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## **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, March 16, 2023

5:00 P.M.

Conservation Building

912 Houston Street

Preston, MN 55965

#### *Agenda*

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

**Members Absent:** None

**Others Present:** Riley Buley, Aaren Mathison, Adam Beilke, and Jason Wetzel

Tesmer called the meeting to order at 5:04 pm. A quorum is present.

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

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

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

##### **1. Approve February 2023 SWCD Treasurer's Report**

Motioned by Willford seconded by Gossman to approve the Treasurer's 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	\$ 1,355,889.29	\$ -33,253.29

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<b>2022-2023 - Root River 1W1P - C22-0480</b>			
<b>Payments</b>	<b>Terms</b>	<b>Received</b>	<b>Grant Terms</b>
\$ 734,798.00	50%	05-26-2022	Executed 05-20-2022
\$ 587,838.00	40%		
\$ 146,959.00	10%		Expires 12-31-2024
<b>Grant Total</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Grant Cash Balance</b>
\$ 1,469,595.00	\$ 734,798.00	\$ 117,034.16	\$ 617,763.84

Motioned by Willford seconded by Biel to approve the RR1W1P Treasure's Report.

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

### **III. Consent Agenda**

1. Secretary's Report – February 16, 2022 Board Meeting Minutes.
2. Approve Grant Agreement for Clean Water Competitive Grant Program, Drinking Water Protection in the Karst Region, \$238,864.
3. Approve Grant Agreement for Soil Health Cost Share Grant, \$14,175.
4. Approve purchase of tree staples and mats for District Tree Sale Program, \$1,731.
5. Consider approval of contract WB23-01 Schultz Farms LLC-Chris Schultz, Farmstead Windbreak, in the amount of \$305.00.
6. Consider approval of contract WB23-02 Barbara Nelson, Farmstead Windbreak, in the amount of \$136.00.
7. Consider approval of contract WB23-03 Tracie & Dave Mensink, Farmstead Windbreak, in the amount of \$579.00.
8. Consider approval of contract WB23-04 Samantha Stevens, Farmstead Windbreak, in the amount of \$160.00.
9. Consider approval of contract WB23-05 Schultz Farms LLC-David Schultz, Farmstead Windbreak Renovation, in the amount of \$110.00.
10. Consider Root River 1W1P 2022-2023 Payables:
  - i. Fillmore SWCD in the amount of \$575.00.

Motioned by Gossman seconded by Biel to approve the RR1W1P Treasures Report.

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

### **IV. Reports**

1. Supervisor Activity Report

**Biel: Attended board meeting and local working group.**

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**Tesmer: 3 personnel meetings, board meeting, and local working group.**

**Willford: 3 personnel meetings, statement opening, board meeting, and local working group.**

**Gossman: Attended board meeting and Friends of the Root River meeting.**

### **2. Staff Reports**

- i. A paper staff report was provided.**

### **3. Administrator's Report**

- i. Admin. Assistant Preparations and Posting**
- ii. SWCD Legislative Day at the Capitol**
- iii. Local Working Group Meeting**
- iv. Personnel Handbook Updates**
- v. Operational Policy Handbook Updates**
- vi. Payroll Updates**
- vii. District Rezoning**
- viii. Burning Prairie Behind CB.**
- ix. CB Maintenance**
- x. SWCD Lease Ending 12/31/23**

**Buley provided these updates**

### **4. NRCS Report**

- i. A report was read.**

### **5. County Report**

### **6. BWSR Report**

- i. Beilke provided updates.**

## **V. Old Business**

## **VI. New Business**

- 1. Discuss Certificate of Deposit #65100 at Rushford State Bank. Renewal 3-18-23.**

**Discussed and directed Buley to search for best 12-month CD rates.**

- 2. Discuss Fillmore SWCD Grade and Step Scale.**

**Discussed**

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3. Discuss Employee Evaluation Form Changes.

### **Discussed**

4. Consider step increase for Employee # 23034, starting April 2<sup>nd</sup>.

**Motioned by Gossman seconded by Willford to approve annual review step increase for Employee #23034. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: None. Motion carried.**

5. Consider approval of RIM Easement Work Order 23-22-W099 signed by Fillmore SWCD Conservation Tech.

**Motioned by Biel seconded by Gossman to approve RIM easement signature by Fillmore CT. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: None. Motion carried.**

6. Consider approval of contract #RR1W1P-20-08, Grover Land Inc., Rotational Grazing and Grade Stabilization Structures, in the amount of \$39,822.20

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

## **VII. Accounts Payable**

1. Approve February accounts payable.

**Motioned by Gossman seconded by Willford to approve accounts payable. Affirmative: Gossman, Biel, Tesmer, Willford. Opposed: None. Motion carried.**

2. Supervisor volunteer for statement opening and check review.

**Biel volunteered by for statement review opening. Monday April 3<sup>rd</sup>.**

## **VIII. Adjournment**

**Motioned Gossman seconded by Willford to adjourn. Meeting adjourned at 6:41pm.**

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Upcoming Events and Meetings

SE MACDE Meeting

March 23, 2023

Statement Opening and Check Review

April 3, 2023

Respectfully Submitted,



Eunice Biel

Fillmore SWCD Secretary

