



Clearwater Soil & Water Conservation District

312 Main Avenue North, Suite 3, Bagley MN 56621 • (218)694-6845 • www.clearwaterswcd.org

BOARD OF SUPERVISORS REGULAR MEETING JANUARY 17th, 2019

MEETING MINUTES

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Board Members Present:

Marty Cobenais, Harlan Strandlien, Alroy Lewis, Paul Rydeen and John Gunvalson

SWCD Staff: Lori Buell and Chester Powell

NRCS Staff:

Guests: John Nelson-County Commissioner

The meeting was called to order at 10:14 a.m. by Chair Gunvalson in the USDA Service Center. The Pledge of Allegiance was recited.

Agenda: Chair Gunvalson called for additions or corrections to the agenda. Powell requested that action item, plat book donation be added 2018 under Technician Report. Strandlien made a motion to approve the agenda with the addition as requested by Powell. Second by Lewis. **Motion carried 4-0.**

Appointment of Officers: A motion to continue with the established office rotation for 2019 (new officers: Chair: Lewis; Vice Chair: Strandlien; Secretary: Rydeen; Treasurer: Cobenais; Member-at-Large: Gunvalson) was made by Lewis. Second by Gunvalson. **Motion carried 4-0.**

Lewis takes over as Board Chair.

2019 Meeting Dates, Times and Locations: A motion to keep all the SWCD Board meetings on the third Thursday of each month at the following times and locations was made by Strandlien. Second by Lewis. **Motion carried 4-0.**

<u>Month</u>	<u>Dates</u>	<u>2019</u>	<u>Time</u>	<u>2019 Place</u>	<u>2019 Place</u>
January	17	1:00	_____	Bagley USDA Service Center	Bagley, USDA Service Center
February	21	1:00	_____	Bagley USDA Service Center	Bagley, USDA Service Center
March	21	1:00	_____	Bagley USDA Service Center	Bagley, USDA Service Center
April	18	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
May	16	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
June	20	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
July	18	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
August	22	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
September	19	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
October	24	8:30	_____	Bagley USDA Service Center	Bagley, USDA Service Center
November	21	1:00	_____	Bagley USDA Service Center	Bagley, USDA Service Center
December	19	1:00	_____	Bagley USDA Service Center	Bagley, USDA Service Center

Per Diem: Strandlien Made a motion to increase the SWCD Supervisors Per Diem rate from \$65 to \$75. Second by Cobenais. **Motion Carried. 4-0.**

Board member Rydeen arrives:

Committee Assignments: Buell gave the board a list of the previous year's Committee Assignments. Rydeen made the motion to keep a committee assignment as they were in 2018. Second by Lewis. **Motion Carried 5-0.**

10:30A.M. INTERVIEWS

- ❖ 10:30-11:00 Ojanen
- ❖ 11:00-11:30 Robinson
- ❖ 11:30-12:00 Spurbeck

12:00-12:30. BREAK FOR LUNCH

Board Member Cobenais is sworn in by County Commissioner Nelson.

Minutes: Minutes of the regular December meeting were reviewed by the board. Gunvalson made a motion to approve the minutes as submitted. Second by Rydeen. **Motion carried 5-0.**

NRCS: No Report

PROGRAM TECHNICIAN REPORT

AIS: Powell reported that the 2019 Budget is finalized and was approved by the County Board on 01/08/2019.

Forestry Program: Powell reported that he has two completed Forest Stewardship plans that qualify for the SWCD's Forest Stewardship program. Powell reported that Jason Zigler has 78.8 Actual Stewardship acres and is in a 75% incentive area. Powell reported that Robert Quady has 129 Actual Stewardship acres, 26 acres are in the 75% Incentive area and 103 acres are in the 50% incentive area. Rydeen made a motion to pay Zeigler an incentive payment of 601.20 for 78.8 acres in the 75% incentive area and Quady a total of \$548.12 for 26 acres in the 75% incentive Area and 103 acres in the 50% Incentive area. Second by Strandlien. **Motion Carried 5-0.**

Trees: Powell reported that currently 15% of trees have been sold. Powell noted that he has been busy ordering trees and recording orders as the come in.

Cost Share: Powell reported that he has been working with JPB engineers on 2019 potential projects. Powell noted that he has a meeting the Clearbrook/Gonvick Superintendent and Kim Anderson to discuss possible projects at the schools.

