

DISTRICT REGULAR BOARD MEETING

Thursday, January 17, 2019

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

Minutes

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

MEMBERS ABSENT: Bob Pickett.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Adam Beilke (BWSR)

Oath of Office for Supervisors-Elect

Supervisors-elect Gossman and Hazel recited the Oath of Office.

Hazel called the meeting to order at 4:25 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Willford seconded by Tesmer to approve the December, 2018 Treasurer's Report, subject to audit. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Motioned by Tesmer seconded by Willford to approve the October-December, 2018 supervisor's vouchers. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary's Report – December 13, 2018 Regular Board Meeting Minutes

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

IV. REPORTS

1. Supervisor's activity reports

Willford had nothing to report.

Hazel reported attending a Personnel Committee Meeting and the No-Till Convention in Indianapolis.

Gossman reported attending a Personnel Committee meeting to discuss hiring a new Administrator. He also attended a Forestry Committee Meeting in Rushford where the Annual Forestry Field Day has been scheduled for July 24th on the Bill and Steve Bailey property near Chatfield.

Pickett was not present.

Tesmer had nothing to report.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. Recommendation for 2018 admin and overhead grant transfers
Rasmussen asked the Finance Committee to meet with her to review the 2018 admin and overhead grant transfers prior to the next board meeting.

b. Tree program report accounting for staff time
A report showing staff time costs for the tree program had been reviewed by the Personnel Committee and recommended the full board review it also. It shows that the tree program is still profitable after taking into account staff time. The past two years show a profit of approximately \$6,000.00.

c. 1W1P updates: RCPP ranking questions meeting; MCIT opinion
The 1W1P planning work group met with NRCS staff to set up questions for ranking EQIP applications so that the practices approved address priority concerns.

At the AMC meeting, the MCIT opinion created confusion regarding joint powers entities. A letter was sent to area counties explaining the discussion. BWSR is working to clarify things with MCIT.

d. PRAP updates: staff PAQs, individual meetings
Rasmussen reported she had met with all staff and provided them with notes from their individual meetings. She has not set a date for the February meetings.

All the PAQs have been completed and submitted to Springsted who will be working on the job descriptions.

e. Summer intern

Jess Stevens is interested in helping this summer in July and August after his classes have been completed. There is no apprentice program this year because of lack of funding. An employment contract can be set up later this year.

f. RC&D communication and outreach position funding search

RC&D is looking for funding for a communication and outreach position. RC&D covers the same 11 counties as the JPB. There is a need for information for nitrates and Karst in this area.

g. SE MN Water Resources Board Clean Water Fund grant awards

Four grant applications were submitted with two being funded. One grant for well sealing cost share which follows the State cost share rules. The second grant is for soil health/ground water protection and will also continue funding for two years (2020-2021) for the plot work Dawn Bernau and Sara West are working on.

4. NRCS

No one was present from NRCS.

5. County

A report was given by Rasmussen who spoke to Commissioner Bakke by phone.

- *No Committee changes were made relating to soil and water.*
- *He thought the list of Administrator interview questions was long. He suggested taking one of the first interview questions and embed it into the second interview to see if the answers are the same.*
- *He will be attending the JPB meeting where there will be discussion on a shared director position.*
- *Bridgette Timm will be working with the Zumbro Watershed as they start their 1W1P process.*

V. OLD BUSINESS

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

2. Consider continuing pre-approval of the Verizon Wireless bill for the next twelve months not to exceed \$200.00

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

VI. NEW BUSINESS

1. Election of officers

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

Chair Gossman took over the meeting.

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

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

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

2. Appointment of Committees

Personnel:	Gossman, Tesmer
Cost Share:	Willford, Hazel
Finance:	Willford, Hazel
Education/Safety:	Pickett, Tesmer
RR 1W1P Policy Committee:	Hazel, Gossman (Alternate)
Area VI SRF Joint Powers Board:	Tesmer, Willford
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 Willford seconded by Tesmer to set the Board meeting date for the February meeting to February 21st and the balance of the year set the meeting dates for the Thursday following the second Monday at 4:30 p.m. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

4. Set per diem and mileage rates

Motioned by Hazel seconded by Tesmer to set the mileage rate for 2019 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 \$.58 cents per mile and reimbursements would follow any 2019 federal changes to the rate. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

5. Selection of district depositories

Motioned by Tesmer seconded by Willford 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: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

6. Consider Final Financial Report for the 2018 Buffer Grant

Motioned by Tesmer seconded by Willford to approve the final financial report for the 2018 Buffer Grant as presented. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

7. Consider Final Financial Report for 2016 Local Capacity Services Grant

Motioned by Tesmer seconded by Willford to approve the final financial report for the 2016 Local Capacity Services Grant as presented. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

8. Consider Final Financial Report for 2018 Conservation Delivery Grant

Motioned by Tesmer seconded by Willford to approve the final financial report for the 2018 Conservation Delivery Grant as presented. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

9. Consider Personnel Committee recommendations for hiring Administrator

The following is the recommended plan from the Personnel Committee for hiring the Administrator:

The position is being advertised with applications due on Friday, February 1st at 4 p.m. The entire board will rank the applications and conduct the interviews along with Brian Watson, Dakota SWCD Manager. Rankings will be completed the week of February 4th with interviews scheduled for Friday, February 8th. The goal is to have someone hired to begin work either the week of March 4th or 11th, so as to have time to work with Rasmussen two or three weeks before her last day of March 29th.

Motioned by Tesmer seconded by Hazel to approve the procedures for hiring a new Administrator as recommended by the Personnel Committee. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

10. Consider Personnel Policy Revision regarding donations of PTO

Rasmussen explained the reasons why the revisions were being recommended.

Motioned by Tesmer seconded by Hazel to adopt the policy for the donation of PTO as presented, replace the current Policy, and make it retro-active to October 1, 2018. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

11. Consider bid for 2018 Fillmore SWCD Financial Audit

Motioned by Tesmer seconded by Hazel to approve the bid from Peterson Company LTD for the 2018 Fillmore SWCD Financial audit in the amount of \$3,100.00. Affirmative: Hazel, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

12. Consider sponsorship of Cow Calf Days in the amount of \$100.00

Motioned by Willford seconded by Tesmer to approve sponsorship of Cow Calf Days in the amount of \$100.00 for the Oronoco location on February 7, 2019. Affirmative: Hazel, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

13. Consider Approval of Pay Equity Report due January 31, 2019

Motioned by Tesmer seconded by Willford to approve the Pay Equity Report due January 31, 2019, as presented. Affirmative: Hazel, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

The Board discussed setting a procedure to follow after receiving the results of the Compensation and Classification Study in regards to the wage amounts determined by the study.

Motioned by Hazel seconded by Tesmer to approve the following procedures to align staff wages to the results of the Compensation and Classification Study:

- For those whose wages are below what has been determined, their increase would be retroactive to January 1st, within the constraints of the budget, and if further increases are needed to get to the recommended salary, those would be phased in over no more than a two year period.
- For those whose wages are above what has been determined, their wages would be frozen, with no COLA, until eligible for the increase.

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

Motioned by Tesmer to give staff whose wages are on par with the study, the proposed COLA as shown on the 2019 budget. Tesmer retracted her motion.

Rasmussen was instructed to work on scheduling a Contractor's meeting and report the progress to the board at the Annual Planning meeting.

VII. ACCOUNTS PAYABLE

Motioned by Tesmer seconded by Willford to approve the January, 2019 payables. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

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

VIII. ADJOURNMENT

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

The meeting was adjourned at 6:06 p.m.

Respectfully Submitted,

Tim Gossman
Chair