

DISTRICT REGULAR BOARD MEETING

Thursday, November 13, 2014

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

Minutes

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, John Boyum, Jessica Bronson (NRCS), Deborah Shea, (NRCS)

Hazel called the meeting to order at 4:37 p.m. A quorum is present.

Rasmussen introduced John Boyum, the new Nutrient Management Specialist. Deborah Shea, the new NRCS Soil Tech, introduced herself. Board members also introduced themselves.

Boyum and Shea left the meeting at 4:43 p.m.

I. AGENDA

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

II. TREASURER'S REPORT

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

III. CONSENT AGENDA

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

1. Secretary's Report – October 16, 2014 Regular Board Meeting Minutes

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

IV. REPORTS

1. Supervisor's activity report

Willford reported doing the statement opening and check review. He has been invited to be on a three farmer panel at the Cover Crop Conference in Des Moines, Iowa in February.

Motioned by Gossman seconded by Leutink to approve Willford's attendance at the Cover Crop Conference in Des Moines and pay for his per diem, mileage and uncovered expenses. Affirmative: Gossman, Leutink, Hazel. Opposed: none. Abstained: Willford. Motion carried.

Hazel had nothing to report.

Mensink was not present.

Leutink had nothing to report.

Gossman reported on the kiosks which were installed along the Lost Creek Hiking Trail by the forestry interns.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. Root River One Watershed, One Plan update

The RFP was sent to eight potential consultants. Their proposals are due by December 11th and will be ranked choosing the top three. Those chosen will do a presentation to the group after which one will be chosen to do the plan. The policy committee will sign the contract for the consultant in January.

The next work group meeting is scheduled for November 20th where technical staff will learn about two targeting tools being developed, one in cooperation with BWSR and one with DNR.

b. Upper Iowa WRAPS

The Upper Iowa WRAPS monitoring will begin next year. Six sites will be monitored-3 in the Upper Iowa, 2 in the Mississippi-Reno and 1 in the Mississippi-LaCrescent watersheds.

Mensink entered the meeting at 5:00 p.m.

c. Healthy Forests for Healthy Water update

Outreach people are working with a landowner on three cost share practices. As the practices are completed, approval for payments will come through our District board. \$50,000.00 in cost share is available on a first come, first serve basis.

4. NRCS

Bronson reported that Deborah Shea has started as the new soil technician. Bronson is working on CSP renewals; EQIP and cover crop contract payments; and shovel-ready contracts. She said they have been working to finish projects this fall.

5. County

No representative from the county was present.

V. OLD BUSINESS

1. Consider Interim Financial Report for FY2012 Clean Water Fund Livestock Waste Management Grant

Motioned by Leutink seconded by Willford to approve the Interim Financial Report for FY2012 Clean Water Fund Livestock Waste Management Grant. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

2. Discuss schedule for 2015 Employer HSA contributions to employees

Motioned by Leutink seconded by Mensink to deposit the full employer HSA contribution to those participating employees in March, 2015 at the previously approved amount of \$1,250.00 for those with single coverage and \$2,500.00 for those with family coverage. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

3. Review revised 2015 proposed budget

Rasmussen reviewed the changes she had made to the 2015 proposed budget. Currently, the proposed budget shows a surplus balance. Additional changes may be necessary which could change the amount of the surplus. She asked the board where the surplus should be utilized.

Motioned by Gossman seconded by Mensink to set aside the surplus budget funds into a designated "Health Insurance Contingency Fund" account. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Consider donation for the MASWCD live and/or silent auction

Motioned by Mensink seconded by Leutink to purchase items for the MASWCD live and or silent auction not to exceed \$200.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

2. Consider payment of MACDE dues for 2015 (9 employees @ \$20)

Motioned by Willford seconded by Gossman to approve payment of the MACDE dues for 2015 for nine employees at \$20.00 each for a total of \$180.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

3. Consider transfer of \$133.96 from Soil Health Tech Grant to Grazing Specialist Grant to close out account

Motioned by Gossman seconded by Leutink to approve the transfer of \$133.96 from the Soil Health Tech Grant to the Grazing Specialists Grant to close out the account. Affirmative: Leutink, Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

