

DISTRICT REGULAR BOARD MEETING

Thursday, February 16, 2017

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

Minutes

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Jessica Bronson (NRCS),

Hazel called the meeting to order at 4:34 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Gossman seconded by Tesmer to approve the January, 2017 Treasurer's Report, subject to audit. Affirmative: Hazel, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary's Report – January 12, 2017 Regular Board Meeting Minutes
2. Secretary's Report – January 26, 2017 Special Meeting Minutes
3. Payment to Ryan Mayer, Returning College Student Scholarship recipient, in the amount of \$500.00
4. Payment to Lexie Dols, Graduating High School Senior Scholarship recipient, in the amount of \$500.00

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

IV. REPORTS

1. Supervisor's activity reports

Willford was not present at this time.

Hazel reported attending the Annual Planning meeting and participated on a farmer panel for the LSP Cover Crop meeting.

Gossman reported attending the Annual Planning meeting, attended the LSP Cover Crop meeting in St. Charles and the Science Sundays which is part of the Smithsonian Water/Ways in Lanesboro.

Pickett reported attending the Annual Planning meeting and did the Statement Opening and Check Review.

Tesmer reported attending the Annual Planning meeting, the Hiawatha RC&D meeting, and the Joint Powers Board meeting.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. SE MN Technical Support JPB meeting report

Rasmussen reported she and Tesmer had attended the JPB meeting. Topics at the meeting were personnel needs, ideas for match for the Local Capacity Grant, authorized the chair to sign the RCPP grant when received and possibly creating a shared administrator position between the JPB and the Water Resources Board.

b. SWCD logo contest

Rasmussen reported that draft guidelines for the logo contest have been sent out to the staff for review. They will now be sent to the Art teachers with a deadline of having submissions for the April board meeting. The logo will be used for promotion for the 75th anniversary and future advertising needs.

c. CWD/Conservation Building Use

USDA sharp shooters are now harvesting their own deer. They have brought in their own office trailer and are not using the conference room. They are processing deer in the garage and have a sealed food grade dumpster so no blood or other fluids will leak out. They will clean the carpet, refinish the garage floor and clean the trap when they are done processing deer which should be by March 20th and will be out of the building shortly after that.

4. NRCS

Bronson showed the Board pictures of cover crops, planted with two species, and that were taken in two different locations on February 15th.

She reported that with the change in phone systems last fall, the phones do not ring before 8:00 am. She suggested that each person's phone extension be added to the SWCD webpage.

Willford entered the meeting at 4:56 pm.

5. County

Commissioner Bakke was not present but asked Rasmussen to report to the board that he has been at the Capitol and has been asked a lot about the buffer law. He is in favor of a bill that would extend the deadline to June 1, 2018 to allow more time for planting.

V. OLD BUSINESS

Willford took over the meeting.

1. Review and approve the Annual Plan

The Board discussed the Satisfaction Survey which they would like sent out at the completion of each project. Ten percent of bacteria lab customers should receive surveys on a quarterly basis and the survey should be handed out to customers at tree pickup.

Motioned by Hazel seconded by Gossman to approve the Annual Plan as presented. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

2. Review and approve Corporate Authorization Resolution

The Corporate Authorization was reviewed and signed by the board members.

Motioned by Gossman seconded by Tesmer to approve the Corporate Authorization Resolution. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

3. Review and update supervisor's "Operating Rules, Guidelines and By-laws"

The supervisor "Operating Rules, Guidelines and By-laws" were reviewed. The board members signed the Commitment Pledge and Standards.

Motioned by Tesmer seconded by Pickett to approve the "Operating Rules, Guidelines, and By-laws" as presented. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

4. Review and approve 2015 Fillmore SWCD Audited Financial Statements

Motioned by Tesmer seconded by Pickett to approve the 2015 Fillmore SWCD Audited Financial Statements as presented. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

5. Consider daytime board meetings

Rasmussen reported staff didn't see the need for daytime meetings.

A daytime meeting will be scheduled for the fair. Time and date will be decided at a later time.

Motioned by Gossman seconded by Hazel to change the date and time of the March board meeting to Tuesday, March 14th at 8:00 am in the FSA Conference room. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

6. Consider Hiawatha Valley RC&D Council dues in the amount of \$300.00

The Board discussed whether the RC&D mission fits with our mission statement.

Motioned by Hazel seconded by Tesmer to pay the Council dues to the Hiawatha RC&D in the amount of \$300.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

7. Consider 2017 Authority to Contract Resolution

Motioned by Hazel seconded by Gossman to approve the 2017 Authority to Contract Resolution with the Minnesota Department of Agriculture. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

8. Consider cancellation of Healthy Forests for Healthy Water Contract 2015-6-R, Dayna Burtness in the amount of \$1,200.00

Motioned by Hazel seconded by Gossman to approve the cancellation of Healthy Forests for Healthy Water Contract 2015-6-R, Dayna Burtness in the amount of \$1,200.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

9. Consider closeout of FY2016 BWSR Conservation Delivery Grant

Motioned by Tesmer seconded by Pickett to approve the closeout of the FY2016 BWSR Conservation Delivery Grant. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

10. Consider closeout of FY2016 Buffer Implementation Grant

Motioned by Hazel seconded by Tesmer to approve the closeout of the FY2016 Buffer Implementation Grant. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

11. Consider Amendment #4 to Sub-recipient Agreement for the Nitrogen BMP Outreach Project with SE MN Technical Support JPB

Motioned by Hazel seconded by Tesmer to approve Amendment #4 to the Sub-recipient agreement for the Nitrogen BMP Outreach Project with the SE MN Technical Support JPB. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

12. Consider appointment of Supervisor to the Root River One Watershed, One Plan Policy Committee

Committee meetings are scheduled quarterly on Mondays at 9:00 am. The next meeting is scheduled for March 20th in Room 108 at the County Office Building.

