

## DISTRICT REGULAR BOARD MEETING

Thursday, April 16, 2020

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

### MINUTES

MEMBERS PRESENT: Tim Gossman (via Zoom), Brian Hazel, Bob Pickett, Kathy Tesmer, Travis Willford

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Christensen, Anne Koliha, Sue Wiegrefe, Duane Bakke (County Commissioner – Via Zoom), Adam Beilke (BWSR – Via Zoom), Aaren Mathison (Via Zoom), Dean Thomas (Via Zoom)

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

#### **I. Approval of Agenda**

Motioned by Willford seconded by Gossman to approve the agenda.

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

#### **II. Treasurer's Report**

##### **A. Approve treasurer's report for December 2019**

Motioned by Willford seconded by Hazel to approve the December 2019 Treasurer's Report, subject to audit.

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

##### **B. Approve treasurer's report for January 2020**

Motioned by Willford seconded by Pickett to approve the January 2020 Treasurer's Report, subject to audit.

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

C. Approve treasurer's report for February 2020

Motioned by Gossman seconded by Willford to approve the February 2020 Treasurer's Report, subject to audit.

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

D. Approve treasurer's report for March 2020

Motioned by Willford seconded by Hazel to approve the March 2020 Treasurer's Report, subject to audit.

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

\*Board directed Christensen to contact the District's auditor (Peterson) to check on the amount they can have for a discrepancy on Treasurer's Reports when not balanced.

E. Approve January – March 2020 Fillmore SWCD Board Vouchers

Motioned by Hazel seconded by Willford to approve the supervisor's first quarter vouchers for January – March 2020.

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

**III. Secretary's Report**

A. Approve Secretary's Report – March 19, 2020 Regular Meeting Minutes

Motioned by Pickett seconded by Willford to approve the Secretary's Report for March 19, 2020 Regular Meeting Minutes.

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

**IV. Reports**

A. Supervisor's activity reports

Willford had nothing to report.

Tesmer conducted District Administrator's employee performance review.

Hazel had nothing to report.

Gossman completed check detail at beginning of April and stopped in office to sign a few checks.

Pickett conducted District Administrator's employee performance review.

B. Staff Reports

A written report was included in the board packets.

C. Administrator's Report

Christensen had nothing to report.

D. NRCS Report

A written report was provided by Bronson and read by Christensen.

E. County Report

Commissioner Bakke reported on the following:

- The County has hired a Feedlot Officer/Zoning Tech/GIS Coordinator
- The County has hired a County Assessor – been difficult position to fill
- The County currently has 80 employees working from home due to the COVID-19 pandemic
- County passed a resolution providing feedlot permit relief that would allow inventory numbers to exceed permitted capacity at a site or in a building due to the shut down of processing plants due to COVID-19 – livestock producers need to work with their local County Feedlot Officer and/or MPCA
- County passed a resolution to abate late penalty fees on property taxes till July 15.

F. BWSR Report – Adam Beilke

Beilke reported that BWSR is operating as normally as possible during COVID-19 having most employees tele-working from home.

Beilke spoke to the board to see if they would be interested in completing a strategic planning session. The strategic planning session looks at the vision of the SWCD and reviews the existing programs that are part of the District and looks at future for programs. This strategic planning session would be held as a special board meeting and a questionnaire would be sent out to board members before meeting to complete. The Board indicated interest in completing the strategic planning session and directed Beilke to work with Christensen on

organizing the meeting looking to happen once things open back up from COVID-19.

**V. Old Business**

**A. Consider Conservation Building lease scenarios**

Christensen presented a spreadsheet showing the rate increase over a period of 5 years and ranging between 2 – 3.5%.

Motioned by Hazel seconded by Gossman to go with the 2% increase each year over a 5 year period for the Conservation Building lease with MN DNR.

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

**VI. New Business**

**A. Consider one-time payment of additional dues to the Joint Powers Board, Technical Service Area 7 in the amount of \$2,500.00**

Motioned by Hazel seconded by Pickett to approve a one-time payment of additional dues to the Joint Powers Board, Technical Service Area 7 in the amount of \$2,500.00.

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

**B. Review Skills Matrix Worksheet for Ecological Sciences JAA for Laura Christensen**

Christensen's Skills Matrix Worksheet for Ecological Sciences JAA was reviewed.

Motioned by Pickett seconded by Willford to accept the Skills Matrix Worksheet for Ecological Sciences JAA for Laura Christensen as presented.

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

**C. Consider length of service step increase for Employee #23039 from Grade 10, Step 4 to Step 5 effective May 6, 2020**

Motioned by Pickett seconded by Hazel to approve length of service step increase for Employee #23039 from Grade 10, Step 4 to Step 5 effective May 6, 2020.

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

D. Consider revision to Operational Policy Handbook section, “Set Aside Payment for Summer Construction”

Motioned by Hazel seconded by Willford to approve the revision to Operational Policy Handbook section, “Set Aside Payment for Summer Construction”, which will now be “Pre-Construction Cover”.

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

E. Consider draft Fillmore Soil & Water Conservation District Telecommuting Policy

Board reviewed and discussed the draft Fillmore Soil & Water Conservation District Telecommuting Policy. No action taken.

F. Consider authorization of District Administrator to reinvest CD #43369 in the amount of \$77,783.44 for 36 months at the approved institution with the highest rate

Motioned by Hazel seconded by Pickett to authorize the District Administrator to reinvest CD #43369 in the amount of \$77,783.44 for 36 months at the approved institution with the highest rate.

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

G. Consider High School Conservation Scholarship recipient per recommendation of the Education Committee

Motioned by Hazel seconded by Willford to award the High School Scholarship to Kelsey Biel of Fillmore Central High School.

