

**PINE COUNTY SOIL AND WATER CONSERVATION DISTRICT
MINUTES
October 27, 2009**

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Tuesday, October 27, 2009. Supervisors present were Paul Olesen, Skip Thomson, Kelly Osterdyk, JJ Waldhalm and Doug Odegard. Office staff present were: Jill Carlier, District Manager; Tim Olson, Office Assistant; Robin Poppe, Resource Conservationist/Wetland Specialist; Sam Martin, Water Management/GIS Specialist; and Bob Korth, NRCS District Conservationist. Also present Ryan Hughes, BWSR.

CALL TO ORDER: Doug Odegard called the board meeting to order at 4:30 p.m.

PUBLIC COMMENT PERIOD:

Don Slama spoke.

APPROVAL OF AGENDA:

Motion by Olesen, seconded by Thomson to approve the October agenda.

Motion carried

SEPTEMBER MINUTES:

Thomson stated we need to clarify what exactly happened on the John Vacarious property. It should read "the consultant put in the first delineation line. The second delineation line was put in by John Vacarious". Poppe stated Vacarious was using Ken Meeks GPS coordinates, or so we thought. Thomson stated this is why Meeks couldn't verify the delineation line because he hadn't put the line in that day.

Poppe stated Meeks hadn't informed the TEP of this information, and that needs to be put in the minutes that Meeks did not let the TEP know he could not verify the line.

Waldhalm stated there was questioning by Poppe, as he recalled, and we might have to listen to the audio tape, about some dishonesty on Ken Meeks part about him being certified and could be brought up on charges. Poppe stated that is not what she said about Meeks being brought up on charges. Poppe stated what she spoke about was the certification process. Waldhalm stated we need to listen to the audio to clarify this. If we need to do this some other time Waldhalm would be willing to sit in with Carlier and review the audio on this issue.

Carlier stated she had a correction on page three under Policy Committee. Osterdyk stated on page two, State Cost Share Contracts for AGBMP Loan Applications. There were two bids submitted and a motion made. We need to clarify that the lower bid was accepted for that motion in the minutes.

Motion by Thomson, seconded by Osterdyk to approve the September minutes with changes.

Carlier stated we should hold off on approving the September minutes until they are amended.

Thomson stated he would take back his motion to approve the September minutes.

OCTOBER FINANCIAL STATEMENTS AND PAYMENT OF BILLS:

Motion by Olesen, seconded by Thomson to approve the October payments of bills, including a \$25,000 funds transfer.

Motion carried

SWCD OFFICE MOVE UPDATE:

Carlier stated the move on September 28th and 29th went very well. IT departments with USDA and the County were very helpful, as well as STS with the move.

ST CROIX TMDL:

Carlier stated the Conservation St Croix group met on September 22nd. The committee discussed possible grant applications, and counties submitting joint applications. Two sub-committees were formed. The Clean Water Legacy Grant deadline is December 1st.

PUBLIC ROAD INFORMATION:

Carlier stated this topic was discussed at last months meeting. Training would be held for the townships on road projects dealing with WCA and road regulations. Townships have been contacted on this issue. Five townships have shown interest in the training, with 15-20 people attending the training. The board would need to set a date for the training. The board instructed Carlier to work with BWSR to set up a meeting.

DISTRICT RETREAT:

Carlier stated the district retreat will be held on November 24th from 1:00-4:00 at the HHS in Sandstone. The main order of business will be to go through the 2010 Annual Plan.

Osterdyk stated we need to focus on our missions and goals. The district seems to be moving in different directions and we need to find a better understanding of where the district is at. We need to discuss new ideas and review objectives.

