

DISTRICT REGULAR BOARD MEETING

Monday, November 16, 2015

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

Minutes

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

MEMBERS ABSENT: Pamela Mensink.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Anne Koliha, Rick Grooters, Jessica Bronson (NRCS), Harry Root (County Commissioner)

Gossman called the meeting to order at 4:32 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER’S REPORT

Motioned by Leutink seconded by Willford to approve the October 2015 Treasurer’s report, subject to audit. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary’s Report – October 15, 2015 Regular Board Meeting Minutes
2. Payment of Conservation Practice Assistance Contract FY15-08 Rick Ruberg, Grassed Waterway, in the amount of \$660.00
3. Payment of Conservation Practice Assistance Contract FY14-10 Gary Hellickson, Terraces with Underground Outlets, in the amount of \$3,85.50 using \$1,062.62 from FY14 funds and \$2,812.88 from FY15 funds
4. Payment of Feedlot Water Quality Management Contract FWQM FY14-1 Bob Biel, Waste Storage Facility, in the amount of \$149,633.00, plus \$600.00 for private engineering, and \$1,000.00 earnest money returned for a total payment of \$151,233.00
5. Payment of Community Partners Stormwater Min-Grant Contract, Harmony Library, in the amount of \$18,750.00

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

IV. REPORTS

1. Supervisor's activity report

Willford had nothing to report.

Hazel entered the meeting at 4:35 p.m.

Hazel had nothing to report.

Mensink was not present.

Leutink reported doing the statement opening and check detail. He also attended the One Watershed, One Plan meeting.

Gossman had nothing to report.

Bronson entered the meeting at 4:37 p.m.

2. Staff reports

A written report was included in the board packets.

a. Conferences/Trainings attended: Donna, Jennifer, Caleb

A written summary was included in the board packet from Fischer regarding the sessions he attended at the BWSR Academy.

Rasmussen provided details of the trainings she has attended which included the Sinkhole Conference in Rochester, the LSP Field day at Willow Creek, the BWSR Academy, and the Green Lands, Blue Waters Conference.

Grooters entered the meeting at 4:46 p.m.

3. Administrator's report

- a. Employee Recognition for Rick Grooters for 30 years of service**
Rasmussen and the board congratulated Grooters on his 30 years of service to the SWCD. Rasmussen presented him with a certificate and longevity pay.
- b. Employee Recognition for Jennifer Ronnenberg for 5 years of service**
Ronnenberg's certificate will be presented at the December meeting.
- c. Root River One Watershed, One Plan update**
Rasmussen reported the Policy Committee is reviewing Section 3 of the plan. The review will continue at the next meeting on November 30th. A decision will likely be made on the governance structure on the 30th also.
- d. Ag Water Quality Certainty program promotion**

The Whitewater Watershed has funds available for us to use for a promotional event to provide information to the public about the Ag Water Quality Certainty program. The funds can be used for room rent and food. A meeting is tentatively being planned for early December.

- e. N BMP Outreach grant changes
Rasmussen reported the program needs to be revamped in order to get all the plot work done due to the Rice County person being moved to work with the Buffer Initiative.

4. NRCS

Bronson reported she is processing CSP renewals and obligating funds, processing contract payments, accepting EQIP applications and processing payments, fall construction and finishing Cover Crop payments.

5. County

Root thanked Rasmussen for bringing Kevin Kuehner and Ron Meiners to the Commissioners meeting to present information about the Field to Stream Partnership project.

The Commissioners are getting closer to finalizing the budget for 2016 and have been conducting interviews for the Zoning Administrator.

The Veterans Cemetery had their first two interments on Veteran's Day. An official opening ceremony for the Cemetery is schedule for Memorial Day weekend, 2016.

V. OLD BUSINESS

1. Discuss schedule for 2016 Employer HSA contributions to employees

Motioned by Leutink seconded by Hazel to make the HSA contributions to the employees in one lump sum with the first payroll in March, 2016. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

2. Discuss BWSR Local Capacity Grant

Rasmussen reviewed the spreadsheet to determine how to best use the \$100,000.00 which will be coming from BWSR. Information obtained from staff had been added and was discussed in further detail by the board.

