

DISTRICT REGULAR BOARD MEETING

Thursday, December 11, 2014

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

Minutes

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Anne Koliha, Jessica Bronson (NRCS)

Hazel called the meeting to order at 4:43 p.m. A quorum is present.

I. AGENDA

Motioned by Gossman seconded by Willford to approve the amended agenda moving the NRCS report to the beginning of the meeting. Affirmative: Gossman, Mensink, Leutink, Willford. Hazel. Opposed: none. Motion carried.

V. REPORTS

4. NRCS

Bronson reported 19 CSP renewals have been processed in the amount of \$687,240.00. Eleven applications are waiting for the FY15 application period in the amount of \$561,000. Application periods for CSP and EQIP have not been announced.

The Federal government will operate under a Continuing Resolution if the funding bill is not passed.

Bronson left the meeting at 4:46 p.m.

II. TREASURER'S REPORT

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

III. FEEDLOT PROJECT PRESENTATION - Anne Koliha

Koliha gave a presentation on the feedlot projects that have been completed with before and after pictures and the dollars associated with the projects.

IV. CONSENT AGENDA

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

1. Secretary's Report – November 13, 2014 Regular Board Meeting Minutes
2. Payment of State Cost Share Contract FY14-07 Jerry Johnson, Terraces, in the amount of \$5,000.00
3. Payment of Clean Water Fund Cost-share Contract FY13-1 Steve Oian, Waste Storage, in the amount of \$173,403.00, with \$164,403.00 for construction, \$8,000 for private engineering services, and \$1,000.00 returned earnest money
4. Payment of Clean Water Fund Cost Share Contract FY12-3 David Bakke, Feedlot Relocation & Roof Structure in the amount of \$88,453.75 with \$84,930.00 for construction, \$2,523.75 for private engineering services and \$1,000.00 returned earnest money

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

V. REPORTS

1. Supervisor's activity report

Willford reported attending the MASWCD convention and shared information he received there. He also attended Farm Bill Training.

Hazel reported attending a Personnel Committee meeting.

Mensink reported attending a Safety Committee meeting.

Leutink reported attending a Safety Committee meeting and came in for the statement opening and check review.

Gossman reported attending a Personnel Committee meeting and a LSP meeting on soil and water.

2. Staff reports

A written report was included in the board packets.

- a. Staff training report

3. Administrator's report

- a. Newspaper inserts timelines

The newspaper insert is scheduled to be in the February 2nd edition of the Fillmore County Journal (FCJ). Staff must have articles turned in by January 16th and which are due to the FCJ by January 23rd. Suggested topics were reviewed.

b. Root River One Watershed, One Plan update

The RFP's were sent out to nine consultants with seven submitting proposals which were ranked and the top three chosen for presentations. The Policy Committee will meet on January 21st at 9:00 am to sign a contract with the recommended consultant, plan the public kick-off in March and adopt the by-laws.

c. Root River Citizens' Council update

The Root River Citizen's Council will be meeting next week at which time an official name for the group will be chosen and then they will start the process to form a non-profit organization.

d. Safety Committee

The Safety Committee met with a representative from MCIT to set up a safety policy/program. Staff has been asked to suggest topics to be covered on an annual or semi-annual basis.

e. Science Museum of Minnesota ground water education grant

Larry Thomas from the Science Museum is submitting an LCCMR grant to develop a ground water education program using ground water models to be used by students in the classroom. Three SWCDs in the state will pilot the program. He asked if Fillmore was interested in piloting the project in this area. There is no financial commitment, but would be asked to find three schools to participate. Science Museum staff would come to the classrooms and demonstrate using the models.

f. Mississippi Water Management Organization water education grant

Sara Grover is working on a grant which could be used to train teachers on the use of a watershed curriculum for high school ag students. The grant funds would help with transportation costs and cave tour fees for the students.

g. Recognition event/Eagle Bluff events

The recognition event was going to be in conjunction with the Eagle Bluff event that is being sponsored by the SWCD on February 7, 2015 but the Bruihlers will be not be able to attend on that date. Board consensus was to have the recognition event on January 27, 2015 at 6:30 p.m. at the Branding Iron following the annual planning meeting at 4:30 p.m.

h. Local legislators' meeting with County Board December 16 at 11 am

Representatives Davids and Miller will be meeting with the County Board. The MASWCD funding initiative has been added to the list of legislative priorities.

i. Federal notice of office closure on December 26th

Notice has been received from the Federal government for closure of the office on December 26th. The district policy is to follow the federal governments' closings.

4. NRCS

5. _____ County

No County representative present.

