

**Isanti Soil & Water Conservation District
380 Garfield St. South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

02-21-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, and Barb Kilpatrick

Staff Present: Mark DeMuth and Annette Swanson

SECRETARIES REPORT:

Minutes of the regular board meeting held January 17, 2012 were reviewed.

Motion/Seconded Koczur, Carpenter to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. **Motion/Seconded** Carpenter, Koczur to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

The 2012 tree sale are underway. Sales are going about even with the 2011 tree program.

Motion/Seconded Kilpatrick, Carpenter to approve the 2008 and 2009 State Cost-Share Final Financial Reports and return unencumbered funds to BWSR.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried

The year end financial reports have been completed and copies given to supervisors.

Swanson discussed a necessary upgrade of the version of quickbooks the district currently is using.

Motion/Seconded Koczur, Kilpatrick to reimburse Annette for purchasing the 2012 version of Quickbooks and the annual payroll service fee in the amount of \$512.45.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Koczur, Carpenter to have the District apply for a financial hardship with the MASWCD Finance Committee and Board of Directors to review financial information regarding having to pay a lesser 2011/2012 annual dues.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None

Motion Carried

DeMuth reported to the Board that the 2009 District tractor has been sold and the paperwork will be finalized in March.

Motion/Seconded Koczur, Carpenter to accept the Final Financial Reports for the State Cost-Share Program for Fiscal Year 2007 Drought Disaster Program and Return \$1449.46 in unspent funds and also Fiscal Year 2007 State Cost Share and Return \$1323.80 in unspent funds to the Board of Water and Soil Resources.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None

Motion Carried

The Anoka Conservation District (Metro) has applied for a \$18,000 grant to do an assessment of Fanny and Green Lake in Isanti County that the Isanti SWCD would assist with.

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC&D Report:

Next will be a State meeting on Feb. 9th, 2012 in St. Cloud.

ADJOURN:

Motion/Seconded Kilpatrick, Larsen to adjourn the meeting at 8:45A.M.

Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur

Opposed: None

Motion carried.

**Barb Kilpatrick
Board Secretary**

**Isanti Soil & Water Conservation District
380 Garfield St. South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

02-21-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, and Barb Kilpatrick

Staff Present: Mark DeMuth and Annette Swanson

SECRETARIES REPORT:

Minutes of the regular board meeting held January 17, 2012 were reviewed.

Motion/Seconded Koczur, Carpenter to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. **Motion/Seconded** Carpenter, Koczur to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

The 2012 tree sale is underway. Sales are going about even with the 2011 tree program.

Motion/Seconded Kilpatrick, Carpenter to approve the 2008 and 2009 State Cost-Share Final Financial Reports and return unencumbered funds to BWSR.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried

The year end financial reports have been completed and copies given to supervisors.

Swanson discussed a necessary upgrade of the version of QuickBooks the district currently is using.

Motion/Seconded Koczur, Kilpatrick to reimburse Annette for purchasing the 2012 version of QuickBooks and the annual payroll service fee in the amount of \$512.45.

Affirmative: Calander, Koczur, Carpenter, and Kilpatrick

Opposed: None

Motion Carried

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

Absent

RC&D Report:

Next will be a State meeting on Feb. 9th, 2012 in St. Cloud.

ADJOURN:

Motion/Seconded Koczur, Carpenter to adjourn the meeting at 8:45A.M.

Affirmative: Calander, Carpenter, Kilpatrick, and Koczur

Opposed: None

Motion carried.

Barb Kilpatrick
Board Secretary

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

05-15-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Barb Kilpatrick and Roger Larsen

Staff Present: Mark DeMuth, Annette Swanson, and Josh Bork

Absent: Ryan Carpenter

SECRETARIES REPORT:

Minutes of the regular board meeting held April 17, 2012 were reviewed. Motion/Seconded Koczur, Larsen to approve the minutes as sent out.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Kilpatrick, Koczur to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

Motion/Seconded Kilpatrick, Larsen to approve Native Prairie Seeding with 2012 State Cost-share for Barry Wendorf for the Isanti County Parks not to exceed 75% of the total cost.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Kilpatrick, Koczur to approve a well sealing with 2012 State Cost-share funds not to exceed 75% of the total cost.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Carpenter, Koczur to approve the application received by the board to replace a failed septic system thru the AgBMP (Best management loan program) thru

Agstar in East Stanford twp. sec. 16. These loans provide for projects that reduce existing water quality problems caused by agricultural activities of failing septic systems. The application will be sent on to Kanabec County for further approval.

