

**DISTRICT REGULAR BOARD MEETING**

Thursday, March 13, 2014

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Tim Gossman, Leonard Leutink, Pam Mensink, Travis Willford, Brian Hazel

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Jessica Bronson (NRCS), Tom Kaase (County Commissioner)

Hazel called the meeting to order at 4:31 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

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

**III. CONSENT AGENDA**

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

1. Secretary's Report – February 6, 2014 Special Board Meeting Minutes
2. Secretary's Report – February 13, 2014 Regular Board Meeting Minutes
3. Payment of Hiawatha RC&D Council Dues for 2014

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

**IV. REPORTS**

1. Supervisor's activity report

Willford reported doing the statement opening and check detail.

Hazel reported that he hosted part of the Farm Technology Tour at his farm.

Mensink had nothing to report.

Leutink reported attending a meeting with Chuck Aug and Rasmussen regarding the building lease.

Gossman reported the Root River Citizen's Group is applying for a Bush Grant.

## 2. Staff reports

A written report was included in the board packets.

## 3. Administrator's report

### a. Root River One Watershed One Plan Pilot Program

Rasmussen attended a meeting with three other SWCDs and Steve Lawler to discuss the program and decide whether or not to submit a proposal. The program would convert county water plans to a watershed plan. Funds would pay a consultant to write the plan with no match required. An advisory group will guide the consultant. Letters of support are needed from all LGUs.

### b. USDA lease

Rasmussen reported all the information, including space requirements and location, has been submitted. It will be January before any information is received from USDA regarding the lease.

### c. Bacteria lab audit report

Every two years an external audit of the bacteria lab needs to be completed. The auditor had seven findings that will be reported to MDH and will need to be addressed.

### d. Discussions with MDA re: funding for NMP Specialist positions

Rasmussen attended a meeting with MDA to discuss possible funding for the nutrient management positions in Fillmore and Rice. The funding would be non-competitive, would require no match, and would be renewed every two years as long as the work is being completed. MDA is compiling a list of objectives.

### e. Computer needs

Rasmussen reported four computers need to be replaced and can be ordered through the County in April. A laptop will also be replaced if funds allow.

Dave Copeland, NRCS, is checking to see if a "seat" is available that the District can use for a CCE compliant computer to be used for CRP and HEL plans. The Soil Loss Grant has funds for the computer.

f. SE Landscape Plan landowner plans

The SE Landscape Plan landowner plans were written to protect high diversity areas in the county. Ten plans have been completed which now completes the grant. An example of one of the plans was available for review by the Board.

g. Renewing the Countryside--Women Caring for the Land workshops  
Rasmussen is attending the workshop in Owatonna, which is geared for women non-operator farmland owners. Renewing the Countryside will be holding three workshops in the state and Rasmussen has expressed interest in having one in our area.

h. March commentary topic

An article entitled "Super-Sized Equipment Not Suited for Highly Erodible Ground" was distributed to the board. Rasmussen suggested the March commentary for the papers could be on this topic. Board members were encouraged to forward any comments to Rasmussen and she will draft something for review.

i. BWSR Biennial Budget Request

Rasmussen reported the Biennial Budget Request is done every two years, is due this year on May 2<sup>nd</sup>. Approval will be needed at the April meeting.

4. NRCS

Bronson reported the Farm Bill has passed and is moving forward slowly. The applications received prior to the new Farm Bill will not need to be redone.

Dave Copeland, the new Area Conservationist, is scheduled to attend the July Board Meeting.

The soil con and soil technician positions have been posted.

There is a new Honey Bee EQIP program, but is very restrictive as far as funding.

5. County

Kaase had nothing to report.

**V. OLD BUSINESS**

1. Consider amendment to State Cost Share Contract FY13-10 Ryan Thon, Farmstead Windbreak, to increase the cost share amount from \$705.00 to \$825.00 due to design changes made by the landowner

Motioned by Leutink seconded by Mensink to approve the amendment to State Cost Share Contract FY13-10 Ryan Thon, Farmstead Windbreak, to increase the cost share amount from \$705.00 to \$825.00 due to design changes made by the landowner. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

2. Consider cancellation of State Cost Share Contract FY13-06 Lucas Fjetland, Farmstead Windbreak

Motioned by Willford seconded by Gossman to approve the cancellation of State Cost Share Contract FY13-06 Lucas Fjetland, Farmstead Windbreak. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

3. Consider amendment to State Cost Share Contract FY13-14 Donna Cooper, changing the allocation of the cost share amount of \$1,956.00 to \$1,780.92 from FY13 funds and \$175.08 from FY14/15 funds (previously FY13 \$156.92 and FY14/15 \$1,799.08)

Motioned by Leutink seconded by Mensink to approve the amendment to State Cost Share Contract FY13-14 Donna Cooper, changing the allocation of the cost share amount of \$1,956.00 to \$1,780.92 from FY13 funds and \$175.08 from FY14/15 funds (previously FY13 156.92 and FY14/15 \$1,799.08). Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

4. Health Insurance update

No information has been received from the SE MN Service Cooperative. Renewal information has been received from PEIP, which has a 7.2% increase over last year. Approval has been granted to change our insurance renewal to a calendar year which will start on January 1, 2015.

