

DISTRICT REGULAR BOARD MEETING

Thursday, May 12, 2016

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, Doug Keene, Jessica Bronson (NRCS), Duane Bakke (County Commissioner)

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

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Leutink seconded by Gossman to approve the April, 2016 Treasurer's Report, subject to audit. Affirmative: Leutink, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Payment of Healthy Forests for Healthy Water Contract 2015-1-R, Dahl Creek Farm (Brian Dahl), Pone Cleanout in the amount of \$1,500.00
2. Payment of District Conservation Practice Assistance Contract FY14-07, Marilyn Eiken, Farmstead Windbreak, in the amount of \$384.00
3. Payment of District Summer Construction Invenive Conservation Practice Assistance Contract SC16-01 Nate Serfling, in the amount of \$1,369.20

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

IV. REPORTS

1. Supervisor's activity report

Willford was not present at this time.

Hazel had nothing to report.

Mensink reported doing the statement opening and check review.

Leutink had nothing to report.

Gossman reported attending the Friends of the Root River meeting on April 20th.

2. Staff reports

A written report was included in the board packets.

Willford entered the meeting at 4:41 p.m.

- a. 2016 Tree Program Summary
Serfling gave a brief report on the tree program.

3. Administrator's report

- a. Employee Recognition for Doug Keene for 30 years of service
Rasmussen and the Board congratulated Keene on his 30 years of service to the SWCD. She presented him with a certificate and longevity pay.
- b. Root River One Watershed, One Plan
The Planning Work Group will meet next Tuesday to go over the final draft of the plan which will be forwarded on to the Policy and Advisory committee for their review. The plan will then go on to the state agencies for approval. The Joint Powers Agreement is out for comments by county attorneys and administrators. A public hearing is expected to be held in September with hopes that the plan will be approved by the end of the year.
- c. Buffer implementation
A meeting was held to develop the next steps in the buffer implementation process. A mailing list will be developed of those landowners affected checking for compliance, a compliance due date and how it affects cropping in 2017. The County is in the process of changing their Shoreland Ordinance so that it is consistent with the State Buffer Law rules. Online surveys are being developed, multi-county meetings with BWSR are being planned, and BWSR is developing a buffer tool to track compliance.
- d. Ag Water Quality Certification Program
Three applications have been received and two have been certified for the AWQCP. Those who expressed interest are being contacted to encourage them to submit an application before the end of the month. Seven more applications are needed to meet the goal for the BWSR grant which ends at the end of the month. Radio ads are running to promote the program.

e. Local Capacity Grant supplemental funds
Nothing new to report.

f. Conservation Corp Apprentice update
Dylan Kline has turned down the position as CC apprentice. The other area candidates are being contacted to see if they want it. This will push the start date back to May 31st.

4. NRCS

Bronson reported the Local Workgroup Meeting has been scheduled for May 23rd. Rebecca Christianson, an Altima employee, has started and will be assisting with clerical work. Staff is working on CSP and the CRP workload.

Bronson expressed her disapproval of the proposed letter to NRCS regarding the SWCD Board's disappointment in the delays in the EQIP signup process that caused contract cancellations for spring construction. This will be addressed at the Local Workgroup meeting.

Bronson and Keene left the meeting at 5:33 p.m.

5. County

Bakke discussed the support of the 1W1P. Most of the County and SWCD boards find it favorable.

V. OLD BUSINESS

1. Consider approval for Chair to sign Secretary's Report from April 18, 2016

Motioned by Willford seconded by Gossman to grant approval for the Chair to sign the Secretary's Report from April 18, 2016 due to the absence of the Secretary. Affirmative: Leutink, Willford, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

2. Consider approval of Secretary's Report from the April 18, 2016 Regular Meeting

Motioned by Hazel seconded by Gossman to approve the Secretary's Report from the April 18, 2016 Regular Board Meeting. Affirmative: Hazel, Gossman, Willford, Mensink. Opposed: none. Abstained: Leutink. Motion carried.

