1. Call to Order
2. Roll Call – Fill out Vouchers
4. Treasurers Report – motion
5. Speakers: NRCS, Watershed
6. Unfinished Business
   A. Projects & Grants – report
   B. Buffer Program - report
   C. Open Pasture Rent Bids - motion
   D. Remodel Office - info
   E. Other
7. New Business
   A. Cost Share – motion
   B. Water Plan Public Hearing & County Commissioner Meeting – info
   C. Area 1 Meeting - info
   D. Annual Plan – motion
   E. Approve Expenses for AIS Meeting- motion
   F. Other
8. Adjourn Meeting – motion

Grants
NRBG (Water Plan, Wetland, Feedlot), Discovery Farms, Capacity, AIS, Cost Share, RIM, Observation Wells, Cons Delivery
Buffer Law Grant, MAWQCP

Meetings & Training
January 17-19-RRB Land & Water Summit, Fargo
January 18 – Crop Seed & Trade Show-Gary
February 16 – County Commissioner Mtg, 10:30
February 20 – Closed
February 21 – Area 1 Meeting, Detroit Lakes
February 23 – Soil Health Workshop, Grand Forks
March 2 – Survey Training, Detroit Lakes
March 8 – AIS Conference, Alexandria
March 9 – Board Meeting

SWCD Programs and Services
Tree Planting and Maintenance
Conservation Delivery Program
Erosion Control & Water Management
Local Water Management Plan
Rainfall Monitoring Program
Wetland Conservation Act
Observation Well Monitoring
Feedlot Program
Aquatic Invasive Species Program
Reinvest in Minnesota – RIM
Buffer Law Program
Discovery Farms Water Sampling
MAWQCP (Certification Program)
Ag BMP Program
NRCS Programs
Education Days
Minutes for the January 13th, 2017 SWCD board meeting

Norman County SWCD
100 Main Avenue East – PO Box 60
Twin Valley Minnesota 56584
Phone (218) 584-5169    Fax (218) 584-5667
E-Mail – swcd@tvutel.com

Minutes for the January 13, 2017, meeting of the Norman County Soil and Water Conservation District Board of Supervisors, District Office Twin Valley, Mn.

1. Call to Order
The meeting of the Norman County SWCD Board of Supervisors was called to order by Chairman, Ron Thorsrud at 8:15 AM.

A motion was moved by Rockstad, second by Skaurud to approve the January agenda with the added WCA resolutions under new business.

Affirmative: 4 Yays   Opposed: 0 Nays
Motion Carried

Board Reorganization

A motion was moved by Rockstad, second by Skaurud to approve that the board officers stay the same for 2017.

Affirmative: 4 Yays   Opposed: 0 Nays
Motion Carried

Erik Rockstad said the oath of office and signed the Certificate of Election.

2. Roll Call
Members Present
   Ron Thorsrud, Chairman
   Kelly Skaurud, Vice Chairman
   Erik Rockstad, Treasurer
   Bruce Tuft, Reporter

Members Absent
   Gene Ueland, Secretary

Others Present
   Lori Thronson, District Manager
   Mark Christianson, District Technician
   Courtney Habetz, Conservation Technician

3. Secretaries Report
A motion was moved by Rockstad, second by Tuft to approve the December 8th, 2016 Secretaries Report.

Affirmative: 4 Yays   Opposed: 0 Nays
Motion Carried
Minutes for the January 13\textsuperscript{th}, 2017 SWCD board meeting

4. Treasurers Report

A motion was moved by Rockstad, second by Tufte to approve the December Treasurers Report.

Affirmative: 4 Yays  Opposed: 0 Nays
Motion Carried

5. Speakers Reports: None

6. Unfinished Business

A. Project Reports & Grants

Courtney and Mark finished the feedlot inspections for 2016; site visits and online reporting. Had a meeting with the Garry Johanson, ESO who mentioned there is still some interest in folks having hog operations set up in Norman County. Had a request for streambank repair, will work with the landowner on this. Lori and Courtney attended a meeting in Detroit Lakes on elink reporting.

B. Buffer Program

Mark drove around with the area hydrologist looking at 4 sites for buffers that folks have requested to be removed off the map. Working with our Board Conservationist on alternative practices. Folks have been calling or stopping in asking about the buffer program. Had a meeting with the Wild Rice Watershed and the ESO officer to talk about each agency’s involvement with the buffer program. Courtney is working on a database for sending out letters to folks explaining the buffer program and the deadlines involved.

C. County Commissioner Meeting

Met with the county commissioners in December, presented our budget, asked for a $1,000 increase from $63,200 to $64,200, it was approved. The commissioners also approved a $22,750 increase to our office for the SWCD Capacity Grant. The state is matching these funds which will be used for erosion projects. Mark gave an update on the feedlot and WCA program, and updated the board on the buffer program.

