

**DISTRICT REGULAR BOARD MEETING**

Thursday, January 17, 2013

4:00 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

***Minutes***

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Anne Koliha, Rick Grooters, Robert Joachim (NRCS), Tom Kaase (County Commissioner)

Oath of Office for Supervisors Elect

Supervisor elect Leutink, Mensink and Willford were sworn in.

Leutink called the meeting to order at 4:03 p.m. A quorum is present.

**I. AGENDA**

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

**II. TREASURER'S REPORT**

Motioned by Willford seconded by Gossman to approve the December 2012 Treasurer's report, subject to audit. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

Motioned by Willford seconded by Gossman to approve the October-December 2012 supervisor's vouchers. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Secretary's Report – December 13, 2012 Regular Board Meeting Minutes
2. Payment of MASWCD 2012-2013 Annual Dues in the amount of \$2,596.50
3. Payment of Envirothon Donation for 2013 in the amount of \$175.00

4. Payment of 2013 Annual Membership Fee to the SE SWCD Technical Support JPB in the amount of \$500.00
5. Payment to Kristi Thompson, Returning College Student Scholarship, in the amount of \$500.00
6. Payment of 2013 SE MASWCD dues in the amount of \$500.00

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

#### **IV. REPORTS**

##### 1. Supervisor's activity report

Willford reported attending a Personnel Committee meeting and performed the statement opening and check review.

Hazel reported attending the Hayable Buffer meeting and a Building Committee meeting.

Mensink had nothing to report.

Leutink reported attending the Hiawatha Valley RC&D meeting, a Personnel Committee meeting, and a Building Committee meeting.

Gossman reported being invited by the Land Stewardship Project to participate in a meeting with Senator Al Franken to discuss farming. He was also nominated to a national committee for beginning farmers and ranchers which would meet once a year in Washington, DC. He reported he attended a Tap into the Root meeting.

##### 2. Staff reports

A written report was included in the board packets.

##### 3. Administrator's report

###### a. Conservation Corps of Minnesota applications

Two Conservation Corps applications were submitted, one for a crew and one for an intern. The application for the crew was approved which will supply labor to work on the Lost Creek Hiking Trail. No word yet on the intern application.

###### b. Newspaper insert

Rasmussen and Serfling had looked at the layout for the newspaper insert prior to printing. Jason Sethre, of the Fillmore County Journal reported advertising for the insert was down this year. Discussion on the timing for future inserts is needed.

Joachim entered the meeting at 4:19 p.m.

###### c. TEP fees for frac sand mining application reviews

Rasmussen had done further research into what other counties were doing in regard to fees for frac sand mining application reviews. One was foregoing the fees as there was already a fee being charged for all applications and the time involved wasn't

as strenuous as some. More discussion with the County will take place at the Joint meeting scheduled for next week.

4. NRCS

Joachim reported EQIP signups were being accepted with four ranking periods over the next two months.

Andrea Horsman, from Goodhue County, will be the acting DC until the NRCS hiring freeze is lifted and a new DC can be hired to replace Joachim who will be retiring at the end of the month.

Brett Scheevel has been hired as an Administrative Assistant, through a contracted arrangement, for a one year assignment.

5. County

No representative from the County present at this time.

**V. OLD BUSINESS**

1. Review and approve 2011 Fillmore SWCD Audited Financial Statements

Motioned by Gossman seconded by Mensink to approve the 2011 Fillmore SWCD Audited Financial Statements as presented. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**VI. NEW BUSINESS**

1. Election of Officers

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

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

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

Chair Willford called for nominations for Secretary. Leutink nominated Mensink for Secretary. Motioned by Hazel seconded by Gossman to cease nominations and cast a

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

2. Appointment of Committees

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

Motioned by Leutink seconded by Gossman to approve the changes made to the committees. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

3. Set board meeting date and time

Motioned by Leutink seconded by Mensink to schedule the 2013 board meetings for the Thursday following the second Monday of the month at the SWCD office except for February and August when it will be on the second Tuesday of the month. Affirmative: Hazel, Willford, Mensink, Gossman, Leutink. Opposed: none. Motion carried.

Motioned by Hazel seconded by Leutink to schedule 4:30 p.m. as the meeting time for the 2013 board meetings. Affirmative: Hazel, Mensink, Gossman, Leutink, Willford. Opposed: none. Motion carried.

