

**DISTRICT REGULAR BOARD MEETING**

Thursday, February 13, 2014

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

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

MEMBERS ABSENT: Pam Mensink.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Rick Grooters, Jessica Bronson (NRCS), Tom Kaase (County Commissioner)

Hazel called the meeting to order at 4:43 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

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

**III. CONSENT AGENDA**

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

1. Secretary's Report – January 23, 2014 Regular Board Meeting Minutes
2. Secretary's report – January 28, 2014 Special Board Meeting Minutes

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

**IV. REPORTS**

1. Supervisor's activity report

Willford reported attending the special insurance meeting.

Hazel reported attending the special insurance meeting.

Mensink was not present.

Leutink reported attending the Hiawatha RC&D meeting, doing the statement opening and check review, and attending the special insurance meeting.

Gossman reported attending the special insurance meeting.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

Grooters entered the meeting at 4:48 p.m.

a. BWSR Pilot Watershed Program

BWSR has a new Pilot Watershed Program for funding to transition a county water plan to a watershed plan. The process will take about a year and a half and will align with the water plan update.

b. SE Technical JPB Meeting Report

Rasmussen reported on the JPB meeting she attended. There was discussion on the lack of funding for feedlot grants which presents an issue for the JPB engineers.

c. Funding discussions for Nutrient Management Planning Specialists

MDA is discussing funding for Nutrient Management Specialists. MDA has an interest in keeping Nutrient Management Specialists working. The funding would be competitive and would require no cash match.

If funding would be received, Bernau's duties would change to target farms in impaired areas.

4. NRCS

Bronson reported all NRCS programs are on hold until the regulations and rules are updated following the passing of the Farm Bill. Funding for the programs should still be there, but the technical verbiage will change.

5. County

Kaase had nothing to report.

**V. OLD BUSINESS**

1. Review and approve Annual Plan of Work

The Annual Plan of Work for 2014 was reviewed by the board and several changes made.

Motioned by Gossman seconded by Leutink to approve the Annual Plan of Work with changes as noted. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

2. Review and approve Corporate Authorization Resolution

The Corporate Authorization Resolution was reviewed and signed by the board.

Motioned by Willford seconded by Leutink to approve the Corporate Authorization Resolution. Affirmative: Gossman, Willford, Hazel. Opposed: none. Motion carried.

3. Review and update supervisor's "Operating Rules, Guidelines and By-laws"

The supervisor "Operating Rules, Guidelines and By-laws" were reviewed and board members present signed the Commitment Pledge and Standards.

Motioned by Willford seconded by Leutink to approve the supervisor's "Operating Rules, Guidelines and By-laws" with no additions or changes. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

4. Consider approval of Resolution of Authority for the MDA "From Field to Watershed" project authorizing Chair to sign contracts on behalf of the Board

Motioned by Gossman seconded by Willford to approve the Resolution of Authority for the MDA "From Field to Watershed" project authorizing the Chair to sign contracts on behalf of the Board. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

5. Consider amendment to 319 Feedlot V Grant increasing the amount from \$100,000.00 to \$135,037.00

Motioned by Leutink seconded by Willford to approve the amendment to the 319 Feedlot V Grant increasing the amount of the grant from \$100,000.00 to \$135,037.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

6. Consider joining USDA Building Lease

Rasmussen reported that if the District wants to be considered for space requirements, we need to be part of the USDA lease. A separate lease would require building modifications to separate us from NRCS.

Motioned by Gossman seconded by Leutink to join with USDA in leasing office space. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

7. Consider retroactive contributions to HSAs

No action taken.

8. Discuss additional health insurance information

Rasmussen provided follow-up answers to questions from the insurance meeting.

- PTO may be cashed out and deposited into an HSA account as long as it is money directly from the District to the HSA account.
- PEIP does not offer more than one HSA account. The four cost levels are where the different costs come into play.
- Employee information has been submitted to the SE MN Service Cooperative for a proposal from them.

