

DISTRICT REGULAR BOARD MEETING

Thursday, January 21, 2016

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

Minutes

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Leonard Leutink, Travis Willford

MEMBERS ABSENT: Pam Mensink.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Jennifer Ronnenberg,
Jessica Bronson (NRCS), Duane Bakke (County Commissioner)

Gossman called the meeting to order at 4:35 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Leutink seconded by Hazel to approve the December, 2015 Treasurer's report, subject to audit. Affirmative: Leutink, Hazel, Gossman. Opposed: none. Motion carried.

III. CONSENT AGENDA

Motioned by Hazel seconded by Leutink to approve the following consent agenda items:

1. Secretary's Report – December 17, 2015 Regular Board Meeting Minutes
2. Payment of 2015-2016 MASWCD annual dues in the amount of \$3,243.82
3. Payment to Lindsey Weiss, Returning College Student Scholarship recipient, in the amount of \$500.00
4. Payment of 2016 Envirothon Dues in the amount of \$175.00
5. Payment of SE SWCD Technical Support JPB 2016 Dues in the amount of \$500.00

Affirmative: Leutink, Hazel, Gossman. Opposed: none. Motion carried.

IV. REPORTS

1. Supervisor's activity report

Willford was not present at this time.

Hazel reported attending Winter Crops Days.

Mensink was not present.

Leutink reported coming in for the statement opening and check review, attended a 1W1P meeting and a Forestry Committee meeting.

Gossman reported attending Winter Crops Day and a Forestry Committee meeting. The next Forestry Field Day is scheduled for July 27th at Forestville State Park and the topic will be "The Value of your Woods".

Bronson entered the meeting at 4:38 p.m.

2. Staff reports

A written report was included in the board packets.

- a. Five year recognition – Jennifer Ronnenberg
Rasmussen presented Ronnenberg with a certificate and appreciation for her five years of service with the District.

3. Administrator's report

- a. Root River One Watershed, One Plan update
The Policy Committee met and finished their review of Section 3. Final comments and review by Houston Engineering should be completed soon and then Section 3 will be posted on our website. Section 4 is drafted and will be reviewed by the Advisory Committee and the Policy Committee in the next month.
- b. Annual recertification of Statement of Economic Interest
Rasmussen reminded board members to file their annual recertification of Statement of Economic Interest.
- c. Phone system update
The new phone system is scheduled for changeover on February 24th and will include voicemail.
- d. Cooperative Weed Management Area discussion with Forestry Committee
The Cooperative Weed Management Area is a program to partner with other counties and agencies to address invasive species. The Fillmore County Highway Department and Extension are interested as well as the DNR and MDA.
- e. Conservation Corps Apprenticeship
Rasmussen reported the District has been accepted as a site for a summer apprentice for the Conservation Corps.

4. NRCS

Bronson reported she is completing the 2016 EQIP ranking and scoring and reviewing the checklists for the 2016 CSP payments. A meeting is scheduled for early February to review the CRP workload. General CRP sign-up ends February 26th.

Willford entered the meeting at 4:53 p.m.

5. County

Bakke explained why he chose to be a representative to the SWCD Board. He is the Chair of the 1W1P Policy Committee and felt the SWCD Board would be a good connection with the plan.

V. OLD BUSINESS

1. Review and approve 2014 Fillmore SWCD Audited Financial Statements

Motioned by Leutink seconded by Willford to approve the 2014 Fillmore SWCD audited financial statements as presented. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

2. Consider continuing pre-approval of the Minnesota Energy Resources bills for the next twelve months not to exceed \$400.00

Motioned by Hazel seconded by Leutink to approve continuing pre-approval of the Minnesota Energy Resources bills for the next twelve months not to exceed \$400.00. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

3. Consider donation of old computers to SEMCAC

Motioned by Willford seconded by Leutink to approve the donation of five old desktop computers to SEMCAC after they have been properly wiped clean of all data. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

4. Consider updated draft of Customer Satisfaction Survey

The Board suggested changes to the draft survey. These will be made and brought to the February board meeting for review.

