

**DISTRICT REGULAR BOARD MEETING**

Thursday, June 12, 2014

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Tim Gossman, Leonard Leutink, Travis Willford

MEMBERS ABSENT: Brian Hazel, Pamela Mensink.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Jessica Bronson (NRCS),  
Tom Kaase (County Commissioner)

Vice Chair Gossman called the meeting to order at 4:37 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

Motioned by Leutink seconded by Willford to approve the July 2014 Treasurer's report, subject to audit. Affirmative: Gossman, Leutink, Willford. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

No consent agenda items at this time.

**IV. REPORTS**

1. Supervisor's activity report

Willford reported doing the statement opening and check review, attended the EQIP Local Workgroup meeting, watched a cover crop webinar, and picked up the root boxes for the fair.

Hazel was not present

Mensink was not present.

Leutink had nothing to report.

Gossman attended the Forestry Field Day and follow-up meeting.

Board members present discussed whether per diem should be allowed for time spent watching a webinar. More discussion and development of a policy will take place when the full board is present.

## 2. Staff reports

A written report was included in the board packets.

Rasmussen introduced Caleb Fischer, the new Conservation Technician.

Rasmussen reported the Fair Booth and the Nitrate Testing Clinic was successful and thanked Serfling and Koliha for their work with it.

## 3. Administrator's report

- A. Forestry Field Day follow up  
About 40 people attended the Field Day. Survey results have been reviewed by the Forestry Committee and ideas compiled for next year.
- b. RCPP proposal for the Root and Cedar watersheds  
The proposal for the Root and Cedar watersheds was approved to submit a final application. The proposal includes additional funding and technical assistance dollars for priority areas in the Root.
- c. Root River One Watershed, One Plan progress  
The first meeting was held on August 2<sup>nd</sup>. The next meeting is scheduled for August 27<sup>th</sup> and future meetings to be held on the fourth Wednesday of the month. The first step is to develop a Memorandum of Understanding and set up a policy committee. The policy committee will consist of one county commissioner and one SWCD supervisor from each of the six counties plus an additional member from Crooked Creek Watershed District.
- d. Update on Root River Landscape grant activities  
\$4,200.00 was received from DNR for interns to help with forestry projects. A portion was used to pay Jason Wetzel and the work he did on the Isinours project which will be completed shortly. The balance of the funds will be used for installing signs along the Lost Creek Hiking Trail and some work with CRP and EQIP contracts.
- e. Update on printing agreement with county  
The balance of the paper rolls from the plotter that was disposed of was taken over to the County. They won't be charging us for our first printing requests.
- f. 2014 plat book picture contest

Five people submitted photos for the cover of the plat book. One photo from each person will be used.

- g. MDA pasture monitoring sites dismantled  
Rasmussen reported that the MDA pasture monitoring sites that were set up about 10 years ago have been dismantled and the equipment returned to MDA.

#### 4. NRCS

Bronson reported they are busy with construction projects plus sixty or more CSP re-enrollments.

There was good attendance at the EQIP Local workgroup meeting and the minutes have been sent to the State Office.

She reported that Travis Mead, the new soil con, will be leaving as he will be transferring to a Wisconsin NRCS office.

#### 5. County

Kaase reported budgets are being reviewed. In the past the County has spent down their reserves, so a levy increase is likely. They are also looking at positions that have been vacated to see if it is necessary they are filled. They are reviewing their policy for Paid Time Off (PTO) as \$100,000 was paid out this past year and that is not accounted for in budget planning. Another factor in the levy increase is that as land prices increase, the state allocation is reduced.

Fischer left the meeting at 5:03 p.m.

### **V. OLD BUSINESS**

#### 1. Consider amendment to FY 2012 CWF Feedlot Grant Agreement extending the deadline to December 31, 2015

Motioned by Willford seconded by Leutink to approve the amendment to FY2012 CWF Feedlot Grant Agreement extending the deadline to December 31, 2015. Affirmative: Gossman, Leutink, Willford. Opposed: none. Motion carried.

#### 2. Consider approval for Administrator to sign new agreement with Kingsland Courtyard committee for revised stormwater project plan

Motioned by Leutink seconded by Willford to sign a new agreement with Kingsland Courtyard committee for a revised stormwater project plan. Affirmative: Gossman, Leutink, Willford. Opposed: none. Motion carried.

