



**Regular Minutes of the Crow Wing Soil and Water Conservation District (SWCD),  
Land Services Building, Brainerd, MN 56401, for December 18, 2013.**

I. Meeting called to Order by Chairman Robert Becker at 9:00 a.m.

Members Present: Robert Becker-Board Chair  
Robert Albrecht-Vice chair  
Diane Jacobson-Secretary  
Leonard Koering-Treasurer  
Roger Waytashek-Reporter

Others present: Melissa Barrick-District Manager  
Beth Hippert-District Technician  
Darren Mayers-District Technician  
Tasha Lauer – District Coordinator  
Jessica Weiss-NRCS Board Conservationist  
Tim Terrell-MHB Executive Director

II. Consent Agenda

a. Secretary's Report 10.16.2013

**There was a motion by Robert Albrecht seconded by Roger Waytashek, to approve the November 20, 2013 Secretary's Report.**

**Affirmative: RB, LK, DJ, RA, RW      Opposed: None      Motion Carried.**

b. Treasurer's Report

**There was a motion by Robert Albrecht seconded by Diane Jacobson, to approve the November 2013 Treasurer's Report.**

**Affirmative: RB, LK, DJ, RA, RW      Opposed: None      Motion Carried.**

c. Approval of Agenda.

**There was a motion by Leonard Koering seconded by Roger Waytashek, to approve the agenda with the following addition: New Business c. University of Minnesota On-line Class Site Assessments.**

**Affirmative: RB, LK, DJ, RA, RW      Opposed: None      Motion Carried.**

III. Reports

- a. Work Reports: SWCD Staff and NRCS read work reports.
- b. WCA: Beth provided an update.
- c. Region 5: Diane provided an update.
- d. Easement Program: Melissa provided an update.
- e. Tulibee Forestry: Darren and Melissa provided an update.
- f. Crow Wing Forage Basin Council: Leonard provided an update.
- g. Thirty Lakes Watershed District: Bob Albrecht provided an update.
- h. North Central MN TSA: Bob Albrecht provided an update.
- i. Elected Officials Report: Diane provided a report.

IV. Old Business:

- a. Grants Update: Community Partnership: Project Closeout; Pelican Lake Association and Pete Thomas/Verna Quaintance. SWCD submitted Targeted Watersheds Grant application to BWSR.
- b. Cost-Share: Norman Mears

**There was a motion by Leonard Koering Seconded by Robert Albrecht, to approve FY13 BWSR State Cost-Share reimbursement for Norman Mears in the amount of \$3,365.00, and to authorize Board Chair, Robert Becker to sign the voucher form.**

**Affirmative: LK, DJ, RB, RA, RW      Opposed: None      Motion Carried.**



- c. SWCD Car Options: Melissa provided an update.
- d. 2013 MASWCD Convention December 1-3, 2013: Bob Albrecht provided an update.
- e. Office Lease and Space: SWCD office space will stay the same.
- f. Personnel committee Meeting:

**There was a motion by Robert Albrecht Seconded by Leonard Koering, to approve personnel committee meeting recommendations for salary raises for employees as the following:**

Employee	Current Wage & Insurance Rate \$2.25 an hour	Raise	Hourly Rate	Annually Salary
District Coordinator	\$15.75	\$.50	\$16.25	\$29,250.00
District Technician	\$20.75	\$.75	\$21.50	\$44,720.00
District Manager	\$21.00	\$1.00	\$22.00	\$41,600.00
District Technician	\$18.25	\$.75	\$19.00	\$39,520.00
			<b>Total</b>	<b>*\$153,340.25</b>
*Note: Total annually salary includes Melissa's unpaid leave for Maternity Leave deducted			Medicare	\$ 2,254.17
			S.S.	\$9638.50
			PERA	\$11,270.85

**Affirmative: LK, DJ, RB, RA, RW      Opposed: None      Motion Carried.**

- g. 2014 Budget:

**There was a motion by Robert Albrecht Seconded by Leonard Koering, to adopt the 2014 Crow Wing SWCD 2014 Budget.**

**Affirmative: LK, DJ, RB, RA, RW      Opposed: None      Motion Carried.**

- h. Dues MACDE \$20/employee, MN SWCD \$60, MN SWCD Forestry Assn \$15.

**There was a motion by Robert Albrecht Seconded by Roger Waytashek, to approve and pay MACDE, MN SWCD, and MN SWCD Forestry Assn. Dues.**

**Affirmative: LK, DJ, RB, RA, RW      Opposed: None      Motion Carried.**

V. New Business:

- a. Delegating of Melissa's Duties: Discussion of delegation of duties.
- b. MASWCD Area VIII Board Chair & Managers Meeting, January 9, 2014.

**There was a motion by Leonard Koering, Seconded by Roger Waytashek, to approve Robert Becker and Robert Albrecht to attend Area VIII Managers Meeting and receive per diems.**

**Affirmative: RB, LK, DJ, RA, RW      Opposed: None      Motion Carried.**

- c. University of Minnesota Extension Online Class \$ 375

**There was a motion by Robert Albrecht Seconded by Leonard Koering, to pay for University of Minnesota Extension Online Class and Beth's time to take the class.**

**Affirmative: RB, LK, DJ, RA, RW      Opposed: None      Motion Carried.**

VI. District Bills

**There was a motion by Roger Waytashek Seconded by Leonard Koering, to pay the district bills.**

**Affirmative: RB, LK, DJ, RA, RW      Opposed: None      Motion Carried.**

VII. Correspondence:

VIII. Calendar

December 19, 2013	BAELN Whiskey Creek Presentation	3:00 p.m., CWC LS bldg
January 9, 2014	Board Chair and Managers Meeting	9:30 a.m.
January 15, 2014	Regular Board Meeting	9:00 a.m.

IX. Adjournment: The meeting was adjourned by Bob Becker at 11:12 a.m.

*act Roger Waytashek*  
Diane Jacobson, Secretary

December 18, 2013