

## 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, November 16, 2023

5:00 p.m.

Conservation Building

912 Houston Street

Preston, MN 55965

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

**Others Present:** Riley Buley, Denice Corbin, Dave Copeland, Duane Bakke

**Tesmer called meeting to order at 5:05 pm.**

**I. Approval of Agenda**

**Willford motioned to approve the meeting agenda with the additions to the consent agenda and new business. Seconded by Wetzel. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

**II. Treasurer's Report**

1. Approve October 2023 Treasurer's Report

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	\$1,444,378.78	\$ -121,742.78

**Biel motioned to approve the Treasurer's Report. Seconded by Willford. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

<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>Encumbered</b>	<b>Grant Cash Balance</b>

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The mission of the Fillmore Soil and Water Conservation District is to promote natural resource stewardship by providing educational, technical and financial assistance.

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\$ 1,469,595.00	\$ 734,798.00	\$ 334,955.98	\$ 29,760.83	<b>\$ 317,852.42</b>
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**Wetzel motioned to approve the RRIWIP Treasurer's Report. Seconded by Gossman.**

**Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

### III. Consent Agenda

1. Secretary's Report – October 2023 Board Meeting Minutes

**Willford motioned to approve the October 2023 Board Meeting Minutes. Seconded by Gossman. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

2. *Approve Extension of Contract LC FY19-07, Dan Miller, pond installation, due to delays in construction for drought.*

**Wetzel motioned to approve the contract extension LC FY19-07, Dan Miller, pond installation, due to delays in construction for drought, through 12/31/2024. Seconded by Willford. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

### IV. Reports

1. Supervisor Activity Report

**Biel: Regular monthly meeting.**

**Gossman: Regular monthly meeting.**

**Tesmer: 2 Personnel meetings; Regular monthly meeting; JPB Personnel meeting.**

**Willford: Regular monthly meeting; 2 Personnel Meetings; phone discussions with staff.**

**Wetzel: Regular monthly meeting; Statement opening and check review.**

2. Staff Reports

**Paper report provided.**

3. Administrator's report

- a. EPA Letter on SE Groundwater

- b. Fillmore Water Quality one-pager

- c. Discuss rehiring former intern

**Gossman motioned to approve the rehiring of former intern at \$15/hr, summer of 2024. Seconded by Biel. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman.**

**Opposed: None. Motioned carried.**

4. NRCS Report

**Paper report provided.**

5. County Report

**D. Bakke presented personnel updates.**

### V. Old Business

1. Discuss 2024 HSA stipend.

2. Discuss stipend for staff electing to not take health insurance.

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**Gossman motioned to approve increasing HSA stipend in 2024 to \$1,925.00 for all employees, including those not carrying medical coverage. Motion also to discuss this on an annual basis if it stays the same or changes per year. Seconded by Biel. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

3. Consider Career Grade and Step Ladder consultant findings.

**Gossman motioned to approve the Career Grade and Step Ladder consultant findings as presented at the October meeting. Seconded by Wetzel. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

### VI. New Business

1. Discuss and approve audit.

**Willford motioned to approve the 2022 audit. Seconded by Biel. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

2. Discuss administrative assistant position and approve posting.

**Willford motioned to approve the posting for the administrative assistant position.**

**Seconded by Gossman. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

3. Approve building RFP.

**Willford motioned to approve moving forward with advertising building RFP. Seconded by Gossman. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

4. Approve lease agreement.

**Wetzel motioned to approve lease agreement with tentative move-in date of 12/18/23.**

**Seconded by Gossman. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

5. *Approve Moving Company and consider how to handle unused items.*

**Willford motioned to approve the bid from Two Men and a Truck along with Administrator discretion on staff time during the office move; also approval to dispose of office supplies no longer needed. Seconded by Gossman. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

6. *Discuss 2024 COLA.*

**Discussion. Will discuss again with future budget discussions.**

7. *Consider Step increase for District Employee 23043 effective 11/14/23.*

**Wetzel motioned to approve the step increase as recommended by the Personnel Committee. Seconded by Willford. Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

### VII. Accounts Payable

1. Approve October Accounts Payable.

**Willford motioned to approve October Accounts Payable. Seconded by Gossman.**

**Affirmative: Tesmer, Willford, Biel, Wetzel, Gossman. Opposed: None. Motioned carried.**

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2. Supervisor volunteer for statement opening and check review.

**Gossman volunteered for statement opening duty on December 1.**

### VIII. Adjournment

**Gossman motioned to adjourn. Seconded by Willford. Affirmative: Willford, Tesmer, Biel, Gossman, Wetzel. Opposed: None. Motioned carried.**

**Meeting adjourned at 6:43 pm.**

### Upcoming Events and Meetings

Veteran's Day Holiday Observed – Office Closed	November 10, 2023
Regular District Board Meeting	November 16, 2023
Thanksgiving Day – Office Closed	November 23, 2023
1WIP meeting	November 27, 2023
Statement Opening and Check Review	December 1, 2023
MASWCD Annual Convention	December 11-13, 2023
BALMM Meeting	December 20, 2023
Regular District Board Meeting	December 21, 2023
Christmas Day – Office Closed	December 25, 2023

**Respectfully Submitted**



**Eunice Biel**