

## SE SWCD TECHNICAL SUPPORT JPB

Tuesday, July 31, 2018  
People's Energy Cooperative  
Oronoco, MN  
9:30 A.M.

### *MINUTES*

**VOTING MEMBERS PRESENT:** Larry Scherger-Dodge, Kathy Tesmer-Fillmore, Paul Heers-Freeborn, John Jaeger-Goodhue, Jim Gebhardt-Mower, Jim Purfeerst-Rice, Jerry Welke-Root River, Mark Ihlenfeld-Steele, Tom Gosse-Wabasha, Bill Rowekamp-Winona

**OTHERS PRESENT:** Adam King-Dodge, Donna Rasmussen-Fillmore, Brenda Lageson-Freeborn, Glen Roberson-Goodhue, Chris Wagner-Goodhue, Justin Hanson-Mower, Steve Pahs-Rice, Eric Gulbransen-Steele, Terri Peters-Wabasha, Daryl Buck-Winona, Kate Bruss-JPB Engineer, Pete Fryer-JPB Engineer, Jason Rochester-JPB Engineering Technician, Adam Beilke-BWSR, Dave Copeland-BWSR, Bridgette Timm-SE Water Resources Board

The meeting was called to order at 9:35 a.m. by Chairman Scherger. A quorum is present. Those present introduced themselves to the group.

#### **I. AGENDA**

Motioned by Tom Gosse, seconded by Paul Heers to approve the Agenda as present. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

#### **II. SECRETARY'S REPORT**

Motioned by Mark Ihlenfeld seconded by Paul Heers to approve the January 31, 2018 Board Meeting Minutes as printed. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

#### **III. COMMITTEE REPORTS**

Glen Roberson informed those present that the Finance Committee had met on July 25, 2018. (See attached for details) Those present reviewed and discussed the Finance Committee 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. RCPP Feedlot Grant
- B. Enhanced Shared Technical Services Grant
  - Shared Wetland Conservation Act Position
  - Soil Health Position Supplemental Funding
- C. Other

There were no other grants discussed at this time.

Chairman Scherger called for a recess of the meeting at 10:00 a.m.

Chairman Scherger resumed the meeting at 10:15 a.m.

*New Business:*

1. Review and Act on Finance Committee Recommendations

A. Action on Approval of Fiscal Year 2018 Financial Reports

Motioned by Mark Ihlenfeld seconded by John Jaeger to approve the Fiscal Year 2018 Financial Reports as presented. (See attached for details) Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

B. Action on Fiscal Year 2019 Budget

Motioned by Paul Heers seconded by Jim Purfeerst to approve the Fiscal Year 2019 Budget as presented. (See attached for details) Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

C. Authorize Application for FY2019 BWSR Grant: NPEA Base Operations Funding

Motioned by John Jaeger seconded by Paul Heers to authorize the application of the FY2019 BWSR Grant: NPEA Base Operations funding and authorize the Host Manager to sign the application when received as authorized via resolution at the January 29, 2015 meeting. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

D. Authorize Application for FY2019 BWSR TSA Enhanced Shared Technical Services

Motioned by Tom Gosse seconded by Jim Gebhardt to approve the application of the FY2019 Enhanced Shared Technical Services Grant. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

E. Action on RCPP Small Feedlot Fix Program

No action was taken at this time. The Board will make decisions on the program at a Special Board meeting to be held at a future date.

F. Authorize Financial Closeout Fee to Peterson Company LTD at Host District Request

Motioned by Jim Purfeerst seconded by Mark Ihlenfeld authorizing the payment of the financial closeout assistance fee to Peterson Company LTD, which was requested by the Host District. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

G. JPB Staff Equipment

Motioned by John Jaeger seconded by Paul Heers authorizing the Host Manager, Glen Roberson and JPB Engineering Technician, Jason Rochester to advertise and sell the JPB's 2007 Ford F150 pickup and the purchase of a new laptop computer for Jason Rochester when the new grants are received.

