

**FARIBAULT COUNTY SOIL AND WATER CONSERVATION DISTRICT
FARIBAULT COUNTY AG. CENTER
415 SOUTH GROVE ST., SUITE 8
BLUE EARTH, MN 56013
BOARD MEETING MINUTES
JANUARY 10, 2018**

1. REORGANIZATIONAL MEETING –

Chairman Mensing called the Reorganizational Meeting to Order at 9:00 AM.

Resignation – An email from Bret Niebuhr was presented as his Resignation from the Faribault County SWCD Board of Supervisors.

1. Oath of Office – N/A
2. Election of Chair/Vice Chair (prior to calling the meeting to order)
 - i. Board Chairperson
 - ii. Board Vice-Chairperson

Motion by Anderson that the Slate of Elected Officers remain the same. Second by Bell.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

Neal Mensing is declared Chairman.

Bill Anderson is declared Vice-Chairman.

3. Board Officer Appointments
 - i. Secretary
 - ii. Treasurer

Motion by Anderson to appoint Jeff Bell as Secretary. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

Jeff Bell is declared Secretary.

Motion by Bell to appoint Dave Mathews as Treasurer. Second by Anderson.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

Dave Mathews is declared Treasurer.

The soon to be appointed Supervisor in District 3 will be appointed to P/R.

4. Committee Assignments:

Motion by Anderson to approve the Committee Assignments as follows:

- i. Budget Committee (& Administrator) – Chari Neal Mensing & Vice Chair Bill Anderson
- ii. Personnel Committee (Chair plus Administrator) – Chair Neal & Jeff Bell
- iii. Education/Public Relations Committee (plus Administrator) – Dave Mathews
- iv. Greater Blue Earth River Basin Alliance (GERBA) - Neal Mensing & Jeff Bell, Alt.
- v. South Central TSA - Bill Anderson
- vi. Soil Health Team – Jeff Bell & Neal Mensing
- vii. Others (As deemed necessary and approved by the Board)

Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

5. Determine Monthly Meeting Date and Time
 - i. Currently held on the second WEDNESDAY of each month at 8:30 a.m.
 1. During planting and harvest, meeting dates may be adjusted in order to ensure a quorum.
6. Set Supervisor Compensation Rate
 - i. Currently \$75.00 for all meetings (The maximum per diem rate is \$75)
7. Set Mileage Rate
 - i. 2018 \$.0.545 (IRS Rate)
8. Designate Official Depositories
 - i. Currently *First Bank, Blue Earth* designated as official depositories of the Faribault SWCD (see MN Statute 118A.002)
9. Designate Official Newspaper
 - i. Currently the *Faribault County Register* is designated as the official newspaper
10. Designate Check Signing Authority
 - i. Current authorized signers are: Staff: Michele Stindtman, Brandee Douglas, Shane Johnson, and Linda Berndt. Supervisors: (Treasurer) Dave Mathews.
11. Identify "Official Signatory" for ELINK
 - i. Michele Stindtman, Program Administrator
 - ii. In the Absence of Michele Stindtman, Brandee Douglas, Assistant Program Administrator
12. Review and Approve 2018 Operating Rules, Guidelines and By-Laws
13. ~~Personnel Policy~~– Employee Policies and Operational Manual
 - i. Personnel Committee recommendation to Approve as Amended
14. Review Cooperative Working Agreements
 - i. Current Working Agreements: USDA-NRCS
15. Review "Agreement for Provisions of Services", as Necessary
 - i. Will be done at the Joint Meeting

Motion by Bell to approve the above numbered 5 thru 15. Second by Mathews.
ANDERSON – Yes, BELL – Yes, MATHEWS – Yes
MOTION CARRIED

16. Review of Cost Share Policy and Site Reviews
 - i. Review and approve annual Cost Share Policy
 - ii. As per District policy, all cost-share practices installed within the county will be checked on the 1st, 5th, and 10th years by SWCD staff and the supervisor from the project area in May of each year and report to the Board at the June meeting.

2018 SWCD Board Meeting Dates: (Tentative* as these were changed last year due to field work)

January 10, 2018
February 14, 2018
March 10, 2018
*April 11, 2018
*May 9, 2018
June 13, 2018
July 11, 2018
August 8, 2018
September 12, 2018
October 10, 2018
*November 14, 2018
December 12, 2018

2. MEETING WAS CALLED TO ORDER BY CHAIRMAN NEAL MENSING AT 10:00 AM.

3. SUPERVISORS PRESENT:

CHAIRMAN – NEAL MENSING
VICE-CHAIRMAN – BILL ANDERSON
SECRETARY – JEFF BELL
TREASURER – DAVE MATHEWS

4. STAFF PRESENT:

PROGRAM ADMINISTRATOR – MICHELE STINDTMAN
ADMINISTRATIVE ASSISTANT – LINDA BERNDT
OTHER STAFF as NECESSARY

I. APPROVALS

1. APPROVAL OF AGENDA

Motion by Bell to approve the Agenda as presented. Second by Anderson.
ANDERSON – Yes, BELL – Yes, MATHEWS – Yes
MOTION CARRIED

2. APPROVAL OF MINUTES

Motion by Mathews to approve the minutes of the December 13, 2017 SWCD Board Meeting.
Second by Bell.
ANDERSON – Yes, BELL – Yes, MATHEWS – Yes
MOTION CARRIED

3. TREASURER'S REPORT

Motion by Anderson to accept the Treasurer's Report as presented and to file it subject to audit.
Second by Mathews.
ANDERSON – Yes, BELL – Yes, MATHEWS – Yes
MOTION CARRIED

4. PAYMENT OF BILLS

Motion by Anderson to pay all outstanding bills. Second by Mathews.
ANDERSON – Yes, BELL – Yes, MATHEWS – Yes
MOTION CARRIED

5. TRANSFER OF FUNDS

Motion by Bell to approve the transfer of \$15,000.00 from the district savings account to the district checking account. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

II. OLD BUSINESS

1. GRIEVANCES – There were none.

III. NEW BUSINESS

1. NRCS – Josiah –

Updates/Reports were given on: Soil Health Workshop to be held on January 23rd, and personnel.

