

**DISTRICT REGULAR BOARD MEETING**

Thursday, November 19, 2020

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

**MINUTES**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Christensen, Anne Koliha, Mindy Williamson, Duane Bakke  
(County Commissioner, via Zoom)

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

**I. Approval of Agenda**

Motioned by Pickett seconded by Hazel to approve the agenda.

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

**II. Treasurer's Report**

**A. Reapprove September 2020 treasurer's report**

Motioned by Pickett seconded by Hazel to reapprove the September 2020

Treasurer's report, subject to audit. Affirmative: Willford, Hazel, Pickett, Tesmer, Gossman. Opposed: none. Motion carried.

**B. Approve October 2020 treasurer's report**

Motioned by Hazel seconded by Pickett to approve the October 2020 Treasurer's report, subject to audit. Affirmative: Hazel, Willford, Pickett, Tesmer, Gossman.

Opposed: none. Motion carried.

### III. Secretary's Report

#### A. October 15, 2020 Regular Board Meeting Minutes

Motioned by Willford seconded by Pickett to approve the Secretary's report for October 15, 2020 Regular Board Meeting Minutes with corrections noted regarding change to whom called the meeting to order from Tesmer to Pickett. Affirmative: Willford, Pickett, Tesmer, Gossman, Hazel. Opposed: none. Motion carried.

#### B. October 26, 2020 Special Board Meeting Minutes

Motioned by Willford seconded by Hazel to approve the Secretary's report for October 26, 2020 Special Board Meeting Minutes. Affirmative: Pickett, Tesmer, Gossman, Hazel, Willford. Opposed: none. Motion carried.

### IV. Consent Agenda

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

- A. Partial payment of Drinking Water Protection in SE MN contract DW19-01, Rodney Thompson, Cover Crop in the amount of \$666.00
- B. Payment of Well Sealing contract WS FY19-02, Blaine Gatzke in the amount of \$642.40
- C. Payment of Watershed Based Funding contract RR1W1P 19-08, Steve Synder, Grade Stabilization in the amount of \$49,073.53
- D. Payment of Watershed Based Funding contract RR1W1P 19-07, Gerald Peter, Grade Stabilization in the amount of \$6,820.89

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

### V. Reports

#### A. Supervisor's Activity Reports

Willford – regular board meeting and one special board meeting

Tesmer – regular and special board meetings, personnel meetings, interviews, meeting for nominations committee for MASWCD

Gossman – regular and special board meetings, check detail

Pickett – regular and special board meetings, personnel meetings, interviews

Hazel – nothing

B. Staff Reports

A written report was included in the board packets.

C. Administrator's Report

1. Conservation Building grounds improvement

Christensen reported on clean-up activities completed around the Conservation Building such as shrubs removed, buckthorn removed and other clean-up outside around the building and behind building. She thanked the DNR for completing the work.

2. Introduce Mindy Williamson, Administrative Assistant

Christensen introduce new hire Mindy Williamson to the board. Williamson told the board a bit about herself and the board members introduced themselves.

3. PEIP renewal update

Christensen updated the board regarding being able to have the District stay with Preventative care services for Dental. Preventative care is still offered and available to use.

D. NRCS Report

A written report was provided by Bronson.

E. County Report

Commissioner Bakke reported that no environmental updates regarding Fillmore County at this time to report and that AMC does not have any resolutions affecting SWCD's. Discussed resolution regarding DNR with protected waters additions.

**VI. Old Business**

A. Consider approval for Chair to sign October 22, 2020 Special Board Meeting Minutes

Motioned by Willford seconded by Pickett to approve the Chair to sign the October 22, 2020 Special Board Meeting Minutes. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

B. Consider approval of Secretary's Report from October 22, 2020 Special Board Meeting Minutes

Motioned by Willford seconded by Hazel to approve the Secretary's report from October 22, 2020 Special Board Meeting Minutes. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

C. Consider technology updates

Christensen reviewed options for purchasing web-cam and microphone to utilize for virtual meetings. Christensen also discussed possible ideas with updates to any staff needs. Review of proposal from Computer Dan for technology needs and services. Looking into updates to technology regarding needs for virtual meetings, network updates for remote working and website design.

Board advised Christensen to move forward with requesting services from Computer Dan. The board asked to inquiry about costs matching for services between companies and also about being able to try out camera and microphone options before purchasing.

**VII. New Business**

A. Consider 2019 Financial Audit Report

Motioned by Gossman seconded by Hazel to approve the 2019 Financial Audit Report from Peterson Company as presented.

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

B. Review proposed 2021 Fillmore SWCD Budget

Christensen reviewed the draft 2021 Budget to the Board. Discussion regarding changes needed to keep a balanced budget.

C. Consider District HSA contributions for 2021

Christensen reviewed current district policy regarding HSA contributions to employees.

