



Clearwater Soil & Water Conservation District

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BOARD OF SUPERVISORS REGULAR MEETING JANUARY 21st, 2016

MEETING MINUTES

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Board Members Present:

Harlan Strandlien, Paul Rydeen, Alroy Lewis and John Gunvalson

SWCD Staff: Nathan Nordlund and Lori Buell

NRCS Staff: Cari Roepke

Guests: John Nelson, County Commissioner

The meeting was called to order at 10:10 a.m. by Chair Strandlien in the USDA Service Center. The Pledge of Allegiance was recited.

Agenda: Chair Strandlien called for additions or corrections to the agenda. A motion to accept the agenda as submitted was made by Lewis. Second by Rydeen. **Motion carried 4-0.**

Minutes: Minutes of the regular December meeting were reviewed. Gunvalson noted that his name was not mentioned as a “Board Member Present”, Nordlund noted that Cari Roepke and Mark Hayek should be added as speakers at the “No-Till-Drill” seminar. Strandlien noted that Lewis was marked down as making a motion and a second declining Giziibii membership. Minutes should have read Lewis first, Rydeen second. Rydeen made a motion to approve the minutes with the corrections. Second Lewis. Motion carried 4-0.

Appointment of Officers: A motion to continue with the established office rotation for 2016 (new officers: Chair: Rydeen; Vice Chair: Cobenais; Secretary: Gunvalson; Treasurer: Lewis; Member-at-Large: Strandlien) was made by Lewis. Second by Gunvalson. **Motion carried 4-0.**

New Chair Rydeen took over running the meeting from now-former Chair Strandlien.

2016 Rates: A motion to make the 2016 SWCD mileage reimbursement rate the same as the IRS rate (\$0.54/mile) was made by Strandlien. Second Gunvalson. **Motion carried 4-0.**

A motion to keep supervisor Per Diem (\$65) unchanged for 2016 and to increase meal rates (\$9, breakfast; \$11, lunch; \$16, dinner) was made by Lewis. Second Gunvalson. **Motion carried 4-0.**

2016 Meeting Dates, Times and Locations: A motion to keep meetings on the third Thursday of each month at the following times and locations was made by Lewis:

February 21, 10:00 a.m., Bagley USDA Service Center

March 17, 10:00 a.m., Bagley USDA Service Center

April 21, 9:00 a.m., Bagley USDA Service Center
May 19, 8:00 a.m., Clearbrook City Chambers
June 16, 8:00 a.m., Clearbrook City Chambers
July 21, 8:00 a.m., Clearbrook City Chambers
August 18, 8:00 a.m., Clearbrook City Chambers
September 15, 9:00 a.m., Bagley USDA Service Center
October 20, 9:00 a.m., Bagley USDA Service Center
November 17, 10:00 a.m., Bagley USDA Service Center
December 15, 10:00 a.m., Bagley USDA Service Center

Second by Gunvalson. **Motion carried 4-0.**

NRCS

Roepke reported that EQIP's sign up period ended on November 20th and NRCS ended up with 31 total applications. Roepke has been working on applicant's eligibility with 20 currently eligible. Roepke noted that they will be working on ranking the eligible applicants "high, Medium or low" the deadline for ranking is February 20th. Roepke will then rank the high priority applicant, deadline being February 26th.

Roepke reported that NRCS will soon be receiving their "temp" employee. The new employee will have a work space in the SWCD office and is expected to work 40/week.

Roepke handed out copies of the memorandum of agreement for the board to review.

PROGRAM TECHNICIAN REPORT

SWAG: Nordlund finished the final reporting for the 2014 SWAG project. Nordlund noted that the grant will be closed out by the end of March.

District Operations: Nordlund reported that 2-page colored Newsletter ran in the Clearwater County Shopper.

Other: Nordlund noted that he will be scheduling a Water Plan meeting sometime in Feb/March.

DISTRICT MANAGER REPORT

Financial Reports: financial statements showing revenue and expenditures for the month of December were presented to the Board for review.

Profit & Loss: Nordlund Reported that we are currently at year end and expenses are currently in line with the annual budget. Nordlund noted that in December we received income from Plat book sales, the county AIS Plan, Cost Share reimbursements, CWF12 funds, CWF13 funds, income from RLWD for SWAG and the final 2014 final SWAG billing. Along with regular monthly expenses, additional expenses included project expenses for JD72, JPB engineering fees, payment to Stormo's, Cost Share payment to Aakre and CWF13 expenses.