H. Action on Financial Audit Bid: \$2,225.00 from Peterson Company LTD

Motioned by Mark Ihlenfeld seconded by Paul Heers to approve and accept the bid from Peterson Company LTD in the amount of \$2,225.00 for the audit of the JPB's FY2018

financial records. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

I. Action on Final Financial Reports for BWSR Grants: Authorize JPB Secretary to Sign Grant Final Financial Reports

Motioned by Tom Gosse seconded by Paul Heers authorizing the JPB Secretary to sign and submit the BWSR final financial reports when completed. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

J. Action on Change to Personnel Policy: Sick Leave Share Policy

Motioned by Jim Gebhardt seconded by John Jaeger approving the amendment to the Personnel Policies Sick Leave Donation Policy to limit the donation maximum to 80 hours annually as recommended by the Finance Committee. (See attached for details)

2. Action on Sub Recipient Agreement with the SE MN Water Resources Board of Administrative Support for RCPP Small Feedlot Fix Programs

Motioned by Mark Ihlenfeld seconded by Paul Heers to approve the Sub Recipient Agreement with the SE MN Water Resources Board for Administrative Support for the RCPP Small Feedlot Fix Program in the amount of \$5,000.00 with an expiration date of December 31, 2019. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

3. Action on SE MN Water Resources Board Request for a Shared Administrator and Related Funding

Motioned by Mark Ihlenfeld seconded by Paul Heers authorizing the Executive Committee to work with the SE MN Water Resources Board towards the goal of a Shared Administrator to take over the duties of the SE SWCD Technical Support JPB Program and all related funding for the program. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke. Opposed: None. Motion passed.

4. Other

There was no other New Business at this time.

V. **PROJECT SUMMARY/REPORTS**

Glen Roberson shared with those present the upcoming 80th Anniversary Celebration at the Winona County SWCD to be held on August 14<sup>th</sup> at the Farmers Community Park in Lewiston, MN. All are invited to attend the event.

Glen Roberson also updated those present on the Soil Health position, and the upcoming meetings.

Dave Copeland and Adam Beilke updated those present on BWSR activities.

Pete Fryer updated those present on his health issues and his progress towards recovery.

VI. **ADJOURNMENT**

Motioned by Tom Gosse seconded by Paul Heers to adjourn the meeting. Voting affirmative:  
Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Welke.  
Opposed: None. Motion passed.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

 Jan. 30, 2019

Glen Roberson  
Secretary

ATTACH: Finance Committee Report  
FY2018 Final Financial Reports  
FY2019 Budget  
Personnel Policy Change to Sick Leave Donation Policy

SE SWCD Technical Support JPB  
**Finance Committee Report**  
July 25, 2018

The meeting was called to order at 9:30 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), Bridgette Timm (Olmsted County) and Chris Wagner.

The Fiscal Year 2018 financial reports were reviewed and compared to the FY2018 budget. Glen will look into TSA technical staff time spent on RCPP Small feedlot projects and may adjust reports as needed to utilize that fund. Budget projections for 2019 was also reviewed.

Reviewed the supporting grants including: TSA Enhanced Shared Technical Service Grant, RCPP Small Feedlot Grant, Soil Health Grant & new NRCS Soil Health Grant.

Reviewed the opportunity of a Shared Director with the SE Water Resources Board, which will require approximately \$30,000. Committee was very supportive of this arrangement, but is against a merger / consolidation of the TSA Board with the SE WRB at this time.  
As Grants are now reported to BWSR annually (Feb. 1<sup>st</sup>), the other grants were not reviewed in detail.