County Match Grant: Powell reported that the county is still on board with the Aerial Imagery project. Powell noted that the county has secured their funds and he is currently waiting to claim the funds from 2019 local capacity funding.

Water Planning: Powell reported that he has been working on wrapping up the 2018 Lake testing information. Powell noted that he will be conducting a 1W1P information meeting with SWCD supervisors, County Commissioners, BWSR reps and SWCD staff on February 8th.

Plat books: Cobenais made a motion to donate the remaining 2017 Plat books to Bagley and Clearbrook's schools. Second by Gunvalson. Motion Carried 5-0.

Other:

Meetings:

- Powell attended the Mississippi 1W1P meeting on 1/09/19
- Powell attended the Mississippi LSP meeting on 1/09/19
- Powell attended the Area VIII JPB meeting on 1/10/19
- Powell attended a County Board Meeting regarding AIS and 1W1P on 1/08/19

Upcoming Meetings:

- Powell plans on attending a Shoreland Training in Bemidji on 01/22/19
- Powell plans on attending a Mississippi 1W1P meeting in Bemidji on 01/31/19
- Powell plans on attending a WR 1W1P meeting in Ada on 02/06/19
- Powell plans on attending a 1W1P meeting for the County Board, SWCD Supervisors and BWSR representatives in Bagley on 02/08/19.

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: Income: Buell reported that in the month of December the SWCD recognized most of its revenue from the 2nd half of the Clearwater County Water Plan and funds claimed for 2018 AIS hours and expenses. ***Expenses:*** Buell noted that outside of regular expenses for the month of December additional charges were made from Deferred Revenue Cost Share for funds claimed for 2018 Cost Share Projects.

Monthly Treasurer's Report: Buell noted that for the month of December, outside of normal transactions there was a payment made to JAG for use of a Skid Steer out at the Conservation Farm, a payment to Prestby out of 2018 Buffer Law Cost Share and payout for Eck/Sawyer SWI out of Buffer Law Cost Share.

Deposit Detail: Buell noted that in the month of December deposits included a payment from PERA for the rate increase aid, plat book payments and Interest earned on accounts.

Balance Sheet: Buell reported that at the end of December the Checking Account balance was \$409,984.66. Buell noted that the Accounts Receivable balance in December was \$36515.77 which are open invoices to the county for AIS and the County Water Plan. Buell reported that she has been working on closing out the 2016 Cost Share, 2016 Local Capacity and 2017 Cost share all out of the Deferred Revenue.

A motion to accept the December financial reports was made by Strandlien. Second by Lewis. **Motion carried 5-0.**

Other Reports/Meetings:

DISTRICT OPERATION-Board Action Items

End of the year report: Buell requested that Peterson's LTD do the End of the Year Financial reports since the SWCD staff will be busy preparing for the PWRAP on March 14th. Buell noted the cost for the report is \$900. Rydeen made a motion to pay \$900 to Peterson's to conduct the SWCD's End of the year financial report. Second by Strandlien. **Motion Carried 5-0.**

Overmoe and Nelson 2019 Contract: Buell presented the board with the 2019 Cafeteria Plan provided by Overmoe and Nelson. Lewis made a motion to continue services as outlined by the Cafeteria Plan in the amount of \$500.00 and to contract with Overmoe and Nelson to do the district's 2018 W-2's and 1099's at the rate of \$10.00 each. Second by Strandlien. **Motion Carried 5-0.**

MASWCD Public Admin Training: Rydeen made a motion to pay 2150.00 for Buell to attend the MASWCD Public Admin Training. Second by Cobenais. **Motion Carried 5-0.**

MASWCD Dues: Strandlien made a motion to pay the MASWCD State Dues in the amount of \$2589.31. Second by Cobenais. **Motion Carried 5-0.**

Water Plan Coordinator: After board discussion Rydeen made a motion to run the Water Plan Coordinator Position again. Rydeen noted that the close date for applicant will be February 13th. Second by Cobenais. **Motion Carried 5-0.**

A motion to adjourn the meeting at 2:12 p.m. was made by Rydeen. Second by Strandlien. **Motion carried 5-0.**

Paul Rydeen, District Secretary

Date

"Leadership is the art of giving people a platform for spreading ideas that work." --Seth Godin

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.