

DISTRICT REGULAR BOARD MEETING

Thursday, January 15, 2015

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, Jessica Bronson (NRCS), Harry Root (County Commissioner)

Oath of Office for Supervisors Elect

Vice-chair Gossman called the meeting to order at 4:36 p.m. A quorum is present.

I. AGENDA

Motioned by Willford seconded by Leutink to amend the agenda moving the Oath of Office for Supervisors Elect to later in the meeting when both supervisors are present. Affirmative: Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

II. TREASURER'S REPORT - Moved to the end of the meeting.

III. CONSENT AGENDA

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

1. Secretary's Report – December 11, 2014 Regular Board Meeting Minutes
2. Payment of 2014-2015 MASWCD Annual Dues in the amount of \$2,878.70
3. Payment of 2015 Envirothon Dues in the amount of \$175.00
4. Payment of Annual Membership Fee to the SE SWCD Technical Support JPB in the amount of \$500.00
5. Payment of Bailey Duxbury, Returning College Student Scholarship recipient in the amount of \$500.00
6. Payment to Andrew Love, Graduating Senior Scholarship recipient, in the amount of \$500.00
7. Payment of SE MASWCD 2015 Annual Dues in the amount of \$500.00

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

IV. REPORTS

1. Supervisor's activity report

Willford reported doing the statement opening and check detail.

Hazel was not present at this time.

Mensink had nothing to report.

Leutink reported attending a Forestry Committee meeting.

Gossman reported attending a Forestry Committee meeting and a Root River Working Group meeting.

2. Staff reports

A written report was included in the board packets.

a. Staff training: John, Donna, Anne, Jeanette, Dean Boyum submitted a written report detailing the two training sessions he recently attended – Iowa State Integrated Crop Management Conference and MCPR Pest Management Short Course Program in Minneapolis.

Rasmussen reported on the two sessions and Business Meeting she attended at the MASWCD Convention.

Koliha provided information in her staff report regarding the sessions she attended at the MASWCD Convention.

Serfling reported on the sessions she attended at the MASWCD Convention – *Outlook Tips and Tricks* and *Excel Essentials*.

Thomas reported on the Northern States Beef Conference he recently attended.

3. Administrator's report

a. Root River One Watershed, One Plan
Houston Engineering has been recommended to be hired as the consultant for the One Watershed, One Plan. At the first policy committee meeting, the contract will be signed, officers elected, and the by-laws approved. The MOA's have been signed by all parties and the work plan and budget have been submitted to BWSR and approved.

b. Root River Citizen's Group
The Root River Citizen's Group continues to work on an official name, their mission statement and the goal of becoming a non-profit. The next meeting is scheduled for Thursday, January 22, 2015.

c. Farm Bill meeting report

Rasmussen, Grooters and Koliha attended the meeting on the New Farm Bill. It pertained mostly to FSA programs, but gave insight to the economic decisions farmers have to make.

d. Forestry Committee report

The Forestry Committee has set the date for the next Forestry Field day for Wednesday, July 29th at 5:30 p.m. at the Chatfield Fish and Game Club. The meeting was attended by Fish and Game Club members and members from the Blufflands Whitetail Association.

e. Safety Committee/AWAIR program draft

The Safety Committee met about a month ago and Rasmussen is working on a draft of the AWAIR program. Hopefully the Safety Committee will have reviewed the draft and have something to present at the next meeting.

Hazel entered the meeting at 4:53 p.m.

f. PayGOV.us card scanner

Rasmussen reported the scanner has not been received yet. When it arrives, Danae Larson will install it. At this time, the scanner will be used for in office payments only.

Vice-chair Gossman turned the meeting over to Chair Hazel.

4. NRCS

Bronson reviewed the Civil Rights Responsibilities for NRCS Partners and Customers and provided a Fact Sheet to the Board for their review. The "And Justice For All" poster is being updated and will be posted when the new version is completed.

