

SE Nitrate Discussion:

Discussion was held on the SE MN nitrate issue.

Action Items:

Cost Share:

ARPA Funding:

The following are requesting approval for their ARPA funded projects:

Contract #	Funding Source	Contract/ Payment Approval	Landowner	Twp/Sect	Project	Total Cost Share Rate	Years	Total Estimate/ Cost/ Cost per year	Total Cost Share/ Incentive Payment	Date	L/O Cost
ARPA-23-05	ARPA Funding	AMENDMENT	Roger Bhend	LeRoy 29	Well Sealing	50% not to exceed \$1000		\$2,000.00	\$1,000.00	12/15/2023	\$1,000.00
ARPA-23-08	ARPA Funding	PAYMENT	Clinton Jones	Pleasant Valley 15	Cover Crops	125 ac @.40	1st	\$5,000.00	\$5,000.00	12/15/2023	
ARPA-23-11	ARPA Funding	PAYMENT	Matthias Bush	Clayton 3/GM 35	Reduce Till/Strip Till	196 ac @.20	1st	\$3,920.00	\$3,920.00	12/15/2023	

Roger Bhend is requesting an amendment to the install by date for his well sealing contract. The original install by date was 12/31/23 and the new install by date will be 12/31/24. Erichson a motion to approve the new install by date of 12/31/24. Kellogg seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Soltau made a motion to approve the above 1st year cover crop incentive payment for Clinton Jones at \$5000. Funding for this incentive payment will come from the ARPA grant. Moe seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Kellogg made a motion to approve the above 1st year reduce till/strip till incentive payment for Matthias Bush at \$3920. Funding for this incentive payment will come from the ARPA grant. Erichson seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe

Opposed: None

Abstained: Soltau

Cedar Wapsi 1W1P:

The following are requesting assistance for their projects through the Cedar Wapsipinicon 1W1P Grant:

Contract #	Funding Source	Contract/ Payment Approval	Landowner	Twp/Sect	Project	Total Cost Share Rate	Years	Total Estimate/ Cost/ Cost per year	Total Cost Share/ Incentive Payment	Date	Other Funding	L/O Cost
CW20-23-01	Cedar-Wapsi 1W1P	PAYMENT	David Hagen	Marshall 19	WASCOB	90%		\$22,610.00	\$9,447.31	12/15/2023	\$10,901.69	\$2,261.00
CW20-23-12	Cedar-Wapsi 1W1P	PAYMENT	Kevin/Sharon Gunderson	Dexter 29	Well Sealing	50% not to exceed \$1000		\$2,210.00	\$1,000.00	12/15/2023		\$1,210.00
CW20-23-15	Cedar-Wapsi 1W1P	AMENDMENT	Diamond D LLC	Marshall & Dexter 25	Strip Till	250 ac @.20/ac	3	\$5,000.00	\$15,000.00	12/15/2023		
CW22-23-01	Cedar-Wapsi 1W1P	PAYMENT	Brad Sheely	Dexter 32	Cover Crops	98 ac @.40/ac	1st	\$3,920.00	\$3,920.00	12/15/2023		
CW22-23-02	Cedar-Wapsi 1W1P	CONTRACT	Steve Hubly	Austin 36	Well Sealing (2)	50% not to exceed \$1500		\$7,587.00	\$3,000.00	12/15/2023		\$4,587.00

