



**Freeborn Soil & Water  
Conservation District**  
1400 West Main Street  
Albert Lea, MN 56007  
Phone: 507-373-5607 Ext. 3  
[www.freebornswcd.org](http://www.freebornswcd.org)

## MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS

March 10<sup>th</sup>, 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. Chairman Kropp introduced new SWCD employee Lindsey Zeitler.
  
- 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	Lindsey Zeitler, District Technician
	Gary Kurer, NRCS District Conservationist
  
- Absent:**

Colin Wittmer, Supervisor
  
- III. **Minutes of the Previous Meeting:**
  - **Minutes of the February 4<sup>th</sup> regular meeting** were approved as presented on a motion made by Dahl and seconded by Ausen. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
  
- IV. **Treasurer's Report:**
  - **The treasurer's balance as of February 29<sup>th</sup>, 2016**, was \$12,818.75 in checking and \$641,295.74 in savings. A motion approving the treasurer's report as read and payment of bills was made by Heers, Jr. and seconded by Dahl. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
  
- V. **Reinvest in Minnesota (RIM) and State Cost Share Actions and/or Information:**
  - RIM easement #24-01-88-01. A corrective action plan was discussed as per BWSR easement rules. A motion was made by Heers, Jr. and seconded by Ausen to authorize Chairman Kropp's signature and send by certified mail to Mr. Oquist. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
  - We applied for and received a Clean Water Fund Multipurpose Drainage Management Grant for County Ditch 8. Chairman Kropp signed the grant agreement as per standing resolution and was forwarded back to BWSR.
  - Conservation Reserve Enhancement Program (CREP III) is still being worked on out in Washington DC by FSA.
  - Staff asked the supervisor's their wishes for the Biennial Budget Request for FY2018 -2019. After some discussion they decided for staff to proceed as was planned for the FY2016-FY2017 and make any necessary adjustments for the next board meeting.
  
- VI. **New Business continued:**
  - NRCS Agency report was given by Kurer. His report included status' on EQIP, CRP, CSP HELC and WC certifications, trainings and meetings.
  
  - Staff distributed 2015 Annual Report, 2016 Annual Plan, and 2015 Financial report for approval. After some discussion a motion was made by Dahl and seconded by Ausen approving Annual Report and Plan as printed. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**

- With addition of new staff not having a computer seat on the USDA system some discussion was held. A motion was made by Ausen and seconded by Heers, Jr. to purchase a computer and software as needed, purchase an internet hot-spot, and authorize staff to work a flex schedule until something more permanent can be worked out with NRCS. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Lageson informed the board that the annual QuickBooks payroll subscription is due and we also need to upgrade to QuickBooks 2016 accounting software as the 2013 version is being discontinued in May of this year. After some discussion a motion was made by Dahl and seconded by Ausen authorizing these purchases. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Lageson then presented the board with the final Cafeteria Plan documents with Select Account for signature. After some discussion a motion was made by Ausen and seconded by Dahl approving signature of these documents. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Staff request authorization to attend an All Employee SE Area meeting in Rochester on March 31. After some discussion a motion was made by Ausen and seconded by Heers, Jr. for employees to attend as their schedules allow. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Schaetzke presented the board of supervisors with a resolution adopting the County Water Plan extension as the County Water plan also serves as the SWCD Water Plan. After some discussion a motion was made by Ausen and seconded by Heers, Jr. adopting this resolution. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Schaetzke's report included; Aquatic Invasive Species grant RFP by Freeborn County, County Water Plan update, MN DNR Walk – In Access Program, an update on the Winnebago project and County Ditch 23, and the Freeborn Lake Management Plan – opportunity for comments.
- Kropp reported on the GBERBA meeting he attended on Mar. 4, in Mankato. Regular business was held, discussion on Ag Certainty, grant opportunities for staff, and MN River Council.
- Viktora reported on Shell Rock River Watershed Advisory committee she attended Feb. 26, and informed the board of a Soil Health Field Day on June 4<sup>th</sup>.
- Reviewed Correspondence Received. . .
  - Turtle Creek W.D. minutes from their Feb. 16<sup>th</sup> meeting
  - Cedar River W.D. from their Jan. 20<sup>th</sup> meeting

## VII. Adjournment:

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

The next regular meeting will be held **Friday, April 8<sup>th</sup>, 2016** at 9:00 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