Affirmative: Calander, Koczur, Kilpatrick, and Larsen

Opposed: None

Motion Carried

District tree sales are complete with approx. 25,000 sold.

District property and pole shed has had some interested inquires but nothing final.

An election reminder was given to Supervisors in Dist. 1, Dist. 3 and Dist. 4 that the election filing period runs from May 22-June 5 2012.

The District is required to have an audit for 2011. Bid letter will be sent out.

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC&D Report:

April 26th meeting was held in North Branch.

July 26th meeting will be held in Isanti County.

ADJOURN:

Motion/Seconded Kilpatrick, Koczur to adjourn the meeting at 9:15A.M.

Affirmative: Calander, Kilpatrick, Larsen and Koczur

Opposed: None

Motion carried.

**Barb Kilpatrick
Board Secretary**

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

05-15-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Barb Kilpatrick and Roger Larsen

Staff Present: Mark DeMuth, Annette Swanson, and Josh Bork

Absent: Ryan Carpenter

SECRETARIES REPORT:

Minutes of the regular board meeting held April 17, 2012 were reviewed. Motion/Seconded Koczur, Larsen to approve the minutes as sent out.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Kilpatrick, Koczur to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

Motion/Seconded Kilpatrick, Larsen to approve Native Prairie Seeding with 2012 State Cost-share for Barry Wendorf for the Isanti County Parks not to exceed 75% of the total cost.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Kilpatrick, Koczur to approve a well sealing with 2012 State Cost-share funds not to exceed 75% of the total cost.

Affirmative: Calander, Koczur, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Carpenter, Koczur to approve the application received by the board to replace a failed septic system thru the AgBMP (Best management loan program) thru

Agstar in East Stanford twp. sec. 16. These loans provide for projects that reduce existing water quality problems caused by agricultural activities of failing septic systems. The application will be sent on to Kanabec County for further approval.

Affirmative: Calander, Koczur, Kilpatrick, and Larsen

Opposed: None

Motion Carried

District tree sales are complete with approx. 25,000 sold.

District property and pole shed has had some interested inquires but nothing final.

An election reminder was given to Supervisors in Dist. 1, Dist. 3 and Dist. 4 that the election filing period runs from May 22-June 5 2012.

The District is required to have an audit for 2011. Bid letter will be sent out.

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC&D Report:

April 26th meeting was held in North Branch.

July 26th meeting will be held in Isanti County.

ADJOURN:

Motion/Seconded Kilpatrick, Koczur to adjourn the meeting at 9:15A.M.

Affirmative: Calander, Kilpatrick, Larsen and Koczur

Opposed: None

Motion carried.

**Barb Kilpatrick
Board Secretary**

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

06-19-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Barb Kilpatrick, Ryan Carpenter and Roger Larsen

Staff Present: Mark DeMuth, Annette Swanson, and Josh Bork

Others Present: Jason Weirnerman and Dave Copeland

SECRETARIES REPORT:

Minutes of the regular board meeting held May 15, 2012 were reviewed. Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out.

Affirmative: Calander, Koczur, Larsen, Carpenter and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Kilpatrick, Larsen to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Larsen, Carpenter and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

Motion/Seconded Carpenter, Koczur to accept the engagement letter with James Maiser, Certified Public Accountant and Consultant to audit the Isanti SWCD for fiscal year ending December 31, 2011. Audit fee will be \$2,050.00.

Affirmative: Calander, Koczur, Larsen, Carpenter and Kilpatrick

Opposed: None

Motion Carried

The use of QuickBooks Software on the NRCS computers was discussed with supervisors. The use of QuickBooks increases NRCS's PII exposure/risk as it is software designed specifically for time reporting, managing payroll, tax accounting and other needs of a small business. There will be more discussion whether or not the QuickBooks software will be permitted.

DeMuth met with Jamie Schurborn, Anoka Conservation District, Water Resource Specialist to discuss Subwatershed Analysis (SWA) Program. Motion/Seconded Koczur,

Carpenter to authorize Anoka Conservation District to complete the subwatershed retrofit analyses on behalf of Isanti SWCD in coordination with Isanti SWCD staff with the understanding that Anoka Conservation District will receive the \$18,000 available through the Metro Conservation Districts for analyses in Isanti County and be responsible for cost overruns. Anoka Conservation District may contact other local partners in attempt to secure additional funding.

