

**FARIBAULT COUNTY SOIL AND WATER CONSERVATION DISTRICT
FARIBAULT COUNTY AG. CENTER
415 SOUTH GROVE ST., SUITE 8
BLUE EARTH, MN 56013
REORGANIZATIONAL & REGULAR BOARD MEETING MINUTES
JANUARY 9, 2019**

I. THE REORGANIZATIONAL MEETING WAS CALLED TO ORDER BY ACTING CHAIRMAN NEAL MENSING AT 8:30 A.M.

I.1 The Oath of Office was administered for newly appointed Board Members Anderson, Feist, and Mathews.

I.2 The Election of Board Members for 2019 was next on the Agenda with acting Chairman Mensing asking for nominations for Board Chairman.

Jeff Bell was nominated as Chairman by Anderson. Jeff Bell was the only candidate nominated for the office of Chairman and was declared elected as the Board Chair by acclamation.

Randy Feist was nominated as Vice Chairman by Mensing. Randy Feist was the only candidate nominated for Vice Chairman and was declared elected as the Board Vice-Chairman by acclamation.

Neil Mensing was nominated as Secretary by Anderson. Neil Mensing was the only candidate nominated for Secretary and was declared elected as the Secretary by acclamation.

Dave Mathews was nominated as Treasurer by Feist. Dave Mathews was the only candidate nominated for Treasurer and was declared elected as the Treasurer by acclamation.

I.3 COMMITTEE ASSIGNMENTS FOR 2019

Motion by Mensing to approve Bell as the Chairman, Mathews as the Treasurer, and Anderson as the Alternate of the Budget Committee. Seconded by Feist.
Motion carried.

Motion by Anderson to approve Mensing and Bell to be on the Personnel Committee with Feist as the Alternate. Seconded by Mathews.
Motion carried.

Motion by Anderson to approve Bell and Feist to be on the Education/Public Relations Committee with Mathews as the Alternate. Seconded by Mensing.
Motion carried.

I.4 Motion by Anderson to approve items #5 - #15 on the Reorganizational Checklist for 2019 as presented, with exception of tabling item #14 until the February meeting and adding approval of authorizing Brandee Douglas as Official Signatory for ELINK activities/reporting in Michele Stindtman's absence to item #11. Seconded by Feist. Motion carried.

II. Chairman Bell calls the Regular Board Meeting to order at 9:22 a.m.

1. SUPERVISORS PRESENT:

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

SUPERVISORS ABSENT:

NONE

2. STAFF & OTHERS PRESENT:

PROGRAM ADMINISTRATOR – MICHELE STINDTMAN
ADMINISTRATIVE ASSISTANT – AMY HUBER
PROGRAM TECHNICIAN – SHANE JOHNSON
CONSERVATION TECHNICIAN – NATE CARR
ASSISTANT PROGRAM ADMINISTRATOR – BRANDEE DOUGLAS
NRCS – JOSIAH OLSON

III. APPROVALS

1. APPROVAL OF AGENDA WITH ADDITION OF ITEMS VI.1, APPROVE DONATION OF 13 HOURS OF PTO LEAVE TO THE EMERGENCY LEAVE BANK, VI.2, APPROVE THE DATA PRACTICES POLICY, AND VI.3, APPROVE THE GENERAL RECORDS RETENTION SCHEDULE.

Motion by Mensing to approve the Agenda with additions. Seconded by Anderson.
Motion carried.

2. APPROVAL OF MINUTES

Motion by Feist to approve the minutes of the December 12, 2018 SWCD Board Meeting.
Seconded by Mathews. 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 Feist. Motion carried.

4. PAYMENT OF BILLS

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

5. TRANSFER OF FUNDS

Motion by Feist to approve the transfer of \$10,000.00 from the district savings account to the district checking account to pay current expenses. Seconded by Mensing. Motion carried.

IV. OLD BUSINESS

1. GRIEVANCES – None

2. Michele provided the board with an update of what she has done following the decisions made at the Personnel Committee meeting in December.

V. NEW BUSINESS –

1. NRCS/Josiah –

Updates/Reports were given on: says there are only 3 people left in their office as Anna's contract was done on December 31st; mentioned their office can accept and date stamp MFP applications for FSA in their absence and place on their desk for processing once they return to work following the government shut-down; says they have 18 applicants for EQIP at this time.

FSA/Nicki – absent due to the government shut-down.

