

MINUTES FROM THE DECEMBER 16, 2010 REGULAR BOARD MEETING

Minutes from the Todd Soil and Water Conservation District Board Meeting, held at Todd Soil & Water Conservation District Office, 607 9th Street Northeast, Long Prairie, MN 56347.

Chairman Tom Williamson called the meeting to order at 9:34 a.m.

Members Present: Chairman Tom Williamson
Vice Chairman, Lee Buchholz
Secretary Kenny Pesta
Treasurer Dale Katterhagen
Member Norm Krause

Others Present: Gerry Ruda, County Commissioner
Sandy Rohr, District Manager
Greg Ostrowski, Technical Manager
Ed Uhlenkamp, WCA Coordinator/Feedlot Technician
Sarah Primus, Administrative Assistant
Amy Piekarski, Resource Conservationist
Russ Kleinschmidt, District Conservationist
Jason Weinerman, BWSR Representative

Grant Pearson, NRCS Nutrient Management Specialist was introduced to the Board.

The Pledge of Allegiance was recited.

Motion by Pesta seconded by Krause to approve the agenda.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

Motion by Katterhagen, seconded by Krause to approve the minutes from the October 21, 2010 regular board meeting.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

The District Board reviewed the financial statements dated October 31st and November 30, 2010. Motion by Pesta, seconded by Katterhagen to accept the October and November 2010 financial statements and approve payment of all disbursements totaling \$30,270.71 and \$38,504.63 respectively and December 2010 disbursements to date totaling \$90,951.49.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

COMMISSIONER'S REPORT: Gerry reported that Todd County is reviewing the new Flood Plain Ordinance and map, also that DNR and FEMA is dictating the process. Todd County will be adopting the new plan to protect citizens living within the flood plain area. LIDAR mapping will provide more accurate elevations, but it won't be available for 2 years. Todd County budget was reduced by 1.9%. The sale of bonds to renovate the Historic Courthouse has been approved and departments effected by the relocation will continue meeting to review office space arrangements. Employee labor negotiations are complete, county department consolidations will allow for another 5-8 positions being eliminated.

WES MIN RC&D REPORT: Tom reported on Wes Min's activities and meetings.

RC&D MEETING: Motion by Katterhagen, seconded by Pesta to approve attendance and paying Tom's registration for the RC&D Annual Meeting in St. Cloud on January 26th.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

STAFF REPORTS: (Attached) in addition, Sandy reported that the mileage reimbursement will increase to \$.51 per mile January 1st, a MASWCD Resolution finally passed ending the Annual Meeting on Tuesday following the Conservationist Luncheon. Greg reported that he'd attended the Todd County Livestock Advisory Meeting and expressed concern with the direction a few folks would like to go in changing the Todd County Feedlot Ordinance in relation to the amount of manure storage required. Ed reported there will be a Todd County Feedlot Meeting on March 23rd at the Clarissa Ballroom and a Contractor's Meeting on February 23rd in the Todd County Commissioner's Board Room. Ed also discussed DELTA, MPCA's reporting system that he and Sarah will be using to enter/edit Todd County Feedlot information, 2010 data must be entered by February 1, 2011. Sarah reported that she recently sent out 30 reminder post cards to the people that have not yet responded to the initial feedlot mailing to 660 clients. Amy reported that the Todd County Comprehensive Local Water Management Plan will be going for the final Regional review on January 12th in Wadena and that a \$203,158 CWL BWSR grant application to work in the Swan River watershed area has been approved, work will take place during 2011-2012.

POLICY ON CONTRACTOR LIST: Motion by Katterhagen, seconded by Pesta to approve a Todd SWCD Policy on the Contractor's List. Simply put; if a contractor wants to be on a list the SWCD provides to potential clients, they must attend the annual meeting sponsored by Todd SWCD and Todd County ELRM.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

BWSR DISTRICT SELF-EVALUATION: Jason Weirnerman attended the meeting encouraging Todd SWCD to go through the process of a self-evaluation, BWSR hasn't done one on an SWCD and because we'll be having staff changes Jason felt we'd be a good candidate to learn our strengths and weaknesses. The assessment would begin in March of 2011. Motion by Pesta, seconded by Katterhagen to agree to the process.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

SWCD SEMI-ANNUAL NEWSLETTER: Sarah and Amy presented a draft copy of the SWCD's proposed 4 page semi-annual newsletter, if approved it will have a circulation of 9,800 throughout Todd County and will be printed and distributed as an insert through the Long Prairie Leader Office. Sarah and Amy will be doing the design, layout and editing which will save approximately \$250 per issue. Annual cost will be approximately \$2,800. Motion by Katterhagen, seconded by Buchholz to approve the newsletter as proposed.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

EDUCATION FUNDING REQUEST: Motion by Krause, seconded by Katterhagen to approve a \$100 donation to St. Agnes School to help fund their 5th and 6th grade student's trip to Long Lake Conservation Camp in January.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

COST SHARE ACTION: Please see attachment for approved cost share action.

