

**DISTRICT REGULAR BOARD MEETING**

Tuesday, February 11, 2016

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Leonard Leutink, Pam Mensink

MEMBERS ABSENT: Travis Willford.

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

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

**I. AGENDA**

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

**II. TREASURER'S REPORT**

Motioned by Hazel seconded by Leutink to approve the January 2016 Treasurer's Report, subject to audit. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Secretary's Report – January 21, 2016 Regular Board Meeting Minutes
2. Secretary's Report – January 26, 2016 Special Board Meeting Minutes
3. Payment of SE MASWCD annual dues in the amount of \$500.00

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

**IV. REPORTS**

1. Supervisor's activity report

Willford was not present.

Bronson entered the meeting at 4:37 pm.

Hazel reported attending the soil health meeting with Mower County on January 28<sup>th</sup> and a Cost Share Committee meeting on February 8<sup>th</sup>.

Leutink reported attending the Annual Planning meeting and the Recognition Dinner.

Gossman reported attending the Annual Planning meeting, the Recognition Dinner, Friends of the Root River (FORR) meeting and came in to do the statement opening and check review. He also told of a Smithsonian Exhibit that the FORR is bringing to Lanesboro in January, 2017.

Mensink reported attending the Annual Planning meeting, the Recognition Dinner, and the JPB meeting. She said the JPB is going to try to support another part-time engineer to help with Mower County projects.

## 2. Staff reports

A written report was included in the board packets.

## 3. Administrator's report

### a. SE SWCD Technical Support JPB meeting report

Rasmussen reported officers of the JPB stayed the same as last year. They approved pay increases and implemented a longevity pay plan. Increasing the annual dues was also discussed and asked the members present to bring this back to their boards for their input.

### b. WCA Shared Services discussion

Rasmussen reported attending a meeting to discuss sharing wetland services between Houston, Winona and Fillmore Counties. Those involved will look into pooling funds to possibly hire a new person and to determine a logical location to house this person. This will need to be brought before the County board to determine how this can be done.

### c. SE SWCD Technology meeting

Rasmussen, Fischer, Koliha and Ronnenberg attended the technology meeting. They listened to a presentation from an area SWCD employee who has developed a time tracking database using Access.

Representatives from Barr Engineering and Frontier Precision demonstrated new technological equipment for use in the field.

## 4. NRCS

Bronson reported working on EQIP and CRP.

USDA has a number of employment opportunities which are currently being advertised. They are working under an eighty day window in which to complete the hiring process.

## 5. County

Bakke reported the highlights of a Local Government Roundtable he attended at which the buffer policy was discussed.

**V. OLD BUSINESS**

1. Review and approve the Annual Plan

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

2. Review and approve Corporate Authorization Resolution

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

Motioned by Hazel seconded by Leutink to approve the Corporate Authorization. Affirmative: Leutink, Hazel, Gossman, Mensink. 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 Hazel seconded by Leutink to approve the supervisor's "Operating Rules, Guidelines and By-laws".

Motioned by Gossman seconded by Leutink to amend the motion to remove the wording "official paper" in Section 1 under #4 Meetings on page 4 of the by-laws and approve the "Operating Rules, Guidelines and By-laws" with this change. Affirmative: Leutink, Hazel, Gossman. Opposed: none. Motion carried.

4. Consider amendment to Healthy Forests for Healthy Water contract 2015-6-R, Dayna Burtness, to extend completion date from March 1, 2016 to March 1, 2017

Motioned by Hazel seconded by Leutink to approve the amendment to Healthy Forests for Healthy Water Contract 2015-6-R, Dayna Burtness, to extend completion date from March 1, 2016 to March 1, 2017. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

5. Consider revised Customer Satisfaction Survey

Motioned by Gossman seconded by Leutink to change the word "staff" to "representative" and approve the Customer Satisfaction Survey with that change. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

6. Consider recommendations for Local Capacity Grant for Cost Share and Staffing

The Cost Share Committee met to discuss pond cleanouts as the primary use of the designated cost share dollars from the Local Capacity Grant; however this is not feasible at this time as a practice standard must be used which would increase the cost of the project and require more technician time. There is a possibility of working with NRCS and engineers to develop a practice standard for pond cleanouts.

