



**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 11th, 2018**

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	Lindsey Zeitler, District Technician
Paul Heers, Jr., Board Secretary	Jarod Schamaun, District Technician

Absent:

Colin Wittmer, Supervisor
Gary Kurer, NRCS District Conservationist

III. Reorganization of SWCD Board Officers and Committee Appointments for 2018.

- Chairman Kropp then began the reorganization process by asking what the board's wishes were for officers in 2018. A motion was made by Heers, Jr. and seconded by Ausen to keep the same officers and committee assignments as in 2017 (Listed below). Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**

Board positions are listed below: Committee appointments for 2017 as follows:

Chairman:	Kropp	Budget Committee:	ALL
Vice-Chair:	Dahl	Legislative Committee:	Ausen and Dahl
Treasurer:	Ausen	Education Committee:	Kropp
Board Secretary:	Heers, Jr.	Personnel Committee:	Dahl & Wittmer
Supervisor:	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

IV. Minutes of the Previous Meeting:

- Minutes of the December 14th regular meeting** were approved as presented on a motion made by Ausen 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. Treasurer's Report:

- The treasurer's balance as of December 31st, 2017**, was \$16,505.37 in checking and \$948,196.07 in savings. A motion approving the treasurer's report as read and payment of bills was 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.**
- Consider authorizing Manager to sign eLINK interim and final financial reports. Motion authorizing Manager to sign eLINK reporting documents 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.**

- Designate official bank depository for 2018. A motion was made by Heers, Jr. and seconded by Ausen to keep Security Bank Minnesota, as our official bank depository for 2018. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. **The motion carried.**
- Dues for 2018 were discussed. A motion was made by Heers, Jr. and seconded by Ausen to pay the 2018 dues as follows; MASWCD \$3,620.77, NACD \$775.00, Southeast SWCD Technical Support JPB \$1,000.00, Southeast Area MASWCD \$500.00. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Reviewed request from Southeast Area Envirothon donation for 2018. After some discussion a motion was made by Ausen and seconded by Heers, Jr. to pay donation of \$175.00 to Southeast Area Envirothon. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Reviewed MCIT insurance coverage bill for 2018. After some discussion a motion was made by Dahl and seconded by Heers, Jr. to approve payment to MCIT for \$5,411. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Discussion regarding the timely signature of documents was discussed. A motion was made by Heers, Jr. and seconded by Ausen authorizing the Chairman of the Board or Vice Chairman to sign contracts or agreements as needed. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Discussion was then held regarding electronic payments. A motion was made by Dahl and seconded by Heers, Jr. authorizing the SWCD bookkeeper to make these payments as needed. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Discussion regarding allowable IRS mileage rates. A motion was made by Dahl and seconded by Heers, Jr. to set the 2018 mileage rate at .54 per mile for authorized travel for SWCD business. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**

VI. Grant actions and/or info:

- 2018 CREP Outreach and Implementation Grant application has been approved. After some discussion a motion was made by Ausen and seconded by Dahl authorizing the Chairman to sign the grant agreement and return to BWSR. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.** This will be a shared staff and the personnel committee will meet with representatives from Steele Co. SWCD to discuss staffing and/or contracting this position prior to our next regular meeting.

VII. New Business:

- Schaezke reported on Pheasants Forever assistance to landowners, a Managers meeting, and possible government shutdown. He also reported on a 1W1P meeting he attended with Supervisor Heers, Jr.
- Zeitler reported on the Shell Rock River WD Advisory meeting and also gave Buffer Law and CREP 3 updates.
- Staff informed the board of supervisors of an upcoming Soil Health workshop being held at Wedgewood Cove here in Albert Lea on Jan. 23rd and encouraged attendance. After some discussion a motion was made by Heers, Jr. and seconded by Ausen authorizing attendance of supervisors and staff. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**

- Save the date – SWCD Day at the Capitol is March 12 -13. After some discussion a motion was made by Heers, Jr. and seconded by Ausen for supervisors and staff to attend (to be determined) by schedules. Results of a roll call vote were as follows: Affirmative- Kropp, Dahl, Ausen, and Heers, Jr. Opposed -- None. **The motion carried.**
- Staff requested authorization to advertise in the local media for our tree sale. A motion was made by Heers, Jr. and seconded by Dahl authorizing staff to advertise our 2018 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. 19th meeting
 - Final 2016 audit report as submitted to the State Auditor.
- Reviewed employee evaluations and SWCD preliminary budget for calendar year 2018, after some discussion a motion was made by Heers, Jr. and seconded by Ausen to authorize a 4% increase to Schaetzke, Lageson, and Schamaun. Zeitler will move to a Step 5 on the SWCD wage scale effective January 1st, 2018. 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.

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

The next regular meeting will be held **Thursday, February 8th, 2018** 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,

Paul Heers, Jr., Board Secretary

Date