

**FARIBAULT COUNTY SOIL AND WATER CONSERVATION DISTRICT
FARIBAULT COUNTY AG CENTER
415 SOUTH GROVE ST., SUITE 8
BLUE EARTH, MN 56013
REGULAR BOARD MEETING MINUTES
DECEMBER 11, 2019**

Chairman Bell called the Regular Board Meeting to order at 11:42 a.m. following the annual Personnel Committee meeting.

SUPERVISORS PRESENT:

CHAIRMAN – JEFF BELL
VICE-CHAIRMAN – RANDY FEIST
SECRETARY – NEAL MENSING
TREASURER – DAVE MATHEWS
P/R – BILL ANDERSON

SUPERVISORS ABSENT: None

STAFF & OTHERS PRESENT:

CONSERVATION TECHNICIAN – NATE CARR
ADMINISTRATIVE ASSISTANT – AMY HUBER
PROGRAM TECHNICIAN – SHANE JOHNSON
PROGRAM ADMINISTRATOR – MICHELE STINDTMAN

I. APPROVALS

1. APPROVAL OF AGENDA/ADDITIONS

Motion by Anderson to approve the Agenda with the following additions: III.3, SWCD was approved for \$227,000 Cover Crop Grant; III.5.B, CD62 Lunch & Learn; IV.4, approve the Resignation of Brandee Douglas; IV.5, approve the Contract for Services between Faribault County SWCD and Faribault County; and IV.6, discuss/approve Payroll transition. Seconded by Feist. Motion carried.

2. APPROVAL OF MINUTES

Motion by Feist to approve the minutes of the November 13, 2019 SWCD Board Meeting. Seconded by Mensing. Motion carried.

3. TREASURER'S REPORT

Motion by Mensing to accept the Treasurer's Report as presented and to file it subject to audit. Seconded by Mathews. Motion carried.

4. PAYMENT OF BILLS

Motion by Anderson to pay all outstanding bills. Seconded by Mathews. Motion carried.

5. TRANSFER OF FUNDS TO PAY BILLS

Motion by Mathews to approve the Transfer of Funds in the amount of \$163,965.00 from Savings to Checking to pay the bills. Seconded by Feist. Motion carried.

II. OLD BUSINESS

1. GRIEVANCES/OTHER – None

III. NEW BUSINESS –

1. NRCS/FSA – Did not attend.

2. COST-SHARE CONTRACT and VOUCHER SPREADSHEET

Shane Johnson and Nate Carr briefed the Board on the Cost-Share Requests.

ENCUMBERING –

Motion by Feist to approve the Cost Share Encumbering Requests as presented for a total amount of \$21,127.50. Seconded by Mathews. Motion carried.

VOUCHER PAYMENTS –

Motion by Feist to approve the Cost Share Payment Requests as presented for a total payment amount of \$47,285.72. Seconded by Mathews. Board member Mensing abstained. Motion carried.

The complete and detailed list of Encumbering and Payment requests are attached to the official minutes and are available in the SWCD office.

3. GRANTS UPDATE/OTHER – Michele mentioned that the Faribault County SWCD was the recipient of a \$227,000 Cover Crop Grant. She said we will need to do a workplan for this. We didn't receive the full amount requested, so will need to revise the original plan a little bit.

Shane provided the Board with a signed copy from BWSR of the 2017 Amended Capacity Grant.

At this time, 12:21 p.m., the Board took a short recess for Lunch.

The Board resumed the Regular meeting at 12:50 p.m.

4. STAFF PROGRAM UPDATES –

Discuss Selling Non-native Trees - Nate discussed the handful of trees that the Nursery sells to SWCD's that are non-native and why we may not want to sell non-native trees. A list of non-native trees was provided to the Board in their packets.

Motion by Mensing to approve the decision not to sell non-native Trees. Seconded by Feist. Motion carried.

Cover Crop Payment Policy - Nate discussed some of the reasons the Board may want to revise the Cover Crop Policy. He suggested increasing Payment amounts. He discussed the current payments and requirements and pointed out the gap between \$5,000 to \$13,000 is quite a bit and felt the \$5,000 was a little low. The Program Administrator added that we should put something down in writing and run it by Paul at the MPCA first.

LeSueur One Watershed One Plan: Michele mentioned she will be attending a meeting this Friday regarding the LeSueur One Watershed One Plan. She discussed some of the issues that have been happening in other areas as they work through the One Watershed One Plan initiative.