Board consensus favored using those funds for Cover Crop Cost Share. Hazel suggested that this should also include an educational component such as a fact sheet.

Motioned by Hazel seconded by Gossman to budget the use of the Local Capacity Grant in the following way: \$19,500.00 for staffing, \$30,000.00 for Cover Crop Cost Share, \$23,000.00 for Technology, and \$27,500 for Vehicle Replacement. Affirmative: Hazel, Leutink, Gossman, Mensink. Opposed: none. Motion carried.

## **VI. NEW BUSINESS**

### 1. Consider Board and Staff attendance at Legislative Briefing and Day at the Capitol, March 21-22, 2016

Motioned by Hazel seconded by Gossman to authorize attendance at the Legislative Briefing and Day at the Capitol for any board members or staff person who would like to attend. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

### 2. Consider final closeout of FY2014 State Cost Share Base Grant

Motioned by Leutink seconded by Gossman to approve the final closeout of FY2014 State Cost Share Base Grant. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

### 3. Consider final closeout of FY2015 Conservation Delivery Grant

Motioned by Gossman seconded by Hazel to approve the final closeout of FY2015 Conservation Delivery Grant. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

### 4. Consider proposal to DNR for Conservation Building two-year lease

Rasmussen reported the lease expires in June. The current rates have been at \$11.00 per square foot for the office space and common area and \$5.00 per square foot for the garage. These rates have remained the same since January, 2009.

Motioned by Leutink seconded by Gossman to propose \$14.00 per square foot for the office space and common area to the DNR for the Conservation Building two-year lease.

Motioned by Gossman seconded by Leutink to amend the motion to propose \$14.00 per square foot for the office space and common area to the DNR for the Conservation

Building two-year lease and also include \$6.00 per square foot for the garage space. Affirmative: Leutink, Mensink, Hazel, Gossman. Opposed: none. Motion carried.

5. Consider Authority to Contract Resolution

Motioned by Hazel seconded by Gossman to approve the Authority to Contract Resolution authorizing the Chair to sign contracts on behalf of the Fillmore SWCD with the Minnesota Department of Agriculture. Affirmative: Mensink, Leutink, Hazel, Gossman. Opposed: none. Motion carried.

6. Consider District Conservation Practice Assistance Contract WB14-09 Melissa King, Farmstead Windbreak, in the amount of \$192.00

Motioned by Gossman seconded by Hazel to approve the District Conservation Practice Assistance Contract WB14-09 Melissa King, Farmstead Windbreak, in the amount of \$192.00. Affirmative: Leutink, Hazel, Gossman Mensink. Opposed: none. Motion carried.

7. Consider approval to submit BWSR Targeted Watershed Program nomination for MDA Field to Stream Partnership watersheds

Motioned by Hazel seconded by Gossman to approve the submittal of the BWSR Targeted Watershed Program nomination for the MDA Field to Stream Partnership watersheds. Affirmative: Leutink, Hazel, Gossman Mensink. Opposed: none. Motion carried.

8. Consider Contribution Agreement with Root River SWCD for MDA Field to Stream Partnership Phase II Implementation and Chair to sign

Motioned by Hazel seconded by Gossman to approve the contribution agreement with the Root River SWCD for the MDA Field to Stream Partnership Phase II Implementation.

Motioned by Hazel seconded by Gossman to amend the motion to approve the contribution agreement with the Root River SWCD for the MDA Field to Stream Partnership Phase II Implementation to include approval for the Chair to sign the agreement. Affirmative: Hazel, Leutink, Gossman, Mensink. Opposed: none. Motion carried.

9. Consider Contribution Agreement with SE SWCD Technical Support JPB for Southeast MN Cover Crop and Soil Health Initiatives Project and Chair to Sign

This contribution agreement is for two year demonstration plots on the same acres. Contracts will be with the landowners with no payments being made until fall. The dollar amount is yet to be determined as it depends on the number of acres and cooperators. The Board's recommendation was to try and have the dollar amount decided so that it can be brought back to the next meeting for approval.

**VII. ACCOUNTS PAYABLE**

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

Serfling asked for a volunteer for the statement opening and check review on Tuesday, March 1<sup>st</sup>. Mensink volunteered.

**VIII. ADJOURNMENT**

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

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

Respectfully Submitted,

Leonard Leutink, Jr.