Motioned by Hazel seconded by Gossman to keep the current district policy to any district employee that opts into district health insurance. Affirmative: Hazel, Gossman, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

D. Consider organizational structure of District

Christensen asked the board for input on organizational structure of district with employees regarding district priorities and workloads.

Motioned by Willford seconded by Hazel to close the meeting to discuss personnel issues. Affirmative: Willford, Hazel, Tesmer, Pickett, Gossman. Opposed: none. Motion carried.

Bakke left meeting at 5:57 p.m. and meeting was closed.

Board members present (Tesmer, Pickett, Willford, Hazel, Gossman (via Zoom/phone).

Also present was Christensen, District Administrator.

During closed meeting the board discussed personnel items relating to organizational structure of the District.

Motioned by Willford seconded by Pickett to adjourn the closed meeting at 6:20 p.m.

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

Motioned by Pickett seconded by Gossman to re-open the meeting. Affirmative: Hazel, Gossman, Pickett, Willford, Tesmer. Opposed: none. Motion carried. All members present with Gossman via Zoom/phone. Also present were Christensen, Koliha, Williamson.

Willford summarized the closed meeting session by stating discussion occurred regarding personnel issues.

E. Discuss Conservationist of the Year

Christensen asked board their wishes for handling the Outstanding Conservationist of the year this year since no recognition is being held at the state convention with it going virtual. The SWCD Board asked to notify the award recipients, Gary and Josh Eisenman, of the award and to purchase the plaque and sign as in past to award to them and look to purchase a gift certificate to a restaurant since will not be able to have annual recognition luncheon due to COVID-19. Also gather information from award recipients to write news article to place in annual Conservation Chornicles, Chatfield paper and District website.

F. Discuss Annual Planning Meeting

Christensen asked the board their wishes in handling the annual planning meeting for 2021. Board decided to hold the annual planning meeting on the same day of the regular board meeting with the regular board meeting being held first with the annual planning meeting following – Thursday, January 21, 2021 at 8:30 AM at the Conservation Building.

G. Consider building lease renewal with C&G Properties

Christensen presented the leasing options from C&G Properties to the board. Motioned by Hazel seconded by Willford to sign the 3 year lease with C&G Properties. Affirmative: Willford, Hazel, Gossman, Tesmer, Pickett. Opposed: none. Motion carried.

H. Consider adding Mindy Williamson to the Corporate Authorization Resolution effective November 19, 2020 and remove Susan Wiegrefe

Motioned by Pickett seconded by Hazel to add Mindy Williamson to the Corporate Resolution effective November 19, 2020 and remove Susan Wiegrefe. Affirmative: Pickett, Hazel, Tesmer, Gossman, Willford. Opposed: none. Motion carried.

I. Consider amendment to FSP Targeted Watershed contract CC20-02, Todd Hendrickson, Feedlot Runoff Control, extending deadline to May 1, 2021

Motioned by Hazel seconded by Pickett to approve the amendment to FSP Targeted Watershed contract CC20-02, Todd Hendrickson, Feedlot Runoff Control, extending the deadline to May 1, 2021. Affirmative: Gossman, Hazel, Pickett, Tesmer, Willford. Opposed: none. Motion carried.

Supervisor Hazel presented to the board his resignation as supervisor from the Fillmore SWCD Board effective November 20, 2020. Hazel stated he has found a replacement for his position that is willing to be on the board and finish out the term.

Motioned by Willford seconded by Pickett to accept Hazel's resignation from the Fillmore SWCD Board of Supervisors effective November 20, 2020.

Affirmative: Willford, Pickett, Gossman. Opposed: Tesmer Abstained: Hazel Motion carried.

Motioned by Willford seconded by Pickett to appoint Dwayne Ostrem to serve out the term of District 1 on the Fillmore SWCD Board of Supervisors effective November 20, 2020. Affirmative: Willford, Pickett, Gossman, Tesmer. Opposed: none. Abstained: Hazel. Motion carried.

The Fillmore SWCD Board of Supervisors thanked Hazel for his years of service to the District and wished him well.

**VIII. Accounts Payable**

A. Approve accounts payable

Motioned by Gossman seconded by Pickett to approve the November 2020 payables. Affirmative: Willford, Hazel, Pickett, Gossman, Tesmer. Opposed: none. Motion carried.

B. Supervisor volunteer for statement opening and check review

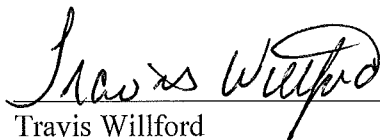
Tesmer asked for a volunteer for the statement opening and check review on December 1, 2020. Tesmer volunteered.

**IX. Adjournment**

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

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

  
Travis Willford

Fillmore SWCD Board Secretary

12-17-2020