5. SUPERVISOR UPDATES -

Board member Feist discussed the MASWCD Annual Convention he just attended. He felt he learned and understood more this year. Said he went to a session on Trust, which had a very good speaker. He said he also went to a 1W1P session, which was a lot of information to absorb. Randy mentioned that there is a significant amount of money spent just on planning the 1W1P.

A list of upcoming meetings Board members could consider attending was reviewed:

December 17	CD 62 Lunch & Learn – Neal will attend
December 20	GBERBA Exec. & Tech. Mtg., Mankato – Neal will attend

IV. MISCELLANEOUS

1. 2018 Audit prepared by Peterson Company LTD

Amy briefly discussed the audit and audit process and handed out copies of the full audit report prepared by Peterson Company LTD.

Motion by Feist to accept the Audit prepared by Peterson Company LTD. Seconded by Mathews. Motion carried.

2. Review the Proposed 2020 Budget

The Program Administrator went through the proposed Budget of Revenue and Expenses for 2020 and answered questions from the Board.

Motion by Feist to approve the proposed Budget for 2020. Seconded by Mensing. Motion carried.

3. Approve action items from the Personnel Committee Meeting

Motion by Feist to approve an employee's request to transfer unused PTO time to the Emergency Sick Leave Account. Seconded by Mathews. Motion carried.

Motion by Mensing to approve the Wage and Benefit package as discussed and on record from the Personnel Committee meeting held prior to this Regular Meeting today. Seconded by Mathews. Motion carried.

The Board discussed PTO hour maximum year to year carry-over and asked the Program Administrator what the staff maximum carry-over is. Currently it is 400 hours of carry-over. The Board instructed the Program Administrator to look into this with other SWCD's and or Counties and work on ideas of getting this down to 250 maximum carry-over hours over this coming year. Michele said the SWCD Managers are working on a state-wide wage and benefit comparison and once this is completed, she will report back to them with this information.

4. Approve the Resignation of Brandee Douglas

Motion by Feist to approve the resignation of Brandee Douglas effective December 27, 2019. Seconded by Mathews. Motion carried.

5. Approve the Contract for Services between Faribault County SWCD and Faribault County

Michele explained that she is not completely done with the new Contract she has been working on with the attorney and proposed that we accept the Counties contract proposal that was submitted to us October 1, 2019 and follow that contract until approximately March 1, 2020, when it is anticipated a new contract will be completed and in place.

Motion by Mensing to approve the Contract for Services between Faribault County SWCD and Faribault County, effective January 1, 2020 through March 1, 2020. Seconded by Mathews. Motion carried.

Michele prepared a cover letter for the Board Chairman to sign and submit to Faribault County on behalf of the SWCD articulating the Contract for Services time-frame and agreement.

6. Approve the 2020 Payroll Transition

Motion by Feist to approve the Payroll transition from Faribault County to Rollenhagen CPA's effective with the first full payroll for 2020 at \$50.00 per Payroll and \$175.00 for Quarterly Submissions. Seconded by Mathews. Motion carried.

The Program Administrator pointed out that the cost for Rollenhagen's office to process that payroll can be included in the Billable Grant Rate.

7. Discuss Hosting Area VI Meeting March 31, 2020 & Location

The Board and Staff discussed having Andy and Don Linder speak at the meeting we are hosting March 31st of 2020 and thought having it at the Winnebago Municipal Center Community Room was a good fit. It was also mentioned to possibly have a legislative update and maybe have speakers to discuss the production of Hemp. Michele pointed out that 2020 is not a budget year for the legislature, but perhaps Sheila could discuss legislative initiatives.

V. MEETINGS/EVENTS/TRAININGS FOR STAFF -

Motion by Feist to approve attendance to the following:

December 3	Environmental Congress, MSU, Mankato - Amy
December 13	MPCA Mtg., LeSueur 1W1P - Michele
December 17	CD 62 Landowner Mtg., Ag Conference Room - Michele
December 17	Geologic Atlas Training, Conference Room - Chad
December 17	FSA Farm Bill/U of M Informational Meeting, Hamiltons - Nate
December 18	SSTS Regulators Mtg., Owatonna - Chad
December 20	GBERBA Exec. & Tech Mtg. - Michele
January 7	FSA Farm Bill/SWCD Informational Mtg., Bricelyn

Seconded by Mensing. Motion carried.

VI. ADJOURNMENT –

Motion by Anderson to adjourn the meeting. Seconded by Mathews. Motion carried.
Chairman Bell adjourned the meeting at 2:10 p.m.