OUTCOME DOCUMENTS FROM THE FEBRUARY 14, 2017 REGULAR BOARD MEETING

SUPERVISORS: Jan Anderson, Kevin Belholm, Gene Carda, Paul Hoppe, Joyce Sawatzky

STAFF: Deanna Pomije, Jacque Kelzenberg, Kyle Weimann

OTHERS: Dennis McNally

1. **Call to Order:** Chair Paul Hoppe called the meeting to order at 4:01pm.

   Approval of Agenda: M/S/Approved Anderson/Belholm to approve the agenda as written.

2. **Consent Agenda** (no discussion unless Supervisor requests)
   2.1 Financial
      2.1.1 Treasurer’s Report for December
      2.1.2 December Disbursement
      2.1.3 December Receipts
   2.2 Outcome Reports
      2.2.1 December 13, 2016 Regular Board Meeting Minutes
   2.3 Staff Reports
      2.3.1 District Manager
      2.3.2 Technician
      2.3.3 Administrative Assistant
   2.4 Upcoming Staff Meetings/Outreach/Training

   Pomije reported that the Soil Loss Law section of the Staff Report was amended to remove confidential complainant’s name. Carda will join Belholm on the District Land committee (Anderson will serve as alternate). M/S/Approved Carda/Belholm to approve the consent agenda.

3. **Approve Disbursements:** M/S/Approved Belholm/Carda to approve the January disbursements.

4. **Old Business**
   4.1 **Forestry Association** – matching funds. Pomije reported that she spoke with Mitch Lundeen; NRCS EQIP funds for forestry practices should be acceptable as an in-kind match. That will satisfy the initial $2,400 matching requirement for the first two years.
   4.2 **2017 Budget** – Pomije said that the budget was approved in January. Pomije spoke with County Coordinator Pat about adding a separate line item to the County Budget to remove the SWCD funding from Environmental Services/Public Works.

5. **New Business**
   5.1 **NRCS Report** – District Conservationist Shannon Rasinski provided an update on NRCS activities. The CSP application deadline was February 3. They are working with the MAWOCP program to identify potential landowners to enroll (partnership between NRCS-MDA-SWCD).
   5.2 **NRCS Operation Agreement** - review shared resources of $9,530. Pomije said that the purpose of the agreement was to account for shared equipment and services with the intention that each will provide...
equal value to the other. NRCS provides 2 computer terminals (including software, IT support) and 150 square feet of office space until the rental agreement is updated later in 2017. (Sawatzky arrived). The SWCD would provide a copier service contract, outreach events (3), front desk coverage, and 6 CTA toolkit plans (which can also increase technical JAA). Pomije said that the agreement should be flexible to account for changing circumstances and will be reviewed annually.

5.3 Personnel

5.3.1 Wage rate review: Pomije presented two options for 2017 wages: A) follow county calculation for 2017 including grade increase and 3%; B) no grade increase and increase split difference with 2018 rates plus 0.3% CPI. Anderson said that the Personnel Committee (Anderson and Sawatzky) reviewed the options but did not make a recommendation. Hoppe said that historically the District had tried to follow County procedures. McNally said that the County wage rates hadn’t been changed for several years and were the result of collective bargaining negotiations. Pomije would like to amend the personnel handbook to include a wage & salary policy that states that any step increases would be contingent upon available funds/the budget situation. M/S/Approved Carda/Sawatzky to use the County pay grid as a guide with annual review and comparison to surrounding Districts by the full Board in future years. M/S/Approved Sawatzky/Belkholm to adopt option B (no grade increase, split 2016/2018 difference, 0.3%) as 2017 wage rates starting April 1st.

5.3.2 Decision: New administrative assistant: 60% shared with Isanti or 75% Kanabec alone: Pomije prefers the 60/40 split and has had discussion with Isanti indicating that they are amenable to such an agreement. Mille Lacs is flexible with when the change would occur but they are planning to bring Weimann over full time during the summer. Pomije said that in preparation for hiring, the job description could be reviewed by the County to set the pay rate ($165). M/S/Approved Belkholm/Anderson to move forward with the 60/40 split with Isanti.

5.3.3 Review administrative assistant job description for new hire: Pomije said that the agreement and job description were based on the Mille Lacs agreement with some changes after discussion with Weimann. Anderson asked what would happen if Isanti withdrew from the agreement if the employee believes that they are full-time; Pomije said it would have to be dealt with at the time, whether the District can afford to pay the individual full time or would dismiss the position. As the employer, Kanabec SWCD would inherently take more risk (ie. unemployment). M/S/Approved Belkholm/Sawatzky to forward the job description as presented to the County for review on the pay scale.

5.4 2016 Year End Financials & 2015 Audit completed – review. Hoppe said that the audit was completed and accepted by the state. Pomije said that audits are either every 3 years or when $500,000 is received. Pomije said that one thing that is not included is the District Land; Weimann is working to make the update based on the original value in 1995. Pomije presented information on 2016 year end reports showing the unearned revenue and county revenue. Hoppe asked about: the AIS funding and whether it was going to continue. 2018 funding will depend on the Legislative session.

