

DISTRICT REGULAR BOARD MEETING

Thursday, March 14, 2019

4:30 P.M.

Conservation Building

912 Houston Street

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, Doug Keene, Willis Goll, Dean Thomas, Sara West

Gossman called the meeting to order at 4:35 p.m. A quorum is present.

I. AGENDA

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

II. TREASURER'S REPORT

Motioned by Hazel seconded by Willford to approve the February, 2019 Treasurer's Report, subject to audit. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

III. CONSENT AGENDA

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

1. Secretary's Report – February 19, 2019 Special Board Meeting Minutes
2. Secretary's Report – February 21, 2019 Regular Board Meeting Minutes
3. Secretary's Report – March 4, 2019 Special Board Meeting Minutes

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

IV. REPORTS

1. Supervisor's activity reports

Willford reported doing the statement opening and check detail and attending multiple personnel committee meetings.

Hazel reported attending the 1W1P policy committee meeting.

Gossman also reported attending multiple personnel committee meetings.

Pickett had nothing to report.

Tesmer attended multiple personnel committee meetings also.

2. Staff reports

A written report was included in the board packets.

a. Doug Keene

Keene provided a few comments about the structures that Goll had in his PowerPoint.

Keene also reported the file search was completed. Not all the files were found, but reported he had found 43 of them.

b. Willis Goll

Goll had prepared a slide show of before and after pictures of construction projects, specifically grade stabilization structures that he has worked on. He also provided some information on total cost of the project, how much cost share was received and how much the landowner was responsible for.

c. Dean Thomas

Thomas handed out a map showing the routes of travel he did last year doing trainings across the state. He worked on revamping the cover crop standard for the state. He talked about the trainings he will be doing this spring and summer and who they are geared for. He also reported he had become a certified planner.

Rasmussen presented Thomas with a certificate for ten years of service to the SWCD.

3. Administrator's report

a. 2019 Noxious Weed Grant application

Rasmussen reported the 2019 Noxious Weed Grant was not funded because the 2018 money was not spent. The grant is being extended to the end of 2019.

Landowners along the river will have the opportunity to attend meetings in Caledonia or Rushford in April to learn more about Japanese Hops.

b. MASWCD Legislative Briefing and Day at the Capitol report

Rasmussen attended the Legislative Briefing and Day at the Capitol. She reported two funding bills were focused on: one was for funding more local

Capacity dollars from the general fund. The second was providing levy authority to SWCDs.

c. SE MN Water Resources Board meeting report
Commissioner Bakke was elected chair of the board. They voted to disband effective the end of this year. The current director submitted her resignation as of April 5th, but would be willing to help with some of the end of the year duties. They are looking for entities to take over the administration of their grants.

d. Conservation Building Maintenance
Rasmussen reported there is water leaking into the bathrooms, but the plumber hasn't determined where it is coming from.

After CWD, DNR will reseal the floor in the garage and clean the carpets throughout the building, plus some general cleaning will also be done.

4. NRCS

No one from NRCS was present.

5. County

Commissioner Bakke was not present.

V. OLD BUSINESS

1. Consider adoption of 2019 Proposed Budget

Motioned by Tesmer seconded by Pickett to approve the adoption of the 2019 Proposed Budget, as presented. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman.
Opposed: none. Motion carried.

2. Consider extension of retirement date for Donna Rasmussen to April 26, 2019

Motioned by Pickett seconded by Tesmer to approve the request to extend the retirement date for Donna Rasmussen to April 26, 2019. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

3. Review draft job descriptions with employee comments

Rasmussen reported not many changes were made to the descriptions by employees as most were word for word what had been submitted. The Board requested they would like to compare the previous job description with the new ones, which Rasmussen will send to them.

A meeting will be set up with the Personnel Committee or other interested individuals and Springsted to review the descriptions and specify the requirements needed by the District.

4. Consider interview expense reimbursement for David McCoy

Motioned by Hazel seconded by Tesmer to reimburse David McCoy for the expenses he incurred to come for a second interview for the Administrator position in the amount of \$1,071.79. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

5. Consider Amendment #1 to contract with CHS, Inc. for nutrient management consulting assistance extending the end date one year to June 30, 2020

Motioned by Hazel seconded by Willford to approve Amendment #1 to contract with CHS, Inc. for nutrient management consulting assistance extending the end date one year to June 30, 2020. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

VI. NEW BUSINESS

1. Consider approval to hire Willis Goll as District Administrator

There was extensive discussion regarding the details for the starting salary for the administrator position and how to compensate for the engineering time.

Motioned by Gossman seconded by Willford to offer the Administrator position to Goll with a six month probation period. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

Motioned by Tesmer seconded by Pickett to offer Goll the position at the rate and terms stated in the appointment letter at this time, which would supersede any previous discussion. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

2. Consider transfer of \$5,000.00 from Special Project Fund to District Cost Share for Windbreaks

Motioned by Pickett seconded by Tesmer to approve the transfer of \$5,000.00 from Special Project Fund to District Cost Share for Windbreaks. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

3. Consider District Conservation Practice Assistance Contract WB14-19 Todd Kappers, Farmstead Windbreak, in the amount of \$756.50

Motioned by Hazel seconded by Tesmer to approve the District Conservation Practice Assistance Contract WB-19 Todd Kappers, Farmstead Windbreak, in the amount of

\$756.50. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none.
Motion carried.

4. Consider District Conservation Practice Assistance Contract WB14-20 Tim Kiehne, Farmstead Windbreak, in the amount of \$272.00

Motioned by Pickett seconded by Willford to approve District Conservation Practice Assistance Contract WB14-20 Tim Kiehne, Farmstead Windbreak, in the amount of \$272.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none.
Motion carried.

