



LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT

408 FIRST AVENUE, TWO HARBORS, MN 55616

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Minutes

Regular Meeting of the Board of Supervisors

Thursday, February 13th, Noon

408 1st Avenue, Two Harbors, MN 55616

- Call to Order: The meeting was called to order at 12:05 PM by Chair Todd Ronning.
Present: Haus-Omarzu-Brodigan-Ronning-Sagen
Absent: None
Staff: Tucker, Smerud
Guests: Erin Loeffler (BWSR)
- Agenda: **Motion by Haus and seconded by Brodigan to approve the agenda as printed. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- Minutes: **Motion by Sagen and seconded by Omarzu to approve the minutes January 9th, 2019 meeting as printed. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- Financial and administrative reports:
 - Treasurers Report: **Motion by Haus and seconded by Omarzu to approve the treasures report as presented. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- **Guest Updates:**
- NRCS Report: Debra Hermel report was reviewed. Work Group meeting may be held the morning of the next meeting.
- BWSR Report: Erin Loeffler stated that 53% of the watersheds either have a plan or in the process of 1W1P planning. BWSR has hired two new Engineers, one to be housed in Duluth.
- Staff Report AIS Requests: Smerud request a few action items for AIS work to be done this year. The AIS Coordinator has been posted internally. **Motion by Sagen and seconded by Haus to post the position publicly if no internal candidates are interested. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- The staffing agreement with North St Louis to provide inspectors at Fall Lake has been increased from \$8,000 to \$24,178 and will be billed directly to the County. **Motion by Sagen and seconded by Omarzu to sign the Agreement for Services with North St Louis SWCD. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None Carried.**
- **Motion by Brodigan and seconded by Sagen to approve the Watercraft Inspection Plan for 2020. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- **Motion by Haus and seconded by Sagen to post the 2020 Seasonal Watercraft Inspector Position. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.** Smerud presented a proposal and shared estimates for utilizing a staffing agency for seasonal watercraft inspector hiring and scheduling for 2020. This is the staffing agency North St. Louis SWCD uses.
Smerud updated the Board that she was asked to participate in a BWCAW Coalition to address AIS prevention in the Boundary Waters. Smerud shared the proposed Civic Governance Model and Outcomes

document from the first meeting with the Board. The Board and Loeffler recommended abstaining from membership in the group due to established limitations on SWCDs involvement in advocacy work.

NACD will be celebrating Earth Week, and Smerud would like to have some activities: Coloring contests in the schools, afterschool activities, and some adult events.

May 15-17th Superior Shores will be hosting a Gathering Partners Conference put on by the University of MN. We plan to have a booth.

- **District Manager:**

- **Motion by Omarzu and seconded by Haus to approve the hiring of Tara Solem as our new District Manager starting March 9th. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- **Motion by Haus and seconded by Sagen to approve the job description for the District Financial Clerk and the posting of the position as recommended. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- **Motion by Sagen and seconded by Omarzu to approve and sign the Pay Equity report prepared by Tucker. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.** This is done every three years.
- **Motion by Sagen and seconded by Haus to approve the Personnel Handbook with one correction. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- **Motion by Sagen and seconded by Brodigan to approve the 2020 Billable Rate chart. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**
- **Motion by Omarzu and seconded by Brodigan to approve removing Tucker and Ronning from the check signature and adding Teresa Sagen and Tara Solem. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.** Tucker will make this request from the bank for signatures at the March meeting.
- Emily Nelson would like to sign up for the Wetland Delineation Course in June to become the Districts back up for Passe. **Motion by Haus and seconded by Sagen to approve the \$400 registration for Nelson to attend the training in June. Affirmative: Haus, Omarzu, Brodigan, Ronning, Sagen. Abstain: None. Carried.**

Correspondence: Self-Assessment Guide, we will plan to review this at the March Meeting.

Supervisor Committee Reports and Concerns:

Audit Committee: **Motion by Sagen and seconded by Haus to approve the Audit Committee signed 16 Checks, and 20 direct/on-line payments for a total of \$47,038.58. Affirmative: Omarzu, Haus, Ronning, Brodigan, Sagen. Abstain: None.**

Supervisor Opening: Ronning will attend the March meeting and we will elect a new Chair and proceed with replacing his position at the March meeting.

TSA: Tucker attending and shared the workplan for TSA.

Forestry: Haus attended and shared some of the handouts. Hogfeldt or Byrns will try to attend with Haus at future meetings.

RC&D: Brodigan attended and shared some of the this they are working on.

Legislative Briefing: The date is set for March 23-25 please check your calendars before next meeting.

Motion by Sagen and seconded by Omarzu to adjourn the meeting at 4:04

Next meeting will be held on March 12th, 2020 at Noon.

Commented [TS1]: Use : instead of period

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Submitted by: Karen R. Tucker, District Manager

Doug Haus, Secretary