

**FARIBAULT COUNTY SOIL & WATER CONSERVATION DISTRICT
FARIBAULT COUNTY AG CENTER – CONFERENCE ROOM
BLUE EARTH, MN 56013**

**Regular Board Meeting Minutes
January 11, 2023**

I. REORGANIZATIONAL MEETING CALLED TO ORDER BY ACTING CHAIR AT 8:32AM

1. Oath of Office – Bill Anderson, Michael Humburg, Randy Feist

2. Election of Chair, Vice-Chair, Secretary, Treasurer, and Public Relations

Board member Anderson nominated Board member Feist for Chair. Seconded by Mensing.
Call for other nominations – None.

Board member Feist was elected Chairman.

Board member Anderson nominated Board member Humburg for Vice-Chair. Seconded by Mensing.

Call for other nominations – None.

Board member Humburg was elected Vice-Chair.

Board member Mensing nominated Board member Anderson for Secretary. Seconded by Bell.
Call for other nominations – None.

Board member Anderson was elected Secretary.

Board member Bell nominated Board member Mensing for Treasurer. Seconded by Anderson.
Call for other nominations – None.

Board member Mensing was elected Treasurer.

Board member Anderson nominated Board member Bell for Public Relations. Seconded by Mensing.

Call for other nominations – None.

Board member Bell was elected Public Relations.

3. Committee Assignments for 2023

Motion by Bell to keep Supervisor Committee Assignments the same for the year of 2023.
Seconded by Anderson.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

4. Approve items on Reorganizational Checklist numbers #5-#13 (Action Item)

#5. Set and Approve Monthly Meeting Date and Time –

Motion by Anderson to keep the same meeting date and time, the second WEDNESDAY of each month at 8:30a.m. unless noted differently. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#6. Set and Approve Supervisor Compensation Rate –

Motion by Mensing to approve the Supervisor Compensation Rate of \$125.00 for all meetings. Seconded by Bell.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

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#7. Set and Approve Mileage Rate (IRS Standard Rate) –

Motion by Anderson to approve the current IRS Mileage Rate of \$0.625. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#8. Designate Official Depositories –

Motion by Mensing to designate *First Bank, Blue Earth* as the Official Depository of the Faribault County Soil and Water Conservation District. Seconded by Humburg.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#9. Designate Official Newspaper –

Motion by Mensing to designate the *Faribault County Register* as the official newspaper for the Faribault County Soil and Water Conservation District. Seconded by Humburg.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#10. Designate Check Signing Authority –

Motion by Bell to approve the following authorized signatures:

-Staff: Shane Johnson, Nathan Carr

-Supervisors: Neal Mensing, Michael Humburg

Seconded by Anderson.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#11. Identify and Approve “Official Signatory” for ELINK Activities and Reporting –

Motion by Bell to approve Nathan Carr, Co-Program Administrator, and Shane Johnson, Co-Program Administrator, as Official Signatory for ELINK Activities and Reporting.

Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#12. Review and Approve Board of Supervisors Operating Rules and Guidelines –

Motion by Bell to approve the Board of Supervisors Operating Rules and Guidelines.

Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

#13. Review and Approve Personnel Policy (if necessary) –

No review of the Personnel Policy was deemed necessary.

II. CHAIRMAN FEIST CALLED THE REGULAR BOARD MEETING TO ORDER AT 8:48AM

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SUPERVISORS PRESENT:

Randy Feist – Chair
Michael Humburg – Vice-Chair
Bill Anderson – Secretary
Neal Mensing – Treasurer
Jeff Bell – Public Relations

SUPERVISORS ABSENT:

None

STAFF & OTHERS PRESENT:

Shane Johnson, Nate Carr, Hadley Mensing – SWCD Staff | Nick Segar & Brandon Berndt – NRCS

III. APPROVALS

1. APPROVAL OF AGENDA / ADDITIONS (noted in red) (Action Item)

Motion by Bell to approve the agenda with the addition of Miscellaneous item VI.1.5. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

2. APPROVAL OF DECEMBER 14, 2022 REGULAR BOARD MEETING MINUTES (Action item)

Motion by Anderson to approve the December 14, 2022, Regular Board Meeting Minutes. Seconded by Bell.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

3. APPROVE TREASURER’S REPORT (Action Item)

Motion by Bell to approve the December 2022 Treasurer’s Report as presented and to file it subject to audit. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

4. PAYMENT OF BILLS (Action Item)

Motion by Bell to pay all outstanding bills. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

5. TRANSFER OF FUNDS TO PAY BILLS (Action Item)

Motion by Mensing to approve the Transfer of Funds in the amount of \$42,000.00 from Savings to Checking to pay the bills. Seconded by Anderson.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

IV. OLD BUSINESS

1. Grievances / Other – None

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BLUE EARTH, MN 56013**

V. NEW BUSINESS

1. FSA, NRCS, and Drainage Update

- FSA – No update.
- NRCS – Nick & Brandon gave an NRCS update.
- Drainage – No update.