Civil Rights Compliance Review was presented.

Motion by Anderson to approve the NRCS Civil Rights Compliance Review. Second by Bell

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

FSA – Nicki – No Report

Updates/Reports were given on: USDA Changes; State Director; County Committee; Farm Production; Conservation Services-FSA/NRCS; possible Fed. Government Shutdown; CRP, and Summary of 2017.

2. COST-SHARE CONTRACT and VOUCHER SPREADSHEET ENCUMBERING –

Motion by Bell to approve Encumbering the following Contract: FY-14-CWP-Drain-13. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

VOUCHER PAYMENTS – None

3. GRANTS UPDATE GRANTS –

• Buffer C-S Program Policy - Nate

Nate gave an update on the Faribault County Buffer Cost-Share Program Policy.

Motion by Bell to amend the FY-18 Faribault County Buffer Cost-Share Policy to be consistent with the Buffer Law. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

A Special SWCD Board Meeting may be held in February, if necessary, to approve any Buffer Cost-Share applications received before the March 1, 2018 deadline.

• Ag Certainty

Motion by Bell to approve an Ag. Certainty Incentive application from Jim Erdahl. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

- Potential 319 Grant \$ -** was discussed.
- Soil Health Cover Crop –** Available in 2019
- LCCMR–**Request by Gary Freyreisen for CD 62, will discuss with Merissa when she returns to work.

4. PROGRAM UPDATES –

- **Cover Crop Violation – Nate**

An update was given on the Cover Crop Violation for Contract #CWP-17-Gen-9 concerning the cover crop, pictures of the project were shown. Discussion was held on the violation. A draft letter to be sent to the landowner will be presented at the February Board Meeting.

Motion by Bell to revisit the Cover Crop Violation at the February SWCD Board Meeting. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

- **Soil Health – Nate**

Updates were given on: 2017 Soil Health Report; 2018 Soil Health Plan; 2018 Cover Crop Policy, and CD3.

- **Cover Crop Policy – Michele W.**

Updates were given on: Cover Crop Policy; CD3; Multi-Purpose Watershed Plan; and Grant Funding.

- **Emergency Leave Bank – Michele S.**

20.5 hours have been donated to the Emergency Leave Bank.

- **2018 Work Week Request – Michele S.**

Motion by Mathews to approve the 2018 Work Week Schedule as presented. Second by Anderson.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

- **Amendments to the Employee Policy and Operations Manual – Michele S.**

Motion by Bell to approve the Amendments to the Employee Policy & Operations Manual as presented. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

5. SUPERVISOR/OTHER UPDATE –

SCTSA – Bill

Updates were given on: projects; technician hiring; GIS Grant Funds - seeking ideas from the Districts; and 2018 Dues - \$3,319.00.

III. MISCELLANEOUS

1. February Board Meeting - The February Board Meeting will be held on Wednesday, February 14, 2018, 8:30 AM in the SWCD office.

2. 2007 Ford Taurus -

Bids –

Motion by Bell to accept bids for in purchase of the 2007 Ford Taurus. Second by Mathews.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

Bids Received –

Opening bid: \$1,700.00; 2nd bid: \$1,800.00; 3rd bid: \$1,900.00; 4th and final bid: \$1,950.00.

Motion by Bell to approve the sale of the 2007 Ford Taurus to Jared Mensing for \$1,950.00. Second by Anderson.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MENSING - Abstain

MOTION CARRIED

3.Upcoming Events –

March 12 & 13 – Legislative Days, St. Paul – Staff & Board Members

March 14 – Blue Earth River Watershed Elected Officials Mtg., Riverside T&CC – Board Members

IV. UPCOMING MEETINGS

Motion by Anderson to approve attendance to the following meetings:

January 10	Joint Meeting with County Commissioners – Staff, Board Land Stewardship, SWCD Office – Michele W.
January 12	GBERBA Policy, Mankato – Neal
January 16	County Commissioners, Courthouse – SSTS Walking Tour, Mankato – Chad
January 17	MPCA 319 Skype – Michele S., Brandee
January 18	BECE, Mankato – Michele S.
January 19	Farm Bill Conf., Willmar – Nate
January 24	GBERBA Tech., Mankato –
February 6	County Commissioners, Courthouse -
February 7	MACDE, St. Cloud – Michele S.
February 9	GBERBA Exec., Mankato – Neal
February 13	PC/BOA, Ag. Center – Linda

Second by Bell.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

Adjournment –

Motion by Anderson to adjourn the meeting. Second by Bell.

ANDERSON – Yes, BELL – Yes, MATHEWS – Yes

MOTION CARRIED

Chairman Mensing adjourned the meeting at 12:20 PM.

SWCD BOARD MEETING COST SHARE ENCUMBERING AND/OR PAYMENT REQUEST

Board Meeting Date	1/10/18
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Board Chair Signature _____

[illegible]