

## **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

### **MINUTES**

#### **DISTRICT REGULAR BOARD MEETING**

Thursday, January 26, 2023

9:00 A.M. (Following Annual Plan meeting 8:30am)

Conservation Building

912 Houston Street

Preston, MN 55965

1-19-23  
Shousstorm

mtg. 1-26-23

Members Present: Kathy Tesmer, Eunice Biel, Travis Willford, Tim Gossman

Members Absent: None

Others Present: Riley Buley, Nikki Wheeler, Doug Keene.

Oath of office for Supervisors Elect Gossman.

Gossman called the meeting to order at 9:40 A.M. A quorum is present.

#### *Agenda*

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

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

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

##### **1. Approve December 2022 SWCD Treasurer's Report**

Motioned by Tesmer seconded by Willford to approve the December 2022 Treasures report. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

##### **2. Approve Root River 1W1P Treasurer's Report**

<b>2020-2021 - Root River 1W1P - C20-9174</b>			
<b>Payments</b>	<b>Terms</b>	<b>Received</b>	<b>Grant Terms</b>
\$ 734,798.00	50%	03-19-2020	Executed 03-16-2020
\$ 587,838.00	40%	05-05-2022	
\$ 146,959.00	10%		Expires 12-31-2023
<b>Grant Total</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Grant Cash Balance</b>
\$ 1,469,595.00	\$ 1,322,636.00	\$ 1,251,904.13	\$ 70,731.87

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\$ 587,838.00	40%		
\$ 146,959.00	10%		Expires 12-31-2024
Grant Total	Deposits	Disbursements	Grant Cash Balance
\$ 1,469,595.00	\$ 734,798.00	\$ 68,682.41	\$ 666,115.59

Motioned by Tesmer seconded by Willford to approve the RR1W1P treasures report.

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

### III. Consent Agenda

1. Consider final payment of contract DW-21-04, Robert Nelson, Cover Crops, in the amount of \$1,800 utilizing Drinking Water Protection in SE MN grant funds.
2. Consider final payment of contract DW-21-05, Chris Nelson, Cover Crops, in the amount of \$1,800 utilizing Drinking Water Protection in SE MN grant funds.
3. Consider payment of \$6,522.44 to Mower SWCD for Field to Stream work completed 01/01/2022-06/30/2022.
4. Consider payment of \$100 to Phil Kruegel for Field to Stream work completed November, 2022.
5. Consider payment of \$300 to Mark Sikkink for use of mobile picnic tables during Field to Stream Landowner Appreciation Cookouts.
6. Consider remittance payment of \$24 to Letitia Kopper for overpayment on trees.
7. Root River: Consider Root River 1W1P 2020-2021 Payables:
  - a. Mower SWCD in the amount of \$3,605.00
  - b. Fillmore SWCD in the amount of \$39,061.00
  - c. Root River SWCD in the amount of \$38,009.78
8. Root River: Consider Root River 1W1P 2022-2023 Payables:
  - a. TSA 7 SE JPB in the amount of \$29,283.71
  - b. Fillmore SWCD in the amount of \$22,769.29
  - c. Root River SWCD in the amount of \$16,623.18
9. Consider amendment to utilizing RR1W1P CI 22-01, Gerald Peter, cost share increase of \$3,610.8 utilizing RR1W1P CI 22-23 funds. Approve final payment of \$14,626.84

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

### IV. Reports

1. Supervisor Activity Report

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Biel: Attended Annual meeting.

Tesmer: Attended TSA meeting, TSA biannual meeting, Statement opening in December, MASWCD Board meeting, and Hiawatha RC&D meeting. Hiawatha RC&D has dissolved, possible distribution of funds.

Gossman: Attended two Friends of the Root River meetings. Talked about annual walk. FORR discussed some partnerships with the RR1W1P.

Willford: Attended Annual meeting.

2. Staff Reports  
Information added in packet.
3. Administrator's Report
  - a. FY2023 Budget
  - b. Grant submission recap.
  - c. Payroll transition
4. NRCS Report  
Paper report provided by Jessica Bronson.
5. County Report  
None

### **V. Old Business**

1. December Accounts Payable

Motioned by Gossman seconded by Tesmer to approve December Accounts Payable.  
Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

2. Consider approval of \$6522.44, to Mower SWCD, for services provided to the MDA FSP grant.

Motioned by Willford seconded by Tesmer to approve payment to Mower SWCD.  
Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

3. Consider correction to December meeting minutes on partial payment of contract RR1W1P-22-01, Grover Farm Corp, Cover Crops 2022, from \$5234 to \$1745 utilizing Root River 1 Watershed 1 Plan grant funds.

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Motioned by Tesmer seconded by Willford to approve correction of payment on December Meeting Minutes. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

4. Consider amendment to contract DW-21-03, Travis Gatzke, Cover Crops.

Motioned by Willford seconded by Tesmer to approve an extension of contract into 2024. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

5. Consider Vehicle Bids to replace '13 Chevy Impala.

Motioned by Tesmer seconded by Biel to approve the purchase of a 2023 Chevy Silverado with skid plates and tow hitch, and a sale of Chevy Impala. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

### **VI. New Business**

1. Consider criteria for supervisor per diem allowance.

Discussed. Retain current criteria.

