

AITKIN COUNTY SWCD  
307 2<sup>nd</sup> STREET NW, ROOM #216  
AITKIN, MN 56431

Minutes of the Aitkin County Soil & Water Conservation District Board of Supervisors meeting held on Tuesday, January 23, 2024 at the Ag Service Center. Meeting was called to order at 8:50 a.m. by Wayne Anderson, Chair. Pledge of Allegiance was said.

Those present were:

Those absent were:

Wayne Anderson, Chair  
Bob Janzen, Vice Chair/Treasurer  
Frank Turnock, Secretary  
Tom Fasteland, Reporter  
Dan Gravley, Supervisor  
Janet Smude, District Manager  
Lori Nelson, District Secretary

Additions to the agenda:

- TSA 3
- Addt'l bills over \$3000
  - Hugh Heinecke, CPA/\$4800
  - Houston Engineering, Inc./\$15,441.25
- Project Reviews/Payments/Lake Minnewawa
- Supervisor Training
- SWCD Forestry Committee Update
- SWCD Forestry Dues

A motion was made by Bob Janzen and seconded by Dan Gravley to approve the agenda with additions. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Dan Gravley to approve the December 19, 2024 minutes. Approved unanimously.

#### TREASURER'S REPORT/NOVEMBER & DECEMBER 2023

Discussion. A motion was made by Tom Fasteland and seconded by Dan Gravley to accept the November 2023 and December 2023 financial statements. Approved unanimously.

## CHECKS WRITTEN

A motion was made by Frank Turnock and seconded by Bob Janzen to approve checks written. Approved unanimously.

## ELECTION OF OFFICERS

Vice Chair Bob Janzen took over for Election of Chair.

A motion was made by Tom Fasteland and seconded by Dan Gravley to nominate Frank Turnock as Chair. Approved unanimously.

Chair Wayne Anderson took over the rest of the SWCD meeting.

A motion was made by Bob Janzen and seconded by Tom Fasteland to nominate Dan Gravley as Vice Chair. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Dan Gravley to nominate Bob Janzen as Treasurer. Approved unanimously.

A motion was made by Frank Turnock and seconded by Dan Gravley to nominate Wayne Anderson as Secretary. Approved unanimously.

A motion was made by Frank Turnock and seconded by Bob Janzen to nominate Tom Fasteland as Reporter. Approved unanimously.

## Officers for 2024

Frank Turnock, Chair  
Dan Gravley, Vice Chair  
Bob Janzen, Treasurer  
Wayne Anderson, Secretary  
Tom Fasteland, Reporter

## 2024 IRS MILEAGE RATE

The 2024 IRS mileage rate for 2024 is .67/mile.

## DESIGNATE BANKS AND NEWSPAPER

A motion was made by Tom Fasteland and seconded by Bob Janzen to approve the Security State Bank and Bremer Bank as the official banks. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Frank Turnock to approve the Aitkin Independent Age as the official newspaper. Approved unanimously.

## SWCD FORESTRY COMMITTEE MEETING

Taking small steps in continuing to figure out how to operate in the future. Kaysie put together a financial plan (\$4600). Kaysie is doing the SWCD Forestry minutes and N. St. Louis continues to do mailings and financials.

A motion was made by Dan Gravley and seconded by Frank Turnock to approve payment of 2024 dues of \$265 to the MN SWCD Forestry Association. Approved unanimously.

### BILLS OVER \$3000

MCIT/\$12,530

A motion was made by Frank Turnock and seconded by Tom Fasteland to approve payment of \$12,530 to MCIT. Approved unanimously.

MASWCD/\$7077.92

A motion was made by Tom Fasteland and seconded by Dan Gravley to approve payment of \$7077.92 to MASWCD. Approved unanimously.

STEPHANIE FINCH/\$4275, CCFFC GRANT

A motion was made by Tom Fasteland and seconded by Dan Gravley to approve payment of \$4275 to Stephanie Finch. Approved unanimously.

CARLTON SWCD/\$14,093, BIG SANDY 319

A motion was made by Dan Gravley and seconded by Tom Fasteland to approve payment of \$14093 to Carlton SWCD. Approved unanimously.

