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**SWIFT COUNTY SOIL AND WATER CONSERVATION DISTRICT**

# MINUTES FROM THE January 10, 2019 BOARD MEETING

The regular meeting of the Swift County SWCD was held in the FSA Building Conference Room, Benson Minnesota January 10, 2019.

**MEMBERS PRESENT:**

President – Dale Schlieman

Secretary –

Treasurer – Orvin Gronseth

P & I - Carl Ahrndt

**Abse**nt: Vice President – Mark Weimerskirch

**OTHERS PRESENT:** Sheri Gades SWCD, Andy Albertsen SWCD, Dalton Herrboldt SWCD, and Ed Peterson

Meeting was called to order at 8:00 A.M. by President – Dale Schlieman

**Motion was made** **by Gronseth seconded by Ahrndt to approve the Secretary Report and the Agenda and have Ahrndt as temporary Secretary.**

**Affirmative: All Motion carried**.

**Designation of Officers:** Schlieman – Chairman, Weimerskirch – Vice Chairman, Gronseth – Treasurer, Ahrndt – Secretary. We will be looking for someone to fill Schuerman’s seat on the Board.

**Motion was made** **by Gronseth seconded by Ahrndt to approve the Officers as listed above.**

**Affirmative: All Motion carried**.

**Old Business:**

**Employee Reviews:**  Due to small group in attendance, it was decided to table this until the next meeting.

**New Business:**

**Official Financial Institution:** We will be keeping our accounts at the Co-op Credit Union in Benson, MN

**Motion was made** **by Gronseth seconded by Ahrndt to approve the Co-op Credit Union as our official financial institution.**

**Affirmative: All Motion carried**.

**Official Newspaper:** We put all notices and articles in all 3 newspapers in Swift County – Swift County Monitor, Appleton Press, and Kerkhoven Banner.

**Motion was made** **by Ahrndt seconded by Gronseth to use all 3 newspapers in the County as our official newspapers**

**Affirmative: All Motion carried**

**Rod Schlieman State Cost Share Amendment:** Needs to amend his contract for a tile intake to move back the date to the spring of 2019 due to not being able to complete it before winter.

**Motion was made** **by Ahrndt seconded by Gronseth to approve the amendment for Rod Schlieman to move contract date to 2019.**

**Affirmative: All Motion carried**.

**Doug Schliep Amendment:** There are funds to add 6 more intakes to his contract. These funds are from the Pomme de Terre and are would increase from $5400 to $5737.50.

**Motion was made** **by Ahrndt seconded by Gronseth approve the amendment to increase Doug Schliep’s contract for 6 more intakes totaling $5737.50.**

**Affirmative: All Motion carried**.

**Doug Schliep Contract:** Doug has signed his voucher for the tile intakes that were completed. These funds will come from the Pomme de Terre. Total funds spent will be $5737.50

**Motion was made** **by Ahrndt seconded by Gronseth approve paying Doug Schliep’s contract for alternative intakes totaling $5737.50.**

**Affirmative: All Motion carried**

**2017 Easement Grant Closeout:** This grant is for monitoring and inspecting RIM & CREP easements. All funds have been spent for this grant as of 12/31/2018. The amount was $8034, which has been charged for hours of staff to monitor and report violations.

**Motion was made** **by Ahrndt seconded by Gronseth approve closing out the 2017 Easement Grant for $8034.**

**Affirmative: All Motion carried**

**2017 Buffer Law Closeout:** All funds have been spent for this grant. These funds were spent on staff hours and equipment. The amount of this grant was $30,000.

**Motion was made** **by Gronseth seconded by Ahrndt approve closing out the 2017 Buffer Law Grant for $30,000.**

**Affirmative: All Motion carried**

**2018 Conservation Delivery Grant:** Funds from this grant have been spent on staff hours working with producers to plant trees, deliver drills, seed sales and plantings, and other tree program duties.

**Motion was made** **by Ahrndt seconded by Gronseth approve closing out the 2018 Conservation Delivery Grant for $18,592.00**

**Affirmative: All Motion carried**

**Pay Scale:** Andy passed out the Federal Pay Scale to everyone. The thought is that will keep us from any problems with Pay Equity and the Board would not have to worry about amounts for raises in the future. We looked at two different starting options to get us in line with the Federal Pay Scale to begin with on February 1, 2019.

**Motion was made** **by Ahrndt seconded by Gronseth approve adopting the Federal Pay Scale beginning February 1, 2019 and go with option B.**

**Affirmative: All Motion carried**

**Employee Policy:** Andy has been working on updating our existing employee policies. We received a copy of one that was reviewed from another district and has been gone over by a lawyer. It was passed out at the meeting for the Supervisors to read over and review. Bring it to a meeting in the near future to be gone over for changes then we could adopt it.

**Budget Review:** Handed out a budget & actuals worksheet to each Supervisor for reviewal.

**National Convention:** Being held February 2-6th in San Antonio TX

Discussed developing a list of potential people to take over the Supervisor position of District 1.

**NRCS – Melanie Dickmann:**

* She will be in the Benson office on Tue and Thur, Rick will be in Willmar on Tue & Wed.
* CSP payments have 19 completed with 6 more the pay
* 3 EQIP paid out and have 15 applications
* Allen Lepp is now Melanie’s supervisor
* Jonathan Matz will be the DC in Marshall

**District Manager** **– Andy Albertsen:**

* Handed out print out of ongoing projects and things going on
* Gave update on buffer compliance
* SWAG Grant – We will be monitoring 7 stream sites. Workplan and budget have been submitted and are waiting for approval.
* Township Nitrate Testing- We will give RMB list of names and they will send out post card to get the tests. Need to sign scope of work with RMB.

**Motion was made** **by Gronseth seconded by Ahrndt to approve the signing of the Scope of Work with RMB for the Nitrate Testing.**

**Affirmative: All Motion carried**

* **Noxious Weed Grant –** Received $12,000 for this grant

**District Technician – Dalton Herrboldt:**

* Working on cover crop fact sheets
* Taking tree orders
* Designing tree planting plans

**Financial Reports:**

Reviewed deposits, bills to be paid.

**Motion was made** **by Ahrndt seconded by Gronseth to approve financial report.**

**Affirmative: All Motion carried**.

Next meeting is scheduled for February 12th, 2019 at 8:00 am.

**APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE SECRETARY**