STATE COST-SHARE CONTRACTS:

Carlier stated there is 1 project

City of Finlayson: Abandoned Well Sealing # FY09-4 It is a 75 ft deep 4" wide well. Three bids have been received, one from Sandstone Well Drilling for \$550.00, one from Rosga Well Drilling for \$584.00, and one from Klavu Well Drilling for \$ 680.00. Typically well sealing is 50% cost share of the lowest bid. Total project is \$550.00 with 50% cost share totaling \$225.00

Motion by Olesen, seconded by Thomson to approve encumbering the City of Finlayson's Abandoned Well Sealing project in the amount of \$225.00

Motion carried

Martin stated he had a project on Snake River in Royalton Township. Bids have not been submitted at this time. Martin supplied pictures of the property. The property was surveyed by the TSA staff this past spring, and a design was submitted with 75 ft of rip rap along the shoreline. It was stated the design is for 10 years, but there is a chance of failure because of the steep river bank, and the depth of the river. The cost would be \$8,000 to \$10,000 using state cost share funds. The board would need to approve the project.

Osterdyk moved that we continue to find the best stabilization for the project, and engineer an alternative plan or cost options to bring back to the board for possible approval. This issue was tabled until further information and cost options are provided.

MASWCD CONVENTION:

Carlier stated that registration needs to be turned in for those interested in attending the convention. The Convention will be held on December 6th-8th in Duluth. The outstanding conservationist for 2009 cannot attend the convention. A board supervisor will need to accept the award for them.

Motion by Olesen, seconded by Thomson to approve any and all supervisors and staff to attend the MASWCD State Convention.

Motion carried

PERSONNEL HANDBOOK:

Carlier stated that changes have been made to the employee handbook. A copy of the book, with changes marked, was sent out in board packs last week. There are two issues that need to be addressed tonight before Personnel Handbook can be approved: employee contribution retirement plan, and office hours.

Carlier stated this employee contribution retirement plan is something we have to approve every two years. Carlier stated employee contribution would go from \$20.00 to \$100.00 per pay period.

Olesen stated we should wait until next year and leave it the way it is for now.

Carlier stated the other issue is office hours. The work schedules are Monday through Thursday 7:30a.m.-6:00p.m., and Friday 7:30a.m.-5:00p.m. or 8:00a.m.-4:30p.m. depending on work schedules.

Waldhalm questioned Carlier what her work hours were. Carlier stated 8:00a.m.-4:30p.m. Monday through Friday. Waldhalm made a motion for all staff to work 8:00a.m.-4:30p.m. Monday through Friday. Carlier stated she would not support this schedule. Carlier stated Martin works a compressed schedule. He works eight nines, one eight hour day, and has every other Friday off. Poppe works four ten's. Carlier would like to propose that Poppe goes on Martin's schedule and they alternate their Friday's off. That way we have a technical person in the office on Friday's

Waldhalm stated that we would have a technical person in there Monday through Friday 8:a.m.-4:30p.m. Carlier stated it is good to have someone in the office later in the day, and earlier in the day. Waldhalm questioned how the work load has been for Poppe the last month or two. Was there a work load to justify her hours. Carlier stated it has been slow for everyone in the district. Odegard stated so far we have a motion.

Waldhalm stated 8:00a.m.-4:30p.m. Monday through Friday. This addresses Carlier's previous concerns of everybody being on different schedules. Thomson seconded the motion stating he liked the idea of everyone working the same schedule.

Waldhalm stated in the private sector you have the same hours. If the workload doesn't justify this, and the work is slow because some of this work doesn't get done in the winter, then we need technical assistance on a Friday and somebody would be there on a Friday if the hours are 8:a.m. - 4:30p.m. Monday through Friday. Contractors work those hours.

Poppe stated when she works those hours it is more of a benefit to landowners and contractors because she works hours when they are not working. They don't have to take time off. They can come into the office later and meet with her when they are done with work. When she does do field work it is a great advantage when she can come back to the office and start typing up reports after the site visit, rather than waiting for the next day or the day after whatever her schedule is. Poppe stated when she researched four tens; the state of Utah, the whole entire state has gone to four tens regarding state agencies. The state saves money. This is something Pine County should consider.

