

EAST POLK SOIL AND WATER CONSERVATION DISTRICT
BOARD MEETING MINUTES
October 18, 2018

Board members present: Al Bauer, Ken Pederson, Larry Vettleson, Scott Balstad, Bruce Grundyson
Others present: Lisa Erickson, Kelsey Hedlund, Rachel Klein, Joan Lee, County Commissioner,
Brett Arne, BWSR, Jenny Burrack, NRCS

Meeting called to order at 8:30 a.m.

Motion to approve agenda: Balstad, Second: Vettleson, Approve: All.

Motion to approve the September 20, 2018 minutes as written: Grundyson, Second: Vettleson,
Approve: All

Motion to approve September 2018 financial reports: Bauer, Second: Pederson, Approve: All

Smash Tax owner Angela Edelmann presented contract information on payroll services, Quickbooks training, and updating bookkeeping methods. Payroll would be at \$225/mo., no hidden fees for anything related to payroll. Sales tax reports for trees also included, as well as workman's comp audits sales tax or completing 1099's. Contract will be month to month and can be cancelled at any time. Charge to correct Quickbooks for 2018 and update bookkeeping methods: \$600 - \$800. Cost to do total bookkeeping would be \$415-\$424/mo. Quickbooks would be moved to her office, district would no longer need Quickbooks renewal payment. See attached quote. Farmcheck payroll quote: \$95/mo, audits, sales tax, and 1099's not included. See attached quote.

NRCS report: Working on CSP payments. The money is not available but getting prepared. NW Area 1 restructured, Jenny has been working on Area Resource Conservationist duties. Troy Daniels is the State Conservationist.

Member reports:

Vettleson – no report. Balstad – no report. Pederson – Attended area planning meeting in Crookston, discussed lack of funding for buffer implementation and setting up a panel at the area 1 meeting. Grundyson – no report. Bauer – no report.

Staff reports:

Erickson – water and sediment basin projects are being constructed, should have several cost-share payments to approve at November board meeting. Discussed authorizing Kelsey Hedlund to sign checks. Motion to authorize Kelsey Hedlund to sign checks: Grundyson, Second: Pederson, Approve: All.

Discussed authorizing Lisa Erickson, District Manager to be Master Administrator for Quickbooks. ghtMotion to authorize Lisa Erickson to be Quickbooks Master Administrator: Grundyson, Second: Vettleson, Approve: All.

Requested 25% cost-share from the Red Lake Watershed to bring Munter's cost-share up to 75% for water and sediment control basins in the Hill River Watershed. Red Lake Watershed board approved. Will approve weed grant cost-share funds to townships in November. Will send out

reminder letters to townships participating in program to send in invoices. All staff assisted at the Water Festival. Working on WCA and will be attending BWSR Academy October 29-31, 2018. Hedlund – Finished stream monitoring and lake levels for the year. All data sent to the DNR for lake levels, and stream data was sent to Corey Hanson, RLWD. Trees will soon be available, and form will go out in upcoming newsletter. Hedlund requested an extension for her desk that would be \$329 or less. Motion to approve the purchase of the desk extension: Balstad, Second: Pederson, Approve: all.

Klein – Attended Water Festival, getting ready for feedlot inspections (6 are required to be completed), compiled buffer report, busy with site reviews and landowner assistance with WCA, and passed the certified delineator test (wetland delineator in training).

BWSR Report: Tom Gile, BWSR, Joan Lee, Brett and Jake Snyder, Polk County Environmental Services had a meeting to talk about buffer roles of SWCD and county. Suggested that the board members attend more county commissioner meeting to give updates periodically throughout the year, so they better understand the role of the SWCD.

Old Business:

Out-sourcing Payroll – Motion to contract with Smash Tax to complete payroll duties for \$225/mo: Balstad, Second: Grundyson, Approve: All.

Motion to contract with Smash Tax to update the bookkeeping to class coding and billable rates, and correct all of 2018 for a cost of \$600-\$800: Vettleson, Second: Balstad, Approve: all.

Full-time position policy – tabled.

New Business:

Well-sealing application – Motion to approve well- sealing application for Greg Mercil for total project cost of \$560, and pay 50% cost-share for a total of \$280: Pederson, Second: Balstad, Approve: all.

Resolutions – Resolution voting is due November 2, 108. Board will get their votes to the office by October 26, 2018 for submittal.

Motion to approve spitting the NACD dues of \$775 with West Polk SWCD, each district will pay \$\$387.50: Pederson, Second: Vettleson, Approve: all.

Johnson Grade Stabilization project: Application was reviewed for the Johnson Grade Stabilization project. Board would like further information. Pederson will speak to the watershed and the township. Tabled.

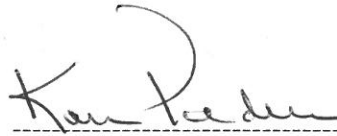
Morvig Water and Sediment control Basin application number CWA 14-08 amendment CWA 14-08B, adding on a water and sediment basin to the project raising the total cost estimate from \$14,838.56 to \$21,838.56, total cost-share for project at a rate of 75% would be \$16,378.92 from the Targeted Watershed Grant: Pederson, Second: Grundyson, Approved: all.

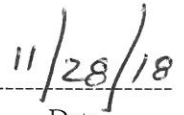
State Convention is coming up. Erickson will send the convention information to the board. Pederson and Balstad may be interested in attending.

Next meeting will be held Wednesday, November 14, 2018 at 8:30 a.m. (meeting changed from November 15, 2018 due to RRVCSA meeting).

Vice Chairman called for meeting to be closed to only board members.

Please see attachment for closed meeting minutes.


Secretary


Date

The East Polk SWCD supervisors had a meeting immediately following the regular board meeting on October 18, 2018. All supervisors were present.

The meeting was in concern about our office and staff being available for the public with lack of availability to assist staff and our clientele.

The board discussed that the manager spend 4 days a week in the office. The board suggested that the personnel committee visit with Erickson concerning this.

The meeting adjourned after about 15 minutes of discussion.

The meeting adjourned at 9:55.

Ken Pederson Secretary

Approved: _____

A handwritten signature in cursive script that reads "Ken Pederson". The signature is written in black ink and is positioned above a horizontal line that serves as a signature line.