

DISTRICT REGULAR BOARD MEETING

Thursday, February 22, 2018

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, Anne Koliha, Duane Bakke (County Commissioner), Adam Beilke and Dale Krystoek (BWSR)

Hazel called the meeting to order at 4:36 p.m. A quorum is present.

I. AGENDA

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

II. CONSENT AGENDA

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

1. Secretary's Report – January 25, 2018 Special Board Meeting Minutes
2. Payment of Healthy Forests for Healthy Water Contract 2017-3-RP Kristin Washburn, Invasive Species Management, 26 acres, in the amount of \$5,200.00

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

III. REPORTS

1. Supervisor's activity reports

Willford wasn't present at this time.

Hazel reported attending the 1W1P meeting where they discussed projects that were earmarked for funding.

Gossman reported being invited to Grand Rapids and spoke about his forest project and the Lost Creek Hiking Trail.

Pickett reported attending the Forestry Committee meeting regarding invasive parsnip.

Tesmer reported attending the Hiawatha RC&D meeting and the JPB meeting.

2. Staff reports

A written report was included in the board packets.

Koliha reported attending a basic hydrology training course where they learned about soil groups and practiced reading contour maps and drawing out watersheds.

Willford entered the meeting at 4:45 p.m.

3. BWSR Performance Review and Assessment Program (PRAP)-Adam Beilke and Dale Krystoek

Krystoek explained what the Performance Review and Assessment Program is and why it is required. The Level II review is required every ten years, which the district is required to have. Accomplishments on the 1W1P and WCA are needed. The review will be completed in approximately 60 days. Krystoek will return and give a report of his findings. A one page report will also be given to the legislature.

Grant funds will be available after the completion of the review and could pay for 50% of a project or recommendation made by the PRAP review.

4. Administrator's report

a. SE SWCD Technical Support JPB meeting

Rasmussen reported the JPB meeting elected officers, and approved step increases and COLA for staff. There was discussion on TA to staff for RCPP feedlot projects that don't get funded. TA will be capped at \$2,500. If projects are funded, the TA won't be capped.

Also discussed was a \$50 stipend for cell phone use for those that want it. All data on their phones, including personal, will become public data.

Lawrence Svien has been hired as the Resource Conservation Ecological Training Engineer.

b. Nutrient Management position update

Rasmussen reported that ten applications have been received. Tim, Travis, Dean and Donna are reviewing and ranking the applications. They plan to limit interviews to four. They hope to interview the week of March 5th.

c. Conservation Corps Apprentice

The District has been selected as a worksite. The apprentice application period is open until March 3. The Apprentice will start on May 15th with a week of orientation and will work at the District from May 21st through August 10th.

d. Roadside Integrated Management Project update
Good information from the Highway Department for signage was discussed. A map has been developed showing those who sign up annually to not have their ditches sprayed. Landowners are responsible to keep the weeds out.

e. Bacteria Lab External Audit
The Bacteria Lab External Audit was done on January 19th. Eight findings will need to be addressed.

5. NRCS

No one was present from NRCS.

6. County

Commissioner Bakke reported the Southeast Water Resources Board is taking on the administration of the MDA Ag Water Quality Certification Program.

He inquired where the District was with compliance with the Buffer Law. Koliha reported eleven landowners haven't contacted the District with three of them probably being stubborn ones. A mailing will be going out to those who said they would be seeding in the spring as a reminder.

IV. OLD BUSINESS

1. Consider approval for Chair to sign Secretary's Report from January 11, 2018 Regular Board Meeting

Motioned by Gossman seconded by Pickett to grant approval for the Chair to sign the Secretary's Report from the January 11, 2018 Regular Board Meeting.

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

2. Consider approval of Secretary's Report from January 11, 2018 Regular Board Meeting

Motioned by Willford seconded by Tesmer to approve the Secretary's Report from the January 11, 2018 Regular Board Meeting. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

3. Review and approve the Annual Plan

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

4. Review and approve Corporate Authorization Resolution

The Corporate Authorization was reviewed and signed by the board members.

Motioned by Gossman seconded by Pickett to approve the Corporate Authorization Resolution. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

5. Review and approve Authority to Contract Resolution

Motioned by Gossman seconded by Willford to approve the 2018 Authority to Contract Resolution with the Minnesota Department of Agriculture. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

6. Review and update supervisor's "Operating Rules, Guidelines and By-Laws"

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

Motioned by Gossman seconded by Tesmer to approve the "Operating Rules, Guidelines and By-Laws" as presented. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

7. Consider revising SWCD Board meeting schedule to include morning meetings

The staff was polled to determine what months they would like to see morning meetings. The top three choices were August, October and December.