4. Consider transfer of \$3,191.30 from the Nitrate Monitoring Grant to Root River Sediment Budget to close out account

Motioned by Mensink seconded by Gossman to approve the transfer of \$3,191.30 from the Nitrate Monitoring Grant to the Root River Sediment Budget for staff time and expenses to close the account. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Consider transfer of \$46,037.00 to Non-grant Personnel for staff time and \$833.04 to District funds for travel expense both from Comprehensive Strategy

Motioned by Leutink seconded by Willford to approve the transfer of \$46,037.00 to Non-grant Personnel for staff time and \$833.04 to District funds for travel expense both from Comprehensive Strategy. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

6. Consider transfer of \$3,564.76 to the District for travel expenses and \$1,939.00 to Non-grant Personnel for staff time both from Watershed Pollutant Load Monitoring Network Grant

Motioned by Gossman seconded by Mensink to approve the transfer of \$3,564.76 to the District for travel expenses and \$1,939.00 to non-grant Personnel for staff time both from the Watershed Pollutant Load Monitoring Network Grant. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Consider approval of Root River One Watershed, One Plan Memorandum of Agreement (MOA)

Motioned by Leutink seconded by Gossman to approve the Root River One Watershed, One Plan Memorandum of Agreement (MOA), as presented. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

8. Appoint a Supervisor to the Root River One Watershed, One Plan Policy Committee

After discussion regarding number of meetings and duties involved in being a member of the Root River One Watershed, One Plan Policy Committee, Leutink volunteered.

Motioned by Gossman seconded by Willford to designate Leutink as the representative to the Root River One Watershed, One Plan Policy Committee and designate Hazel as the alternate. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

9. Consider approval of registration and expenses for Nutrient Management Specialist to attend Iowa State University 2014 Integrated Crop Management Conference, December 3-4, 2014 in Ames, Iowa

Motioned by Leutink seconded by Gossman to approve the payment of registration and expenses for the Nutrient Management Specialist to attend the Iowa State University 2014 Integrated Crop Management Conference, December 3-4, 2014 in Ames, Iowa. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

10. Consider approval of registration and expenses for Nutrient Management Specialist to attend 2014 Crop Production Management Short Course, December 9-11, 2014 in Minneapolis

Motioned by Willford seconded by Mensink to approve the payment of registration and expenses for the Nutrient Management Specialist to attend the 2014 Crop Production Management Short Course, December 9-11, 2014 in Minneapolis. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

Board members requested an area be added under Staff Reports for staff to give a report, either verbal or written, on the trainings they have attended.

11. Consider approval to submit 2015 Conservation Corps Apprenticeship application

Motioned by Willford seconded by Mensink to approve submission of the 2015 Conservation Corps Apprenticeship application. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

12. Consider approval of \$100 Basic Sponsorship of UMN Extension Beef Team Cow/Calf Day on February 12, 2015, in Rochester

Motioned by Willford seconded by Leutink to approve the \$100 sponsorship of UMN Extension Beef Team Cow/Calf Day on February 12, 2015 in Rochester. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

13. Discuss PayGOV.us credit card payment system

Rasmussen reported the County is implementing the PayGOV.us card payment system. She suggested it could be used at the District for trees, plat books, and bacteria tests,

both in the office with a card scanner and on-line. The program is web based, has no cost to the District, but charges a 3% surcharge to the customer for the convenience of using a credit/debit card. Board members were concerned about the security of the site.

Rasmussen was asked to inquire if the payment system could be limited to office use only and not on the website. She will report back next month on her findings.

14. Discuss Annual Planning meeting

Board consensus was to schedule the annual planning meeting for Tuesday, January 27th at 4:30 p.m. at the Conservation Building.

15. Discuss Recognition Luncheon

Rasmussen will check with the Bruihlers to see if they are available on Tuesday, January 27th and if so, schedule the recognition luncheon for the same day as the annual planning meeting. The location for the luncheon to be determined.

VII. ACCOUNTS PAYABLE

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

Serfling asked for a volunteer for the statement opening and check review on Monday, December 1st. Leutink volunteered with Willford as an alternate.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:19 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.