

## DISTRICT REGULAR BOARD MEETING

Thursday, October 21, 2021

4:30 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

### MINUTES

MEMBERS PRESENT: Kathy Tesmer, Travis Willford, Eunice Biel, Tim Gossman

MEMBERS ABSENT: Dwayne Ostrem

OTHERS PRESENT: Laura Christensen, Mindy Williamson, Duane Bakke, Aaren Mathison

Chair Willford called the meeting to order at 4:42 P.M. A quorum is present.

#### I. Approval of Agenda

Motioned by Gossman seconded by Tesmer to approve the agenda.

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

#### II. Treasurer's Report

##### A. Approve September 2021 Treasurer's Report

Motioned by Gossman seconded by Tesmer to approve the September 2021 Treasurer's report, subject to audit. Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried.

##### B. Consider approval of Chair to sign September's 2021 Treasurer's Report.

Motioned by Tesmer seconded by Gossman to approve the Chair to sign September's 2021 Treasurer's Report. Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried.

##### C. Approve July - September 2021 Supervisors' Vouchers.

Motioned by Willford seconded by Tesmer to approve July - September 2021 Supervisors' Vouchers pending signatures. Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried.

### III. Consent Agenda

- A. Secretary's Report September 16, 2021 Regular Board Meeting Minutes  
Motioned by Tesmer seconded by Gossman to approve the Secretary's Report September 16, 2021 Regular Board Meeting Minutes.  
Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried
  
- B. Secretary's Report October 6, 2021 Special Meeting Minutes. Motioned by Tesmer seconded by Gossman to approve the Secretary's Report October 6, 2021 Special Meeting Minutes. Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried
  
- C. Payment of Contract DWPG-CP-2020-07, Kenneth Witt, Nitrogen Rate Incentives utilizing the Drinking Water Protection in SE MN grant in the amount of \$1,000.00. Motioned by Tesmer seconded by Gossman to approve Contract DWPG-CP-2020-07, Kenneth Witt in the amount of \$1,000.00. Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried
  
- D. Payment of Contract DWP-WS-21-13, Dennis Miller, Well Sealing utilizing the Drinking Water Protection in SE MN grant in the amount of \$1,125.00. Motioned by Tesmer seconded by Gossman to approve Contract\_DWP-WS-21-13, Dennis Miller in the amount of \$1,125.00. Affirmative: Willford, Tesmer, Gossman. Opposed: none. Motion carried

### IV. Reports

#### A. Supervisor's Activity Reports

Willford – Special October Meeting & Personnel Committee Meeting

Tesmer – Statement Opening, Special October Meeting & Committee to Evaluate State Conservationist Award

Gossman- Personnel Committee, Prairie Walk (Preston & Grand Meadow) Special October Meeting

Ostrem – Absent

Biel - Absent

B. Staff Reports

A written report was included in the board packets.

C. Administrator's Report

1. 6<sup>th</sup> Grade Conservation Day

Photos of the 6<sup>th</sup> Grade Conservation Day were shared with the Board.

2. Prairie Walk Event

Photos of the Prairie Walk Event were shared with the Board

3. 2022 Local Capacity Update

Christensen reported that the state continues to support Local Capacity through the Clean Water Fund. The base allocation will remain the same but the match will be calculated differently this year and the SWCD is hoping for an increase.

4. Conflict of Interest Report.

Policy states employees should not work on their own families' projects if possible and the Board should not vote on personally affected issues.

D. NRCS Report

No Report

Biel Enters @ 5:07 P.M.

E. County Report

Bakke wasn't sure if the increase request for capacity allocation was granted will report back. There has not been anyone hired for the Zoning/Feedlot position.

