

DISTRICT REGULAR BOARD MEETING

Thursday, January 20, 2022

9:00 A.M.

Conservation Building

912 Houston Street

Preston, MN 55965

MINUTES

MEMBERS PRESENT: Kathy Tesmer, Travis Willford, Eunice Biel, Tim Gossman, Dwayne Ostrem (Phone)

MEMBERS ABSENT:

OTHERS PRESENT: Mindy Williamson, Anne Koliha, Doug Keene (Zoom), Nikki Wheeler (Zoom), Sara West (Zoom)

Chair Willford called the meeting to order at 10:00 A.M. A quorum is present.

I. Approval of Agenda

Motioned by Biel seconded by Gossman to approve the agenda.

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

II. Treasurer's Report

1. Approve December 2021 Treasurer's Report

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

III. Consent Agenda

Motioned by Tesmer seconded by Gossman to approve the following consent agenda items excluding item number two the December 30, 2021 Special Board Meeting minutes.

1. Secretary's Report December 16, 2021 Regular Board Meeting Minutes
2. Secretary's Report December 30, 2021 Special Board Meeting Minutes
3. Final payment of contract DWPG-CP-2020-10 Daniel Hanson, Nitrogen Incentive in the amount of \$1,000.00

4. Partial payment of Contract DWPG-2021-20 David Hovey, Nitrogen Incentive in the amount of \$1,000.00.
5. Partial payment of Contract DW-21-06 McKinnen Gartner, Cover crop, in the amount of \$900.00.

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

IV. Reports

1. Supervisor's Activity Reports

Willford – Review Applicants, Interviews, Misc. office tasks in absence of District Administrator

Tesmer – Applicant Review, Interviews, JPB Personnel meeting & RC&D Meeting

Gossman- Interviews, Applicant review, 1W1P meeting & Forestry Meeting

Ostrem – Nothing Reported

Biel – Statement opening, Applicant review, Interviews & RC&D Meeting

2. Staff Reports

A written report was included in the board packets.

- A. Newspaper Coverage- An update was given by staff. This years Conservation Chronicles will be published February 5, 2022.
- B. Removal of Tree from December storm & trailer removal. Update given by staff. The tree was removed by Norby's and the trailer will be picked up for free.
- C. Covid Procedures.
Motioned by Gossman seconded by Biel to adopt CDC guidelines for COVID-19 procedures. Affirmative: Biel, Tesmer, Gossman, Willford. Opposed: none. Motion carried

3 Administrator's Report

Nothing to report.

4 NRCS Report

A written report was included with board packets.

5 County Report

Absent

V. Old Business

1. Consider continuing pre-approval of the following monthly bills with associated limits.

Minnesota Energy Resources	\$400.00
Verizon Wireless	\$200.00
MiBroadbank	\$70.00
Preston Utilities	\$400.00
Merchants Bank	\$3,000.00

Motioned by Tesmer and seconded by Gossman to approve pre-approval for the above monthly payments. Affirmative: Gossman, Biel, Willford, Tesmer. Opposed: none. Motion carried

V1. New Business

1. Consider criteria for supervisor per diem allowance.

Discussed and action taken at previous Special Board Meeting.

2. Approve October – December 2021 Supervisor Vouchers. Motioned by Willford seconded by Gossman to approve October – December 2021 Supervisor Vouchers for present members and approval of Ostrem's at February's board meeting. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.

3. Election of Officers.

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

Chair Gossman took over the meeting.

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

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

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

4. Appointment of committees.

Personnel:	Gossman, Tesmer
Cost Share:	Willford, Ostrem
Finance:	Biel, Willford
Education:	Biel, Tesmer
RR 1W1P Policy Committee:	Gossman, Tesmer (Alternate)
Area VII 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: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.

5. Set board meeting dates and time. Motioned by Tesmer seconded by Willford to approve meeting dates on the 3rd Thursday of the month at 4:30 P.M. leaving the option of a daytime meeting per staff request. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.