2. COST-SHARE CONTRACT and VOUCHER SPREADSHEET

Shane Johnson reviewed the Cost-share contracts proposed for payment as well as the Cost Share Financial Report for 2016 and 2017. As mentioned last month, a few Landowners were not able to get their projects done, therefore the funds will need to be paid back which are noted on this month's cost-share spreadsheet for payment. He also went through the Monthly Cost Share Spreadsheet Procedure he recently put together.

ENCUMBERING –

None this month.

VOUCHER PAYMENTS -

Motion by Mensing to approve the Cost Share Payment requests and 2016/2017 Cost Share Financial Reports as presented and attached to the January 9, 2019 SWCD Board Minutes. Seconded by Mathews. Motion carried.

COST-SHARE SPREADSHEET PROCEDURE –

Motion by Feist to approve the Cost-share Spreadsheet Procedure. Seconded by Mathews. Motion carried.

3. GRANTS UPDATE/OTHER -

Shane provided a hand-out on and explained the Maple River Swenson RIM Restoration project, which they did receive the funding/CPL Grant for.

Michele and Brandee provided an update on the Grants they currently have and are working on. Brandee also updated the board on the status of the web-site project. Michele mentioned the SWCD staff have attended county ditch/landowner meetings with the Drainage department recently.

4. PROGRAM UPDATES -

NATE – Mentioned he is working on e-Link Reporting and has several upcoming events/meetings such as Cover Crops 101 here at the Ag Center, Tree Ordering Open House this Friday and Saturday, and the I-90 Soil Health Tour in Albert Lea and Fairmont. He also stated that Herman is here today to discuss the MN Ag Water Quality Certification program to a few landowners. Nate said he plans to have a Soil Health Team meeting in February.

Herman from the MN Department of Ag did a slide presentation on what the MN Ag Water Certification program was about for the Board. Nate handed out applications as well for this program.

MICHELE - They plan to do some small group coffee shop talks about various programs available to the public this year, which would include the Ag Water Quality Certification program. She also stated they received the \$6000.00 grant for the Ag Water Quality Certification funds.

SUPERVISOR UPDATE -

Board Member Anderson updated the Board on the TSA meeting he attended in December. He mentioned they lost a Tech staff person and are in the process of hiring a new Tech.

VI. MISCELLANEOUS

1. Motion by Anderson to approve the staff Donation of 13 Hours of PTO Leave to the Emergency Leave Bank. Seconded by Mensing. Motion carried.
2. Motion by Feist to approve the Data Practices Policy. Seconded by Mathews. Motion carried.
3. Motion by Mathews to approve the General Records Retention Schedule and send to the MN Historical Society for final approval. Seconded by Mensing. Motion carried.
4. The next SWCD Board meeting will be held on February 13, 2019, at 8:30 a.m. in the SWCD Conference Room.
5. Upcoming meetings for Board Supervisors to consider attending: January 16th - Cover Crop 101 here at the Ag Center and January 30th for the Area VI Chairman's Meeting in New Ulm.
6. A copy of a proposed invoice from Midwest iT for a HD Smart LED TV with Screen Beam WiDi wireless Receiver, which included technical service and installation in the amount of \$1944.77 was presented.

Motion by Feist to approve the purchase of the HD Smart LED TV to include technical service and installation in the amount of \$1944.77. Seconded by Mathews. Motion carried.

VII. UPCOMING MEETINGS -

Motion by Mensing to approve attendance to and/or hosting the following meetings/events:

January 10	Training Team, Nicollet - Shane
January 11-12	Tree Ordering Open House – Nate, Amy
January 14	Area VI Managers Meeting, Nicollet – Michele
January 15	MIPCA SSTS Talking Tour, Mankato – Chad
January 16	Cover Crop 101, Ag Center Conf. Room – Nate
January 17	BECE (here), Conference Room – Michele
January 18	Farm Bill Workshop, Alexandria – Nate
January 23	I-90 Soil Health Tour, Albert Lea – Nate
January 24	I-90 Soil Health Tour, Fairmont – Nate
January 29	Faribault County Safety Training – all Staff invited to attend
February 12	Planning Commission/Board of Adjustment, Ag Center - Amy

Seconded by Feist. Motion carried.

VIII. ADJOURNMENT –

Motion by Anderson to adjourn the meeting. Seconded by Feist.

Chairman Bell adjourned the meeting at 11:37 a.m.

SWCD BOARD MEETING COST SHARE PAYMENT REQUEST

Board Meeting Date	January 9, 2019
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Board Chair Signature _____

[illegible]