

**Beltrami Soil & Water Conservation District  
Board of Supervisors Meeting  
Thursday, September 30, 2010 9:00 a.m.  
County Board Conference Room  
701 Minnesota Ave. NW, Bemidji, MN 56601**

**Members Present:** Jay Backstrom  
Ruth Trask  
Jay Frenzel

**Members Absent:** Shane Bowe  
Jerome Geerdes

**Others Present:** William Patnaude, SWCD District Manager  
Ray Hendrickson, Representative from Marshall/Beltrami Area  
Jerry Stensing, SWCD Stewardship Forester  
Jodee Treat, Accountant, Auditor/Treasurer's Office  
Krystal Story, NRCS  
Kathy Ruzicka, Beltrami County ESD Office

**Guest:** Gary Schulze, Bemidji Area Farmers Market

Jay Backstrom called the Beltrami Soil and Water Conservation District Board of Supervisors Meeting for September 30, 2010 officially to order at 9:03 a.m.

**Secretary's Report:**

**Jay Frenzel made a motion to approve the minutes of the July 29, 2010 and August 26, 2010 regular meetings. Ruth Trask seconded the motion. Motion approved and carried 2 to 0.**

**Treasurer's Report:**

Jodee Treat supplied a copy of the IFS Report through August 31, 2010. Items discussed:

- If SWCD is going to have an audit of their books for 2010. It was agreed that the SWCD Board would request an audit for the year 2010.
- MASWCD Area VIII Membership dues were discussed. Total cost for the year is \$1,290.00.
- Was brought up that Jerry Stensing's Arc View software license was paid by SWCD and according to Collaboration Agreement, all supplies were to be covered by the County. Bill Patnaude will take care of this.

- Property liability insurance was discussed as to what the SWCD will not be required to carry any longer. Bill will check with MCIT. According to Jodee, SWCD insurance does need to be kept separate from the County. SWCD is responsible for Jerry Stensing.
- Unemployment expenses for Paula were discussed.

Outstanding receipts in the amount of \$9,152.29. Glen Greenberg's outstanding account balance is \$2,687.50. Without Glen Greenberg's account the outstanding receipts balance would be \$6,464.79. **Ruth Trask made a motion for Bill Patnaude to contact the County Attorney to proceed in taking Glen Greenberg to Small Claims Court. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**

Discussion on Pioneer subscription. **Ruth Trask made a motion for Bill Patnaude to check if SWCD needs to continue subscription to the newspaper. Jay Frenzel seconded the motion. Motion moved and carried 2 to 0.**

Bill Patnaude stated the need to have another Steering Committee Meeting to discuss certain issues that were brought up in meeting. Steering Committee Members: Jay Backstrom, Shane Bowe, Tony Murphy & Bill Patnaude.

**Ruth Trask made a motion to approve the Treasurer's Report and submit it to audit. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**

#### **RC&D Report:**

Gary Schulze, representative of the new Bemidji Area Farmers Market requested SWCD Board Chair signature on an RC&D application for financial assistance in the amount of \$1,000 to be used by the Bemidji Area Farmers Market to pay legal fees associated with obtaining 501C-6 status. **Jay Frenzel made motion to approve SWCD Chair to sign application for financial assistance to Bemidji Area Farmers Market to go before the County Board. Ruth Trask seconded. Motion carried.**

#### **New Cooperators Report:**

There were no new cooperators to report for September 30, 2010.

#### **State Cost-Share Contracts:**

Jerry will send a copy of financial statement for Biomes Project to Bill Patnaude who will forward a copy to SWCD Members.

#### **Water Permits:**

Report from DNR to repair flood damage from 2009. The work includes the placement of rock riprap under County owned bridges and culverts. Most of the work is in Clearwater County.

### **New Service Agreements: Three new Agreements**

1. Loren Kinn: Timber Harvest Administration for timber appraisal, harvest and forest development plan. Fee \$800.00 or 15% of sale price, whichever is greater. **Ruth Trask made a motion to approve Loren Kinn's Technical Service Agreement for timber harvest. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**
2. Mark Rodgers: Timber Harvest Administration for timber appraisal, harvest and forest development plan. Fee \$800.00 or 15% of sale price, whichever is greater. **Jay Frenzel made a motion to approve Mark Rodgers' Technical Service Agreement for timber harvest. Ruth Trask seconded the motion. Motion approved and carried 2 to 0.**
3. Larry Jaycox, Vegetation Assessment and Vegetation Management Plan for wetland restoration bank site. Estimated time use and cost: 8 hours @ \$60/hr = \$480.00. **Ruth Trask made a motion to approve Larry Jaycox' Technical Service Agreement for Vegetation Assessment and 5 year Vegetation Management Plan for wetland bank site. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**

Discussed wording on the Technical Service Agreements for Timber Harvest in regard to payment schedule. It was decided to change wording to read "50% down payment and 50% upon sale closing.