5.5 Program Updates – tree sale, plat book, buffers

5.5.1 Tree Sale – Weimann provided an update on sales to date. Pomije discussed selling trees to landowners for grant-funded projects. PCA does not see it as a conflict as long as fair market values are used.

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5.5.2 Plat Books – Weimann asked the Board for photographs of landscapes or restoration projects as well as any input into custom content. Anderson suggested having the recorder office (Lisa) and highway department (Deb) to check the information. Anderson recommended talking with the garden club and photo club as a source of photos. Anderson mentioned that in the past they put an ad in the paper asking for photos. Belkhoml recommended including information on trespass laws (for hunters).

5.5.3 Buffers – Kelzenberg said that there is an article and a map in the newsletter. The map only shows the parcels affected by the buffer law (no indication of compliance). All landowners that need further review were sent letters. McNally asked why the South Fork switched between public water and public ditch; Pomije said that most of the county ditches were initially flowing water that were improved to aid drainage.

5.6 Newsletter – proposed budget $3,850 for 12 page, full County distribution (6,300 HH): Pomije reported that the newsletter should be distributed on February 26th. Kelzenberg said that only the interior 4 pages will be in color to keep costs down. $2,965 for the partial color (v. $3,460). M/S/Approved Sawatzky/Belkhoml to print the newsletter in full color. Belkhoml would like to see a blurb about the buffer information on the front cover. Hoppe recommended bringing copies to Pokegama Lake Association to thank them for their donations.

6 Project Decisions

6.1 FY17 Capacity – Approve workplan: Pomije reviewed the work plan with the Board. It has been reviewed by BWSR and has been updated with suggested changes to show the county matching funds. It includes funding for the administrative assistant, technician, County-identified community projects, equipment, BMP cost share, and an additional vehicle. Hoppe said he was concerned about the perception of purchasing a vehicle with the capacity money. McNally said that the County has just started leasing some of their vehicles but does not know how it is going yet. M/S/Approved Sawatzky/Belkhoml to approve the workplan as presented.

6.2 Grant Reporting – Completed Grants:

6.2.1 FY16 Easement Delivery - $332 M/S/Approved Anderson/Sawatzky to approve the final grant financial report for FY16 Easement Delivery.

6.2.2 FY17 Easement Delivery - $321 M/S/Approved Belkhoml/Anderson to approve the final grant financial report for FY17 Easement Delivery.

6.2.3 FY15 State Cost Share - $9,607 M/S/Approved Anderson/Belkhoml to approve the final grant financial report for FY15 State Cost Share.

6.3 Snake River SWAG Monitoring – Authorize: Pomije said that the workplan and budget have been submitted for MPCA review and approval. It will require SWIFT approval for work orders; Pomije requests authorization to make such signatures. M/S/Approved Sawatzky/Anderson for Pomije to serve as authorized signatory for the SWAG contracts.

7 General Discussion / Public Input
Hoppe asked if all reporting deadlines were met – Pomije reported affirmatively. Belkhoml said that in future newspaper interviews it should be made clear that impaired waters are not wholly the fault of farmers.

8 Set Next Meeting Dates / Committee Reports

8.1 Regular Meeting: March 14, 4:00 PM
8.2 Education/Outreach Committee: Pomije would like to meet with Sawatzky to discuss general outreach plans for the year.

8.3 Snake River Watershed CAC: February 27th

8.4 Forestry Association: Hoppe reported that invited speakers did not come so it was a minimal meeting.

8.5 MASWCD Legislative Briefing & Lobby Day: March 20-21: Hoppe said that it was an opportunity to discuss with legislators the value of the District’s work. Belkholm said the legislature should be thanked for what they have done. M/S/Approved Carda/Anderson to authorize attendance of Hoppe and Belkholm.

8.6 Easements in the North Meeting with BWSR 2/7/17, Hoppe & Pomije attended Pomije reported that she attended a meeting with Hoppe in Brainerd with BWSR for easement programs. Most state easements are focused in the south and west since that is where the most impaired waters are; working to expand options for protection in northern region – cheaper, lower restoration cost. Request to BWSR for $2million in Snake and Kettle for easements. Currently HIGHLY unlikely to get easement funded. Hoppe has asked for a presentation to the SRWMB (March 27) to discuss the value of forestry easements for water quality protection.

8.7 AIS Workshop: March 1st (Kelzenberg to attend).

8.8 February 23rd: Water Plan Update (Pomije & Hoppe to attend).

9 Evaluate the Meeting – What worked? What could be more efficient? Hoppe said that the consent agenda works well as long as the Board has read in advance. Pomije said that staff provides copies of changed or new items but the Board should continue to bring the information sent. Anderson would like to limit the meeting to two hours. Kelzenberg suggested including information on what is needed for each agenda item in terms of motion / authorization. McNally said that the County Commissioners use designated time slots for items. Hoppe said it would be helpful if any committee could come in with a firm recommendation. Pomije said more could be added to the consent agenda.

10 Adjourn – Belkholm motion to adjourn. Carda Second. Motion carried. Adjourned at 6:44pm.

Approved:  

[Signature]

Date: 3/14/17