



*Freeborn County Soil & Water
Conservation District
1400 West Main Street
Albert Lea, MN 56007
Phone: 507-373-5607 Ext. 3
FAX: 507-373-7654
www.freebornswcd.org*

**MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS
September 8th, 2011**

I. The meeting was called to order at 7:30 P.M. by Chairman Don Kropp in our district office located at 1400 West Main Street, Albert Lea, MN.

II. Those present were as follows:

Don Kropp, Chairman	Brenda Lageson, District Administrative Assistant
Chris Dahl, Vice-Chair	Mark Schaetzke, District Technician
Paul Heers, Jr., Board Secretary	Ed Moffett, NRCS District Conservationist
Colin Wittmer, Supervisor	

Absent:

Dave Ausen, Treasurer

III. Minutes of the Previous Meeting:

Minutes of the August 3rd regular meeting were approved as presented on a motion made by Dahl and seconded by Heers, Jr. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.** Minutes of the August 26th Workshop Meeting were reviewed.

IV. Treasurer's Report:

- **The treasurer's balance as of August 31st, 2011, was \$767.01 in checking and \$286,989.71 in savings.** A motion approving the treasurer's report as read and payment of bills was made by Heers, Jr. and seconded by Wittmer. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

Discussion was held regarding possible contribution agreements with NRCS. A motion was made by Wittmer and seconded by Heers, Jr. to authorize Chairman Kropp to sign these agreements once they are finalized. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

Reviewed what Don Flatness has earned for annual leave and sick leave. A motion was made by Dahl and seconded by Heers, Jr. authorizing Flatness' severance and final paycheck as per the employee handbook. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

Staff request authorization to move their Health Savings Accounts (HSA) from Wells Federal Bank to Farmers State Bank. After some discussion a motion was made by Wittmer and seconded by Heers, Jr. authorizing bank transfer. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

V. State Cost Share Program Actions and/or Information:

- **District Technician Schaetzke** presented a cost share application by Luverne Lyle for cost share assistance:

<u>Contract #</u>	<u>Name</u>	<u>Practice</u>	<u>Project Cost</u>	<u>Encumbered</u>
SMFR11-04	Lyle, Luverne	D.9 Streambank (2)	\$5,300	\$1,325

After reviewing this request for cost share assistance a motion was made by Heers, Jr. and seconded by Dahl approving the project# SMFR11-04 with the dollar amount mentioned above not to exceed 75%. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl and Heers, Jr. and Wittmer. Opposed – None. **The motion carried.** Flood relief cost share dollars will supplement CRP Funds to provide up to 75% cost share on this project.

- **Schaetzke presented** another cost share application by Keith Kuiters for cost share assistance:

<u>Contract #</u>	<u>Name</u>	<u>Practice</u>	<u>Project Cost</u>	<u>Encumbered</u>
SMFR11-05	Kuiters, Keith	D.5 Waterway Repair (1.2 ac.)	\$1,485	\$1,485

After reviewing this request for cost share assistance a motion was made by Dahl and seconded by Heers, Jr. approving the project# SMFR11-05 with the dollar amount mentioned above not to exceed 100%. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.** Flood relief cost share dollars for this project are payable at 100% as per policy established at the Dec. 9, 2010 Board Meeting.

Schaetzke then presented an amendment request from the City of Freeborn on their Streambank/Rain Garden project (GBERBA Funded Project). Contract # CWL-CSA-09-024-D2. This amendment is requested due to several factors including higher mulch cost and quantity, higher plant stock, trucking expenses, excavation costs and the addition of drain tile. After some discussion a motion was made by Heers, Jr. and seconded by Wittmer to approve the request to increase cost share by \$3,261 for a new total of \$6,936 which is 75% of the total cost of \$9,248 and forward to the GBERBA Board for approval. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

VI. New Business:

- Read Don Flatness' out going report.
- Reviewed options for hiring a new staff person. After some discussion a motion was made by Wittmer and seconded by Heers, Jr. to approach a Temp. Agency to hire a Survey Aide at \$10 per hour to help with the fall workload. A second motion was made by Wittmer and seconded by Dahl to start the process of hiring a new District Manager. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.** Supervisors and staff will update job descriptions.
- Discussion was held regarding an Interim Manager. A motion was made by Heers, Jr. and seconded by Wittmer to authorize Brenda Lageson to sign any financial documents including checks against the District checking account and authorizing Mark Schaetzke to sign any technical documents. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**
- Discussion was held regarding Wetland Conservation Act representation. A motion was made by Wittmer and seconded by Dahl appointing Mark Schaetzke as our WCA representative. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**
- Southeast Area Meeting is Sept. 20th in Rochester. A motion was made by Wittmer and seconded by Dahl authorizing supervisors and staff to attend as their schedules allow. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

- BWSR Academy training is scheduled for Oct. 25 – 27th at Breezy Point. A motion was made by Heers, Jr. and seconded by Wittmer authorizing staff to attend and reimburse allowable expenses. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**
- NRCS Agency report given by Ed Moffett, District Conservationist. Ed reported that the EQIP application period is on-going but the official sign-up period will be delayed from the original date of Oct. 1st until budgets are completed. Ed also reports that Tony Reali, Ducks Unlimited has taken a position with NRCS in Wisconsin. His last day in our office is Sept. 20th.
- Kropp reported on his meeting with Rep. Rich Murray. He said overall the meeting went well, they talked about Districts, budgets, and state cost share dollars decreasing. Although Murray is familiar with our programs he is not assigned to that committee but he would gladly pass on the information.
- Reviewed Turtle Creek WD minutes from their August 16th meeting.

VII. Adjournment:

- There being no further business, a motion to adjourn was made by Dahl and seconded by Wittmer. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Heers, Jr. and Wittmer. Opposed – None. **The motion carried.**

The next regular meeting will be held **Thursday, October 13th, 2011** at 7:30 A.M. at our SWCD office at 1400 West Main, Albert Lea.

These are preliminary minutes subject to board approval at the next regular monthly meeting of the Board of Supervisors.

Respectfully submitted,

Paul Heers, Jr., Board Secretary

Date