### **Stewardship Forester Report:**

Fall Tree Sales: Jerry reported on sales. Total receipts were \$7,525.14. Ruth Trask requested an itemized statement of trees sold, Plantskydd sold, and turnkey labor listed separately.

Field work: Jerry reported that 308 acres of wetland restoration and vegetation monitoring has been completed. Jerry will get reports ready and bring to ESD/SWCD office for landowners to pick up and pay fee owed. The three reports are for the following landowners: Aggassiz Phase III, Figliuzzi and Smotterstad Farms.

Roessler Wetland Bank: To develop a Vegetative Management Agreement and 5-year Monitoring Plan at \$1,000 per year.

### **Red Lake Watershed District Cost Share:**

Ray Hendrickson, Board Representative for the northwest area of the County and Jay Backstrom, SWCD Chairman, asked that staff prepare a report for possible landowners' names and projects located within the Red Lake Watershed area for the October meeting.

**DC Report:**

**Program Update: Krystal Story**

CSP: There were 77 applications received of which 31 received funding. Three separate contracts for the Red Lake Reservation were funded.

State Conservationist Visit: Dan Baloun came to the NRCS Office on September 21 to visit with staff. Jay stated he was supportive of the collaboration between the SWCD and the County. Budget looks good for 2011 but for 2012-2013, budget could be tight due to financial situation with the Federal Government. Bemidji NRCS Office will be adding a soils lab and hiring two new technicians. The lab will be moved to Bemidji from Baudette.

CRP: There were 9 applications funded. The new fiscal year begins October 1.

**New Business:**

Report on District VIII Meeting by Ruth Trask. Elections were held with Ruth continuing on as Treasurer. State Budget Report was given. Dues will be reduced from \$250 to \$200 because the state dues are going up \$45. State will be \$41,600 in the negative for this year's budget. There are two Districts who do not pay their state dues but are still being sent information. State has \$200,000 in reserves. Discussion on Enviro Thon and the need to put together work draft plan for 2011 on. Enviro Thon Committee would like one staff person from each district to serve on this committee. **Ruth Trask made a motion to approve payment for Bill Patnaude's dues for MACDE. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**

**NCJPB Report:**

Bill will keep in contact with progress reports sent by email to all Board Members.

**NW CERT Meeting:**

Upcoming meeting on October 27, 2010. It was decided to contact them for information or brochures and save the cost of sending a Board Member to meeting.

**District Manager:**

Discussion on Plantskydd price charged to County NRM Department. Jerry stated SWCD is distributor for this product in Beltrami County area. Jerry contacted NRM on ordering their Plantskydd through the SWCD which would result in a lower price because ordering in bulk there is no shipping charge. NRM would pay a higher price if they didn't order through SWCD. Jerry reported the purchase price for Plantskydd is \$20.09 and sale price is \$29.09.

Red Lake Watershed District matching dollars program. \$12,500 cost share. Need a riparian project. Jay Backstrom requested there be a project update report for October Meeting.

**Ruth made motion to authorize Chairman, Jay Backstrom, to sign the Minnesota Department of Natural Resources Agreement for the Ground Water Level Monitoring Network Program. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**

SWCD Manager, Bill Patnaude, requested recognition to address the Board on the salary issue with Jerry Stensing. Chairman recognized Mr. Patnaude. Mr. Patnaude explained that he has completed his research on the issue of the current salary for Mr. Stensing who is currently employed as the District Stewardship Forester. According to the SWCD Board Meeting Minutes of September 4, 2008, the Board enacted a new salary schedule. In accordance with that enacted salary schedule, Mr. Stensing was due a step increase after seventeen years of service. According to the District's hiring records, Mr. Stensing was hired on January 1, 1993. Therefore, on January 1, 2010, Mr. Stensing had seventeen years of service and was eligible for a step increase. Therefore, it was the recommendation of the District Manager that the Board act on approving Mr. Stensing's hourly rate from the current \$21.93 per hours to the step increase of \$22.70 per hour and that this step increase is retroactive from January 1, 2010. **Jay Frenzel made a motion to approve the manager's recommendation to grant the seventeen year step increase to Jerry Stensing adjusting his hourly rate of pay from \$21.97 per hour to \$22.70 and that this adjustment is retroactive to January 1, 2010. Ruth Trask seconded the motion.** Chairman asked if there was any further discussion. Ruth raised the question about the other employees and were they warranted a step increase. Jay Frenzel said he felt that this could be in a separate motion. **Motion approved and carried 2 to 0.**

**Jay Frenzel made a motion to request that the Manager review the salary schedule and prepare a report as to whether or not others may have been also due step increases under the adopted salary schedule for the October meeting. Ruth Trask seconded the motion. Motion approved and carried 2 to 0.**

Next meeting date is October 21, 2010 at 9:00 a.m. in the County Board Commissioners Conference Meeting Room.

This concluded the SWCD Meeting for September 30, 2010. **Ruth Trask made a motion to officially adjourn. Jay Frenzel seconded the motion. Motion approved and carried 2 to 0.**

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Recording Secretary

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Date