

**DISTRICT REGULAR BOARD MEETING**

Thursday, September 15, 2011

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

*Minutes*

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

MEMBERS ABSENT: Brian Hazel.

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

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

**I. AGENDA**

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

**II. TREASURER'S REPORT**

Motioned by Leutink seconded by Willford to approve the August 2011 Treasurer's report, subject to audit. Affirmative: Gossman, Mensink, Willford, Leutink. Opposed: none. Motion carried.

**III. CONSENT AGENDA**

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

1. Payment of Flood Relief Contract FR08-03-34 John Evans, Pond Clean Out, in the amount of \$1,000.00
2. Payment of State Cost Share Contract FY11-13 Ron Fishbaugher, Grassed Waterway, in the amount of \$599.00
3. Payment of Pamela Ristau, CPA for preparation of 2010 District Financial Audit in the amount of \$2,750.00
4. Payment of Feedlot Water Quality Management Contract FWQMG FY11-05 Perry Omodt, Feedlot Runoff Control, in the amount of \$73,000.00
5. Payment to Rockford Map Publishers for last half of plat book contract in the amount of \$2,175.00

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

#### **IV. REPORTS**

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

Willford reported performing the statement opening and check review on September 1<sup>st</sup>.

Hazel was not present.

Mensink reported attending a personnel committee meeting and conducting interviews.

Leutink reported attending the RC&D meeting, a personnel committee meeting and conducting interviews.

Gossman reported on the Lost Creek Hiking Trail field trip on August 16<sup>th</sup> which was very well attended.

##### 2. Staff reports

A written report was included in the board packets.

Rasmussen commended Ronnenberg for her hard work and long hours to complete the CRP enrollment contracts and presented her with a card and gift card to Cabellas.

Ronnenberg explained what projects she had been working on in relation to CRP.

Ronnenberg left the meeting at 4:54 p.m.

##### 3. Administrator's report

a. RC&D request for funding for basal stalk nitrate testing in Watson Creek  
No decision has been made regarding a request for funding for basal stalk nitrate testing in Watson Creek. RC& D asked for a report for their October meeting. The total cost would be about half as much as previously thought.

b. USFWS funding for Rush-Pine watershed  
Rasmussen reported she had been approached by a representative from the Fishers and Farmers Program stating they have funding available for outreach for the Rush-Pine watershed.

c. Clean Water Fund grant applications  
Koliha reported she has three applicants for the Clean Water Fund application totaling approximately \$235,000 which include a manure pit and two open lot fixes for beef producers.

Rasmussen is working on a Clean Water application for stormwater related activities involving Eagle Bluff and the cities of Spring Valley and Rushford Village.

The JPB is submitting an application for funding for the nutrient management specialist through the end of 2013.

d. Southeast Minnesota RIM Initiative

A bonding bill was passed allocating \$20 million for RIM. BWSR is looking at what might be done in Southeast Minnesota and leverage with federal WRP funds.

e. 2012 BWSR annual non-competitive grants

Rasmussen reviewed the tentative amounts to be received from the BWSR non-competitive grants for 2012.

f. Plat Book

Data is expected to be received soon for the plat book. Board consensus was to sell the books for \$30.00 each as suggested by the company.

Motioned by Leutink seconded by Gossman to have 250 plat books printed by Rockford Map Publishers and sell single page maps for \$5.00 per page.

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

g. Feb. 4 Dinner on the Bluff event

Gene Merriam, former DNR commissioner, speaking about our fresh water will be at the February 4<sup>th</sup> Dinner on the Bluff event. District programs could be tied into this event and publicized in the 2012 Conservation Chronicles newspaper insert.

4. NRCS

Joachim reported September 30<sup>th</sup> is the end of their fiscal year and they are completing their reporting and meeting goals. Jackie Byam is working half-time in Mower County.

On August 22<sup>nd</sup>, Dawn Bernau, Kevin Kuehner and Joachim attended a Field Day at Rick Jahn's and spoke about cost share and programs.

On September 20<sup>th</sup>, people from the State Office will be looking at wetland issues in Fillmore County.

5. County

Kaase reported the county had set the preliminary levy at 1.94%. They are still waiting to learn what the removal of the homestead credit market value monies will do to the tax statements. Reductions can hopefully bear the burden from the lack of homestead credit money from the state.

**V. OLD BUSINESS**

1. Consider approval for Chair to sign Secretary's Report from August 11, 2011 Board Meeting

Motioned by Leutink seconded by Willford to consider approval for Chair to sign the Secretary's Report from August 11, 2011 Board Meeting. Affirmative: Gossman, Leutink, Mensink, Willford. Opposed: none. Motion carried.