Poppe stated she was hired with the benefit of working a flex-schedule. Osterdyk stated he supported the idea of employees having flexible work schedules. The employee's were hired with flexible schedules.

Motion by Waldhalm, seconded by Thomson to approve staff working a straight five day work week 8:a.m.-4:30p.m. Monday through Friday.

Motion failed.

Motion by Osterdyk, seconded by Olesen made a motion that staff remain on their current schedules, as long as Martin and Poppe are flexible with their days off, and around holidays in order for others in the office to request time off during those days. The board can review this issue in six months.

Motion carried

Waldhalm stated he didn't like the idea of a six month time limit. Shouldn't this be at the discretion of the supervisors to bring this issue back to review at any time?

Waldhalm stated he did not have enough time to read through the employee handbook. It is difficult to make decisions that will become policy by coming to a meeting two hours a month. Osterdyk stated that the board packs are received in plenty of time for review. Carlier stated board packs go out one week before the board meeting. If this isn't an appropriate amount of time, the schedule would need to be adjusted.

Motion by Olesen, seconded by Odegard to approve the Employee Handbook.

Motion Carried

NACD DUES:

Carlier stated we received the membership invoice for the 2010 dues. The gold level means paying more than \$775.00 not to exceed \$1,775.00. The silver level is \$775.00. We typically pay \$775.00.

Motion by Olesen, seconded by Thomson to approve NACD Dues silver level in the amount of \$775.00.

Motion Carried

2008 & 2010 NRBG SIGNATURES:

Carlier stated the 2008 Natural Resources Block Grant needs to be signed and mailed to BWSR. The 2010 draft form also needs a signature in order to receive our 2010 Natural Resources Block Grant. This grant is our Water Plan and Wetland money.

Motion by Olesen, seconded by Thomson to approve signing the 2008 & 2010 Natural Resources Block Grant.

Motion Carried

DISTRICT CONSERVATIONIST REPORT:

Korth reviewed the attached report.

STAFF/SUPERVISOR REPORTS:

Wetlands:

Poppe stated there was no TEP meeting this month. Poppe issued one exemption this month to Cindy Darwin which is actually a NRCS project. A notice of application went out for an individual that wants to excavate adjacent to a type five.

Water Management:

Martin stated he is working on an application for a SWAG Grant and the main tributaries going into the Kettle River and lakes in the area.

Forestry:

Nothing at this time.

TSA III:

Thomson stated there was a meeting on September 30th. The discussion was on cost share projects.

RC&D Onanaegozie:

A meeting was held on October 22nd to go over the annual plan for 2010.

Snake River Citizen Advisory Committee:

Odegard stated the board approved employing Nick Solamon as vegetation specialist for another year.

Legislative:

None

Personnel:

Carlier stated the Employee Handbook was reviewed and discussed at this meeting, recommending changes.

Policy:

Carlier stated last month before the board meeting a marked up version of the operational handbook was sent to the policy committee. Carlier requested a meeting be set up to go over the book. Carlier emailed three possible dates for a meeting to the policy committee. Osterdyk responded with a date that worked with his schedule. Waldhalm responded by asking what we have to review. Carlier would like to set a date at this meeting. The committee has been trying to meet for six months, and a date needs to be determined. Policy's need to be updated.

Osterdyk stated Carlier has tried to setup several dates for the policy committee to meet. No meeting date was set.

Trees:

Nothing at this time.

Envirothon:

Nothing at this time

MISC ITEMS:

Martin is requesting leave November 16th through November 20th.

Motion by Olesen, seconded by Thomson to approve Martin leave request November 16th through November 20th.

Motion carried

NEXT MEETING DATE & TIME:

Motion by Thomson seconded by Osterdyk to hold the next meeting on Tuesday November 24th, 2009 at 4:30p.m.

Motion carried

ADJOURNMENT:

Motion to adjourn the meeting at 6:10 p.m. by Thomson, seconded by Olesen.

Motion carried

Respectfully submitted,

Paul Olesen, Secretary