V. Old Business

**V1. New Business**

1. Consider employment status change and length of service step increase for Employee #23042 from Grade 3, Step 1 to Grade 3, Step 2 effective November 16, 2021. Motioned by Gossman seconded by Tesmer to approve employment status change and length of service step increase for Employee #23042 from Grade 3, Step 1 to Grade 3, Step 2 effective November 16, 2021.  
Affirmative: Gossman, Biel, Willford, Tesmer. Opposed: none. Motion carried.
2. Consider Percent Based Conservation Practice Assistance Contract DWP-WS-21-20, Kevin Voigt, Well Sealing, utilizing Drinking Water Protection in SE MN funds in the amount of \$1,500.00. Motioned by Gossman seconded by Tesmer to approve Percent Based Conservation Practice Assistance Contract DWP-WS-21-20 om the amount of \$1,500.00. Affirmative: Gossman, Biel, Willford, Tesmer. Opposed: none. Motion carried.
3. Consider FY 2019 State of Minnesota Board of Water and Soil Resources 2019 SWCD Local Capacity and Buffer Law Implementation – Fillmore SWCD Grant Amendment, extending the 2019 – SWCD Local Capacity Services grant from 12/31/2021 to 12/31/2022.  
Motioned by Tesmer seconded by Biel to approve FY 2019 State of Minnesota Board of Water and Soil Resources 2019 SWCD Local Capacity and Buffer Law Implementation – Fillmore SWCD Grant Amendment, extending the 2019 – SWCD Local Capacity Services grant from 12/31/2021 to 12/31/2022. Affirmative: Gossman, Biel, Willford, Tesmer. Opposed: none. Motion carried.
4. Review MASWCD Resolutions (turn in completed ballots)  
Ballots Turned in.

Mathison Enters @ 5:29 P.M.

5. Review PEIP Health Insurance renewal information.  
Motioned by Tesmer and seconded by Willford to leave the employer contribution as is with the 9% increase. Affirmative: Gossman, Biel, Willford, Tesmer. Opposed: none. Motion carried.

Bakke Exits @ 6:00 P.M.

6. Consider 2022 District contributions to employee Health Savings Accounts.  
Motioned by Gossman seconded by Tesmer to approve a 1:1 HSA employer match up to \$60.00 per pay period for the 2022 calendar year for employees participating in District offered health insurance, effective January 1, 2022. Employees receiving HSA contributions under the year 2020 Board approved HSA guidelines will follow these guidelines through the 2022 calendar year. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
  
7. Consider payment up to \$1050.00 for certification of the Fillmore SWCD Water Lab. Motioned by Biel seconded by Willford to approve payment up to \$1050.00 for certification of the Fillmore SWCD Water Lab. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
  
8. Consider 2022 National Association of Conservation District dues in the amount of 500.00. Motioned by Gossman seconded by Tesmer to approve 2022 National Association of Conservation District dues in the amount of 500.00. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
  
9. Consider Amendment to RR1W1P 2018-2019 BWSR CWF C18-5518 Sub-Agreement between Winona County Soil and Water Conservation District extending the agreement date from October 31, 2021 to December 31, 2021. Motioned by Tesmer seconded by Biel to approve Amendment to RR1W1P 2018-2019 BWSR CWF C18-5518. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
  
10. Tree Report  
Report presented by Mindy Williamson.
  
11. Consider including Nitrates to Fillmore SWCD Water Testing Laboratory accreditation.  
Report presented by Aaren Mathison. Motioned by Tesmer seconded by Gossman to approve up to \$200.00 in test kits for Nitrate testing

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

12. Consider payment and approval procedure for District credit card.  
Mooted by Tesmer to have the District Administrator approve all credit card payments and review annually. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.

13. Consider Peterson Company Ltd. additional audit fees not to exceed \$500.00.  
Motioned by Tesmer seconded by Gossman to approve additional audit fees not to exceed \$500.00. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.

#### **V11. Accounts Payable**

##### **A. Approve October 2021 accounts payable**

Motioned by Tesmer seconded by Gossman to approve the October 2021 payables. Affirmative: Willford, Biel, 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 Monday November 2, 2021. Gossman volunteered.

#### **VIII. Adjournment**

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

The meeting was adjourned at 7:15 P.M.

Respectfully Submitted,

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Kathryn Tesmer,

Fillmore SWCD Board Secretary