

**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  
October 9, 2019**

**Chairman Bell called the Regular Board Meeting to order at 8:30 a.m.**

**SUPERVISORS PRESENT:**

CHAIRMAN – JEFF BELL  
SECRETARY – NEAL MENSING  
P/R – BILL ANDERSON

**SUPERVISORS ABSENT:**

VICE-CHAIRMAN – RANDY FEIST  
TREASURER – DAVE MATHEWS

**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. Seconded by Mensing. Motion carried.

**2. APPROVAL OF MINUTES**

Motion by Anderson to approve the minutes of the September 10, 2019 SWCD Board Meeting. Seconded by Mensing. Motion carried.

**3. TREASURER'S REPORT**

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

**4. PAYMENT OF BILLS**

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

**5. TRANSFER OF FUNDS TO PAY BILLS**

Motion by Anderson to approve the Transfer of Funds in the amount of \$146,000.00 from Savings to Checking to pay the bills. Seconded by Mensing. Motion carried.

**II. OLD BUSINESS**

**1. GRIEVANCES – None**

**III. NEW BUSINESS –**

**1. FSA/NRCS - were absent from the meeting.**

## **2. CONSIDER APPROVAL OF COUNTY/SWCD CONTRACT FOR SERVICES AMENDMENT REQUESTED BY THE COUNTY**

Merissa Lore from the Faribault County Drainage Department attended the meeting to discuss the proposed amendments to the Contract for Services on behalf of the County. A letter from the Chairman of the Faribault County Commissioners as well as the suggested revised contract was available. The County is proposing elimination of the Drainage Department Assistance under Assistant Program Administrator and Administrative Support for County Programs under Administrative Assistant as well as the Payments for such programs effective January 1, 2020.

The Board briefly discussed the proposed contract changes and it was decided to table further action and or discussion until the November Board meeting.

## **3. COST-SHARE CONTRACT AND VOUCHER SPREADSHEET ENCUMBERING –**

The Chairman noted there was an Encumbering Request for Board member Neal Mensing for Cover Crops and because there was only three voting Board members in attendance, which includes Board member Mensing, it was decided to wait to process his encumbering request until the next meeting due to Conflict of Interest in the SWCD Operating Rules.

Motion by Anderson to approve the Cost Share Encumbering Requests, with the removal of Neal Mensing's encumbering request, for a total amount of \$13,392.25. Seconded by Bell. Motion carried.

## **VOUCHER PAYMENTS –**

Motion by Mensing to approve the Cost Share Payment Requests as presented for a total payment amount of \$15137.50. Seconded by Anderson. 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.

## **4. GRANTS UPDATE/OTHER –**

Nate and Michele discussed what they are proposing for the Cover Crop Demonstration Grant submission, which is due October 24, 2019 to BWSR. Nate provided a breakdown of proposed costs from the \$250,000.00 the Faribault County SWCD is seeking within the grant.

Motion by Mensing to approve the submission of the Cover Crop Demonstration Grant RFP for \$250,000.00 with a \$25,000.00 match as presented. Seconded by Anderson. Motion carried.

Program Technician, Shane Johnson, presented information and pictures of the Conservation Partners Legacy Grant project that was recently completed and asked the Board to approve the \$15,000.00 payment to Boening Brothers, LLP, for work done on the CPL Grant for the Swenson project.

Motion by Mensing to approve the \$15,000.00 payment to Boening Brothers, LLP, for costs incurred on the CPL Grant project. Seconded by Anderson. Motion carried.

Program Administrator, Michele Stindtman, discussed the meeting she and Shane recently facilitated with the folks from the Bass Lake area and mentioned some of their issues or concerns. She also mentioned that she has tasked Nate with the Harvest Bag project and he is currently working on this.

## **5. STAFF PROGRAM UPDATES –**

### **Nate Carr's Schedule Change Request –**

Motion by Anderson to approve Nate Carr's request to change his hours from 8:00 – 4:30 to 7:00 – 3:30 from 10/10/19 – 3/11/20 and approval of PTO, Comp Time, and Unpaid days to be used as needed beginning 10/29/19 – 12/2/19 to assist his Dad with farming with the understanding he will be able to keep up with his required work. Seconded by Mensing. Motion carried.

## **6. SUPERVISOR UPDATE -**

Board member Anderson mentioned he attended the last TSA meeting. He mentioned they took a staff person off of probation and gave that person a raise.

Board member Mensing mentioned he attended the GBERBA meeting. He mentioned GBERBA was applying for the Cover Crop Demonstration Grant and what they were seeking within that Grant submission.

Motion by Mensing to approve Board members attendance to the following upcoming meetings: GBERBA Executive meeting on 10/11/19 and the GBERBA Policy & Technical meeting on 11/8/19. Seconded by Anderson. Motion carried.

## **IV. MISCELLANEOUS**

### **1. November Board Meeting**

The November Board meeting is scheduled for Wednesday, November 13, 2019 at 8:30 a.m. in the SWCD Conference room.

## **V. MEETINGS/EVENTS/TRAININGS FOR STAFF -**

Motion by Mensing to approve attendance to the following:

Sept. 19	Regional Soil Health Team, Albert Lea - Nate
Sept. 25	SSTS Regulators Mtg., Owatonna - Chad
Oct . 2	GIS/LIS Conference, St. Cloud - Brandee
Oct. 15-16	MN Water Resources Conference, St. Paul - Michele
Oct. 16	Feedlot Officer Mtg., Owatonna - Shane
Oct. 23	GBERBA Technical Mtg., Mankato - Michele
Oct. 29-31	BWSR Academy, Breezy Point – Michele, Amy
Nov. 6	MASWCD Board Mtg., St. Paul – Michele
Nov. 8	GBERBA Policy & Tech Mtg., Mankato – Michele
Nov. 12	Planning Comm./Board of Adjustment, Ag. Ctr. - Amy

Seconded by Anderson. Motion carried.

## **VI. ADJOURNMENT –**

Motion by Anderson to adjourn the meeting. Seconded by Mensing. Motion carried. Chairman Bell adjourned the meeting at 9:50 a.m.

## SWCD BOARD MEETING COST SHARE ENCUMBERING REQUEST

<b>Board Meeting Date</b>	October 9, 2019
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Board Chair Signature \_\_\_\_\_

[illegible]

## SWCD BOARD MEETING COST SHARE PAYMENT REQUEST

<b>Board Meeting Date</b>	October 9, 2019
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**Board Chair Signature** \_\_\_\_\_

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