Additions/suggestions include:

- Develop a customer satisfaction survey and program to get feedback (Create a proposed letter for the December meeting.)
- Consider increasing the amount for buffer cost share
- Consider hiring a second intern

Rasmussen will take additional comments and will send the plan to the board and staff to critique. The plan will be finalized at the December meeting and submitted.

3. Review proposed Windbreak Program policy revision

Proposed language for the windbreak program policy is as follows:

The District will cost share 50% of the cost of the SWCD's potted trees with a maximum of \$1,000.00 cost share per contract and will be recommended to follow current State Cost Share design standards unless otherwise approved by SWCD technical staff. A minimum of two rows of trees is required to be eligible for cost share. Grubbing is not eligible for cost share.

Motioned by Hazel seconded by Willford to approve the Windbreak Program policy language as presented. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Discuss Annual Planning meeting

Board consensus was to schedule the annual planning meeting for January 26, 2016 at 4:30 p.m. at the Conservation Building.

2. Discuss Recognition Luncheon

Board consensus was to have the Recognition Dinner at the Branding Iron at 6:30 p.m. on January 26, 2016 following the Annual planning meeting.

3. Consider payment of MACDE dues for 2016 (9 employees@ \$20)

Motioned by Willford seconded by Hazel to approve the payment of the MACDE dues for 2016 for nine employees at \$20.00 each. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

4. Consider MDA Joint Powers Agreement for Field to Stream Partnership funding for 2016-2017 and authorize Chair to sign

Motioned by Leutink seconded by Hazel to approve the MDA Joint Powers Agreement for the Field to Stream Partnership funding for 2016-2017 and authorize the Chair to sign. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

5. Consider approval to submit Conservation Corps Minnesota Crew project applications

Two applications will be submitted: one for erosion control steps on the Lost Creek Hiking Trail and the second for a stormwater retention pond at the County Office Building.

Motioned by Leutink seconded by Willford to approve the submission of the Conservation Corps Minnesota Crew project applications. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

6. Consider approval to submit Conservation Corps Minnesota apprenticeship site application

Motioned by Willford seconded by Leutink to approve the submission of the Conservation Corps Minnesota apprenticeship site application. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

7. Consider Conservation Practice Assistance Contract FY16-01 Gerald Johnson, Terraces with underground outlet, in the amount of \$3,948.00

Motioned by Hazel seconded by Willford to approve Conservation Practice Assistance Contract FY16-01 Gerald Johnson, Terraces with underground outlet, in the amount of \$3,948.00. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

8. Consider BWSR 2016 Buffer Law & MAWQCP Grant Agreement in the amount of \$36,000.00

Motioned by Leutink seconded by Willford to approve the BWSR 2016 Buffer Law & MAWQCP Grant Agreement in the amount of \$36,000.00. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

9. Consider approval of lease agreement with C&G Properties of Preston, Inc. for August 1, 2016 to December 31, 2017 in the amount of \$16.50/sq. ft.

Motioned by Leutink seconded by Hazel to approve the lease agreement with C&G Properties of Preston, Inc. for the time frame of August 1, 2016 through December 31, 2017 at \$16.50 per square foot. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

10. Consider payment to SE SWCD JPB Technical Service for Engineering Services for the Biel project in the amount of \$8,535.42

Motioned by Leutink seconded by Hazel to approve the payment to the SE SWCD Technical Service for Engineering Services for the Biel project in the amount of \$8,535.42. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

11. Consider final closeout of FY14 Feedlot Water Quality State Cost Share Grant

Motioned by Leutink seconded by Hazel to approve the final closeout of FY14 Feedlot Water Quality State Cost Share Grant. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

12. Consider approval of registration and expenses for Nutrient Management Specialist to attend Iowa State University 2015 Integrated Crop Management Conference December 2-3, 2015 in Ames, Iowa

Motioned by Hazel seconded by Leutink to approve the registration and expenses for the Nutrient Management Specialist to attend the Iowa State University 2015 Integrated Crop Management Conference December 2-3, 2015 in Ames, Iowa. Affirmative: Hazel, Leutink, Willford, Gossman. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Leutink seconded by Willford to approve the November 2015 payables. Affirmative: Leutink, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Tuesday, December 1st. Hazel volunteered.

Koliha had prepared a slide show with before and after photos of the Biel Waste Storage Facility project that was recently completed and approved for payment.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:50 p.m.

Respectfully Submitted,

Travis Willford