



*Freeborn 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  
November 15<sup>th</sup>, 2016**

I. The meeting was called to order at 7:30 A.M. by Vice-Chairman Chris Dahl in our district office located at 1400 West Main Street, Albert Lea, MN.

II. **Those present were as follows:**

Members:

Chris Dahl, Vice-Chair

Dave Ausen, Treasurer

Paul Heers, Jr., Board Secretary

Others:

Mark Schaetzke, District Manager/Tech.

Brenda Lageson, Office/Assistant Manager

Lindsey Zeitler, Technician

Gary Kurer, NRCS DC

**Absent:**

Don Kropp, Chairman

Colin Wittmer, Supervisor

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

- Minutes of the October 28<sup>th</sup> regular meeting were approved as presented on a motion made by Ausen and seconded by Heers, Jr. Results of a roll call vote were as follows: Affirmative- Dahl, Ausen, and Heers Jr. Opposed -- None. **The motion carried.**

IV. **Treasurer's Report:**

- The treasurer's balance as of October 31<sup>st</sup>, 2016, was \$6,429.95 in checking and \$638,385.52 in savings. A motion approving the treasurer's report and payment of bills was made by Heers Jr. and seconded by Ausen. Results of a roll call vote were as follows: Affirmative- Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**

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

- Manager Schaetzke presented a state cost share application by Jeffrey Wayne for state cost share assistance:

<u>Contract #</u>	<u>Name</u>	<u>Practice</u>	<u>Project Cost Est.</u>	<u>Encumbered</u>
DRAP2-16-02	Wayne, Jeffrey	638 WASCOB (2)	\$5,100	DRAP2-16 \$3,825

After reviewing this request for cost share assistance a motion was made by Ausen and seconded by Heers, Jr. approving the project#DRAP2-16-02 with the dollar amount mentioned above not to exceed 75% of the total eligible cost or whichever is less. Results of a roll call vote were as follows: Affirmative- Dahl, Ausen, and Heers, Jr. Opposed – None. The motion carried.

- Manager Schaetzke then presented a GBERBA (CWF-R&G14-24-02) cost share amendment request by Mike Heilman. Mr. Heilman requests a contract extension due to difficulty of finding a contractor, and site being too wet due to above normal precipitation. After some discussion a motion was made by Ausen and seconded by Heers, Jr. approving an extension of completion date to 12/1/2017. Results of a roll call vote were as follows: Affirmative- Dahl, Ausen, and Heers, Jr. Opposed – None. The motion carried.
- New to the FY2017 State Cost Share Program is the option to offer cost share for nonstructural land management. After reviewing a draft policy prepared by staff a motion was made by Ausen and seconded by Heers, Jr. to approve the non-structural implementation plan and forward to BWSR. Results of a roll call vote were as follows: Affirmative- Dahl, Ausen, and Heers, Jr. Opposed – None. The motion carried. (See attached.)

- Cost share dollars are now available for encumbering for FY2017. After some discussion a motion was made by Heers, Jr. and seconded by Ausen propose FY2017 State Cost Share policy as follows;
  - a) Designate 20% of FY2017 Grant for Administration & Technical Costs (\$3,296 leaving \$13,186 available for projects).
  - b) Maximum cost share rate per project 75% of eligible costs, 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 of the district on projects he 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, except buffers are to be paid a flat rate of \$200 per acre.
  - 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.
  - j) Nonstructural Land Management cost share (separate policy) as stated above.

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

#### VI. New Business:

- NRCS Agency report by Kurer. Kurer reported on CRP, EQIP, WRP/WRE, and CSP. He also reported that the selection process for NRCS Technician has been started. Kurer also reviewed with our board the NRCS Civil Rights Policy Statement, Equal Employment Opportunity and Non-discrimination Policy, and Active Shooter Awareness.
- Manager’s report included; A workshop with the County Commissioner’s re: CD23, One Watershed One Plan (1W1P) planning and brainstorming meeting.
- Ecological Technical Approval Authority (TAA) was discussed for Zeitler. A motion was made by Ausen and seconded by Heers, Jr. authorizing request. Results of a roll call vote were as follows: Affirmative- Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Lageson reports that several applications were received for our Tech. position. Closing date is Dec. 7, 2016.
- Reviewed Correspondence Received. . . .
  - MCIT Dividend announcement.

#### VII. 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- Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.** The next regular meeting will be held **Thursday, December 8<sup>th</sup>, 2016** 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,