

**DISTRICT REGULAR BOARD MEETING**

Thursday, August 15, 2019

8:00 a.m.

Conservation Building

912 Houston Street

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Bob Pickett, Travis Willford

MEMBERS ABSENT: Kathy Tesmer

OTHERS PRESENT: Laura Christensen, Sue Wiegrefe, Sara West, Duane Bakke (County Commissioner), Aaren Mathison, Anne Koliha, Doug Keene, Willis Goll, and Adam Bielke (BWSR)

Gossman called the meeting to order at 8:09 a.m. A quorum was present.

**I. AGENDA**

Motioned by Pickett and seconded by Willford to approve the agenda. Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

**II. TREASURER'S REPORT**

Motioned by Willford seconded by Pickett to approve the August 15th, 2019 Treasurer's Report, subject to audit. Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

Motioned by Willford and seconded by Pickett to approve the following consent agenda items:

1. Secretary's Report – July 12, 2019 Regular Board Meeting Minutes

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

**IV. REPORTS**

**A. Supervisor's activity reports**

Willford – no report

Hazel – attended account opening/check detail August 1st

Gossman – attended planning meetings for Forestry Field Day and the Field Day itself. He [submitted candidate rankings] and will be present for interviews this afternoon.

Pickett – Attended the JPB meeting with Christensen and the Forestry Field Day. He reported much of the former was not pertinent to Fillmore SWCD. The latter went well, with around 60 attendees and good demonstrations, including cut-overs of young and mature stands of trees

Tesmer – absent, no report

B. Staff reports

A written report was included in the board packets.

In addition, Sara West, Nutrient Management Specialist reported on activities of the Nutrient Management Initiative. She reported on research techniques that inform the University of Minnesota recommendations on nitrogen fertilization under various crop rotations - monitoring yield response and nitrate infiltration.

C. Administrator's report

1. Classification/Compensation Study update.

Bakertilly (formerly Springsted) has not received any additional survey responses since last report. Christensen has requested the data to date be reported to the Fillmore SWCD before the next Board meeting. The Board may then determine if it is adequate to act upon or if additional data is needed. Bakke stated much of the salary data is a matter of public record. Christensen noted that additional types of data, besides salary could possibly be were included in the survey.

2. JBP Meeting

The meeting on July 30, 2019 was attended by Christensen and Pickett. Much of the discussion centered around prioritization of feedlots for RCPP, a program with which the Fillmore SWCD is not currently involved.

3. SWCD cell phone update

The cell phone used by Fischer (Water Management Coordinator) has been sold for \$50. Dean Thomas requested a smart phone with a large screen and was given Fischer's newer (iPhone plus) phone to use. A free phone was included as an incentive for adding an additional line and this is presently being used by Christensen, who has minimal coverage on her personal phone and no data plan. When the new WMC is hired, the allocation of phones will be revisited. *Correction by Wiegrefe... check for \$80 was received.*

D. NRCS – a written report was projected on the screen for viewing. The Board thanked Fillmore SWCD staff in attendance (Goll and Keene) who were cited for their cooperation in the NRCS report along with Thomas.

E. \_\_\_\_\_ County

The County Commissioners were presented with the 2020 appropriation request from the Fillmore SWCD Tuesday, August 13<sup>th</sup>. The amount requested was the \$5000 increase approved by the Board. The County did not act on the request at the meeting.

Commissioner Bakke reported on the activities of \_\_\_\_\_. They are working to produce white papers for each entity on water resource management and policy.

Bakke also reported on the final disbanding of the SE Water Resources Board. As a consequence Fillmore SWCD will be receiving a refund of dues paid in an amount approaching \$2000 and will have \$4500 less in operating expenses going forward. It was noted this should be reflected in the 2020 budget

E. \_\_\_\_\_ Board of Water and Soil Resources (BWSR) report by Adam Bielke

The Watershed RR 1W1P partners are putting together numbers for next year and they should be released soon with the opportunity for feedback yet this month. The feedback will be considered at the BWSR board meeting in early September and the funds will be available in late September unless the feedback necessitates major revisions

The Clean Water Fund requests for proposals (RFPs) are out including \$13.5 million for Projects and Practices and 700,000 for Multi-Purpose Drainage Management. Applications are due September 9, 2019

Funding for Lawns to Legumes which is especially aimed at urban/suburban areas and habitat creation for the endangered Rusty Patch Bumblebee is \$900,000. There is still debate on how to deliver the funds and BWSR is partnering with Metro Blooms so there is no need to reinvent the wheel. This will be acted upon by the BWSR Board in September. Further information is on the Fish and Wildlife Service's website

**V. OLD BUSINESS**

A. \_\_\_\_\_ Consider office technology updates

Koliha presented prices obtained for purchase of computers and Microsoft Office 2019 and Office 365 from multiple sources (reference board packet) and informed the Board that the last date for Microsoft support for Windows 7 is January 14, 2020

Points brought up in preliminary discussion:

- Gossman requested that a survey of staff monitor needs be taken in case savings could be obtained by packaging purchase of them with the computers. Prices for monitors should be requested from Bluff Country Computers
- Hazel voiced an opinion that all square screened monitors should be replaced by rectangular ones
- Gossman stressed the security risk on having computers with unsupported operating systems (Windows 7) being on line and recommended no computer without supported operating system be used for internet-connected activities after the January 14, 2020

- Gossman requested that Board members bring ideas to the next meeting on a computer replacement plan for the future

Motioned by Willford and seconded by Pickett to replace the 4 oldest computers and the one used by Goll to take advantage of the considerable savings now available on the latter.

