

DISTRICT REGULAR BOARD MEETING

Thursday, September 17, 2020

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

MINUTES

MEMBERS PRESENT: Brian Hazel, Bob Pickett, Kathy Tesmer, Travis Willford,
Tim Gossman (via Zoom)

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Christensen, Anne Koliha,
Duane Bakke (County Commissioner via Zoom)

Tesmer called the meeting to order at 4:38 p.m. A quorum is present.

I. Approval of Agenda

Motioned by Pickett seconded by Hazel to approve the agenda.

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

II. Treasurer's Report

A. Approve treasurer's report for August 2020

Motioned by Hazel seconded by Pickett to approve the August 2020 Treasurer's Report, subject to audit.

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

III. Secretary's Report

A. Approve Secretary's Report – August 20, 2020 Regular Meeting Minutes

Motioned by Pickett seconded by Hazel to approve the Secretary's Report for August 20, 2020 Regular Meeting Minutes with corrections as noted.

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

IV. Consent Agenda

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

- A. Payment of SE MN Well Sealing Contract WS FY19-06, Nathan Schild, Well Sealing in the amount of \$602.50
- B. Payment of Conservation Practice Assistance Contract BC18-01, Milford Paulson, Grade Stabilization Structure in the amount of \$16,284.61
- C. Payment of Conservation Practice Assistance Contract LC FY18-03, Jarry Kotek, Grassed Waterway in the amount of \$5,785.50
- D. Payment of Conservation Practice Assistance Contract RR1W1P 19-03, Jacob Johnson, Grade Stabilization Structure in the amount of \$3,263.54
- E. Payment of Conservation Practice Assistance Contract CC19-06, Sheila Kruegel Johnson, Grassed Waterway in the amount of \$3,330.37

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

V. Reports

- A. Supervisor's activity reports

Willford – conducted September statement opening

Tesmer – nothing to report

Hazel - nothing to report

Gossman - nothing to report

Pickett – nothing to report

- B. Staff Reports

A written report was included in the board packets.

- C. Administrator's Report

Christensen read an email received from BWSR on COVID impacts to Districts financials.

- D. NRCS Report

A written report was provided by Bronson.

- E. County Report

No report given

VI. Old Business

VII. New Business

Willford entered meeting at 4:52 p.m.

- A. Consider Financial Report for the 2018 SWCD Local Capacity Services grant P18-1827.

Motioned by Hazel seconded by Pickett to approve the financial report for the 2018 SWCD Local Capacity Services grant P18-1827.

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

Motion carried.

- B. Consider approval of the State of Minnesota Professional and Technical Services Master Joint Powers Agreement between the State of Minnesota, acting through its Board of Water and Soil Resources and Fillmore County Soil and Water Conservation District for Easement Delivery.

Motioned by Pickett seconded by Hazel to approve the State of Minnesota Professional and Technical Services Master Joint Powers Agreement between the State of Minnesota, acting through its Board of Water and Soil Resources and Fillmore County Soil and Water Conservation District for Easement Delivery.

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

Motion carried.

- C. Consider approval of SE MN Well Sealing Contract WS FY19-07, Ann Meldahl, Well Sealing in the amount of \$1,000.00.

Motioned by Hazel seconded by Willford to approve the SE MN Well Sealing Contract WS FY19-07, Ann Meldahl, Well Sealing in the amount of \$1,000.00.

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

Motion carried.

- D. Consider Fillmore SWCD Policy review and revision services Ratwik, Roszak & Maloney, P.A. in the amount of \$2,000.00.

Board wishes to get further quotes for services to review policies and advised Laura to reach out to other districts to see whom they have used before to review policies. No action taken.

- E. Consider Conservation Practice Assistance Contract RR1W1P 19-10, Chris Yule, Grade Stabilization Structure, in the amount of \$14,666.15

Motioned by Hazel seconded by Pickett to approve Conservation Practice Assistance Contract RR1W1P 19-10, Chris Yule, Grade Stabilization Structure, in the amount of \$14,666.15. Affirmative: Tesmer, Pickett, Gossman, Hazel, Willford. Opposed: none. Motion carried.

- F. Consider Conservation Practice Assistance Contract RR1W1P 20-01, Glenn Hisey, Grade Stabilization Structure, in the amount of \$21,275.28

Motioned by Willford seconded by Pickett to approve Conservation Practice Assistance Contract RR1W1P 20-01, Glenn Hisey, Grade Stabilization Structure, in the amount of \$21,275.28. Affirmative: Pickett, Gossman, Hazel, Willford, Tesmer. Opposed: none. Motion carried.

