

DISTRICT REGULAR BOARD MEETING

Thursday, February 21, 2019

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

Minutes

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Bob Pickett, Kathy Tesmer, Travis Willford

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Aaren Mathison

Gossman called the meeting to order at 4:34 p.m. A quorum is present.

I. AGENDA

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

II. CONSENT AGENDA

Motioned by Pickett, seconded by Tesmer to approve the following consent agenda items:

1. Secretary's Report – January 29, 2019 Annual Planning Meeting Minutes
2. Secretary's Report – February 8, 2019 Special Board Meeting Minutes

Affirmative: Gossman, Pickett, Tesmer, Hazel. Opposed: none. Motion carried.

III. REPORTS

1. Supervisor's activity reports

Willford was not present for this portion of the meeting.

Hazel attended all the meetings that have been held since the last regular board meeting.

Gossman attended personnel meetings, special meetings and the interviews.

Pickett attended the meetings for planning, interviews, and Finance Committee. He expressed his appreciation to the staff for a good job on the annual planning meeting and Recognition Lunch.

Tesmer attended the same meetings as everyone else. She attended the SE SWCD Technical Support JPB meeting on January 30th and was appointed to the Personnel Committee.

2. Staff reports

A written report was included in the board packets. It was noted that the National Trout Center had advertised water testing last weekend and that Caleb Fischer analyzed the samples.

3. Administrator's report

a. Conservation Corps Crew Project approval: The application for the crew project for land-based treatment of Japanese hops along the Root River was approved. That work will be coordinated with the water-based treatments conducted by Stantec, the contractor for the Noxious Weed Grant.

b. Bacteria lab update: A conference call was held with MDH lab accreditation staff on Feb. 12, and it was determined that it is likely that Aaren Mathison's credits for biochemistry will fulfill the requirements for the missing credit in microbiology for the Technical Director position. Documents are being prepared to complete the qualifications form. This will allow the lab to remain operational.

c. Classification and Compensation Study update: An update was provided at the Feb. 19th special board meeting. When received this week or next, draft job descriptions will be sent to the staff to review first, then to the board with the staff comments included for consideration at the March Board meeting.

d. SE SWCD Technical Support JPB meeting report: Jim Gebhardt is the new chair, Jim Purfeerst from Rice is the vice chair, and John Jaeger from Goodhue remains as treasurer. There will be no dues increase this year. Items approved: 3.0% COLA for JPB staff; Kate Bruss pay range change since she is doing more of the coordination of projects while Pete Fryer recovers; step increases for the other JPB staff; 2018 audit cost; administrative costs for Goodhue for the RCPP feedlot grant; RCPP grant amendment for additional \$520,000 from BWSR general fund; change in RCPP feedlot c/s policy; amended Wabasha contract increase for feedlot project; sub-agreements for RCPP TA authorized for 2019.

e. Satisfaction Survey results: The survey results have all been favorable. Results will be utilized with staff evaluations.

4. NRCS

No one from NRCS was present. No report provided.

5. County

Commissioner Bakke was absent but provided a report to Rasmussen. At last week's AMC meeting, SWCD levy authority was presented. AMC remains opposed. It is included in the Governor's budget.

The TSA JPB is no longer interested in sharing the Executive Director with the SE MN Water Resources Board which affects their ability to fully fund the position.

IV. OLD BUSINESS

1. Consider approval for Chair to sign Secretary's Report from January 17, 2019 Regular Board Meeting

Motioned by Hazel, seconded by Tesmer to grant approval for the Chair to sign the Secretary's Report from the January 17, 2019 Regular Board Meeting. Affirmative: Pickett, Tesmer, Hazel, Gossman. Opposed: none. Motion carried.

2. Consider approval of Secretary's Report from January 17, 2019 Regular Board Meeting

Motioned by Pickett, seconded by Hazel to approve the Secretary's Report from the January 17, 2019 Regular Board Meeting. Affirmative: Pickett, Tesmer, Hazel, Gossman. Opposed: none. Motion carried.

3. Consider approval of the Secretary's Report from February 19, 2019 Special Board Meeting

Motioned by Tesmer, seconded by Pickett to approve the Secretary's Report from the February 19, 2019 Special Board Meeting. Affirmative: Pickett, Tesmer, Hazel, Gossman. Opposed: none. Motion carried.