Monthly Treasurer's Report: Nordlund noted that along with expected regular bills for the month of December payments were made to Mapping Solution's for Plat Books, a reimbursement to Aakre for partial payment on the lakeshore protection project, a payment to JPB for JD72 engineering services and Thompson's for JD72 repair.

Deposit Detail: Nordlund noted that in the month of December deposits included plat book income, \$20,000 from the State of MN for Buffer Law, \$4,000 for MAWQCP, an Envirothon donation from Clearwater Polk, tree planter rental income, MCIT dividend, drill rental payment and PERA Aid Increase.

Balance Sheet: Nordlund reported that the Accounts Receivable balance was \$34352.71. This includes a \$25,697.18 invoiced to the county for the Water Plan and AIS. Plat book invoices, invoice to MPCA, invoice to RLWD and a drill rental invoice.

A motion to accept the December financial reports was made by Strandlien. Second by Lewis. **Motion carried 40.**

DISTRICT OPERATION

MASWCD Area VIII Dues-2016: Nordlund noted that the annual dues are \$225.00. Lewis made a motion to pay the 2016 MASWCD Area VIII dues in the amount of \$225.00. Second by Strandlien. **Motion Carried 40.**

MASWCD Dues 2016- Nordlund noted that this year's MASWCD dues have slightly increased. Strandlien made a motion to pay the annual MASWCD dues in the amount of \$2,463.47. Second by Gunvalson. **Motion Carried 40.**

National Dues: Nordlund noted that the membership fees for the national dues range from a minimum of \$775 to \$3,000.00. No motion was presented. Motion died due to lack of vote.

MCIT: Lewis made a motion to pay the annual MCIT insurance premium in the amount of \$4,480. Second by Strandlien. **Motion carried 40.**

Computer Upgrade: Nordlund reported that, since his computer crashed, he has been borrowing a computer from the USDA. Nordlund noted that he will be able to continue using the computer through January but the SWCD will have to purchase their own by Feb. Nordlund noted that the new computer will have to be compatible with the USDA system and meet the specs suggested by IT. With a 4 year warranty Nordlund is estimating the cost at approximately \$1,388.02. Lewis made a motion for Nordlund to purchase a new computer at his discretion not to exceed \$1,500.00. Second by Gunvalson. **Motion carried 40.**

Program Technician Interview Update: Nordlund scheduled interview times for the selected four applicants. The interview are schedule on January 22nd at 11:00, 11:45, 12:30 lunch, 1:00 and 1:45.

2016 SWCD Local Capacity Service Grant: Nordlund noted that the work plan must be submitted by March.

Ford Settlement: Nordlund noted that the Ford dealership confirmed that the class action lawsuit was legitimate. The dealership informed Nordlund that usually about half the plugs breakoff when removed and the average cost to replace the plugs is about \$600.00. Action is tabled until purchase of a new vehicle is decided. No motion made.

TRAININGS:

MASWCD Leadership Institute for problem solving: Nordlund noted that the Leadership Institute is a 16 day training spread out between March 2016-March 2017. The cost of admission is \$2,050 plus lodging. Nordlund noted that both Buell and Nordlund feel it would be a beneficial training but realize logistically both employees probably couldn't attend at the same time. Buell feels it would be more beneficial for Nordlund to attend given his new leadership responsibilities as District Manager. After board discussion it is felt that it may be better to hold off a year and re-address this training next year if employees still show interest.

Human Resource Training-Bemidji- Buell is interested in attending a one day HR training in Bemidji on February 23 sponsored by Career Track. Lewis made that the SWCD cover the \$99.00 tuition cost for Buell to attend the HR training in Bemidji on February 23, Second by Strandlien. **Motion carried 4-0.**

A motion to adjourn the meeting at 12:02 p.m. was made by Lewis. Second by Gunvalson. **Motion carried 4-0.**

John Gunvalson, District Secretary

Date

"It is every man's obligation to put back into the world at least the equivalent of what he takes out of it.
Albert Einstein

Our mission is simple - to promote the wise use and improvement of our county resources, in order that future generations will inherit an economically viable county that has made wise choices in resource management.