



## Sibley SOIL AND WATER CONSERVATION DISTRICT

111 6<sup>th</sup> Street PO Box 161  
Gaylord, MN 55334  
TELEPHONE (507) 237-5435

# MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS

Minutes of the Sibley Soil and Water Conservation District, 111 6<sup>th</sup> Street, Gaylord, MN 55334,  
January 12, 2016.

Meeting was called to order by Chair – Wiemann at 4:03 P.M.

Members Present:      Chair, Paul Wiemann                                      Vice-Chair, Robert Nielsen  
                                 Secretary, Wayne Grams                                      Treasurer, Kathleen Thies  
                                 Member, Gary Schafer

Others Present:      District Manager, Kevin Ostermann  
                                 District Technician/Water Planner, Ron Otto  
                                 District Technician, Joel Wurscher  
                                 NRCS Soil Conservationist, April Sullivan - Absent  
                                 Rush River/High Island Coordinator, Colten Draeger  
                                 Nicollet SWCD Administrative Assistant – Melissa Lancaster  
                                 BWSR Board Conservationist, Adam Beilke - Absent

Upon a motion by Grams and seconded by Thies, it was moved to approve the agenda as presented. Ayes Nielsen, Schafer, Thies, Wiemann, Grams. Carried

Upon a motion by Grams and seconded by Thies, it was moved to approve the minutes of the December 15th, 2015 meeting. Ayes Nielsen, Schafer, Thies, Wiemann, Grams. Carried

Upon a motion by Thies and seconded by Nielsen, it was moved to approve 31 paid bills for December 2015 totaling \$25,848.05. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Upon a motion by Nielsen and seconded by Grams, it was moved to approve the January 2016 Treasurer's Report subject to audit. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

**Old Business: None**

**Board Reorganization:** Upon a motion by Nielsen and seconded by Grams it was approved to reorganize the board as follows: Nielsen (Chair), Grams (Vice-Chair), Thies (Secretary), Schafer (Treasurer), Wiemann (Member). Ayes Grams, Schafer, Thies, Nielsen, Wiemann. Carried

Wiemann turned the meeting over to the new Chair Nielsen

**2015 Committee Assignments:** Upon a motion made by Grams and seconded by Schafer, it was moved to accept the 2016 Committee Assignments. Ayes Grams, Schafer, Thies, Wiemann. Carried

<b><u>2016 Committee Assignments</u></b>			
<b><u>Committee</u></b>		<b><u>Alternate</u></b>	<b><u>Meetings</u></b>
South Central SWCD TSA	Robert Nielsen	Kathleen Thies	Quarterly
Personal Committee	Paul Wiemann	Robert Nielsen	Once a Year
Sibley County Water Resouce	Wayne Grams	Robert Nielsen	Quarterly
Legislative	Gary Schafer	Wayne Grams	
Sib/Nic Office	Wayne Grams	Gary Schafer	
Budget Committee	Paul Wiemann	Kathleen Thies	Once a Year
EQIP Committee	Paul Wiemann	Robert Nielsen	Once a Year

**IRS Mileage:** The District received notice that the IRS Mileage Rate will be changed to 54 cents/mile. Upon a motion by Wiemann and seconded by Thies, it was moved to change the mileage rate to 54 cents/mile effective 1-1-16. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**Authorization to Sign Checks:** Currently Otto, Thies Ostermann are authorized to sign checks. Upon a motion by Wiemann and seconded by Thies, it was moved to authorize Wurscher, Schafer, Ostermann & Otto to sign checks. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**Official Depository:** Currently ProGrowth Bank is the official depository. Upon a motion by Schafer and seconded by Grams, it was moved to name ProGrowth Bank as the official Depository for 2016. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**MCIT Renewal:** The District received and reviewed the invoices for insurance coverage thru the Minnesota Counties Insurance Trust (MCIT). Total amount for the insurance premiums paid is \$3,848.00. This information was shared with the Board.

