

DISTRICT REGULAR BOARD MEETING

Thursday, January 12, 2017

4:30 P.M.

USDA Service Center

SWCD Office

Preston, MN 55965

Minutes

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Bob Pickett, Kathy Tesmer, Travis Willford

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Rick Grooters, Anne Koliha, Jessica Bronson (NRCS)

Oath of Office for Supervisors Elect

Supervisor Hazel conducted the Oath of Office for Supervisors-elect Pickett, Tesmer and Willford.

Willford called the meeting to order at 5:05 p.m. A quorum is present.

I. AGENDA

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

II. CONSENT AGENDA

Motioned by Hazel seconded by Pickett to approve the following consent agenda items:

1. Secretary's Report – December 15, 2016 Regular Board Meeting Minutes
2. Secretary's Report – December 20, 2016 Special Meeting Minutes
3. Payment of MASWCD 2016-2017 Annual Dues in the amount of \$3,094.38
4. Payment of 2017 Envirothon Dues in the amount of \$175.00
5. Payment of Membership Fee to SE SWCD Technical Support JBP in the amount of \$1,000.00
6. Payment of 2017 SE MASWCD dues in the amount of \$500.00

Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

III. REPORTS

1. Supervisor's activity reports

Willford reported doing the statement opening and check review and attending the Special Board Meeting.

Hazel reported attending the Special Board Meeting.

Gossman reported attending the Forestry Committee meeting in Chatfield on January 4th. Plans are being made for the Forestry Field Day scheduled for July 26th at Forestville State Park with Controlled Burning in the Forest as the topic. He also attended the Special Board Meeting.

2. Staff reports

A written report was included in the board packets.

a. Buffer Law Implementation update-Anne Koliha and Rick Grooters
Grooters and Koliha gave a power point presentation on the Buffer Law. They explained what a buffer is, the requirements for compliance, the steps they have taken so far and what still needs to be completed. They noted that 85% of Fillmore County is in compliance.

3. Administrator's report

a. Conservation Corps Apprentice
Rasmussen reported that the SWCD has been selected as a host site for an apprentice for summer. A work plan and training plan need to be submitted by February 3rd. A notification of available applicants should be received by the end of March with the applicant chosen in April.

b. 2017 Newspaper insert topics
Rasmussen handed out a list of topics for the newspaper insert which will be published in the February 6th issue of the Fillmore County Journal. Additional topics may be given to Rasmussen.

c. Annual Plan review
The annual plan review is scheduled for Thursday, January 26th beginning at 3:00 pm at either the conservation building or the FSA conference room if available. Following the plan review, insurance will be discussed.

d. Regional organizations update
Rasmussen reported that directors of three organizations, SE MN Water Resources Board (WRB), SE Technical Joint Powers Board (JPB), and the Hiawatha Valley RC&D (RC&D), met to go over options for a combined regional organization. Pros and cons of the options were reviewed. The recommendation is to share a director between the WRB and the JPB.

4. NRCS

Bronson reported she is working on 2017 EQIP applications, 2016 CSP payments and continuing with CRP contracts.

5. County

No one from the County was present.

IV. OLD BUSINESS

1. Consider approval for Chair to sign Secretary's Reports from December 15, 2016 Regular Meeting and December 20, 2016 Special Meeting

Motioned by Gossman seconded by Pickett to grant approval for the Chair to sign the Secretary's Reports from the December 15, 2016 Regular meeting and the December 20, 2016 Special Meeting. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

2. Consider approval of Secretary's Report from December 15, 2016 Regular Meeting

Motioned by Tesmer seconded by Gossman to approve the Secretary's Report from the December 15, 2016 Regular Meeting. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

3. Consider approval of Secretary's Report from December 20, 2016 Special Meeting

Motioned by Pickett seconded by Hazel to approve the Secretary's Report from the December 20, 2016 Special Meeting. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

4. Consider continuing pre-approval of the Minnesota Energy Resources bills for the next twelve months not to exceed \$400.00

