
Fillmore Soil & Water Conservation District

900 Washington St. NW, Box A, Preston, Minnesota 55965

Phone: 507-765-3878, Ext. 3; Fax: 507-765-4415

www.fillmoreswcd.org

DISTRICT REGULAR BOARD MEETING

Thursday, December 15, 2022

5:00 p.m.

Conservation Building

912 Houston Street

Preston, MN 55965

Minutes

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

MEMEBERS ABSENT: none

OTHERS PRESENT: Riley Buley

Acting Chair Travis Willford called the meeting at 5:05. A quorum is present.

Tim confers board chair duties to Travis for 12/15/22. Dwayne motions, seconded by Kathy. Opposed none. Motion carries

Agenda

I. Approval of Agenda

Motioned by Tim, Kathy seconded. Opposed: none. Motion carried.

II. Treasurer's Report

1. Approve November 2022 treasurer's report

Motioned by Tim, Seconded by Eunice. Opposed: none. Motion carried.

III. Consent Agenda

1. Secretary's Report – November 17, 2022 Regular Meeting Minutes-
Travis motioned to report that Mindy was via zoom, seconded by Eunice. Opposed: none. Motion carried.
2. Consider final payment of contract DWPG-CP-2020-03, Steve Yoch, Nitrogen Rate and Timing Trial Plot, in the amount of \$400.00 utilizing Drinking Water Protection in SE MN grant funds.
3. Consider final payment of contract DWPG-2021-24, Richard Rohrer, Nitrogen Rate and Timing Trial Plot, in the amount of \$800.00 utilizing Drinking Water Protection in SE MN grant funds.

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4. Consider final payment of contract DWPG-2022-02, Rick Ruberg, Nitrogen Rate and Timing Trial Plot, in the amount of \$800.00 utilizing Drinking Water Protection in SE MN grant funds.
5. Consider final payment of contract DW-21-03, Travis Gatzke, Cover Crops, in the amount of \$1,924.2
6. Consider partial payment of contract RR1W1P-22-01, Grover Farm Corp, Cover Crops 2022, in the payment of \$1745 utilizing Root River 1 Watershed 1 Plan grant funds.
7. Consider payment of contract DWPG-2022-03, Rockne West, Nitrogen Rate and Timing Trial Plot, in the amount of \$800.00 utilizing Drinking Water Protection in SE MN grant funds.
8. Pay BWSR for BWSR Academy in amount of \$495.00
9. Pay Mower SWCD for work completed for FSP from 01/01/2022-06/30-2022 in the amount of \$6522.44
10. Pay Fillmore SWCD from RR 1W1P account in the amount of \$31,268.65 for landowner payment FY20-03
11. Consider amendment of contract LC-FY-19-05, Brian Hazel, to increase cost share from \$6,235 to \$10,254.07 using Local Capacity FY2019 funds. Consider final payment of \$10,254.07.
12. Consider final payment of contract RR1W1P FY20-06, Tim Danielson, Erosion Control, in the amount of \$18,848.25 utilizing Root River 1 Watershed 1 Plan Grant Funds.
13. Consider amendment to contract FY20 -03, Mark Bauman, grade stabilization structure, to increase cost share from \$6,000 to \$8,212.5 utilizing FY21 State Cost Share Funds. Extend start date from 12-31-2022 to 12-31-2023
14. Consider amendment to contract LC FY19-07, Dan Miller, grade stabilization structure, to extend deadline from 12/31/22 to 12/31/23.
15. Consider final payment to contract FY20-02, Dan Hanson, Pre- Construction Cover, in the amount of \$510.00

Motion has been made to approve consent agenda. Opposed: none. Motion carried.

IV. Reports

1. Supervisor activity report

Tim: stated he was at regular November board meeting.

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Kathy: reported that she attended the regular meeting State MASWCD annual convention, and JPB personnel committee.

Travis: stated he was at regular November board meeting.

Eunice: stated she was at regular November board meeting and the MASWCD annual convention.

