

**DISTRICT REGULAR BOARD MEETING**

Thursday, December 13, 2012

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Anne Koliha, Jennifer Ronnenberg, Robert Joachim (NRCS), Tom Kaase (County Commissioner)

Leutink called the meeting to order at 4:34 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

Motioned by Mensink seconded by Gossman to approve the November 2012 Treasurer's report, subject to audit. Affirmative: Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Secretary's Report – November 15, 2012 Regular Board Meeting Minutes
2. Payment of State Cost Share Contract FY11-16 Rick Ruberg, Terrace with underground outlet in the amount of \$3,978.00
3. Payment of State Cost Share Contract FY12-11 Paul Mattson, Grassed Waterway, in the amount of \$1,087.50
4. Payment of Feedlot Water Quality Management Contract FWQMG FY11-2 Ross Cooper, Roof Structure, in the amount of \$14,250.00

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

## **VI. NEW BUSINESS**

Hazel entered the meeting at 4:37 p.m.

### 5. Consider sponsorship of U of M Team Cattle Feeder Day December 13, 2012 and Cow-Calf Day February 14, 2013 in the amount of \$100.00 each

Motioned by Willford seconded by Mensink to approve sponsorship of the U of M Team Cattle Feeder Day on December 13, 2012 and the Cow-Calf Day on February 14, 2013 in the amount of \$100.00 each. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

## **IV. REPORTS**

### 1. Supervisor's activity report

Willford reported attending the field day at Brian Hazel's.

Hazel reported hosting a field day at his farm which was well attended.

Mensink had nothing to report.

Leutink reported attending the Hiawatha Valley RC&D meeting. Those in attendance were impressed with the field day at Hazel's and want to do more to support cover crops.

Gossman reported attending a "Tap into the Root" meeting.

### 2. Staff reports

A written report was included in the board packets.

#### a. Staff recognition

Ronnenberg was given a gift card in recognition for her work in completing CRP contracts.

Koliha gave a brief report on which Clean Water Fund applications and projects were funded.

Kaase entered the meeting at 4:47 p.m.

### 3. Administrator's report

#### a. CURA Community Assistantship Program (CAP) Application

Rasmussen reported the CAP Application was approved. The student worker will work from January through May on the interpretive areas chosen in connection with the Changing Landscapes Plan.

#### b. Hayable buffer program update

The Nature Conservancy has funding for buffer areas that can be hayed or grazed with \$100,000.00 available between Houston and Fillmore Counties. An agreement is expected to be ready by the January meeting. The program would be an alternative to CRP. The draft agreement was reviewed with discussion on possible changes to the agreement.

Motioned by Hazel seconded by Willford to pursue the hayable buffer program. Affirmative: Hazel, Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

c. Annual recognition lunch

The recognition dinner is scheduled for Thursday, January 17<sup>th</sup> at 6:00 p.m. at Pedal Pushers in Lanesboro.

Motioned by Gossman seconded by Mensink to change the time for the January board meeting to 4:00 p.m. on January 17, 2013. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

d. Annual planning meeting

Karen Brown had been contacted to schedule a joint meeting with the County Commissioners and the SWCD board. The commissioners choose to have the meeting on Tuesday, January 22, 2013 at 1:00 p.m. at the Conservation Building. There will be a presentation on the results of the Small Watershed project, highlights of other District projects and time to discuss joint concerns of the boards.

The annual planning meeting will follow at approximately 2:30 p.m.

4. NRCS

Joachim reported his staff is wrapping up a long construction season. He is processing CSP payments, MODs for loss of control of land, quality assurance checks, office spot checks and end of the year contract management duties.

Brett Scheevel has been hired as an Administrative Assistant. He will start on January 2, 2013 and will be working two days a week in Preston and one day each in Mower and Houston counties.

The first MRBI and EQIP signup deadline will be January 18, 2013 with three additional signups following.

Joachim reported that representatives from the Environmental Defense Fund, a private non-profit agency toured the Watson, South Fork, and Rush-Pine watershed areas. The group provides different approaches to working in watersheds, working through local staff and providing resources to local agencies.

Joachim announced he will be retiring as the District Conservationist effective January 31, 2013. He has accepted a part-time position in Winneshiek County with the Soil and Water Conservation District.

Byam has accepted a position as a CSP Program Coordinator in the state office and will start her new job duties on January 28, 2013.

5. County

Kaase reported on the recent Truth in Taxation hearing noting the levy was set at 2.95% for 2013. The County is working through the sand issues and is now waiting for windmills.

**V. OLD BUSINESS**

1. Consider closeout of FY09 State Cost Share Program

Motioned by Gossman seconded by Hazel to approve the closeout of FY09 State Cost Share Program. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**VI. NEW BUSINESS**

1. Consider approval of 1.5% Cost of Living Adjustment for 2013 Pay Plan

Motioned by Mensink seconded by Gossman to approve the 1.5% Cost of Living Adjustment for the 2013 Pay Plan. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

2. Consider approval of 2013 budget

Rasmussen reviewed with the board the changes made to the budget since last month. She noted the surplus was put in the designated Vehicle Replacement fund as directed by the board.