VI. OLD BUSINESS

1. _____ Consider amendment to Conservation Practice Assistance Contract Y13-07, Lynn Steinbrink, extending the completion date to June 30, 2015 due to construction delays

Motioned by Mensink seconded by Leutink to approve the amendment to Conservation Practice Assistance Contract FY13-07, Lynn Steinbrink, extending the completion date to June 30, 2015 due to construction delays. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

2. _____ Consider approval of 2% Cost of Living Adjustment for 2015

Motioned by Leutink seconded by Mensink to approve the 2% Cost of Living Adjustment for 2015. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

3. _____ Consider approval of 2015 Proposed Budget

Rasmussen noted the changes made since the last review of the proposed budget.

Motioned by Willford seconded by Leutink to approve the 2015 Proposed Budget as presented. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

4. _____ Consider amendment to Feedlot Water Quality Management Grant Cost Share Contract FY14-1 Bob Biel, Waste Storage, extending the completion date to December 31, 2015 due to construction delays

Motioned by Willford seconded by Mensink to approve the amendment to Feedlot Water Quality Management Grant Cost Share Contract FY14-1 Bob Biel, Waste Storage, extending the completion date to December 31, 2015 due to construction delays. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. _____ Consider Final Financial Report and Close-out for FY2012 Clean Water Fund Livestock Waste Management Grant

Motioned by Willford seconded by Leutink to approve the Final Financial Report and Close-out for FY2012 Clean Water Fund Livestock Waste Management Grant. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

6. Consider Final Financial Report and Close-out for FY2013 Clean Water Fund Clean Water Assistance Grant (feedlot)

Motioned by Willford seconded by Mensink to approve the Final Financial Report and Close-out for FY2013 Clean Water Fund Clean Water Assistance Grant (feedlot).

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

7. Consider Personnel Policy revision regarding medical insurance coverage

The board discussed the proposed changes to the medical insurance coverage policy as presented and made some additional changes to clarify the policy.

Motioned by Mensink seconded by Gossman to approve Health Insurance policy 2.2 as presented and amended. Changes will be made to the Personnel Policy Manual.

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

8. Discuss arrangement with the County for selling 2014 plat books

Commissioner Bakke approached Rasmussen regarding selling the District plat book at the Recorder's Office at the Court House. A supply of Farm & Home Plat books had just been received so they will not be ready to sell them until fall, 2015. The Recorder would prefer to get a supply of books and pay for them as they sell them.

Board consensus was to have them purchase a batch of books to sell and pay for them when they get each batch.

Motioned by Mensink seconded by Gossman to handle the sale of the plat books to the County on a batch, cash basis. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

9. Discuss PayGOV.us information

Rasmussen presented additional information regarding PayGOV.us and the recommendation of LaCrosse County, Wisconsin.

Motioned by Willford seconded by Gossman to use PayGOV.us for credit card payments only in house with a scanner starting at the beginning of the year. Affirmative: Gossman, Leutink, Mensink, Willford. Opposed: Hazel. Motion carried.

VII. NEW BUSINESS

1. Consider payment of 319 Feedlot Grant Cost Share Assistance Contract F5G-13 David Bakke, Feedlot Relocation & Roof Structure in the amount of \$15,000.00

Motioned by Gossman seconded by Willford to approve payment of the 319 Feedlot Grant Cost Share Assistance Contract F5G-13 David Bakke, Feedlot Relocation & Roof Structure in the amount of \$15,000.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

2. Consider payment of 319 Feedlot Grant Cost Share Assistance Contract F6G-02 Aaron Woxland, Feedlot Roof Structure, in the amount of \$15,000.00

Motioned by Leutink seconded by Willford to approve the payment of 319 Feedlot Grant Cost Share Assistance Contract F6G-02 Aaron Woxland, Feedlot Roof Structure, in the amount of \$15,000.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

3. Consider approval for Chair to sign MDA Joint Powers Agreement for the Root River Field to Stream Partnership farm walkovers in the amount of \$70,000.00

Motioned by Willford seconded by Gossman to grant approval for the Chair to sign the MDA Joint Powers Agreement for the Root River Field to Stream Partnership farm walkovers in the amount of \$70,000.00 when the agreement is received. Affirmative: Leutink, Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

4. Consider approval for Chair to sign SE MN Technical JPB Sub-recipient Agreement for the MDA Joint Powers Agreement for the SE MN N BMP Outreach Program in the estimated amount of \$73,253.00

Motioned by Mensink seconded by Gossman to grant approval for the Chair to sign the SE MN Technical JPB Sub-recipient Agreement for the MDA Joint Powers Agreement for the SE MN N BMP Outreach Program in the estimated amount of \$73,253.00. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Consider approval and timing of step increase for Employee #23003 to Grade 11, Step 5 effective January 1, 2015 per recommendation of Personnel Committee

Motioned by Mensink seconded by Leutink to approve the step increase for Employee #23003 to Grade 11, Step 5 effective January 1, 2015 per the recommendation of the Personnel Committee. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

Hazel left the meeting at 6:22 p.m.
Vice Chair Gossman took over the meeting.