#### 3. Set timeline for health insurance discussions

Rasmussen reported an estimate from the SE Service Co-op should be coming soon. Rasmussen reviewed the timeline:

- December 1<sup>st</sup> – Employee information will need to be submitted for the January 1<sup>st</sup> renewal date.
- November 1<sup>st</sup> - Staff will need to have information so that they have time to review the options.
- October - A decision regarding insurance benefits being offered and HSA contributions will need to be made by the board so that it can be voted on at the October meeting.

Rasmussen suggested that a meeting designated just for health insurance discussions should be scheduled before the September board meeting. Rasmussen will suggest possible dates for the meeting and forward to the board.

## **VI. NEW BUSINESS**

### 1. Consider approval for Chair to sign Secretary's report from July 17, 2014

Motioned by Willford seconded by Leutink to grant approval for the Chair to sign the Secretary's report from July 17, 2014 due to the absence of the Secretary. Affirmative: Mensink, Gossman, Willford. Opposed: none. Motion carried.

### 2. Consider approval of Secretary's report from July 17, 2014 regular meeting

Motioned by Leutink seconded by Willford to approve the Secretary's report from the July 17, 2014 regular meeting. Affirmative: Leutink, Gossman, Willford. Opposed: none. Motion carried.

### 3. Consider return of slippage from FY2012 State Cost Share Grant to BWSR in the amount of \$312.50

Motioned by Willford seconded by Leutink to approve the return of slippage from FY2012 State Cost Share Grant to BWSR in the amount of \$312.50. Affirmative: Leutink, Gossman, Willford. Opposed: none. Motion carried.

### 4. Consider Returning College Student Scholarship Recipient

Motioned by Leutink seconded by Willford to award the \$500.00 Returning College Student Scholarship to Bailey Duxbury, per the recommendation of the Education Committee. Affirmative: Gossman, Leutink, Willford. Opposed: none. Motion carried.

### 5. Consider attendance and expenses for the Fall Area 7 Supervisor/Employee meeting

Motioned by Leutink seconded by Willford to approve the attendance and expenses for the Fall Area 7 Supervisor/Employee meeting scheduled for September 22<sup>nd</sup> at the Valley Grove Preservation Society in Nerstrand, MN for any staff and supervisors that wish to attend. Affirmative: Leutink, Gossman, Willford. Opposed: none. Motion carried.

6. Consider approval for Administrator to sign DNR Healthy Forests, Healthy Waters subcontracts with Mitch Gilbert and DuWayne Oakes in the amount of \$16,000.00 each

Motioned by Willford seconded by Leutink to grant approval for the Administrator to sign the DNR Healthy Forest, Healthy Waters subcontracts with Mitch Gilbert and DuWayne Oakes in the amount of \$16,000.00 each. Affirmative: Leutink, Gossman, Willford. Opposed: none. Motion carried.

7. Appoint Hiring Committee for Nutrient Management position

Rasmussen reported five applications have been received. With so few applicants, the board discussed whether the position should be re-advertised or to extend the application date. Board consensus was to extend the application date and notify the current applicants that they would be kept in the hiring pool. The Hiring Committee will consist of the Personnel Committee plus those appointed by Rasmussen.

8. Consider State Cost Share Contract FY14-07 Gerald Johnson, Terrace with Underground Tile, in the amount of \$5,000.00

Motioned by Leutink seconded by Willford to approve State Cost Share Contract FY14-07 Gerald Johnson, Terrace with Underground Tile, in the amount of \$5,000.00. Affirmative: Gossman, Leutink, Willford. Opposed: none. Motion carried.

9. Consider the transfer of \$19,031.00 from MRBI Conservation Planning to Personnel Services for staff time to design, implement and check out conservation practices

Motioned by Willford seconded by Leutink to approve the transfer of \$19,031.00 from MRBI Conservation Planning to Personnel Services for staff time to design, implement and check out conservation practices. Affirmative: Gossman, Leutink, Willford. Opposed: none. Motion carried.

## **VII. ACCOUNTS PAYABLE**

Motioned by Leutink seconded by Willford to approve the August 2014 payables. Affirmative: Leutink, Gossman, Willford. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Tuesday, September 2, 2014. Leutink volunteered.

## **VIII. ADJOURNMENT**

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

The meeting was adjourned at 5:36 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.