



2008 Mahogany Street, Suite 3
Mora, MN 55051
(320) 679-3982
info@KanabecSWCD.org

Outcomes Documents - Regular Board Meeting

Tuesday, July 9, 2019 4:00 pm

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

STAFF: Deanna Pomije, Nick Smetana

OTHERS: Dennis McNally

1. 4:02 Call to Order - *Approval of Agenda

M/S: Carda / Anderson Motion to approve the agenda as presented at the meeting.

Affirmative: Sawatzky, Anderson, Carda, Hoppe

Opposed: None **Abstain:** None

2. 4:05 NRCS Report (Rasinski) She mentioned a new Conservation Security Program's Grassland Conservation Initiative paying \$18/ac. for 5 yrs. on FSA base acres. Staff is busy processing EQIP applications, Food Security Act random Compliance Reviews and other general conservation technical assistance. Bob Zimmer's Soil Health Field Day for conservation staff on 6/20 went well. Jon Steven's Soil Health Day is set for 9/10 (Board meeting day) near Rock Creek in Pine Co. Plans are also under way for a Forestry Workday for land owner set for later Aug. in Hillman Twp.

3. 4:20 *Consent Agenda (no discussion unless Supervisor requests)

- 3.1. Financial – receipts & disbursements, balance sheet, profit & loss report
- 3.2. Outcomes Document - June
- 3.3. Staff Reports
- 3.4. Upcoming Staff Meetings / Outreach / Training

M/S: Anderson / Hoppe Motion to approve the consent agenda with discussion on the items below.

Affirmative: Sawatzky, Anderson, Carda, Hoppe

Opposed: None **Abstain:** None

Hoppe asked about the Adm. Position vacancy and if the contract with Isanti for the shared Adm. Position was and issue from which to withdraw. Pomije said no, it wasn't; this is was just a formality. Determan from Isanti previously said it would be ok, if we ever sought a full time Adm. Position and that they would seek their own part time Adm. Position.

Hoppe also asked about the Rum 1W1P meeting that Smetana recently attended. Smetana described briefly the planning discussion on forestry easements for the protection of the drinking water source of the Twin Cities. Penning from BWSR was at the meeting expressing his support. McNally added that the policy committee has set their by-laws. They state that if a member misses two consecutive meetings then they are no longer a voting member.

Belkholm arrived to the meeting at 4:17 pm.

4. 4:35 *Approve Treasurer's Report

M/S: Anderson / Hoppe Motion to approve the treasurer's report as presented.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

5. 4:45 Business

5.1. *District Administrative Assistant – job description revision

- Co. contractor to review and place into pay grade scale
- Full time / part time,

Pomije reviewed the additions made to the Adm. Job Description. She stated that the additions didn't add much responsibility to the position, mostly just more detail on the expectations. Belkholm suggested the addition of the plat book revision, done every three years. She doesn't recommend a review of the position for a pay scale review, as done previously for the position. The position is currently listed in grade H (8) or \$18.46 - \$22.62 / hr. (2019 County rates). Pomije stated that the District can afford paying a full-time Adm. Position as long as our BWSR Capacity funds continue. Belkholm suggested having an exit interview with LeRoy. This was offered to her, but she has yet to complete one.

M/S: Hoppe / Anderson Motion to fill the Adm. Vacancy as a full-time position with the updated job description as presented at the pay grade 8.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

M/S: Carda / Hoppe Motion to post the Administrative Assistant vacancy as a full-time position.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

5.2. *Request withdrawal from Isanti/Kanabec Administrative Assistant shared employee contract

Hoppe asked if this was just a formality; Pomije answered yes it was.

M/S: Anderson / Belkholm Motion to approve the withdrawal from the Isanti/Kanabec Administrative Assistant shared employee contract.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

5.3. * Mille Lacs - Administrative Assistant, Maggie Kuchenbaker,

offered Adm. coverage over interim on Tuesdays, 2018 Audit 7/22

Yes, the audit is still planned with this vacancy.

M/S: Hoppe / Carda Motion to approve offering Maggie Kuchenbaker (Mille Lacs SWCD) compensation at her billable rate (mileage as needed) for helping us out with administrative duties on Tuesdays during this interim vacancy.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

5.4. *AIS Expenses – total \$8,349.51

- 2019 Q2 Staff time on AIS services \$981.75 (routine invoice)
- Curly Leaf Treatment – Knife Lake \$7,367.76

*Summer Conservation Assistant – option to increase pay to \$13/hr.

Ann Lake Watershed Alliance offered to pay the added cost - \$14/hr. (~\$100+)

Hoppe questioned if the Knife Lake spraying was done in time. Yes, it was completed on May 15.

There was a brief question and answer on how the curly leaf pond weed is contracted for spraying with the lakes. Pomije answered these questions. There was a suggestion to post the Summer Conservation Assistant Position with the 7 County Senior Federation, but their quarterly newsletter already went out.

M/S: Belkholm / Carda Motion to pay a \$14/hr. rate for our Summer Conservation Assistant Position.
Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm
Opposed: None **Abstain:** None

M/S: Carda / Anderson Motion to approve the AIS expenses listed above, totaling \$8,349.51.
Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm
Opposed: None **Abstain:** None

5.5. Tree Sales Report – sharing option with Mille Lacs SWCD

Pomije provided a hand out summarizing the 2019 District Tree Sales. There were 9,800 trees ordered, 8,875 trees sold and 925 trees donated to the Ogilvie School at the end. There was a clarification on the net profit of \$782.67. A discussion ensued on whether Kanabec SWCD wanted to pursue a joint tree sale with Mille Lacs SWCD to cut down on administrative costs and offer more tree varieties jointly. It was mentioned not wanting to pull the tree sale away from Mora, with a move to possibly the Ogilvie area. How would the split in sales be shared and how would the tree ordering proceed to ensure accurate inventory? It was decided to leave the tree sales as they currently are in Mora with the Kanabec SWCD.