6. Set per diem & milage rates. Motioned by Tesmer seconded by Willford to approve Per Diem in the amount of \$100.00 and set the mileage rate at current Federal IRS rate. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
7. Selection of District depositories. 2022 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
Motioned by Willford seconded by Tesmer to approve District Depositories. Affirmative: Tesmer, Biel, Willford. Abstained: Gossman
Opposed: none. Motion carried.
8. Consider update of Corporate Authorization Resolution. Discussed and will be updated at next Board Meeting.
9. Consider payment of MASWCD annual dues in the amount of \$5,041.31. Motioned by Tesmer seconded by Biel to approve payment of MASWCD annual dues in the amount of \$5,041.31. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
10. Consider payment of Midwest Forage Association Annual Dues in the amount of \$40.00. Motioned by Willford seconded by Tesmer to approve payment of Midwest Forage Association Annual Dues in the amount of \$40.00. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
11. Consider payment of SE SWCD Technical Support JPB in the amount of \$3,000.00. Motioned by Tesmer seconded by Biel to approve payment of SE SWCD Technical Support JPB in the amount of \$3,000.00. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
12. Consider sponsorship payment of Cow Calf Days in Oronoco MN in the amount of \$100.00. Motioned by Willford seconded by Tesmer to approve sponsorship payment of Cow Calf Days in Oronoco MN in the amount of

- \$100.00. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
13. Consider payment of SE MASWCD Annual Dues in the amount of \$100.00. Motioned by Tesmer seconded by Willford to approve payment of SE MASWCD Annual Dues in the amount of \$100.00. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
 14. Consider payment of MACDE 2022 Employee Membership in the amount of \$25 per employee. Motioned by Tesmer seconded by Willford to approve payment of MACDE 2022 Employee Membership in the amount of \$25 per employee. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
 15. Consider payment of Envirothon Annual Dues in the amount of \$175.00. Motioned by Biel seconded by Willford to approve payment of Envirothon Annual Dues in the amount of \$175.00. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
 16. Consider adding a prize value for the winner of the Conservation Chronicles Crossword Puzzle. Motioned by Willford seconded by Tesmer to approve a \$50.00 cash payment for the winner of the Conservation Chronicles word search. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
 17. Consider Final Financial Report for the 2021 – Buffer Law (Fillmore SWCD) P21-2792 grant. Motioned by Tesmer seconded by Willford to approve Final Financial Report for the 2021 – Buffer Law (Fillmore SWCD) P21-2792 grant. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
 18. Consider Final Financial Report for the 2021 – Conservation Delivery (Fillmore SWCD P21-5105 grant. Motioned by Willford seconded by Tesmer to approve Final Financial Report for the 2021 – Conservation Delivery (Fillmore SWCD P21-5105 grant. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.
 19. Consider Final Financial Report for the 2018 – SWCD Local Capacity Services (Fillmore SWCD) P18-1827 grant. Motioned by Biel seconded by Tesmer to approve Final Financial Report for the 2018 – SWCD Local Capacity Services (Fillmore SWCD) P18-1827 grant. Affirmative: Gossman, Tesmer, Biel, Willford. Opposed: none. Motion carried.

20. Consider Final Financial Report for the 2021 – SWCD Local Capacity Services (Fillmore SWCD) P21-2702 grant. Motioned by Tesmer seconded by Willford to approve Final Financial Report for the 2021 – SWCD Local Capacity Services (Fillmore SWCD) P21-2702 grant. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
21. Consider bid for 2021 Fillmore SWCD Financial Audit in the amount of \$3,450. Motioned by Tesmer seconded by Biel to accept the 2021 Fillmore SWCD Financial Audit in the amount of \$3,450. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
22. Consider Sponsorship for a Soil Health Seminar in Spring Valley in the amount of \$500.00. Motioned by Willford seconded by Biel to approve sponsorship for the Spring Valley Soil Health Seminar. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
23. Consider hiring a summer Intern for 2022.
Discussion. No action taken, will research and get back to the Board at February 17th meeting.
24. District Administrator Position.
Motioned by Gossman seconded by Biel to hire a new District Administrator at Grade 10 Step 2. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.

V11. Accounts Payable

1. Approve January 2022 accounts payable

Motioned by Tesmer seconded by Biel to approve the January 2022 payables. Affirmative: Willford, Biel, Gossman, Tesmer. Opposed: none. Motion carried.
2. Supervisor volunteer for statement opening and check review

Gossman asked for a volunteer for the statement opening and check review on Tuesday February 1, 2022. Tesmer volunteered.

VIII. Adjournment

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

The meeting was adjourned at 11:41 A.M.

Respectfully Submitted,

Tim Gossman,
Fillmore SWCD Board Chair