

AITKIN COUNTY SWCD
130 SOUTHGATE DRIVE
AITKIN, MN 56431

Minutes of the Aitkin County Soil & Water Conservation District Board of Supervisors meeting held on Tuesday, May 21, 2019 at 9:00 a.m. at the Ag Service Center. Meeting was called to order at 9:05 a.m. by Frank Turnock, Chair

Those present were:

Those absent were:

Frank Turnock, Chair
Roger Vogt, Vice Chair
Tom Fasteland, Secretary
Bob Roseberg, Treasurer
Bob Janzen, Reporter
Steve Hughes, District Manager
Lori Nelson, District Secretary
Chris Pence, MN BWSR Board Conservationist

Additions to the agenda:

- Forestry Resolutions
- Severance Pay

A motion was made by Tom Fasteland and seconded by Bob Janzen to approve the agenda with additions. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Bob Janzen to approve the April 19, 2019 minutes. Approved unanimously.

TREASURER'S REPORT/MARCH & APRIL

A motion was made by Roger Vogt and seconded by Bob Roseberg to accept the March financial statement. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Bob Janzen to accept the April financial statement. Approved unanimously.

CHECKS WRITTEN

A motion was made by Tom Fasteland and seconded by Bob Roseberg to approve checks written. Approved unanimously.

AIS UPDATE

Inspectors started Friday, May 10, 2019. New AIS towel was shown. Update given on the Bait Water Project.

WRAPS UPDATE/GRAND RAPIDS AND BRAINERD

Update given.

DRILL RENTAL POLICY

Reviewed the drill rental policy—rental rates, delivery rates etc. A motion was made by Tom Fasteland and seconded by Bob Janzen to approve the drill rental policy with delivery rate changes to read 0-10 miles, \$50, 11-25 miles, \$75, 26-45 miles, \$100 and \$2.50 each additional mile. Approved unanimously.

PERSONNEL POLICY/SICK LEAVE, DEFINITION ETC.

Discussion.

Page 8 Definition of Termination, **delete “voluntary resignation.” Termination definition to read Involuntary discharge, or discontinuation of employment with the SWCD.**

A motion was made by Tom Fasteland and seconded by Roger Vogt to approve the change on termination definition. Approved unanimously.

Page 24 Review and no change under Voluntary Separations Section C

Page 31 Article 5, Employee Benefits and Services Subject 5.d Sick Leave

The maximum carry-over of sick leave from one year to the next per employee shall be 192 hours. **Maximum sick leave at any time during the year is 288 hours.**

Regular part-time employees **earn** sick leave benefits on a pro-rated basis. **Regular part-time employees maximum carry over of sick leave from one year to the next per employee shall be 192 hours.**

A motion was made by Tom Fasteland and seconded by Bob Roseberg to approve sick leave changes. Approved unanimously.

Page 66 Article 8 Information Systems Policies, Subject 8.c Hardware and Software, Retention and Systems Back-Ups B. **Software take out “by the MIS Department” and change to “by the District Manager.”**

Page 67 C. Virus Protection: Delete and replace with **“Individual computers must have an anti-virus installed.”**

A motion was made by Tom Fasteland and seconded by Roger Vogt to adopt MIS changes. Approved unanimously.

PERSONAL DAYS

Discussion re: adding 4 personal days for current employees and new hires. This would be given each year, cannot be carried over and would not be a part of severance pay. Personal leave may be used during the probation period.

A motion was made by Tom Fasteland and seconded by Bob Janzen to approve 4 personal days, write it up and bring to June meeting and can amend if needed. Approved unanimously.

SAM SEYBOLD/BUFFER SPECIALIST

Introduced himself and gave background on work experience.

BILLS OVER \$3,000

RESPEC, WRAPS BRD./\$14,915.04

A motion was made by Tom Fasteland and seconded by Bob Roseberg to approve payment of \$14,915.04 to RESPEC. Approved unanimously.

MN DNR, TREES & SHRUB/\$3,576

A motion was made by Bob Roseberg and seconded by Bob Janzen to approve payment of \$3,576 to MN DNR. Approved unanimously.

SHIRTS PLUS, AIS TOWELS & MISC./\$19,860.40

A motion was made by Roger Vogt and seconded by Bob Roseberg to approve payment of \$19,680.80 to Shirts Plus, 60% now and 40% when towels are completed. Approved unanimously.

SEVERANCE PAY/DENNIS THOMPSON, MITCH LUNDEEN, SHANNON WESTERLUND

A motion was made by Tom Fasteland and seconded by Bob Janzen to approve \$9,825.93 in severance pay to Dennis Thompson. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Bob Roseberg to approve \$11,468.20 in severance pay to Mitch Lundeen. Approved unanimously.