4. Set per diem and mileage rates

Motioned by Gossman seconded by Leutink to set the mileage rate for 2013 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 \$.565 cents per mile and reimbursements would follow any 2013 federal changes to the rate. Affirmative: Gossman, Hazel, Willford, Mensink, Leutink. Opposed: none. Motion carried.

Grooters entered the meeting at 4:40 p.m.

5. Select District Depositories

Motioned by Hazel seconded by Mensink to select Security State Bank, Wykoff; Canton State Bank, Canton, Bank of the West, Mabel; First State Bank, Fountain; First Southeast Bank, Harmony; Home Federal Saving Bank, Spring Valley; First State Bank Minnesota, Spring Valley; Root River State Bank, Chatfield; Security State Bank, Spring Valley; Associated Bank, Lanesboro; Associated Bank, Rushford; Rushford State Bank,

Rushford; Security State Bank, Ostrander; F & M Community Bank, Preston as depositories. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

Kaase entered the meeting at 4:43 p.m.

6. Consider State Cost Share Contract FY12-12 Matt Reiland, Farmstead Windbreak, in the amount of \$1,172.00

Motioned by Leutink seconded by Hazel to approve State Cost Share Contract FY12-12 Matt Reiland, Farmstead Windbreak, in the amount of \$1,172.00. Affirmative: Mensink, Hazel, Gossman, Leutink, Willford. Opposed: none. Motion carried.

7. Consider approval for board and staff attendance at Legislative Briefing and Day at the Capitol Feb. 25-26

Motioned by Leutink seconded by Hazel to approve board and staff attendance at the Legislative Briefing and Day at the Capitol on February 25-26, 2013 and pay expenses. Affirmative: Hazel, Mensink, Willford, Gossman, Leutink. Opposed: none. Motion carried.

8. Consider approval for staff to attend 2013 Midwest Manure Summit in Green Bay, WI on February 26-27

Motioned by Mensink seconded by Hazel to approve two staff to attend the 2013 Midwest Manure Summit in Green Bay, Wisconsin on February 26-27, 2013 and pay expenses. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

9. Consider approval for staff to attend National Finishing Cattle Housing Symposium in Sioux Falls, SD on April 4, 2013

Motioned by Leutink seconded by Hazel to approve one staff person attendance at the National Finishing Cattle Housing Symposium in Sioux Falls, SD on April 3, 2013 and pay expenses. Affirmative: Gossman, Hazel, Mensink, Willford, Leutink. Opposed: none. Motion carried.

10. Consider approval to reimburse Employee #23019 for \$151.00 in lost wages due to short term disability claim discrepancy as recommended by Personnel Committee

Motioned by Mensink seconded by Gossman to approve the reimbursement to Employee #23019 for \$151.00 in lost wages due to a short term disability claim discrepancy as recommended by the Personnel Committee. Affirmative: Mensink, Leutink, Gossman, Hazel, Willford. Opposed: none. Motion carried.

11. Consider approval for Board Chair to sign Meadowlark Institute Grant Agreement in the amount of \$3,000.00

Motioned by Leutink seconded by Mensink to give approval for the Board Chair to sign Meadowlark Institute Grant Agreement in the amount of \$3,000.00. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

12. Consider approval of up to \$7,000.00 for the purchase of field meters, probes and accessories for the MPCA Pollutant Load Monitoring Project as budgeted

Motioned by Gossman seconded by Hazel to approve up to \$7,000.00 for the purchase of field meters, probes and accessories for the MPCA Pollutant Load Monitoring Project as budgeted. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

13. Consider approval of and authorize Chair to sign BWSR FY2013 Competitive Grants Program Grant Agreement in the amount of \$220,283.00

Motioned by Leutink seconded by Mensink to approve the FY2013 Competitive Grants Program Grant Agreement in the amount of \$220,283.00 and authorize the Chair to sign. Affirmative: Hazel, Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

**IV. REPORTS, (CONTINUED)**

5. County

Kaase reported there have been discussions with the Highway Department in regards to the Willow Creek flood control projects and who is responsible for the maintenance. More discussion is needed and will continue at the joint Commissioner/SWCD board meeting next week.

In light of the recent shootings in the news, changes at the Community Services building is being discussed which could include a central access to the building. Kaase said education is the key to safety.

**VII. ACCOUNTS PAYABLE**

Motioned by Mensink seconded by Gossman to approve the January 2013 payables. Affirmative: Mensink, Hazel, Willford, Gossman, Leutink. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Friday, February 1, 2013. Hazel volunteered.

**VIII. ADJOURNMENT**

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

The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,

Pamela Mensink