

DISTRICT REGULAR BOARD MEETING

Tuesday, February 12, 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, Rick Grooters, Andrea Horsman (NRCS), Tom Kaase (County Commissioner)

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

I. AGENDA

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

II. TREASURER'S REPORT

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

Mensink entered the meeting at 4:35 p.m.

III. CONSENT AGENDA

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

1. Secretary's Report – January 17, 2013 Regular Board Meeting Minutes
2. Secretary's Report – January 22, 2013 Special Joint Meeting Minutes
3. Secretary's Report – January 22, 2013 Special Annual Planning Meeting Minutes

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

IV. REPORTS

1. Supervisor's activity report

Willford reported attending a Personnel Committee meeting.

Hazel reported coming in for the statement opening and check review, attending a Personnel Committee meeting, East Willow Creek meeting, and a Cost Share Committee meeting.

Mensink reported attending a Stormwater Grant meeting on January 29th, the SE Technical JPB meeting on January 31st where they discussed a Clean Water proposal regarding sinkhole treatment.

Leutink had nothing to report.

Gossman reported attending a Tap into the Root meeting.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. Comprehensive Strategy update

Rasmussen reported she was working with MPCA to extend the end date for the Comprehensive Strategy grant which may provide an opportunity to extend the Civic Engagement portion.

b. Staff recognition

Comments were made by the County thanking Koliha for taking on the Feedlot Officers duties during his absence. A thank you and compensation was presented to Koliha.

c. Watson Creek

The Environmental Defense Fund (EDF) has funding for outreach in the MRBI watershed and has chosen Watson Creek. A contract for \$21,000.00 has been received.

d. Conservation Corps Apprentice

The SWCD has been one of the sites selected for a Conservation Corps Apprentice. A work plan needs to be completed by March 8th and applications for the position are due by March 29th.

4. NRCS

a. Kasey Taylor, Area Conservationist

Taylor was not present.

b. Andrea Horsman, Acting District Conservationist

Horsman introduced herself as the Acting District Conservationist for the next 120 days as NRCS has a soft hiring freeze. NRCS recognizes this county is busy and realizes an experienced replacement is needed.

EQIP signups are currently being accepted. The first ranking period has one terrace project approved. The second ranking period ends February 15th and has eight applications in the system, the third ends on March 15th and the final period ends on April 19th.

It is unknown if CSP will have any signup period in 2013.

Horsman invited the board to participate in upcoming soil health webinars and noted the webinars are open to area producers also.

5. County

Kaase reported Staff Recognition was held for staff with five, ten, 15, 20, 25, and 30 or more years of service to the County.

The Veteran's Cemetery is moving forward. Talk of annexation by the City has been dropped.

There has been discussion regarding the plan for central finance.

Kaase and Commissioner Bakke have been working on the Willow Creek issue trying to determine who is responsible for maintenance with some headway being made.

V. OLD BUSINESS

1. Review and approve Corporate Authorization Resolution

The Corporate Authorization Resolution was reviewed by the board.

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

2. Review and update supervisor's "Operating Rules, Guidelines and By-laws"

The supervisor "Operating Rules, Guidelines and By-laws" were reviewed and all board members signed the Commitment Pledge and Standards.

Motioned by Gossman seconded by Mensink to approve the supervisor's "Operating Rules, Guidelines and By-laws" with no additions or changes. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

3. Review Budgeted Designated Accounts as of 12/31/2012

The budgeted designated accounts as of 12/31/2012 were reviewed by the board.

4. Approve 2013 Annual Work Plan

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

5. Consider approval of 2013 MDA Authority to Contract Resolution

Rasmussen reported the Authority to Contract Resolution is required to be signed on an annual basis as long as contracts are in place with MDA.

Motioned by Mensink seconded by Leutink to approve the 2013 MDA Authority to Contract Resolution. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Discuss 2013 AgBMP Loan Program Budget and Local Guidelines

Koliha reviewed the 2013 AgBMP budget and noted the changes that were made to the local guidelines.

Motioned by Gossman seconded by Leutink to adopt the 2013 AgBMP Loan Program Budget and Local Guideline changes as recommended by the Cost Share Committee. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

2. Consider the following State Cost Share Contracts as listed:

FY12-13	Mark Oeltjen	Farmstead Windbreak	\$432.00
FY12-15	Karroll Gudmundson	Farmstead Windbreak	\$240.00

Motioned by Gossman seconded by Mensink to approve the State Cost Share Contract as listed:

FY12-13	Mark Oeltjen	Farmstead Windbreak	\$432.00
FY12-15	Karroll Gudmundson	Farmstead Windbreak	\$240.00

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

3. Consider approval of Personnel Committee recommendation for filling Conservation Planning vacancy

The Personnel Committee discussed options for filling the Conservation Planning vacancy. It was proposed to move Koliha to a 50% basis to replace the Conservation Planner and still keep her current duties. Koliha's workload is leveling off and not as many feedlot projects are being funded. The Conservation Planning job description was incorporated into the Engineering Technician job description as some areas overlapped.