A motion was made by Bob Roseberg and seconded by Roger Vogt to approve \$2,314.46 in severance pay to Shannon Westerlund. Approved unanimously. When Shannon left she was only paid for her vacation hours and not sick leave hours.

A motion was made by Frank Turnock and seconded by Bob Janzen to send a thank you letter to them for their years of service. Approved unanimously.

FORESTRY/TECHNICIAN POSITION

Steve will advertise for the Forestry/Technician position. Discussion re: 5 person Interview Committee. It will be decided at the next SWCD Board meeting in June.

2019/2020 FUNDING OUTLOOK

Discussion

COST-SHARE PROJECT APPLICATIONS

DOUGLAS & LISA LEMAY, SHORELAND STABILIZATION, BIG PINE LAKE/WAGNER TOWNSHIP/DISTRICT CAPACITY 18

Janet went through this project breaking it down into three different parts.

Component 1 \$3002.78
(1290 Native Plants, Reed Canary Removal)

Component 2 \$3140
(Stabilization with Envirogrid)

Component 3 \$1560 Bank Stabilization

Entire project cost estimate is \$10,270.37, \$7702.78 75% of the total cost.

Funding would come from District Capacity 18

A motion was made by Tom Fastland and seconded by Bob Roseberg to approve Component 1 and Component 3 for a total of \$4562.78, total not to exceed 75%. 75% is 3422.09. Approved unanimously. Janet will bring the cost-share application with new dollar amounts to the Board in June to sign.

JESSE ULMER, SHORELAND REVEGETATION, MILLE LACS LAKE, WEALTHWOOD TWP, \$945/DISTRICT CAPACITY 18 & FY 19 COST-SHARE

A motion was made by Bob Roseberg and seconded by Bob Janzen to approve cost-share application for Jesse Ulmer, total cost-share project \$1260 (Component 1 \$50, Component 2 \$30, Component 3 \$580 and contract labor

\$600) total not to exceed 75% of the total cost. 75% is \$945 Approved unanimously.

RESPEC, WRAPS, BRD./\$8,426.85

A motion was made by Tom Fasteland and seconded by Roger Vogt to approve payment of \$8,426.85 to RESPEC. Approved unanimously.

DISTRICT TECHNICIAN'S REPORT (No written report)

- Contractor Workshop was well attended
- Mille Lacs/Round Shoreland Homeowner's Guide handed out
- Big Sandy Newsletter, over 4,000 were mailed out
- Presentation with Melanie from Carlton on May 6th Cromwell 4th grade
- Rivers & Lakes Fair, June 16, 2019 busy with advertising and brochures
Sam has been helping along with the Rivers & Lakes Fair Committee
- Penny Stiles, new volunteer working with Penny on Starry Trek statewide event coming up
- Plant Sale, plants will be here on the May 30th and May 31st
- Updates on WRAPS projects

FORESTRY RESOLUTION (ADVOCATING FOR A STATEWIDE INTERACTIVE FORESTRY PRACTICE DATABASE)

The SWCD Board reviewed and discussed Forestry Resolution (Advocating for a Statewide Interactive Forestry Practice Database. A motion was made by Bob Roseberg and seconded by Tom Fasteland to support and bring to Area III Resolutions meeting. Approved unanimously.

FORESTRY RESOLUTION (ADOPTION OF A SILVOPASTURE PRACTICE STANDARD IN MINNESOTA)

The SWCD Board reviewed and discussed Forestry Resolution (Adoption of a Silvopasture Practice Standard in Minnesota). A motion was made by Tom Fasteland and seconded by Bob Janzen to support and bring to Area III resolutions meeting. Approved unanimously.

SNAKE RIVER REPORT (Bob Roseberg)

- Application 1W1P
- Project Grant is ending June 30, 2019.

DISTRICT MANAGER'S REPORT

- AIS meeting update

NRCS REPORT (Candi Fuller)

- Program updates (CSP, EQIP, RCPP, CTA, ACEP)
- Events & Training

BOARD CONSERVATIONIST REPORT (Chris Pence)

- Pine River One Watershed One Plan update (Update closing on June 4, Public Hearing on June 26, 2019 Ideal Town Hall. Update is available for review on the website.

AREA III RESOLUTIONS MEETING/JUNE 14, 2019

Frank Turnock, Tom Fasteland, Bob Roseberg, Bob Janzen, and Steve Hughes will attend. Discussion at the meeting re: bylaw change for Treasurer, making one of the counties Treasurer for Area III.

The next SWCD Board meeting will be Tuesday, June 18, 2019 at 9:00 a.m. at the Ag Service Center.

A motion was made by Tom Fasteland and seconded by Bob Janzen to adjourn at 12:05 p.m.

Respectfully submitted,

Tom Fasteland
Secretary

