



*Freeborn Soil & Water
Conservation District
1400 West Main Street
Albert Lea, MN 56007
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**MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS
January 14th, 2016**

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	Mark Schaetzke, District Manager/Tech.
Chris Dahl, Vice-Chair	Brenda Lageson, Office/Assistant Manager
Dave Ausen, Treasurer	Senja Viktora, District Technician
Paul Heers, Jr., Board Secretary	Gary Kurer, NRCS District Conservationist
Colin Wittmer, Supervisor	Myles Elsen, MLRA Soil Scientist

Absent:

None

Chairman Kropp chose to move 2 items up on the agenda as follows:

III. New Business:

- NRCS Agency report was given by Kurer. Blue Earth Field Office has hired a new DC, Albert Lea NRCS has a new full-time Ultima employee. He also reported on the status of EQIP, CSP, HELC & WC Certification requests and CRP.
- Elsen informed the board of supervisors of an upcoming Soil Health workshop being held in Owatonna on Jan. 19th and encouraged attendance. After some discussion a motion was made by Wittmer and seconded by Heers, Jr. authorizing attendance of supervisors and staff as their schedules allow. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Meeting continued as follows:

IV. Reorganization of SWCD Board Officers and Committee Appointments for 2016.

- Chairman Kropp began the reorganization process by asking what the board's wishes were for officers in 2016. A motion was made by Dahl and seconded by Wittmer to keep the same officers as in 2015. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Then committee assignments were discussed. A motion was made by Heers, Jr. and seconded by Wittmer for committees to remain the same as in 2015. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried**

Board members are listed below:

Chairman: Kropp
Vice-Chair: Dahl
Treasurer: Ausen
Board Secretary: Heers, Jr.
Supervisor: Wittmer

Committee appointments for 2016 as follows:

Budget Committee: ALL
Legislative Committee: Ausen and Dahl
Education Committee: Don Kropp
Personnel Committee: Dahl & Wittmer
State Cost-Share Committee: ALL
Joint Powers Board Rep.: Heers, Jr.
RC&D Rep.: Heers, Jr.
Greater Blue Earth River Basin Alliance Rep.: Kropp

V. Minutes of the Previous Meeting:

- **Minutes of the December 10th regular meeting** were approved as presented on a motion made by Wittmer and seconded by Dahl. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

VI. Treasurer's Report:

- **The treasurer's balance as of December 31st, 2015**, was \$4,964.01 in checking and \$542,254.19 in savings. A motion approving the treasurer's report as read and payment of bills was made by Wittmer and seconded by Dahl. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - a) Read letter from County Administrator Kluever regarding our 2016 appropriation request. After some discussion a motion was made by Ausen and seconded By Heers, Jr. to set the 2016 Budget as printed. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - b) Designate official bank depository for 2016. A motion was made by Heers, Jr. and seconded by Dahl to keep Security Bank Minnesota, as our official bank depository for 2016. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - c) Reviewed materials from MASWCD and request for payment of dues for 2016. A motion was made by Wittmer and seconded by Ausen to pay the 2016 dues to MASWCD in the amount of \$3,593.88. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - d) Reviewed materials from NACD and request for payment of dues for 2016. A motion was made by Ausen and seconded by Heers, Jr. to pay the 2016 dues to NACD in the amount of \$775.00. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - e) Reviewed request from Southeast SWCD Technical Support JPB dues for 2016. After some discussion a motion was made by Ausen and seconded by Wittmer. to pay membership dues of \$500.00 to JPB. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - f) Reviewed request from Southeast Area MASWCD dues for 2016. After some discussion a motion was made by Wittmer and seconded by Heers, Jr. to pay dues of \$500.00 to Southeast MASWCD. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - g) Reviewed request from Southeast Area Envirothon donation for 2015. After some discussion a motion was made by Ausen and seconded by Dahl to pay donation of \$175.00 to Southeast Area Envirothon. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - h) Reviewed MCIT insurance coverage bill for 2016. After some discussion a motion was made by Wittmer and seconded by Dahl to approve payment to MCIT for \$3,813. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
 - i) Discussion regarding the timely signature of documents was discussed. A motion was made by Heers, Jr. and seconded by Dahl authorizing the Chairman of the Board to sign contracts or agreements as needed. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

j) Discussion regarding allowable IRS mileage rates. A motion was made by Wittmer and seconded by Ausen to set the 2016 mileage rate at .54 per mile for authorized travel for District business. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

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

- None at this time.

VIII. New Business continued:

- Schaetzke attended meetings; SE Area Managers meeting, WCA discussion with county staff, BWSR grants training.
- Viktora attended the Shell Rock River Watershed Advisory meeting on Jan. 8 topics included; field trips highlighting watershed activities, Water Trail, dredging, and Water plan.
- Lageson attended BWSR grants training and an Envirothon planning meeting.
- The SWCD Capacity Funding Work plan was reviewed as prepared by staff. A motion was made by Ausen and seconded by Wittmer authorizing staff to submit the plan to BWSR. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Discussion was held regarding the hiring of our new Technician position. A motion was made by Heers, Jr. and seconded by Ausen authorizing Manager Schaetzke to offer the position as recommended by the personnel committee. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Another motion was made by Wittmer and seconded by Heers, Jr. that a 6 month probation would be required to be successfully fulfilled in order to achieve permanent status and receive employee benefits as stated in the SWCD employee handbook. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Review and approve Viktora's request for TAA for 412, 638, 620 and 606. After some discussion a motion was made by Wittmer and seconded by Dahl to approve and forward on to the NRCS Area Engineer to sign. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Lageson would like to attend a financial year end training Wed. February 17th in Scott County. After some discussion a motion was made by Ausen and seconded by Heers, Jr. authorizing Lageson's attendance. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Staff requested authorization to advertise in the local media for our tree sale. A motion was made by Dahl and seconded by Ausen authorizing staff to advertise our 2016 tree sale. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Discussion was held on the upcoming preparation of the Annual Report, Plan and Spring Newsletter. Topics to be included; new staff, trees and current programs. Same format as last year.
- Reviewed Correspondence Received. . . .
 - Turtle Creek W.D. minutes from their Dec. 16th meeting
 - Cedar River W.D. from their Nov. 19th meeting
 - Save the date – SWCD Day at the Capitol is March 21 -22.

- Reviewed SWCD wage schedule and budget for calendar year 2016, after some discussion a motion was made by Ausen and seconded by Heers, Jr. to authorize a step increase to Schaetzke and Lageson. Viktora will move to a step 6 on the SWCD wage schedule effective January 1st, 2016. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.** A copy of the SWCD's wage schedule is available at the SWCD office.

IX. Adjournment:

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

The next regular meeting will be held **Thursday, February 4th, 2016** at 4:00 P.M. at our SWCD office at 1400 West Main, Albert Lea. The date and time change is to accommodate a board quorum.

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