

**DISTRICT REGULAR BOARD MEETING**

Thursday, December 14, 2017

4:30 P.M.

USDA Service Center

SWCD Office

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, Rick Grooters, Keith Feliciano-Cortes (NRCS), Duane Bakke (County Commissioner)

Willford called the meeting to order at 4:33 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER’S REPORT**

Motioned by Pickett seconded by Tesmer to approve the November, 2017 Treasurer’s Report, subject to audit. Affirmative: Pickett, Tesmer, Willford. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Secretary’s Report – November 16, 2017 Regular Board Meeting Minutes
2. Payment of Root River Field to Stream Partnership Cover Crop Incentive Contract BC-CC-17-04 Derek O’Connor, 15 acres in the amount of \$450.00
3. Payment of Root River Field to Stream Partnership Cover Crop Incentive Contract BC-CC-17-01 Carter Lee, 30 acres, in the amount of \$900.00
4. Payment of Root River Field to Stream Partnership Cover Crop Incentive Contract CC-CC-17\_05 Todd Hendrickson, 32.67 acres, in the amount of \$900.00
5. Payment of Healthy Forests for Healthy Water Contract 2017-R-5 Geoff Halverson, Forest Road Improvement, 2,790 feet, in the amount of \$5,580.00
6. Payment of Healthy Forests for Healthy Water Contract 2016-2-RP Richard Anderson, Pond Cleanout, in the amount of \$1,500.00
7. Payment of Conservation Practice Assistance Contract FY17-003 Gary Hellickson, Terraces with underground outlet, in the amount of \$4,938.90

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

#### **IV. REPORTS**

1. Supervisor's activity reports
- 2.

Gossman entered the meeting at 4:37 pm.

Willford reported attending a Personnel Committee Meeting and was in the office to do the Statement Opening and Check Review.

Hazel reported attending a Personnel Committee Meeting.

Gossman reported attending a Friends of the Root River meeting where they were discussing events for the coming year.

Pickett had nothing to report.

Tesmer reported attending the MASWCD Convention.

Hazel entered the meeting at 4:44 pm.

#### **2. Staff reports**

A written report was included in the board packets.

- a. **MASWCD Convention Report**  
Rasmussen reported on the sessions and events she had attended at the MASWCD Convention.

Grooters and Serfling also reported the sessions and events they had attended at the MASWCD Convention.

- b. **Iowa State Integrated Pest Management Training: John Boyum**  
Boyum submitted a written report for the board to review.

#### **3. Administrator's report**

- a. **East Willow Creek structure cleanout update**  
The cleanout of the East Willow Creek structure is nearly complete. In the spring, some touch-up work will need to be done and a couple of waterways will be put in. There will be an article in the local papers regarding the project.

There will also be an article regarding the Field to Stream Partnership projects that have been completed to date.

- b. **Satisfaction survey results**  
Rasmussen reported a total of 189 surveys have been mailed with 53 having been returned as of now. This will be reviewed in greater detail at the Annual Planning Meeting.

Rasmussen has received notice that the District is due for a PRAP (Performance Review and Assessment Program) review. Adam Bielke, BWSR will be at the February meeting to provide more information.

- c. Conservation Corps and MDA Noxious Weed Grant applications  
The Conservation Corps application is ready and will be submitted by the deadline of December 15, 2017. Rasmussen had met with MDA and DNR and continues to work on the Noxious Weed grant. The Conservation Corps crew would work on the land with the Poison Hemlock and a hired vendor would work on the water with the Japanese hops.

#### 4. NRCS

Feliciano-Cortes introduced herself as the new Soil Conservationist with NRCS. She was present to advise partners who work with USDA programs of their duties in regard to civil rights, nondiscrimination in program delivery, anti-harassment, and Section 1619 Compliance regarding disclosure of certain private information without a FOIA request. She also reviewed the "And Justice For All" poster.

She provided USDA NRCS handouts to the Board Members with detailed information regarding each of these areas.

#### 5. County

Commissioner Bakke asked Grooters about the status of the Buffer Law compliance. Grooters said they are 96% compliant, 3.5% are planning to come into compliance in the spring and about twelve people have not contacted the District. Grooters suggested that a letter be sent to the twelve after the first of the year. After 30 days if they have not contacted the District, they will be turned over to the County for enforcement.

Commissioner Bakke reported that the MASWCD/AMC working group committee ended on a neutral position in regards to SWCDs having levy authority for operations. He asked Rasmussen to find out the results of the MASWCD resolution to see if they were asking for specific funding and fees.

### **V. OLD BUSINESS**

#### 1. Consider approval of 2018 Cost of Living Adjustment of 2.0%

Motioned by Gossman seconded by Pickett to approve the 2018 Cost of Living Adjustment of 2.0%. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

#### 2. Consider approval of 2018 Budget

Rasmussen reviewed by line item the changes made to the 2018 budget since last month's meeting.

In regard to funds budgeted for a new phone system, Willford asked that representatives from Centurylink and Mediacom and the Building Committee meet to discuss available options.