5. Consider approval of 2016 Proposed Budget

Motioned by Leutink seconded by Hazel to approve the 2016 proposed budget with changes as agreed upon. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Election of officers

Chair Gossman called for nominations for Chair. Willford nominated Mensink for Chair. Motioned by Hazel seconded by Willford to cease nominations and cast a unanimous ballot for Mensink. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

Chair Gossman called for nominations for Vice-Chair. Leutink nominated Willford for Vice-Chair. Motioned by Hazel seconded by Leutink to cease nominations and cast unanimous ballot for Willford. Affirmative: Leutink, Gossman, Hazel. Opposed: none. Abstained: Willford. Motion carried.

Vice-Chair Willford called for nominations for Secretary. Gossman nominated Leutink for Secretary. Motioned by Hazel seconded by Gossman to cease nominations and cast a unanimous ballot for Leutink. Affirmative: Hazel, Leutink, Gossman, Willford. Opposed: none. Motion carried.

Vice-Chair Willford called for nominations for Treasurer. Gossman nominated Hazel for Treasurer. Motioned by Leutink seconded by Gossman to cease nominations and cast a unanimous ballot for Hazel. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

2. Appointment of Committees

Personnel:	Mensink, Willford
Cost-Share:	Hazel, Willford
Finance:	Hazel, Leutink
Education/Safety:	Mensink, Leutink
Fillmore Co. Water Plan Advisory:	Gossman, Leutink
Area IV SRF Joint Powers Board:	Mensink, Hazel
EQIP Local Work Group:	Willford, Hazel
Hiawatha Valley RC&D:	Leutink, Mensink
Building Committee:	Willford, Gossman
Forestry:	Gossman, Leutink

3. Set board meeting dates and times

Motioned by Leutink seconded by Hazel to set the board meeting date for the Thursday following the second Monday of each month at 4:30 p.m. at the SWCD office through January 2017. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

4. Set per diem and mileage rates

Motioned by Leutink seconded by Hazel to set the mileage rate for 2016 at the current Internal Revenue Service rate and set the per diem rate at \$75.00 per day. It was noted that the current IRS rate is \$.54 cents per mile and reimbursements would follow any 2016 federal changes to the rate. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

5. Select district depositories

Motioned by Hazel seconded by Leutink to select Security State Bank, Wykoff; First Southeast Bank, Canton and Harmony; Bank of the West, Mabel; First State Bank, Fountain; Home Federal Savings Bank, Spring Valley; First State Bank Minnesota, Spring Valley, Root River State Bank, Chatfield; Security State Bank, Spring Valley; Merchants Bank, Lanesboro and Rushford; Rushford State Bank, Rushford; and F & M Community Bank, Preston, as district depositories. Affirmative: Leutink, Hazel, Willford. Opposed: none. Abstained: Gossman. Motion carried.

6. Consider Resolution 2016-1, Extension of SWCD Comprehensive Plan to December 31, 2016

Motioned by Hazel seconded by Leutink to approve Resolution 2016-1, Extension of the SWCD Comprehensive Plan to December 31, 2016. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

7. Consider FY2016 BWSR SWCD Local Capacity Services Grant Agreement in the amount of \$100,000.00

Motioned by Gossman seconded by Hazel to approve the FY2016 BWSR SWCD Local Capacity Services Grant Agreement in the amount of \$100,000.00. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

8. Consider Healthy Forests for Healthy Water Contract 2016-1-RP, John and Deb Bruihler, for 2.9 ac. Pre-Commercial Thinning in the amount of \$580.00

Motioned by Gossman seconded by Hazel to approve the Healthy Forests for Healthy Water Contract 2016-1-RP, John and Deb Bruihler, for 2.9 ac. Pre-Commercial Thinning in the amount of \$580.00. Affirmative: Leutink, Hazel, Gossman, Willford. Opposed: none. Motion carried.

