

**Beltrami Soil & Water Conservation District
Board of Supervisors Meeting
Thursday, August 26, 2010 9:00 a.m.
County Board Conference Room
701 Minnesota Ave. NW, Bemidji, MN 56601**

Members Present: Jay Backstrom
Ruth Trask
Shane Bowe

Members Absent: Jay Frenzel
Jerome Geerdes

Others Present: William Patnaude, SWCD District Manager
Chad Severts, Minnesota BWSR, BC, Bemidji Office
Ray Hendrickson, Representative from Marshall/Beltrami Area
Kay Mack, Beltrami County Auditor/Treasurer
Jodee Treat, Accountant, Auditor/Treasurer's Office
Kathy Ruzicka, Beltrami County ESD Office

Jay Backstrom called the Beltrami Soil and Water Conservation District Board of Supervisors Meeting for August 26, 2010 officially to order at 9:06 a.m.

First item on the agenda was a presentation to former SWCD District Manager, Chris Parthun. Chairman presented a plaque to Chris Parthun and indicated that later on there would be coffee and cake. The SWCD Manager introduced the new staff that has come on board as of July 26, 2010. New staff is Chris Parthun, former SWCD District Manager now a Beltrami County Environmental Services Department/SWCD Resource Technician and Brent Rud, who was an Environmental Resource Technician with the Cass County Environmental Services Department for 10 years is the other Beltrami County Environmental Services Department/SWCD Technician. Chairman, Backstrom, thanked the two individuals for coming on board and going to make this program a success in providing services to private citizens in Beltrami County on environmental conservation issues. Other board members welcomed them also.

Treasurer's Report:

The next item on the agenda was the introduction of Kay Mack, Auditor Treasurer along with Jodee Treat, auditor/treasurer's accountant. They attended the meeting for a presentation and discussion of the new IFS system. Their report reflected up through August 24, 2010. They went through the IFS system and explained it to the Board Members. Board members discussed with Kay and Jodee the current Certificate of Deposit of \$18,000.00 and its maturity date of September 27, 2010. **Motion was made by Ruth Trask that the Beltrami Auditor/Treasurer should redeem the CD for \$18,000.00 and place it into the Beltrami SWCD cash account. Shane Boe seconded the motion. Chairman called for roll call vote. Motion carried 2 to 0.** SWCD District Manager, William Patnaude, explained that in working with both Kay and Jodee,

that Jerry and him were working out the process for Turn Key Operations and Policy and will be bringing that back to the Board at the September Meeting. **Ruth Trask moved to approve the Treasurer's Report as read. Shane Bowe seconded the motion. Chairman called for roll call vote. Motion carried 2 to 0.**

New Cooperators Report:

There were no new cooperators to report for August 26, 2010.

State Cost-Share Contracts:

There were no new State Cost-Share Contracts, however, there were documents that needed to be signed on the Biomes Project with the Independent School District #31.

Water Permits:

There were no water permits to report.

New Service Agreements:

File with new with Service Agreements was reviewed and presented to the Board. The Chair signed the agreements that were over \$600.00 as was agreed at the Board Meeting back in July that the Manager would have authority to sign anything up to \$600.00 and Board signature would be required for Service Agreements which exceed the amount of \$600.00.

Stewardship Forester Report:

Jerry Stensing stated that he noticed that the July Meeting Minutes did not reflect any discussion about his transition paycheck. He wondered why and wanted to know when the Board is going to address. SWCD District Manager pointed out the Board did act on it back in July and in talking with the Auditor/Treasurer's Office, they indicated it was not possible to give a check for transition payment to a public employee. Mr. Stensing indicated he felt the comment that was made by the Auditor/Treasurer, Kay Mack, about the SWCD still maintaining its own policies, that under the personnel policy portion of it, it should be an SWCD matter and not a County matter. Mr. Patnaude stated to the Board he was asking Mr. Stensing to put in writing what his request was and upon receiving that, he would in turn have it reviewed by Tim Faver of the County Attorney's Office and report back to the Board the findings of that review. Board Members concluded with the Manager's recommendation.

MN Biomes Maintenance Record: Jerry Stensing talked about the work that had already been done at the Biomes. He said the boundary areas had all been staked. They did have to remove some of the trees that had died. There were approximately four. He had talked to the grounds supervisor for the school district, Mr. Richard Lindquist, and had given him specific instructions on how to maintain the site. All the trails have now been set and mowed. He pointed out that as a directive by Board Member, Ruth Trask, no Roundup was used on the trails. He used his own equipment to mow the trails and also had involvement with the Northwest Natural Resource Conservation Service came in and planted 150 different species. The cost involved was probably over \$2,000. The main priority right now is the entrance for the roots zones around each of the trees that were spaded, need to be scalped and sod, vertical mix, clay and loam to make an attractive root zone for the trees. Chairman, Jay Backstrom, said he drove by the site and he thought it looked good. Jerry reported the America in Bloom judges that were in town were very

impressed with the diversity, the no mow zone and the native grasses that NRCS had put in and that they were very impressed with the overall project. The action that was required was the Cost Share. Documents had been prepared by Paula Lowe, Office Manager of the Cost Share and Turn Key invoices. **Shane Bowe moved to authorize the Chair to sign the necessary documents on the Biomes Project for Cost Share and also to the Northwest Minnesota Initiative Grand Foundation. Ruth Trask seconded the motion. Chair called for roll call vote. Motion passed 2 to 0.**

MASWCD Convention:

Jerry indicated he has been asked by Amy Sadenski, Minnesota Association of Soil & Water Conservation District, to be a presenter at the upcoming conference and that the Association would pay for his hotel and would be making a presentation to approximately 50 people. This would be held December 7, 2010 at Crown Plaza and he is requesting authorization from the Board to attend the convention. **Shane Bowe moved to authorize the Stewardship Forester to attend the Convention in the Twin Cities and further to recognize that Jerry Stensing would be a presenter at the Convention. Ruth Trask seconded the motion. Chair called for roll call vote. Motion passed 2 to 0.**

New Fee Schedule:

Jerry presented the new Fee Schedule Form with the watermark of a tree on it. All Board Members were impressed with the new form.

