

DISTRICT REGULAR BOARD MEETING

Thursday, May 15, 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 4:36 p.m. A quorum is present.

Motioned by Willford seconded by Mensink to amend the agenda to add a closed meeting for personnel concerns with only the board present to the end of the agenda. Affirmative: Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Mensink seconded by Willford to approve the April 2014 Treasurer's report, subject to audit. Affirmative: Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Payment of State Cost Share Contract FY12-19 Louise Sikkink, Farmstead Windbreak, in the amount of \$1,204.00
2. Payment of State Cost Share Contract FY13-12 Sam Arnold, Farmstead Windbreak, in the amount of \$363.50
3. Payment of District Cost Share Contract WB14-02 Curt Pfremer, Farmstead Windbreak, in the amount of \$247.50

4. Payment of State Cost Share Contract FY13-02 Gary & Matt Hellickson, Terraces, in the amount of \$5,000.00
5. Payment of State Cost Share Contract FY14-04 Kevin Schultz, Well Decommissioning, in the amount of \$1,000.00

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

IV. REPORTS

1. Supervisor's activity report

Willford had nothing to report.

Hazel reported attending a personnel committee meeting on April 30th.

Mensink reported working with the scholarships.

Leutink had nothing to report.

Gossman was not present.

2. Staff reports

A written report was included in the board packets.

a. 2014 Tree Program Summary

Serfling reported on the 2014 Tree Program and provided a spreadsheet which compared the last several years.

Gossman entered the meeting at 4:43 p.m.

3. Administrator's report

a. Conservation Corps Apprentices

Two Conservation Corp apprentices will be housed here. Drew Bahl will be starting on May 27th and Dan Bradt will start on June 2nd.

b. Root River Citizen Conversations in June

Dates have been set for the Root River Citizens Conversation meetings which continue the discussions from last year. Meetings are scheduled in Chatfield on June 10, LaCrescent on June 14, Preston on June 17 and Rushford Village on June 18. One more location has yet to be scheduled.

c. Women Caring for the Land Workshop

Rasmussen reported a grant has been received to host a Women Caring for the Land Workshop to be held on June 19th in Lanesboro. The focus is on soil health and is for women who are new to managing the land. Women agency professionals will be in attendance for the morning session to answer questions

about programs and practices. A bus tour is being planned for the afternoon to view conservation and soil health practices.

d. Forestry Intern update

Rasmussen reported the request for a forestry intern has not been approved as yet and probably will not. The Conservation Corps apprentices will handle the projects that the forestry intern would have.

e. "Waters of the U.S." rule change by EPA

Rasmussen reported the rule change is to clarify some confusion created by Supreme Court rulings. There are about 50 conservation practices that are exempt from the rule. It does include waters with a significant nexus to navigable waters, so floodplain wetlands that may not have a direct surface connection to a stream but are connected by ground water would be included as U.S. waters under jurisdiction of the Corps of Engineers. We have had more involvement from the COE in recent wetland decisions. MASWCD and BWSR are trying to get more information about how this might affect the work of SWCDs.

Rasmussen reminded board members of the filing period for re-election which is May 20th through June 3rd.

4. NRCS

Bronson announced a new soil con, Travis Mead, will be starting on June 2nd and will be living in Preston. No news yet on the soil tech.

The second part of the Ag Technology series will be held on July 16th at the Dean Thomas farm.

Field projects are currently under construction.

5. County

Kaase reported the County is dealing with Personnel issues due to resignations in several of the departments.

Commissioner Amundrud gave his notice to the County Board stating health issues and wanting more time with family as the reason. The election to replace Amundrud can run concurrent with the elections this fall at no additional cost to the county. Dahl and Bakke are up for re-election this fall.

The County is developing an anti-tobacco policy for County buildings and vehicles.

V. OLD BUSINESS

1. Consider approval for Chair to sign Secretary's Report from April 17, 2014 Board Meeting

Motioned by Gossman seconded by Leutink to grant approval for the Chair to sign the Secretary's report from the April 17, 2014 Board Meeting. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

2. Consider approval of Secretary's Report from the April 17, 2014 Regular Board Meeting

Motioned by Willford seconded by Gossman to approve the Secretary's report from the April 17, 2014 regular board meeting. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

3. Consider amendment to State Cost Share Contract FY12-20 Feine Farms Partnership extending the completion date to December 31, 2014 due to excessive rain and contractor delays

Motioned by Leutink seconded by Mensink to approve the amendment to State Cost Share Contract FY12-20 Feine Farms Partnership extending the completion date to December 31, 2014 due to excessive rain and contractor delays. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

4. Clarify whether the Health Savings Account deposit made by the District is considered a benefit or compensation

Motioned by Leutink seconded by Mensink to classify the Health Savings Account deposit made by the District as a benefit to employees. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Consider notice to landowners regarding tree clearing and WCA

Rasmussen is working with Chris Graves, Zoning Administrator, on the notice discussed last month regarding tree clearing and the County Ordinance. Graves indicated that the tree clearing portion may be removed from the ordinance. The board discussed whether the proposed notice should be posted for public access or not.

Motioned by Leutink seconded by Mensink to post the proposed notice for public access. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

6. Consider cancellation of State Cost Share Contract FY11-20 Mark Fishbaugher due to contract expiration

Rasmussen reported the contract had expired prior to the approval of the second amendment.

