

**DISTRICT REGULAR BOARD MEETING**

Thursday, September 12, 2013

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

MEMBERS PRESENT: Leonard Leutink, Pam Mensink, Travis Willford

MEMBERS ABSENT: Tim Gossman, Brian Hazel.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Joe Magee, Jennifer Ronnenberg, Jessica Bronson (NRCS)

Willford called the meeting to order at 4:36 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

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

**III. CONSENT AGENDA**

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

1. Secretary's Report – August 13, 2013 Regular Board Meeting Minutes
2. Payment of State Cost Share Contract FY13-03 Robert Doherty, Well Decommissioning, in the amount of \$912.50

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

**IV. REPORTS**

1. Supervisor's activity report

Gossman was not present.

Hazel was not present.

Mensink had nothing to report.

Leutink reported attending an executive committee meeting for planning the MASWCD convention, attended the EQIP Local Work Group Meeting, was present at the Commissioners meeting when the budget request was presented and came to the office for the statement opening and check review.

Willford reported meeting with Thomas regarding the Cover Crop Champion grant.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. Staff recognition

Magee was presented his five year recognition certificate. Ronnenberg and Magee were given thanks and a gift card for the monitoring work done this spring.

b. BWSR review of soil erosion experiences, observations, recommendations  
Greg Larson, BWSR, has scheduled a meeting for September 24 at 11:30 at the Conservation Building to discuss if soil erosion ordinances are working or not and talk about other related issues.

c. MCIT Risk Management Training Report

Rasmussen reported on the Risk Management training she attended. Information on private data, workers compensation, the use of smart phones and data, and having a safety committee was presented.

Whether to form a safety committee, which is not required by MCIT, will be discussed at the January meeting when committees are being appointed.

4. NRCS

Bronson reported Casey Taylor is leaving to take a position in Delaware.

She is wrapping up year-end tasks as the fiscal year ends on September 30<sup>th</sup>. CRP plans are being completed by staff.

5. County

No one from the County was present.

**V. OLD BUSINESS**

No old business.

**VI. NEW BUSINESS**

1. Consider attendance and expenses for Fall Area 7 Supervisor/Employee meeting

Motioned by Mensink seconded by Leutink to approve attendance and expenses for the Fall Area 7 Supervisor/Employees meeting at Eagle Bluff. Affirmative: Mensink, Leutink, Willford. Opposed: none. Motion carried.

2. Consider attendance and expenses for 2013 BWSR Academy

Motioned by Leutink seconded by Mensink to approve attendance and expenses for up to four staff at the 2013 BWSR Academy. Affirmative: Mensink, Leutink, Willford. Opposed: none. Motion carried.

3. Consider approval of FY2014 SWCD Program and Operations Grant agreement in the amount of \$46,526.00

Motioned by Mensink seconded by Leutink to approve the FY2014 SWCD Program and Operations Grant agreement in the amount of \$46,526.00. Affirmative: Leutink, Mensink, Willford. Opposed: none. Motion carried.

4. Consider percentage of Technical Assistance from FY2014 SWCD Program and Operations Grant Agreement

Motioned by Mensink seconded by Leutink to approve 20% as the percentage to be used for Technical Assistance from FY2014 SWCD Program and Operations Grant Agreement. Affirmative: Leutink, Mensink, Willford. Opposed: none. Motion carried.

5. Consider State Cost Share Contracts as listed:

FY13-10	Ryan Thon	Farmstead Windbreak	\$705.00
FY13-11	Matt Reiland	Farmstead Windbreak	\$638.00

Motioned by Leutink seconded by Mensink to approve the State Cost Share contracts as listed:

FY13-10	Ryan Thon	Farmstead Windbreak	\$705.00
FY13-11	Matt Reiland	Farmstead Windbreak	\$638.00

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

6. Consider transfer of remaining funds in the Meadowlark Institute Grant to the District in the amount of \$493.38 for door prizes and color copies

Motioned by Leutink seconded by Mensink to approve the transfer of the remaining funds in the Meadowlark Institute Grant to the District in the amount of \$493.38 for reimbursement of costs for door prizes and color copies. Affirmative: Mensink, Leutink, Willford. Opposed: none. Motion carried.

