

DISTRICT REGULAR BOARD MEETING

Thursday, December 13, 2018

8:30 A.M.

Conservation Building

912 Houston Street

Preston, MN 55965

Minutes

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Kathy Tesmer, Travis Willford

MEMBERS ABSENT: Bob Pickett.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Caleb Fischer, Willis Goll, Doug Keene, Anne Koliha, Aaren Mathison, Dean Thomas, Duane Bakke (County Commissioner)

Hazel called the meeting to order at 8:36 a.m. A quorum is present.

I. AGENDA

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

II. TREASURER’S REPORT

Motioned by Gossman seconded by Willford to approve the November 2018 Treasurer’s Report, subject to audit. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Payment of Conservation Practice Assistance Contract FY18-03 Brian Soland, Grade Stabilization Structure, in the amount of \$10,000.00
2. Payment of Local Capacity Conservation Practice Assistance Contract LC FY17-05 Wayne Pfremer, Grade Stabilization Structure, in the amount of \$2,305.75

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

IV. REPORTS

1. Supervisor’s activity reports

Willford had nothing to report

Hazel had nothing to report.

Gossman reported attending the Friends of the Root River Annual meeting near Rushford. He also attended the MASWCD Convention. Our resolution did not pass, but he felt it could fine-tuned and resubmit it next year.

Tesmer had nothing to report.

2. Staff reports

A written report was included in the board packets.

a. Aaren Mathison and Caleb Fischer presented a joint PowerPoint presentation detailing the job duties they each have.

3. Administrator's report

a. MASWCD Convention Report

Rasmussen reported attending the MASWCD business meeting. The resolution regarding a reduction in crop insurance premiums for those acres that are planted in cover crops did not pass.

She also attended sessions on Effective Outreach to Landowners and Job Approval Authority.

b. PRAP updates

Rasmussen reported the "one on one" meetings with staff have been completed. Staff will be meeting with the representative from Springsted to go over the process for updating job descriptions. Sand Creek sent workplace respect samples that will be developed by the Board and Rasmussen.

A meeting is scheduled for January 17, 2019 at 1:30 pm for the Board, NRCS personnel and Rasmussen to review the progress that has been made so far.

c. 1W1P updates

At the Policy Committee meeting, progress and expenditures were reviewed. Some members went to a meeting in Mankato and met with other 1W1P staff to share information and also to learn more about RCPP EQIP funding. Dates are not finalized for application deadlines, ranking, and obligation. Ranking questions need to be decided upon.

A meeting was held with the Rush Pine Farmer Led Council, hosted by John Bruhler, to discuss ideas for the use of the funds in the 1W1P budget.

d. Noxious Weed Grant landowner meetings

Rasmussen reported the landowner meetings held in Rushford and Houston were not well attended. More meetings will be scheduled in April.

e. Staff time tracking system

Rasmussen informed the board of a new time tracking system for staff, My Hours, which will be a better way to track wages and benefits. She explained that staff is encouraged to start using it now as it will be fully implemented on January 1, 2019.

f. 2019 newspaper insert ideas

The 2019 newspaper insert will be published in the Fillmore County Journal on February 4, 2019. Articles are to be submitted to Rasmussen by January 18th. She reviewed the list of regularly published articles and encouraged the board to contact her with other article suggestions.

g. Annual Planning Meeting and Recognition Lunch

Rasmussen reported she had been notified the Branding Iron will be permanently closing on January 19, 2019. An alternate location was discussed. Commissioner Bakke suggested the meeting room at F&M Bank and also volunteered to make pork loins or pulled pork for the luncheon.

4. NRCS

NRCS submitted a written report which was read by Chair Hazel.

5. County

Commissioner Bakke reported the county's budget has been finalized and will be approved at the next meeting.

The \$2,000.00 buffer match was approved for the District. There is one parcel left not in compliance with the Buffer Law. Commissioner Bakke will contact the landowner.

He reported discussions at the AMC meeting were negative in regards to the 1W1P.

V. OLD BUSINESS

1. Consider approval for Vice-chair to sign Secretary's Report from November 15, 2018 Regular Board Meeting

Motioned by Willford seconded by Tesmer to grant approval for Vice-chair to sign the Secretary's Report from the November 15, 2018 Regular Board Meeting. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

2. Consider approval of Secretary's Report from November 15, 2018 Regular Board Meeting

Motioned by Willford seconded by Gossman to approve the Secretary's Report from the November 15, 2018 Regular Board Meeting with corrections as noted. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

3. Consider Supplemental Lease Agreement with C&G Properties for SWCD office space in the amount of \$1,675.00 per month for January 1, 2019 to December 31, 2019

Motioned by Gossman seconded by Willford to approve the supplemental lease agreement with C&G Properties for SWCD office space in the amount of \$1,675.00 for the period of January 1, 2019 to December 31, 2019. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

4. Consider additional services and costs for Sand Creek Workplace Wellness

The PRAP Grant was for \$10,000.00. The last invoice from Sand Creek for Phase I put us over the contract amount by \$1,057.57, due to additional meetings.

