



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

**MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS  
Sept. 8<sup>th</sup>, 2016**

**I. The meeting was called to order** at 7:00 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  
Chris Dahl, Vice-Chair  
Dave Ausen, Treasurer  
Paul Heers, Jr., Board Secretary

Mark Schaetzke, District Manager/Tech.  
Brenda Lageson, Office/Assistant Manager  
Lindsey Zeitler, District Technician

**Absent:**

Senja Viktora, District Technician  
Gary Kurer, NRCS District Conservationist

**III. Minutes of the Previous Meeting:**

- **Minutes of the Aug. 11<sup>th</sup> 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, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**

**IV. Treasurer’s Report:**

- **The treasurer’s balance as of July 31<sup>st</sup>, 2016**, was \$-36,212.70 in checking and \$739,389.26 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.**
- **Supervisor Colin Wittmer enters at 7:30 p.m.**

**V. Cost Share Actions and/or Information:**

- Manager Schaetzke announced that Chris Dahl has completed his Grade Stabilization project and is requesting final payment:

Contract #	Name	Practice	Project Cost	Federal EQIP	Final Pmt.
DRAP15-02	Dahl, Chris	410 Grade Stabilization Str.	\$17,821.08	\$13,593.57	\$500.00

After some discussion, a motion approving a final payment of contract# DRAP15-02 in the amount of \$500.00 not to exceed 85% of the total eligible cost or whichever is less was made by Ausen and seconded by Heers Jr. Funds were piggy-backed by EQIP. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.** Dahl abstained.

- FY2017 Delivery Grants and State Cost Share Project Grants were reviewed. After some discussion a motion was made by Dahl and seconded by Ausen accepting these grants and to discuss setting State Cost Share Project grant policy at the next regular scheduled meeting. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.** This will give Manager Schaetzke time to research the non-structural practices and what is needed to include policy for those practices.
- Staff informed the board that we received a new grant agreement and third allocation for the 2014 flood (DRAP3B). DRAP3B 2017 cost share dollars are available for encumbering and the board should set policy for project funds. After some discussion a motion was made by Wittmer and seconded by Ausen proposing DRAP3B 2017 State Cost Share policy as follows;
  - a) Designate 20% of DRAP3B 2017 Grant for Administration & Technical Costs (\$11,002 leaving \$44,008 available for projects).
  - b) Maximum cost share rate per project 90% of eligible costs, board reserving the right to limit percent further on individual components of a project.
  - c) Consider any eligible practice except well sealing.
  - d) Consider "Piggy Backing" with Federal EQIP funds on larger projects.
  - e) Designate Mark Schaetzke as the SWCD Technical Representative or Senja Viktora of the district on projects he or she has Technical Approval for. Otherwise, it will be delegated to the NRCS or SE Tech Support Design Engineer working on the project.
  - f) Pay cost share from invoices or paid receipts received from the applicant.
  - g) Appropriation will be expended to address high priority erosion and water quality problems, i.e. gully control.
  - h) Water and Sediment Control Basins shall have orifice plates installed in the tile intakes as per design. SWCD may allow the landowner to remove orifice plate if it causes an ongoing maintenance issue. Recommend orifices not smaller than 3 inches in diameter.
  - i) Engineer's estimate shall be used for determining cost share amounts. The landowner shall obtain three or more bids to justify increasing the cost share from the engineer's estimate. Cost share shall then be based on the lowest bid.

Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers Jr., and Wittmer. Opposed -- None. **The motion carried.**

- Lageson informed the board that the 2016 Easement Implementation Grant Funds have been reported and spent. A motion was made by Ausen and seconded by Wittmer to submit Final Financial report to BWSR. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers Jr., and Wittmer. Opposed -- None. **The motion carried.**

## VI. New Business:

- NRCS Agency report was not available at this time.
- Manager Schaetzke gave a buffer update.
- Schaetzke then asked if any supervisor would be interested in representing the SWCD on the One Watershed One Plan for the Cedar River Watershed. Both Dahl and Heers, Jr. said they would attend a meeting and then decide.
- Staff prepared a draft drill rental agreement for board consideration. After some discussion and a couple of changes a motion was made by Heers, Jr. and seconded by Dahl approving this agreement. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

- Meetings and/or trainings attended during the past month. . . .
  - Zeitler attended a Conservation Planning course Aug 23-26 in Hinckley, Schaetzke, Viktora and Zeitler attended Engineering field tools training on Aug. 30 in Owatonna.
  - Kropp gave an update on the GBERBA Exec. Meeting he attended Aug. 11 in Mankato.
- Chairman Kropp reminded everyone that the 2017 Budget proposal to the County Board of Commissioners is scheduled for Sept. 13<sup>th</sup> at 8:45 a.m. encouraged other board members to participate as their schedules allow.
- Lageson gave an update regarding 2017 employee health insurance. Our district received a small increase in premium. After some discussion a motion was made by Wittmer and seconded by Dahl to keep the current District Policy on health benefits for the upcoming year. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Lageson then presented a summary of current Minnesota Counties Intergovernmental Trust (MCIT) coverage for property/casualty/workers compensation. Premium will increase slightly in 2017.
- SE Area 7 fall meeting is scheduled for Wednesday, Sept. 21<sup>st</sup> in Goodhue County. After some discussion a motion was made by Heers, Jr. and seconded by Ausen authorizing any staff and/or supervisors to attend 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.**
- Board of Water & Soil Resources (BWSR) is holding their Academy training on Oct. 24-26 in Brainerd. After some discussion a motion was made by Ausen and seconded by Heers, Jr. authorizing staff to attend and reimburse allowable expenses. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Reviewed Correspondence Received. . . .
  - Turtle Creek W.D. minutes from their Aug. 16<sup>th</sup> meeting
  - Email from MASWCD re: SWCD leadership & self-assessment tool.

## VII. Adjournment:

- There being no further business, a motion to adjourn was made by Heers, Jr. and seconded by Ausen. 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, October 13<sup>th</sup>, 2016** at 7:00 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,

---

Paul Heers, Jr., Board Secretary

Date