

DISTRICT REGULAR BOARD MEETING

Thursday, April 17, 2014
4:30 P.M.
USDA Service Center
SWCD Office
Preston, MN 55965

Minutes

MEMBERS PRESENT: Tim Gossman, Pam Mensink, Travis Willford, Brian Hazel
MEMBERS ABSENT: Leonard Leutink.
OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Joe Magee, Dean Thomas,
Jessica Bronson (NRCS), Tom Kaase (County Commissioner)

Hazel called the meeting to order at 4:36 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER’S REPORT

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

Motioned by Willford seconded by Gossman to approve the January – March 2014 supervisors’ vouchers. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary’s Report – March 13, 2014 Regular Board Meeting Minutes
2. Payment of State Cost Share Contract FY13-08 Cherry Grove United Methodist Church, Well Decommissioning, in the amount of \$503.50

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

IV. REPORTS

1. Supervisor's activity report

Willford reported attending the water plan meeting on March 25th.

Hazel reported performing the statement opening and check detail.

Mensink reported she reviewed the scholarship applications.

Gossman reported attending a forestry field day in Lake City, the water plan meeting on March 25th, and a forestry committee meeting.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. Staff Recognition

Rasmussen recognized Dean Thomas, Soil Health Technician, with a five year certificate.

b. Report on Legislative Briefing and Day at the Capitol

Rasmussen reported attending the Legislative Briefing and Day at the Capitol on March 24th and 25th. The focus was on informing the legislature about allowing levy authority for SWCDs.

c. Gossmans nominated for State Tree Farmer Award

Rasmussen informed the board that Tim and Susan Gossman have been nominated from the southern region for the State Tree Farmer Award.

d. DNR Forestry Practices Implementation Grant

Board members received a draft of the grant agreement. Rasmussen reported \$300,000.00 has been allocated by CWF to the southern part of the state to work with consultants to perform outreach with forest landowners within priority watersheds, coordinate technical assistance to landowners and implement conservation practices.

e. MDA Field to Stream Partnership staffing needs

Rasmussen reported the Field to Stream Partnership is moving into the second phase which will implement practices.

Staff would be doing "farm walkovers". Due to the workload, Ron Meiners, who is retiring from the Root River SWCD, would be willing to help with the walkovers. The personnel committee will be discussing the staffing needs.

f. BWSR proposal for LCCMR grant for SE MN Cover Crops and Soil Health
A proposal has been submitted by BWSR for approximately \$250,000.00 to be used for educational materials, workshops and field days, training and a website for Cover Crops and Soil Health in SE Minnesota. The review process is done by the LCCMR and funding could be available by 2015.

4. NRCS

Bronson reported CSP interviews will be starting. The soil con position interviews have been completed and the soil tech job is going to be re-advertised to open the position to anyone and not just federal employees. No date yet on when EQIP obligations may be done.

The State office is stressing the "nine steps of planning". Projects need to be "shovel ready" before funds are obligated.

5. County

Kaase reported on the clearing of woodlands and the ordinances and stipulations involved. Chris Graves had talked about this at the township meeting. One violation was reported.

Thomas left meeting at 5:16 p.m.

V. OLD BUSINESS

1. Consider modification of statement opening and check review procedure

Motioned by Gossman seconded by Mensink to change the statement opening procedure to allow the Administrative Assistant to open and print the bank statement prior to supervisor arrival with a witness observing. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

2. Consider amendment to State Cost Share Contract FY12-21, Claire Olstad, extending the completion date to May 16, 2015 due to construction delays

Motioned by Mensink seconded by Willford to approve the amendment to State Cost Share Contract FY12-21, Claire Olstad, extending the completion date to May 16, 2015 due to construction delays. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

3. Consider policy for employer contributions to employee HSAs

Motioned by Gossman seconded by Mensink to contribute to all HSA enrolled employees 50% of their savings the first month and the balance divided into four monthly payments all of which will be deposited into each employees HSA savings account. The savings is defined as the annual difference between the HSA insurance premium and the standard health insurance premium. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

4. Consider sponsoring transportation for LSP field trip to Mark Shepard permaculture farm in Wisconsin

Motioned by Mensink seconded by Gossman to donate \$200.00 towards the transportation costs for the LSP field trip to the permaculture farm in Wisconsin. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

5. Discuss Zoning issues related to tree clearing

Chris Graves, Zoning Administrator, talked to Rasmussen regarding the tree clearing issues. He suggested the application process start at the SWCD and talking to NRCS. Board members suggested that the ordinance should be re-visited to clarify the purpose of this section.

