



## KANABEC SOIL & WATER CONSERVATION DISTRICT

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### OUTCOME DOCUMENTS FROM THE May 10, 2016 REGULAR BOARD MEETING

**SUPERVISORS PRESENT:** Mike Johnson, Gene Carda, Kevin Belkholm, Paul Hoppe, Betty Wilkins

**STAFF PRESENT:** Deanna Pomije, Kyle Weimann, Jacque Olson

#### **OTHERS:**

Chair Hoppe called the meeting to order at 2:09 p.m. Deanna Pomije will chair the meeting.

**April Meeting Minutes:** **M/S/Approved Johnson/Wilkins** to approve the April meeting minutes as written.

#### **FINANCIAL REVIEW**

**Financial Report:** Weimann explained the format of treasurer's reports as provided to the Board. It is based on a template used by Mille Lacs SWCD. **M/S/Approved Belkholm/Johnson** to approve the financial report.

**Vouchers:** Voucher list provided to the Board includes all disbursements. **M/S/Approved Belkholm/Carda** to approve the vouchers for payment.

#### **ADMINISTRATIVE**

- a) **Quickbooks:** Discussion at beginning of meeting of what is included in the two main options for payroll in Quickbooks. Basic would cost roughly \$350/year and produce paychecks; the enhanced option includes automatic tax forms, further reducing the possibility of error. **M/S/Approved Wilkins/Johnson** to approve the purchase of the enhanced option.
  
- b) **Tree Sale Report:** Weimann reported that the net sales were \$3,200 excluding staff time. Approximately 100 customers purchased trees. Staff will discuss pricing and varieties. Wilkins recommended using the DNR nursery for as many types as possible (i.e. wildlife packets) due to the lower price and better quality. There are 375 trees remaining; Pomije has asked Mora and Ogilvie schools if they take any. Hoppe offered to plant remainders on state land.
  
- c) **Website:** Weimann provided information on website options: stay with Kanabec County, basic, intermediate, advanced, and premier. Weimann said he thought it important from a public perception/relations standpoint having our own URL is important. Wilkins was inclined to move forward with a basic WordPress site; Belkholm said it was worth considering the intermediate option to be prepared for the future. Hoppe said that he might be more inclined to support the intermediate due to ongoing technological change. **M/S/Approved Wilkins/Johnson** motion to approve an intermediate website option. (-- Carda arrived --)

#### **INFORMATIONAL**

- a) **Technician Report:** Olson provided an update on recent activities
  1. Snake River Watershed: Attended the board meeting on April 25<sup>th</sup>. The Board is considering the contract with the Watershed Coordinator to clarify time and cost. Cycle 2 monitoring sites must be chosen by end of June.

- i. Three sites were visited for potential project development to stabilize shoreland and prevent erosion.
2. Water monitoring: Continuing DNR groundwater well monitoring. Stream monitoring for MPCA starts late May. Olson will work with volunteer Paul Weingarten.
3. Training: DNR Invasive Plant Identification (4/21). Pine County Geology Tour (4/26). Upcoming: RUSLE2, AIS volunteers, MAWQCP
4. Tree planting: worked with Conservation Corps to plant 500 fruiting shrubs, 63 oak, and 63 juneberry on the District land and in the Mille Lacs WMA
5. Other: In progress pit closures. Operation and maintenance plan for the Pink Diamond (Ann Lake)

[ Side Discussion: Knife Lake erosion issues. Carda is concerned with activity at the mouth of Knife River. ]

- b) **NRCS Report:** Shannon Rasinski was unable to attend. She provided a written report. There are 11 eligible EQIP projects and 3 waste pit closures in process.
- c) **District Manager Report** (provided at end of meeting):
  1. Biennial Budget Request: Pomije submitted the BBR following the April board meeting. It is a dream scenario of what could be productively used – BWSR uses the amount to ask the Legislature for funding. Examples of what is included: Ann Lake treatment, Mora Stormwater treatment, easement outreach in Northern part of county, etc.
  2. Forestry: Mitch Lundeen is looking for assistance for logging BMP implementation surveys.
  3. AIS update: educational events with lake association to train volunteers
  4. NRCS & SWCD Operation Agreement committee attended. They goal is create a new template for cooperation, particularly with computer terminals.
  5. CWF 2012 grant expired March 31, need to complete final report (time commitment).

## DISCUSSION

- a) **Supervisor Elections:** Four supervisor seats are up for election this year (1,2,4,5 – all but Carda). Filing takes place at the County Auditor May 17-31. If no one files, Weimann said that a write-in could win. In the event of a vacancy (ie. Write-in winner declines), the Board appoints temporary Supervisor until the next general election. Outreach: Wilkins recommended sending information out to Town boards, advertisement in Mora Advertiser; Belkholm suggested sending information to lake associations and tree customers.

Pomije said that terms need to be re-staggered. There is nothing that can be done for the 2016 election but they can be changed for the 2018. There is also the possibility to change boundaries to match County Commissioner districts.