Motioned by Tesmer seconded by Willford to pay the balance owed to Sand Creek in the amount of \$1,057.57. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

Rasmussen reviewed the items and estimated costs for Phase II.

Motioned by Tesmer seconded by Willford to continue with Phase II. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

Motioned by Gossman seconded by Tesmer to approve the contract addition of \$3,342.43 for a total contract amendment of \$4,400.00. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

5. Consider approval of Cost of Living Adjustment of 2.0%

Mathison and Goll left the meeting at 10:36 a.m.

Motioned by Gossman seconded by Tesmer to approve the Cost of Living Adjustment in the amount of 2.0%. Affirmative: Gossman, Tesmer. Opposed: Willford, Hazel. Motion failed.

Because of the current status of the comparable worth study and the possibility that salaries may change, the Personnel Committee will meet to develop a plan on how to deal with the comparable worth study changes and recommendations. The Cost of Living Adjustment will be discussed again at a later date.

6. Consider approval of 2019 Proposed Budget

No action taken.

7. Review and approve 2017 SWCD Audited Financial Statements

Motioned by Gossman seconded by Tesmer to approve the 2017 SWCD Audited Financial Statements as presented. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

8. Consider FY17 BWSR State Cost Share Grant extension to December 31, 2019

Motioned by Gossman seconded by Tesmer to approve the FY17 BWSR State Cost Share Grant extension to December 31, 2019. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

9. Consider contract amendment for the following Conservation Practice Assistance Contract:

FY17-02	Eric Kammer	Grade Stabilization Structure	\$6,000.00	12/1/2019
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Motioned by Gossman seconded by Willford to approve the following contract amendment for the Conservation Practice Assistance Contract listed below:

FY17-02	Eric Kammer	Grade Stabilization Structure	\$6,000.00	12/1/2019
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Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

10. Approve Administrator signature of contract amendment for David Ranzenberger

Motioned by Tesmer seconded by Gossman to grant approval to the Administrator to sign the contract amendment for David Ranzenberger. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

11. Consider cancellation of District Summer Construction Set Aside Contract SC17-03, Rodney Koliha, in the amount of \$1,059.50

Motioned by Gossman seconded by Tesmer to cancel the District Summer Construction Set Aside Contract SC17-03, Rodney Koliha, in the amount of \$1,059.50. Affirmative: Gossman, Tesmer, Hazel. Opposed: None. Abstained: Willford. Motion carried.

12. Consider cancellation of Conservation Practice Assistance Contract FY17-04, Rodney Koliha, Grassed Waterway, in the amount of \$1,560.00

Motioned by Tesmer seconded by Gossman to approve the cancellation of Conservation Practice Assistance Contract FY17-04 Rodney Koliha, Grassed Waterway, in the amount of \$1,560.00. Affirmative: Gossman, Tesmer, Hazel. Opposed: none. Abstained: Willford. Motion carried.

13. Consider FY18 Statewide Cover Crop Training Grant amendment extending the expiration date to June 30, 2019

Motioned by Willford seconded by Tesmer to approve the FY18 Statewide Cover Crop Training Grant amendment extending the expiration date to June 30, 2019. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Consider retirement of Donna Rasmussen, Administrator, and effective March 29, 2019

Motioned by Willford seconded by Gossman to approve the retirement request from Donna Rasmussen, Administrator, effective March 29, 2019. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

The Board asked Rasmussen to have Springsted look at her job description first so that it can be updated, for advertising purposes. She is also to prepare a list of meetings she attends on a regular basis.

2. Consider payment of MACDE dues for 2019 (8 employees @ \$25.00)

Motioned by Gossman seconded by Tesmer to approve payment of the MACDE dues for 2019 for eight employees in the amount of \$25.00 each for a total of \$200.00. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

3. Consider Conservation Corps Minnesota summer apprentice application for 2019

No action taken.

4. Consider temporary employment for Jess Stevens for up to 80 hours between December 20, 2018 and January 18, 2019, at \$15.00 per hour

Motioned by Tesmer seconded by Gossman to approve temporary employment for Jess Stevens for up to 80 hours between December 20, 2018 and January 18, 2019, at \$15.00 per hour. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Gossman seconded by Tesmer to approve the December 2018 payables. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Wednesday, January 2nd, 2019. Hazel volunteered.

VIII. ADJOURNMENT

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

The meeting was adjourned at 11:21 a.m.

Respectfully Submitted,

Kathy Tesmer