NRCS staff completed two days of EQIP training. Three Minnesota State RCPP areas were awarded additional funds, but this area was not one of them. CSP payments continue to be processed.

5. County

Root reported the County is approving 2015 budgets and elected officials salaries. The Commissioners are currently one member short so Bakke and Root are doubling up on the committee assignments until a new commissioner is elected.

Root told the Board to feel free to contact any commissioner with questions or concerns.

Oath of Office for Supervisors Elect

Supervisor elect Hazel and Gossman were sworn in.

VI. OLD BUSINESS

1. Review and approve 2013 Fillmore SWCD Audited Financial Statements

Motioned by Gossman seconded by Mensink to approve the 2013 Fillmore SWCD audited financial statements as presented. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

VII. NEW BUSINESS

1. Election of Officers

Chair Hazel called for nominations for Chair. Hazel nominated Gossman for Chair. Motioned by Leutink seconded by Willford to cease nominations and cast a unanimous ballot for Gossman. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

Chair Gossman called for nominations for Vice-Chair. Leutink nominated Mensink for Vice-Chair. Motioned by Hazel seconded by Willford to cease nominations and cast a unanimous ballot for Mensink. Affirmative: Leutink, Hazel, Mensink, Willford, Gossman. Opposed: none. Motion carried.

Chair Gossman called for nominations for Treasurer. Hazel nominated Leutink for Treasurer. Motioned by Hazel seconded by Willford to cease nominations and cast a unanimous ballot for Leutink. Affirmative: Leutink, Hazel, Mensink, Willford, Gossman. Opposed: none. Motion carried.

Chair Gossman called for nominations for Secretary. Mensink nominated Willford for Secretary. Motioned by Hazel seconded by Mensink to cease nominations and cast a unanimous ballot for Willford. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

2. Appointment of Committee

Personnel:	Mensink, Gossman
Cost-share:	Hazel, Willford
Finance:	Leutink, Gossman
Education/Safety:	Mensink, Leutink
Fillmore Co. Water Plan Advisory:	Gossman, Willford
Area IV SRF Joint Powers Board:	Mensink, Hazel
EQIP Local Work Group:	Willford, Hazel
Hiawatha Valley RC&D:	Leutink, Mensink
Building Committee:	Willford, Leutink
Forestry:	Gossman, Leutink

3. Set board meeting dates and times

Motioned by Hazel seconded by Willford to set the board meeting date for the third Thursday of each month at 4:30 p.m. at the SWCD office through January 2016.

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

4. Set per diem and mileage rates

Motioned by Willford seconded by Mensink to set the mileage rate for 2015 at the current Internal Revenue Service rate and set the per diem rate at \$75.00 per day. It was noted that the current IRS rate is \$.575 cents per mile and reimbursements would follow any 2015 federal changes to the rate. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Select district depositories

Motioned by Mensink seconded by Willford to select Security State Bank, Wykoff; First Southeast Bank, Canton; First Southeast Bank, 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; Merchants Bank, Rushford; Rushford State Bank, Rushford; and F & M Community Bank, Preston as district depositories. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

6. Consider Board and Staff attendance at Legislative Briefing and Day at the Capitol January 26-27

Motioned by Leutink seconded by Willford to authorize attendance at the Legislative Briefing and Day at the Capitol for any board member or staff person who would like to attend. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Consider authorizing Administrator to sign on behalf of the SWCD to certify compliance with Federal E-Verification of new employees

Motioned by Leutink seconded by Mensink to authorize the Administrator to sign on behalf of the SWCD to certify compliance with Federal E-Verification of new employees. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

8. Consider approval for Chair to sign SE SWCD Technical JPB Sub-recipient Agreement for N BMP Outreach in the amount of approximately \$84,000.00

Motioned by Leutink seconded by Mensink to grant approval for the Chair to sign the SE SWCD Technical JPB Sub-recipient Agreement for N BMP Outreach in the amount of approximately \$84,000.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

9. Consider approval for Administrator to sign subcontract with Ron Meiners in the amount of \$41,200.00 for MDA Field to Stream Partnership Farm Walkovers

Motioned by Leutink seconded by Willford to grant approval to the Administrator to sign the subcontract with Ron Meiners in the amount of \$41,200.00 for the MDA Field to Stream Partnership Farm Walkovers. Affirmative: Leutink, Hazel, Mensink, Willford, Gossman. Opposed: none. Motion carried.