An amendment to the main motion was brought by Hazel to replace 8 computers (not Dean Thomas') and update all monitors to rectangular format. Pickett seconded.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

A second amendment was brought by Pickett? To purchase computers and required monitors from Bluff Country Computers and hire their services to install them and transfer /install files and software. Seconded by \_\_\_\_\_?

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Voting on the main motion as amended: Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried

A second main motion was made by Gossman to purchase 9 copies of MS Office 2019 for the 8 computers being purchased and the Surface Pro (used by the Water Management Coordinator) from Bluff Country Computers and ask them if they will match Microsoft's online price. Motion seconded by Hazel.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

#### B. \_\_\_\_\_ Consider bids to remove trees near the Conservation Building

Background: The previous winner of the tree removal bid, Weinhold Family Tree Service, has not removed trees by end of July, as specified, nor returned phone calls.

Motioned by Hazel and seconded by Willford to notify Weinhold by certified mail that they are considered to have abandoned/breached the contract and are no longer authorized to perform the removals.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Motioned by Willford and seconded by Pickett to accept the Norby bid from April 23, 2019.

Affirmative: none. Opposed: Pickett, Willford, Hazel, Gossman. Motion defeated.

Gossman - Norby's and Olsons will be asked to submit bids after the involvement by the DNR foresters in removal of the wood and debris it is determined and the work

desired is clarified including whether stump grinding would be requested. The bids are to be submitted prior to the next Board meeting.

**VI. NEW BUSINESS**

A. Consider approval to hire Water Management Coordinator

Motioned by Pickett and seconded by Hazel to hire the new Water Management Coordinator upon the recommendation of the Personnel Committee at appropriate step and grade.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

B. Discuss bacteria lab services

Background:

- The incubator is reportedly close to exceeding acceptable levels of deviation (+/- 1 degree C) from set temperature and may, therefore, require replacement soon
- Our current accreditation runs through December 2019
- The Water Lab has historically processed around 100 samples per year, but new food safety laws are requiring more sampling of irrigation sources

Hazel asked what percent of Water Management Coordinator's time is spent running samples

Mathison said we may be actually be losing money per sample at price currently charged consumers

West inquired what value should be placed on value to consumers

Gossman requested a cost analysis be done on time, materials, and capital expense to inform discussion at next Board meeting

C. Review Fillmore SWCD 2020 proposed budget

- Christensen noted the 2020 and 2021 Conservation Delivery and State Cost Share are known and has been updated in proposed budget.
- Gossman asked from which fund the computers/office technology would be drawn. Christensen responded that the Vehicle Replacement account is the only source she has currently identified as appropriate.
- Bakke suggested the \$4500 previously allocated to WP for 2020 and appr. \$1500-2000 from this year might be used for computers
- Christensen volunteered to bring a revised version of the budget to the next Board meeting

D. Consider approval of **Reducing Bacteria from SE MN Feedlot Agreement between Goodhue SWCD and Fillmore SWCD**

It was determined this agreement had been approved in June

E. Consider **SE MN Drinking Water Protection Contract DW19-01**, Rodney Thompson, 3 year term Cover Crop implementation, in the total amount of \$1998.00

Motioned by Willford and seconded by Hazel to approve the SE MN Drinking Water Protection Contract DW19-01, Rodney Thompson, 3 year term Cover Crop Implementation, in the total amount of \$1998.00

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

F. Consider amendments to Jess Stevens' employment contract extending end date to August 30, 2019 and increasing maximum allowable hours to 360

Motioned by Pickett seconded by Hazel to extend Jess Stevens' contract to August 30, 2019 and increase his maximum allowable hours to 360.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

G. Consider approval of the Minnesota Board of Water & Soil Resources FY2020 & FY2021 SWCD Programs and Operations Grants – Fillmore SWCD grant agreement

Motioned by Willford and seconded by Pickett to approve Consider approval of the Minnesota Board of Water & Soil Resources FY2020 & FY2021 SWCD Programs and Operations Grants – Fillmore SWCD grant agreement which includes State Cost Share Base Grant and Conservation Delivery.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

H. Consider Education Committee recommendation to approve Taylor Ruen for Fillmore SWCDs Returning College Student Scholarship recipient

Motioned by Hazel and seconded by Willford to awarding Taylor Ruen the Returning College Student Scholarship.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

I. Consider amendment to Contractual Agreement for Services between Willis Goll and Fillmore Soil and Water Conservation District to allow Goll to earn the full 7.38 hours of PTO per pay period during periods when 40 hours per week are required

Motioned by Hazel and seconded by Pickett to approve the amendment.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