Motioned by Gossman seconded by Hazel to continue pre-approval of the Minnesota Energy Resources bills for the next twelve months not to exceed \$400.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

V. NEW BUSINESS

1. Election of Officers

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

Chair Willford called for nominations for Vice-Chair. Gossman nominated

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

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

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

2. Appointment of Committees

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| Personnel: | Willford, Hazel |
| Cost Share: | Willford, Hazel |
| Finance: | Tesmer, Hazel |
| Education/Safety: | Pickett, Tesmer |
| Fillmore Co. Water Plan Advisory: | Gossman, Hazel |
| Area VII SRF Joint Powers Board: | Tesmer, Hazel |
| EQIP Local Work Group: | Willford, Hazel |
| Hiawatha Valley RC&D: | Tesmer, Pickett |
| Building Committee: | Willford, Gossman |
| Forestry: | Gossman, Pickett |

3. Set board meeting dates and times

Motioned by Gossman seconded by Pickett to set the board meeting date for the Thursday following the second Monday of the month at 4:30 pm at the SWCD office through January, 2018. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

There will be discussion at the Annual Planning meeting regarding the scheduling of a couple of daytime meetings. Rasmussen will poll the staff prior to the meeting to get their opinion of when they should be scheduled.

4. Set per diem and mileage rates

Motioned by Gossman seconded by Tesmer to set the mileage rate for 2017 at the current Internal Revenue rate and set the per diem rate at \$75.00 per day. It was noted that the current IRS rate is \$.535 cents per mile and reimbursements would follow any 2017 federal changes to the rate. Affirmative: Hazel, Willford, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

5. Select district depositories

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

6. Consider Hiawatha Valley RC&D Council Dues in the amount of \$300.00

Motioned by Gossman seconded by Tesmer to move this item to the February agenda. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

7. Consider Resolution 2017-1 to Adopt and Implement the Root River Watershed Management Plan

Motioned by Hazel seconded by Gossman to approve Resolution 2017-1 to Adopt and Implement the Root River Watershed Management Plan. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

8. Consider Joint Powers Agreement for One Watershed, One Plan for the Root River Watershed

Motioned by Gossman seconded by Tesmer to approve the Joint Powers Agreement for the One Watershed, One Plan for the Root River Watershed. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

9. Consider Conservation Practice Assistance Contract FY16-06 Steve McCallson, Grassed Waterway, in the amount of \$2,160.00

Motioned by Gossman seconded by Pickett to approve Conservation Practice Assistance Contract FY16-06 Steve McCallson, Grassed Waterway, in the amount of \$2,160.00. Affirmative: Gossman, Pickett, Tesmer, Willford. Opposed: none. Abstained: Hazel. Motion carried.

10. Consider Healthy Forests for Healthy Water Contract with Mitch Gilbert for Services to Write Forest Stewardship Plan for 92.83 acres and compensation not to exceed \$928.30 (Sections 5 and 6, T102N, R7W)

Motioned by Hazel seconded by Gossman to approve the Healthy Forests for Healthy Water Contract with Mitch Gilbert for Services to Write a Forest Stewardship Plan for 92.83 acres and compensation not to exceed \$928.30 (Sections 5 and 6, T102N, R7W). Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

11. Consider Healthy Forests for Healthy Water Contract with Johnny Micheel for Services to Write Forest Stewardship Plan for 369 acres and compensation not to exceed \$3,690.00 (Sections 22, 23, 26, 27, 33 and 34, T104N, R8W)

Motioned by Pickett seconded by Gossman to approve the Healthy Forests for Healthy Water Contract with Johnny Micheel for services to write a Forest Stewardship Plan for 369 acres and compensation not to exceed \$3,690.00. (Sections 22, 23, 26, 27, 33, 34, T104N, R8W). Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

12. Consider Financial Report and Close out of Cost Share 2015

Rasmussen discussed who is allowed to sign the financial report and close out forms. She understood from BWSR that the listed grant authorized representative may sign the forms to expedite the entry into e-link.