**VI. NEW BUSINESS**

1. Consider investment of FY14 Feedlot Water Quality State Cost Share Program Grant Funds in the amount of \$85,042.00

Motioned by Gossman seconded by Willford to approve the investment of FY14 Feedlot Water Quality State Cost Share Program Grant Funds in the amount of \$85,042.00 at F & M Community Bank. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

2. Consider reinvestment of the following Certificates of Deposit:

CD 200001811	Matures 3/19/2014
CD 61209	Matures 3/20/2014
CD 60782	Matures 3/24/2014

Motioned by Mensink seconded by Willford to approve the reinvestment of the following Certificates of Depot:

CD 200001811	Matures 3/19/2014
CD 61209	Matures 3/20/2014
CD 60782	

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

3. Discuss MASWCD Funding Options

MASWCD has adopted resolutions that will look at the way districts are funded. Currently SWCD's have no financing authority and find it difficult to stay ahead of expenses. Three options are being proposed:

- Ad Valorem Levy for Technical & Administrative capacity proposal
- Fee for technical & administrative capacity proposal
- Special Project Funds: Establishment of Water quality management district authority proposal

4. Consider C & G Properties building lease

Motioned by Leutink seconded by Gossman to approve the building lease agreement with C & G Properties at \$16.00 per square foot for the period April 1, 2014 through July 31, 2015. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Consider Grade 7 rating recommendation by Bjorklund Compensation Consulting for Area Soil Health Technician job description

Motioned by Willford seconded by Gossman to approve the Grade 7 rating recommended by Bjorklund Compensation Consulting for the Area Soil Health Technician job description. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

6. Consider approval of step increase for employee #23019

Motioned by Willford seconded by Gossman to approve the Grade 7 increase at the current Step 3 level for employee #23019 effective immediatel. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

Motioned by Mensink seconded by Leutink to approve the step increase for employee #23019 to Grade 7, Step 4, per the recommendation of the Administrator and the Personnel Committee effective April 13, 2014. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Discuss supervisor election information

The information received from MASWCD provided information on the way supervisors are elected and changing how the districts are aligned with the County.

8. Consider District Cost Share Contract WB14-03 Rick Buchholtz, Farmstead Windbreak, in the amount of \$307.50

Motioned by Willford seconded by Leutink to approve the District Cost Share Contract WB14-03 Rick Buchholtz, Farmstead Windbreak, in the amount of \$307.30. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

9. Consider close out of Designated Aerial Seeding Account and transfer balance of \$903.50 to District Funds

Motioned by Leutink seconded by Gossman to approve the close out of the Designated Aerial Seeding Account and transfer the balance of \$903.50 to District Funds. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

10. Consider approval for Board to concur and the Chair to sign Technical Approval Authority for ecological sciences for Anne Koliha

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

11. Consider the Terrace Restoration Cost Share Policy as recommended by the Cost Share Committee

Motioned by Mensink seconded by Willford to approve the Terrace Restoration Cost Share Policy as recommended by the Cost Share Committee.

Terrace Restoration:

- Up to 75% cost share not to exceed \$1.20 per foot
- Up to 75% cost share not to exceed \$300 per inlet installed

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

12. Consider FY2014 BWSR Competitive Grant Agreement C14-9496 Protecting Highly Erodible Lands with Conservation Planning in the amount of \$145,000.00

Motioned by Willford seconded by Gossman to approve the FY2014 BWSR Competitive Grant Agreement C14-9496 Protecting Highly Erodible Lands with Conservation Planning in the amount of \$145,000.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

13. Consider approval for Board Chair to sign Conservation Corps Minnesota Site Agreement

Motioned by Leutink seconded by Mensink to grant approval for the Board Chair to sign the Conservation Corps Minnesota Site Agreement. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

14. Consider approval for Board Chair to sign FY2014 BWSR Sub-recipient Agreement for the SE SWCD Tech Support JPB in the amount of \$248,500.00

Motioned by Willford seconded by Mensink to grant approval for the Board Chair to sign the FY2014 BWSR Sub-recipient Agreement for the SE SWCD Tech Support JPB in the amount of \$248,500.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

15. Consider approval for Administrator to sign amendment to U of M Center for Changing Landscapes contract to extend expiration date to June 30, 2014

Motioned by Leutink seconded by Willford to grant approval for the Administrator to sign the amendment to the U of M Center for Changing Landscapes contract extending the expiration date to June 30, 2014. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

16. Consider AgBMP loan request for Steve Oian, Ag Waste Project, in the amount of \$100,000.00

Motioned by Mensink seconded by Gossman to approve the AgBMP loan request for Steve Oian, Ag Waste Project, in the amount of \$100,000.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

## **VII. ACCOUNTS PAYABLE**

Motioned by Mensink seconded by Gossman to approve the March 2014 payables. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Tuesday, April 1<sup>st</sup>. Hazel volunteered.

## **VIII. ADJOURNMENT**

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

The meeting was adjourned at 6:02 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.