J. Consider approval of Field to Stream contract BC18-01, Milford Paulson, in the amount of \$17,350.00

Motioned by Pickett and seconded by Willford to approve Field to Stream contract BC18-01, Milford Paulson, in the amount of \$17,350.00

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

K. Consider approval of Cost-Share contract FY19-02, Rob Wagner, in the amount of \$8,603.00 with \$7,086.91 funded by State Cost Share FY19 and \$1516.09 by Local Capacity FY19

Motioned by Willford and seconded by Hazel to approve Cost-Share contract FY19-02, Rob Wagner, in the amount of \$8,603.00 with \$7,086.91 funded by State Cost Share FY19 and \$1516.09 by Local Capacity FY19.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

L. Consider approval of Capacity contract LC FY18-01, Wayne Pfremer, in the amount of \$3,708.25 of which \$2,322.85 is to be funded by Local Capacity FY18, \$973.66 from State Cost Share Base Grant FY 19 and \$411.74 from Local Capacity FY19.

Motioned by Willford and seconded by Pickett to approve contract LC FY18-01, Wayne Pfremer, in the amount of \$3,708.25 of which \$2,322.85 is to be funded by Local Capacity FY18, \$973.66 from State Cost Share Base Grant FY 19, and \$411.74 from Local Capacity FY19.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

M. Consider approval of Cost-Share contract FY19-01, Doug Lind, in the amount of \$4,645.48

Motioned by Willford and seconded by Pickett to approve Cost-Share contract FY19-01, Doug Lind, in the amount of \$4,645.48

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

N. Consider approval of Local Capacity contract LC FY18-02, Chris Boyum, in the amount of \$8,500.00

Motioned Hazel and seconded by Willford to approve Local Capacity contract LC FY18-02, Chris Boyum, in the amount of \$8,500.00

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

O. Consider partnering with Rochester Public Utilities & Olmsted County to hire NV5/Dade Moeller for bacteria lab assessment in the amount of \$2,543.00

Motioned by Pickett and seconded by Hazel to partner with Rochester Public Utilities & Olmsted County to hire NV5/Dade Moeller for bacteria lab assessment in the amount of \$2,543.00, **incumbent on recertification**.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- It was noted by Hazel that the fee schedule needs to be re-evaluated and this item needs to be added to the 2020 budget.

P. Consider approval of Root River Field to Stream contract for aerial imagery services between Fillmore SWCD and Taranis

- Koliha stated this was a higher value product at a cheaper price than the previous vendor provided.

Motioned by Hazel and seconded by Pickett to approve the Root River Field to Stream contract for aerial imagery services between Fillmore SWCD and Taranis

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Q. Consider approval for Laura Christensen to sign Root River Field to Stream contract for aerial imagery services via HelloSign

Motioned by Willford and seconded by Pickett to authorize Laura Christensen to sign Root River Field to Stream contract for aerial imagery services via HelloSign

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

R. Consider approval of SE MN Nitrogen BMP Outreach Program contract for aerial imagery services between Fillmore SWCD and Taranis

Motioned by Willford and seconded by Pickett to approve the SE MN Nitrogen BMP Outreach Program contract for aerial imagery services between Fillmore SWCD and Taranis

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

S. Consider approval for Laura Christensen to sign SE MN Nitrogen BMP Outreach Program contract for aerial imagery services via HelloSign

Motioned by Willford and seconded by Pickett to authorize Laura Christensen to sign SE MN Nitrogen BMP Outreach Program contract for aerial imagery services via HelloSign

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.



T. Consider approval of Capacity contract LC F17-07, Dan Hanson, in the amount of \$8,684.25 with \$5,986.30 from Local Capacity FY17 and \$2697.95 from State Cost Share FY19

Motioned by Willford and seconded by Hazel to approve Local Capacity contract LC F17-07, Dan Hanson, in the amount of \$8,684.25 with \$5,986.30 funded by Local Capacity FY17 and \$2697.95 from State Cost Share FY19.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

U. Consider approval of Root River 1W1P contract RR1W1P 19-01, Gerald Peter, in the amount of \$2,886.24

Motioned by Hazel and seconded by Willford to approve Root River 1W1P contract RR1W1P 19-01, Gerald Peter, in the amount of \$2,886.24

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

V. Consider approval of Capacity contract LC FY18-03, Jarry Kotek, in the amount of \$5,785.50

Motioned by Hazel and seconded by Pickett to approve Local Capacity contract LC FY18-03, Jarry Kotek, in the amount of \$5,785.50

Affirmative: Pickett, Hazel, Gossman. Opposed: none. Willford Abstained. Motion carried.

- Request was made to email contracts to the Board for review prior to Board meetings
- Likewise, once the budget is revised, it is requested to be emailed to the Board prior to the next meeting

## **VII. ACCOUNTS PAYABLE**

Motioned by Willford and seconded by Pickett to approve the August 15, 2019 payables.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Wiegrefe asked for a volunteer for the statement opening and check review on September 3rd.  
Pickett volunteered.

## **VIII. ADJOURNMENT**

Motioned by Willford and seconded by Pickett to adjourn the meeting.

Affirmative: Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

The meeting was adjourned at 10:20 a.m.

Respectfully Submitted,

Bob Pickett