

**Beltrami Soil & Water Conservation District**  
**Board of Supervisors Meeting**  
Thursday, December 22, 2011, 9:00 a.m.  
County Commissioners Board Room  
701 Minnesota Ave. NW, Bemidji, MN 56601

**Board Supervisors Present:** Jay Backstrom  
Ruth Trask  
Rob Knudson  
Jay Frenzel

**Board Supervisors Absent:** Shane Bowe

**Others Present:** William Patnaude, District Manager  
Ray Hendrickson  
Kathy Ruzicka, ESD  
Brent Rud, ESD  
Chris Parthun, ESD  
Jerry Stensing, SWCD  
Chad Severts, BWSR  
Travis Doeden, NRCS

Chairman, Jay Backstrom, called the Beltrami Soil and Water Conservation District Board of Supervisors Meeting for December 22, 2011 officially to order at 9:00 AM with the Pledge of Allegiance.

**Chairman, Jay Backstrom presented Jerry Stensing with plaque in recognition of his 18 years of service with the Soil & Water Conservation District. Jerry's last day is today, December 22, 2012.**

**Secretary's Report:**

**Motion made by Ruth Trask to approve the November 17, 2011 minutes as read. Jay Frenzel seconded the motion. Voting on the motion:**

<b>Rob Knudson</b>	<b>Yes</b>
<b>Ruth Trask</b>	<b>Yes</b>
<b>Jay Frenzel</b>	<b>Yes</b>

**Motion approved and carried 3 to 0.**

**Treasurer's Report:**

**Ruth Trask gave the Treasurer's Report. Motion made by Ruth Trask to accept the Treasurer's Report as read. Jay Frenzel seconded the motion. Voting on the motion:**

<b>Rob Knudson</b>	<b>Yes</b>
<b>Ruth Trask</b>	<b>Yes</b>

**Jay Frenzel                      Yes**

**Motion approved and carried 3 to 0.**

**OLD BUSINESS**

**MASWCD Annual Meeting & Trade Show:**

Ruth Trask reported on the MASWCD Convention she attended on December 4, 5 & 6.

- Cheryl Sistad attended and received recognition as Outstanding Conservationist.
- ACOE stated they have a new addition out on wetland rules.
- Minnesota has best wetland protection program
- There is 58.9 million dollars available for Clean Water Grants in the state
- NACD stated the ban on processing horses has been lifted

**NEW BUSINESS:**

**Spring Tree Program:**

Spring Tree Program will be discussed at the Work Session in January.

**New Cooperators:**

- None

**State Cost Share:**

- None

**New Service Agreements:**

- None
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**Stewardship Forester Report:**

**RC & D Report:**

Ruth Trask reported that John Beckwork has been named Executive Coordinator for the state. He is pretty positive about the RC & D's. Next meeting will be January 25, 2012 to look into renting office space and hiring a part-time person. Received \$75,000 from BWSR for wetland bank mitigation.

**NCJPB Report:**

- Beltrami County: Preliminary map creation and meeting regarding the Stelter Wetland Bank Restoration Project.

- Clearwater County: Pine Lake Project has been completed
- Wadena County: Ag waste system construction and certification have been completed.

**Conservation Engineer Position:**

Bill reported on progress of hiring a new engineer. Interviews are set up for December 29, 2011 at 1:00 with the Executive Committee.

**DC Report:**

Travis Doeden attended meeting as representative of NRCS.

- EQIP has three cut-off dates the first being February 23, 2012
- CSP is in sign up until January 23, 2012.
- Changes in ranking: Tunnel Green houses will be ranked nationally so more competition. Forest projects will be ranked statewide.
- Distributed NRCS 2011 accomplishments

**Staff Report:**

District Manager distributed written report on update on the Steering Committee for the Cooperative Agreement between SWCD and the County.

- Reported the District has made the payment or \$15,000 to the County for 2011
- Presented a proposal for the District to apply for and request through the Conservation Corps for 4 individuals to work in 2012 in the following areas: County Highway Department, GIS Mapping Department, ESD/SWCD and NRM.

Took a break in the meeting for Cake and Ice Cream for retirement party for Jerry Stensing.

**Meeting reconvened at 11:00 AM. Chairman called meeting back to order.**

**Stewardship Forester Report:**

Jerry reported on ongoing projects not yet completed.

- Roessler Project: Weed spraying. First Spraying was completed. Second spraying date is June 2012 and third spraying date is July 2012. Spraying based on how project is progressing. Scott Mayer, Nutri Lawn Systems, is in charge of the project.
- Roessler 7 Well monitoring project – BWSR: Weekly monitoring running from middle of April through middle of July. Also another project not completed with BWSR is a Vegetative Management Plan.
- Darrigan’s Creek, Timber Sale Bid. Dan Affield was the successful bidder. Dan has not paid his \$327.69 Surety Bond. This was due on December 20, 2011. Jerry stated that Jason Spaeth would like him to handle this project. Board requested that Jason Spaeth notify the SWCD in writing this being the case.
- Jerry also reported that the Ron Faust Project is not complete.
- Sam Smotterback project is completed. Ron Otterstad would like Jerry Stensing to continue as their project manager.
- Jerry requested that he be able to take his resource files. Board stated he could have access to any resource documents that the District Office has which he may need access to.

Board then requested everyone but the Board, District Manager and Jerry Stensing leave the meeting. Following items were discussed:

- Jerry's computer records have been taken care of.
- Tree Program: SWCD will continue the Tree Program. We have the list of last year's tree clients on Kathy's computer. Jerry is also doing a Spring Tree Program. Board feels the SWCD should continue to offer this program.
- Stewardship Forester's Severance Package: Jerry had three requests before the Board. He would like these requests to be addressed/resolved at the December 22, 2011 Board Meeting.
  1. Per agreement when the County began management of SWCD payroll, 2-weeks' pay was held back to be paid upon separation.
  2. Per Beltrami SWCD Personnel Policy, resignation, entitling payment of all unused vacation time.
  3. When started working for SWCD, the first 2 week paycheck was held back to be paid upon separation. This item was questioned and needs to be investigated in the archives.
- Board then conducted an exit interview with Jerry.

**Next Meeting Date:**

There will be a special work session meeting held on December 29, 2011 at 9:00 AM.

**Motion was made by Jay Frenzel to adjourn the Soil & Water Conservation District Board Meeting for December 22, 2011. Ruth Trask seconded the motion. Voting on the motion:**

<b>Rob Knudson</b>	<b>Yes</b>
<b>Ruth Trask</b>	<b>Yes</b>
<b>Jay Frenzel</b>	<b>Yes</b>

**Motion approved and carried 3 to 0.**

**District Manager wished everyone a Merry Christmas.**

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**Rob Knudson**  
**Recording Secretary**

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**Date**