

DISTRICT REGULAR BOARD MEETING

Thursday, January 16, 2020

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: Laura Christensen, Sue Wiegrefe, Duane Bakke (County Commissioner), Anne Koliha, Doug Keene, Willis Goll, Nikki Shaw, and Sara West

Gossman called the meeting to order at 4:33p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

A. Approve December 2019 Treasurer's Report

Motioned by Hazel and seconded by Willford to table the approval until the January 29th Planning meeting when more a more accurate status of the books is known. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

B. Approve October – December 2019 supervisors' vouchers

Motioned by Willford and seconded by Pickett to approve the fourth quarter 2019 supervisor's vouchers. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

III. CONSENT AGENDA

Motioned by Tesmer and seconded by Pickett to approve the following consent agenda items as amended:

A. Secretary's Report – December 12, 2019 Regular Board Meeting Minutes

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

IV. REPORTS

A. Supervisor's activity reports

Willford – nothing to report

Hazel – nothing to report

Gossman – Friends of Root River meeting was cancelled due to inclement weather and he was unable to attend the Forestry meeting

Pickett – attended statement opening on January 2nd and the Forestry meeting on January 8th. The Field Day is scheduled for July 29th at Isinour's Woods, Preston – the planning group is looking for a theme. The committee is also looking for grant monies to treat Japanese Hops along the upper Root River. There will be a walk through on May 9th.

Tesmer – nothing to report

B. Staff reports

A written report was included in the board packets.

C. Administrator's report

1. RR 1W1P Policy Committee Meeting

Of note: Fillmore is being allocated funds proportional to its land area within the watershed (42%) and a new Project Development item of \$20,000 will assist with flood control in the city of Mabel.

2. BWSR Field to Stream grants

We are in the final year of Targeted Watershed and FSP grants. It may be necessary to amend some land owner contracts, but it does appear the grants can be fully used.

3. Annual Plan

At a Staff Meeting planned for January 22nd, staff will be asked to review 2019 annual plan and provide input on the 2020 plan. The materials will be compiled and ready for Board review the following week.

C. NRCS report

A brief written report was submitted.

E. County report

Commissioner Bakke inquired about the status of the \$2,000 Local Capacity Match funds – the County needs to be invoiced for these.

1W1P Policy meeting – committee decided to meet quarterly to better attend their responsibility of overseeing payment of bills. There may be additional changes of the bylaws to clarify the responsibilities of the Policy committee relative to the fiscal agent's Board of Supervisors. Next meeting in February.

V. OLD BUSINESS

- A. Consider continuing pre-approval of the following monthly bills with associated limits:

Minnesota Energy Resources	\$400.00
Verizon Wireless	\$200.00
MiBroadband	\$70.00
Preston Public Utilities	\$400.00

Motioned by Willford and seconded by Hazel to pre-approve monthly payments within limits specified to Minnesota Energy Resources (\$400.00), Verizon Wireless (\$200.00), MiBroadband (\$70.00), and Preston Public Utilities (\$400.00).

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

- B. Consider retroactive COLA payment to those that left District employment in 2019 in the amount of 2%.

According to County Attorney this would be atypical, but Board felt there was some measure of fairness in doing so. This will be addressed after consulting with county's specialized compensation attorney. The amount under consideration is around \$2,000.

VI. NEW BUSINESS

- A. Election of Officers

Chair Gossman called for nominations for Chair. Willford nominated Tesmer, current Vice Chair, and seconded by Hazel.

Affirmative: Gossman, Hazel, Pickett, Tesmer & Willford. Opposed: none. Motion carried. Chair Tesmer took over the meeting.

Chair Tesmer called for nominations for Vice Chair. Gossman nominated Pickett for Vice Chair and was seconded by Hazel.

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

Chair Tesmer called for nominations for Secretary. Pickett nominated Willford and was seconded by Gossman. Motioned by Hazel and seconded by Pickett to cease nominations and cast a unanimous ballot for Willford.

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

Chair Tesmer called for nominations for Treasurer. Willford nominated Hazel and was seconded by Gossman. Motioned by Pickett and seconded by Gossman to cease nominations and cast a unanimous ballot for Hazel.

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

B. Appointment of committees

<u>Committee</u>	<u>Members</u>
Personnel	Chair (Tesmer) and Vice Chair (Pickett) per Bylaws
Finance	Treasurer (Hazel) and Willford by Chair appointment
Cost Share	Willford and Hazel by Chair appointment
Education & Safety	Tesmer and Pickett by Chair appointment
Water Plan Advisory	Hazel and Gossman by Chair Appointment
Area VII JPB	Hazel, Tesmer and Willford by Chair Appointment
EQIP Local Work Group	Willford and Hazel by Chair Appointment
Hiawatha Valley RC&D	Tesmer and Pickett by Chair appointment
Building	Willford and Gossman by Chair appointment
Forestry	Gossman and Pickett by Chair appointment

C. Set board meeting dates and times

At December 2019 regular meeting the third Thursday had been approved. Which of the dates are to be morning meetings will be discussed at the Annual Planning Meeting.

