

**DISTRICT REGULAR BOARD MEETING**

Thursday, July 12, 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, Aaren Mathison, Jess Stevens (Conservation Corps Apprentice), Duane Bakke (County Commissioner), Adam Beilke (BWSR)

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

**II. TREASURER’S REPORT**

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

Motioned by Tesmer seconded by Gossman to approve the April-June, 2018 Supervisor’s vouchers. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Secretary’s Report – June 14, 2018 Regular Board Meeting Minutes
2. Payment of Local Capacity Conservation Practice Assistance Contract LC FY17-03 Luverne Barth, Grassed Waterway, in the amount of \$3,327.75
3. Payment of Root River FSP Phase II Implementation Conservation Practice Assistance Contract CC18-01 Derek O’Connor, Grassed Waterway, in the amount of \$1,812.15

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

#### **IV. REPORTS**

##### 1. Supervisor's activity reports

Willford reported coming in for the statement opening and check detail.

Hazel reported attending a Personnel Committee meeting.

Gossman reported attending a Personnel Committee meeting and the regular monthly meeting.

Pickett reported attending a Roadside Management meeting.

Tesmer reported attending the Area Resolutions Meeting. The resolution submitted by the District was approved, but was changed to eliminate the specified dollar amount so as not to put limitations on the insurance companies. She also attended the regular monthly meeting.

##### 2. Staff reports

A written report was included in the board packets.

Mathison, assisted by Stevens, gave a report on a Rain Garden/Urban Stormwater workshop they attended.

##### 3. Administrator's report

###### a. MDA Noxious Weed Grant update

No bids were received for the Noxious Weed Grant. DNR contacted Stantec for a modified plan to do the area between Preston and Lanesboro. Stantec sent back modifications to the contract, which the county attorney has reviewed and sent back to Stantec with additional changes. Stantec has not yet returned the contract.

The most effective time to implement is between mid-July and the end of August. If the contract can't be finalized this year during the optimal time for application, the funds can still be used next year.

###### b. PRAP update

The grant agreement has been fully executed and a contract with Sand Creek Group has been signed. Sand Creek provided dates on which to do the interviews with staff, board members and NRCS staff. August 8<sup>th</sup> and 9<sup>th</sup> were chosen.

Willford suggested it might be beneficial to contact former employees for interviews also. Rasmussen will talk to Sand Creek Group to see if that would be beneficial to this process.

###### c. Roadside Integrated Management project update

Letters were sent to landowners along county roads who indicated they did not want their ditches sprayed. The deadline to return the no-spray request form is August 1<sup>st</sup>. News releases will be in the papers this week. The County has signs for sale for those who want to post on their no-spray zones, but it is up to the landowner to put the signs up and maintain their ditches.

Workshops for landowners and county personnel will be scheduled for the last week in August.

d. NRCS Multi State Soil Health Grant

Rasmussen met with NRCS staff. They are reducing the grant by \$200,000.00. They took out the part-time staff to be trained. Eighty-five percent of the grant will be for Thomas's staff time. The other 15% will come from the Root River One Watershed, One Plan and SWCDs outside the area that might require Thomas' services.

e. County Fair Radio Interviews

In the past the radio interviews were done at the fairgrounds on Thursday at 4:30 pm. This year the District will still sponsor a half hour of programming, but only get two ninety second spots which will be recorded by phone and broadcast at a later time. Stevens will record the spots.

4. NRCS

No one was present.

5. County

Commissioner Bakke reported the County has sent a letter to MPCA supporting letters sent to them by Mike Frauenkron and Donna Rasmussen regarding the Catalpa LLC project. The County Board voted to recommend an Environmental Impact Statement be done. MPCA has extended the review time by sixty days.

Two buffer noncompliance parcels have been turned over to the County for enforcement. Commissioner Bakke complimented the SWCD staff on their great work with the Buffer Law.

The Southeast Water Resources Board is dividing up the time of the Administrator to 75% to the Water Resources Board and 25% to the TSA Board. She will also be spending some time on PTMapps for the One Watershed, One Plan.