Motioned by Willford seconded by Leutink to approve the cancellation of State Cost Share Contract FY11-20 Mark Fishbaugher due to contract expiration. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

7. Consider return of State Cost Share funds to BWSR in the amount of \$81.25 from FY2011 and \$1,493.75 from FY2012 for a total of \$1,575.00

Motioned by Gossman seconded by Willford to approve the return of State Cost Share funds to BWSR in the amount of \$81.25 from FY2011 and \$1,493.75 from FY2012 for a total of \$1,575.00. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

8. Consider Final Financial report for BWSR FY2011 State Cost Share Grant

Motioned by Mensink seconded by Gossman to approve the Final Financial Report for the BWSR FY2011 State Cost Share Grant. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Consider Audit bids

Bids were received from Pamela Ristau, CPA in the amount of \$3,600.00 and from Peterson Company LTD in the amount of \$2,200.00. Serfling had talked with Bill Eisle, BWSR, about the bids and the large difference in the amounts of the bids. Eisle said both bids were basically addressing the same services.

Motioned by Gossman seconded by Willford to accept the bid from Peterson Company LTD in the amount of \$2,200.00 for the 2013 District financial audit. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

2. Consider Personnel Committee recommendation to hire Jennifer Ronnenberg as the Water Management Coordinator at Grade 8, Step 3

Motioned by Willford seconded by Mensink to approve the Personnel Committee Recommendation to hire Jennifer Ronnenberg as the Water Management Coordinator at Grade 8, Step 3 effective May 16, 2014. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

3. Consider 103.1 Hiring Policy for Personnel Policy Handbook

Motioned by Willford seconded by Gossman to approve Section 1.31 Hiring Policy for the Personnel Policy Handbook with corrections, and striking #9 under C. Procedure for Filling Vacancy/New Position. Affirmative: Leutink, Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

4. Consider hiring process to fill Conservation Technician position

Motioned by Gossman seconded by Mensink to advertise to fill the Conservation Technician position per the hiring policy as approved. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Approve length of service increase for employee #23008 from Grade 8, Step 5 to Grade 8, Step 6 effective May 27, 2014 as recommended by the Administrator

Motioned by Leutink seconded by Mensink to approve the length of service increase for employee #23008 from Grade 8, Step 5 to Grade 8, Step 6 effective May 27, 2014 as recommended by the Administrator. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

6. Consider revised Medical Insurance section to the Personnel Policy Handbook

Rasmussen added an interim policy to address the employee benefit of a district paid Health Savings Account deposit for those employees who opted to change their health insurance to an HSA high deductible plan.

Motioned by Leutink seconded by Mensink to approve the revised Medical Insurance section to the Personnel Policy Handbook as presented. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Discuss Resolutions

Rasmussen informed board members of the SE (Area VII) MASWCD Resolutions meeting on Wednesday, June 25th in Stewartville. Any resolutions need to be approved at the June meeting to be considered at the Area meeting.

8. Consider transfer of remaining funds in Root River Landscape Plan 2 account to the District in the amount of \$946.18 for administrative costs

Motioned by Willford seconded by Gossman to approve the transfer of the remaining funds in the Root River Landscape Plan 2 account to the District in the amount of \$946.18 for administrative costs. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

9. Consider co-sponsoring Eagle Bluff Dinner on the Bluff event(s)

The Board reviewed the two options for speakers.

Motioned by Gossman seconded by Mensink to co-sponsor both options at \$200.00 per speaker and to coordinate one of the events with the annual awards banquet. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

10. Consider transfer of \$1,000.00 from Special Project Fund to Cost Share for Summer Construction Projects Fund

Motioned by Willford seconded by Gossman to approve the transfer of \$1,000.00 from the Special Project Fund to Cost Share for Summer Construction Projects Fund.

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

11. Consider District Cost Share Summer Build Incentive Contracts as listed below:

SC14-01	John B. Snyder	Summer Build Incentive	\$540.00
SC14-02	David Mensink	Summer Build Incentive	\$489.00
SC14-03	Jerry Nagel	Summer Build Incentive	\$1,630.00
SC14-04	Brett Broadwater	Summer Build Incentive	\$1,630.00

Motioned by Willford seconded by Gossman to approve the District Cost Share Summer Build Incentive Contracts as listed below:

SC14-01	John B. Snyder	Summer Build Incentive	\$540.00
SC14-02	David Mensink	Summer Build Incentive	\$489.00
SC14-03	Jerry Nagel	Summer Build Incentive	\$1,630.00
SC14-04	Brett Broadwater	Summer Build Incentive	\$1,630.00

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

12. Consider State Cost Share Contract FY13-15 Rita Ward, Grassed Waterway, in the amount of \$552.00 using \$496.50 from FY13 funds and \$55.50 from FY14/15 Funds

Motioned by Mensink seconded by Willford to approve State Cost Share Contract FY13-15 Rita Ward, Grassed Waterway, in the amount of \$552.00 using \$496.50 from FY13 funds and \$55.50 from FY14/15 funds. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

13. Consider donation to State Envirothon

Motioned by Gossman seconded by Leutink to donate \$200.00 to the State Envirothon. Affirmative: Gossman, Leutink, Mensink, Willford. Opposed: none. Motion carried.

14. Consider employee allotment for work apparel

Motioned by Mensink seconded by Leutink to give each employee a \$50.00 allotment to use towards work apparel at Kelly Printing. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Willford seconded by Gossman to approve the May 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 Monday, June 2nd. Willford volunteered.

Bronson and Kaase left the meeting at 6:14 p.m.
Serfling and Rasmussen left the meeting at 6:28 p.m.

Motioned by Gossman seconded by Mensink to close the meeting at 6:30 p.m. for personnel concerns. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel.
Opposed: none. Motion carried.

Motioned by Willford seconded by Leutink to reconvene the regular meeting at 7:05 p.m. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none.
Motion carried.

Rasmussen re-entered the meeting at 7:06 p.m.

VIII. ADJOURNMENT

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

The meeting was adjourned at 7:38 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.