6. Consider transfer of District funds to designated fund for Computer and Equipment in the amount of \$6,162.00

Motioned by Willford seconded by Leutink to approve the transfer of District Funds to the designated fund for Computer and Equipment in the amount of \$6,162.00. Affirmative: Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

Hazel re-entered the meeting at 6:25 p.m. and resumed as Chair.

Motioned by Willford seconded by Mensink to authorize the staff to investigate the technological upgrades that are available for survey equipment to be able to transition to in the future. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

7. Consider transfer of District funds to the designated fund for District Building Maintenance in the amount of \$500.00

Motioned by Willford seconded by Gossman to approve the transfer of District funds to the designated fund for District Building Maintenance in the amount of \$500.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

8. Consider transfer of District funds to designated fund for Vehicle Replacement in the amount of \$5,700.00

Motioned by Leutink seconded by Mensink to approve the transfer of District funds to the designated fund for Vehicle Replacement in the amount of \$5,700.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

9. Consider transfer of District funds to designated fund for Three-Month Operating Expense in the amount of \$1,000.00

Motioned by Gossman seconded by Mensink to approve the transfer of District funds to the designated fund for Three-Month Operating Expense in the amount of \$1,000.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

10. Consider transfer of District funds to designated fund for Special Projects in the amount of \$1,000.00

Motioned by Leutink seconded by Willford to approve the transfer of District funds to the designated fund for Special Projects in the amount of \$1,000.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

11. Consider 2015 Membership Dues for Dean Thomas for the Midwest Forage Association in the amount of \$40.00

Motioned by Gossman seconded by Mensink to approve paying the 2015 membership dues for Dean Thomas for the Midwest Forage Association in the amount of \$40.00. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

12. Consider State Cost Share Conservation Assistance Contract FY14-08 Greg Nash, Grassed Waterway, in the amount of \$2,400.00

Motioned by Mensink seconded by Leutink to approve State Cost Share Conservation Assistance Contract FY14-08 Greg Nash, Grassed Waterway, in the amount of \$2,400.00. Affirmative: Gossman, Leutink, Mensink, Hazel. Opposed: none. Abstained: Willford. Motion carried.

13. Consider State Cost Share Conservation Assistance Contract FY14-09 Dick Koliha, Grassed Waterway, in the amount of \$1,800.00 using \$1,230.62 from FY14 funds and \$569.38 from FY15 funds

Motioned by Mensink seconded by Gossman to approve State Cost Share Conservation Assistance Contract FY14-09 Dick Koliha, Grassed Waterway, in the amount of \$1,800.00 using \$1,230.62 from FY14 funds and \$569.38 from FY 15 funds. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

14. Consider payment of 319 Feedlot Grant Cost Share Assistance Contract F6G-01 Ron Bornholdt, Milk House Waste System, in the amount of \$12,701.55

Motioned by Leutink seconded by Willford to approve the payment of 319 Feedlot Grant Cost Share Assistance Contract F6G-01 Ron Bornholdt, Milk House Waste System, in the amount of \$12,701.55 Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

15. Consider approval to hire Drew Bahl on a temporary basis for up to 96 hours at \$10.00/hour plus benefits from December 22, 2014 to January 9, 2015 to assist with data management paid from the MDA Field to Stream Partnership grant

Motioned by Mensink seconded by Gossman to grant approval to hire Drew Bahl on a temporary basis for up to 96 hours at \$10.00 per hour, plus employer's share of Social Security and Medicare, from December 22, 2014 to January 9, 2015 to assist with data management and paid from the MDA Field to Stream Partnership grant. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

16. Consider approval for Conservation Technician to enroll in UM Ecological Restoration Online Courses for a total of \$1,875.00 (5 sessions @ \$375.00)

Motioned by Mensink seconded by Leutink to grant approval for the Conservation Technician to enroll in UM Ecological Restoration Online Courses at a cost of \$1,875.00, five sessions at \$375.00 each. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

VIII. ACCOUNTS PAYABLE

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

Serfling asked for a volunteer for the statement opening and check review on Friday, January 2, 2015. Hazel volunteered.

IX. ADJOURNMENT

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

The meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.