4. Review and approve the Annual Plan

Motioned by Tesmer, seconded by Pickett to approve the Annual Plan as presented. Affirmative: Pickett, Tesmer, Hazel, Gossman. Opposed: none. Motion carried.

5. Review and approve Corporate Authorization Resolution

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

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

6. Review and approve Authority to Contract Resolution

Motioned by Tesmer, seconded by Pickett to approve the 2019 Authority to Contract Resolution with the Minnesota Department of Agriculture. Affirmative: Pickett, Tesmer, Hazel, Gossman. Opposed: none. Motion carried.

7. Review and update supervisor's "Operating Rules, Guidelines and By-Laws"

The supervisor "Operating Rules, Guidelines and By-Laws" were reviewed with the addition to include Harassment and Workplace Violence on page 6 to the list of policies

from the Personnel Policy that are applicable to Board members. The Board members signed the Board Service Commitment Pledge and Standards.

Motioned by Tesmer, seconded by Pickett to approve the "Operating Rules, Guidelines and By-Laws" as presented with the revision. Affirmative: Pickett, Tesmer, Hazel, Gossman. Opposed: none. Motion carried.

7. Consider Board and Staff attendance at MASWCD Legislative Briefing and Day at the Capitol, March 5-6, 2019

Motioned by Tesmer, seconded by Pickett to approve Board and Staff attendance at the MASWCD Legislative Briefing and Day at the Capitol, March 5-6, 2019, and travel expenses. Affirmative: Hazel, Pickett, Tesmer, Gossman. Opposed: none. Motion carried.

8. Consider approval of Team Agreement for Workplace Respect

The Board concurred with staff suggestions to have the agreement signed annually, to include a place to indicate that the staff person has reviewed the Personnel Policy, and to include a place for the supervisor to sign to confirm that the staff person has read the form and has the chance to ask questions. This item is moved to the March meeting agenda after staff has had the opportunity to provide further comments.

9. Review MN Land Trust Outreach Contract approved on January 29, 2019 and signed by Rasmussen

The contract was reviewed by the County Attorney with some revisions made before being signed by the Administrator. Mathison provided some background about the program. It was suggested to send information to participants in the county's No Spray program.

Willford entered the meeting at 5:05 p.m.

V. NEW BUSINESS

1. Consider transfers for overhead and Admin, reviewed by Finance Committee, as presented

Rasmussen provided an overview of the transfers which will reconcile the treasurer's report with the grant balances reported in eLINK or in other grant reports as of December 31, 2018. She also showed how the new time tracking system (My Hours) will track staffing costs from each of the grants, including overhead costs, which will be transferred monthly back to the District account. This should reduce or eliminate the need for end-of-the-year transfers and will maintain balances in the program log that match those in the grant reports on an ongoing basis.

Motioned by Hazel, seconded by Tesmer to approve the transfers for overhead and Admin as presented. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

2. Consider combining District account and Non-grant Personnel accounts on the Treasurer's Report beginning in January 2019

Because all staff are supported wholly or in part by grant funds, the non-grant personnel account is not as relevant as in the past. Combining the accounts reduces some steps in the monthly transfers begun in 2019.

Motioned by Tesmer, seconded by Pickett to approve combining the District account and Non-grant Personnel accounts on the Treasurer's Report beginning in January 2019. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

3. Consider transfer of \$162.56 from Farmers & Fishers Account to FSP Monitoring Account and closing the account

Motioned by Hazel, seconded by Willford to approve the transfer of \$162.56 from Farmers & Fishers Account to FSP Monitoring Account and closing the account. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

4. Consider closing Farm Bill Assistance Grant account

The Farm Bill Assistance Grant ended in 2018, and no new applications were submitted since SWCD staff no longer assist with CRP plans.

Motioned by Tesmer, seconded by Hazel to approve the closing of the Farm Bill Assistance Grant account. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

5. Consider District Cost Share Contract WB14-17 Scott Wilson, Farmstead Windbreak, in the amount of \$1,000.00

Motioned by Willford, seconded by Tesmer to approve the District Cost Share Contract WB14-17 Scott Wilson, Farmstead Windbreak, in the amount of \$1,000.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

6. Consider District Cost Share Contract WB14-18 Ben Snyder, Farmstead Windbreak, in the amount of \$306.00

The trees in this windbreak died last year. There was a question about policy for replacing dead trees in windbreaks that were cost shared. If cost share was provided, and the replacements are within the 10-year lifespan of the practice, include discussion for setting a policy at the next meeting.