Motioned by Tesmer seconded by Pickett to approve the appointment of Hazel, with Gossman as alternate, to the Root River One Watershed, One Plan Policy Committee. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

13. Consider cancellation of Fillmore SWCD Cover Crop Incentive Program Conservation Practice Assistance Contract CC-16-09 Mark Spande, Cover Crops, 102.54 acres, in the amount of \$3,000.00

Motioned by Hazel seconded by Gossman to approve the cancellation of Fillmore SWCD Cover Crop Incentive Program Conservation Practice Assistance Contract CC16-09 Mark Spande, Cover Crops, 102.54 acres, in the amount of \$3,000.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Consider Board and Staff attendance at Legislative Briefing and Day at the Capitol, March 20-21, 2017

Motioned by Hazel seconded by Gossman to approve attendance for any board member or staff person who would like to attend the Legislative Briefing and Day at the Capitol on March 20-21, 2017 and pay expenses. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

2. Consider District Conservation Practice Assistance Contract WB14-08 Donald Housker, Farmstead Windbreak, in the amount of \$306.00

Motioned by Gossman seconded by Pickett to approve District Conservation Practice Assistance Contract WB14-08 Donald Housker, Farmstead Windbreak, in the amount of \$306.00. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

3. Consider Fillmore County Highway Department Request to release 0.497 acres (recalculated to 0.3 acres) from RIM easement for CSAH 1 road right-of-way

Motioned by Hazel seconded by Pickett to approve the request of the Fillmore County Highway Department to release 0.497 acres (recalculated to 0.3 acres) from RIM easement for CSAH 1 road right-of-way. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

4. Consider approval of Healthy Forests for Healthy Water Contract 2017-1-R, Tom Tiedemann, Pond Cleanout, in the amount of \$1,500.00

Motioned by Hazel seconded by Pickett to approve Healthy Forests for Healthy Water Contract 2017-1-R, Tom Tiedemann, Pond Cleanout, in the amount of \$1,500.00. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

5. Consider approval of Healthy Forests for Healthy Water Contract 2017-1-RP, Andrea Konetchy, 2.5 acres Invasive Species Management-Moderate, in the amount of \$500.00

Motioned by Pickett seconded by Tesmer to approve the Healthy Forests for Healthy Water Contract 2017-1-RP, Andrea Konetchy, 2.5 acres Invasive Species Management-Moderate, in the amount of \$500.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

6. Consider Contract for Professional Services with the Olmsted County Environmental Services Department for lab services for the MDA Township Testing Program not to exceed \$56,082.58

Motioned by Gossman seconded by Pickett to approve the contract for Professional Services with the Olmsted County Environmental Services Department for lab services for the MDA Township Testing Program not to exceed \$56,082.58. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

7. Consider District Conservation Practice Assistance Contract WB14-09 Walter Bradley, Farmstead Windbreak, in the amount of \$229.50

Motioned by Hazel seconded by Tesmer to approve District Conservation Practice Assistance Contract WB14-09 Walter Bradley, Farmstead Windbreak, in the amount of \$229.50. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

8. Consider Healthy Forests for Healthy Water Contract with Johnny Micheel for services to write Forest Stewardship Plan for 101 acres and compensation not to exceed \$1010.00 (Sec. 1, Norway Township)

Motioned by Hazel seconded by Gossman to approve the Healthy Forests for Healthy Water Contract with Johnny Micheel for services to write a Forest Stewardship Plan for 96 acres and compensation not to exceed \$960.00. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

9. Consider BWSR Master Joint Powers Agreement for Implementation of the RIM Reserve Program

Motioned by Hazel seconded by Tesmer to approve the BWSR Master Joint Powers Agreement for Implementation of the RIM Reserve Program. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

10. Consider SE SWCD Technical Support JPB Sub-agreement for \$2,500.00, not to exceed \$5,000.00, for Promotion and Assessment activities for the MN Ag Water Quality Certification Program in 2017

Motioned by Hazel seconded by Gossman to approve the SE SWCD Technical Support JPB Sub-agreement for \$2,500.00, not to exceed \$5,000.00, for Promotion and Assessment activities for the MN Ag Water Quality Certification Program in 2017. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

11. Consider purchase of Chevy Equinox at state contract price not to exceed \$28,000.00 (model year 2017 or 2018 depending on availability)

Willford requested that a state bid be obtained from a State office, and not a dealer, to compare with the contract price received from Zeimetz.

This item will be added to the March agenda.

12. Consider sale of 2002 Jeep Cherokee

No action taken. This item will be added to the March agenda.

13. Accept resignation of Jennifer Ronnenberg

Motioned by Tesmer seconded by Gossman to accept the resignation from Jennifer Ronnenberg. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

14. Discuss next steps for filling vacancy

The Board reviewed the policy for posting a job vacancy in-house.

The Personnel committee will meet on Friday, February 17th at 2:30 pm to discuss what education, qualifications, and certifications will be required for the position and set deadlines for the application process.

VII. ACCOUNTS PAYABLE

Motioned by Gossman seconded by Tesmer to approve the February 2017 payables. Affirmative: Willford, Hazel, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Wednesday, March 1st. Willford volunteered.

VIII. ADJOURNMENT

Motioned by Hazel seconded by Gossman to adjourn the meeting. Affirmative: Willford, Gossman, Hazel, Pickett, Tesmer. Opposed: none. Motion carried.

The meeting was adjourned at 7:07 p.m.

Respectfully Submitted,

Tim Gossman