2. Consider approval of Secretary's Report from August 11, 2011 Regular Meeting

Motioned by Gossman seconded by Leutink to consider approval of the Secretary's Report from the August 11, 2011 Regular Board Meeting. Affirmative: Gossman, Leutink, Mensink, Willford. Opposed: none. Motion carried.

3. Consider approval to hire Conservation Planning Specialist per Personnel Committee recommendation

Motioned by Willford seconded by Leutink to hire Ryan Thesing as the Conservation Planning Specialist per the recommendation of the Personnel Committee. Affirmative: Gossman, Mensink, Leutink, Willford. Opposed: none. Motion carried.

Motioned by Leutink seconded by Gossman to approve Caleb Papenhausen as second choice and Marie Lynch as third choice for the Conservation Planning Specialist in the event that Ryan Thesing does not accept the position. Affirmative: Gossman, Leutink, Willford, Gossman. Opposed: none. Motion carried.

4. Consider amendment to Feedlot Water Quality Management Contract FWQMG FY11-4 Gary Krahn extending the completion date to December 31, 2011

Motioned by Willford seconded by Gossman to approve the amendment to Feedlot Water Quality Management Contract FWQMG FY11-4 Gary Krahn extending the completion date to December 31, 2011. Affirmative: Gossman, Leutink, Mensink, Willford. Opposed: none. Motion carried.

5. Consider amendment to Feedlot Water Quality Management Contract FY06-05 Phil Kahoun extending the completion date to December 31, 2011

Motioned by Willford seconded by Leutink to approve the amendment to Feedlot Water Quality Management Contract FY06-05 Phil Kahoun extending the completion date to December 31, 2011. Affirmative: Gossman, Leutink, Willford, Mensink. Opposed: none. Motion carried.

**VI. NEW BUSINESS**

Joachim and Koliha left the meeting at 5:35 p.m.

1. Consider approval for staff to attend 2011 BWSR Academy and authorize expenses

Motioned by Gossman seconded by Willford to approve Rasmussen and Ronnenberg to attend the 2011 BWSR Academy and authorize expenses. Affirmative: Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

2. Consider length of service increase for employee #23018 from Grade 7, Step 2 to Grade 7, Step 3 effective September 22, 2011 as recommended by the Administrator

Motioned by Leutink seconded by Gossman to approve the length of service increase for employee #23018 from Grade 7, Step 2 to Grade 7, Step 3 effective September 22, 2011 as recommended by the Administrator. Affirmative: Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

3. Review draft 2011 District Financial Audit

The draft 2011 District Financial Audit was reviewed by the board.

4. Consider approval to print Forestry brochure developed by summer intern

Motioned by Leutink seconded by Willford to approve the printing of 500 color Forestry brochures that were developed by the summer intern at Kelly Printing at an approximate cost of \$175.00. Affirmative: Gossman, Leutink, Willford, Mensink. Opposed: none. Motion carried.

5. Discuss renewal of MDA Lease Agreement

Rasmussen reported the lease for the MDA office at the Conservation Building will expire at the end of the year. She reported the amendment to the lease had several changes to it including a section regarding ventilation and environmental quality. Al Larson and Sons Plumbing and Heating were contacted to check the building and verify that the building is in compliance with the lease.

Motioned by Gossman seconded by Leutink to approve the signing of the MDA Lease agreement and deal with compliance issues when the lease is returned for signatures, if needed, at that time. Affirmative: Leutink, Mensink, Willford, Gossman. Opposed: none. Motion carried.

6. Consider approval of BWSR Farm Bill Assistance Grant Agreement in the amount of \$7,875.00

Motioned by Leutink seconded by Willford to approve the BWSR Farm Bill Assistance Grant Agreement in the amount of \$7,875.00. Affirmative: Gossman, Leutink, Willford, Mensink. Opposed: none. Motion carried.

7. Consider approval for staff to attend CPR/AED Training and/or First Aid Training and pay expenses

Motioned by Leutink seconded by Willford to approve staff to attend CPR/AED Training and/or First Aid Training and pay expenses. Affirmative: Hazel, Gossman, Leutink, Mensink, Willford. Opposed: none. Motion carried.

**VII. ACCOUNTS PAYABLE**

Motioned by Willford seconded by Gossman to approve the September 2011 payables. Affirmative: Mensink, Willford, Leutink, Gossman. Opposed: none. Motion carried.

Leutink volunteered to come in on Monday, October 3<sup>rd</sup> for the statement opening and check review.

**VIII. ADJOURNMENT**

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

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

Respectfully Submitted,

Pamela Mensink