Dwayne: state he was at the November board meeting. Attend soil legion event in Cedar falls. Provided invite to bank soil conference in Spring Valley. Attempted bank statement opening, not preformed due to turnover.

2. Staff reports

A written report was included in the board packets.

3. Administrator's report

a. Accounting Bids Received.

Three Bids received: Engelson & Associates, Heneke Business Consulting, Smith Schafer and Associated LTD.

Kathy moves to hire Heneke Business Consulting to perform payroll.
Seconded by Dwayne. Opposed: none. Motion carried.

b. Vehicle Quotes Received

Travis suggests to continue seeking quotes and options for a vehicle including a truck.

c. Bank Signatures

Board signatures were provided to give the district administrator, Riley Buley, access to district banking information.

d. Worker Time Allocation Matrix

A report was provided to indicate what grants staff will be working on in FY23.

4. NRCS report

A written report was provided, included in board packets.

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5. County Report
None

V. Old Business

1. Telework Policy

Discussion of telework.

VI. New Business

1. Consider Annual Planning Meeting & Recognition Luncheon
January 19th meeting starting at 8:30. Luncheon at the Branding Iron.
2. Consider Cost-of-Living Adjustment for 2023
Motioned by Kathy, seconded by Eunice. Motion made to approve a cost-of-living adjustment of 3%. Opposed: None. Motion carried.
3. Consider 2023 Fillmore SWCD Budget
Discussed 2023 Budget.
4. Consider submission of Pay Equity report to MN Department of Management and Budget.
Motioned by Kathy to submit report, seconded by Tim. Opposed: none. Motion carried.
5. Consider Addendum for the 2021 Regional Safe Drinking Water for Private Well Grant Sub-Agreement Fund Extension.
Motioned by Eunice to consider addendum to regional safe Drinking Water for Private Well Grant, seconded by Kathy. Opposed none. Motion carried.
6. Consider Sponsorship of University of Minnesota Cow Calf Days tour & trade show held in Oronoco, MN for \$100.
Motioned by Dwayne, seconded by Eunice. Opposed: none. Motion carried.
7. Consider write-in for District 1 SWCD Board Supervisor.
Discussed engagement of interested individuals.
8. Consider raising FSA staff contributions to federal maximum of \$3050.
Motioned by Tim keep staff contribution to the federal maximum in perpetuity, seconded by Travis. Opposed: none. Motion carries.

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9. Consider addition to SWCD staff.
Discussed need for technical training of current staff and area needs of future staff.
10. Consider stipend to individuals not on District healthcare.
Consideration dies for the lack of a motion. Discussion and consideration.
11. Consider changing primary contact for Quickbooks from Anne K. to Riley Buley.
Motioned by Dwayne, seconded by Kathy. Opposed none. Motion carries.

VII. Accounts Payable

1. Approve December accounts payable.
Motioned by Kathy, seconded by Dwayne. Opposed: none. Motion carries.
2. Supervisor volunteer for statement opening and check review
Kathy volunteered for the statement opening and check review on January 3rd 2023.

VIII. Adjournment

Motioned by Kathy, seconded by Dwayne. Opposed none. Meeting Adjourned.
Opposed: None. Meeting adjourned at 8:05 pm.

Upcoming Events and Meetings

Regular District Board Meeting (5pm)	December 15, 2022
BALMM Meeting	December 21, 2022
Christmas Day Observed – Office Closed	December 26, 2022
New Year’s Day Observed – Office Closed	January 2, 2023
Martin Luther King Day – Office Closed	January ??, 2023
Regular District Board Meeting (5pm)	January 19, 2023
Annual Planning Meeting & Recognition Luncheon	January 19, 2023
Root River 1W1P Policy Committee Meeting (9:00am)	January 30, 2023

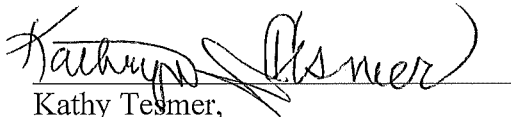
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Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kathy Tesmer", written over a horizontal line.

Kathy Tesmer,

Fillmore SWCD Board Chair.

February 20, 2023