Affirmative: Calander, Koczur, Larsen, Carpenter and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Koczur, Kilpatrick to approve the Letter of Agreement Between the Chisago Soil and Water Conservation District and The Isanti Soil and Water Conservation District---The agreement will set forth the work to be provided by the Isanti SWCD to the Chisago SWCD for local input and guidance into development of the Sunrise River Watershed Total Daily Maximum Load (TMDL) Study and Restoration and Protection plan to support local implementation of nonpoint source pollution reduction practices which will result in enhanced resource quality. The Chisago SWCD will provide the Isanti SWCD with up to \$4980.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None

Motion Carried

Motion/Seconded Kilpatrick, Carpenter to accept the Ground Water Level Monitoring Program Agreement. The District shall measure the water level in a total of 5 non-irrigation observation wells once monthly. The District shall receive \$15.00 for each measurement of an authorized observation well not to exceed \$600 for the agreement period for the work.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None

Motion Carried

Koczur and Swanson will attend the Metropolitan Area Conservation Districts Summer Meeting Wednesday, June 20, 2012 in Roger, MN

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

DAVE COPELAND

ASSISTANT STATE CONSERVATIONIST-FIELD OPERATIONS

Copeland informed the supervisors and staff of an upcoming Area 3 All Employee Training Meeting which will be held in Grand Rapids July 17 & 18.

Some of the topics to be discussed will be Forestry Management, FOIA and PII Policy, Ag Wetland Mitigation Banking, Drainage Water Management, Traditional Ojibwe Gardens, Soil Health/Soil Quality, Soil Survey Updates.

RC&D Report:

No June Meeting.

July 26th meeting will be held in Isanti County.

JASON WEINERMAN, BOARD CONSERVATIONIST (BWSR)

Weinerman spoke to the Supervisors and staff regarding:

1. Biennial Budget Request—due date June 29, 2012
2. The Future of the Soil and Water District—the present and long range planning.
3. Personnel and Financial Planning

Motion/Seconded Carpenter, Koczur to have Weinerman check with surrounding Districts interest with Cooperative Agreements.

Affirmative: Calander, Kilpatrick, Larsen, Carpenter and Koczur

Opposed: None

Motion Carried

ADJOURN:

Motion/Seconded Kilpatrick, Koczur to adjourn the meeting at 10:00 A.M.

Affirmative: Calander, Kilpatrick, Larsen, Carpenter and Koczur

Opposed: None

Motion carried.

Barb Kilpatrick
Board Secretary

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

07-17-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen

Staff Present: Mark DeMuth, Annette Swanson and Josh Bork

Others Present: Barb Baar, Mike Warring and Jason Weinerman

SECRETARIES REPORT:

Minutes of the regular board meeting held June 19, 2012 were reviewed. Motion/Seconded Koczur, Carpenter to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Kilpatrick, Larsen to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

James Maiser, CPA will be conducting the Districts audit for 2011. A date is still to be set. The audit will be conducted in accordance with generally accepted auditing standards and the Minnesota Legal Compliance Audit Guide for Local Government. The auditor will send a draft report, including a management letter or letter of findings, to the OSA for review and approval prior to issuing the final report. This should be done by October 31, 2012.

The USDA Service Center is looking for Space. An ad has run in the local papers with requirements of approximately 6,083 useable square feet. Terms of 10 years. Occupancy: Space to be ready for occupancy by March 1, 2013. With the Isanti Soil & Water Conservation District interested in approximately 295 square feet together with the USDA lease.

Motion/Seconded Kilpatrick, Carpenter to be a Pheasants Forever Sponsor for 2012-2013 by donating \$250.00

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Table forming Personnel and Finance Committees until August meeting.

Discussion of other SWCD's interest in partnering with Isanti SWCD.

District will be applying for Clean Water Fund Grant.

BARB BAAR, Deputy County Administrator/Human Resources Director:

Barb spoke to the Supervisors and staff in regard to the Personnel Policy the District follows. Items of special interest were Terminal Benefits: such as vacation pay-eligibility-benefit, health, dental and life insurance, special provisions and severance pay.

County Commissioner, Mike Warring joined our meeting to familiarize himself with the Soil and Water District staff and supervisors.

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC&D Report:

Next will be July 26, 2012 in Isanti County.

ADJOURN:

Motion/Seconded Koczur, Larsen to adjourn the meeting at 9:20A.M.

Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur

Opposed: None

Motion carried.