D. Advertise for Pasture Bids

We will be advertising in the paper for 2 weeks requesting bids for the pasture. The bids will be opened at our February board meeting and acted upon. The board wants the contract to be for 2 years.

E. Other

Handed out the brochure from MASWCD outlining their accomplishments for 2016.

7. New Business

A. Cost Share

A motion was moved by Skaurud, second by Rockstad to approve cancelling the following cost share contracts because the grant ended.

Affirmative: 4 Yays  Opposed: 0 Nays
Motion Carried

<table>
<thead>
<tr>
<th>Contract</th>
<th>Project Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1-16</td>
<td>Don Johnson</td>
<td>Field Windbreak</td>
<td>$300</td>
</tr>
<tr>
<td>#14-16</td>
<td>Chris Odden</td>
<td>Well Sealing</td>
<td>$250</td>
</tr>
</tbody>
</table>
Minutes for the January 13th, 2017 SWCD board meeting

A motion was moved by Rockstad, second by Skaurud to approve the following cost share payment and county allocation payment.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Work Type</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-16</td>
<td>Eugene Strobel</td>
<td>Waste Facility Closure</td>
<td>$2,938</td>
<td>44%</td>
</tr>
<tr>
<td>15-16</td>
<td>Eugene Strobel</td>
<td>County Allocation</td>
<td>$3,762</td>
<td>56%</td>
</tr>
</tbody>
</table>

Affirmative: 4 Yays  Opposed: 0 Nays  Motion Carried

A motion was moved by Skaurud, second by Tufte to approve the following cost share contract for well sealing not to exceed 50%.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Work Type</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-17</td>
<td>Chris Odden</td>
<td>Well Sealing</td>
<td>$250</td>
<td>50%</td>
</tr>
</tbody>
</table>

Affirmative: 4 Yays  Opposed: 0 Nays  Motion Carried

B. Cancel Cost Share Contracts

A motion was moved by Skaurud, second by Tufte to approve cancelling the following cost share contracts because the grant ended.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Work Type</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-15</td>
<td>Jeff Petry</td>
<td>Well Sealing</td>
<td>$1,000</td>
<td>50%</td>
</tr>
<tr>
<td>11-15</td>
<td>Gene Baukol</td>
<td>Well Sealing</td>
<td>$500</td>
<td>50%</td>
</tr>
<tr>
<td>12-15</td>
<td>Scott Engel</td>
<td>Well Sealing</td>
<td>$847.50</td>
<td>50%</td>
</tr>
</tbody>
</table>

Affirmative: 4 Yays  Opposed: 0 Nays  Motion Carried

C. Upcoming Meetings

The Crop, Seed and Trade Show is on January 18th in Gary, we will be having a booth there. The Red River Basin Land and Water Summit is January 17-19 in Fargo.

D. Approve Small Group Insurance Plan

A motion was moved by Tufte, second by Rockstad to approve the office sponsoring a small group health insurance plan through BlueCross.

Affirmative: 4 Yays  Opposed: 0 Nays  Motion Carried

E. Supervisor/Staff Retreat

A motion was moved by Rockstad, second by Tufte to approve paying expenses for the staff and supervisors to attend a staff/supervisor retreat.

Affirmative: 4 Yays  Opposed: 0 Nays  Motion Carried

F. Yearly Motions

A motion was moved by Tufte, second by Rockstad to approve the 2017 yearly motions.

Affirmative: 4 Yays  Opposed: 0 Nays  Motion Carried
Minutes for the January 13th, 2017 SWCD board meeting

G. Performance Pay Request

A motion was moved by Skaurud, second by Rockstad to approve the 2016 Performance Pay for each full-time employee. See attached.

Affirmative: 4 Yays   Opposed: 0 Nays  
Motion Carried

Performance Pay Policy

A motion was moved by Skaurud, second by Rockstad to approve a $750 Performance Pay for full time employees starting in January 1st, 2017. This Performance Pay will be paid on a yearly performance, meeting three self-determined goals and if the district has a net profit from that year. Performance Pay will be approved at the January meeting of each year. The goals will be presented to the board within 45 days of the new year.

Affirmative: 4 Yays   Opposed: 0 Nays  
Motion Carried

Ron Thorsrud left the meeting at 10:30

H. Remodel the 3 offices

Discussed remodeling the 3 offices and replacing the ceiling tile in the whole office. The staff will get 2 bids and bring to the next meeting.

I. Other – WCA Resolution

A motion was moved by Rockstad, second by Tufte to approve signing the Wetland Conservation Act resolutions giving the district authority to implement the program and the technician the authority to write the plans.

Affirmative: 3 Yays   Opposed: 0 Nays  
Motion Carried

8. Adjourn meeting at 11:45

A motion was moved by Rockstad, second by Tufte to adjourn the meeting.

Affirmative: 3 Yays   Opposed: 0 Nays  
Motion Carried

Dated __________________________ Respectfully Submitted:

______________________________  NCSWCD Board Secretary

Gene Ueland, NCSWCD Board Secretary