Motioned by Mensink seconded by Gossman to have the SWCD hand out zoning permit applications and advise landowners of the next step.

Motion and second rescinded by Mensink and Gossman.

Board consensus is to have Rasmussen and Graves write a letter as an educational item. This will be added to the May agenda for review.

6. Consider amendment to State Cost Share Contract FY12-19 Glen Palacek, Well Decommissioning to extend completion date to December 1, 2014 due to contractor delays

Motioned by Mensink seconded by Gossman to approve the amendment to State Cost Share Contract FY12-19 Glen Palacek, Well Decommissioning to extend the completion date to December 1, 2014 due to contractor delays. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Accept resignation of Joe Magee, Water Management Coordinator, effective May 2, 2014

Magee expressed his appreciation to both the SWCD board and to Commissioner Kaase and the county board.

Motioned by Willford seconded by Mensink to accept the resignation of Joe Magee, Water Management Coordinator, effective May 2, 2014. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

2. Consider hiring process for filling Water Management Coordinator position

The board discussed how to proceed with the hiring process for filling the Water Management Coordinator position.

Motioned by Mensink seconded by Willford to post the job opening internally starting Friday, April 18th until Thursday, April 24th at noon and conduct interviews the following week.

Motion was amended by Mensink and seconded by Gossman to post the job internally starting Friday, April 18th until Thursday, April 24th at noon and if no applications are received, post it publically at that time. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

Magee left the meeting at 6:29 p.m.

3. Consider accepting second Conservation Corp apprentice

Rasmussen explained one of the sites for a Conservation Corp apprentice withdrew and she was asked if a second apprentice could be housed here.

Motioned by Willford seconded by Gossman to accept a second Conservation Corp apprentice. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

4. Consider 2013 BWSR Year-end Financial Reports

Motioned by Mensink seconded by Gossman to approve the 2013 BWSR Year-end Financial Reports as presented. Affirmative: Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

5. Consider transfer of \$1,867.11 from District funds to Compensated Absences per 2013 year end computations

Motioned by Gossman seconded by Mensink to approve the transfer of \$1,867.11 from District funds to Compensated Absences per the 2013 year end computations. Affirmative: Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

6. Consider High School Scholarship Recipient per recommendation of Education Committee

Mensink reported receiving seven applications for the high school scholarship.

Motioned by Mensink seconded by Willford to award the High School Scholarship to Andrew Love of Fillmore Central High School, per the recommendation of the Education Committee. Affirmative: Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

7. Consider requesting bids for audit services

Board consensus was to solicit bids for audit services.

Motioned by Gossman seconded by Mensink to allow the Administrative Assistant to research whether a legal notice is required to be published and proceed with proper steps to request bids for audit services. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

8. Consider AgBMP loan request for Lynn Steinbrink in the amount of \$65,000.00 for conservation tillage equipment

Motioned by Mensink seconded by Gossman to approve the AgBMP loan request from Lynn Steinbrink in the amount of \$65,000.00 for conservation tillage equipment. Affirmative: Mensink, Gossman, Willford, Hazel. Opposed: none. Motion carried.

9. Consider AgBMP loan request for Aaron Woxland in the amount of \$100,000.00 for ag waste system

Motioned by Mensink seconded by Gossman to approve the AgBMP loan request from Aaron Woxland in the amount of \$100,000.00 for an ag waste system. Affirmative: Mensink, Willford, Hazel. Opposed: none. Abstained: Gossman. Motion carried.

