SE SWCD TECHNICAL SUPPORT JPB

Wednesday, July 27, 2016
People's Energy Cooperative
Oronoco, MN
9:30 A.M.

VOTING MEMBERS PRESENT: Larry Scherger-Dodge, Pam Mensink-Fillmore, Paul Heers-Freeborn, John Jaeger-Goodhue, Jim Gebhardt-Mower, Paul Uecker-Olmsted, Robert Duban-Rice, Mark Ihlenfeld-Steele, Tom Gosse-Wabasha

OTHERS PRESENT: Adam King-Dodge, Anne Koliha-Fillmore, Donna Rasmussen-Fillmore, Dean Thomas-Fillmore, Mark Schaetzke-Freeborn, Glen Roberson-Goodhue, Chris Wagner-Goodhue, Justin Hanson-Mower, Dorothy Miller-Olmsted, Steve Pahs-Rice, Dave Walter-Root River, Eric Gulbransen-Steele, Matt Krueger-Wabasha, Daryl Buck-Winona, Pete Fryer-JPB Engineer, Marcie Meinandt-MDA, Sheila Harmes-White Water JPB, Adam Beilke-BWSR, Dave Copeland-BWSR

The meeting was called to order by Chairman Paul Heers at 9:37 a.m. A quorum is present.

I. AGENDA

Motioned by Larry Scherger seconded by Tom Gosse to approve the Agenda as printed. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

II. SECRETARY'S REPORT

1. Approve January 27, 2016 Minutes

   Motioned by Tom Gosse seconded by John Jaeger to approve the January 27, 2016 Board Meeting Minutes as printed. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

III. COMMITTEE REPORT

1. Finance Committee

   Glen Roberson informed those present that the Finance Committee had met on July 21, 2016. (See attached for details) Those present reviewed and discussed the Finance Committees recommendations. No action was taken at this time.

IV. ACTION ITEMS

Old Business:

1. Grant Updates:

   Glen Roberson updated those present on the following ongoing JPB Grants;

   A. LCCMR Cover Crop Grant
   B. MN Department of Ag WQ Certification Regional Grant
   C. RCPP Feedlot Grant CWL Soil Health Initiative
   D. MN Department of Ag Nitrogen BMP Grant
   E. FY14 Soil Health Grant
   F. Enhanced Shared Technical Services Grants Part 1
   G. Enhanced Shared Technical Services Grants Part 2
   H. FY2013 CWF Accelerated Implementation Grant Feedlot Technicians (Dodge & Wabasha)
   I. CWL Nutrient Management Planning Grant (Fillmore & Rice)

Sheila Harmes and Marcie Weinandt updated those present on the Ag Certainty program. No action was taken.

Donna Rasmussen gave an update on the proposed truck purchase for the Soil Health position and the proposal for a shared WCA position.

Justin Hanson gave an update on the lack of bonding money for projects in the Cedar River Watershed and the resulting lack of funding for the proposed engineering position that was approved at the January 27, 2016 meeting but not hired.

Chairman Heers recessed the meeting at 11:20 a.m.

The meeting reconvened at 11:30 a.m.

New Business

1. Review and Act on Finance Committee Recommendations

   A. Action on Approval of Fiscal Year 2016 Financial Report
   Motioned by Paul Uecker seconded by Pam Mensink to approve the Fiscal Year 2016 Financial Reports as discussed (See attached for details). Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

   B. Authorized Application for FY2017 BWSR Grant: NPEA Base Operations Funding (Chair Authorized to Sign via Resolution Approve at January 29, 2015 Meeting)
   Motioned my Pam Mensink seconded by Mark Ihlenfeld authorizing the application for FY2017 BWSR Grant NPEA Base Operations funding and authorize the Chairman to sign the application as approved at the January 29, 2015 Board Meeting. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