9. Consider Healthy Forests for Healthy Water Contract 2016-1-R, Tom Ferris, for Pond Cleanout in the amount of \$1,500.00

Motioned by Hazel seconded by Leutink to approve the Healthy Forests for Healthy Water Contract 2016-1-R, Tom Ferris, for Pond Cleanout in the amount of \$1,500.00. Affirmative: Hazel, Leutink, Gossman, Willford. Opposed: none. Motion carried.

10. Consider Conservation Practice Assistance Contract FY16-03 Mark Sikkink, Grassed Waterway, in the amount of \$1,440.00

Motioned by Leutink seconded by Hazel to approve the Conservation Practice Assistance Contract FY16-03 Mark Sikkink, Grassed Waterway, in the amount of \$1,440.00. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

11. Consider District Conservation Practice Assistance Contract WB14-07 Marilyn Eiken, Farmstead Windbreak, in the amount of \$384.00

Motioned by Hazel seconded by Gossman to approve the District Conservation Practice Assistance Contract WB14-07 Marilyn Eiken, Farmstead Windbreak, in the amount of \$384.00. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

12. Consider payment of 319 Feedlot VI Grant Cost Share Contract F6G-04 Jon Johnson, Feedlot Runoff Control, in the amount of \$5,000.00

Motioned by Leutink seconded by Gossman to approve the payment of 319 Feedlot VI Grant Cost Share Contract F6G-04 Jon Johnson, Feedlot Runoff Control, in the amount of \$5,000.00. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

13. Consider update of Personnel Policy Handbook Section 2.395 Health Care Savings – Death of Employee

Motioned by Leutink seconded by Gossman to approve the addition of the update to the Personnel Policy Handbook Section 2.395 Health Care Savings – Death of Employee as presented and required by the Minnesota State Retirement System. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

14. Consider Amendment #2 to the SE SWCD Tech Support JPB Sub Agreement for the N BMP Outreach Grant to increase amount to \$96,370.50

Motioned by Leutink seconded by Gossman to approve Amendment #2 to the SE SWCD Tech Support JPB Sub Agreement for the N BMP Outreach Grant increasing the amount to \$96,370.50. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

15. Consider final Financial Report and closeout of FY2013 BWSR Community Partners Conservation Grant

Motioned by Leutink seconded by Gossman to approve the final Financial Report and closeout of the FY2013 Community Partners Conservation Grant. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

16. Consider thank you letter to MDA Field to Stream Partnership cooperators signed on behalf of the Board

Motioned by Leutink seconded by Gossman to approve the thank you letter to the MDA Field to Stream Partnership cooperators signed on behalf of the Board as presented. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

17. Consider payment of dues to Hiawatha Valley RC&D in the amount of \$300.00

Motioned by Hazel seconded by Gossman to approve payment of dues to the Hiawatha Valley RC&D in the amount of \$300.00. Affirmative: none. Opposed: Hazel, Leutink, Willford, Gossman. Motion failed.

18. Consider FY2015 Nutrient Management Accelerated Implementation in SE MN Sub-recipient Grant Agreement with SE SWCD Tech Support JPB in the amount of \$121,320.00 and approve Chair to sign

Motioned by Leutink seconded by Hazel to approve the FY2015 Nutrient Management Accelerated Implementation in SE MN Sub-recipient Grant Agreement with the SE SWCD Tech Support JPB in the amount of \$121,320.00 and approve the Chair to sign. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

19. Consider subcontract with Mower SWCD for 2016-2017 MDA Field to Stream Partnership in the amount of \$63,600.00

Motioned by Leutink seconded by Gossman to approve the subcontract with Mower SWCD for the 2016-2017 MDA Field to Stream Partnership in the amount of \$63,600.00. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

20. Consider approval of Pay Equity Report

Motioned by Hazel seconded by Gossman to approve the Pay Equity Report as presented. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Leutink seconded by Hazel to approve the January, 2016 payables. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Monday, February 1. Gossman volunteered.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.