Kellogg made a motion to approve the WASCOB cost share payment of \$9,447.31 for David Hagen. Funding for this payment will come from the 2022 Cedar Wapsipinicon 1W1P grant. Soltau seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Erichson made a motion to approve the above well sealing cost share payment of \$1000 for Kevin/Sharon Gunderson at 50% not to exceed \$1000.00. Funding will come from the FY2021 Cedar Wapsipinicon 1W1P Grant. Kellogg seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Kellogg made a motion to approve the location amendment for Diamond D LLC to remove the field in Marshall section 25 and to add fields in Lodi section 6 & Clayton section 19. Soltau seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Soltau made a motion to approve the above 1st year cover crop incentive payment for Brad Sheely at \$3920. Funding for this incentive payment will come from the 2022 Cedar Wapsipinicon 1W1P grant. Erichson seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Erichson made a motion to approve the well sealing contract for Steve Hubly for his 2 wells at \$3,000.00, 50% of the total cost estimate of \$7,587.00 not to exceed \$1,500.00 per well. Funding for this project will come from the 2022 Cedar Wapsipinicon 1W1P grant. Kellogg seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Nutrient Management Initiative-NMI:

The following are requesting incentive payments for their cover crop fields.

Contract #	Funding Source	Contract/ Payment Approval	Landowner	Twp/Sect	Project	Total Cost Share Rate/Other	Years	Total Estimate/ Cost/ Cost per year	Total Cost Share/ Incentive Payment	Date
NMI-22-02	Nutrient Mgmt. Init.- NMI	PAYMENT	Scott Lightly	Oakland 11 & 12	Cover Crops		2nd	\$1,000.00	\$1,000.00	12/15/2023
NMI-22-03	Nutrient Mgmt. Init.- NMI	PAYMENT	Jim Kellogg	Clayton 28	Cover Crops		2nd	\$1,000.00	\$1,000.00	12/15/2023
NMI-22-05	Nutrient Mgmt. Init.- NMI	PAYMENT	Bryan May	Nevada 12	Cover Crops		2nd	\$1,000.00	\$1,000.00	12/15/2023
NMI-22-07	Nutrient Mgmt. Init.- NMI	PAYMENT	Blue Edge Dairy-Randy Smith	Adams 30	Cover Crops		2nd	\$1,000.00	\$1,000.00	12/15/2023
NMI-22-08	Nutrient Mgmt. Init.- NMI	PAYMENT	Dan Warner	Steele Cty.-Owatonna 25	Cover Crops		2nd	\$1,000.00	\$1,000.00	12/15/2023
NMI-22-09	Nutrient Mgmt. Init.- NMI	PAYMENT	Tom Finnegan	Red Rock 21	Cover Crops		2nd	\$1,000.00	\$1,000.00	12/15/2023
NMI-22-10	Nutrient Mgmt. Init.- NMI	PAYMENT	Eric Heins-Hoosier Ridge Ranch	Wabasha Cty.-Watopia 28	Cover Crops	\$500.00	1st	\$1,000.00	\$1,500.00	12/15/2023
NMI-23-01	Nutrient Mgmt. Init.- NMI	PAYMENT	Terry Jones	Grand Meadow 9	Cover Crops	\$500.00	1st	\$1,000.00	\$1,500.00	12/15/2023

Erichson made a motion to approve the above 2nd year cover crop payments for Scott Lightly, Jim Kellogg, Bryan May, Randy Smith, Dan Warner, and Tom Finnegan. Each of the 2nd year payments are at \$1000. Funding will come from the NMI grant. Moe seconded the motion.

Affirmative: Erichson, Moe, Soltau

Opposed: None

Abstained: Kellogg, Smith

Erichson made a motion to approve the above 1st year cover crop payments for Eric Heins (Hoosier Ridge Ranch) and Terry Jones at \$1000 along with the 1st year establishment of \$500. Funding will come from the NMI grant. Moe seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Root River 1W1P:

The following is requesting his first-year cover crop payment through the Root River 1W1P grant:

Contract #	Funding Source	Contract/ Payment Approval	Landowner	Twp/Sect	Project	Total Cost Share Rate/Other	Years	Total Estimate/ Cost/ Cost per year	Total Cost Share/ Incentive Payment	Date
RR22/23-23-01	Root River 1W1P	PAYMENT	Diamond D LLC	Clayton 22	Strip Till	250 ac @20/ac	1st	\$5,000.00	\$5,000.00	12/15/2023