5. Consider District Conservation Practice Assistance Contract WB14-21 Katie Eickhoff, Farmstead Windbreak, in the amount of \$960.50

Motioned by Willford seconded by Pickett to approve the District Conservation Practice Assistance Contract WB14-21 Katie Eickhoff, Farmstead Windbreak, in the amount of \$960.50. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none.
Motion carried.

6. Consider District Conservation Practice Assistance Contract WB19-01 Brent Hjelmeland, Farmstead Windbreak, in the amount of \$1,000.00

Motioned by Pickett seconded by Tesmer to approve District Conservation Practice Assistance Contract WB19-01 Brent Hjelmeland, Farmstead Windbreak, in the amount of \$1,000.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none.
Motion carried.

7. Consider District Conservation Practice Assistance Contract WB14-22 Brigid Eickhoff, Farmstead Windbreak, in the amount of \$603.50

Motioned by Hazel seconded by Tesmer to approve the District Conservation Practice Assistance Contract WB14-22 Brigid Eickhoff, Farmstead Windbreak, in the amount of \$603.50. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none.
Motion carried.

8. Consider length of service step increase for Employee #23019 from Grade 7, Step 5 to Step 6 effective April 13, 2019, per recommendation of Administrator, and recognition for 10 years of service

Motioned by Pickett seconded by Tesmer to approve the length of service step increase for Employee #23019 from Grade 7, Step 5 to Step 6 effective April 13, 2019, per recommendation of Administrator and was recognized for 10 years of service. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

9. Consider length of service step increase for Employee #23034 from Grade 8, Step 1 to Step 2 effective April 3, 2019 per recommendation of Administrator

Motioned by Hazel seconded by Tesmer to approve the length of service step increase for Employee #23034 from Grade 8, Step 1 to Step 2 effective April 3, 2019, per the recommendation of the Administrator. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

10. Consider Amendment #3 to 2018 Noxious Weed Grant to extend the expiration date from June 30, 2019 to December 1, 2019 and authorize Chair to sign in DocuSign

Motioned by Tesmer seconded by Pickett to approve Amendment #3 to the 2018 Noxious Weed Grant to extend the expiration date from June 30, 2019 to December 1, 2019 and authorize the Chair to sign in DocuSign. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

11. Consider approval for Administrator to sign Clean Water Fund Grant Work Order with Conservation Corps Minnesota Project Number: 220-12879 for Japanese hops treatments

Motioned by Hazel seconded by Pickett to grant approval for the Administrator to sign Clean Water Fund Grant Work Order with the Conservation Corps Minnesota Project Number: 220-12879 for Japanese hops treatments. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

12. Consider Amendment #2 to Contract with Stantec for Japanese hops treatment extending expiration date from June 5, 2019 to November 12, 2019

Motioned by Tesmer seconded by Hazel to approve Amendment #2 to the contract with Stantec for Japanese hops treatment extending the expiration date from June 5, 2019 to November 12, 2019. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

13. Consider request from the Friends of the Root River to use the Conservation Building shop for a rain barrel workshop on Saturday, April 27, 2019

Motioned by Tesmer seconded by Willford to approve the request from the Friends of the Root River to use the Conservation Building shop for a rain barrel Workshop on Saturday, April 27, 2019. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

14. Consider payment of 2019 SE MN Conservation District Employees (SEMACDE) dues (\$10/employee)

Motioned by Willford seconded by Hazel to approve the payment of 2019 SE MN Conservation District Employees (SEMACDE) dues in the amount of \$10 for seven employees in the amount of \$70.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

15. Consider bid from Frank Electric for installation of exhaust fan in Conservation Building shop

Motioned by Tesmer seconded by Willford to approve the bid from Frank Electric for installation of a 16" exhaust fan, galvanized hood and wiring with a switch for the Conservation Building shop in the amount of \$680.00. Affirmative: Tesmer, Willford, Hazel, Gossman. Opposed: none. Abstain: Pickett. Motioned carried.

16. Consider Hiawatha Valley RC&D dues in the amount of \$300.00

Motioned by Tesmer seconded by Hazel to approve the payment of the Hiawatha Valley RC&D dues in the amount of \$300.00. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

17. Consider letter requesting the assignment of Springsted agreement for the Classification and Compensation Study to Baker Tilly Virchow Krause, LLP

Motioned by Gossman seconded by Willford to approve the assignment of the Springsted agreement for the Classification and Compensation Study to Baker Tilly Virchow Krause, LLP subject to Springsted picking up the letter concurrent with a meeting to discuss the status of the Classification and Compensation Study. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

18. Discuss possible administration of Clean Water Fund Grant: Drinking Water Protection in SE MN

Rasmussen explained this grant is one that the Water Resource Board was going to administer, but with their disbanding, it was suggested that the District would administer it. The grant has both plot work and cover crop components.

Motioned by Willford seconded by Hazel to administer the Clean Water Fund Grant: Drinking Water Protection in SE MN. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

19. Consider sponsoring a future "Dinner on the Bluff" at Eagle Bluff Environmental

John Torgrimson, Eagle Bluff, spoke to Gossman about sponsoring a future "Dinner on the Bluff". A speaker could be suggested that would fit with the District's Mission Statement.

No action was taken.

VII. ACCOUNTS PAYABLE

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

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

VIII. ADJOURNMENT

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

The meeting was adjourned at 8:16 p.m.

Respectfully Submitted,

Bob Pickett