HUGH HEINECKE, CPA/\$4800

A motion was made by Dan Gravley and seconded by Tom Fasteland to approve payment of \$4800 to Hugh Heinecke, CPA. Approved unanimously.

HOUSTON ENGINEERING, INC./\$15,444.25

A motion was made by Frank Turnock and seconded by Bob Janzen to approve payment of \$15,444.25 to Houston Engineering, Inc. Approved unanimously.

JEFF OURADNIK/OURADNIK AGENCY

Jeff Ouradnik gave a presentation on health benefit options along with Bruce Cunningham, Country Doc.

FEES AND DUES 2024

MFA/\$75

A motion was made by Dan Gravley and seconded by Tom Fasteland to approve payment for MFA dues for \$75. Approved unanimously.

AREA III/\$600

A motion was made by Tom Fasteland and seconded by Bob Janzen to approve payment of Area III dues for \$600. Approved unanimously.

DARREN MEYERS/MN BOARD CONSERVATIONIST REPORT

-Important Upcoming Dates

-Supervisor Training, February 13, 2024

Dan Gravley reported on his Leadership Training.

DAN BYRNE/PEIP HEALTH INSURANCE

Dan Byrne gave a presentation re: health insurance (Virtual)

Discussion after the health insurance presentations. A motion was made by Frank Turnock and seconded by Dan Gravley to form a committee (Tom Fasteland, Wayne Anderson, Dan Gravley, Janet Smude and an employee)

to go over the health insurance presentations that have been presented and come back to the SWCD Board with an option that they think would be best.

#### CLASEN & SCHIESSL CPAs LTD./LAKES AREA CPA/AUDIT ENGAGEMENT LETTER

A motion was made by Tom Fasteland and seconded by Frank Turnock to approve signing the audit engagement letter from Clasen & Schiessl CPAs Ltd./Lakes Area CPA. Approved unanimously.

#### STAFFING/SOIL HEALTH POSITION & NEW EMPLOYEE POSITION

Soil Health Grant to be applied for. Veronica is interested in the new Soil Health position and then create a new position to advertise for similar to what Veronica does now with some adjustments. Sam would like to give up WCA. Veronica would keep the Outreach part of her position that she does now.

WCA discussion—does SWCD have to do WCA, only part of TEP, restoration plans? Darren will check into what part SWCD has to have in WCA.

A motion was made by Tom Fasteland and seconded by Dan Gravley to move forward with the new job description. Approved unanimously.

#### TSA 3/MARY KRUGER, ENGINEERING TECH.

Discussion re: Mary Kruger having a work space at the Aitkin County SWCD. A motion was made by Tom Fasteland and seconded by Dan Gravley to move forward in offering work space for Mary Kruger, TSA 3 Engineering Tech. at the Aitkin County SWCD. Approved unanimously.

#### PROJECT REVIEWS & PAYMENTS/LAKE MINNEWAWA (4 LANDOWNERS), BIG SANDY 319

These projects were installed in December. TSA 3 was there making sure it was installed correctly and signed off on the project.

A motion was made by Frank Turnock and seconded by Dan Gravley to pay landowner (1) \$9,253.22. Approved unanimously.

A motion was made by Dan Gravley and seconded by Frank Turnock to pay landowner (2) \$12,060.97. Approved unanimously.

A motion was made by Dan Gravley and seconded by Frank Turnock to pay landowner (3) \$10, 237.94. Approved unanimously.

A motion was made by Frank Turnock and seconded by Dan Gravley to pay landowner (4) \$9518.60. Approved unanimously.

Staff reports along with NRCS report and Pheasants Forever report are in your folders.

Cell phones have been purchased and handed out to employees (Janet Smude, Sam Seybold, Kyle Fredrickson, Kaysie Maleski and Veronica Lundquist).

The next SWCD Board meeting will be held on Thursday, February 15, 2024 at the Aitkin County Government Center, Training Room at 9:00 a.m.

A motion was made by Tom Fasteland an seconded by Dan Gravley to adjourn at 12:30 p.m.

Respectfully submitted,

Wayne Anderson  
Secretary