

DISTRICT REGULAR BOARD MEETING

Thursday, January 16, 2014

4:30 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, Jessica Bronson (NRCS)

Willford called the meeting to order at 6:34 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Leutink seconded by Hazel to approve the December 2013 Treasurer's report, subject to audit. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

Motioned by Gossman seconded by Leutink to approve the October-December 2013 supervisor's vouchers. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary's Report – December 17, 2013 Regular Board Meeting Minutes
2. Payment of SE SWCD Technical Support JPB Annual Membership Fee in the amount of \$500.00
3. Payment of Annual Envirothon Dues in the amount of \$175.00
4. Payment of MASWCD 2013-2014 Annual Dues in the amount of \$2,596.50
5. Payment of 2014 Southeast Minnesota Water Resources Board County Dues in the amount of \$4,000.00

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

IV. REPORTS

1. Supervisor's activity report

Willford had nothing to report.

Hazel reported attending Winter Crops Day in Caledonia.

Mensink reported doing the statement opening and check review.

Leutink had nothing to report.

Gossman reported attending a Root River Citizen's Meeting and a webinar on Cover Crops.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. FY14 BWSR grant applications

Rasmussen provided an update on the BWSR grant applications. The grant application for Dean Thomas, sharing services in Area VII as a soil technician, in the amount of \$250,000.00 has been approved.

The Soil Erosion Grant which will fund Anne Koliha's position for preparing conservation plans was also approved in the amount of \$145,000. The grant application through the JPB for Dawn Bernau's position was not funded.

b. Cover Crop Champion grant updates

A second Cover Crop Champion grant was applied for and received. Josh Simon has agreed to be the Farmer Cover Crop Champion. Plans are to host a meeting with area agronomists in March and schedule a field day in April.

c. Newspaper insert

Rasmussen and Serfling have been working with the Bluff County Reader on the newspaper insert which will be published on February 3rd.

d. January 28 County Board meeting with legislators/Legislative Priorities

The County has put together a list of priorities to discuss with Representative Davids and Miller on January 28th.

e. Lanesboro Local field trip to New Forest Farm (permaculture farm in Wisconsin)

Kitty Baker, Lanesboro Local, contacted Rasmussen regarding a field trip to New Forest Farm in Wisconsin. She asked if the district would be interested in partnering

with them. The trip is planned for some time in June. Baker suggested assisting with advertising costs or offering scholarships for the trip.

4. NRCS

Bronson reported EQIP applications are being accepted until January 21st and CSP applications until February 7th. Toolkit is undergoing an upgrade and will be unavailable for use for a period of time. Staff is busy with training and webinars.

Angela White has taken a Soil Technician position in the Olmsted field office. Her last day is February 7th. Paperwork to hire both a soil con and technician has been submitted.

5. County

No County representative was present.

V. OLD BUSINESS

1. Consider Close-out of FY2011 Feedlot Grant-General and request 10% final payment from BWSR in the amount of \$10,447.00

Motioned by Leutink seconded by Mensink to approve the close-out of the FY2011 General Feedlot Grant and request the final 10% payment from BWSR in the amount of \$10,447.00. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

2. Consider Close-out of FY2011 Feedlot Grant-CWF with return of funds to BWSR in the amount of \$10,012.48

Motioned by Hazel seconded by Gossman to approve the close-out of FY2011 CWF Feedlot Grant and return funds to BWSR in the amount of \$10,012.48. Affirmative: Gossman, Hazel, Mensink, Leutink, Willford. Opposed: none. Motion carried.

3. Set meeting for Special Board meeting on health insurance

The Board set Monday, February 10th at 4:30 p.m. as the date for the special board meeting to discuss health insurance options. Board consensus was to have Margo Dennisen, PEIP, and Cherrie Brink, F & M Insurance, attend to explain their proposals and answer questions. Staff may attend if they wish.