**2016 MASWCD Dues:** The District received an invoice for the 2016 MASWCD Dues in the amount of \$2,972.81. Upon a motion from Grams and seconded by Schafer it was moved to approve this payment. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**2016 MACDE:** The District received an invoice for the 2016 MACDE Dues in the amount of \$20.00 for each employee. Upon a motion from Wiemann and seconded by Grams it was moved to approve this payment for the 2 employees. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**BWSR Grant Agreements:** 2016 SWCD \$100,000.00 Local Capacity Services Grant was received. Upon a motion by Wiemann and seconded by Thies it was moved to approve the agreement. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**Cost Share:**

Cost Share contract 9(15) allocation for Pete Weber water and sediment control basin project is no longer needed and the project will be all covered by his other contract FR 8(12). Upon a motion by Wiemann and seconded by Schafer, it was moved to cancel Pete Weber cost share contract 9(15). Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share Contract FR 8(12) for Pete Weber water and sediment control basin project estimate was short \$1,117.39. Landowner is requesting an amendment to the contract for additional funding. Upon a motion by Schafer and seconded by Grams, it was moved to increase Cost Share by \$1,117.39 for a total cost share amount of \$14,198.25 for contract FR 8(12) for Pete Weber. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share contract FR 8(12) for Pete Weber water and sediment control basins are completed. Landowner is requesting final payment. Total cost of the project was \$18,931.00. Upon a motion by Wiemann and seconded by Thies, it was moved to approve a final payment of \$14,198.25 and T & A of \$2,152.82 for FR 8(12) for Pete Weber. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share contract CS 1(16) for Deloris Bressler structure install project is completed. Landowner is requesting final payment. Total cost of the project was \$13,740.00. Upon a motion by Schafer and seconded by Grams, it was moved to approve a final payment of \$2,332.29 and T & A of \$583.07 for CS 1(16) for Deloris Bressler. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share Contract CS 2(16) for John McSweeney water and sediment control basin project estimate was short \$1,212.54. Landowner is requesting an amendment to the contract for additional funding. Upon a motion by Wiemann and seconded by Grams, it was moved to increase Cost Share by \$1,212.54 for a total cost share amount of \$3,212.54 for contract FR 2(16) for John McSweeney. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share contract CS 2(16) for John McSweeney water and sediment control basin project is completed. Landowner is requesting final payment. Total cost of the project was \$18,931.00. Upon a motion by Grams and seconded by Thies, it was moved to approve a final payment of \$3,212.54 and T & A of \$803.14 for FR 2(16) for John McSweeney. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share Contract FRP2 2(14) for Jeff Brazee structure project estimate was short \$2,943.63. Landowner is requesting an amendment to the contract for additional funding. Upon a motion by Grams and seconded by Wiemann, it was moved to increase Cost Share by \$2,943.63 for a total cost share amount of \$13,443.63 for contract FRP2 2(14) for Jeff Brazee. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

Cost-Share contract FRP2 2(14) for Jeff Brazee structure project is completed. Landowner is requesting final payment. Total cost of the project was \$13,443.63. Upon a motion by Thies and seconded by Wiemann, it was moved to approve a final payment of \$13,443.63 and T & A of \$3,360.91 for FR 2(14) for Jeff Brazee. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

**WCA Drainage Conference:** There is a WCA Drainage conference to be held in St. Cloud on February 11<sup>th</sup> total cost of the conference is \$95 per person. Upon a motion by Schafer and seconded by Grams, to authorize staff to attend. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

**South Central Technical Service Area:** The Staff presented information to the board about funding for the South Central TSA Grants. Currently the SCTSA has a grant that needs a local cash match at 25% which equals a contribution of \$2,614.00. Upon a motion by Grams and seconded by Wiemann it was moved to support the SCTSA in the amount of \$2614.00. Ayes Grams, Schafer, Thies, Wiemann, Nielsen. Carried

**Area 6 Chair Meeting:** The Area 6 Chair meeting will take place on January 22<sup>nd</sup> at the Brown SWCD office from 10:00 – 12:00. Upon a motion by Thies and seconded by Schafer, to authorize supervisors to attend. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