Four grants have been applied for including well sealing, rain gardens, groundwater and cover crops.

**V. OLD BUSINESS**

1. Consider 2018 budget and expenditures and 2019 draft proposed budget

Rasmussen pointed out the revisions made to the 2018 budget.

The 2019 proposed budget includes a 2% Cost of Living Adjustment and the same county allocation request as the last couple of years at \$215,000.00 plus the Local Capacity Grant match of \$2,000.00. The balance of the proposed budget was reviewed in great detail with the board.

2. Consider 2018 budget revision

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

3. Consider county allocation request for 2019

Motioned by Pickett seconded by Gossman to approve the County allocation request of \$215,000.00 plus the match for the Local Capacity Supplemental Grant in the amount of \$2,000.00, as presented. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

4. Consider nominations for 2018 Outstanding Conservationist

The accomplishments of the three suggested nominations were reviewed.

Motioned by Willford seconded by Tesmer to nominate Gerald Peter as the Outstanding Conservationist for 2018. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

5. Consider Interim Financial Report for BWSR Clean Water Fund Grant "Field to Stream Partnership Phase II Implementation" to request next 40% of grant

Motioned by Pickett seconded by Gossman to approve the Interim Financial Report for the Clean Water Grant "Field to Stream Partnership Phase II Implementation" to request the next 40%. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

6. Consider Amendment 2 to Healthy Forests for Healthy Water Grant Contract 2018-1-RP, Kristin Washburn, 7200' Forest Road Improvement, to increase the amount from \$6,400.00 to \$9,022.50

Motioned by Gossman seconded by Tesmer to approve Amendment 2 to the Healthy Forests for Healthy Water Grant Contract 2018-1-RP, Kristin Washburn, 7200' Forest Road Improvement, to increase the contract amount from \$6,400.00 to \$9,022.50. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

7. Consider Personnel Committee recommendation regarding employment contract for technical services

The Personnel Committee met with Willis Goll regarding a contract for technical services. An offer was made to him at an hourly rate of \$28.00, which he countered with a rate of \$38.00 per hour.

There was extensive discussion on the rate of pay, length of contract, his qualifications, and expected outcomes. The option is still available to use JPB engineers if an agreement can't be made.

Motioned by Tesmer to have the Personnel Committee work to develop an employment contract for technical services at a rate of up to \$38.00 per hour on a temporary basis.

Tesmer withdrew her motion.

Motioned by Tesmer seconded by Gossman to have the Personnel Committee work with Goll to develop a contract for technical services with expected outcomes. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

Beilke left the meeting at 6:45 pm.

## **VI. NEW BUSINESS**

1. Consider employment contract with Jess Stevens to assist with Roadside Project for 120 hours at \$15.00 per hour plus employer paid FICA and Medicare

Rasmussen reported Stevens will help finish the Roadside Project and assist with workshops at the end of August.

Motioned by Tesmer seconded by Gossman to approve the employment contract with Jess Stevens to assist with the Roadside Project for 120 hours at \$15.00 per hour plus employer paid FICA and Medicare. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

2. Consider Contract for Services with CHS Inc. for Field to Stream Partnership Nutrient Management assistance and training for staff in the amount of \$14,400.00

Motioned by Gossman seconded by Willford to approve the contract for services with CHS Inc. for Field to Stream Partnership Nutrient Management assistance and training for staff in the amount of \$14,400.00. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

Stevens left the meeting at 6:50 p.m.

3. Consider length of service step increase for Employee #23033 from Grade 6, Step 1 to Step 2 effective July 31, 2018 per recommendation of Administrator

Motioned by Gossman seconded by Willford to approve the length of service step increase for Employee #23033 from Grade 6, Step 1 to Grade 6, Step 2 effective July

31, 2018 per the recommendation of the Administrator. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

**VII. ACCOUNTS PAYABLE**

Motioned by Tesmer seconded by Gossman to approve the July 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 Wednesday, August 1<sup>st</sup>. Gossman volunteered.

**VIII. ADJOURNMENT**

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

The meeting was adjourned at 7:13 p.m.

Respectfully Submitted,

Kathy Tesmer