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

H. Consider sponsorship of 2020 Fillmore County Fair 4-H Awards

Motioned by Hazel seconded by Pickett to approve sponsorship of the 2020 Fillmore County Fair 4-H Awards in the amount of \$160.00 in the Category Static with emphasis on natural resources.

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

I. Discuss MASWCD resolution ideas

Any resolution ideas should be forwarded to Christensen.

J. Consider Amendment to Conservation Practice Assistance Contract BC18-01 for Milford Paulson, adding 5.0 acres of pre-construction cover in the amount of \$750.00 using Field to Stream Partnership Phase II Implementation grant

Motioned by Hazel seconded by Pickett to approve the amendment to Conservation Practice Assistance Contract BC18-01 for Milford Paulson, adding 5.0 acres of pre-construction cover in the amount of \$750.00 using Field to Stream Partnership Phase II Implementation grant.

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

K. Consider Amendment to Conservation Practice Assistance Contract RR1W1P 19-03 for Jacob Johnson, adding 6.0 acres of pre-construction cover in the amount of \$900.00 utilizing FY18 State Cost Share

Motioned by Pickett seconded by Gossman to approve the amendment to Conservation Practice Assistance Contract RR1W1P 19-03 for Jacob Johnson, adding 6.0 acres of pre-construction cover in the amount of \$900.00 utilizing FY18 State Cost Share.

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

L. Consider Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-01 Rockne West, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant

Motioned by Hazel seconded by Gossman to approve the Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-01 Rockne West, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant. Affirmative: Gossman, Pickett, Hazel, Tesmer, Willford. Opposed: none. Motion carried.

- M. Consider Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-02 Kevin Tesmer, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant

Motioned by Willford seconded by Hazel to approve the Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-02 Kevin Tesmer, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant. Affirmative: Pickett, Hazel, Tesmer, Willford, Gossman. Opposed: none. Motion carried.

- N. Consider Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-03 Robert Lamprecht, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant

Motioned by Willford seconded by Pickett to approve the Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-03 Robert Lamprecht, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant. Affirmative: Hazel, Tesmer, Willford, Gossman, Pickett. Opposed: none. Motion carried.

- O. Consider Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-04 Glen Groth, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant

Motioned by Hazel seconded by Willford to approve the Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-04 Glen Groth, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant. Affirmative: Tesmer, Willford, Gossman, Pickett, Hazel. Opposed: none. Motion carried.

- P. Consider Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-05 Philip Dick – Dick Living Trust, Nitrogen Rate Trials in the amount of

\$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant

Motioned by Pickett seconded by Hazel to approve the Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-05 Philip Dick – Dick Living Trust, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant. Affirmative: Willford, Gossman, Pickett, Hazel, Tesmer. Opposed: none. Motion carried.

- Q. Consider Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-06 Rick Ruberg, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant

Motioned by Willford seconded by Gossman to approve the Flat Rate Conservation Practice Assistance Contract DWPG-CP-2020-06 Rick Ruberg, Nitrogen Rate Trials in the amount of \$800.00 per plot per year over two years, totaling \$1,600.00 over the contract lifespan for the Drinking Water Protection in SE MN grant. Affirmative: Gossman, Pickett, Hazel, Tesmer, Willford. Opposed: none. Motion carried.

6:10 p.m. Commissioner Bakke, Beilke (BWSR), Mathison, Thomas left meeting.

- R. Consider closing meeting pursuant to Minn. Statute 13D.05, subd.2(b) regarding possible termination of an employee during probationary period

Motioned by Gossman seconded by Pickett to close the meeting pursuant to Minn. Statute 13D.05, subd.2 (b) regarding possible termination of an employee during probationary period.

Affirmative: Gossman, Hazel, Tesmer, Willford, Pickett. Opposed: none. Motion carried. Meeting closed at 6:11 p.m. All members were present. Also present were Christensen, District Administrator.

During the closed meeting the board discussed the personnel related item.

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

Meeting re-opened at 7:40 p.m. All members were present. Also present were Laura Christensen, Sue Wiegrefe, and Anne Koliha.



Tesmer summarized the closed meeting session by stating discussion occurred regarding the personnel issue and came up with recommendations.

**VII. Accounts Payable**

A. Approve April accounts payable

Motioned by Hazel seconded by Pickett to approve the April 2020 payables.

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

B. Supervisor volunteer for statement opening and check review

Tesmer asked for a volunteer for the statement opening and check review on May 1, 2020. Hazel volunteered.

**VIII. Adjournment**

Motioned by Hazel seconded by Willford to adjourn the meeting.

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

The meeting was adjourned at 7:45 p.m.

**Re-Open Meeting**

Tesmer called the board members back to re-open meeting to complete actions from closed meeting session.

Motioned by Pickett seconded by Willford to re-open the meeting to finish business regarding recommendations from closed meeting session.

Affirmative: Pickett, Willford, Tesmer, Gossman, Hazel. Opposed: none. Motion carried. Meeting re-opened at 7:52 p.m.

Members present: Bob Pickett, Travis Willford, Kathy Tesmer, Brian Hazel, Tim Gossman (Via Zoom).

Members absent: none

Others present: Laura Christensen and Anne Koliha

Tesmer asked for a motion regarding the recommendation from the closed meeting session.

Motioned by Pickett seconded by Hazel to extend the probationary period for employee #23040 for 3 months from employees one year anniversary date (June 12).

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

Motioned by Hazel seconded by Pickett to remove employee #23040 from administrative leave and to start back to work on Friday April 17, 2020.

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

**Adjournment**

Motioned by Pickett seconded by Willford to adjourn the meeting.

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

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

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Travis Willford  
Fillmore SWCD Board Secretary