

**FREEBORN COUNTY SOIL & WATER CONSERVATION DISTRICT  
MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS**

**July 9, 2020**

**The meeting was called to order** at 6:00 PM by Chairman Christopher Dahl via a Zoom call due to the worldwide pandemic Coronavirus (COVID 19) and Governor Tim Waltz's Stay Safe Order.

**Those present were as follows:** Christopher Dahl, Chairman; Donald Kropp, Vice-Chair; David Ausen, Treasurer; Paul Heers Jr., Board Secretary; Board Supervisor; Colin Wittmer; Brenda Lageson, District Manager; Lindsey Zeitler, Resource Conservationist; Chad Billat, Private Lands Biologist; and Brittany Dawson, District Technician. **Absent:** Gary Kurer, NRCS-Team Lead 19.

**Minutes of the Previous Meeting:**

Minutes of the June 11, 2020 regular meeting were approved as presented on a motion made by Wittmer and seconded by Kropp. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr. and Wittmer. Opposed – None. **The motion carried.**

**Treasurer's Report:**

The treasurer's balance as of June 30, 2020 was \$22,859.69 in checking and \$1,229,156.90 in savings. A motion to approve the treasurer's report as presented and pay bills was made by Kropp and seconded by Wittmer. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr. and Wittmer. Opposed – None. **The motion carried.**

**Grant Actions and Information:**

The following are seeking the cancellation of their contracts.

Madson Waterway DRAP2-16-08

Hoeg Grade Stab DRAP3-17-01

A motion was made by Heers Jr. and seconded by Kropp authorizing contract cancellation requests as stated above. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

Zeitler presented a new request from Drescher for state cost share assistance:

<u>Contract#</u>	<u>Name</u>	<u>Practice</u>	<u>Project Cost Estimate</u>	<u>Encumbered</u>
FY18-03	Drescher	412 Grass Waterway	\$7,500.00	\$5,625.00

After reviewing this request for cost share assistance, a motion was made by Kropp and seconded by Wittmer approving the project # FY18-03 with the dollar amount mentioned above not to exceed 75% of the eligible total or whichever is less. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

Peterson J is seeking a contract amendment to extend his three-year cover crop contract #FY18-01 to a completion date of 12/31/2022. This request is due to not getting his cover crop planted in the fall of 2019 because of unfavorable weather after harvest. This grant expires 12/31/2020 so he will be paid all three years after his first planting and required to fulfill his contract of all three plantings. A motion was made by Wittmer and seconded by Ausen authorizing a contract extension request as stated above. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

**NRCS Agency Report:** No report given Kurer was not present.

**COVID 19 Policy Renewal:**

A motion was made by Kropp and seconded by Wittmer to extend the COVID 19 policy until the August 13, 2020 Board Meeting. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

**Supervisor Reports:** No meetings attended

**Staff Reports:** Staff provided a report of their activities for the past month to the Board of Supervisors via email and briefly discussed their reports. Billat provided an update on the completion of CREP project seedings, completed CREP projects, pre-construction meetings and the deadline for CREP as August 10 for new applications. Zeitler discussed the meetings attended over the past month and a brief summary of her workload. Dawson provided an update regarding MAWQCP and project assistance. Meetings and trainings that were attended included 1W1P meetings, Technical Training Team meeting, and Soil Health Meetings.

**Manager's Report:** Lageson emailed her report to the supervisors and asked if they had any questions. Lageson briefly explained meetings attended and an overview of her workload.

**Budget Request 2021:**

Lageson presented the 2021 budget request to be submitted to the County prior to August 10, 2020. A motion to approve the budget as presented was made by Kropp and seconded by Ausen. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

**Drill Policy and Cleaning Fee:**

Zeitler explained having to clean the drill after a renter failed to clean out the remaining seed and after input from Ausen. A motion was made by Ausen and seconded by Wittmer to increase the deposit for the drill to \$100.00 with the stipulation that failure to clean the drill will result in the forfeiture of the deposit. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

**2020 Outstanding Conservationist:**

A list of nominees for the 2020 Outstanding Conservationist was emailed to the Board of Supervisors and after a brief discussion a motion was made by Kropp and seconded by Heers Jr for Bruce and Stuart Ness to be the 2020 Outstanding Conservationists. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

**Personal Discussion:**

Dawson's six-month probation anniversary fell on July 1, 2020. A recommendation to extend Dawson's probation another six months due to COVID-19 was made by the personnel committee. Manager Lageson felt that she couldn't fairly evaluate Dawson as they have been unable to work closely together during this time. Lageson also recommended authorizing Dawson two annual leave days and the ability to start earning sick leave as it was no fault of Dawson that the first six months of probation fell within COVID-19 Pandemic and she feels confident that Dawson will have a favorable evaluation after the extension. A motion by Ausen and seconded by Wittmer authorizing a six-month extension on Dawson's probation and approved the recommendations above. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

Lageson emailed a copy of Zeitler's Job Approval Authority (JAA) listing as provided by NRCS to the supervisors. After some discussion a motion by Wittmer and seconded by Kropp concurring the recommendation by NRCS and Manager Lageson regarding Zeitler's JAA. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

**Resolution Meeting:**

A reminder of the Resolution Meeting on Tuesday, July 21 from 9 am to 12 pm via Zoom. Kropp, Lageson, and Billat will attend to support resolution.

**Additional Agenda Items:**

MPCA inquired as to whether the Board would want to have a presentation on the Shell Rock TMDL, and WRAPS presented at the next meeting. A motion by Kropp and seconded by Wittmer authorized a 20-minute presentation by MPCA regarding the above issues. The board indicated they would be interested.

**Adjournment:**

There being no further business, a motion to adjourn was made by Kropp and seconded by Wittmer. Results of a roll call vote were as follows: Affirmative – Dahl, Kropp, Ausen, Heers Jr., and Wittmer. Opposed – None. **The motion carried.**

These are preliminary minutes subject to board approval at the next regular monthly meeting of the Board of Supervisors. Respectfully submitted,