   C. Authorize Application for FY2017 BWSR TSA Enhanced Shared Technical Services Part A Grant $125,000.00 with No Match Requirement
   Motioned by Robert Duban seconded by Larry Scherger to approve the application for the FY2017 BWSR TSA Enhanced Shared Technical Services Part A Grant in the amount of $25,000.00. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

   D. Authorized Application for FY2017 BWSR TSA Enhanced Shared Technical Services Part B Grant $115,000.00 with 25% non-state match of which 10% must be local cash match
   Motioned by John Jaeger seconded by Larry Scherger authorizing the application for FY2017 BWSR TSA Enhanced Shared Technical Services Part B Grant in the amount of $115,000.00. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

   E. Action on Proposed $500.00 JPB Annual Dues Increase, Effective 1/1/2017
   Motioned by Tom Gosse seconded by Pam Mensink approve the increase of $500.00 to the JPB Annual Dues effective January 1, 2017. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

F. Action on FY2016 BWSR TSA Enhanced Shared Technical Services Part B (2) Plan of Work and Dues Increase for 10% Local Cash Match Requirement
Motioned by Paul Uecker seconded by Tom Gosse approving the FY2016 BWSR TSA Enhanced Shared Technical Service part B (2) Plan of Work and Dues Increase for 10% Local Cash Match Requirement.

Paul Uecker withdrew his motion and Tom Gosse rescinded his second.

Motioned by Paul Uecker seconded by Tom Gosse to approve the Work Plan that includes: Purchase of truck for Soil Health positon use, hiring of Technician for the western area workload and a shared WCA position and delay approval of the FY2016 BWSR TSA Enhanced Shared Technical Services Part B Fee increase for 10% local cash match requirement until further discussion at the January 2017 Board Meeting. If approved at the January meeting billing would be sent out in February 2017. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

G. Action on approval of Fiscal Year 2017 Budget
Motioned by Pam Mensink seconded by John Jaeger to approve the Fiscal Year 2017 Budget as discussed. (See attached for details) Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

H. Action on Payment of Administrative Funds Received during FY2016 to Goodhue SWCD
Motioned by Larry Scherger seconded by Jim Gebhardt to approve the payment of administrative funds received during FY2016 to the Goodhue SWCD in the amount of $6,485.95. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

I. Action on RCPP Feedlot Grant Work Plan and Budget, and Authorized Chair to Sign Grant Agreement When Received
Motioned by Pam Mensink seconded by Mark Ihlenfeld to approve the RCPP Feedlot Grant Work Plan and Budget as discussed and authorizing the Chair to sign the Grant Agreement when it is received. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

J. Action on RCPP Cost Share Policy, Authorize Executive Committee to Develop and Approve
Motioned by John Jaeger seconded by Larry Scherger to authorizing the Executive Committee to develop and approve a Cost Share Policy for the RCPP program. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

K. JPB Staff Equipment Update
No Action was taken.

L. Action on Financial Audit Bid: $1,975.00
Motioned by Tom Gosse seconded by Pam Mensink approving the JPB Financial Audit Bid from Peterson Company LTD in the amount of $1,975.00. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

M. Action on Final Finance Reports for BWSR Grants: Authorized JPB Secretary to Sign Grant Final Financial Reports
Motioned by Larry Scherger seconded by Tom Gosse authorizing the JPB Secretary to sign the Final Financial Reports to be submitted to BWSR when completed. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

N. Action Authorizing Chair to Sign Nitrogen/BMP Grant
Motioned Tom Gosse seconded by Larry Scherger authorizing the Chair to sign the Nitrogen/BMP Grant from MDA for 2017-2018 when received. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

2. Authorize Personnel Committee to Advertise and Hire Staff Acted on in Items 1F (above)
Motioned by Robert Duban seconded by Mark Ihlenfeld authorizing the Personnel Committee to advertise and hire staff as acted on for the FY2016 BWSR TSA Enhanced Shared Technical Services Part B. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

3. Other
There were no other reports at this time.

V. PROJECT SUMMARY/REPORTS

1. BWSR Updates
Adam Beilke from BWSR updated those present on the comment period for the Buffer Law, Capacity funding, FY2017 CWF Competitive Grants, One Watershed One Plan and BWSR staffing updates.