Motioned by Mensink seconded by Willford to approve the 2013 budget as presented. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

3. Consider approval of AgBMP Loan Request for Mike Redalen in the amount of \$100,000.00

Motioned by Gossman seconded by Hazel to approve the AgBMP loan request for Mike Redalen in the amount of \$100,000.00. Affirmative: Hazel, Willford, Mensink, Gossman, Leutink. Opposed: none. Motion carried.

4. Consider approval and timing of step increase for Employee #23003 to Grade 11, Step 4 effective January 1, 2013 per recommendation of Personnel Committee

Motioned by Gossman seconded by Hazel to approve the step increase for Employee #23003 to Grade 11, Step 4 effective January 1, 2013, per the recommendation of the personnel committee. Affirmative: Gossman, Hazel, Willford, Mensink, Leutink. Opposed: none. Motion carried.

6. Consider approval of compensation for Engineering Tech for additional feedlot program duties as recommended by the Personnel Committee

Koliha provided a written report to the board of the duties performed and number of hours to date. Rasmussen asked Zoning to notify the District when services are no longer needed.

Motioned by Mensink to approve compensation for the Engineering Tech for the additional feedlot program duties as recommended by the Personnel Committee in the amount of \$1.00 per hour for hours worked. Mensink rescinded the motion.

Motioned by Willford to approve compensation for the Engineering Tech for additional feedlot duties in the amount of \$1.00 per hour for hours worked up to 400 hours and request 50% of the amount be paid by the County. Motion failed for lack of a second.

Motioned by Mensink seconded by Gossman to approve compensation for the Engineering Tech for additional feedlot program duties in the amount of \$1.00 per hour for hours worked up to a maximum of 400 hours. Affirmative: Hazel, Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

7. Discuss sand mine TEP fees

The new sand mine ordinance requires a Technical Evaluation Panel, comprised of representatives from the SWCD, BWSR, DNR, the Zoning Administrator and the Highway Engineer to review the applications. The SWCD can charge a fee to review the mining plan which would involve a site visit, map preparation and information gathering.

Motioned by Mensink seconded by Willford to approve a plan fee for sand mine application review with the amount to be determined when more information is obtained. Rasmussen will make a recommendation next month. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

8. Consider transfer of \$1,000.00 to Designated Computer and Equipment Account from District Funds

Motioned by Gossman seconded by Hazel to approve the transfer of \$1,000.00 to the designated Computer and Equipment Account from District Funds. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

9. Consider transfer of \$500.00 to Designated District Building Maintenance Account from District Funds

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

10. Consider transfer of \$1,250.00 to Designated Vehicle Replacement Account from District Funds

Motioned by Mensink seconded by Gossman to approve the transfer of \$1,250.00 to the designated Vehicle Replacement Account from District funds. Affirmative: Hazel, Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

11. Consider transfer of \$1,000.00 to Designated Three Month Operating Expense Account from District Funds

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

12. Consider transfer of \$1,000.00 to Designated Special Projects Account from District Funds

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

13. Consider payment of Feedlot V Cost Share Contract F5G-10 Ross Cooper in the amount of \$15,000.00

Motioned by Mensink seconded by Willford to approve the payment of Feedlot V Cost Share Contract F5G-10 Ross Cooper in the amount of \$15,000.00. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

14. Discuss Conservation Building Maintenance

It was noted that the office leased by the MN Department of Ag at the Conservation Building is in need of new flooring and paint. The Building Committee will be looking at the needs. Labor could possibly be provided by the "Sentenced to Serve" crew.

Sandy Rye was contacted to provide cleaning services every other week at a cost of \$15.00 per hour.

Motioned by Hazel seconded by Willford to authorize the Building Committee to spend up to \$1,000.00 to update the Conservation Building and purchase necessary cleaning supplies. Affirmative: Hazel, Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

15. Authorize Administrator to apply for Meadowlark Institute Grant for Root River Citizens' Group local civic engagement events

This is a grant to fund events which would invite people into a dialogue of interest to the community in an amount of \$3,000 or less.

Motioned by Hazel seconded by Mensink to authorize the Administrator to apply for a Meadowlark Institute Grant for Root River Citizens' Group local civic engagement events. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

Joachim left the meeting at 6:35 p.m.

**VII. ACCOUNTS PAYABLE**

1. Approve Accounts Payable

Motioned by Mensink seconded by Gossman to approve the December 2012 payables. Affirmative: Mensink, Hazel, Willford, Gossman, Leutink. Opposed: none. Motion carried.

2. Supervisor volunteer for statement opening and check review

Serfling asked for a volunteer for the statement opening and check review on Wednesday, January 2, 2013. Willford volunteered.

**VIII. ADJOURNMENT**

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

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted,

Brian Hazel