3. Consider Amendment to DuWayne Oakes Healthy Forests for Healthy Water contract to extend the end date to May 15, 2017

Motioned by Leutink seconded by Gossman to approve the amendment to DuWayne Oakes Healthy Forests for Healthy Water contract to extend the end date to May 15, 2017. Affirmative: Hazel, Gossman, Leutink, Willford, Mensink. Opposed: none. Motion carried.

4. Consider amendment to Mitch Gilbert Healthy Forests for Healthy Water contract to extend the end date to May 15, 2017

Motioned by Gossman seconded by Hazel to approve the amendment to Mitch Gilbert's Healthy Forests for Healthy Water contract to extend the end date to May 15, 2017. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

5. Discuss MASWCD resolution ideas

Rasmussen drafted a resolution directing the MASWCD and BWSR to develop a block grant funding proposal for the legislature that would provide stable funding to those areas with One Watershed, One Plan approved plans. This will be discussed further at the next meeting.

6. Consider Amendment to State Cost Share Conservation Practice Assistance Contract FY15-09, Rick Hansen, extending the completion date to December 1, 2016

Motioned by Hazel seconded by Gossman to approve the amendment to the State Cost Share Conservation Practice Assistance Contract FY15-09, Rick Hansen, extending the completion date to December 1, 2016, due to the early spring. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

7. Consider cancellation of FSP-Crystal Creek Conservation Practice Assistance Contract CC16-08 John Snyder, Grassed Waterway, in the amount of \$11,925.00

Motioned by Willford seconded by Gossman to approve the cancellation of FSP-Crystal Creek Conservation Practice Assistance Contract CC16-08 John Snyder, Grassed Waterway, in the amount of \$11,925.00. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

8. Consider payment of the following FSP-Crystal Creek Conservation Practice Assistance Contracts:

CC16-07	Dave Mensink	Grassed Waterway	\$3,949.38
CC16-06	Dave Mensink	Grassed Waterway	\$6,930.90

Motioned by Leutink seconded by Gossman to approve payment of the following FSP-Crystal Creek Conservation Practice Assistance Contracts:

CC16-07	Dave Mensink	Grassed Waterway	\$3,949.38
CC16-06	Dave Mensink	Grassed Waterway	\$6,930.90

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

VI. NEW BUSINESS

1. Consider bid for 2015 Fillmore SWCD Financial Audit

Motioned by Gossman seconded by Hazel to accept Peterson Company's bid in the amount of \$2,600.00 for the preparation of the 2015 Fillmore SWCD Financial Audit. Affirmative: Leutink, Willford, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

2. Discuss recommendations for 2016 Outstanding Conservationist (District 3-Leonard Leutink's district)

Several names were mentioned, but not much information was available at this time. This will be discussed further at the next meeting.

3. Consider approval and timing of step increase for Employee #23012 to Grade 5, Step 6 effective June 1, 2016 per recommendation of Administrator

Motioned by Willford seconded by Gossman to approve the timing and step increase for Employee #23012 to Grade 5, Step 6 effective June 1, 2016 per the recommendation of the Administrator. Affirmative: Hazel, Gossman, Leutink, Willford, Mensink. Opposed: none. Motion carried.

4. Consider approval and timing of step increase for Employee #23023 to Grade 8, Step 4 effective May 16, 2016 per the recommendation of the Administrator

Motioned by Leutink seconded by Willford to approve the timing and step increase for Employee #23023 to Grade 8, Step 4 effective May 16, 2016 per recommendation of the Administrator. Affirmative: Leutink, Willford, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

5. Consider Phase XVI Farm Bill Assistance Grant Response Form/Application

Motioned by Gossman seconded by Willford to approve the Phase XVI Farm Assistance Grant Response Form Application, as revised. Affirmative: Leutink, Willford, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

6. Consider amendment to Healthy Forests for Healthy Water Contract 2014-1-R, Scott and Pam Nielsen, to extend completion date from June 1, 2016 to May 1, 2017

Motioned by Gossman seconded by Leutink to approve the amendment to Healthy Forests for Healthy Water Contract 2014-1-R, Scott and Pam Nielsen, extending the completion date from June 1, 2016 to May 1, 2017. Affirmative: Leutink, Willford, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

7. Consider amendment to Healthy Forests for Healthy Water Contract 2014-3-R, Scott and Pam Nielsen to extend completion date from June 1, 2016 to May 1, 2017

Motioned by Gossman seconded by Hazel to approve the amendment to Healthy Forests for Healthy Water Contract 2014-3-R, Scott and Pam Nielsen extending the completion date from June 1, 2016 to May 1, 2017. Affirmative: Leutink, Willford, Hazel, Gossman, Mensink. Opposed: none. Motion carried.