Recommendations:

1. Approve the Fiscal Year 2018 Financial Reports.
2. Adopt the attached Fiscal Year 2019 budget; including:
  - A. Pursue a Shared Director Position with the SE Water Resources Board, with an estimated cost of \$30,000.
  - B. Sell the 2007 F150 truck located in Caledonia.
  - C. Purchase of Laptop Computer for use by Jason Rochester.
3. Authorize Application for FY2019 BWSR NPEA Base Grant and Authorize Chair to Sign Related Documents.
4. Authorize Application for FY2019 BWSR TSA Enhanced Shared Technical Service Grant and Authorize Chair to Sign Related Documents.
5. Authorize JPB Secretary to sign Final Financial Reports on BWSR Grants.
6. Authorize Financial Audit for FY2018: \$2225 Bid; plus ~ \$300 for FY2018 Closeout Fee work at request of Goodhue SWCD.
7. Amend the Personnel Policy Sick Leave Donation Policy to Limit the Donation Maximum to 80 hours Annually (see attached).
8. Authorize Updated Sub Agreements for the RCPP Small Feedlot Grant.

The meeting was adjourned at 11:35 AM

Glen Roberson, Secretary / Host District Manager

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**SOUTHEAST SWCD TECHNICAL SUPPORT JPB  
GOODHUE, MINNESOTA  
STATEMENT OF NET POSITION AND  
GOVERNMENTAL FUND BALANCE SHEET  
JUNE 30, 2018**

	General Fund	Adjustments	Statement of Net Position
<b>Assets</b>			
Cash (and Cash Equivalents)	\$ 316,481	\$ -	\$ 316,481
Capital Assets:			
Equipment (net of accumulated depreciation)	-	114,543	114,543
Total Assets	316,481	114,543	431,024
<b>Deferred Outflows of Resources</b>			
Defined Benefit Pension Plan	-	131,469	131,469
<b>Combined Assets and Deferred Outflows of Resources</b>	\$ 316,481	\$ 246,012	\$ 562,493
<b>Liabilities</b>			
Current Liabilities:			
Unearned Revenue	\$ 192,168	\$ -	\$ 192,168
Long-term Liabilities:			
Net Pension Liability	-	306,429	306,429
Compensated Absences	-	46,141	46,141
Total Liabilities	192,168	352,570	544,738
<b>Deferred Inflows of Resources</b>			
Defined Benefit Pension Plan	-	56,186	56,186
<b>Combined Liabilities and Deferred Inflows of Resources</b>	\$ 192,168	\$ 408,756	\$ 600,924
<b>Fund Balance/Net Position</b>			
Fund Balance			
Assigned - Compensated Absences	\$ 46,141	\$ (46,141)	\$ -
Unassigned	78,172	(78,172)	-
Total Fund Balance	\$ 124,313	\$ (124,313)	\$ -
Net Position			
Investments in Capital Assets		\$ 114,543	\$ 114,543
Unrestricted		(152,974)	(152,974)
Total Net Position		\$ (38,431)	\$ (38,431)

Notes are an integral part of the basic financial statements.

**SOUTHEAST SWCD TECHNICAL SUPPORT JPB  
GOODHUE, MINNESOTA  
STATEMENT OF ACTIVITIES AND  
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

	General Fund	Adjustments	Statement of Activities
<b>Revenues</b>			
Intergovernmental	\$ 787,903	\$ 111	\$ 788,014
Interest Earnings	1,380	-	1,380
Miscellaneous	440	-	440
Total Revenues	<u>\$ 789,723</u>	<u>\$ 111</u>	<u>\$ 789,834</u>
<b>Expenditures/Expenses</b>			
Conservation			
Current	\$ 777,217	\$ 69,145	\$ 846,362
Capital Outlay	29,946	(29,946)	-
Total Expenditures/Expenses	<u>\$ 807,163</u>	<u>\$ 39,199</u>	<u>\$ 846,362</u>
Excess of Revenues Over (Under) Expenditures/Expenses	\$ (17,440)	\$ (39,088)	\$ (56,528)
Fund Balance/Net Position January 1	<u>\$ 141,753</u>	<u>\$ (123,656)</u>	<u>\$ 18,097</u>
Fund Balance/Net Position December 31	<u>\$ 124,313</u>	<u>\$ (162,744)</u>	<u>\$ (38,431)</u>

Notes are an integral part of the basic financial statements.