Johnson said if the per diem were to change it should be passed by this Board. He recommended asking neighboring district what their per diem rates are. Weimann added that per diem should be paid quarterly rather than annually.

- b) **Farm Bill Assistance:** Applications are due May 20. Pomije can work with Pine SWCD to apply for funding that requires a 10% match (5% from local organizations). The position would promote CRP, EQIP, and RIM. Aitkin and Carlton share a position for wild rice easements. Pomije is inclined to wait until next year due to all the recent staff changes in both counties. Hoppe said that there may be a possibility to do a full time agricultural outreach position using Farm Bill and other grant funds. Belkholm and Wilkins expressed concern about hiring additional people with soft grant money that could be withdrawn.

- c) **Area 3 Resolutions:** Resolutions can be submitted any time now with a July 21<sup>st</sup> deadline. The area 3 resolution meeting taking place on June 3<sup>rd</sup>. Pomije mentioned that one resolution for consideration will be to exempt SWCDs from sales tax. Johnson and Carda would like to attend the resolution meeting. **M/S/Approved Wilkins/Carda** to allow any board member to attend with expenses paid.

## **DECISIONS**

- a) **CWP 2015** – contract to fund up to 75% of waste pit closure (part EQIP funding)  
Bill Olin - \$7,593.77 [previously approved on 4/29 by Johnson, Carda, Wilkins]
- b) **County-paid AIS invoices:** Invoices need approval from the Board before being sent to the County for reimbursement. Remaining funds from 2014-15 were divvied between lake associations (\$8,258 each).
- Ann Lake Association – floating keychains \$560.23 for educational outreach at the boat launch.
  - Quamba Lake Association – Spraying for Curly Leaf Pond Weed: \$8,258
  - Lewis Lake Association – proposal for hand pulling of CLPW; Lewis doesn't have CLPW to the same extent as others but do have a toxic red algae and habitat for rare/endangered minnows.
- M/S/Approved Carda/Johnson** to approve the invoices for County payment.
- c) **Ann Lake Loading Study 319:** The grant is to sample the lake to determine what future treatment would work without harming the wild rice. Wenck will pull the samples and send to UW-Stout for testing. Hoppe said he is concerned that no treatments will be acceptable because the effects on wild rice are unknown. The contract would also provide assistance to conduct a public meeting and provide a final report. ( -- Wilkins left -- ) Total project cost \$19,110. **M/S/Approved Johnson/Belkholm** to approve the contract with Wenck and UW-Stout for the Ann Lake 319 grant. Pomije asked for authority to approve a contract with UW-Stout to test the sediment cores. **M/S/Approved Belkholm/Carda** to permit Pomije to sign the contract.
- d) **2015 Financial Audit:** A bid of \$1,925 was received from Peterson Company to conduct the required 2015 audit. Hoppe asked where the funding comes from; Weimann replied that it is included in the general overhead that is part of the BWSR billable rate so every grant pays a small amount. **M/S/Approve Johnson/Carda** to approve Peterson Company as the auditor for 2015.
- e) **District Land:** Pomije recommended conducting baseline soil tests on the fields on the District land to evaluate changes over time. Basic tests cost approximately \$15 each plus shipping. Additional tests for biodiversity are possible. Calcium and magnesium are an additional fee of \$7 each test; \$7 for sulfur; \$12 for zinc, copper, manganese. A soil scientist would also visit to examine overall soil health (infiltration, compaction, etc.) **M/S/Approved Johnson/Carda** to allow Pomije to order soil tests as appropriate up to \$300.
- Belkholm is concerned about the lack of gravel covering the culvert. Johnson said he would like to see a small gravel parking lot and maybe at that time add some to the road/culvert. Pomije is looking for additional members for the committee. Belkholm and Pomije will fill the committee as possible.
- Hoppe and Pomije got additional information on Kernza, the perennial intermediate wheat grass, for planting on District land. The price of the seed does not need to be paid upfront. They are ready to expand to get more acres for production. They would help with marketing to match the producer with buyers.
- f) **AgBMP Loan Application:** Pomije said that the AgBMP application from Martin Kroska (Isanti County) has not yet received a final estimate to replace a failing septic drain field but would like to

move forward. **M/S/Approved Belkholm/Johnson** to approve the application.

- g) **District Manager Job Description:** Pomije reported that the analysis based on the job description as approved by the Board in April, came back at level 14 with a pay range \$24.19-\$29.63. She reviewed the accomplishment report with the personnel committee previously. **M/S/Approved Johnson/Carda** to move Pomije to grade 14 step A starting the first pay period after the 1-year anniversary.

**MISCELLANEOUS**

Weimann mentioned that he will be attending an administrative training event. **M/S/Approved Carda/Johnson** to pay half the costs of the administrative training.

Olson asked to bank overtime instead of taking unpaid time during probationary period. The personnel committee approved.

**Carda motion to adjourn; Hoppe second. Motion carried. Next meeting June 14<sup>th</sup> at 1:00pm.**

**Approved:**

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**Date:** \_\_\_\_\_