2. Approve supervisor's vouchers.

Motioned by Willford seconded by Gossman to approve 4<sup>th</sup> QTR supervisor's vouchers. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

3. Election of officers

Call for nominations: Gossman moves for nominations. Gossman calls for nominations a second and third time. Biel votes for unanimous ballot. Biel motioned. Willford seconded. Affirmative: Gossman, Tesmer, Willford, Biel. Opposed: None. Motion carries.

- **Tesmer:** Chair
- **Willford:** Vice Chair
- **Biel:** Secretary
- **Gossman:** Treasurer
- **Board member:** Vacant

Chair Tesmer took over the meeting.

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### 4. Appointment of committees

Personnel:	Tesmer, Willford
Cost-Share:	Willford, Vacant
Finance:	Biel, Gossman
Education:	Biel, Tesmer
RR 1W1P Policy Committee:	Gossman, Tesmer (alternate)
Area VII SRF Joint Powers Board:	Tesmer, Biel
EQIP Local Work Group	Willford, Vacant
Building Committee:	Willford, Gossman
Forestry:	Gossman, Vacant

### 5. Set board meeting dates and times

February 16

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

Motioned by Gossman seconded by Willford to set board meeting dates and times to every third Thursday of the month at 5pm. Affirmative: Gossman, Biel, Tesmer, Willford.

Opposed: none. Motion carried.

### 6. Set per diem and mileage rates

Milage: discussed keeping mileage congruent with IRS rates.

Per diem: discussed keeping per diem at \$100 per meeting.

Motioned by Gossman seconded by Willford to approve rates. Affirmative: Gossman, Biel, Tesmer, 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

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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 Biel to approve the same depositories elected in 2022.  
Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

8. Consider use of Quickbook's time tracking for \$62/month.

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

9. Consider continuation of SWCD Returning College Student Scholarship of \$500.

Motioned by Gossman seconded by Willford to approve the payment of 2 scholarships per year to high school or college students. Affirmative: Gossman, Biel, Tesmer, Willford.  
Opposed: none. Motion carried.

10. Consider approval of Heneke Business Consulting, Payroll Consultant, for ACH access on F&M Checking Account.

Motioned by Gossman seconded by Willford to approve Heneke for access to ACH at F & M checking. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

11. Consider payment of MASWCD annual dues in the amount of \$6244.3.

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

12. Consider payment of Midwest Forage Association annual dues in the amount of \$40.00.

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

13. Consider payment of SE SWCD Technical Support JPB in the amount of \$3,000.00.

Motioned by Willford seconded by Gossman to approve the payment of technical support. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

14. Consider payment of Envirothon Annual Dues in the amount of \$175.00.

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Motioned by Willford seconded by Biel to approve the Envirothon dues. Affirmative:

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

15. Consider stipend for use of personal staff cell phones in place of 2<sup>nd</sup> work phone.

Discussed cell phone stipends.

16. Consider bid for 2021 Fillmore SWCD Financial Audit in the amount of \$3,975-\$4,500.

Motioned by Gossman seconded by Willford to approve the bid up to \$4500 plus addition of lease agreement. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

17. Consider Final Financial Report for the 2022 – Local Capacity Services (Fillmore SWCD P22-6102) grant.

Motioned by Willford seconded by Gossman to approve the Final financial report.

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

18. Consider new addition of Plat Books.

Motioned by Tesmer seconded by Gossman to approve 100 copies of the 2023 Plat Books.

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

19. Consider the hiring of an Administrative Assistant split between Fillmore & Winona SWCD.

Motioned by Gossman seconded by Biel to approve the planning details of a joint admin assistant. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried

20. Consider continuation and funding of District Windbreak program.

Motioned by Gossman seconded by Willford to approve the addition \$5000 funding of district windbreak program. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: none. Motion carried.

21. Consider Resolution to MASWCD pertaining to expanding Conservation Corps crews for private landowners and invasive [plant] species management.

Discussed

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22. Consider approval of contract for services between Houston Engineering Inc. and Fillmore SWCD for services provided by Houston Engineering Inc. for the Five-Year Assessment of the Root River Watershed One Watershed, One Plan, contingent on the Root River 1W1P Policy Committee approval on January 30<sup>th</sup>, 2023.

Motioned by Willford seconded by Gossman to approve Houston Engineering for services on the RR1W1P 5-year assessment. Affirmative: Gossman, Biel, Tesmer, Willford.

Opposed: none. Motion carried.

23. Consider Final Financial Report for the 2022 – Wetland Conservation Act - NRBG (Fillmore County) grant.

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

### **VII. Accounts Payable**

1. Approve November accounts payable at December meeting.

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

2. Supervisor volunteer for statement opening and check review.

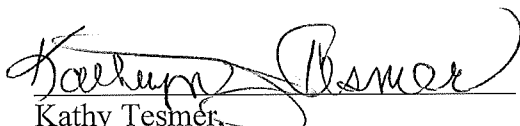
Tesmer volunteered for the statement opening and check review on February 2<sup>nd</sup> 2023.

### **VIII. Adjournment**

Motioned by Willford seconded by Gossman to adjourn the meeting.

The meeting was adjourned at 12:15 A.M.

Respectfully Submitted,



Kathy Tesmer,  
Fillmore SWCD Board Chair.  
February 20, 2023