**SOUTHEAST SWCD TECHNICAL SUPPORT JPB  
GOODHUE, MINNESOTA  
BUDGETARY COMPARISON STATEMENT  
BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED JUNE 30, 2018**

	Original/ Final Budget	Actual	Variance With Final Budget Positive (Neg)
<b>Revenues</b>			
Intergovernmental			
Local	\$ 39,000	\$ 20,400	\$ (18,600)
State Grant	390,000	767,503	377,503
Total Intergovernmental	<u>\$ 429,000</u>	<u>\$ 787,903</u>	<u>\$ 358,903</u>
Miscellaneous			
Interest Earnings	\$ 500	\$ 1,380	\$ 880
Other	1,500	440	(1,060)
Total Miscellaneous	<u>\$ 2,000</u>	<u>\$ 1,820</u>	<u>\$ (180)</u>
 Total Revenues	 <u>\$ 431,000</u>	 <u>\$ 789,723</u>	 <u>\$ 358,723</u>
<b>Expenditures</b>			
District Operations			
Personnel Services	\$ 429,420	\$ 430,050	\$ (630)
Other Services and Charges	220,206	344,499	(124,293)
Supplies	2,600	2,668	(68)
Capital Outlay	33,500	29,946	3,554
Total District Operations	<u>\$ 685,726</u>	<u>\$ 807,163</u>	<u>\$ (121,437)</u>
 Total Expenditures	 <u>\$ 685,726</u>	 <u>\$ 807,163</u>	 <u>\$ (121,437)</u>
Excess of Revenues Over (Under) Expenditures	\$ (254,726)	\$ (17,440)	\$ 237,286
Fund Balance - January 1	<u>\$ 141,753</u>	<u>\$ 141,753</u>	<u>\$ -</u>
Fund Balance - December 31	<u>\$ (112,973)</u>	<u>\$ 124,313</u>	<u>\$ 237,286</u>

Notes are an integral part of the basic financial statements.