D. Set per diem and mileage reimbursement rates

Motioned by Gossman and seconded by Pickett to set the per diem rate at \$75 and abide by federal rate of \$0.575 per mile.
Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

E. Selection of District depositories

Motioned by Willford and seconded by Pickett to designate the approve the 2020 depositories as listed:
Security, State Bank, Wykoff; First Southeast Bank, Canton and Harmony; Bank of the West, Mabel; First State Bank, Fountain; Home Federal Savings Bank, Spring Valley; First State Bank Minnesota, Spring Valley; Root River State Bank, Chatfield; Security State Bank, Spring Valley; Merchants Bank, Lanesboro and Rushford; Rushford State Bank, Rushford; and F & M Community Bank, Preston
Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

F. Consider bid for 2019 Fillmore SWCD Financial Audit from Peterson Company in the amount of \$3,100.

Motioned by Gossman and seconded by Hazel to accept the bid by Peterson Company for the 2019 Fillmore Financial Audit for \$3,100.

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

G. Discuss staffing Engineering Specialist position in year 2020

The Board requested Christensen provide a full year contract for Goll, or what will work with the budget, to be discussed at the Planning Meeting.

H. Consider recommendation for Fillmore Soil & Water Conservation District to staff the Feedlot Officer position

Commissioner Bakke shared that the county will need to fill the position at full time in order to also have resident zoning technician capabilities.

I. Discuss invitation list for Annual Conservation Recognition Luncheon

The traditional invitee list was recommended, not including the Volunteer Nitrate Monitors or Forestry volunteers.

J. Consider amendment to Agreement for Services contract between Fillmore Soil and Water Conservation District and Ron Meiners, increasing total budget to \$111,106.00

Motioned by Gossman and seconded by Willford to approve the increase of the total budget for the Agreement for Services contract between Fillmore SWCD and Ron Meiners to \$111,106.00.

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

K. Consider payment of MASWCD annual dues in the amount of \$3,643.77

Motioned by Hazel and seconded by Gossman to pay annual MASWCD dues in the amount of \$3,643.77.

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

L. Consider payment of MACDE annual dues in the amount of \$200.00

Motioned by Willford and seconded by Pickett to approve payment of MACDE annual dues in the amount of \$200.00.

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

M. Consider Final Financial Report for 2017 SWCD Local Capacity Services (Fillmore SWCD) grant

Motioned by Gossman and seconded by Willford to approve the Final Financial report for 2017 SWCD Local Capacity Services (Fillmore SWCD) Grant.

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

N. Consider Final Financial Report for 2017 State Cost Share Fund (Fillmore SWCD) grant

Motioned by Gossman and seconded by Willford to approve the Final Financial Report for 2017 State Cost Share Fund (Fillmore SWCD) grant.

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

O. Consider approval of District Cost Share contract WB20-02, Scott Wilson, Farmstead Windbreak, in the amount of \$425.00

Motioned by Gossman and seconded by Pickett to approve the District Cost Share contract WB20-02, Scott Wilson, Farmstead Windbreak, in the amount of \$425.00.

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

P. Consider reorder of Fillmore County Plat Book

Given the no-minimum order policy and short turn-around on reprinting, it was decided to wait until the inventory is lower.

Q. Consider clarification of Fillmore County Soil and Water Conservation District personnel Policy Handbook, Section 2.31 Accrual Rates

Motioned by Willford and seconded by Tesmer? to table the issue until the County's compensation attorney could be consulted.

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

R. Consider contract between Wabasha County SWCD and Fillmore SWCD for the Minnesota Agricultural Water Quality Certification Program Request for Technical Assistance and promotional Funds in the amount of \$2,500.

Motioned by Gossman and seconded by Pickett to approve the contract between Wabasha County SWCD and Fillmore SWCD for the Minnesota Agricultural Water Quality Certification (MDA) Program Request for Technical Assistance and promotional Funds in the amount of \$2,500.

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

VII. ACCOUNTS PAYABLE

Motioned by Pickett and seconded by Gossman to approve the January, 2020 payables.
Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Wiegrefe asked for a volunteer for the statement opening and check review on February 3, 2020. Willford volunteered for an 8:30 a.m. session.

VIII. ADJOURNMENT

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

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

Respectfully Submitted,

Travis Willford, Secretary