2. Other
There were no other project reports at this time.

VI. ADJOURNMENT

Motioned by Tom Gosse seconded by Robert Duban to adjourn the meeting. Voting affirmative: Duban, Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Mensink, Scherger, Uecker. Opposed: None. Motion passed.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted:

Jan. 31, 2017

Glen Roberson
Secretary

ATTACH:
Finance Committee Report
FY2016 Financial Reports
FY2017 Budget

SE SWCD Technical Support JPB
Finance Committee Report
July 21, 2016

The meeting was called to order at 9:00 AM at the Goodhue SWCD office in Goodhue MN.

Present were: John Jaeger (Goodhue Supervisor), Paul Uecker (Olmsted Supervisor),Tom Gosse (Wabasha Supervisor) Glen Roberson (Goodhue), Steve Pahs (Rice), Adam Beilke (BWSR), Dave Copeland (BWSR).

The Fiscal Year 2016 financial reports were reviewed and compared to the FY2016 budget. Budget projections for the next several years were also reviewed. Reviewed new grants including: TSA Enhanced Shared Technical Service Grants Parts 1 and 2, RCPP Lower Mississippi River Feedlot Management in MN application.

Also reviewed were the active Grants involving the JPB (see attached sheet). Noted that most reports are now due February 1.

Recommendations:

1. Approve the Fiscal Year 2016 Financial Reports.

2. Approve change to FY2016 TSA Enhanced Shared Technical Service Grant Part 2 $115,000 work plan as follows:
   A. Cancel approved plan of hiring a JPB Engineer to be housed at the Mower SWCD office (no State Bonding Bill funding, resulting in no local match available).
   B. Approve creation of a new JPB Technician Position to be located in the western portion of our area (Mower, Dodge, or Olmsted); including necessary equipment (truck, AutoCAD, Computer, Total Station) estimated at $147,175.
   C. Approve purchase of truck for the Soil Health position estimated at $33,808.
   D. Approve remaining funds be made available to Fillmore, Winona and Wabasha for a shared WCA position.
   E. Approve SWCD Dues increase to meet the 10% cash match requirement as follows: $1000 additional dues for the 3 WCA SWCDs in #D above. Remaining cash match divided equally by all 11 SWCD members (11,500 – 3000 = 8500. 8500 / 11 = 772.73).

3. Adopt the attached Fiscal Year 2017 budget; including:

   A. Dues increase from $500 to new total of $1000. Net result when combined with item 2E (above), 8 SWCDs will pay $1772.73 and 3 SWCDs will pay $2772.73. Dues payable in January 2017.

B. Purchase of a Total Survey Station to replace the obsolete model currently in use by Kate Bruss in Goodhue.

4. Authorize Application for FY2017 BWSR NPEA Base Grant.

5. Authorize Application for FY2017 BWSR TSA Enhanced Shared Technical Service Grant Part 1 $125,000.

6. Authorize Application for FY2017 BWSR TSA Enhanced Shared Technical Service Grant Part 2 $115,000: including SWCD Dues Increase as outlined in #2E (above).

7. Authorize JPB Secretary to sign Final Financial Reports on BWSR Grants.

8. Authorize JPB Executive Committee to approve a Policy for the RCPP Lower Mississippi River Feedlot Management in MN Program and the JPB Chair to approve the RCPP Grant Agreement.

9. Approve payment of Administrative Expenses for Goodhue SWCD: $6485.95

10. Authorize Financial Audit for FY2016: $1975 Bid..

The meeting was adjourned at 11:55 AM
Glen Roberson, Secretary / Host District Manager

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