

East Polk Soil and Water Conservation District  
Board Meeting Minutes  
November 28, 2018

Board Members Present: Al Bauer, Larry Vettleson, Ken Pederson, Scott Balstad  
Absent: Bruce Grundyson  
Others Present: Lisa Erickson, District Manager, Rachel Klein, District Technician

Motion to approve agenda: L. Vettleson, Second: A. Bauer. Motion carried.

Motion to approve October 18, 2018 minutes as written: A. Bauer, Second: L. Vettleson. Motion carried.

Motion to approve the October treasurer's report: L. Vettleson, Second: K. Pederson. Motion carried.

Board Member reports:

Larry Vettleson – no report

Ken Pederson – Attended Area 1 meeting where panel discussion on buffer funding was held. Attended SHRWD board meeting; reported that Stewart Christian was re-appointed and they are in the interview process of the manager's position. Attended RRVCSA board meeting.

Al Bauer – No report

Scott Balstad – no report

Staff reports:

Rachel Klein – Conducting buffer compliance site reviews and working with county on a letter. Completing feedlot inspections and feedlot newsletter was sent out, and working on WCA.

Attended BWSR Academy, AgBMP training, TEP meeting.

Lisa Erickson – Attended 1W1P kick-off meeting; steering committee will meet in December and Policy Committee is being set up. Smash Tax was in office to train on Quickbooks and Quickbooks is has been corrected for 2018. Discussed sending in timesheets and the concern of them being sent before the pay date. Also discussed the discrepancy of some staff being paid out annual/sick leave without taxes being taken out; Smash Tax recommended 1099s in those cases.

Motion to change the pay date policy to have staff submit timesheets to manager for submittal to hired accounting firm on the 16<sup>th</sup> and the 1<sup>st</sup> of each month, following the end of each pay period, and the funds being deposited three days later into staff accounts: S. Balstad, Second: L. Vettleson. Motion carried.

Motion to send 1099's to staff who received payment for annual and sick leave without tax deductions: S. Balstad, Second: L Vettleson. Motion carried.

Old Business:

Motion to approve Johnson State cost-share 2017 application (CS 17-01) for grade stabilization project with a total cost of \$8,748.00, and to cost-share at a rate of 75% totaling \$6,561.00: L. Vettleson, Second: S. Balstad. Motion carried.

Full-time position policy – tabled until policy committee meets to review the policy handbooks.

**New Business:**

Union Lake Sarah Campground shoreline stabilization project cost-share voucher for payment was reviewed. Motion to approve paying 50% cost-share totaling \$3,100.00 out of the State Cost-share 2016 funds: S. Balstad, Second: L. Vettleson. Motion carried.

Buffer establishment cost-share voucher for Jim Ellingson was reviewed. Motion to pay the flat-rate cost-share payment of \$280.00: S. Balstad, Second: L. Vettleson. Motion carried.

Reviewed CWF 2015 payment voucher requests for Mike Grandbois water and sediment control basin project (CWA 15-090 and Vig Farms water and sediment control basin project (CWA 15-08). Motion to approve paying Grandbois cost-share at a rate of 75% totaling \$9,177.00 and Vig Farms cost-share at a rate of 75% totaling \$12,547.00: L. Vettleson, Second: K. Pederson. Motion carried.

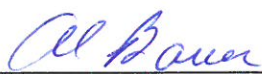
Jeff Morvig contract amendments. Motion to amend contracts CWA14-09 to change funds from the Targeted Watershed grant to \$4,069.39 out of CWF 2015 grant and \$9,970.61 to be taken out of Capacity 2016 funds; CWA 14-13 to change funds from the Targeted Watershed Grant to \$4,560.00 to be taken out of the CWF 2015 grant; CWA 14-08 to change funds form the Targeted Watershed Grant to \$\$1,100.00 to be taken out of State Cost-share 2016 grant and \$4,600.00 be taken out of the CWF 2015 grant: S. Balstad, Second: L. Vettleson. Motion carried.

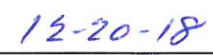
Reviewed Jeff Morvig cost-share vouchers for water and sediment control basins. Motion to approve payment at a rate of 75% cost-share for CWA 14-08 totaling \$7,125.00, CWA 14-13 totaling \$5,700, and CWA 14-08 totaling \$17,550.00 for a total payment of \$30,375.00: L. Vettleson, Second: S. Balstad. Motion carried.

Weed management grant vouchers reviewed for King, Columbia, Godfrey, Garfield and Badger Townships. Motion to approve a flat-rate payment of \$761.54 to each township totaling \$3,807.70: L. Vettleson, Second: S. Balstad. Motion carried.

Budget committee was discussed. Table until January 2019 board meeting.

Meeting adjourned at 0937.

  
Secretary

  
Date