

**Minutes**  
**Southeast Minnesota Water Resources Board Meeting**  
**July 11, 2011**

Present: Matt Flynn (Olmsted County), Tim Gabrielson (Mower County), Jake Gillen (Rice), Dave Hansen (Dodge County), David Harms (Wabasha County), Tom Kaase (Fillmore County), Mena Kaehler (Winona County), Bruce Kubicek (Steele County), Judy Ohly (Olmsted County), Marcia Ward (Winona County), Justin Zmyewski (Houston County),

Others:

Linda Dahl (SEMNWRB) and Terry Lee (Olmsted County)

The meeting was called to order by **Chair Matt Flynn at 9:08 a.m.**

Item 1: Approve July 11, 2011 Agenda: A motion was made by Bruce Kubicek and seconded by Judy Ohly to approve the proposed agenda item addition of a discussion regarding the September Board Meeting. **Motion** passed unanimously.

Item 2: Approve Minutes of May 9, 2011 Board Meeting: Motion made by Jake Gillen and seconded by Mena Kaehler to approve the minutes. **Motion** passed unanimously.

Item 3: Approve May 2011 Budget vs. Actual (encl.: Linda Dahl reviewed the budget vs. actual report noting that all budget categories were within the funding and expenditure projections. Mena Kaehler asked why the salary expenditures were only 6% of the allocated amount this late in the year. Linda Dahl said that a portion of her salary is paid by grants and that reduces the expenditures shown in the budget summary. Marcia Ward asked how the State shut-down affects the grant-funded projects. Linda Dahl noted that she received a letter from the State that authorized the continuation of grant-funded projects. Funds that have been received can be spent, and expenditures being incurred will be reimbursed but may be delayed. The Board has adequate reserves to cover project costs. Motion made by Mena Kaehler and seconded by Tim Gabrielson to approve the Budget vs. Actual Report. **Motion** passed unanimously.

Item 4: Executive Director's Report: Linda Dahl provided the Board with copies of her report. She noted that the Volunteer Nitrate Monitoring Network is scheduled to be sampled in August using the new Fisher Scientific testing equipment. Dahl noted that if there is a delay in putting the new equipment online, than staff will use the Hach machines one last time. Dave Hansen suggested that County's consider using the equipment to provide free nitrate testing at their County Fairs.

Linda Dahl is working with the region's feedlot officers to budget the remaining Feedlot IV funds. There are two years left in the grant schedule and about 50% of the funds have been distributed. New subcontracts are being developed that provide greater flexibility in the percent of funding that Counties can allocate for technical support. A Feedlot V grant mid-contract review was completed with the Board of Water and Soil Resources that resulted in a proposed contract amendment with the SE SWCD Technical Support JPB.

In response to a reduction in federal funding, the Pollution Control Agency has cut the SEMWRB grant funding for the Lower Mississippi Basin SE MN Wastewater Initiative(Wastewater V) project. In response to that cut, the two Wastewater Facilitator positions will be reduced to part-time through the end of 2011 to try to stretch out existing funding. Additional funding for the two-positions will be sought through a Board of Water and Soil Resources grant with funding scheduled to be available in April of 2012, and through a reallocation of a portion of the Southeast Regional Feedlot Grant for Water Quality (Feedlot V). Following a discussion by Board members of the importance of the work that is being done by the Wastewater Facilitators, Matt Flynn requested that staff provide the Board members with a list of completed projects, the projects that are underway, as well as project costs. Bruce Kubicek made a motion and Mena Kahler seconded to authorize requesting an amendment to the Feedlot V grant to reallocate up to \$100,000 to fund the two Wastewater Facilitator positions. **Motion** passed unanimously.

Linda Dahl requested that the Board approve a Wastewater IV (Assistance for Unsewered Communities in the Lower Mississippi/Cedar River Basin) grant amendment to extend the budget and gantt chart and to reallocate up to \$2,000 in funding to the Wastewater Facilitators. Half of that amount was originally allocated for her mileage and half for financial fees. Tom Kase made a motion and Jake Gillen seconded to approve the reallocation of up to \$2,000 in funding in the Wastewater IV grant to provide additional funding for the Wastewater Facilitators. **Motion** passed unanimously.

Linda Dahl noted that she had sent a revised 2010 Audit RFP to a list of eight additional accounting firms. The new RFP has a deadline of February 29, 2012 for completion of the audit. Mena Kahler asked if the delay in audit results will affect the Joint Powers Board's state and federal grants. Linda Dahl said that they could but haven't yet.

Item 5: 2009 Audit Update/2010 Audit RFP status: Linda Dahl distributed copies of the 2009 Audit Report. The report had also been emailed to the Board members with their agenda packets. Judy Ohly made a motion to accept the audit report and Tim Gabrielson seconded the motion. **Motion** passed unanimously.

Item 6: Feedlot Sub-recipient Agreement Amendments: The Board approved the requested amendment during their discussion of item #4, the Executive Director's Report.

Item 7: September 12, 2011 Joint Powers Board Meeting: Linda Dahl is scheduled to take a maternity leave in early August and return in late September. She will work with Matt Flynn and Terry Lee to prepare the budget and other agenda information for the September Meeting. The agenda for that meeting will be the 2012 Budget and an application for Board of Water and Soil Resources grant funding. Matt Flynn suggested that the Board consider a base budget comparable to the 2011 budget and that County funding for the Board remain the same as well. Members concurred.

Item 8: Motion to Adjourn: Motion was made by Mena Kaehler and seconded by Tom Kaase to adjourn the meeting. **Motion** passed. Meeting adjourned at 10:05 a.m.

Respectfully submitted,

Terry Lee  
County Water Plan Coordinator  
Olmsted County

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Matt Flynn, Chairperson

Attested: \_\_\_\_\_ Date: \_\_\_\_\_