**Barb Kilpatrick
Board Secretary**

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

08-21-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen

Staff Present: Mark DeMuth, Annette Swanson and Josh Bork

Others Present: Mike Warring and Jason Weinerman

SECRETARIES REPORT:

Minutes of the regular board meeting held July 17, 2012 were reviewed. Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out amending that Josh was not in attendance for the July meeting.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Carpenter, Kilpatrick to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

Motion/Seconded Koczur, Kilpatrick to authorize the purchase of computer equipment to operate Quickbooks in the amount of not more than \$1500.00.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Kilpatrick, Carpenter to form Personnel and Finance Committees. With Personnel Committee being Wayne Calander and Roger Larsen and Finance Committee being Ryan Carpenter and Al Koczur.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC & D REPORT:

Next will be October, 2012. Discussion is to hire staff and continue or discontinue.

ADJOURN:

Motion/Seconded Carpenter, Kilpatrick to adjourn the meeting at 9:30 A.M.

Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur

Opposed: None

Motion carried.

Barb Kilpatrick
Board Secretary

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

09-18-12

8:00 A. M.

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen

Staff Present: Mark DeMuth, Annette Swanson and Josh Bork

Others Present: Mike Warring

SECRETARIES REPORT:

Minutes of the regular board meeting held August 21, 2012 were reviewed.

Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. **Motion/Seconded** Kilpatrick, Carpenter to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

Motion/Seconded Koczur, Carpenter to approve payment of State Cost Share funds to Isanti County Parks Contract (FY-12-01) in the amount of \$7864.00.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Discussed the purchase of a new no-till drill or the repair of the district drill. Discussion will continue at the October board meeting. Mark will get additional estimates of repair verses new.

Barb K. gave the board and staff an update on the District land that is for sale. An offer has been submitted for the purchase of the property.

Motion/Seconded Koczur, Carpenter to table the District land offer until the October board meeting so that Mark and Annette can give the board a more detailed report on income and operating costs of the district so that a better decision can be made to sell or not.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Al K. presented a check to the Isanti SWCD from the Isanti Pheasants Forever Chapter in the amount of \$7923.25 for Isanti County customers to be used for Nesting cover and trees.

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC & D REPORT:

Next will be October, 2012.

ADJOURN:

Motion/Seconded Koczur, Larsen to adjourn the meeting at 9:50 A.M.

Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur

Opposed: None

Motion carried.

Barb Kilpatrick
Board Secretary

**ISANTI SOIL & WATER CONSERVATION DISTRICT
380 GARFIELD ST SOUTH
CAMBRIDGE, MN 55008
763-689-3224 EXT 5**

Special Meeting

Isanti SWCD District Office

October 30, 2012

8:00 A. M.

AGENDA

- 1. District Equipment**
- 2. Employee Resignation Letter**
- 3. 2013 Tree Program**
- 4. Expenses for November and December**
- 5. Fall seeding commitments**

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

**November 20, 2012
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen

Staff Present: Annette Swanson and Josh Bork

Others Present: Mike Warring, Jason Weinerman and Holly Nelson

SECRETARIES REPORT:

Minutes of the regular board meeting held October 16, 2012 were reviewed.

Motion/Seconded Koczur, Carpenter to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. **Motion/Seconded** Carpenter, Larsen to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried.

STAFF REPORT:

Motion/Seconded Larsen, Koczur to send DeMuth a letter accepting his resignation.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Kilpatrick, Carpenter to table the PERA Verification of Termination form for DeMuth until the December 18, 2012 board meeting.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

COMPLIANCE/ENVIRONMENTAL TECHNICIAN, HOLLY NELSON:

Ms. Nelson discussed with the board the District's Wetland Conservation Act (WCA) responsibilities that need addressing in the absence of retiring DeMuth.

Motion/Seconded Koczur, Kilpatrick to give Swanson authority to contact Mille Lacs SWCD to ask for their help in fulfilling the Isanti Districts Wetland Conservation Act (WCA) needs. Also, negotiate a fee for services not more than \$50.00 per hour with \$1000.00 being the max amount that could be paid. This obligation ending December 31, 2012.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Another offer has been received on the District land and pole shed.

Motion/Seconded Koczur, Carpenter to reject the offer and maintain the original asking price at this time.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Koczur, Kilpatrick to put the District No-Till Drill on Craig's list with the asking price of \$10,000 (As Is) The main contact being Chairman, Wayne Calander. The drill not to be sold for less than \$10,000 without board approval.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded Koczur, Kilpatrick to allow Swanson to carry over unused Annual Leave to be used by April 1, 2013.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick

Opposed: None

Motion Carried

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist

See attached report.

RC & D REPORT:

There have been 4 applicants for the position of RC&D Manager.

BOARD CONSERVATIONIST, JASON WEINERMAN:

Weinerman discussed with the board-State Cost Share reporting issues. He will be providing State Cost Share training for staff and Supervisors. Weinerman also discussed the powers and duties of the District Supervisors and will provide training at the December 18th District board meeting.

