

**DISTRICT REGULAR BOARD MEETING**

Tuesday, December 16, 2013

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, Jessica Bronson (NRCS), Tom Kaase (County Commissioner)

Willford called the meeting to order at 4:30 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

Motioned by Gossman seconded by Mensink to approve the November 2013 Treasurer's report, subject to audit. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Payment of State Cost Share Contract FY13-09 Luanne Peterson, Grassed Waterway, in the amount of \$3,720.00

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

**IV. REPORTS**

1. Supervisor's activity report

Willford had nothing to report.

Hazel reported attending the Soil Health Video Conference in Rochester.

Mensink had nothing to report.

Leutink had nothing to report.

Gossman reported attending the Root River Citizens Group meeting and a Forestry Committee meeting.

## 2. Staff reports

A written report was included in the board packets.

## 3. Administrator's report

### a. ~~Legislator updates~~

The legislators invited to attend the meeting were unable to attend due to schedule conflicts.

### b. Clean Water Fund Soil Erosion Compliance Grant proposal

Rasmussen reported applying for a Clean Water Fund Soil Erosion Compliance Grant which, if funded, will pay for 75% of Koliha's time through the end of 2016. This would pay for the time spent on updating Conservation Plans in the MRBI watersheds, for the Field to Stream Partnership implementation phase, areas identified in the Root River Landscape Plan, and for expiring CRP acres.

### c. Root River Citizens' Group and Technical Advisory Group meetings

Rasmussen reported the Root River Citizens' Group is going forward with meetings in March to follow-up with last springs' meetings looking at local impairments and will strategize with contacts in the community.

The Technical Advisory Group comprised of staff from five counties and federal and state agencies, will be meeting to catch up with what has been happening with monitoring. An impairment list has been developed and will require all impairments to be looked at and a strategy developed for each one.

### d. State Convention Report

Five staff, Rasmussen, Magee, Bernau, Koliha and Serfling, attended the State Convention. Rasmussen attended the resolutions meeting and was allowed to speak on the resolutions submitted by the District. All five resolutions were approved.

### e. Recognition event

Serfling has been checking on locations and costs for the recognition event scheduled for January 28<sup>th</sup> at 6:30 p.m. The Harmony Golf Club and Wheelers are being considered.

### f. MCIT Defensive Driving course

Rasmussen reported staff will be taking an online Defensive Driving course, sponsored by MCIT, sometime after the first of the year.

g. Sale of wood cut from fence line on Conservation Building Property  
Andy Bunge has found someone to buy the wood that was cut out of the fence  
line at the Conservation Building for \$200.00. Bunge would add another  
\$100.00. The money will be divided in half and given to local charities.

4. NRCS

Bronson reported NRCS is accepting EQIP and CSP applications. They currently have 12  
EQIP applications and 4 CSP applications. CSP payments are being processed for 112  
contracts from the 2005 and 2008 signups.

Bronson reviewed the Civil Rights Poster with the board. "The USDA prohibits  
discrimination in all its programs and activities on the basis of race, color, national  
origin, sex, religion, age, disability, sexual orientation, marital status, family status,  
status as a parent (in education and training programs and activities), because all or  
part of an individual's income is derived from any public assistance program or  
retaliation."

5. County

Kaase reported the County's budget has been approved with a 0% levy. Bobbie Jo  
Vickerman has been hired as the new County Coordinator to replace Karen Brown who is  
retiring at the end of the year. An Open House for Brown is scheduled for January 27<sup>th</sup>  
at the Courthouse.

**V. OLD BUSINESS**

1. Consider Secretary's Minutes from November 14, 2013 Regular Meeting

Motioned by Gossman seconded by Mensink to approve the Secretary's Minutes from the  
November 14, 2013 Regular Meeting. Affirmative: Gossman, Hazel, Mensink, Leutink,  
Willford. Opposed: none. Motion carried.

2. Consider cost share maximum for SWCD Windbreak Program

Motioned by Gossman seconded by Mensink to cost share 50% of the cost of the  
SWCD's potted trees with a maximum of \$1,000.00 cost share per contract and will be  
required to follow current State Cost Share design standards. Affirmative: Gossman,  
Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

3. Review 2012 SWCD Financial Audit

Motioned by Gossman seconded by Mensink to approve the 2012 SWCD Financial Audit  
as presented. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed:  
none. Motion carried.

4. Discuss insurance updates and changes

Rasmussen reported she has been in contact with Cheri Brink at F&M Insurance, but has not received any information from her.

The Board discussed scheduling a special meeting in February designated only for insurance discussions with the date to be determined at the January meeting. It was suggested to have a staff meeting with the board and designating a subcommittee to narrow down the options discussed at that meeting prior to the full board meeting in February.