Motioned by Gossman seconded by Tesmer to change the board meetings to 8:30 am for the months of August, October, and December, held in the Conservation Building conference room, so that employees may attend. A couple staff will be asked to do a presentation on a training they have attended or a project they are working on at those meetings. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

8. Consider cancellation of FSP Cover Crop Incentive Contract BC-CC-17-02 Steve Oian, 30 acres, in the amount of \$900.00

Motioned by Willford seconded by Pickett to approve the cancellation of FSP Cover Crop Incentive Contract BC-CC-17-02 Steve Oian, 30 acres, in the amount of \$900.00. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

V. NEW BUSINESS

1. Consider Final Financial Report for Easement Delivery 2017

Motioned by Gossman seconded by Willford to approve the Final Financial Report for Easement Delivery 2017. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

2. Consider Final Financial Report for Conservation Delivery 2017

Motioned by Willford seconded by Pickett to approve the Final Financial Report for Conservation Delivery 2017. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

3. Consider Final Financial Report for Buffer Law Implementation 2017

Motioned by Pickett seconded by Tesmer to approve the Final Financial Report for Buffer Law Implementation 2017. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

4. Consider designation of Aaren Mathison as WCA Administrator per SWCD Administrator's recommendation

There was extensive discussion about what actions he can do as WCA Administrator. He will continue with further trainings.

Motioned by Tesmer seconded by Gossman to approve the designation of Aaren Mathison as the WCA Administrator per the SWCD Administrator's recommendation. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

Krystoek left the meeting at 5:44 p.m.

5. Consider Hiawatha RC&D annual dues in the amount of \$300.00

Motioned by Tesmer seconded by Gossman to pay the Hiawatha RC&D annual dues in the amount of \$300.00. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

6. Consider Board and Staff attendance at MASWCD Legislative Briefing and Day at the Capitol, March 12-13, 2018

Motioned by Willford seconded by Gossman to approve board and staff attendance at the MASWCD Legislative Briefing and Day at the Capitol on March 12-13, 2018 and expenses. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

7. Consider transfers for overhead and Admin as presented

Rasmussen explained why the transfers were being made and reviewed them with the board. There was extensive discussion on the reasoning for approving the transfers in

February and including them in the January, 2018 Treasurer's report. Next year transfers will be approved and included on the Treasurer's report in the same month.

Motioned by Tesmer seconded by Gossman to approve the transfers for overhead and Admin as presented. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

8. Consider District Conservation Practice Assistance Contract WB14-15 Luke Vatland, Farmstead Windbreak Renovation, in the amount of \$110.50

Motioned by Gossman seconded by Willford to approve the District Conservation Practice Assistance Contract WB14-15 Luke Vatland, Farmstead Windbreak Renovation, in the amount of \$110.50. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

9. Consider District Conservation Practice Assistance Contract WB14-16 Gene Topness, Farmstead Windbreak, in the amount of \$314.50

Motioned by Willford seconded by Pickett to approve the District Conservation Practice Assistance Contract WB14-16 Gene Topness, Farmstead Windbreak, in the amount of \$314.50. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

10. Consider BWSR Statewide Cover Crop Training Grant Agreement in the amount of \$15,000.00

Motioned by Willford seconded by Tesmer to approve the BWSR Statewide Cover Crop Training Grant Agreement in the amount of \$15,000.00. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

11. Consider lighting proposal from Frank Electric for the Conservation Building

Motioned by Tesmer seconded by Gossman to accept the proposal from Frank Electric to update the lighting in the Conservation Building to LEDs in the amount of \$2,210.00. The rebate from the Preston Public Utilities will be credited back towards the cost of the lighting. Affirmative: Gossman, Tesmer, Willford, Hazel. Opposed: none. Abstained: Pickett. Motion carried.

12. Consider request from Lucas Vatland for cost share assistance with replacement windbreak trees

Lucas Vatland requested cost share assistance on thirteen arborvitae in his current windbreak that were damaged by deer.

Motioned by Willford seconded by Gossman to approve cost share assistance at 50% of the cost for the trees that sustained damage from the deer for total assistance of

\$110.50. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none.
Motion carried.

Bakke left the meeting at 6:09 p.m.

VI. TREASURER'S REPORT

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

VII. ACCOUNTS PAYABLE

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

Serfling asked for a volunteer for the statement opening and check review on March 1st.
Willford volunteered.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:37 p.m.

Respectfully Submitted,

Kathy Tesmer