

DISTRICT REGULAR BOARD MEETING

Thursday, October 20, 2022

5:00 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

MINUTES

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

MEMBERS ABSENT: Dwayne Ostrem

OTHERS PRESENT: Aaren Mathison, Adam Beilke

Chair Gossman called the meeting to order at 5:11 P.M. A quorum is present.

I. Approval of Agenda

**Addition of Consider hiring recommendation from
personnel committee for district administrator.
Discuss candidate for District 1 Fillmore SWCD Board
member position under new business
Addition of approving special meeting minutes under
consent agenda items**

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

II. Treasurer's Report

1. Approve September 2022 Treasurer's Report

Motioned by Willford seconded by Biel to approve the August 2022
Treasurer's report, subject to audit. Affirmative: Biel, Tesmer,
Gossman, Willford. Opposed: none. Motion carried.

2. Approve July-September 2022 Supervisor's Vouchers.

Motioned by Tesmer seconded by Willford to approve July-September
2022 Supervisor Vouchers. Affirmative: Biel, Tesmer, Gossman,
Willford. Opposed: none. Motion carried.

III. Consent Agenda

1. Approve Secretary's Report – September 15, 2022 Regular Meeting Minutes
2. Final payment of contract DWPG-2021-19, Gary Redalen, Nitrogen Incentive, in the amount of \$1,000.00.
3. Final payment of contract DWPG-2021-18, Judd Redalen, Nitrogen Incentive, in the amount of \$1,000.00.
4. Final payment of contract DWPG-2021-17, Jordan Redalen, Nitrogen Incentive, in the amount of \$1,000.00.
5. Final payment of contract DWPG-2021-21, Shane Bunne, Nitrogen Incentive, in the amount of \$1,000.00.
6. Final payment of contract DWPG-2021-22, Kurt Raan, Nitrogen Incentive, in the amount of \$1,000.00.
7. Final payment of contract DWPG-2021-20, David Hovey, Nitrogen Incentive, in the amount of \$1,000.00.
8. Payment of contract DWP-WS-22-02, David Boland, Well Sealing, in the amount of \$1,500.00.
9. Final payment of contract DW-20-02, James Vagts, Cover Crops, in the amount of \$900.00.
10. Final payment of contract LC-FY19-06, Cheryl Haack, Waterway, in the amount of \$2,811.38.
11. Payment of contract DWP-WS-21-07, Ann Meldahl, Well Sealing, in the amount of \$978.60.
12. Approve Secretary's Report of special meeting – October 11, 2022 Special Meeting Minutes

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

IV. Reports

1. Supervisor's Activity Reports

Willford – Interview, and audit meeting

Tesmer – Check Review, Interview, Personnel meeting, MASWCD meeting

Gossman- Made offer to new administrator, Personnel Meeting

Ostrem –

Biel – MASWCD meeting, interview

2. Staff Reports

A written report was included in the board packets.

A. Bacteria Lab Update

Consider payment of Bacteria Lab State of MN license renewal in the amount of \$1,000.00 plus the online transaction fee.

Motioned by Willford seconded by Biel to pay the annual renewal fee. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.

3. Administrator's Report

4. County Report

5. BWSR B.C BWSR Academy, looking forward to. UPDATES TO ELINK! (After reporting deadline). There will be training for that. Second round of habitat enhancement programs through LCCMR.

V. Old Business

V1. New Business

1. Review MASWCD Resolutions (turn in completed ballots) Ballots reviewed and turned in.

2. Consider 2023 District contributions to employee Health Savings Accounts.

NO ACTION TAKEN

3. Consider amendment extending FY 2020 State Cost Share funds and FY 2021 State Cost Share funds until December 31, 2023. Motioned by Willford seconded by Biel to extend the funds as stated. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
4. Consider signing the Amend & Restated Joint Powers Agreement Establishing the SE SWCD Technical Support Joint Powers Board. Motioned by Willford seconded by Tesmer to sign the JPB Agreement. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
5. Consider signing the State of Minnesota BSWR Academy Annual Plan. Motioned by Tesmer seconded by Willford to sign as stated. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
6. Consider membership contribution to National Association of Conservation Districts. (NACD) contribution of \$500.00. Motioned by Biel seconded by Tesmer to Contribute \$500 as stated. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
7. Consider contract FY-20-03, Mark Bauman, grade stabilization, using \$2,926.19 from State Cost Share FY 2020 and \$3,073.81 from State Cost Share FY 2021. Motioned by Tesmer seconded by Biel to approve contract as stated. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
8. Consider attendance at the MASWCD state convention December 12-14 2022.

Survey from co-workers and bring to November Meeting

9. Consider resignation of Administrative Assistant, Mindy Williamson.
Motioned by Willford seconded by Tesmer to approve, offering her current rate of pay in assisting the new hire, at her current rate, including IRS Mileage rate.
Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried
10. Consider hiring recommendation from personnel committee for district administrator. Motioned by Willford seconded by Biel to hire Riley Buley at Grade 10 Step 2, contingent upon his acceptance. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried
11. Discuss candidate for District 1 Fillmore SWCD Board member position
12. Discussion was held regarding replacing the administrative assistant position
 - a. Motioned by Tesmer to solicit bids for accounting services for the Fillmore SWCD and Root River 1W1P, Seconded by Biel. M/C.
Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none.
Motion carried
 - b. Special Meeting will be called at a later date, prior to November regular meeting

VII. Accounts Payable

1. Approve October 2022 accounts payable

Motioned by Tesmer seconded by Biel to approve the October 2022 payables.

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

2. Supervisor volunteer for statement opening and check review

Chair Gossman asked for a volunteer for the statement opening and check review on Tuesday November 1, 2022. Biel volunteered.

VIII. Adjournment

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

The meeting was adjourned at 6:34 P.M.

Respectfully Submitted,

Tim Gossman,
Fillmore SWCD Board Chair