5. Consider State of Minnesota counter proposal for DNR lease agreement

Rasmussen explained the details of the counter proposal made by the DNR for the lease of the Conservation Building, which includes a renewal option.

Motioned by Mensink seconded by Gossman to approve Amendment #4 of the DNR lease agreement, deleting the renewal option, and starting negotiations for the next renewal as soon as practical. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

6. Consider amendment to State Cost Share Contract FY11-20, Mark Fishbaugher, extending the completion date to June 12, 2014

Motioned by Gossman seconded by Hazel to approve the amendment to State Cost Share Contract FY11-20, Mark Fishbaugher, extending the completion date to June 12, 2014. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

7. Consider amendment to Clean Water Fund Contract FY12-2, Vernon Ristau, extending the completion date to August 30, 2014

Motioned by Mensink seconded by Leutink to approve the amendment to Clean Water Fund Contract FY12-2, Vernon Ristau, extending the completion date to August 30, 2014. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

8. Consider partial payment of Clean Water Fund Contract FY12-2, Vernon Ristau, Feedlot Runoff Control, in the amount of \$50,784.00

Motioned by Gossman seconded by Mensink to approve partial payment of Clean Water Fund Contract FY12-2, Vernon Ristau, Feedlot Runoff Control, in the amount of \$50,784.00. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

9. Consider payment of State Cost Share Contract FY13-13, Brian Hazel, Terrace Restoration, in the amount of \$2,250.00

Motioned by Leutink seconded by Mensink to approve payment of State Cost Share Contract FY13-13, Brian Hazel, Terrace Restoration, in the amount of \$2,250.00.

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

**VI. NEW BUSINESS**

1. Consider sponsorship of Extension Cow/Calf Day in Rochester, February 13, 2014

Motioned by Mensink seconded by Hazel to approve sponsorship of the Extension Cow/Calf Day in Rochester on February 13, 2014 in the amount of \$100.00. Affirmative: Hazel, Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

2. Consider FY2014 BWSR Feedlot Water Quality Management State Cost Share Program Grant Agreement in the amount of \$170,083.00

Motioned by Gossman seconded by Leutink to approve the FY2014 BWSR Feedlot Water Quality Management State Cost Share Program Grant Agreement in the amount of \$170,083.00. Affirmative: Hazel, Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

3. Consider quote for bacteria lab assessment from Richard Scheibley in the amount of \$2,250.00

Motioned by Gossman seconded by Hazel to approve the quote for the bacteria lab assessment from Richard Scheibley in the amount of \$2,250.00 and authorize Rasmussen to sign. Affirmative: Hazel, Leutink, Mensink, Gossman, Willford. Opposed: none. Motion carried.

4. Consider approval to request NRCS to document and assign Technical Approval Authority ratings for ecological sciences for Anne Koliha

Motioned by Hazel seconded by Gossman to approve the request to NRCS to document and assign Technical Approval Authority ratings for ecological sciences for Anne Koliha. Affirmative: Gossman, Hazel, Leutink, Mensink, Willford. Opposed: none. Motion carried.

5. Discuss 2014 pay periods

Motioned by Gossman seconded by Mensink to adjust the timesheet periods and modify the monthly timesheet as needed. Affirmative: Hazel, Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

6. Consider approval of 1.5% Cost of Living Adjustment for 2014 Pay Plan

Motioned by Leutink seconded by Hazel to approve the 1.5% Cost of Living Adjustment for the 2014 Pay Plan. Affirmative: Hazel, Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

7. Consider approval of 2014 budget

Rasmussen reported making changes to the budget that was approved earlier in the year.

Motioned by Hazel seconded by Mensink to approve the 2014 budget with changes as presented. Affirmative: Hazel, Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

8. Consider Amendment 4 to extend subcontract with U of M Center for Changing Landscapes from December 31, 2013 to March 31, 2014

Motioned by Gossman seconded by Leutink to approve Amendment 4 to extend the subcontract with the U of M Center for Changing Landscapes from December 31, 2013 to March 31, 2014. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

9. Consider approval of Conservation Corps of Minnesota application

Motioned by Mensink seconded by Hazel to approve the submission of the Conservation Corps of Minnesota application for a summer intern. Affirmative: Gossman, Hazel, Leutink, Mensink, Willford. Opposed: none. Motion carried.

**VII. ACCOUNTS PAYABLE**

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

Serfling asked for a volunteer for the statement opening and check review on Thursday, January 2, 2014. Mensink volunteered.

**VIII. ADJOURNMENT**

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

The meeting was adjourned at 6:15 p.m.

Respectfully Submitted,

Pamela Mensink