10. Consider approval of revisions to 2.31 Accrual Rates in Personnel Policy

Motioned by Willford seconded by Hazel to approve the revision of Section 2.31 Accrual Rates in the Personnel Policy as presented. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

11. Consider transfer of \$2.02 from District Funds to Cover Crop Champions to close out account

Motioned by Willford seconded by Hazel to approve the transfer of \$2.02 from District Funds to Cover Crop Champions to close out the account. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

12. Consider transfer of \$3.70 from District Funds to RR Landscape Plan-2 to close out account

Motioned by Hazel seconded by Leutink to approve the transfer of \$3.70 from District Funds to RR Landscape Plan-2 to close out the account. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

13. Consider closeout of FY2014 BWSR Easement Delivery Grant

Motioned by Willford seconded by Leutink to approve the closeout of FY2014 BWSR Easement Delivery Grant. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

14. Consider transfer of \$2,104.00 from BWSR Service Grant-Easement Implementation to Non-grant Personnel for staff time

Motioned by Leutink seconded by Mensink to approve the transfer of \$2,104.00 to BWSR Service Grant-Easement Implementation to Non-grant Personnel for staff time. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

15. Consider transfer of \$7,853.26 from MRBI Conservation Planning to Non-grant Personnel for staff time

Motioned by Willford seconded by Mensink to approve the transfer of \$7,853.26 from MRBI Conservation Planning to Non-grant Personnel for staff time. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

16. Consider transfer of \$4,816.77 from Nitrate Monitoring Grant to District for expenses and \$1,000.00 from Nitrate Monitoring Grant to Non-grant Personnel for staff time

Motioned by Hazel seconded by Mensink to approve the transfer of \$4,816.77 from Nitrate Monitoring Grant to District for expenses and \$1,000 from Nitrate Monitoring Grant to Non-grant Personnel for staff time. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

17. Consider Board and Staff attendance at SWCD sponsored events at Eagle Bluff on February 7th and April 11th

Rasmussen reported the cost is \$25 per person for early registration or \$30 per person the week of the event.

Motioned by Willford seconded by Leutink to approve attendance at the two SWCD sponsored events, February 7th and April 11th, at Eagle Bluff by any board member or staff who would like to attend.

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

18. Consider request to County Board to consider 1 FTE Extension Educator position for Fillmore County

The Extension Educator is currently on medical leave and is hired at a .5 FTE position. The current work load could support a full time position. A letter in support of a 1 FTE Extension Educator for Fillmore County will be drafted with details of how this full time person can support the county with present projects and potential new projects.

Motioned by Willford seconded by Leutink to send a letter of support to the County Board for consideration in hiring a 1 FTE Extension Educator position for Fillmore County. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

19. Consider closeout of FY2014 BWSR Conservation Delivery Grant

Motioned by Leutink seconded by Willford to approve the closeout of FY2014 BWSR Conservation Delivery Grant. Affirmative: Hazel, Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

II. TREASURER'S REPORT

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

Motioned by Willford seconded by Hazel to approve the October-December, 2014 supervisor's vouchers. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

VIII. ACCOUNTS PAYABLE

Motioned by Willford seconded by Mensink to approve the January, 2015 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, February 2, 2014. Hazel volunteered.

IX. ADJOURNMENT

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

The meeting was adjourned at 6:03 p.m.

Respectfully Submitted,

Travis Willford