Motioned by Mensink seconded by Gossman to approve the Personnel Committee recommendation for filling the Conservation Planning vacancy. Affirmative: Mensink, Leutink, Gossman, Hazel, Willford. Opposed: none. Motion carried.

4. Consider approval of grade change for Water Management Coordinator position (formerly Water Plan Coordinator/TMDL Coordinator) from Grade 7 to Grade 8 based on Bjorklund Compensation Consulting reclassification

Motioned by Leutink seconded by Gossman to approve the grade change for the Water Management Coordinator position (formerly Water Plan Coordinator/TMDL Coordinator) from Grade 7 to Grade 8 based on Bjorklund Compensation Consulting reclassification effective February 13, 2013. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

5. Consider approval of Grade change for Conservation Technician position from Grade 5 to Grade 6 based on Bjorklund Compensation Consulting reclassification

Motioned by Mensink seconded by Leutink to approve the grade change for the Conservation Technician position from Grade 5 to Grade 6 based on Bjorklund Compensation Consulting reclassification effective February 13, 2013. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

6. Consider changes to Cost Share Policy

Changes are needed to the Cost Share Policy to make it more competitive with Federal programs. The following changes were recommended by staff and the Cost Share Committee.

- Maximum cost share was increased to \$5,000
- Rates for terraces and waterways were increased to be more competitive with EQIP
- Seeding and mulching of waterways was added to the policy

The changes will be effective with any new FY2012 State Cost Share Funds contract and all FY2013 contracts.

Motioned by Hazel seconded by Gossman to accept the changes to the Cost Share Policy as presented and recommended by the Cost Share Committee. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

7. Discuss Wabasha SWCD letter regarding contour farming rate

Motioned by Gossman seconded by Leutink to have Rasmussen draft to a letter to NRCS stating our concerns for lowering the EQIP rate for contour strip cropping and include scenarios showing the difference in soil loss with and without contour strip cropping. The letter will be emailed to the board for their comments and also sent to Wabasha SWCD. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

8. Consider approval of up to \$1,900.00 for purchase of ground water model from Local Water Management Grant funds

The current ground water model was purchased in 1992. The proposed model is more user friendly and demonstrates the concept of water much better. The existing model will be donated to the National Trout Center.

Motioned by Hazel seconded by Leutink to approve up to \$1,900.00 from Local Water Management Grant funds for the purchase of a ground water model pending funds transfer. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

9. Consider approval to request NRCS to document and assign Technical Approval Authority ratings for ecological sciences for Dawn Bernau

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

10. Consider approval for Board to concur and Chair to sign Technical Approval Authority for ecological sciences for Jennifer Ronnenberg

Motioned by Hazel seconded by Mensink to grant approval for the Board to concur and the Chair to sign the Technical Approval Authority for ecological sciences for Jennifer Ronnenberg. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

11. Consider approval for Board to concur and the Chair to sign Technical Approval Authority for engineering practices for Dean Thomas

Motioned by Mensink seconded by Hazel to grant approval for the Board to concur and the Chair to sign the Technical Approval Authority for engineering practices for Dean Thomas. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

12. Consider approval for Nutrient Management Specialist to attend On-Farm Network Conference February 21, 2013 in Ames, IA

Motioned by Mensink seconded by Leutink to grant approval for the Nutrient Management Specialist to attend the On-Farm Network Conference on February 21, 2013 in Ames, IA. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

13. Consider State Cost Share Contract FY12-14 Dan Ruesink, Farmstead Windbreak, in the amount of \$528.00

Motioned by Gossman seconded by Mensink to approve State Cost Share Contract FY12-14 Dan Ruesink, Farmstead Windbreak, in the amount of \$528.00. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

Grooters left the meeting at 5:58 p.m.

14. Consider approval of Personnel Policy revision per recommendation of Personnel Committee

Motioned by Mensink seconded by Leutink to approve the Personnel Policy addition of 2.11 Out of Job Classification Assignments and Compensation as presented, per the recommendation of the Personnel Committee. Affirmative: Hazel, Mensink, Gossman, Leutink, Willford. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

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

Serfling asked for a volunteer for the statement opening and check review on Friday, March 1st. Gossman 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 6:06 p.m.

Respectfully Submitted,

Pamela Mensink