

**DISTRICT REGULAR BOARD MEETING**

Thursday, August 20, 2020

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

***Minutes***

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Laura Christensen, Sue Wiegrefe

Tesmer called the meeting to order at 4:36 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

**A. Approve treasurer's report**

Motioned by Gossman and seconded by Pickett to approve the July 2020 Treasurer's Report, subject to audit. Affirmative: Pickett, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

**III. SECRETARY'S REPORT**

**A. Approve secretary's report**

Motioned by Willford and seconded by Gossman to approve the July 16, 2020 Regular Meeting Treasurer's Report.

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

**IV. CONSENT AGENDA**

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

- A. Payment of District Conservation Practice Assistance Contract WB20-01 Todd Kappers, Farmstead Windbreak, in the amount of \$357.00

- B. Payment of Watershed Based Funding Contract RR1W1P FY19-02 Anita Schissel, Grade Stabilization, in the amount of \$3,995.12
- C. Payment of Local Capacity Contract LC FY18-05 Chris Boyum, Grade Stabilization, in the amount of \$5,872.53
- D. Payment of Conservation Practice Assistance Contract FY19-01 Doug Lind, Grade Stabilization, in the amount of \$4,645.48

Hazel joined the meeting at 4:39.

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

**V. REPORTS**

**A. Supervisor’s activity reports**

Willford - Attended resolution and staff cost-share meetings

Hazel – Nothing to report

Gossman – Participated in Statement Opening

Pickett – Attended Forestry Field Day and Personnel Committee meeting. Reported FFD went very well. Fourteen people attended in person and Mathison did very well as the lead in the absence of the DNR staff.

Tesmer – Attended resolutions and JPB meetings by Zoom and a Personnel Committee meeting in person. Reported the dues to JPB will increase from \$2500 to \$3000 for 2021, but this should eliminate the need for an additional assessment as has happened in 2020.

**B. Staff reports**

A written report was included in the board packets.

**C. Administrator’s report**

1. NRCS Grazing Management in SE MN Cooperation Agreement  
Grant applied for and approved for 3 years with 1 year overlap with current grant. Amount of grant is over \$200,000, but exact amount depends on billing rates for each year. It covers salary, equipment, supplies, and administrative and vehicle costs. It is administered through SE MN SWCD JPB.

2. Area 7 Resolution Meeting recap  
Five resolutions were brought before the group and all passed to be presented at the state level meeting.

3. Taranis aerial imagery services  
The work order has been approved and they should be flying soon if not already done. The services so far have amounted to \$603 divided between 2 grants - \$161 for Drinking Water Protection and \$442 for Field to Stream.

D. NRCS report

The NRCS report had been circulated prior to the meeting. It concentrated on developments with the Coronavirus Food Assistance Program (CFAP)

E. County report

Bakke's email was read. He reported:

- the county is still taking in preliminary budget information
- AMC policy meetings will be virtual and what proposals will be presented is unknown
- in his opinion, the new feedlot officer/zoning tech is doing very well

**VI. NEW BUSINESS**

A. Consider length of service step increase for Employee #23041 from Grade 6, Step 1 to Grade 6, Step 2 effective September 16,2020, per recommendation of District Administrator

Motioned by Willford and seconded by Gossman to approve a length of service step increase for Employee #23041 from Grade 6, Step 1 to Grade 6, Step 2 effective September 16,2020, per recommendation of District Administrator.

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

B. Consider Memorandum of Agreement Between the United States Department of Agriculture, Natural Resources Conservation Service and State of Minnesota, Fillmore County Soil and Water Conservation District

Motioned by Willford and seconded by Hazel to approve Memorandum of Agreement Between the United States Department of Agriculture, Natural Resources Conservation Service and State of Minnesota, Fillmore County Soil and Water Conservation District.

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

C. Consider Final Financial Report for Conservation Delivery 2020 grant P20-5015

Motioned by Willford and seconded by Gossman to approve Final Financial Report for Conservation Delivery 2020 grant P20-5015.

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

D. Consider payment of 2020 SEMACDE annual membership dues in the amount of \$90.00

Motioned by Gossman and seconded by Pickett to pay 2020 SEMACDE annual membership dues in the amount of \$90.00.