- G. Consider Conservation Practice Assistance Contract RR1W1P 19-11, Benno Sand, Grade Stabilization Structure, in the amount of \$21,154.54

Motioned by Hazel seconded by Willford to approve Conservation Practice Assistance Contract RR1W1P, Benno Sand, Grade Stabilization Structure, in the amount of \$21,154.54. Affirmative: Gossman, Hazel, Willford, Tesmer, Pickett. Opposed: none. Motion carried.

- H. Discuss Administrative Assistant position and accounting responsibilities

Christensen displayed list of duties for position with them broken down into three different categories (Involves QuikBooks, Involves Customers/Staff, Outreach/Programs). Discussion of options to either re-hire full time position as is with emphasis on Bookkeeping or to hire out just Bookkeeping duties and other duties get absorbed within office by staff.

Motioned by Hazel seconded by Willford to advertise for the regular position of the Administrative Assistant and having reviewed and re-work the job description to get advertising in papers and online by Wednesday 9/23/2020 with the closing of applications to be October 14 to then have the personnel committee meet before the regular board meeting on October 15 to have recommendations at board meeting regarding interviews and potentially lining up interviews for the week of Oct 19. Affirmative: Hazel, Willford, Tesmer, Pickett, Gossman. Opposed: none. Motion carried.

- I. Consider bookkeeping service assistance of Jeanette Serfling at a rate of \$30.00/hour retroactive to September 16, 2020

Motioned by Hazel seconded by Gossman to approve bookkeeping service assistance of Jeanette Serfling at a rate of \$30.00/hour retroactive to September 16, 2020.

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

- J. Consider amendment to Conservation Practice Assistance Contract CC 19-05, Rick Mensink, Grade Stabilization Structure increasing cost share total to \$7,646.50

Motioned by Willford seconded by Pickett to approve the amendment to Conservation Practice Assistance Contract CC 19-05, Rick Mensink, Grade Stabilization Structure increasing cost share total to \$7,646.50. Affirmative: Willford, Tesmer, Pickett, Gossman, Hazel. Opposed: none. Motion carried.

- K. Payment of Conservation Practice Assistance Contract CC 19-05, Rick Mensink, Grade Stabilization Structure in the amount of \$7,646.50

Motioned by Hazel seconded by Willford to approve payment of Conservation Practice Assistance Contract CC 19-05, Rick Mensink, Grade Stabilization Structure in the amount of \$7,646.50. Affirmative: Willford, Tesmer, Pickett, Gossman, Hazel. Opposed: none. Motion carried.

- L. Consider approval to remove employee #23040 from all SWCD associated bank accounts, effective September 11, 2020

Motioned by Hazel seconded by Gossman to approve the removal of employee #23040 from all SWCD associated bank accounts, effective September 11, 2020. Affirmative: Tesmer, Pickett, Gossman, Hazel, Willford. Opposed: none. Motion carried.

- M. Consider approval of District Administrator to be authorized signer on ACH Transmittals

Motioned by Hazel seconded by Willford to approve the District Administrator to be authorized signer on ACH Transmittals. Affirmative: Gossman, Hazel, Willford, Tesmer, Pickett. Opposed: none. Motion carried.

N. Consider adjustment to District self-insurance unemployment insurance account

Review of unemployment claim letter from Minnesota unemployment insurance. Board advised Christensen to send letter to Minnesota unemployment insurance stating employee was terminated during their probationary period with the District.

O. Consider approval of District Administrator to reinvest CD #18118 in the amount of \$64,412.58 at the approved depository with the highest rate

Christensen presented information she received from banks for rates and terms. Motioned by Hazel seconded by Pickett to approve the District Administrator to reinvest CD #18118 in the amount of \$64,412.58 with Rushford State Bank for 1 year at the quoted interest rate. Affirmative: Gossman, Hazel, Willford, Tesmer, Pickett. Opposed: none. Motion carried.

VIII. Accounts Payable

A. Approve September accounts payable

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

B. Supervisor volunteer for statement opening and check review

Tesmer asked for a volunteer for the statement opening and check review on October 1, 2020. Tesmer volunteered.

IX. Adjournment

Motioned by Pickett seconded by Willford to adjourn the meeting.

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

The meeting was adjourned at 5:51 p.m.

Respectfully Submitted,

Travis Willford
Fillmore SWCD Board Secretary