

LINCOLN SOIL AND WATER CONSERVATION DISTRICT . . .



Helping Bring YOU Clean Water

200 S Co. Hwy 5 Suite 2
Ivanhoe, MN 56142
507.694.1630 x3
www.lincolnswcd.net

LINCOLN SOIL AND WATER CONSERVATION DISTRICT

Minutes of the Lincoln Soil and Water Conservation District, Regular Meeting, USDA Building, Ivanhoe, MN, January 18th, 2017 @ 10:00 a.m.

Board Members Present

Conrad Schardin, Chair
John Boulton, Vice Chair
Daniel Christianson, Treasurer
Glen Sorensen, Secretary
Ronald Bunjer, PRI

District Staff Present

Dale Sterzinger, Interim Manager/Cons Tech
Jeff Berens, District Tech 1
Randy Kraus, District Tech (10:03 a.m.)

Board Members Absent

None

District Staff Absent

None

Others Present: Joe Drietz, County Commissioner; Dennis Johnson, District Conservationist (12:45);

Meeting called to order by the Chairman, Daniel Christianson, at 9:53 a.m.

- **Approve Agenda-**

Motion made to approve agenda.

- o Motion- Sorensen
- o Second- Schardin
- o Passed 5-0

- **Welcome New Supervisor- Ron Bunjer**

- **Election of Officers -**

- o Schardin nominated for Chair
- o Boulton nominated for Vice Chair
- o Christianson nominated for Treasurer
- o Sorensen nominated for Secretary
- o Bunjer nominated for PR&I

- o All nominations accepted and unanimously approved.

- **Appoint Assignments-**

- RCRCA- Sorensen/Schardin
- SWPTSA- Christianson/Sorensen
- Lac Qui Parle Watershed Advisory- Christianson/Boulton

The mission of the Lincoln SWCD is to protect and improve the quality of our water, soil, and natural resources by providing programs and services to the citizens and owners of Lincoln County to implement conservation practices.

EQUAL OPPORTUNITY EMPLOYER

- Missouri River 1W1P Advisory- Schardin/Bunjer
- Yellow Medicine River Watershed Advisory- Sorensen/Boulton
- Personnel Committee- Boulton/Schardin
- Budget Committee- Schardin/Sorensen

Motion made to approve all appointees

- o Motion- Christianson
- o Second- Bunjer
- o Passed 5-0

- **Designate Official Newspaper-**

Motion made to keep Ivanhoe Times as official newspaper

- o Motion- Christianson
- o Second- Boulton
- o Passed 5-0

- **Designate Depositories-** Bank of the West-checking and Flex accounts; First Security Bank
Hendricks- Money Market Savings

Motion made to continue with current depositories.

- o Motion- Sorensen
- o Second- Bunjer
- o Passed 5-0

- **Mileage Rate-** (January 1st, 2017; \$.535 cents/mile)

- **Minutes-** (December 21st, 2016 meeting)

Motion made to approve December board meeting minutes.

- o Motion- Sorensen
- o Second- Schardin
- o Passed 5-0

- **Treasures Report-**

Discussed accounts receivable and reviewed financial statement.

- **Bills-** (January)

Motion made to approve January 2017 bills.

- o Motion- Boulton
- o Second- Bunjer
- o Passed 5-0

- **Approve 2017 Budget-**

Motion made to approve budget subject to review and amend as needed.

- o Motion- Christianson
- o Second- Sorensen
- o Passed 5-0

- **Position Announcement/Job Descriptions**

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Motion made to approve job description for District Manager.

- o Motion- Sorensen
- o Second- Bunjer
- o Passed 5-0

Motion made to officially appoint Sterzinger as District Manager

- o Motion- Sorensen
- o Second- Bunjer
- o Passed 5-0

Motion made to approve job description for Administrative Assistant position.

- o Motion- Christianson
- o Second- Bunjer
- o Passed 5-0

Motion made to advertise announcement for Administrative Assistant position.

- o Motion- Bunjer
- o Second- Boulton
- o Passed 5-0

- **Resolution Adopting the Lincoln County Water Plan As the Comprehensive Plan of the Lincoln SWCD**

Motion made to adopt the Lincoln county Water Plan as the Comprehensive Plan of the Lincoln SWCD.

- o Motion- Schardin
- o Second- Sorensen
- o Passed 5-0

- **Resolution to adopt and Implement the Yellow Medicine River Comprehensive Watershed Management Plan. 1W1P-**

Motion made to adopt and implement the Yellow Medicine River Comprehensive Watershed Management Plan 1W1P.

- o Motion- Boulton
- o Second- Christianson
- o Passed 5-0

- **Approve and Sign FY 2017 Clean Water Fund SWCD Local Capacity services grant agreement- (\$118,000)**

Motion made to approve the FY 2017 Clean Water Fund SWCD Local Capacity Services grant agreement.

- o Motion- Sorensen
- o Second- Boulton
- o Passed 5-0

- **Jeff Berens Resignation-**

Motion to approve resignation of District Technician 1 Jeff Berens.

- o Motion- Christianson
- o Second- Boulton
- o Passed 5-0

- **Wages/Pay Scale/Cost of Living- (Federal Government 1.63%)**

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Motion to approve \$.43/hr cost of living increase for District Technician, \$.72/hr step increase and cost of living increase for District Technician 1, and \$2.30/hr increase for District Manager/Conservation Technician.

- Motion- Christianson
- Second- Boulton
- Passed 5-0

- **Health Care-**

Motion made to put together request letter to explore health care options with Lincoln County.

- Motion- Bunjer
- Second- Sorensen
- Passed 5-0

- **Pay Equity Report Approval-**

Motion to approve Pay Equity Report

- Motion- Sorensen
- Second- Boulton
- Passed 5-0

- **Approval to Switch to QuickBooks Accounting System-**

Motion made to approve adopting QuickBooks as new accounting system.

- Motion- Bunjer
- Second- Boulton
- Passed 5-0

- **NRCS 2017 Operational Agreement Approval-** (113 CRP plans plus \$3000 for Copier maintenance agreement)

Motion to approve NRCS 2017 Operational Agreement.

- Motion- Boulton
- Second- Bunjer
- Passed 5-0

- **Other Business-**

Motion to approve to be the host district for SW Prairie Engineer Technician

- Motion- Boulton
- Second- Christianson
- Passed 5-0.

Approved signatures for all Bank of the West accounts and safety deposit box.

Reports:

- **County Commissioner Report**

- County looking into purchasing land in Verdi Township Section 24.
- Highway meeting possibly in March

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- County Commissioners approved the resolutions to adopt and implement the Yellow Medicine River Comprehensive Watershed Management Plan and a resolution adopting the Lincoln County Comprehensive Local Water Plan.
- **District Manager/Conservation Technician Report**
 - Accounts receivable- \$4730.12; one individual left to pay for trees
 - Gave report on trees, WCA
 - Extension approved for eLink reporting
 - Pay Equity reported
 - Reported on Missouri River 1W1P committee
 - Met with County Commissioners on resolutions
- **District Technician’s Report**
 - Permission given for District Technician to line up tractors for upcoming seed season.
- **District Technician #1 Report**
 - Gave report on state of Buffers, MAWQCP and other duties ahead of resignation.
- **District Conservationist’s Report**
 - Gave report on EQIP and CSP updates.

The next regular board meeting is scheduled for February 15, 2017 @ 10:00 a.m.

The meeting was adjourned at 12:58 p.m.

APPROVED: _____

DATE

SIGNATURE

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EQUAL OPPORTUNITY EMPLOYER