



Providing Engineering and Technical Assistance to North Central MN SWCDs

March 07, 2022, TSA8 Board Minutes

1:00 to 3:00 p.m.

Location: Beltrami County Admin. Building

Remote Option:

Zoom: <https://us02web.zoom.us/j/89935285574>

Meeting ID: 899 3528 5574

Bylaws: Voting on all matters that come before this organization shall be by designated individuals in attendance, who are either elected supervisors or employees of the member districts where each member SWCD is allowed one vote.

Attendees In-Person: Darren Newville, Wadena SWCD, Andy Arens, Itasca SWCD, Tom Schulz, Wadena SWCD, Ruth Trask, Beltrami SWCD, Don Rettinger, Hubbard SWCD, Crystal Mathisrud, Hubbard SWCD, Bill Westerberg, TSA8, Melissa Barrick, Host District Manager Crow Wing SWCD, Cal Saari, Itasca SWCD, Chad Severts, BWSR, Chester Powell, Clearwater SWCD, Lori Buell, Clearwater SWCD, and Brent Rud Beltrami SWCD.

Online: Dain Erickson, Red Creative Canoe, Mitch Brinks, Brinks Wetland Service Inc., Josh Stromlund, LOW SWCD, Frank Sindleir, LOW SWCD, Jim Ballenthin, Cass SWCD, Jeff Hrubes, BWSR, Chris Pence, BWSR, Kelly Condiff, Cass SWCD, Corryn Trask, LOW SWCD, Lynn Goodrich, Hubbard SWCD, Pam Tomevi, Koochiching SWCD, Eldon Voigt, Koochiching SWCD, John Ringle, Cass SWCD, and Doug Thomas, Houston Engineering Inc.

I. Call to Order 1:05 p.m.

1. Consent Items:

Item	Board Action
a. Secretary's Report 01.24.2022	Approval as presented
b. Agenda Approval	Approval as presented
c. Treasurer's Report and Grant Status	Approval as presented

There was a motion by Ruth Trask, seconded by Cal Saari, to approve consent agenda items a-c as presented. Affirmative: Beltrami, Cass, Hubbard, Itasca, Lake of Woods, Clearwater, Koochiching, and Wadena. Crow Wing SWCD Abstain. Motion Carried.

II. New Business

- a. PRAP Grant Application: Doug Thomas with Houston Engineering Inc. reviewed scope work and cost to complete the strategic planning session.

There was a motion by Cal Saari, seconded by Eldon Voigt, to approve Tom Schulz to sign the BWSR PRAP grant agreement and authorize the Host District Manager to set up a subcontract with Houston Engineering for \$20,000 once BWSR approves the grant agreement.

Affirmative: Beltrami, Cass, Hubbard, Itasca, Lake of Woods, Clearwater, Koochiching, and Wadena. Crow Wing SWCD Abstain. Motion Carried

- b. Amend 2022 Budget: Discussed the amount of money available for the personnel since both technicians resigned. Host District Manager reviewed expenses impacted by the resignations, including staff training, vehicle mileage, subscriptions, office expenses, and paid severance to past technicians.

There was a motion by Ruth Trask, seconded by Cal Saari, to amend the 2022 TSA8 budget to remove \$125,000 from Personnel TSA8 expenses and operational expenses and increase Professional Service Contracts by \$125,000.

Affirmative: Beltrami, Cass, Hubbard, Itasca, Lake of Woods, Clearwater, Koochiching, and Wadena. Crow Wing SWCD Abstain. Motion Carried.

- c. Itasca SWCD Coleraine Project: Discussed the need, grant expiration, grant amendment, and amount of money needed for technical services to finish the Stormwater Projects.

There was a motion by Tom Schulz, seconded by Eldon Voigt, to approve the TSA8 to reimburse Itasca SWCD up to \$30,000 for technical assistance funds for the City of Coleraine Stormwater Projects by December 31, 2022. Invoices must comply with the BWSR GAM Policy for Clean Water Funds.

Affirmative: Beltrami, Cass, Hubbard, Lake of Woods, Clearwater, Koochiching, and Wadena. Crow Wing SWCD and Itasca Abstain. Motion Carried.

- d. Professional Service Contract

There was a motion by Jim Ballenthin, seconded by Eldon Voigt, to earmark \$102,000 of the 2022 Professional Service contract to be allocated among eight SWCDs (excluding Itasca SWCD). Each SWCD District would be eligible for up to \$12,750 for technical assistance. Funds would be available if the TSA8 Engineer and District Manager in writing indicate that the TSA8 staff does not have time to provide the requested service in 2022. The SWCD will hire their technical service provider, and the TSA8 would reimburse SWCD based on actual expenses up to \$12,750.

Affirmative: Beltrami, Cass, Hubbard, Itasca, Lake of Woods, Clearwater, Koochiching, and Wadena. Crow Wing SWCD Abstain. Motion Carried.

- e. 2023 Budget GIS Professional Service Contract Potential: Mitch Brink presented his anticipated 2023-2025 three-year budget request to continue to provide GIS professional service to the TSA8 SWCDs.
- f. 2021 TSA8 Audit Report. The TSA8 Board was provided and reviewed the 2021 TSA8 Audit Report July 01, 2020-June 30, 2021. Copies were made available, both digital and paper, at the meeting location.
- g. TSA8 Equipment and Rental Agreement: The Board reviewed the inventory list and current office space lease agreement with Beltrami County. The Lease agreement ends December 31, 2023. The SWCD staff are interested in utilizing the survey equipment. The SWCD staff requested to host a training to provide SWCD with skillsets to complete the survey work. Bill Westerberg and Clearwater SWCD will work together to host a training as soon as possible. Host District Manager will look into MCIT Policy regarding insurance to its members. Hubbard SWCD would also be interested in borrowing or purchasing the 2006 Truck.

- III. Tom Schulz provided a letter from Hubbard SWCD with support for the TSA8 Staff, contracts, and operations. See Letter Attached to the minutes.

Adjourn. Tom Schulz adjourned the meeting at 2:54.