2. COST SHARE CONTRACT / VOUCHER SPREADSHEET

- A. Encumbering** – None.
- B. Voucher Payments** – None.

3. STAFF PROGRAM & GRANT UPDATES – Including Policy Updates, Contract Approvals, etc.

A. Future Grants – BWSR Grant Approval Designation (Action Item)

Motion by Mensing to designate Randy Feist, SWCD board Chair, to sign BWSR Grant Agreements.

Seconded by Anderson.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

B. Current Grants – No update.

C. Contract for Services (see attachment) (Action Item)

Nate went over the updated Contract for Services with the Board and pointed out the changes that were made.

Motion by Bell to approve the Contract for Services. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

4. BOARD SUPERVISOR UPDATES

A. Supervisor Updates from Meetings | Trainings | Events (Discussion Item)

Board member Anderson gave a 1W1P meeting update which was held on 12/15/2022.

B. Upcoming Meetings | Trainings | Events for Supervisors (Action Item)

Motion by Bell to approve attendance to the following:

January 13 th	GBERBA, Policy (Neal)
January 27 th	1W1P (Randy)
February 1 st	Area VI 2023 District Chair Meeting, Virtual
February 6 th	Soil Health Team Meeting (Jeff, Neal)

Seconded by Humburg.

Voting unanimously in favor by: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

VI. MISCELLANEOUS

1. Staff Reports (Chad, Shane, Nate, Hadley)

SWCD staff members gave job and project updated to the Board. Hadley gave an update for Chad, who was unable to attend.

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1.5. Cell Phone use during Meetings (Action Item)

Board member Bell initiated a discussion on cell phone use by SWCD supervisors and staff during board meetings. After some discussion, the following was decided, which will be added to the ‘Supervisor Operating Rules and Guidelines’

Cell phone use by SWCD supervisors and staff is prohibited during meetings, unless used for official SWCD business.

Motion by Bell to accept this statement regarding cell phone use during SWCD Board Meetings. Seconded by Anderson.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

2. SWCD Credit Card (Action Item)

Nate mentioned the SWCD no longer has a credit card. This means if a purchase is made, a staff member would have to use their personal card, then get reimbursed.

Motion by Bell to apply for an official SWCD Credit Card. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

3. Conference Room Transition (Action Item)

Nate proposed building a diving wall in the SWCD conference room, which would create additional office space.

Motion by Bell to approve this action and to get bids to complete the project. Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

4. “Soil your Undies” T-Shirts (Action Item)

Hadley mentioned there have been a few people interested in purchasing “Soil your Undies” T-Shirts from the SWCD, but we only have 1 remaining. She proposed ordering additional shirts from Blue Earth Custom Embroidery.

After some discussion, it was decided to get prices to make the shirts before moving forward with the order.

5. Bass Lake Discussion (Discussion Item)

Nate updated the Board on the meetings he had with members of the Bass Lake Coalition.

6. Campaign Finance & Public Disclosure Board (Discussion Item)

7. February Board Meeting – Wednesday, February 8, 2023 – 8:30a.m., Ag Center Conference Room

VII. APPROVE MEETINGS | EVENTS | TRAININGS | EVENTS FOR STAFF (Action Item)

Motion by Bell to approve attendance to the following:

January 12 th	Basic Hydrology, Webinar – Hadley
January 13-14 th	Tree Open House – Hadley, Nate
January 25 th	RIM 1W1P Program Training, Webinar – Shane, Hadley
January 26 th	Feedlot Meeting – Chad
February 6 th	Soil Health Team Meeting – Nate, Hadley
February 7 th	190 Soil Health Tour, Fairmont – Hadley, Nate

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Seconded by Humburg.

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

VIII. ADJOURNMENT

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

Voting unanimously in favor by were: Anderson, Bell, Humburg, and Mensing.

Voting against – None. Motion Carried.

Chairman Feist adjourned the Regular Board Meeting at 10:43 a.m.