4. Additional health insurance information

Cherrie Brink, F & M Insurance, provided two proposals for insurance which has been given to staff and board members to review.

5. Review budget correction

Rasmussen explained that the 2014 numbers she used for the NRBG grant on the budget were different than she had expected, so changes were made. The difference in the numbers was added to the Computer capital outlay account.

Motioned by Gossman seconded by Mensink to approve the revised budget with the changes as noted. Affirmative: Hazel, Mensink, Leutink, Gossman, Willford. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Election of Officers

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

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

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

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

2. Consider establishing a Safety Committee

MCIT has recommended that a safety policy and committee be established for risk management in the workplace.

Motioned by Mensink seconded by Gossman to combine Education with Safety as a joint task force. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

3. Appointment of Committees

Personnel:	Hazel, Gossman
Cost-share:	Hazel, Willford
Finance:	Mensink, 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

4. Set board meeting dates and times

Motioned by Mensink seconded by Gossman to set the 2014 board meeting dates for the Thursday following the second Monday of the month at the SWCD office at 4:30 p.m. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Set per diem and mileage rates

Motioned by Leutink seconded by Gossman to set the mileage rate for 2014 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 \$.56 cents per mile and reimbursements would follow any 2014 federal changes to the rate. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

6. Select district depositories

Motioned by Willford seconded by Leutink 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 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; F & M Community Bank, Preston as depositories. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Consider payment of Feedlot V Cost Share Assistance Contract F5G-11 Ken Sawle, Open Lot Runoff Control in the amount of \$10,000.00

Motioned by Mensink seconded by Willford to approve the payment of Feedlot V Cost Share Assistance Contract F5G-11 Ken Sawle, Open Lot Runoff Control, in the amount of \$10,000.00. Affirmative: Mensink, Leutink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

8. Consider approval of \$30/person fee for February 11 CPR/First Aid Training for staff

Motioned by Leutink seconded by Mensink to approve the payment of \$30 per person fee for CPR/First Aid Training for staff on February 11, 2014. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

9. Consider agreement with Group Leaf LLC for Root River Field to Stream Partnership Monitoring Data Website in the amount of \$12,500.00

Motioned by Willford seconded by Leutink to approve the agreement with Group Leaf LLC for the Root River Field to Stream Partnership Monitoring Data Website in the amount of \$12,500.00. Affirmative: Gossman, Mensink, Leutink, Willford, Hazel. Opposed: none. Motion carried.

10. Consider approval for Board and staff attendance at Legislative Briefing and Day at the Capitol, March 25-25

Motioned by Mensink seconded by Leutink to grant approval for Board members and staff to attend the Legislative Briefing and Day at the Capitol, March 24-25 and pay expenses. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

11. Consider District Cost Share Contract WB14-01 Kent Duxbury, Farmstead Windbreak, in the amount of \$292.50

Motioned by Mensink seconded by Willford to approve the District Cost Share Contract WB14-01 Kent Duxbury, Farmstead Windbreak, in the amount of \$292.50. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

12. Consider attendance and expenses for Nutrient Management Specialist to attend Conservation Tillage Conference in St. Cloud, February 18-19

Motioned by Willford seconded by Gossman to approve attendance and expenses for the Nutrient Management Specialist to attend the Conservation Tillage Conference in St. Cloud, February 18-19. Affirmative: Gossman, Leutink, Mensink, Willford, Hazel. Opposed: none. Motion carried.

13. Discuss USDA Building Lease

Tammy Martin is working on updating the USDA building lease. The District has been asked if it wants to be a part of the FSA lease. Questions have come up on whether the District would have to be on the USDA computer system to be a part of their lease. A decision will have to be made by February 21st on whether or not to be included in the USDA lease.

VII. ACCOUNTS PAYABLE

Motioned by Leutink seconded by Gossman to approve the January 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, February 3rd. Leutink volunteered.

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 8:02 p.m.

Respectfully Submitted,

Leonard Leutink, Jr.