Motioned by Tesmer seconded by Gossman to approve the District Administrator to sign Financial Reports, Close out forms and the Return of Funds form. Affirmative: Hazel, Gossman, Pickett, Tesmer. Opposed: Willford. Motion carried.

Motioned by Gossman seconded by Pickett to approve the Financial Report and Close out of Cost Share for FY2015. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

13. Consider Financial Report and Close out of Easement Delivery 2015

Motioned by Hazel seconded by Pickett to approve the Financial Report and Close out of the Easement Delivery for FY2015. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

14. Consider transfer of \$2,686.48 from MPCA SWAG account to Non-grant personnel for admin in the amount of \$627.61 and to the District in the amount of \$2,058.87 for travel expenses, bacteria testing, and overhead to close out the account

Motioned by Hazel seconded by Pickett to approve the transfer of \$2,686.48 from the MPCA SWAG account to non-grant personnel for admin in the amount of \$627.61 and to the District in the amount of \$2,058.87 for travel expenses, bacteria testing, and overhead to close out the account. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

15. Consider transfer of \$3,996.21 from Easement Implementation Grant to Non-grant personnel for SWCD RIM spot check hours

Motioned by Hazel seconded by Tesmer to approve the transfer of \$3,996.21 from the Easement Implementation Grant to Non-grant personnel for SWCD RIM spot check hours. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

16. Consider transfer of \$33,463.40 from FSP Phase II Implementation Grant to Non-grant personnel for SWCD Technical Assistance Hours

Motioned by Gossman seconded by Pickett to approve the transfer of \$33,463.40 from the FSP Phase II Implementation Grant to Non-grant personnel for SWCD Technical Assistance Hours. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

17. Consider transfer of \$2,946.90 from Root River One Watershed, One Plan to District for overhead expenses

Motioned by Pickett seconded by Tesmer to approve the transfer of \$2,946.90 from the Root River One Watershed, One Plan to the District for overhead expenses. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

18. Consider transfer of \$3,144.63 from WCA grant to Local Water Management Grant for \$1,615.08 and to non-grant Personnel for \$1,529.55 for watershed planning hours

Motioned by Pickett seconded by Tesmer to approve the transfer of \$3,319.91 from the WCA Grant to the Local Water Management Grant in the amount of \$1,790.36 and to Non-grant personnel in the amount of \$1,529.55. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

19. Consider Financial Report and Close out of Easement Delivery 2016

Motioned by Hazel seconded by Pickett to approve the Financial Report and Close out of the Easement Delivery FY2016. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

20. Consider cancellation of Contract BC-CC-16-02 Steve Oian, Cover Crop, in the amount of \$900.00

Motioned by Pickett seconded by Hazel to approve the cancellation of Contract BC-CC-16-02 Steve Oian, Cover Crop, in the amount of \$900.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

21. Consider FY2017 BWSR Local Capacity Services Grant Agreement in the amount of \$102,000.00

Rasmussen explained the history and uses for the Local Capacity Services Grant to the new supervisors.

Motioned by Tesmer seconded by Pickett to approve FY2017 BWSR Local Capacity Services Grant in the amount of \$102,000.00. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

VI. TREASURER'S REPORT

Motioned by Gossman seconded by Tesmer to approve the December, 2016 Treasurer's Report, subject to audit. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

Motioned by Gossman seconded by Pickett to approve the October-December, 2016 supervisor's vouchers. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

VII. ACCOUNTS PAYABLE

Motioned by Tesmer seconded by Hazel to approve the December, 2016 payables. Affirmative: Willford, Hazel, Gossman, Pickett, Tesmer. Opposed: none. Motion carried.

Serfling asked for a volunteer for the statement opening and check review on Wednesday, February 1st. Pickett volunteered.

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:54 p.m.

Respectfully Submitted,

Tim Gossman