



“Helping bring YOU clean water”

Lincoln SWCD

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LINCOLN SOIL AND WATER CONSERVATION DISTRICT

Minutes of the Lincoln Soil and Water Conservation District, Regular Meeting, USDA Building, Ivanhoe, MN, August 18, 2009.

Meeting called to order by the Chairman, Daniel Christianson, at 7:17 a.m.

Members Present:

Daniel Christianson, Chair  
Glen Sorensen, Vice Chair  
Conrad Schardin, Secretary; left @ 10:05 a.m.  
John Boulton, PR&I  
Joe Weber, Treasurer @ 7:26 a.m.

NRCS Present:

Dennis Johnson, District Cons. @ 8:26 a.m.

District Staff Present:

Pauline VanOverbeke, District Manager  
Ron Madsen, Engineering Technician  
Randy Kraus, FBA  
Dale Sterzinger, Cons. Technician @7:25 a.m.

Others Present:

Richard Holmberg, Auditor; 8:15 – 8:35 a.m.  
Rep. Andrew Falk, 9:25 – 10:05 a.m.

AGENDA: Motion by Sorensen, seconded by Schardin to approve the updated agenda. Affirmative: Christianson, Sorensen, Schardin and Boulton. Opposed: None. Motion Carried.

JULY TRANSFER OF FUNDS CORRECTION: The July transfer of \$15,000 from the checking account to MMS account was mistakenly put back into the checking account.

MINUTES: The minutes from the July 15, 2009 meeting were approved as mailed.

TREASURER’S REPORT: Motion by Schardin, seconded by Boulton to approve the Treasurer’s Report for July, 2009. Affirmative: Christianson, Sorensen, Schardin and Boulton. Opposed: None. Motion Carried.

BILLS: Motion by Boulton, seconded by Sorensen to approve the payment of the bills for \$32,863.34 (see attachment). Affirmative: Christianson, Sorensen, Schardin and Boulton. Opposed: None. Motion Carried.

STATE COST-SHARE PAYMENTS: Motion by Schardin, seconded by Boulton to approve the following State C-S payments. Affirmative: Christianson, Sorensen, Schardin and Boulton. Opposed: None. Motion Carried.

| Contract # | Name           | Practice      | C-S Amount | Technician |
|------------|----------------|---------------|------------|------------|
| FY08-08    | Hollie Barber  | Tree Planting | \$1,458.00 | Sterzinger |
| FY09-06    | David B. Olson | Tree Planting | \$1,989.00 | Sterzinger |

Sterzinger and Weber present at this time.

WLI PAYOUTS: Motion by Boulton, seconded by Sorensen to approve the WLI payments made August 11<sup>th</sup> to Jane Prokop FY09-06 for \$16,144.20; Daniel Christianson FY09-12 for \$12,534.15; Joanne Christianson FY09-12 for \$12,534.15. Affirmative: Sorensen, Schardin, Boulton and Weber. Opposed: None. Abstain: Christianson. Motion Carried.

TRANSFER OF FUNDS: Motion by Schardin, seconded by Sorensen to approve the transfer of \$4,000 from the MMS Account to the checking account. Affirmative: Christianson, Sorensen, Schardin, Boulton and Weber. Opposed: None. Motion Carried.

ACTUAL AND BUDGETED INCOME AND EXPENDITURE STATEMENT: VanOverbeke handed out the July, 2009 actual and budgeted income and expenditure statement for review.

VEHICLE PURCHASE UPDATE: Madsen reported that the district is back to qualifying for the cars program. It has been on again; off again as far as qualifying for the program for government agencies. If the price is over the \$26,000 voted on at the last meeting, it was agreed that Madsen should contact Christianson concerning the issue.

DATA PRIVACY POLICY: Motion by Boulton, seconded by Schardin to approve and adopt the Data Privacy Policy as mailed out and that this policy supersedes the policy previously adopted. Affirmative: Christianson, Sorensen, Schardin, Boulton and Weber. Opposed: None. Motion Carried.

