

EAST POLK SOIL AND WATER CONSERVATION DISTRICT
BOARD MEETING MINUTES
November 17, 2016

Board Members Present: Bruce Grundyson, Ken Pederson, Al Bauer, Larry Vettleson, and Scott Balstad.

Others Present: Lisa Newton-District Manager, Karla Byklum-Administrative Assistant, Rachel Elshaug-Area Certification Specialist, Jenny Burrack-NRCS, and Jim Hest-RRVCSA.

Meeting called to order at 8:30 a.m. by Chairman Grundyson.

Motion to approve the October 13, 2016 minutes as written: Al Bauer, Seconded: Ken Pederson. Approved-all. Opposed-none. Motion carried.

Motion to approve the September 2016 Financial Report: Ken Pederson, Seconded: Scott Balstad. Approved-all. Opposed-none. Motion carried.

Motion to approve the October 2016 Financial Report: Al Bauer, Seconded: Ken Pederson. Approved-all. Opposed-none. Motion carried.

NRCS Reports:

Burrack asked the board to sign the Civil Rights Responsibilities for Partners Checklist-Prepared by NRCS Civil Rights Division. Motion by Scott Balstad, Seconded by Larry Vettleson. Approved-all. Opposed-none. Motion carried.

All the CSP in the state are getting audited. Been busy doing year end reporting.

Member Reports:

Bauer reported on the AIS meeting. Zebra Mussels have been found in Otter Tail Lake.

Balstad didn't make it to the last RRVCSA meeting.

Pederson attended the Area 1 meeting in Crookston. They talked about buffers and having a good relationship with the County Commissioners.

Staff Reports:

Newton reported on hiring an Apprentice again next year. Attended the BWSR Academy and Area 1 meeting. Working on Elink reporting. Staff evaluations are coming up. Has been checking on group health insurance policies. Should have a Data Practices Policy in place.

Byklum reported on attending the BWSR Academy and the Area 1 meeting. Has been working on bookkeeping.

Elshaug reported working on certifications for Pennington, West Polk, and East Polk. The buffer preliminary map has been completed. Has to do 5 feedlot inspections.

Hest reported being very busy with several projects. Will be going out to Morvig and Ness sites today. The RRVCSA committee are still working on getting a server hopefully to get it in March 2017. Houston Engineering is behind on doing the PTM map for the Targeted Watershed. The RRVCSA is looking at getting health insurance through Becker SWCD.

Old Business:

Vettleson will be bringing the tractor/loader/tree planter next week.

New Business:

Motion by Larry Vettleson to approve the Deposit of Securities with First National Bank of McIntosh. Seconded by Ken Pederson. Affirmative-all. Opposed-none. Motion carried.

Motion by Scott Balstad to sign the Amended Joint Powers Agreement Establishing the Red River Valley Conservation Service Area. The RRVCSA Board shall consist of 16 directors, 1 director from each District, appointed by resolution of each District. Districts may also appoint an alternate who may serve in the absence of the Director. Seconded by Ken Pederson. Affirmative-all. Opposed-none. Motion carried.

Motion by Larry Vettleson to pay the National Association of Conservation Districts (NACD) dues of \$387.50. Seconded by Ken Pederson. Affirmative-all. Opposed-none. Motion carried.

Motion by Scott Balstad to pay Chester Smeby Well Sealing contract of \$730.00 at 50% cost share payment of \$365.00. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Scott Balstad to pay Godfey Township Weed Management contract of \$2,497.50 at 75% cost share payment of \$1,873.13. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Larry Vettleson to approve the Minnesota Association of Conservation District Employees (MACDE) 2017 Membership Dues for Newton, Elshaug, and Byklum for \$60.00. Seconded by Scott Balstad. Affirmative-all. Opposed-none. Motion carried.

Motion by Ken Pederson to approve the East Polk SWCD District Policy Handbook. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Larry Vettleson to approve the East Polk SWCD Job Descriptions for District Manager, Administrative Assistant, and District Technician. Seconded by Scott Balstad. Affirmative-all. Opposed-none. Motion carried.

Motion by Ken Pederson to pay Knute Township Weed Management contract of \$2,148.00 at 75% cost share payment of \$1,611.00. Seconded by Scott Balstad. Affirmative-all. Opposed-none. Motion carried.

Motion by Scott Balstad to pay the Area 1 Dues of \$150.00. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Al Bauer to pay the Northwest Association of Conservation District Employees (NACDE) Dues of \$30.00 for Newton, Elshaug, and Byklum. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Larry Vettleson to approve the MARC&D's administrative responsibilities of the Ecofootprint Grant Program/Weed Grant to change the reporting dates as they requested to December 15, March 15, June 15, and September 15. Seconded by Scott Balstad. Affirmative-all. Opposed-none. Motion carried.

Motion by Scott Balstad to pay Houston Engineering \$2,941.25 for services on the Targeted Watershed. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Larry Vettleson to approve the MAWQCP 2017 Amendment #2; Swift Contract #101979 Draft from Minnesota Department of Agriculture that will expire December 31, 2017. Total Agreement Amount of \$147,095.00. Seconded by Scott Balstad. Affirmative-all. Opposed-none. Motion carried.

Motion by Ken Pederson to approve Jeff Broadwell, (Sletten 14, CWF 2014, 9 Water & Sediment Basins). Total Cost of Practice is \$56,081.49, SHRWD funding at 20% is \$8,412.23, District share at 80% is \$33,648.89. Seconded by Larry Vettleson. Affirmative-all. Opposed-none. Motion carried.

Motion by Larry Vettleson to approve Mike Grandbois, (Sletten 10, CWF 2014, 7 Water & Sediment Basins). Total Cost of Practice is \$42,917.50, SHRWD funding at 20% is \$6,437.63, District share at 80% is \$25,750.50. Seconded by Al Bauer. Affirmative-all. Opposed-none. Motion carried.

Newton reported to the board that Dave Marshall would like to contract for services with the district. He would like a couple days a week. The board would like to set up a meeting with him to discuss it.

Next board meeting will be held December 8th, 2016 at 9:00 a.m. The Personal Committee will be meeting at 7:30 a.m.

Motion to adjourn at 10:10 a.m. Lawrence Vettleson, Seconded: Al Bauer. Motion carried.



Secretary

Date