

## **DISTRICT REGULAR BOARD MEETING**

Thursday, January 21, 2021

8:30 AM.

Conservation Building

912 Houston Street

Preston, MN 55965

### **MINUTES**

MEMBERS PRESENT: Kathy Tesmer, Dwyane Ostrem (Zoom), Travis Willford, Eunice Biel, Tim Gossman (Zoom)

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Christensen, Anne Koliha, Mindy Williamson, Duane Bakke, Wanda Hanson (Zoom)

Oath of office for Supervisors Elect Tesmer, Willford and Biel

Tesmer called the meeting to order at 8:34 a.m. A quorum is present.

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

Motioned by Willford seconded by Gossman to approve the agenda.

Affirmative: Gossman, Biel, Willford, Ostrem, Tesmer. Opposed: none. Motion carried.

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

##### **A. Approve December 2020 treasurer's report**

Motioned by Willford seconded by Biel to approve the December 2020 Treasurer's report, subject to audit. Affirmative: Willford, Biel, Ostrem, Tesmer, Gossman. Opposed: none. Motion carried.

##### **B. Approve October-December 2020 supervisors' vouchers**

Motioned by Gossman seconded by Tesmer to approve the October - December 2020 supervisors' vouchers. Affirmative: Biel, Willford, Ostrem, Tesmer, Gossman. Opposed: none. Motion carried.

### **III. Consent Agenda**

- A. Secretary's Report December 17, 2020 Regular Board Meeting Minutes  
Motioned by Willford seconded by Gossman to approve the Secretary's report for December 17, 2020 Regular Board Meeting Minutes pending corrections.  
Affirmative: Willford, Biel, Tesmer, Gossman, Ostrem. Opposed: none. Motion carried.
- B. Payment of Contract LC FY-18-07 Rob Wagner, Grade Stabilization in the amount of \$7, 169.57 Motioned by Willford seconded by Biel to approve payment of contract LC FY-18-07  
Affirmative: Willford, Biel, Tesmer, Gossman, Ostrem. Opposed: none. Motion carried.
- C. Payment of Contract RR1W1P 19-10 Chris Yule, Grade Stabilization in the amount of \$14,387.15 Motioned by Willford seconded by Biel to approve payment of contract RR1W1P 19-10.  
Affirmative: Willford, Biel, Tesmer, Gossman, Ostrem. Opposed: none. Motion carried

### **IV. Reports**

#### **A. Supervisor's Activity Reports**

Willford – Attended Statement Opening and Check Detail

Tesmer – JPB Personnel meeting

Gossman- Nothing to report

Ostrem – Nothing to report

Biel – Nothing to report

#### **B. Staff Reports**

A written report was included in the board packets.

#### **C. Administrator's Report**

##### **1. Newspaper Coverage**

D. NRCS Report

Jessica Bronson joined by zoom. She stated that the USDA put an ad in the newspaper for bids of NRCS offices. The bid does not include space for Fillmore SWCD offices. Any questions or concerns can be directed to Laura Christensen and they will work together to get questions answered. NRCS has been working on the Farm Bill and conservation reserve programs.

E. County Report

Duane Bakke reported on a solar farm that is going through the permit process within the county.

V. Old Business

A. Consider technology updates (conference room and fleet tracking.)

Motioned by Gossman seconded by Willford to approve technology updates in the amount of \$4,677.00 Affirmative: Gossman, Biel, Tesmer, Willford, Ostrem. Opposed: none. Motion carried.

Motioned by Willford seconded by Gossman to approve 1 fleet tracking device.

Affirmative: Gossman, Biel, Tesmer, Willford, Ostrem. Opposed: none. Motion carried.

B. Consider 2021 Cost of Living Adjustment (retroactive to January 1 2021)

Motioned by Gossman seconded by Biel to approve the COLA in the amount of 2% retroactive to January 1 2021. Affirmative: Biel, Tesmer, Ostrem, Gossman. Opposed: Willford. Motion carried.

C. Consider 2021 Fillmore SWCD Budget

Motioned by Willford seconded by Gossman to approve the budget with the 2% COLA increase. Affirmative: Biel, Tesmer, Willford, Ostrem, Gossman. Opposed: none. Motion carried.

D. Consider Fillmore County Soil & Water Conservation District Personnel Policy Handbook revisions

Motioned by Willford seconded by Gossman to approve the Fillmore County Soil & Water Conservation District Personnel Policy Handbook Revisions.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried

Ostrem left meeting at 9:24 A.M.

## **VI. New Business**

### **A. Election of officers**

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

Chair Willford took over the meeting.