8. Consider cancellation of Healthy Forests for Healthy Water Contract 2015-4-R, Harlan Thilges, 28 ac. Invasive Species Management in the amount of \$5,600.00

Motioned by Willford seconded by Gossman to approve the cancellation of Healthy Forests for Healthy Water Contract 2015-4-R, Harlan Thilges, 28 ac. Invasive Species Management in the amount of \$5,600.00. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

9. Consider cancellation of Healthy Forests for Healthy Water Contract 2015-3-RP, John Linder, 1.2 ac Prescribed Burn in the amount of \$77.00

Motioned by Leutink seconded by Gossman to approve the cancellation of the Healthy Forests for Healthy Water Contract 2015-3-RP, John Linder, 1.2 ac Prescribed Burn in the amount of \$77.00. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

10. Consider amendment to Healthy Forests for Healthy Water Contract 2015-5-RP, Stephen Agrimson, to extend completion date from June 1, 2016 to May 1, 2017

Motioned by Hazel seconded by Willford to approve the amendment to Healthy Forests for Healthy Water Contract 2015-5-RP, Stephen Agrimson, to extend the completion date from June 1, 2016 to May 1, 2017. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

11. Consider cancellation of Healthy Forests for Healthy Water Contract 2015-6-RP, Mike Zirbes for 4.5 acres Prescribed burn and 2.5 acres Pre-commercial thinning in the amount of \$747.50

Motioned by Willford seconded by Gossman to approve the cancellation of Healthy Forests for Healthy Water Contract 2015-6-RP, Mike Zirbes for 4.5 acres Prescribed burn and 2.5 acres Pre-commercial thinning in the amount of \$747.50. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

12. Consider Healthy Forests for Healthy Water contract 2016-2-RP, Mike Zirbes, for 4.5 ac. Prescribed burn, 2.5 ac. Pre-commercial thinning, 1 ac. Native Grass/forb planting, 1 ac. Reforestation, in the amount of \$1,537.50

Motioned by Leutink seconded by Gossman to approve the Healthy Forests for Healthy Water contract 2016-2-RP, Mike Zirbes, for 4.5 ac. Prescribed burn, 2.5 ac. Pre-commercial thinning, 1 ac. Native Grass/forb planting, 1 ac. Reforestation, in the amount of \$1,537.50. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none.

13. Consider Healthy Forests for Healthy Water Contract 2016-3-RP, Robert Wick, for Pond (with pipe) cleanout and Hardwood direct seed, in the amount of \$2,680.00

Motioned by Hazel seconded by Gossman to approve the Healthy Forests for Healthy Water Contract 2016-3-RP, Robert Wick, for Pond (with pipe) cleanout and Hardwood direct seed, in the amount of \$2,680.00. Affirmative: Gossman, Hazel, Leutink, Willford, Mensink. Opposed: none. Motion carried.

Willford left the meeting at 6:10 p.m.

14. Discuss strategic planning meeting

Rasmussen suggested scheduling a strategic planning meeting to discuss a long term plan for the projected long-term local capacity grant funds. She asked for ideas to facilitate a meeting in late June with both staff and board in attendance. The projected outcomes of this meeting include setting priorities for the future, planning staffing needs as employees plan retirement and a possible shift in positions, and determine solutions to effectively get more practices on the ground.

Rasmussen will poll supervisors to determine a date that works for all and coordinate that with staff.

VII. ACCOUNTS PAYABLE

Motioned by Gossman seconded by Leutink to approve the May, 2016 payables. Affirmative: Mensink, Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Wednesday, June 1st. Willford volunteered prior to leaving the meeting.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:17 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.