



Freeborn 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
December 2nd, 2009

I. The meeting was called to order at 1:30 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	Don Flatness, District Manager
Dave Ausen, Treasurer	Brenda Lageson, District Administrative Assistant
Roger M. Nelson, Supervisor	Mark Schaetzke, District Technician
Chris Hughes, BWSR BC	Ed Moffett, NRCS District Conservationist

Absent:

Cole Pectorious, Vice Chairman
Chris Dahl, Board Secretary

III. Minutes of the Previous Meeting:

- **Minutes of the October 8th regular meeting** were approved as presented on a motion made by Nelson and seconded by Ausen. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

IV. Treasurer's Report:

- **The treasurer's balance as of November 30th, 2009**, was \$1,194.69 in checking and \$276,501.66 in savings. A motion approving the treasurer's report as read and payment of bills was made by Nelson and seconded by Ausen. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

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

- Remington Family Farm (contract #FY08-01) has finished their Water & Sediment Control Basin Project and is requesting an amendment to increase the cost share amount, prior to final payment authorization. The amendment asks that the project cost be increased from the initial estimate of \$7,600 to \$8,904. The resulting cost share at 75% would then increase from \$5,700 to \$6,678. After reviewing the amendment paperwork, a motion was made by Ausen and seconded by Nelson approving the amendment request. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**
- Don Flatness informed the board that an administrative oversight has occurred relative to keeping the contract ending dates, current with two individual contract holders. The first is with Duane Bakken (contract #FY07-08). Earthwork on his Water & Sediment Basin Project was completed last fall other than the required seeding. In December 2008, our board approved a partial payment and an amendment extending the contract completion date to June 30th, 2009 to allow for seeding. Bakken seeded the basin in April 2009 but did not bring in bills or request the balance of the contract amount withheld last fall. Our staff did not monitor the amended contract ending date in June and the contract remained unfinished. After discussing the situation with Chris Hughes, BWSR Board Conservationist, he advised that because the project was completed on time but the landowner did not notify the SWCD the board should take action to approve final payment of the

withheld contract dollars. A motion was then made by Ausen and seconded by Nelson authorizing final payment of Bakken's contract in the amount of \$385. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

- The second individual is Keith Kuiters (contracts #FY08-06 and FY09-01). He also was issued partial payments last fall. Because of heavy rains in June of this year, he was not able to complete the projects prior to the contract ending date that had been set (June 30th, 2009). Work on one of the contracts is now complete but bills have not been provided. The other project still has some work to be finished. Again, staff did not monitor the contract ending dates and didn't realize an amendment was needed until November. This situation was also discussed with Chris Hughes and because partial payments of the projects have already been made and because it is in the best interest of the SWCD and landowner he allowed approval of contract amendments extending the completion dates to Sept. 1st, 2010. Chris also recommended that the FY08-06 contract be completed as soon as possible (yet this fall or next spring) so the FY08 cost-share program can be closed out.

A motion was then made by Ausen and seconded by Nelson approving the amendment extending the date on contract # FY08-06 to Sept. 1, 2010. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

A second motion was then made by Nelson and seconded by Ausen approving the amendment extending the completion date on contract # FY09-01 to Sept. 1, 2010. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

- Chris Hughes, stated that these administrative oversights would be noted on the cost share close outs. He did appreciate the fact however, that staff has now developed a spread sheet to monitor dates and other related contract information prior to each monthly board meeting. A summary sheet outlining the dates and actions taken on these contracts along with Chris Hughes' comments is attached to these minutes.

VI. New Business:

- NRCS Agency report given by Ed Moffett, District Conservationist. Ed reported that State Conservationist Bill Hunt will be retiring after 44 years of service at the end of Dec. There will be an acting State Conservationist from North Dakota until a replacement is hired next year. Ed also gave updates on the CSP and EQIP programs. He invited the SWCD Board members to the Local Workgroup meeting on January 14th at 12:30 p.m. before our regular board meeting. Ed also announced that there will be some dollars available through the Mississippi River Basin Healthy Watershed Initiative in our area under EQIP and WRP programs.
- Reviewed and signed building rental agreement with E. Family Partnership. This agreement is for 442 sq. ft. at the rate of \$13.42 per sq. ft. and is in effect from 10/01/2009 until 6/30/2010. A motion was made by Ausen and seconded by Nelson to authorize this agreement and issue the first quarter payment in the amount of \$1,496.25. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**
- Mark talked about a grant that we have applied for with GBERBA for Emerald Ash Borer preparedness (tree removal and plan).
- Brenda's notary commission will be expiring 01/31/2010. After some discussion a motion was made by Nelson and seconded by Ausen to renew the commission and that she charge the applicable Minnesota fee at her discretion. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

- Reviewed letter from MN Management & Budget re: Pay Equity.
- Reviewed MPCA permit application for Lou Rich, Inc. Our board offered a no comment response.
- Reviewed MCIT Annual Report and Dividend received.
- Discussed the possibility of selling rain barrels along with our annual tree sale. After reviewing materials a motion was made by Nelson and seconded by Ausen to order 10 barrels with hardware kits. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**
- Don F. reported on meetings he has had with Dick Hoffman, Environmental Services, Ron Harnack, Consultant and Don Kropp, District Chairman to discuss applying for a grant to be used on a study of how to reduce runoff entering the Cobb River Ditch System.
- Staff reported on the BWSR Academy training they attended last month. There were many sessions to choose from and a lot of good information.
- Reviewed the Turtle Creek W.D. minutes from their Oct. 20th and Nov. 17th meetings.
- Brenda asked the board for authorization to adjust the year end budget to reflect figures closer to actual amounts. A motion was made by Ausen and seconded by Nelson authorizing budget adjustments. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**
- Brenda also asked to adjust payroll, to close out the year with a 72 hour pay period ending 12/31/2009 and moving 1/1/2010 into the first 2010 payroll making it an 88 hour pay period on 01/15/2010. A motion was made by Nelson and seconded by Ausen authorizing these pay period adjustments. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen and Nelson. Opposed -- None. **The motion carried.**

VII. Adjournment:

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

The next regular meeting will be held **Thursday, January 14th, 2010** at 1:30 P.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,

Dave Ausen, Acting Board Secretary

Date