AG BMP LOAN PROGRAM: Motion by Katterhagen, seconded by Buchholz to approve eligibility for Kelly Holmquist to apply for \$11,900 Ag BMP loan for Conservation Equipment.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

ADOPTION OF TODD COUNTY'S COMPREHENSIVE LOCAL WATER MANAGEMENT PLAN: Motion by Krause, seconded by Buchholz to approve adopting the Todd County Comprehensive Local Water Management Plan as Todd SWCD's Comprehensive Plan, covering calendar years 2011-2015.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

SWCD AND ELRM CO-LOCATION: Board consensus to have Sandy and staff proceed with taking the lead in merging with Todd County departments as proposed by the County Administrator. Jason commented that at least one employee would have to remain at the least a part time SWCD employee to comply with state regulations in relation to some program rules.

SIGNATURES ON SWCD CHECKS: Sandy requested that Sarah be added as a third signature option on SWCD checks beginning in January since Sarah will be brought into the financial business of the SWCD. The SWCD Treasurer will continue to be the first option and Sandy a second. Motion by Pesta, seconded by Buchholz to approve the check signing as proposed.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

2010 BILL PAYING: Motion by Pesta, seconded by Katterhagen to approve having Sandy pay all accounts payable prior to the end of the year.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

2011 BOARD REALIGNMENT: Motion by Krause, seconded by Katterhagen to approve the Board realignment beginning in January 2011 as follows: Chairman Buchholz, Vice Chairman Pesta, Secretary Katterhagen, Treasurer Krause, and Member Williamson.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

BWSR COMMENTS: Jason commented that this is going to be a tough year with the state legislature because of the change in political parties and that MASWCD lost their long time lobbyist. He stated that SWCD's need to take independent affirmative action in getting their message to the legislature.

DIRECT DEPOSITS OF SUPERVISOR COMPENSATION CHECKS: Norm asked if the Board's compensation/expense reimbursement checks could be direct deposited. Sandy stated that she'd checked into it for the employees and the cost through MN National Bank was prohibitive because of special software we'd have to purchase, but if we'd switch to a Savings & Loan institution it would be free of charge. Consensus is that it's not cost effective at this time.

REGULAR MEETING CLOSED FOR THE EXECUTIVE MEETING

EMPLOYEE BENEFIT REVIEWS: All employee reviews having been very successful, the following action was taken by the Todd SWCD Board of Supervisors:

Motion by Pesta, seconded by Krause to move Sarah to Step 11 on the SWCD Wage Scale effective, January 1, 2011.

Affirmative: Buchholz, Pesta, Krause, Williamson.
Opposed: None.
Abstained: Katterhagen.

Motion carried.

Motion by Katterhagen, seconded by Buchholz to adopt the policy to increase each SWCD employee's insurance benefit by \$3,000 beginning in January of the year they reach their 5th year anniversary date, including employees that are beyond their 5th anniversary with the SWCD, effective January 1, 2011.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

Motion by Krause, seconded by Katterhagen to approve moving Ed to Step 23 and Amy to Step 19 on the SWCD Wage Scale, effective January 1, 2011.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

TODD SWCD 2011 BUDGET: Todd SWCD's 2011 Budget was reviewed, Sandy pointed out several variables that may have an impact on the final budget outcome, but that the budget can be amended if and when they occur.

SWCD PERSONNEL POLICY: The proposed Personnel Policy changes were reviewed. Motion by Krause, seconded by Pesta to adopt Todd SWCD's revised Personnel Policy taking effective January 1, 2011.

Affirmative: Buchholz, Pesta, Katterhagen, Krause, Williamson.
Opposed: None.

Motion carried.

NEXT REGULAR MEETING: The next regular board meeting will be held on Thursday, January 20, 2011 beginning at 9:30 a.m. at the SWCD Office at 607 9th Street Northeast, Long Prairie, MN 56347.

ADJOURNMENT: Chairman Williamson adjourned the meeting at 12:11 p.m.

Dale Katterhagen, Secretary

Dated