Motioned by Tesmer seconded by Gossman to approve the 2018 budget as presented. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

3. Consider Amendment 1, MDA Swift Contract #119787 for \$13,000.00, to extend the expiration date one year to December 31, 2018

Motioned by Willford seconded by Gossman to approve Amendment 1 to the MDA Swift Contract #119787 for \$13,000.00 extending the expiration date of the contract to December 31, 2018. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

4. Consider amendment to Conservation Practice Assistance Contract FY17-01 Neil Fishbaugher extending the completion date to December 1, 2018 due to construction delays

Motioned by Hazel seconded by Willford to approve the amendment to Conservation Practice Assistance Contract FY17-01 Neil Fishbaugher extending the completion date to December 1, 2018 due to construction delays. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

5. Consider partial payment of FSP Phase II Implementation Contract CC16-11 Beverly J. Mensink Revocable Trust, Structure Restoration, in the amount of \$134,915.59

Not included in this payment is the seed, fertilizer and mulch was completed today. Spring work will include two waterways and some touchup work.

Motioned by Hazel seconded by Pickett to approve partial payment of FSP Phase II Implementation Contract CC16-11 Beverly J. Mensink Revocable Trust, Structure Restoration, in the amount of \$134,915.59. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

## **VI. NEW BUSINESS**

1. Consider payment of 319 Feedlot VI Grant Cost Share Contract F6G-09 Terry Schwartz, Feedlot Runoff Control Improvements, in the amount of \$4,200.00

Motioned by Willford seconded by Pickett to approve payment of the 319 Feedlot VI Grant Cost Share Contract F5G-09 Terry Schwartz, Feedlot Runoff Control Improvements, in the amount of \$4,200.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

2. Consider Final Financial Statement for FY2016 BWSR State Cost Share Grant

Motioned by Gossman seconded by Tesmer to approve the final financial statement for the FY2016 BWSR State Cost Share Grant. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

3. Consider revised Personnel Policy section 1.31 Hiring Policy

There was discussion from board members questioning why the revised changes were recommended by the Personnel committee.

Motioned by Willford seconded by Hazel to approve the revised Personnel Policy section 1.31 Hiring Policy as presented. Affirmative: Hazel, Pickett, Willford. Opposed: Gossman, Tesmer. Motion carried.

Motioned by Willford seconded by Gossman to change line 8 to read, "New positions, both part-time and full-time, will be posted *internally and publically* according to statutes and SWCD board direction." Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

4. Consider Length of Service step increase for Employee #23003 to Grade 11, Step 6, effective January 1, 2018, per recommendation of Personnel Committee

Motioned by Gossman seconded by Hazel to approve the length of service step increase for Employee #23003 to Grade 11, Step 6, and effective January 1, 2018 per the recommendation of the Personnel Committee. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

5. Consider WCA Shared Services Agreement with Wabasha SWCD

Motioned by Tesmer seconded by Pickett to approve the WCA Shared Services Agreement with the Wabasha SWCD. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

~~6. Consider partial payment of FSP Phase II Implementation Grant Contract CC16-11 Beverly J. Mensink Revocable Trust, Structure Restoration, in the approximate amount of \$130,000.00~~

7. Consider resignation of John Boyum, Nutrient Management Specialist, effective December 15, 2017

Motioned by Tesmer seconded by Pickett to accept the resignation of John Boyum, Nutrient Management Specialist, effective December 15, 2017. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

8. Consider hiring process for Nutrient Management Specialist

Rasmussen reviewed the proposed timeline for rehiring:

- Advertising will be submitted to the Journal and Reader for publication the week of December 25<sup>th</sup>
- Application deadline - Monday, January 8<sup>th</sup>
- Try to schedule interviews for Tuesday or Wednesday, January 16<sup>th</sup> or 17<sup>th</sup>
- Contact chosen applicant on Friday, January 19<sup>th</sup>
- Make recommendation and approve the person for hire at Annual Planning Meeting on January 25<sup>th</sup>
- First day on the job (which allows two weeks' notice to their employer)

Motioned by Tesmer seconded by Hazel to approve the timeline for hiring a new Nutrient Management Specialist as outlined. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

Bakke left the meeting at 6:25 pm.

#### **VII. ACCOUNTS PAYABLE**

Motioned by Tesmer seconded by Pickett to approve the December, 2017 payables. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on January 2, 2018. Tesmer volunteered.

#### **VIII. CLOSE MEETING FOR PERSONNEL DISCUSSIONS**

Motioned by Tesmer seconded by Pickett to close the meeting pursuant to Minn. Stat. 13D for personnel discussions. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

Grooters left the meeting at 6:30 pm.

The meeting was closed at 6:30 pm.

Rasmussen and Serfling left the meeting at 6:40 pm.

A closed meeting was held for resolving personnel conflicts.

Chair Willford opened the meeting at 7:08 pm.

#### **VIII. ADJOURNMENT**

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

The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Tim Gossman