7. Consider transfer of remaining funds in the Root River Landscape Plan to the District in the amount of \$1,499.95 for administrative costs

Motioned by Leutink seconded by Mensink to approve the transfer of the remaining funds in the Root River Landscape Plan to the District in the amount of \$1,499.95 for reimbursement of administrative costs. Affirmative: Mensink, Leutink, Willford.  
Opposed: none. Motion carried.

8. Consider transfer of remaining funds in the MDA Root River Small Watershed Project in the amount of \$11,902.00 for vehicle expenses and administrative costs

Motioned by Mensink seconded by Leutink to approve the transfer of the remaining funds in the MDA Root River Small Watershed Project in the amount of \$11,902.00 for reimbursement of vehicle expenses and administrative costs. Affirmative: Mensink, Leutink, Willford. Opposed: none. Motion carried.

9. Consider length of service increase for employee #23018 from Grade 8, Step 3 to Grade 8, Step 4 effective September 22, 2013 as recommended by the Administrator

Motioned by Mensink seconded by Leutink to approve the length of service increase for employee #23018 from Grade 8, Step 3 to Grade 8, Step 4 effective September 22, 2013 as recommended by the Administrator. Affirmative: Leutink, Mensink, Willford.  
Opposed: none. Motion carried.

10. Discuss October meeting date

Motioned by Mensink seconded by Leutink to move the October meeting date to Wednesday, October 16<sup>th</sup>. Affirmative: Leutink, Mensink, Willford. Opposed: none.  
Motion carried.

11. Discuss vehicle replacement options

Rasmussen reported the staff recommendation was to:

- Replace the Dodge van with a sedan that can seat four to five people at a cost of \$15,000-\$20,000
- Purchase a topper for the 2013 Chevrolet pickup and put a carrier on top for the sampling pole and use as the monitoring vehicle
- Remove the tonneau cover on the Dodge pickup and put it back in service for field work

The board directed Rasmussen to come back with prices on what will best meet the needs of the staff.

12. Discuss renewal of MDA office lease

Board members discussed current expenses and lease arrangements.

Motioned by Leutink seconded by Mensink to increase the cost per square foot for the MDA office lease from \$11 to \$12. Affirmative: Leutink, Mensink, Willford. Opposed: none. Motion carried.

Rasmussen was asked to report back with the response from MDA.

13. Discuss Clean Water Fund application for Grazing Specialist position

Thomas attended a cover crop tour in North Dakota during which there was discussion on expanding his position to include cover crops and expanding the area he covers through a Shared Services Grant with NRCS. The Shared Services grant would be for four years and would provide more stability to the position, but requires a 10% local cash match. Over a four year period the grant could be as much as \$250,000.00 which would mean approximately \$6,000.00 per year as local cash match.

Rasmussen will be speaking with Don Baloun and also asking area districts about monetary support. Currently, NRCS has no budget so a decision has to be made on whether to pursue the CWF grant or the Shared Services grant with NRCS.

Motioned by Mensink seconded by Leutink to pursue the Shared Services grant with NRCS. Affirmative: Leutink, Mensink, Willford. Opposed: none. Motion carried.

Magee left the meeting at 5:37 p.m.

14. Consider amendment to extend subcontract with U of M Center for Changing Landscapes to December 31, 2013

Motioned by Mensink seconded by Leutink to approve the extension of the subcontract with the U of M Center for Changing Landscapes to December 31, 2013 and authorize the Administrator to sign. Affirmative: Leutink, Mensink, Willford. Opposed: none. Motion carried.

15. Consider co-sponsoring meetings for non-operating women landowners with LSP

Motioned by Mensink seconded by Leutink to approve co-sponsoring meetings for non-operating women landowners with LSP. Affirmative: Leutink, Mensink, Willford. Opposed: none. Motion carried.

**VII. ACCOUNTS PAYABLE**

Motioned by Leutink seconded by Mensink to approve the September 2013 payables. Affirmative: Mensink, Leutink, Willford. Opposed: none. Motion carried.

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

**VIII. ADJOURNMENT**

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

The meeting was adjourned at 5:50 p.m.

Respectfully Submitted,

Pamela Mensink