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

- E. Consider Conservation Practice Assistance Contract LC FY18-07 Rob Wagner, Grade Stabilization Structure, in the amount of \$7,915.00

Motioned by Willford and seconded by Hazel to approve Conservation Practice Assistance Contract LC FY18-07 Rob Wagner, Grade Stabilization Structure, in the amount of \$7,915.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried

- F. Consider Conservation Practice Assistance Contract LC FY19-01 Paul Graff, Fence, Heavy Use Area Protection, in the amount of \$10,606.00

Motioned by Willford and seconded by Pickett to approve Conservation Practice Assistance Contract LC FY19-01 Paul Graff, Fence, Heavy Use Area Protection, in the amount of \$10,606.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- G. Consider award of 2020 Returning College Student Conservation Scholarship in the amount of \$500.00 to Tyler Raaen

Motioned by Hazel and seconded by Willford to award the 2020 Returning College Student Conservation Scholarship in the amount of \$500.00 to Tyler Raaen. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- H. Consider Conservation Practice Assistance Contract RR1W1P19-07 Gerald Peter, Grade Stabilization, in the amount of \$6,820.89

Motioned by Gossman and seconded by Pickett to approve Conservation Practice Assistance Contract RR1W1P19-07 Gerald Peter, Grade Stabilization, in the amount of \$6,820.89. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- I. Consider Conservation Practice Assistance Contract RR1W1P19-09 Paul Ruen, Rock Lined Waterway, in the amount of \$15,937.54

Motioned by Willford and seconded by Gossman to approve Conservation Practice Assistance Contract RR1W1P19-09 Paul Ruen, Rock Lined Waterway, in the amount of \$15,937.54. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- J. Consider Conservation Practice Assistance Contract [LC FY19-02] FY18-07 Mike Keefe, Grade Stabilization, in the amount of \$13,635.58

Motioned by Hazel and seconded by Pickett to approve Conservation Practice Assistance Contract [LC FY19-02] FY18-07 Mike Keefe, Grade Stabilization, in the amount of \$13,635.58. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried

- K. Consider Flat-Rate Conservation Practice Assistance Contract DW20-02 James Vagts, Cover Crop implementation of 30 acres/yr. at \$30/acre over a three-year period, in the amount of \$2,700.00

Motioned by Hazel and seconded by Willford to approve Flat-Rate Conservation Practice Assistance Contract DW20-02 James Vagts, Cover Crop implementation of 30 acres/yr. at \$30/acre over a three-year period, in the amount of \$2,700.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- L. Consider closing meeting pursuant to Minn. Statute 13D.05, subd.2 (b) regarding personnel discussions

Motioned by Gossman and seconded by Pickett to close the meeting pursuant to Minn. Statute 13D.05, subd.2 (b) regarding personnel discussions. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Supervisors and Administrator conducted closed meeting.

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

Summary of closed meeting:

Performance and compensation of employee #23040 was discussed.

Upon confirmation of the legality by the county legal advisor, employee #23040's probation period may be extended to January 12<sup>th</sup>, 2021 subject to county HR statutes. Determination of successful completion will be based on documents, books, reconciliations, and records of timeliness.

Motioned by Gossman and seconded by Hazel to extend probationary period of employee #23040 to January 12, 2021, subject to review by county HR and based on the ability to perform position responsibilities. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

- M. Consider use of Mason Schirmer for QuickBooks services at the rate of \$100 per hour up to 10 hours

Motioned by Gossman and seconded by Willford to contract with Mason Schirmer for QuickBooks services at the rate of \$100 per hour up to 10 hours. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

\*\* The Personnel Committee is to be kept informed of progress and to determine if an extension is required.

- N. Consider approval of Contract for Services between Fillmore Soil and Water Conservation District and Brothers Up North, L.L.C. for the MDA Noxious Weed Grant in the amount of \$11,785.75

Motioned by Hazel and seconded by Pickett to approve Contract for Services between Fillmore Soil and Water Conservation District and Brothers Up North, L.L.C. for the MDA Noxious Weed Grant in the amount of \$11,785.75. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

O. Consider Conservation Practice Assistance Contract RR1W1P 19-08 Steve Snyder, Grade Stabilization and Lined Waterway, in the amount of \$49,073.53

Motioned by Hazel and seconded by Gossman to approve Conservation Practice Assistance Contract RR1W1P 19-08 Steve Snyder, Grade Stabilization and Lined Waterway, in the amount of \$49,073.53. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

P. Consider additional reconciling services by Peterson Company Ltd. in the amount of \$800 - \$1,500

Motioned by Hazel and seconded by Gossman to approve additional reconciling services by Peterson Company Ltd. in the amount of \$800 - \$1,500. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

## **VII. ACCOUNTS PAYABLE**

Motioned by Gossman and seconded by Willford to approve the August, 2020 payables. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Wiegrefe asked for a volunteer for the statement opening and check review on September 1<sup>st</sup>.  
Willford volunteered.

## **VIII. ADJOURNMENT**

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

The meeting was adjourned at 6:39 p.m.

Respectfully Submitted,

Travis Willford, Fillmore SWCD Board Secretary