ADJOURN:

Motion/Seconded Koczur, Kilpatrick to adjourn the meeting at 11:40 A.M.

Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur

Opposed: None

Motion Carried.

**Barb Kilpatrick
Board Secretary**

**Isanti Soil & Water Conservation District
380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

**December 18, 2012
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen
Staff Present: Annette Swanson and Josh Bork

SECRETARIES REPORT:

Minutes of the regular board meeting held November 20, 2012 were reviewed. Motion/Seconded Larsen, Koczur to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick
Opposed: None
Motion Carried.

Minutes of the Special Meeting held October 30, 2012 were reviewed. Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick
Opposed: None
Motion Carried

TREASURER'S REPORTS:

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Carpenter, Koczur to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick
Opposed: None
Motion Carried.

STAFF REPORT:

Motion/Seconded Koczur, Carpenter to accept and sign the Verification of Termination of a PERA Member's Employment for Retirement for Mark DeMuth. Mail a copy to PERA and one to DeMuth.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick
Opposed: None
Motion Carried

Draft copies of the 2011 District Audit were handed out to the Supervisors for their review.

The 2013 District tree orders have gone out in the mail.

Supervisors discussed more options to sell the District tractor.

Motion/Seconded Koczur, Larsen to lower the selling price for the District John Deere Tractor to \$94,500 but not less than \$89,500. Also putting the listing on Craig's List, Tractor House and Fast line.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick
Opposed: None
Motion Carried

Motion/Seconded Koczur, Carpenter to counter offer the District Property offer at \$80,000 and remove the seller contingencies #3-obtaining any rezoning or use permits and #5-providing copies of all covenants, reservations, restrictions on property. Also the Boards responsibility to prove that the property is buildable. To give Kilpatrick the authority to negotiate the closing date. Any other offer amount would need the District Boards approval.

Affirmative: Calander, Koczur, Carpenter and Larsen
Abstained: Kilpatrick
Opposed: None
Motion Carried

Motion/Seconded Koczur, Carpenter to cancel the present signature card at the Peoples Bank of Commerce. Deleting DeMuth from the current card and creating a new signature card with Annette Swanson, Al Koczur and Barb Kilpatrick as signers for the District.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick
Opposed: None
Motion Carried

DISTRICT CONSERVATIONIST:

Josh Bork, District Conservationist
See attached report.

RC & D REPORT:

No Meeting

BOARD CONSERVATIONIST, JASON WEINERMAN:

Weinerman provided training for staff and Supervisors –Consisting of Minnesota Statutes- Chapter 103C-Soil and Water Conservation Districts, State Grant Agreements, Comprehensive Plan of the SWCD and much more.

ADJOURN:

Motion/Seconded Koczur, Kilpatrick to adjourn the meeting at 11:25 A.M.

Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur
Opposed: None
Motion Carried.

Barb Kilpatrick
Board Secretary

Isanti Soil and Water Conservation District

380 Garfield St. So.
Cambridge, MN 55008
763-689-3224 Ext. 5

SPECIAL SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008

April 29, 2013

9:00 a.m.

The special supervisor's meeting was called to order by Chairman, Wayne Calander.

ATTENDANCE:

Present: Wayne Calander, Barb Kilpatrick, Ryan Carpenter, Al Koczur and Roger Larsen
Staff Present: Annette Swanson

Motion/Seconded Larsen, Koczur to accept the Position Opening Job Announcement for District Manager/Technician as amended.

Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick
Opposed: None
Motion Carried

Motion/Seconded Koczur, Carpenter to Adopt and use the Mille Lacs Job Application Forms after clarifying line 27.

Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick
Opposed: None
Motion Carried

Motion/Seconded Carpenter, Larsen to accept the position opening/ job announcement listing until 12:00 p.m. Friday, May 31, 2013.

Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick
Opposed: None
Motion Carried

Motion/Seconded Koczur, Carpenter to add conditions and EEO statements to Job posting announcement.

Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick
Opposed: None
Motion Carried

Motion/Seconded Carpenter, Kilpatrick to authorize A. Swanson to contact Susan Shaw, Mille Lacs SWCD District Manager to continue with the WCA support agreement thru May 21, 2013 and also contact Chisago and/or Anoka SWCD's inquiring if they may be able to team with Susan Shaw if her workload becomes too great to meet the needs of Isanti SWCD.

Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None

Motion Carried

Motion/Seconded to adjourn meeting at 10:15 a.m.

Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None

Motion Carried