Kellogg made a motion to approve the above 1st year strip till incentive payment of \$5000 for Diamond D, LLC. Funding will come from the FY22/23 Root River 1W1P Grant. Moe seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

2024 Wage Scale:

The board discussed the proposed 2024 wage scale. Erichson made a motion to approve the 2024 proposed wage scale with a 2.5% cost of living increase January 1, 2024, and a step on the employee’s anniversary date. The board talked about health insurance and requested a summary of surrounding counties for informational purposes for 2025. Soltau seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Job Description Updates:

Fox explained the updated Watershed Technician job description and the new Operation Specialist job description. Crump left the room for the discussion on the new operation specialist job description. Discussion was held regarding both the employee’s additional work responsibilities and the recommended grade changes from the payroll consultant. Erichson made a motion to approve the operations specialist to go from a grade 7 step 10 to a grade 8 step 10, and a change from grade 9 step 10 to a grade 10 step 9 for the Watershed Technician beginning January 1st 2024. Moe seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

*The 2024 wages are noted on the right.

2024 Wages	Wage Jan. 1	Wage on Anniv.
District Manager	\$50.83	\$50.83
Operation Specialist	\$36.72	\$37.90
Resource Specialist	\$44.34	\$44.34
Watershed Tech	\$38.44	\$39.72
Outreach Coord/Water Pla	\$38.19	\$39.41
Watershed Conservationis	\$32.87	\$33.95
District Tech	\$27.03	\$28.05
Conservation Tech	\$27.43	\$28.52

2024 Final Budget:

Fox talked with the board about the updates that were made to the 2024 budget. Erichson made a motion to approve the final 2024 Budget. Kellogg seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

ESST Policy:

Fox explained the Earned Sick and Safe Time policy that has been passed at the state level. Kellogg made a motion to approve adding the ESST policy to the handbook as of January 1, 2024. Soltau seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Updating Policy Handbook:

Fox informed the board that the employee handbook needs to be updated. He received an estimated bid of \$3500.00. Erichson suggested that staff check with Mower County HR to see if they would assist in the update. Erichson made a motion to approve updating the employee handbook through Mower County or other outside assistance, whichever is a better option. Kellogg seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Conflict of Interest Policy:

Fox explained that a staff member has received interest in working with a consultant that would be tied to a proposal for the U of M FAARM project. The employee would not directly work with the University, rather under another company, so there would be no direct correlation. The board held discussion. Erichson made a motion to grant the employee the approval to work on the project through an outside consultant, so long as it does not interfere with his work at the SWCD. Future issues should be brought before the board. Kellogg seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

2024 SWCD/CRWD Agreement:

Moe made a motion to approve the 2024 agreement with CRWD. Soltau seconded the motion.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Employee Leave:

Fox explained that employees are able to carry over 50% of annual leave they earned that year. The balance of Lawler's annual leave November 30th is 75.5 and needs to be 40 at year end. The fact that he went part-time in 2022 and carried over 59.5 hours in to 2023, made it difficult to use last year's carryover. Discussion was held as to whether the board would want to pay him out for his extra hours or if they would allow him to carry them over. Erichson made a motion to allow Lawler to carry over his extra annual leave hours to 2024. Soltau seconded the motion. Lawler will have to use these hours in 2024 and will not be able to carry over extra at the end of 2024.

Affirmative: Erichson, Smith, Kellogg, Moe, Soltau

Opposed: None

Discussion Items:

Convention Thoughts:

Smith and Fox updated the rest of the board on the Annual MASWCD Annual Convention that took place December 11-13.

Staff Report (See Attached):

The Staff Report and all programs were reviewed.

Supervisor Reports:

Nothing new.

Meeting was adjourned. The next regular monthly board meeting will be held Wednesday, January 10, 2024, at 8:00 a.m.

APPROVED _____ DATE _____