BYLAWS POLICY: Motion by Boulton, seconded by Sorensen to approve and adopt the Bylaws Policy as mailed out. Affirmative: Christianson, Sorensen, Schardin, Boulton and Weber. Opposed: None. Motion Carried.

PRAP REVIEW: VanOverbeke gave an overview of the PRAP meeting that took place on August 6<sup>th</sup>. The steps to take place yet were also reviewed. VanOverbeke handed out and explained the checklists for the County and the SWCD along with the discussion questions and the responses from the meeting. Don Buckhout and David Sill will present their findings at a future board meeting after they have a chance to put their report together.

NRCS CONTRIBUTION AGREEMENT #68-6322-9-942: Motion by Schardin, seconded by Boulton to approve and sign the NRCS Contribution Agreement #68-6322-9-942 (delivered by Gary Watson) to reimburse NRCS \$7,008 for 870 square feet of office space and \$689 for LAN/WAN/VOICE costs for a total of \$7,697. Affirmative: Christianson, Sorensen, Schardin, Boulton and Weber. Opposed: None. Motion Carried.

2008 AUDIT REVIEW BY HOLMBERG: Dick Holmberg, Ltd, CPA present at this time to review the 2008 audit report. Mr. Holmberg's suggestions to incorporate into the segregation of duties is to have someone other than the one entering the items into Redwing verify the bank statements with the Redwing computer generated statements. VanOverbeke stated that this has already been incorporated and 2-months selected by Madsen having already completed. Motion by Boulton, seconded by Sorensen to accept the 2008 audit as presented and to sign the letter to Richard Holmberg confirming the representations made are true and correct. Affirmative: Christianson, Sorensen, Schardin, Boulton and Weber. Opposed: None. Motion Carried. Holmberg then left the meeting.

65-YEAR OPEN HOUSE: The open house was discussed. The county has set September 29<sup>th</sup> from 1-4 p.m. as the courthouse open house. The District will hold our open house the same day with the exception of hours for the district running from 11:00 a.m. to 6:00 p.m. Serving will be brats, chips, beans, and cookies or bars or both. Special invites will be sent to legislators, county commissioners, water management task force members, watershed districts, RCRCA, past employees, auditors, contractors, well sealers, past supervisors; providing addresses are known.

#### REPORTS:

DISTRICT MANAGER'S REPORT: Pauline VanOverbeke, District Manager's report is attached.

EDUCATION COORDINATOR'S REPORT: Randy Kraus, handed out the Education Coordinator's report. Summary includes: Assisted w/set-up of fair booth; working on Women's Day program; Environmental Fair; CSP news release; working on Conservation Farm Award.

ENGINEERING TECHNICIAN'S REPORT: Ron Madsen, Engineering Technician reported that he is working on projects which will be funded with some dollars from the 319 funds through Lyon SWCD (three county project): Tom Barber; 1-WSCB and Bill Cherp-2-WSCBs. Summer construction has been going very well thanks to the Conserving Use Acres dollars provided through the Water Plan.

CONSERVATION TECHNICIAN'S REPORT: Dale Sterzinger, Conservation Technician's report follows:

- Trees; accounts receivable-\$55,286; working on tree shelterbelt projects; discussion on the David Esping project. Motion by Weber, seconded by Schardin to make payment for project complete and to return unused matting. Motion failed. Board gave direction to Sterzinger to contact Esping about the project.

REPRESENTATIVE ANDREW FALK: Rep. Andrew Falk was present at this time and presented issues and highlights from his term in office this year. He stated he believes in local control. Budgets; wind turbines, burn permits, SWCD funding, Clean Water Fund and Lessard-Sams Heritage Fund were discussed. Rep. Falk then left the meeting.

Schardin left the meeting at this time.

