



**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  
November 16<sup>th</sup>, 2017**

- 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              | Mark Schaetzke, District Manager/Tech.   |
| Dave Ausen, Treasurer            | Brenda Lageson, Office/Assistant Manager |
| Paul Heers, Jr., Board Secretary | Lindsey Zeitler, District Technician     |
| Colin Wittmer, Supervisor        | Jarod Schamaun, District Technician      |
- Absent:**
- Chris Dahl, Vice-Chair  
Gary Kurer, NRCS District Conservationist
- III. **Minutes of the Previous Meeting:**
- **Minutes of the October 12<sup>th</sup> regular meeting** were approved as presented on a motion made by Wittmer and seconded by Heers, Jr. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. **The motion carried.**
- IV. **Treasurer's Report:**
- **The treasurer's balance as of October 31<sup>st</sup>, 2017**, was \$1,899.67 in checking and \$766,569.26 in savings. A motion approving the treasurer's report as read and payment of bills was made by Wittmer, and seconded by Heers, Jr. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- V. **Grant Program Actions and/or Information:**
- Jesse Larson and Scott Lightly have completed their 2<sup>nd</sup> year cover crop seeding and are requesting the final payment. After some discussion a motion was made by Wittmer and seconded by Heers, Jr. authorizing a final payment to Larson in the amount of \$3,697.96 for contract # FB-LCCMR16-02 and final payment to Lightly in the amount of \$3,842.80 for contract #FB-LCCMR-16-01. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
  - Doug Redman has completed his 1 year cover crop seeding and is requesting a final payment. After some discussion a motion was made by Wittmer and seconded by Ausen authorizing a payment in the amount of \$3,000 for contract # 319-TMDL-24-01 which was 75% of the total cost (GBERBA is the grant funding source). Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
  - Redman has also completed another cover crop seeding and requesting a partial payment. After some discussion a motion was made by Wittmer and seconded by Ausen authorizing a partial payment in the amount of \$2,400 for contract # FY17-CAP-CC-05. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
  - Richard Stadheim has completed his cover crop seeding and requesting a partial payment. After some discussion a motion was made by Heers, Jr. and seconded by Wittmer authorizing a partial payment in the amount of \$2,145.60 for contract # FY17-CAP-CC-03. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

- Zach Wangen has completed his cover crop planting and is requesting a partial payment. After some discussion a motion was made Wittmer and seconded by Ausen authorizing payment in the amount of \$970.80 for contract #FY17-CAP-CC-04. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

- Wayne Fett has completed his grassed waterway project and is seeking a final payment:

<u>Contract #</u>	<u>Name</u>	<u>Practice</u>	<u>Project Cost</u>	<u>Partial Payment</u>	<u>Final Payment Req.</u>
FY16-01	Fett, Wayne	412	\$9,520	\$4,576	\$2,564

After some discussion, a motion approving the final payment of contract# FY16-01 in the amount of \$2,564 not to exceed 75% of the total eligible cost or whichever is less was made by Wittmer and seconded by Heers, Jr. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

- Stephen Bushlack has requested buffer seeding cost share. After some discussion a motion was made by Wittmer and seconded by Ausen authorizing cost share in the amount of \$330 and assigned contract # FY18-BUFF-03. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- TKASN Properties, LLC-Troy Nelson has requested buffer seeding cost share. After some discussion a motion was made by Ausen and seconded by Wittmer authorizing cost share in the amount of \$1,650 and assigned contract # FY18-BUFF-04. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Mike Heilmann is seeking a cost share amendment to extend the completion date of his contract # CWF-R&G-14-24-02 funded by GBERBA. Landowner had difficulty finding a contractor and harvest was delayed due to wetness. After some discussion a motion was made by Wittmer and seconded by Ausen to extend completion date to 12/20/2017. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.** Contract will be forwarded to GBERBA Board for consideration.
- Cost share dollars are now available for encumbering for FY2018. After some discussion a motion was made by Wittmer and seconded by Ausen propose FY2018 State Cost Share policy as follows;
  - a) Designate 20% of FY2018 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, Lindsey Zeitler, and Jarod Schamaun as the SWCD Technical Representative of the district on projects they has Technical/Job Approval Authority 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 \$300 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 (detailed policy) see attached.

**VI. New Business:**

- NRCS Agency report included updates on several programs; EQIP 18, CSP, CRP and WRP/WRE.
- Manager's report was given by Schaetzke. Buffer update, 8 CREPS accepted, Contribution Agreement with NRCS for CRP plans, and Cedar 1W1P memo of agreement for future dollar and policy board taking more of a decision making role rather than an advisory role.
- Staff attended meetings and/or trainings; BWSR Academy, Soil Health, Shell Rock River WS Advisory, and Albert Lea Seed House seminars.
- SWCD medical insurance is up for renewal for 2018. After some discussion a motion was made by Heers, Jr. and seconded by Ausen to approve renewing with SE Service Cooperative and Blue Cross Blue Shield MN and keeping SWCD policy the same by paying premium and contributing ½ of a single deductible into a Health Savings Account per employee taking the SWCD's insurance. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Schaetzke's TAA/JAA (technical/job approval authority) was reviewed. After some discussion a motion was made by Wittmer. and seconded by Ausen to forward the request to the NRCS State Engineer. Results of a roll call vote were as follows: Affirmative- Kropp, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**
- Reviewed Correspondence Received. . .
  - Turtle Creek W.D. minutes from the Oct. 17<sup>th</sup> meeting

**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, Ausen, Heers, Jr. and Wittmer. Opposed -- None. **The motion carried.**

The next regular meeting will be held **Thursday, December 14<sup>th</sup>, 2017** 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,

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**Paul Heers, Jr., Board Secretary**

**Date**