

DISTRICT REGULAR BOARD MEETING

Thursday, April 11, 2019

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: Donna Rasmussen, Jeanette Serfling, Aaren Mathison, Duane Bakke (County Commissioner)

Gossman called the meeting to order at 4:40 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Hazel seconded by Pickett to approve the March, 2019 Treasurer's Report, subject to audit. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Motioned by Pickett seconded by Hazel to approve the January-March, 2019 supervisor's vouchers. Affirmative: Tesmer, Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary's Report – March 14, 2019 Regular Board Meeting Minutes
2. Secretary's Report – March 22, 2019 Special Meeting Minutes

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

IV. REPORTS

1. Supervisor's activity reports

Willford was not present at this time.

Hazel, Gossman and Pickett reported attending the Special Board meeting.

Pickett also reported coming in for the Statement Opening and Check review.

Tesmer reported attending the Hiawatha Valley RC&D meeting.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. BWSR Grant reconciliation

Three grants were reconciled by BWSR - FY17 Local Capacity, FY16 Field to Stream and Targeted Watershed. BWSR likes to review grants before the money is all spent as problems can be addressed before the end of the grant.

Better tracking of staff time for the Local Capacity funds was recommended as well as tracking expenditures separately for each year of Local Capacity funding.

b. Building updates (Conservation Building and Service Center)

Willford entered the meeting at 4:50 pm.

Rasmussen reported the CWD guys had completed their cleaning. DNR will reseal the floor. Jeff Hebl has been contacted for cleaning the carpets. DNR staff had asked about possibly replacing the carpet; the board will tour the offices and see what they think about carpet replacement.

The person cleaning the DNR building has quit coming and can't be reached. Rasmussen asked if the board knew of any cleaning people. She will also contact Jeff Hebl to see if he would be interested in doing the cleaning on a regular basis.

Rasmussen reported on the recent FAC meeting at the USDA Service Center reviewing some of the key points:

- All exterior doors, except the front door are to be kept locked during business hours. The front door is to be locked at 4:30 p.m. each day.
- A building wide fire drill was conducted.
- USDA will be advertising for bids for space, but SWCD will not be included in the space requirements. Not much information is available.
- Two power poles were installed in the SWCD office which has connections for phone and internet and eliminates cords running across the floor.

c. MPCA GEIS meeting in Red Wing

Rasmussen reported about 200 people were in attendance. Groups of six to eight answered questions which were reported to the group. The feeling of the

group is the GEIS is not needed and the funds can be used to get practices on the ground, especially since the funding has been cut.

4. NRCS

No one from NRCS was present and no written report was provided.

5. County

Commissioner Bakke also commented on the GEIS. He said the funds available would be used to develop the Scoping Document which could cost \$600,000.00 for a year. They could then determine what can be done with the money available.

He reported the SE Water Resources Board has decided to disband. All the grants have been transferred to other entities. They need to go back to each of the boards to get a resolution in support of the action to dissolve which the counties have to approve.

V. OLD BUSINESS

1. Discuss options for District Administrator position

- Extend current Administrator
Rasmussen provided a letter extending her retirement date to May 24, 2019, working one to two days per week and using PTO for the balance of her time. She will begin her part time status after April 26th.
- Appoint interim Administrator
Board consensus was to wait until after the interviews to discuss whether appointing an interim would be necessary.
- Contracting/sharing with another SWCD temporarily
Rasmussen had contacted other districts to inquire if they would be interested in sharing staff, but were not interested due to going into construction season and not having time.
- Other Ideas

Motioned by Tesmer seconded by Willford to accept Rasmussen's letter extending her retirement date to May 24, 2019. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

2. Review interview questions

Board consensus was to provide the interview questions to the applicants prior to the interviews and state there may be additional questions added. Also provide them a summary of benefits and the wage scale so the applicants know what is being offered.

Previous interview comments will be scanned and sent to the board.

3. Consider employment contract with Jess Stevens, summer intern, for July-August, 2019

Motioned by Tesmer seconded by Willford to approve the employment contract with Jess Stevens, summer intern, for the period of July-August, 2019 for a maximum of 320 hours, as presented. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

4. Consider Root River 1W1P Amendment 1 to increase technical assistance to the Fillmore SWCD by \$10,000.00

Motioned by Willford seconded by Pickett to accept the Root River 1W1P Amendment to increase the technical assistance to the Fillmore SWCD by \$10,000.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Consider High School Scholarship recipient per recommendation of the Education Committee

Motioned by Pickett seconded by Tesmer to award the High School Scholarship to Maddie Smith of Fillmore Central High School. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

2. Consider authority for Chair to sign agreement (via DocuSign) to transfer administration of the SE MN N BMP Outreach Grant to the Fillmore SWCD

Motioned by Willford seconded by Hazel to grant authority to the Chair to sign the agreement (via DocuSign) to transfer administration of the SE MN N BMP Outreach Grant to the Fillmore SWCD. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

3. Consider 2018 BWSR Statewide Cover Crop Training Grant Financial Report

Motioned by Willford seconded by Hazel to approve the 2018 BWSR Statewide Cover Crop Training Grant Financial Report as presented. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

4. Consider Root River FSP Conservation Practice Assistance Contract BC19-01 Johnson Rolling Acres, Grassed Waterway with Mulch and Seeding, in the amount of \$4,716.00