Motioned by Hazel, seconded by Pickett to approve the District Cost Share Contract WB14-18 Ben Snyder, Farmstead Windbreak, in the amount of \$306.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

7. Consider MN DNR Professional and Technical Services Contract for spring monitoring from March 1, 2019 to February 28, 2021, in the amount of \$2,000.00

Motioned by Willford, seconded by Pickett to approve the MN DNR Professional and Technical Services Contract for spring monitoring from March 2, 2019 to February 28, 2021, in the amount of \$2,000.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

8. Consider BWSR Work Order for Easement Delivery in the amount of \$2,050.00

These funds are now requested on a reimbursement basis from BWSR after completing the annual status reviews of RIM/CREP easements. The flat rate payment of \$50 each for 41 easements held in Fillmore County also covers fees and staff costs for paperwork associated with property transfers, easement reductions, easement violations, etc.

Motioned by Willford, seconded by Tesmer to approve the BWSR Work Order for Easement Delivery in the amount of \$2,050.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

9. Consider 2019 Local Capacity Grant/Buffer Law Implementation Grant amendment increasing the amount from \$130,000.00 to \$132,000.00

Motioned by Hazel, seconded by Pickett to approve the 2019 Local Capacity Grant/Buffer Law Implementation Grant amendment increasing the amount from \$130,000.00 to \$132,000.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

10. Consider 2019 Local Capacity Work Plan revision

Due to the distribution of technical assistance workload from various grants in 2018, about \$15,000 in technical assistance funds were used from the 2019 Local Capacity Grant. Transferring \$15,000 from the vehicle replacement funds in the work plan will replenish the technical assistance funds. Proceeds from the sale of a vehicle could be used for purchasing a vehicle instead of using the grant funds.

Motioned by Willford, seconded by Tesmer to approve the 2019 Local Capacity Work Plan revision to transfer \$15,000 from the vehicle replacement category to the technical assistance category. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

11. Consider Request for Funds for Ag Water Quality Certification Program in the amount of \$2,500.00 for program promotion and technical assistance.

Motioned by Pickett, seconded by Hazel to approve the Request for Funds for Ag Water Quality Certification Program in the amount of \$2,500.00 for program promotion and technical assistance. Affirmative: Hazel, Pickett, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

Mathison left the meeting at 6:10 p.m.

12. Consider plan for separation of SWCD and NRCS files

Upon the review of the discussion of the Feb. 19th Board meeting, it was the consensus of the Board to assure that the March 14th deadline is met for separating the SWCD and NRCS files. The Chair will send an email reminder to Keene and Mathison of the March 14th deadline and remind them that this is a two-person effort. The email will be cc'd to the rest of the Board, Jessica Bronson and Rick Berscheid. Interim check-ins will be conducted at least weekly by Rasmussen starting after March 1st to assess progress toward completing the task. Both Keene and Mathison will initial the status of each file on the list of missing files.

13. Discuss plans for meeting with David McCoy on March 4th and 5th

A Special Board Meeting will be held on March 4, 2019, to conduct second interviews with McCoy and Goll with a decision made after the interviews are completed. This will allow time later in day and/or on Tuesday, if needed, for meetings with staff.

14. Discussion of Open Meeting Law Requirements (Minn. Stat. 13D.05)

Rasmussen reviewed provisions of the law related to closing a meeting for personnel issues after her consultations with the County Attorney.

15. Discussion of Dr. Herreid's Review of Expectations from the Climate Assessment Process at the February 19, 2019 Special Board Meeting.

Board members discussed the meeting and their continued commitment to move forward with the outcomes and expectations from the climate assessment process.

VI. TREASURER'S REPORT

Motioned by Willford, seconded by Hazel to re-approve the December, 2018 Treasurer's Report with transfers, subject to audit. Affirmative: Hazel, Pickett, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

Motioned by Pickett, seconded by Willford to approve the January, 2019 Treasurer's Report, subject to audit. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Willford, seconded by Hazel to approve the February, 2019 payables. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Rasmussen asked for a volunteer for the statement opening and check review on Friday, March 1st. Willford volunteered.

IX. ADJOURNMENT

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

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Bob Pickett