small grants, around \$3,000, would help pay for the cost of such meetings.

Motion (Grossman, Stenger) to apply for the Meadowlark grant. Affirmative: Unanimous. Carried.

Wetland Conservation Act – The following Wetland activities were reported on:

- TEP panel met last week regarding property on the north end of Shell Lake which is almost entirely bog; the property has changed hands often in last few years. The current property owner would like to build a road to access up land to build a cabin on. A replacement plan has been completed by the landowner. After meeting with the TEP, the landowner agreed to extend the decision on the replacement plan until a walk through can be completed in the spring.
- Ed Clem noted the Tile Workshop in Callaway on March 20. SWCD and NRCS have been asked to present information on State WCA regulation and Federal Farm Bill Swampbuster provisions at the workshop.

Cost-share Program – The following cost-share contracts were presented for action:

Clean Water Legacy contract #CWL-11-6 with Okeson Farms Partnership was presented for payment authorization.

Total cost of project \$36,075.84. Eligible CWL payment \$4,417.66.

Motion (Flottemesch, Grossman) to authorize payment of contract #CWL-11-6 for \$4,417.66. Affirmative: Unanimous. Carried.

Motion (Grossman, Stenger) to cancel cost-share contract #12-16 with Duane Salmen for an abandoned well sealing due to time expiration for completing the project. Affirmative: Unanimous. Carried.

The following cost-share contracts were presented for consideration:

Cont. #13-1 with Duane Salmen, abandoned well sealing.

Motion (Grossman, Flottemesch) to approve contract #13-1 for 50% of the cost not to exceed \$240.00. Affirmative: Unanimous. Carried.

Contract #12-27 with Drew Larson, wdbk. Estimated cost \$4,712.05. Eligible cost-share \$3,534.00.

Contract #12-28 with Mike Gilson, wdbk. Estimated cost \$447.95. Eligible cost-share \$276.00.

Contract # 13-2 with Ron Fields, wdbk. Estimated cost \$2,457.45. Eligible cost-share \$1,843.00.

Motion (Grossman, Flottemesch) to approve the above listed cost-share contracts as presented. Affirmative: Unanimous. Carried.

Employee Handbook & Job Descriptions – Copies of the Employment Policy Handbook were shared with all Supervisors. Discussion regarding approval of the completed Handbook with entry of today's date on the Resolution page as well as adding that number to the Resolution – 2/20/2013. Changes to the Employee Job Descriptions were also noted.

Motion (Flottemesch, Grossman) to approve the changes to the Employment Policy Handbook and Employee Job Descriptions as noted, as well as to approve the Resolution as a whole which was signed by Chairman Beck. Affirmative: Unanimous. Carried.

Ginger's Resignation – Motion (Flottemesch, Stenger) to accept the resignation, with regrets, of Administrative Assistant Ginger Flynn effective March 28, 2013. Affirmative: Unanimous. Carried. The Board thanked Ginger for her years of service to the District.

An open house will be held on the afternoon of March 20 from 1:30 to 4:00.

District Administrator's Announcement – Brad noted the following:

- Announcement for the District Administrator position has been posted to Jobs HQ, local newspapers, MASWCD, and the MASWCDE Employee website.
- Closing date to receive applications is March 1 by 4:30 p.m.
- Copies of all applications will be mailed to the Supervisors Friday, March 1.
- Chairman Beck scheduled a special board meeting for 9:00 a.m. on March 7 to review the applications for the Administrator position.
- Interviews will take place on March 18 beginning at 8:00 a.m.

Motion (Lefebvre, Grossman) to approve the dates for all Special Meetings regarding the District Administrator's position. Affirmative: Unanimous. Carried.

Part-Time position discussion – Ed Musielewicz noted the following:

- Ultima, a contracted, temporary agency which is currently used by NRCS to hire office support staff, would be interested in sharing an NRCS office support staff and a District part-time office position.
- The position would be full-time in the beginning depending on NRCS funding.
- Ultima would contract to pay 32 hours per week with the District covering the part-time portion of the additional 8 hours of the position's pay.
- The District would advertise the position; they would fill it, and then offer that recommendation to Ultima for the hire.
- Ultima's salary for the position shall be \$12.69 per hour which is the same amount offered by Becker SWCD

Motion (Flottesch, Stenger) to authorize the Administration to fill a part-time position in conjunction with NRCS and their contracted, temporary agency. Affirmative: Unanimous. Carried.

Other Areas of Business

- Brad pointed out that we may be getting a new Board Conservationist as BWSR is making some changes to BC areas.
- Annual Report has been started, must be on website by mid-March. Final draft will be available for approval at the March meeting. Annual Plan of Operations doesn't have to be completed but we should continue this.
- Buick Rendezvous needs two, new front tires.
- RRVCSA – JPB meeting will be held in Mahnomon on March 13.
- Update on Jeff Haverland, JPB Technician – he had a series of MRI scans on his back
- \$11,000 has been budgeted in services to JPB; now that we're changing Administrators and the District Administrative Assistant, we may want to look at contracting this out for a flat rate. This should be reviewed at the Budget meeting but discuss it now for next year's figure.
- We will be reviewing the 2013 tree inventory next week and cancel out what we need to. We can cancel up to half of the orders by March 1.
- Envirothon area may be split beginning in 2014, but this item will be placed on the Area I MASWCD meeting agenda.

Being no further business, motion (Grossman, Stenger) to adjourn at 12:10 p.m. Affirmative: Unanimous. Carried.

Approved: Don Lefebvre, Becker SWCD Secretary

Date: March 20, 2013