**Personnel Policy:** An updated Personnel Policy Handbook which will follow closely with Nicollet SWCD was presented to the Board for approval. Upon a motion by Wiemann and seconded by Grams it was moved to approve the new handbook. This new policy handbook will take effect immediately. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

**Wage and Pay Scale:** The personnel committee met and reviewed the pay scale that is used by Sibley County. Upon a motion by Wiemann and seconded by Grams it was moved to adopt the Sibley County pay scale; placing the technician position at a level 12 after the probation period has been completed; placing the water plan/technician position at a level 10 effective January 13<sup>th</sup>. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried

**See attached sheet for NRCS report**

**Staff & Other Reports:**

Draeger Water Sampling report completed, 319 Grant Agreement approved 26th.

Otto see attached report

Wurscher reported on the newsletter coming out, tree order form complete, CRP Plans, and is working on a GIS inventory of project areas.

**Next Meeting:** February 9, 2016 at 4:00 P.M.

**Adjourn:** Upon a motion by Wiemann and seconded by Thies, it was moved to adjourn the meeting. Ayes Grams, Nielsen, Schafer, Thies, Wiemann. Carried. Meeting adjourned at 5:05 P.M.

Approved: February 9, 2016

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Secretary

**SIBLEY SOIL AND WATER CONSERVATION DISTRICT**

**MONTHLY TREASURER'S REPORT**

**January 1, 2016**

<u>PROGRAM</u>	<u>CASH BAL</u> 12/1/2015	<u>RECEIPTS</u>	<u>DISBRMS</u>	<u>CASH BAL</u> 12/31/2015
District Funds	\$ 78,436.35	\$ 8,158.88	\$ 0.00	\$ 86,595.23
Certificate of Deposit #1	\$ 18,743.49	\$ 0.00	\$ 0.00	\$ 18,743.49
County Funds	\$ 35,181.72	\$ 0.00	\$ 13,391.65	\$ 21,790.07
SWCD Service Grants	\$ 6,512.01	\$ 0.00	\$ 6,512.01	\$ -
Easement Services Grant	\$ 4,557.00	\$ 0.00	\$ 0.00	\$ 4,557.00
WCA	\$ 9,979.61	\$ 0.00	\$ 719.96	\$ 9,259.65
NRGB Grant	\$ 3,818.38	\$ 0.00	\$ 3,818.38	\$ -
NRGB Match	\$ 16,421.62	\$ 0.00	\$ 1,406.05	\$ 15,015.57
Buffer Grant	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 25,000.00
Flood Relief Cost Share	\$ 354,974.87	\$ 0.00	\$ 0.00	\$ 354,974.87
Bevens Creek SSTS Program	\$ 4,259.96	\$ 0.00	\$ 4,259.96	\$ -
SSTS Technical Assistance	\$ 994.07	\$ 0.00	\$ 994.07	\$ -
Watershed Projects	\$ -	\$ 0.00	\$ 0.00	\$ -
Cost-Share Work	\$ 18,287.50	\$ 0.00	\$ 2,845.50	\$ 15,442.00
<b>Total</b>	<b>\$ 577,166.58</b>	<b>\$ 8,158.88</b>	<b>\$ 33,947.58</b>	<b>\$ 551,377.88</b>
<b>Use of Cash</b>				
Checking Acct.	\$ 14,401.32			\$ 8,553.27
Savings Acct.	\$ 544,021.77			\$ 524,081.12
Certificate of Deposit #1	\$ 12,004.33			\$ 12,004.33
Certificate of Deposit #2	\$ 6,739.16			\$ 6,739.16
<b>Total</b>	<b>\$ 577,166.58</b>			<b>\$ 551,377.88</b>
<b>Accounts Payable</b>				
	\$ 0.00			
<b>Accounts Receivable</b>		Total Net Worth		\$ 551,377.88
	\$ 0.00	Accts. Payable		\$ 0.00
		Accts. Receivable		\$ 0.00
		Actual Net Worth		<u>\$ 551,377.88</u>
January 12, 2016				
Approved			District Treasurer	