		FY19 Bgt			
A		X	Y	Z	AA
1	Base Grant Budget, Fiscal Year Basis	7/1/17 - 6/30/18	7/1/17 - 6/30/2018	7/1/18 - 6/30/19	
2	Revised 7/24/2018	2 PE + Tech	Actual	2 PE + Tech	
3	(July 1 - June 30)	FY2018	FY2018	FY2019 Draft	
4		3 FTE BGT		3 FTE BGT	
	<b>Available New Revenue</b>	<b>806,695</b>	<b>717,942</b>	<b>767,338</b>	
6	Interest Earnings (local cash)	500	1,379.89	500	
7	BWSR FY(current) Supplemental Grant 1	125,000	240,000.00	240,000	10% of Part 1 & 2 Grants, In-Kind or Cash
8	Remaining BWSR Suppl. Grant from prev. year	\$0.00	72,175.56	\$0.00	includes \$11,980.92 Feedlot VI tech \$ (EPA319) \$854.55 x 11 SWCD extra cash match
9	BWSR FY(current) Supplemental Grant 2	\$115,000	0.00	\$0	
10	Match for State Grants ( 10% In Kind or Cash)	\$24,000	21,380.97	\$24,000	10% of Part 1 & 2 Grants, In-Kind or Cash
11	Remaining BWSR Suppl. Grant 2 from prev. year	\$58,078.30			Cash needed to meet grant match requirements for FY16-17 Grants
12	Match for Suppl. Grant 2 (25%, 10% Cash) prev. year	\$17,239.05			
13	Grants (State)	150,000	150,000.00	130,000	
14	Remaining State Grants from Previous Year	96,839		0	
15	FY2017 RCPP Small Feedlot Grant T/A	0		328,000	
16	Remaining BWSR CWF13-61 Accel. / RCPP \$	203,538	203,538.06	30,338	
17	FY2013 CWF13-61 Admin (\$2832)	0		0	
18	FY2013 CWF13-61 Accelerated NPEA Eng. SE MN	0		0	
19	Remaining Earned but not spent Admin \$				10% NPEA Grant Match required, In-Kind or Cash
20	Other Misc. Revenue: Other (pass thru)				
21	Other Misc. Revenue (local cash contribution)	15,000	11,000.00	13,000	\$440 Misc. Rev + Grant Admin from Ag Cert, Nitrogen, Nutr. Mgmt (see cell Y54)
22	Other Misc. Revenue (State origination)	1,500	18,467.75	1,500	
23	local JPB funds (from previous years)	0		0	
24	<b>Expenses</b>				
25	Personnel Services	432,983	430,049.80	457,220	
26	Employee Salary	\$331,778	329,916.60	\$346,242	based on 1/2 of 2018 + 1/2 of 2019 @ 2.0%
27	JPB Share FICA 6.2%	20,570	19,614.49	21,467	
28	JPB Share Medicare 1.45%	4,811	4,587.26	5,021	
29	JPB Share PERA	24,883	24,235.75	25,968	
30	Payroll Expenses				+ 18% Rent change Goodhue from 16.45 to 17.10 x 200 feet starting in mid 2017, change of \$130. Nelson Rent = 134 ft x 23.76 = \$3183.84
31	Health Insurance	50,541	51,435.70	58,122	
32	Unemployment Insurance	400	260.00	400	
33	Contract / Hire Feedlot Technician	0		0	
35	Other Services and Charges	40,242	31,113	41,479	MCIT dividend announced 8/4/2017: \$563 workmans Comp, \$1616 Property/Casualty, total \$2179. 2018 Est. rec. 8/21/2017: \$5154 Prop/Casualty; \$5138 Work Comp.
36	Employee Expense / Mileage	600	801.51	600	
37	Employee Training	2,000	1,702.77	2,000	
38	Hiring Expense				
39	Rent	10,041	7,906.86	10,041	
40	Telephone	1,840	1,785.12	1,840	
41	Postage Utilities, Network, Printer use.	860		860	add 'backsaver soil probe + extension for Nelson @ \$600
42	Vehicle Expense	12,188	8,347.89	12,188	
43	Equipment Repair	1,000	382.03	1,000	Trimble Access software \$2700 2018 Chevy JR \$25906.16 Truck Box \$1339.99
44	Office Insurance	8,113	8,287.00	8,924	
45					
46	Audit Fee	2,200	2,200.00	2,625	Laptop Jason R. \$2939 bgt for truck?
47	Misc. Other Services & Chg.	1,400	0.00	1,400	5737.15 Rice; 1346.16 Root River; (46.95 + 422.55 + 1881.38 SEWRB Timm (8121.39 + 4290.77 + 311.61) TSA Admin. \$49797.32 TSA Engineering, \$8122.68 TSA Proj. Dev.
48	Clean Water Legacy Projects				
49	Supplies	2,600	2,668.42	2,000	
50	Pass Thru Grants				
51	Capital Outlay	33,500	29,946.15	33,500	
52	RCPP Grant Expenses: SWCD, JPB new, Consultants,...	162,543	80,077.96	104,018	TSA Admin \$10,000 Nitrogen Admin \$5976.06 Nutr. Mgmt Admin \$1056 MAWQCP Admin \$10995.69
53					
54	Other Administration	20,000	28,027.75	20,000	Due to Goodhue: earned & received in FY17: MAWQCP Admin: \$4174.31 Nitrogen BMP Admin: \$3542.37
56	<b>TOTAL JPB OPERATIONS EXPENSE</b>	<b>691,868</b>	<b>601,883</b>	<b>658,216</b>	
57	<b>Difference (Rev. less Expenses)</b>	<b>114,826</b>	<b>116,059</b>	<b>109,122</b>	

### OLD POLICY WORDING

Leave must be donated in full hour increments and will be limited to 80 hours per employee. Leave donations will be on an hour for hour basis (no salary conversion will take place). Participation in the leave share is completely voluntary.

### NEW POLICY WORDING

Leave must be donated in full hour increments and will be limited to 80 hours per employee per year. Leave donations will be on an hour for hour basis (no salary conversion will take place). Participation in the leave share is completely voluntary.