5.6. AgBMP Loan Approval – fund level \$0 remaining

Isanti Co. – Greg Smegal, septic, \$19,000

No motion needed as approval for AgBMP Loans were previously authorized by this board, for the District Manager to approve. Isanti county of late, has been referring people in need of septic systems to us for the AgBMP program.

5.7. *Forest Stewardship Plans completed, approval to pay Timberlane Forestry \$1,868 from TNC Forestry Services contract.

Timberlane Forestry, Erik Eggen – 3 plans, (pending plans) total \$2,158

- Holznagel, Clayton: Ford sec 21; 40 ac - \$130
- Mattson: Arthur sec 7; 80 ac - \$210
- Dahlquist: Knife Lake sec 18,19; 739 ac - \$1,528
- Holznagel, Mike: Ford sec 21, 22, 28; 120 ac - \$290

M/S: Anderson / Belkholm Motion to approve payment on the forest stewardship plans completed by Timberland Forestry for \$2,158, once all the required paperwork was submitted.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm
Opposed: None **Abstain:** None

5.8. *Requesting District Technician, Nick Smetana be given District check signature authority

M/S: Hoppe / Sawatzky Motion to approve District Technician, Nick Smetana be given Kanabec SWCD check signature authority and to withdraw Jacquelynn Kelzenberg’s signature authority.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm
Opposed: None **Abstain:** None

5.9. *2020 Preliminary Budget

*1995 S10 Truck, 150,000 mi. exhaust work ~\$500, air conditioning repair

Possible newer used vehicle, pull decontamination unit, Capacity FY18 - \$20,000 funds

Pomije reviewed the preliminary 2020 Kanabec SWCD budget with the board. She explained the proposed \$36,032 to be the total of staff time not funded by other base grants, plus \$5,000 to go toward the purchase of a newer vehicle to replace the 1995 Ford S10. The S10 is currently in need of ~\$500 in exhaust work and the air conditioning does not work. There are unknowns at this time, if we would need a vehicle that can pull an AIS decontamination unit. A question arose if AIS funds could be used to help purchase a vehicle to pull a decontamination unit. This will have to be researched. The COLA Board is

currently discussing the possible purchase of a decontamination unit in 2020. Belkholm commented liking the new format for the 2020 budget. In reviewing the budget other questions were asked to clarify numbers; as well as minor adjustments in some of the numbers. Questions arose on the actual vs. 2019 budgeted numbers. Our budget numbers cannot be directly read in QuickBooks, apart from our facility costs. They are currently not maintained this way and have not been set up in QuickBooks. Our time tracking with employee expenses is outside of QuickBooks. Pomije explained some of the complexities of our budget with grant expenses. This budget will continue into the August SWCD Board Meeting agenda.

M/S: Carda / Belkholm Motion to approve the estimated \$500 toward an exhaust system for the S10 vehicle.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

M/S: Belkholm / Anderson Motion to approve the budget request to the County at \$36,032 as described above.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belkholm

Opposed: None **Abstain:** None

6. 5:45 Supervisor Check-In (Supervisors weigh in on a topic) Topic:

Hoppe inquired about the Snake 1W1P planning application. The announcement on funding won't come until ~September from BWSR.

Belkholm requested to personally graze (~20 ac) of the District Land on the west end, adjacent to his property. He would be grazing his dry cows, 10-40 head. Belkholm mentioned needing shade for his cattle. Hoppe mentioned liking this idea to demonstrate silvo-pasture techniques. Pomije asked if the board wanted the technical staff to work with Belkholm on a grazing plan. In the past Belkholm was allowed to graze and then later asked not to graze, possibly due to damage to planted trees.

M/S: Carda / Hoppe Motion to approve Belkholm to graze the District Land.

Affirmative: Sawatzky, Carda, Hoppe

Opposed: Anderson **Abstain:** Belkholm

7. 6:00 **Project Updates:**

The consent agenda includes details on the Snake Board projects. Sawatzky mentioned liking the reduction numbers listed in the consent agenda.

8. 6:10 **General Discussion / Public Input**

McNally requested that the pledge of allegiance be recited at the start of our meetings with a flag in the room. This was agreed as easily acceptable.

8. 6:20 **Set Next Meeting Dates / Committee Reports** – next meeting dates

- 7/11 - COLA-AIS Meeting, 5 pm, Public Services Building, west end entrance (Sawatzky)
- 7/17 tentative – Forestry Workshop, Professionals, Mora 1-5 pm
- 7/18 - Forestry Association Meeting – 9:30 in McGregor (Carda, Hoppe)

- 7/22 - Snake River Watershed Board, 9am (Hoppe, Pomije)
 - 7/26 – TSP Meeting, 10 am Duluth (Hoppe)
Hoppe gave a brief report on this meeting.
 - 8/13 - Regular SWCD Board Meeting, 4 pm
 - 8/24 tentative – Forestry Workshop, Land Owners, Hillman twp.
9. 6:30 **Evaluate the Meeting** – What worked? What needs further discussion?

Agenda items for next month?

10. 6:35 Adjourn Regular Board Meeting

M/S: Carda / Belholm Motion to Adjourn our Regular Board Meeting at 6:10 pm.

Affirmative: Sawatzky, Anderson, Carda, Hoppe, Belholm

Opposed: None **Abstain:** None

***Seeking Board Decisions**

Approved: _____ **Date:** _____