

**DISTRICT REGULAR BOARD MEETING**

Thursday, October 15, 2015

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Tim Gossman, Leonard Leutink, Travis Willford

MEMBERS ABSENT: Brian Hazel, Pamela Mensink.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Caleb Fischer, Jessica Bronson (NRCS)

Gossman called the meeting to order at 4:41 p.m. A quorum is present.

**I. AGENDA**

Motioned by Willford seconded by Leutink 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 September, 2015 Treasurer's report, subject to audit. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

Motioned by Leutink seconded by Willford to approve the July – September, 2015 Supervisor's vouchers. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Secretary's Report – September 14, 2015 Regular Board Meeting Minutes
2. Payment of Healthy Forests for Healthy Water Contract 2015-2-RP, Richard Bovy, Crop Tree Release in the amount of \$3,052.50
3. Payment of Healthy Forests for Healthy Water Contract 2014-2-R, Scott & Pam Nielsen, Forest Road Improvement, in the amount of \$3,468.00

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

**IV. REPORTS**

1. Supervisor's activity report

Willford reported attending the Buffer meeting put on by Farm Bureau.

Hazel was not present.

Mensink was not present.

Leutink had nothing to report.

Gossman reported attending a Personnel Committee meeting and Friends of the Root River meeting.

2. Staff reports

A written report was included in the board packets.

a. 6<sup>th</sup> Grade Tour Report

A written report was included in the board packets.

b. Conservation Planning Course report – Anne, Caleb

A written report from Koliha about the Conservation Planning Course she attended was included in the board packets.

Fischer gave a report on the Conservation Planning Course he attended. He said it was a good training, but could be spread out over a longer period of time due to the number of components. He stated that the training will improve his work capacity.

3. Administrator's report

a. Clarification of Longevity Pay policy

Rasmussen clarified some questions regarding the longevity pay policy. After five years of service, the employee will receive a certificate. At ten years and beyond, the employee will receive the longevity payment on the anniversary of their hire date.

b. Soil erosion presentation at BWSR Academy

Rasmussen will be part of a panel at the BWSR Academy that will discuss the new state wide soil erosion ordinance. She will be giving a history of the ordinance and the procedures taken in Fillmore County when a complaint is received.

c. Root River One Watershed, One Plan update

Rasmussen updated the Board on the progress being made on the One Watershed, One Plan document. She also noted when the next meetings will be.

d. MASWCD CRP funds

The original request for funding was for 17 CCRP plans. A list was put together when it was learned that there was additional money available as other counties were not completing as many plans as originally applied for. MASWCD is funding a total of 53 plans plus 3 plans that were cancelled for a total of \$26,190.00.

e. Conservation Corps Minnesota grants available  
Rasmussen received notice that Conservation Corps crew project grants are available and applications will be accepted until December 15<sup>th</sup>. Potential projects were discussed.

4. NRCS

Bronson reported she has been working on waterways, terraces and completing surveys. She is accepting EQIP applications and processing CSP and Cover Crop payments.

5. County

No one present.

**V. OLD BUSINESS**

1. Continue discussion of District Windbreak Program

Discussion continued regarding how the District Windbreak Program can be made more desirable for landowners. Rasmussen asked the board for guidance.

The Board would like to have the program start with NRCS specifications, modify as needed, and have it brought back to them for review at the next meeting.

2. Continue discussion of State Cost Share policy

The Board continued the discussion of the wording for the State Cost Share policy. After much discussion, consensus was to change the wording to:

*Projects are ineligible for State Cost Share if the practice is necessary to correct a violation of noncompliance with existing local, state or federal regulations unless cost share is explicitly required by statute or rule.*

3. Review of draft 2016 Proposed Budget

Rasmussen stated the proposed budget was not balanced because of the \$100,000.00 that will be received from BWSR. Discussion followed on how best to use those funds to increase district capacity.

Suggested uses could include, but are not limited to: replacing vehicles, purchasing survey equipment, staff training, educational targeted mailings, additional cost share, continuing a program such as the Stormwater mini grants, or hire additional staff.

Rasmussen is to ask staff what they think is needed, put suggestions and numbers into categories on the BWSR form, and bring it back to the board for their review.

**VI. NEW BUSINESS**

1. Review resolutions.

Ballots were turned in for compilation on the master ballot and resolutions were discussed.

2. Consider donation to Historic Forestville State Park in the amount of \$50.00 for use of the park for 6<sup>th</sup> Grade Tour

Motioned by Willford seconded by Leutink to approve the donation to Historic Forestville State Park in the amount of \$50.00 for the use of the park for the 6<sup>th</sup> Grade Tour. Affirmative: Leutink, Willford, Gossman. Opposed: none.

3. Consider Health Savings Account contribution to employees' accounts

There was much discussion regarding how much the District should contribute to those employees with HSA compatible insurance plans. For future decision making, the Board requested that Rasmussen schedule a meeting with the Personnel Committee when the new insurance rates are received so that the information can be reviewed and a recommendation brought to the board to determine a pattern for insurance decisions.

Motioned by Leutink seconded by Willford to approve a District contribution of \$1,500.00 to a single Health Savings Account and \$3,000.00 to a family Health Savings Account for 2016. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

4. Consider approval and timing of step increase for Employee #23030 to Grade 8, Step 2 and end probation effective October 27, 2015 per recommendation of Administrator

Motioned by Leutink seconded by Willford to approve the step increase for Employee #23030 to Grade 8, Step 2 effective October 27, 2015 and end the probation period per the recommendation of the Administrator. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

5. Consider 2016 NACD dues

Motioned by Leutink seconded by Willford to approve payment of the 2016 dues to NACD in the amount of \$500.00. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

6. Consider attendance to MASWCD Annual Convention, December 6-8, 2015

Motioned by Leutink seconded by Willford to approve attendance at the MASWCD Annual Convention, December 6-8, 2015 for the Outstanding Conservationists, plus any staff and board members who wish to attend. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

7. Consider approval of letter of support for USDA Regional Conservation Partnership Program proposal for the Driftless Area from Trout Unlimited

Motioned by Willford seconded by Leutink to approve the letter of support for the USDA Regional Conservation Partnership Program proposal for the Driftless Area from Trout Unlimited. Affirmative: Leutink, Willford, Gossman. Opposed: none. Motion carried.

**VII. ACCOUNTS PAYABLE**

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

Serfling asked for a volunteer for the statement opening and check review on Monday, November 2<sup>nd</sup>. Leutink volunteered.

**VIII. ADJOURNMENT**

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

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

Respectfully Submitted,

Travis Willford