10. Consider investment of BWSR FY14 Competitive Grant, "Protecting Highly Erodible Lands with Conservation Planning," funds in the amount of \$72,500.00

Motioned by Mensink seconded by Gossman to approve the investment of BWSR FY14 Competitive Grant, "Protecting Highly Erodible Lands with Conservation Planning," funds in the amount of \$72,500.00. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

11. Consider amendment to CWF 2012 Livestock Waste Management Grant to make changes in work plan to transfer cost share funds from cancelled Schriever project to new Bakke project

Motioned by Mensink seconded by Willford to approve the amendment to CWF 2012 Livestock Waste Management Grant to make changes in the work plan to transfer cost share funds from cancelled Schriever project to the new Bakke project.

Motion and second were withdrawn by Mensink and Willford.

Motioned by Mensink seconded by Willford to approve the amendment to the 2012 CWF Livestock Waste Management Grant to make changes in the work plan to transfer cost share funds from the cancelled Schriever project to other available projects. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

12. Consider letter of support for Root River One Watershed One Plan Pilot Program

Rasmussen reported a letter of support is needed by all entities within the watershed or a reason why you are not participating.

Motioned by Gossman seconded by Willford to support the letter of support for the Root River One Watershed One Plan pilot program. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

13. Review BWSR Biennial Budget Request

The draft BWSR Biennial Budget Request was reviewed by the board.

14. Consider purchase of four workstations and one laptop with Fillmore County not to exceed \$4,000.00 from Computer & Equipment Replacement Fund

Motioned by Mensink seconded by Willford to approve the purchase of four workstations and one laptop with Fillmore County not to exceed \$4,000.00 from Computer & Equipment Replacement Fund. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

15. Consider approval for Chair to sign BWSR Farm Bill Assistance Phase XIV Grant application for 0.5 FTE due May 9, 2014

Motioned by Willford seconded by Gossman to grant approval for the Chair to sign the BWSR Farm Bill Assistance Phase XIV Grant application for 0.5 FTE due May 9, 2014. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

16. Consider investment of BWSR FY2014 Competitive Grant, "SE MN Soil Health Providing Accelerated Technical Assistance" funds in the amount of \$124,250.00

Motioned by Mensink seconded by Gossman to approve the investment of BWSR FY2014 Competitive Grant, "SE MN Soil Health Providing Accelerated Technical Assistance" funds in the amount of \$124,250.00. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

17. Consider State Cost Share Contract, FY14-04 Kevin Schultz, Well Decommissioning, in the amount of \$1,000.00

Motioned by Gossman seconded by Mensink to approve State Cost Share Contract, FY14-04 Kevin Schultz, Well Decommissioning, in the amount of \$1,000.00. Affirmative: Gossman, Mensink, Willford. Opposed: none. Motion carried.

18. Consider Feedlot Water Quality Contract FWQMG FY14-1, Robert Biel, Manure Storage, in the amount of \$149,633.00

Motioned by Mensink seconded by Willford to approve Feedlot Water Quality Contract FWQMG FY14-1, Robert Biel, Manure Storage, in the amount of \$149,633.00. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

19. Consider AgBMP request for Robert Biel in the amount of \$100,000.00 for manure storage project

Motioned by Willford seconded by Mensink to approve the AgBMP loan request from Robert Biel in the amount of \$100,000.00 for his manure storage project. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

20. Consider Clean Water Funds Contract CWF FY12-3 David Bakke, Feedlot Relocation and Roof Structure, in the amount of \$90,150.00

Motioned by Mensink seconded by Gossman to approve the Clean Water Funds Contract CWF FY12-3 David Bakke, Feedlot Relocation and Roof Structure, in the amount of \$90,150.00. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

21. Consider AgBMP loan request for David Bakke in the amount of \$100,000.00 for feedlot relocation project

Motioned by Gossman seconded by Mensink to approve the AgBMP loan request from David Bakke in the amount of \$100,000.00 for his feedlot relocation project. Affirmative: Gossman, Mensink, Willford, Hazel. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

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

Serfling asked for a volunteer for the statement opening and check review on Thursday, May 1st. Mensink volunteered.

VIII. ADJOURNMENT

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

The meeting was adjourned at 7:11 p.m.

Respectfully Submitted,

Brian Hazel
Chair