

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

**Regular Board Meeting Minutes
January 10, 2024**

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

1. Oath of Office – N/A

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

Board member Anderson nominated Board member Humburg for Chair.

Call for other nominations.

Board member Feist nominated Board member Bell for Chair. Seconded by Humburg.

Board member Bell was elected Chairman.

Board member Bell 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 Humburg nominated Board member Mensing for Treasurer. Seconded by Bell.

Call for other nominations – None.

Board member Mensing was elected Treasurer.

Board member Mensing nominated Board member Feist for Public Relations. Seconded by Humburg.

Call for other nominations – None.

Board member Feist was nominated Public Relations.

3. Committee Assignments for 2024

Motion by Mensing to approve the committee assignments for 2024 (see attachment). Seconded by Feist.

Voting unanimously in favor by were: Anderson, Feist, 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 Feist to keep the 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, Feist, Humburg, and Mensing.

Voting against – None. Motion carried.

#6. Set and Approve Supervisor Compensation Rate -

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

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

Voting against – None. Motion carried.

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

Motion by Feist to approve the current 2024 IRS Mileage Rate of \$0.67. Seconded by Mensing.
Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

#8. Designate Official Depositories –

Motion by Feist to designate *First Bank, Blue Earth* as the official depository of the Faribault County SWCD. Seconded by Humburg.
Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

#9. Designate Official Newspaper –

Motion by Feist to designate *Faribault County Register* as the official newspaper for the Faribault County SWCD. Seconded by Humburg.
Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

#10. Designate Check Signing Authority –

Motion by Feist to approve the following authorized signatures:

-Staff: Nathan Carr and Shane Johnson

-Supervisors: Neal Mensing and Michael Humburg

Seconded by Mensing.

Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

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

Motion by Feist to approve Nathan Carr and Shane Johnson, Co-Program Administrators, as Official Signatory for ELINK Activities and Reporting. Seconded by Mensing.
Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

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

Motion by Anderson to approve the Board of Supervisors Operating Rules and Guidelines with the change to *Pg. 6, Article 2, 3. Per Diem*. \$625.00 will be the maximum Per Diem supervisors may receive per month. Seconded by Feist.
Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

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

Motion by Feist to approve the Personnel Policy with the addition of *Earned Sick & Safe Time*. Seconded by Mensing.
Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

II. CHAIRMAN BELL CALLED THE REGULAR BOARD MEETING TO ORDER AT 8:49AM

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SUPERVISORS PRESENT:

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

SUPERVISORS ABSENT:

None.

STAFF & OTHERS PRESENT:

Shane Johnson, Nate Carr, Hadley Mensing, Chad Viland – SWCD Staff | Bruce Anderson – County Commissioner | Sara Hauskins – Faribault County Planning & Zoning | Dustin Anderson – Faribault County Drainage | Nick Segar & Jessica Beske – NRCS

III. APPROVALS

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

Motion by Anderson to approve the Agenda with the addition to meetings, events, and trainings for staff.
Seconded by Feist.

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

Voting against – None. Motion carried.

2. APPROVAL OF DECEMBER 15, 2023, REGULAR BOARD MEETING MINUTES (Action Item)

Motion by Anderson to approve the December 15, 2023, Regular Board Meeting Minutes. Seconded by Feist.

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

Voting against – None. Motion carried.

3. APPROVE TREASURER’S REPORT (Action Item)

Motion by Feist to approve the December 2023 Treasurer’s Report as presented and to file it subject to audit. Seconded by Mensing.

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

Voting against – None. Motion carried.

4. PAYMENT OF BILLS (Action Item)

Motion by Anderson to pay all outstanding bills. Seconded by Humburg.

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

Voting against – None. Motion carried.

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

Motion by Feist to approve the Transfer of Funds in the amount of \$75,000.00 from Savings to Checking to pay the bills. Seconded by Mensing.

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

Voting against – None. Motion carried.

IV. OLD BUSINESS

1. Grievances/ Other (Discussion Item) – None.

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V. NEW BUSINESS

1. FSA, NRCS, and Drainage Updates

-FSA – written report.

-NRCS – Nick & Jessica gave an NRCS update.

-Drainage – Dustin gave a drainage update.

2. COST SHARE CONTRACT / VOUCHER SPREADSHEET

A. Encumbering (Action Item) – Shane updated the Board on the Cost Share Amendment Request. Motion by Mensing to approve the Cost Share Request as presented for a total of \$1,000.00.

Seconded by Humburg.

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

Voting against – None. Motion carried.

B. Voucher Payments (Action Item) – Shane went over the Cost Share Payments.

Motion by Feist to approve the Cost Share Payments as presented for a total of \$1,000.00.

Seconded by Humburg.

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

Voting against – None. 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. STAFF PROGRAM & GRANT UPDATES – Including Policy Updates, Contract Approvals, etc.

A. Soil Health Staffing Grant (Discussion Item)

Nate mentioned there will be a new state grant for districts to hire staff, if needed.

B. FY-24 & FY-25 Conservation Contracts Policy (Action Item)

Shane went over the Conservation Contracts Policy and the changes that were made.

Motion by Feist to approve the FY-24 & FY-25 Conservation Contracts Policy. Seconded by Mensing.

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

Voting against – None. Motion carried.

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

Nate and Sara went over the Contract for Services between Faribault County and the SWCD.

Motion by Anderson to approve the Contract for Services. Seconded by Feist.

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

Voting against – None. Motion carried.

4. BOARD SUPERVISOR UPDATES

A. Supervisor Updates from Meetings | Trainings | Events – No update

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

Motion by Feist to approve attendance to the following:

January 12th GBERBA, Policy (Neal)

January 17th 1W1P (Randy)

Seconded by Humburg.

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Voting unanimously in favor by were: Anderson, Feist, Humburg, and Mensing.
Voting against – None. Motion carried.

The Board took a short recess from 9:39a.m. to 9:45a.m.

VI. MISCELLANEOUS

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

SWCD staff gave job & project updates to the Board.

2. Le Sueur Fiscal Agreement (Action Item)

Nate went over the Le Sueur Fiscal Agreement which explains how the SWCD will get paid.

Motion by Feist to approve the Le Sueur Fiscal Agreement. Seconded by Humburg.

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

Voting against – None. Motion carried.

3. Woods Lake Trees (Discussion Item)

Nate mentioned he was approached by the Hwy Department regarding some trees at woods lake. He mentioned they were in bad shape, looking to replace them with shrubs, and was wondering about cost-share opportunities. There was discussion regarding the SWCD providing the trees at no cost.

4. Card Options (Discussion Item)

Shane and Nate mentioned they are still searching for a SWCD credit card.

5. SWCD Christmas Party (Discussion Item)

The SWCD Christmas Party will be February 1st, at the Thunder Bar.

6. February Board Meeting – Wednesday, February 14, 2024 – 8:30 a.m., Ag Center Conference Room

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

Motion by Feist to approve attendance to the following:

January 17 th	CFO Training (WEBEX) – Chad
January 17-18 th	Tree Open House – Hadley, Nate
January 24 th	Septic Regulators Meeting, Owatonna – Chad
January 25 th	CD62/30 Planning Meeting (Teams) – Chad
February 6 th	I-90 Soil Health Tour, Fairmont – Hadley
March 26-28th	Annual Feedlot Conference – Chad

Seconded by Mensing.

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

Voting against – None. Motion carried.

VIII. ADJOURNMENT

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

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

Voting against – None. Motion carried.

Chairman Bell adjourned the Regular Board Meeting at 10:25 a.m.