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

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

Chair Willford called for nominations for Treasurer. Tesmer nominated Ostrem for Treasurer. Seconded by Gossman to cease nominations and cast a unanimous ballot for Ostrem. Affirmative: Biel, Tesmer, Gossman, Willford. Opposed: none. Motion Carried.

Ostrem entered meeting at 9:44 A.M.

### **B. Appointment of Committees Nominate 2**

Personnel:	Gossman, Willford
Cost Share:	Willford, Ostrem
Finance:	Ostrem, Willford
Education/Safety:	Biel, Tesmer

RR 1W1P Policy Committee :	Gossman, Tesmer (Alternate)
Area VI SRF Joint Powers Board:	Tesmer, Biel
EQIP Local Work Group:	Willford, Ostrem
Hiawatha Valley RC&D:	Tesmer, Biel
Building Committee:	Willford, Gossman
Forestry:	Gossman, Ostrem

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion Carried

C. Set board meeting dates and times

Motioned by Gossman seconded by Tesmer to set the board meeting dates to the third Thursday of each month at 4:30 P.M. with dates listed subject to change monthly

Affirmative: Tesmer, Gossman, Biel, Ostrem, Willford. Opposed: none. Motion carried.

D. Set per diem and mileage rates

Motioned by Gossman seconded by Tesmer to set the mileage rate for 2021 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 \$.56 cents per mile and reimbursements would follow any 2021 federal changes to the rate. Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

E. Selection of district depositories

Motioned by Tesmer seconded by Biel to select **2021 depositories: 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, Biel, Ostrem, Gossman, Willford. Opposed: none. Motion carried.

F. Consider payment of MASWCD annual dues in the amount of \$3,643.77

Motioned by Tesmer seconded by Gossman to approve annual MASWCD dues in the amount of \$3643.77.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried

G. Consider Fillmore County Land Atlas and Plat Book purchase

Motioned by Tesmer seconded by Gossman to approve purchase of 6 2019 plat books from Rochford map Publishers and to approve the purchase of 100 2021 plat books. Willford asked for a proof at the February board meeting.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried

H. Consider payment to Willis Goll at the rate of \$38.00/hr. for 77 hours for engineering services between the dates of November 30 – December 11, 2020

Motioned by Willford seconded by Gossman to change contract hours for temporary employment of Willis Goll from 1570 hours to 1647 hours.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried

I. **Consider bid for 2021 Fillmore SWCD Financial Audit in the amount of \$3,200**

Motioned by Tesmer seconded by Gossman to accept the 2021 financial audit bid in the amount of \$3,200.00 through Peterson Company.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried

J. **Consider Final Financial Report for the 2019 – State Cost-Share Fund (Fillmore SWCD) P19-9176 grant.** Motioned by Gossman seconded by Ostrem to close out state cost share fund **P19-9176.**

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried

K. **Consider Final Financial Report for the 2018 – State Cost-Share Fund (Fillmore SWCD) P18-9767 grant**

Motioned by Tesmer seconded by Gossman to close out state cost share fund **P18-9767**

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

L. Consider Final Financial Report for the 2020 – SWCD Local Capacity Services (Fillmore SWCD) P20-7475 Grant

Motioned by Tesmer seconded by Biel to close out stat cost share fund P20-7475.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

**M. Consider payment of 2021 Hiawatha Valley RC&D dues in the amount of \$300.00**

Motioned by Tesmer seconded by Gossman to approve payment of dues in the amount of \$300.00 for 2021 Hiawatha Valley RC&D dues

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

**N. Consider Update of Corporate Authorization Resolutions**

Motioned by Tesmer seconded by Gossman to approve the update of Corporate Authorization Resolution dated 1/21/2021.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

**O. Consider final financial report for the Field to Stream Partnership Phase II Implementation C16-9580 grant.**

Motioned by Ostrem seconded by Tesmer to close out grant C16-9580.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

**P. Consider Wabasha County SWCD Minnesota agricultural water quality certification program request for technical assistance and promotion in the amount of \$2,500.00**

Motioned by Gossman seconded by Ostrem to approve funds in the amount of \$2,500.00 from Wabasha SWCD for water quality certification.

Affirmative: Biel, Tesmer, Gossman, Ostrem, Willford. Opposed: none. Motion carried.

**VII. Accounts Payable**

**A. Approve January accounts payable**

Motioned by Tesmer seconded by Gossman to approve the January 2021 payables.

Affirmative: Willford, Biel, Ostrem, Gossman, Tesmer. Opposed: none. Motion carried.

B. Supervisor volunteer for statement opening and check review

Willford asked for a volunteer for the statement opening and check review on February 1, 2020. Gossman volunteered.

C. Adjournment

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

The meeting was adjourned at 10:30 A.M.

Respectfully Submitted,

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Kathryn Tesmer,  
Fillmore SWCD Board Secretary