CONSERVATION TECHNICIAN'S REPORT CONTINUED:

- WCA:
  - Everything was sent off for the Christensen project located in Drammen Twp, Section 15; purchased 7/10 of a wetland credit from Lyon County.
  - City of Hendricks; culvert replacement; filled out application.
  - Violation Extension on Lozinski Project, will be completed.
  - Restoration on Gary Kontz project.
  - Norwegian Creek Park Project.
  - Rose Anderson w/Lyon SWCD request to help with wetland/road project. VanOverbeke and Sterzinger discussed. Discussed with board; Lincoln SWCD projects will be of first priority.
- Lake Shaokatan Project Dollars:
  - Jack Weber; dam project.
  - Harvey Suhr; reroute tile project.
  - Five more intakes completed.
  - Shaokatan Township tile project.
- Hendricks Lake Project; will work with the Hendricks lake people on projects of interest.

FARM BILL ASSISTANT'S REPORT: Randy Kraus, Farm Bill Assistant report follows:

- RIM site inspections.
- Lake Hendricks area projects; filter strips to help around the lake.
- WLI Dollars: Motion by Boulton, seconded by Sorensen to have the staff make payment/sign checks for the WLI contracts when the WLI dollars are available in the district checking account for Curt Coners and Darrel and Donna Johnson when the dollars become available. Affirmative: Christianson, Sorensen, Boulton and Weber. Opposed: None. Motion Carried.

DISTRICT CONSERVATIONIST'S REPORT: Dennis Johnson, District Conservationist report follows:

- Rain garden complete in the City of Hendricks; Lake Hendricks/Museum area.
- Lake Hendricks Lake Association promoting landowners to take advantage of any programs available to them to help clean up the lake.
- CSP-Conservation Stewardship Program; explained.
- EQIP; five projects that did not get funded.

OTHER ITEMS OF BUSINESS: Sorensen explained that RCRCA will have a new joint powers agreement to sign/approve shortly.

The meeting declared adjourned by the Chairman, Christianson, at 10:34 a.m.

APPROVED: \_\_\_\_\_  
DATE SIGNATURE

**DISTRICT MANAGER'S REPORT**  
**PAULINE VANOVERBEKE**  
**AUGUST 18, 2009**

Water Plan Update: I will meet with the BWSR subcommittee on Thursday, September 3 to review our Water Management Plan Revision.

Performance Review and Assistance Program (PRAP): Completed the PRAP Performance Standards checklist for BWSR and answers to questions. Meeting was well attended with 14 total people in attendance. Questions were discussed with good feedback. Next steps: write up the review from the meeting on the questions. Don Buckhout and David Sill will discuss the write up that we send. Buckhout will develop a draft report in which we will have an opportunity to respond to. BWSR will then meet with our board and the two County Commissioners on the draft. After the meetings, BWSR will develop a final report in which will be on the BWSR website and will be given to the legislators.

County Budget: Meet with the County Commissioners on September 1<sup>st</sup> at 9:05 a.m. to review the budget request.

Letter from Farrish-Johnson Law Office: Letter concerning \$98 due and payable on our account at Tri State Petroleum, Inc. I have called them to send paperwork showing that we still owe; but have not yet received anything from them. I have the documentation that we have paid them the \$98 they say we still owe.

MCIT: MCIT dividend is \$2,411.

What I have been up to other than items above:

- Met w/Redwood and Yellow Medicine SWCD's to develop the Data Privacy and ByLaws and then developed both policies for Lincoln SWCD.
- Meetings attended: Lac qui Parle Technican; MN River Basin Board; Redwood Cottonwood RFP-Clean Water Funds; Women's Day Planning.
- Women's Day preparation; financials and promotional items.
- Fair booth/65-year anniversary information and display board. Still have more pictures to get ready for the open house on September 29<sup>th</sup>.
- Web site; turning point and the sales tax conversion; payroll, etc.
- Developed information to send out to the residents in the South Branch of the Yellow Medicine River Watershed area.
- Met with auditors to complete the 2008 audit.

Upcoming meetings and to do's: Meetings: August 20-Redwood TMDL public meeting and YMRWD Advisory meeting; August 26-Employee Meeting Civic Engagement and Women's Day Planning meeting; August 31-SWWC Insurance Pool meeting; September 3-WP update w/BWSR subcommittee; September 9-Womens Day Program; September 1-County Commissioners budget meeting. To Do: Performance Reviews, Contribution Agreements, SBYMR mailings, prepare info for open house, shirts, LincPass and water plan program implementation.