**VI. NEW BUSINESS**

1. Consider approval and timing of step increase for employee #23015 to Grade 8, Step 5 effective March 7, 2014 per recommendation of Administrator

Motioned by Leutink seconded by Gossman to approve the step increase for employee #23015 to Grade 8, Step 5 effective March 7, 2014 per the recommendation of the Administrator. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

2. Review Work Plan for 2014 Conservation Corps Apprentice

Motioned by Willford seconded by Leutink to approve the submittal of the Work Plan for the 2014 Conservation Corps Apprentice as presented. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

3. Consider closeout of FY2012 BWSR Conservation Delivery Grant

Motioned by Willford seconded by Gossman to approve the closeout of the FY2012 BWSR Conservation Delivery Grant. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

4. Consider closeout of FY2012 BWSR Easement Delivery Grant

Motioned by Willford seconded by Leutink to approve the closeout of the FY2012 BWSR Easement Delivery Grant. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

5. Consider closeout of FY2013 BWSR Conservation Delivery Grant

Motioned by Leutink seconded by Gossman to approve the closeout of the FY2013 BWSR Conservation Delivery Grant. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

6. Consider closeout of FY2013 Easement Delivery Grant

Motioned by Willford seconded by Leutink to approve the closeout of the FY2013 Easement Delivery Grant. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Consider State Cost Share Contract FY13-14 Donna Cooper, Grassed Waterway, in the amount of \$1,956.00 using \$156.92 from FY2013 funds and \$1,799.08 from FY2014/2015 funds

Motioned by Leutink seconded by Willford to approve State Cost Share Contract FY13-14 Donna Cooper, Grassed Waterway, in the amount of \$1,956.00 using \$156.92 from FY2013 funds and \$1,799.08 from FY2014/2015 funds. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

8. Consider State Cost Share Contract FY14-01 Tim Sand, Grassed Waterways, in the amount of \$1,716.00

Motioned by Willford seconded by Leutink to approve State Cost Share Contract FY14-01 Tim Sand, Grassed Waterways, in the amount of \$1,716.00. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

9. Consider State Cost Share Contract FY14-02 Dave Wangen, Well Decommissioning, in the amount of \$500.00

Motioned by Willford seconded by Gossman to approve State Cost Share Contract FY14-02 Dave Wangen, Well Decommissioning, in the amount of \$500.00. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

10. Consider membership dues and registration and hotel for Jennifer Ronnenberg for the Minnesota Erosion Control Association Conference March 5 -6 in Prior Lake, MN

Motioned by Leutink seconded by Willford to approve the payment of membership dues and registration and hotel for Jennifer Ronnenberg for the Minnesota Erosion Control Association Conference March 5-6 in Prior Lake, MN. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

11. Consider approval for Administrator to sign NWF Cover Crop Champion Grant Agreement 1402-031 for \$7,300.00

Motioned by Willford seconded by Gossman to grant approval for the Administrator to sign the NWF Cover Crop Champion Grant Agreement 1402-031 in the amount of \$7,300.00. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

12. Consider attendance at SE Area Employees Meeting and pay dues and expenses

Motioned by Leutink seconded by Gossman to approve employee attendance at the SE Area Employees Meeting and pay dues and expenses. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

13. Consider District Cost Share Contract WB14-02 Curt Pfremer, Farmstead Windbreak, in the amount of \$247.50

Motioned by Willford seconded by Leutink to approve District Cost Share Contract WB14-02 Curt Pfremer, Farmstead Windbreak, in the amount of \$247.50. Affirmative: Gossman, Leutink, Willford, Hazel. Opposed: none. Motion carried.

#### **VII. ACCOUNTS PAYABLE**

Motioned by Gossman seconded by Leutink to approve the February 2014 payables. Affirmative: Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Monday, March 3<sup>rd</sup>. Willford and Hazel volunteered.

#### **VIII. ADJOURNMENT**

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

The meeting was adjourned at 6:29 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.