

MINUTES
Board of Supervisors Meeting
May 28th, 2020
Grant Soil & Water Conservation District
712 Industrial Park Blvd, Elbow Lake, MN 56531

Vice-Chairman Groneberg called the meeting to order. Via tele-conference

Members Present: Paul Groneberg, Vice-Chairman
Odell Christenson, Treasurer
Don Dally, Personnel Director
Larry Stephens, Member

Members Absent: Randy Larson, Chairman.

Others Present: Brent Gulbrandson, Jared House & Mary Jo Knutson, Grant SWCD

Secretary's Report: Motion was made by Christenson, seconded by Dally to approve the Secretary's Report as read. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.

Treasurer's Report: Motion was made by Stephens, seconded by Christenson to approve the Treasurer's Report as read. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.

Old Business:

1. **Upcoming Supervisor Election** – Knutson reviewed that the last date to file for district office is June 2nd at 5:00pm.
2. **Call for Resolutions – Resolution to Co-Mingle SWCD & NRCS Offices** – House put together a resolution asking MASWCD to work with NRCS to keep SWCD and NRCS employees in the same workspace. Motion was made by Dally, seconded by Stephens to approve and submit the resolution as written. Affirmative: Groneberg, Christenson, Dally and Stephens. Affirmative; Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.

New Business:

1. **Pomme de Terre Report** – Gronenberg presented an updated Pomme de Terre River Association project funding list.
2. **Bois de Sioux/Mustinka Report** – House mentioned that the comprehensive watershed management plan is moving along. However, the governance of the plan has still to be decided.
3. **Chippewa River Report** – House presented the updated Chippewa River Joint Powers Agreement. He also stated the major change to the agreement, since it was last approved by the district, is the alternation to election of officers. The joint powers board elections will now better align with county commissioner schedules. Motion was made by Stephens, seconded by Christenson to have the Grant Soil and Water Conservation District join the Chippewa River Watershed Association and sign the joint powers agreement. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.
4. **Signature approval for Gulbrandson and/or House on Financial Accounts and Signature Authority for House for Grant Approvals**—Motion was made by Dally, seconded by Christenson to authorize the signature of House on the Checking and Money Market and CD's as soon as he gets his signature on at the accounts and we will remove Montonye at this time as well. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried. Motion was made by Dally, seconded by Stephens to authorize Jared House the authority to sign project vouchers and reimbursement requests for local, state, and federal funds as long as projects and funding sources are within contracted amounts. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.
5. **Chad Rollofson's Field Day** – House and Gronenberg outlined the current plan for the field day on September 9th. Depending on the Covid-19 situation, they may have to postpone the field day until September 2021.
6. **Legislative Update** – House reviewed the MASWCD legislative summary.
7. **Quickbooks Software Upgrade** – Knutson and House asked the board for approval to update outdated office financial tracking software (Quickbooks). Gronenberg asked for expenses of the newer software. House stated that Desktop Pro is \$199.95 for the first year and \$299.95 each consecutive year. If they want to add payroll the service, with 8 employees (5 managers and 3 staff), will cost the district from approximately \$839 – \$1031 a year. Motion was made by Christenson, seconded by Stephens to upgrade the districts QuickBooks software to Desktop 2020 and include payroll services. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.
8. **CREP/CRP Update** - Gulbrandson let the board know that he is in the process of working on 100 CRP contracts this year. We have a contribution agreement with MASWCD that will reimburse the district at \$440 / completed plan.

- 9. State Cost-Share Contract – Paul Moore** – Gulbrandson presented a FY 2018 state cost-share application to replace a failing tile within a grassed waterway on Paul Moore’s property. Motion was made by Stephens, second by dally to approve the application as presented. Affirmative: Groneberg, Christenson, Dally and Stephens. Opposed: None. Motion Carried.

- 10. Office Update** – House updated the board on the USDA’s three phase plan to open office doors under the Covid-19 pandemic. The Elbow Lake Service Center is currently on Phase 2 with the doors closed and no customers allowed to enter the building.

Motion was made by Stephens, seconded by Dally to pay the May bills - #13566 - #13575 and all debit card withdrawals as presented. Affirmative: Larson, Groneberg, Christenson, Stephens, and Dally. Opposed: None. Motion Carried.

Motion was made by Dally, seconded by Christenson to adjourn the meeting at 9:35 a.m. Affirmative: Larson, Groneberg, Christenson, Stephens, and Dally. Opposed: None. Motion Carried.

June Board Meeting will be Thursday, June25th, at 8:00 a.m.