Fall Tree Program:

Jerry Stensing stated that it had started out a little shaky in regard to Public Service Announcements. However, the Manager has seen to it that has been taken care of and he thanked the Manager. He stated that at present he has ten confirmed orders that are paid in advance and that Lakeland News will be covering the upcoming Fall Tree Program. He stated he will also be going on KBUN, Chat About to talk about forestry in general as well as the Fall Tree Program and environmental conservation.

Technical Service Agreements:

Jerry Stensing informed the Board that he is working on two new Service Agreements. East County State Aid Highway 23 and Mr. Jason Spaeth, who has been an ongoing customer in Cormant Township for over three years and is looking at a Technical Service Agreement of about \$7,800.00. He would also be doing a Stewardship Plan and also a location map. Ray Berger is a Wetland Site Monitoring Agreement in the amount of \$900.00, Thomas Raymond is a site visit with a Technical Agreement of \$300.00 and Paul Tomasek a new Blackduck Lake property owner is having some drainage issues and is a Technical Service Agreement for \$240.00. Jeff Baumgartner is going to have Jerry do some turnkey work on his property for \$240.00. Agassiz Wild Rice is another Technical Service Agreement of \$430.00. Steve and Mary Lou Schmidt a site visit of \$90.00. Also, he has some Wetland Banking Monitoring Sites that he is going to have to look at in September. **Shane Bowe made a motion to authorize the Stewardship Forester to enter into those Service Agreements and to provide the services as listed. Ruth Trask seconded the motion. Motion passed 2 to 0.**

Airport Timber Sale:

It was pointed out the opening of the bids was on August 24, 2010 and that it had been awarded to D & J Hinrichs Logging. Chairman, Jay Backstrom asked if that was a good sale. Jerry responded saying 80 % bolts, 12 inch pine. Six to seven years ago this area had been thinned out but now the FAA has come in and because of the vertical height the trees have to be removed. Ray Hendrickson asked if it had to be a clear cut. Jerry indicated yes. Jerry indicated that at present the SWCD has a contract with the Airport Authority. There was discussion that at a while back there was a contract to the City of Bemidji for tree services and whether or not this could be expanded. Board Members then talked about the Wetland Conservation Act and about needing to talk to the City. **With that, Shane Bowe moved to award the bid to D & J Hinrichs Logging for the timber project. Ruth Trask seconded the motion. Motion passed 2 to 0.**

Wetland Banking Monitoring Program:

Jerry Stensing explained the Wetland Banking Monitoring Program and that he had been working with the Board of Water and Soil Resources and the possibilities of providing services on the Rossler's Wetland Bank Site. He has been discussing this with Dan Shaw and Dan Geronimo and this looked like it was going to be a promising service agreement contract.

Jerry stated he had his own personal equipment at the Biome site and he wished to be reimbursed for the use of that equipment. It was pointed out by the District Manager that Mr. Stensing has been informed not to use personal equipment anymore due to liability issues and that he should rent equipment. **Ruth Trask moved to approve the payment of \$84.00 to Jerry Stensing for the use of his equipment. Shane Bowe seconded the motion. Motion passed 2 to 0.**

District Manager asked Mr. Stensing about the Parks Program and whether or not we are providing consultation services to the City Parks Program. Jerry Stensing indicated that Marsha Larson who is the Parks Administrator, does time to time consult with him on forestry issues but there is not a formal agreement in place. There was discussion about the need to sit down and talk with the City of Bemidji about Technical Services that SWCD could provide.

Cost Share Presentation:

Chad Severts DC for the Board of Water and Soil Resources, Bemidji Office, made presentation on cost share. After the presentation all board members indicated they were very pleased with the presentation and they now had a much better understanding of the Cost-Share Program.

Secretary's Report:

The meeting minutes for July, due to the fact there was no mention of the discussion with the Stewardship Forester was in them, these minutes could not be approved. It was pointed out by the District Manager that it was his fault and he would take ownership of not having that placed in the minutes.

RC & D Report:

Ruth Trask reported that Casey Olson of NRCS has taken another position and will be working for Roseau. She also talked about the Area VIII Tour registration deadline of September 10,

2010. She indicated she would be going for the two day meeting and the Manager stated he would be going as well. Chairman said he would be there for the second day of the meeting and would not need housing

District Conservationist Report:

Larry Voltz, NRCS, reported, via email, that Dan Baloun, their new State Conservationist, will be making a field office visit sometime on the afternoon of September 30, 2010 and when he gets more information, he will let everyone know so that, if folks are available, they could meet with him.

Administrative Assistant Report:

A new project coordinator was hired. His name is George Zimmerman and he will be starting his first day with Giziibii on October 10, 2010.

Next meeting date is September 23, 2010 at 9:00 a.m. in the County Board Commissioners Conference Meeting Room.

This concluded the SWCD Meeting for August 26, 2010. **Shane Bowe made motion to officially adjourn. Ruth Trask seconded the motion. Motion passed 2 to 0.**

Recording Secretary

Date