Motioned by Hazel seconded by Tesmer to approve the Root River FSP Conservation Practice Assistance Contract BC19-01 Johnson Rolling Acres, Grassed Waterway with Mulch and Seeding, in the amount of \$4,716.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

5. Consider Root River FSP Incentive Program Conservation Practice Assistance Contract BC19-02 Johnson Rolling Acres, Contour Buffer Strip, in the amount of \$13,200.00

Motioned by Pickett seconded by Tesmer to approve the Root River FSP Incentive Program Conservation Practice Assistance Contract BC19-02 Johnson Rolling Acres, Contour Buffer Strip, in the amount of \$13,200.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

6. Consider District Conservation Practice Assistance Contract WB19-02 Jack Hedin, Farmstead Windbreak, in the amount of \$226.00

Motioned by Tesmer seconded by Pickett to approve the District Conservation Practice Assistance Contract WB19-02 Jack Hedin, Farmstead Windbreak, in the amount of \$226.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

7. Consider sponsorship of 2019 Fillmore County Fair 4-H Awards

Motioned by Willford seconded by Pickett to approve sponsorship of the 2019 Fillmore County Fair 4-H Awards in the amount of \$160.00 in the Category Static with emphasis on natural resources. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

8. Consider retirement of Jeanette Serfling effective July 26, 2019

Motioned by Willford seconded by Tesmer to approve the retirement of Jeanette Serfling effective July 26, 2019 with thanks for her years of service. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

9. Discuss replacement for Administrative Assistant position

The position will be advertised locally and on websites used for other positions using the updated job description and listing the current salary ranges. It was suggested to look at different options to save taxpayers money. It was discussed to possibly share duties with Wabasha SWCD. Rasmussen was asked to inquire about the costs to share accounting duties and report to the board.

The Board asked that a discussion about the Administrative Assistant position be added to the agenda for the April 15th meeting.

10. Consider proposals for new plat book

Proposals were reviewed from Rockford Map and Farm and Home Publishers.

Motioned by Hazel seconded by Tesmer to order plat books from Rockford Map. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

11. Consider MASWCD resolution ideas

Suggested resolution ideas include: No fall tillage of soybean ground in the fall, rework the crop insurance resolution, use of nitrogen DCD inhibitors to prevent leaching. Any other ideas should be forwarded to Rasmussen.

12. Consider Conservation Practice Assistance Contract FY18-05 Todd Vagts Grassed Waterways, in the amount of \$5,397.60 using \$1,503.00 from FY18 funds and \$3,894.60 from FY19 funds

Motioned by Hazel seconded by Pickett to approve the Conservation Practice Assistance Contract FY18-05 Todd Vagts Grassed Waterway, in the amount of \$5,397.60 using \$1,503.00 from FY 18 funds and \$3,894.60 from FY19 funds. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

13. Consider Conservation Practice Assistance Contract FY17-06 Randy Johnson, Grassed Waterway with Mulch and Seeding, in the amount of \$5,553.00 using \$1,560.00 from FY17 funds and \$3,993.00 from FY18 funds

Motioned by Pickett seconded by Hazel to approve the Conservation Practice Assistance Contract FY17-05 Randy Johnson, Grassed Waterway with Mulch and Seeding, in the amount of \$5,553.00 using \$1,560.00 from FY17 funds and \$3,993.00 from FY18 funds. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

14. Consider Local Capacity Conservation Practice Assistance Contract LC FY17-06 Kent Dornink, Grassed Waterway, in the amount of \$3,722.00

Motioned by Pickett seconded by Tesmer to approve the Local Capacity Conservation Practice Assistance Contract LC FY17-06 Kent Dornink, Grassed Waterway in the amount of 3,722.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

15. Consider Root River FSP Conservation Practice Assistance Contract CC19-02, Kent Dornink, Grassed Waterway, in the amount of \$5,391.00

Motioned by Tesmer seconded by Pickett to approve the Root River FSP Conservation Practice Assistance Contract CC19-02 Kent Dornink, Grassed Waterway, in the amount of \$5,391.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

16. Consider Root River FSP Conservation Practice Assistance Contract CC19-03 Sheila Kruegel, Grassed Waterway, in the amount of \$5,535.00

Motioned by Hazel seconded by Willford to approve the Root River FSP Conservation Practice Assistance Contract CC19-03 Sheila Kruegel, Grassed Waterway, in the amount

of \$5,535.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

17. Consider approval for Chair to sign MDA Joint Powers Agreement in the amount of \$226,914.00 for continuing Field to Stream Partnership monitoring July 1, 2019-June 30, 2021

Rasmussen reported this is a draft agreement. Approvals can take up to six weeks by the Legislature. It could be possible that this would not be funded at all, but wanted approval for the Chair to sign to speed up the process if and when it is ready for signatures.

Motioned by Tesmer seconded by Pickett to grant approval for the Chair to sign the MDA Joint Powers Agreement in the amount of \$226,914.00 for continuing the Field to Stream Partnership monitoring for the period of July 1, 2019 to June 30, 2021. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Hazel seconded by Tesmer to approve the April, 2019 payables. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

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

Mathison left the meeting at 6:52 p.m.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:53 p.m.

Respectfully Submitted,

Bob Pickett