

**Minutes of the January 4<sup>th</sup>, 2013  
Annual Strategic Planning Special Meeting of the  
Brown Soil & Water Conservation District,  
Holiday Inn Boardroom, New Ulm, MN**

Meeting was called to order at 8:32AM by Chair Vogel

**Present:**

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Ralph Stadick – Treasurer
5. Greg Roiger – PRI
6. Tom Maher – Program Manager
7. Vanessa Grausam – Administrative Assistant

**Absent:**

None

**WELCOME**

Newly elected supervisors Gary Rathman and Clem Windschitl were introduced and welcomed to the Board.

**OATH OF OFFICE**

Vogel, Windschitl, and Rathman were sworn into their positions as Brown Soil & Water Conservation District Supervisors by Maher.

**ELECTION**

- ❖ Motion by Stadick and seconded by Rathman to nominate Vogel for Chair.  
Affirmative: Rathman, Windschitl, Stadick, Roiger  
Abstained: Vogel Opposed: None Motion Carried.
- ❖ Motion by Roiger and seconded by Stadick to nominate Rathman for Vice Chair.

Affirmative: Vogel, Windschitl, Stadick, Roiger

Abstained: Rathman Opposed: None Motion Carried.

- ❖ Motion by Rathman and seconded by Windschitl to nominate Stadick for Treasurer.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Abstained: Stadick Opposed: None Motion Carried.

- ❖ Motion by Roiger and seconded by Stadick to nominate Windschitl for Secretary.

Affirmative: Vogel, Rathman, Stadick, Roiger

Abstained: Windschitl Opposed: None Motion Carried.

- ❖ Motion by Rathman and seconded by Stadick to nominate Roiger for PRI.

Affirmative: Vogel, Rathman, Windschitl, Stadick

Abstained: Roiger Opposed: None Motion Carried.

### **BUDGET & FINANCE ITEMS**

- ❖ December 2012 Treasurer's Report was viewed in detail and discussed.
- ❖ Pickup truck status was discussed. Maher shared with the board some repairs that were needed on the truck along with a quote for new tires. It was decided that Rathman and Maher will look at and price some trucks in the coming weeks. If they find something to purchase they are to contact Chair Vogel.
- ❖ Grausam shared quotes for a new copier. Motion was made by Roiger and seconded by Windschitl to purchase the Cannon IR 2020 copier from Marco for \$3,694.00 plus the service contract, which is \$0.011/BW copy and \$0.065/Colored copy which is billed on a monthly basis.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

- ❖ 2012 Budget vs Actual report was reviewed and discussed along with a draft 2013 Budget. Grausam will make changes to the 2013 budget and present it at the next meeting for approval.

### **DUES**

Motion was made by Roiger and seconded by Stadick to pay the following dues for 2013:

- ❖ MASWCD \$2,852.50
- ❖ MACDE \$40.00
- ❖ SC Area VI \$400.00

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

NACD Dues will be discussed once the bill is received at the office.

### **ORGANIZATION ASSOCIATIONS**

Staff and supervisors reviewed the Brown SWCD's relationship/partnerships with: RCRCA, RC&D, SCTSA, GBERBA, Pheasants Forever, and MRBI.

### **RIM RIPARIAN BUFFER PROGRAM**

Maier reviewed the RIM Riparian Buffer program with those present. The office is continuing to take RIM Buffer sign ups at this time.

### **RIM WRP PROGRAM**

Maier informed those present of the current status of the RIM WRP applications which were signed up in fall of 2010/spring of 2011.

### **WALK IN ACCESS PROGRAM**

Signups for the 3<sup>rd</sup> round of Walk-In Access program will begin late this winter. Currently the WIA program is transitioning from a pilot program to an ongoing program and will also be expanding by 15 counties to the north and east.

### **RAIN GARDEN PROMOTION**

Staff and supervisors brainstormed possible ideas for rain garden promotion as well as an idea to possibly provide cost share by the district for a rain garden installation. Staff will add the Rain Garden topic to the February agenda for discussion before spring.

### **TOUR FOR LEGISLATURES**

Staff will organize a Brown County Conservation Tour for Legislatures and partner agencies for the spring of 2014.

### **HOME SHOW & FARM SHOW**

As staff discussed with Brown County Planning and Zoning staff, it was decided that Brown SWCD will purchase the Farm Show booth and display Planning and Zoning materials, and Planning and Zoning will purchase the Home Show booth and display Brown SWCD materials. Brown SWCD will only be responsible for staffing the Farm Show booth. A tentative schedule for staffing the Farm Show booth was set up between staff and supervisors. New Ulm Farm Show is scheduled for March 8<sup>th</sup>-9<sup>th</sup> and the Home Show is scheduled for March 22<sup>nd</sup>-24<sup>th</sup>. Both are to be held at the New Ulm Civic Center.

### **BANK ACCOUNTS**

As new supervisors have been elected and Grausam had a name change, it was decided to make new signature cards for both banks the district uses. Motion was made by Rathman and seconded by Stadick to approve resolutions which list Grausam, Maier, and Windschitl as authorized signatures for the First Security Bank Account; and Grausam, Maier, and Vogel as authorized signatures for the SouthPoint Credit Union accounts, as well as require 2 authorized signatures on any transaction with SouthPoint Credit Union accounts.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

### **BOARD MEETING DATE/TIME**

A motion was made by Roiger and seconded by Stadick to keep the same board meeting date and time, which is every 4<sup>th</sup> Monday at 7PM at the Brown SWCD office 300 2<sup>nd</sup> Ave. SW Sleepy Eye, Minnesota.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

### **DISTRICT CAPACITY SCORE SHEET**

The District Capacity Score Sheet, which was provided by MASWCD, was reviewed. A number of items were discussed. The Brown SWCD mission statement and by-laws will be discussed at the January meeting.

### **COST-SHARE PRIORITIES**

Cost share priorities from 2012 were reviewed and not changed for 2013.

Current cost share priorities are as follows:

1. Grass Waterways
2. Terraces
3. Riparian Buffer Strips
4. Sediment Retention, Erosion or Water Control Structures
5. Diversions
6. Field Windbreaks
7. Streambank, Shoreland and Roadside Projects
8. Waste Management Systems
9. Critical Area Stabilization
10. Farmstead Shelterbelts
11. Strip Cropping

A motion was made by Rathman and seconded by Windschitl to accept the cost-share priorities with no changes.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

### **ANNUAL PLAN 2013 & COMMITTEE ASIGNMENTS**

The annual plan was reviewed in detail and updated with the new priority addressed where appropriate. The completed plan is due to BWSR and on our website no later than March 15<sup>th</sup>. As there were many changes made to the Annual Plan, the changes will be approved at a later board meeting, after Grausam revises the document. Committee assignments were reviewed and changed as follows:

<b><u>COMMITTEE</u></b>	<b><u>CHAIRMAN</u></b>	<b><u>ALTERNATE</u></b>
Finance	Stadick	Vogel
Legislative	Stadick	Roiger
Planning	Vogel	Windschitl
Personnel	Vogel	Windschitl

Area II	Rathman	Vogel
RCRCA	Vogel	Roiger
Building Management	Windschitl	Rathman
RIM/WRP & RIM Buffer	Rathman	Windschitl
Three River RC&D	Stadick	Roiger
South Central Technical Service Area	Stadick	Rathman
Little Cottonwood Initiative	Roiger	Stadick
MN. Water Resources Board	Windschitl	Vogel
Bridging Brown County	Rathman	Windschitl

**2012 ACCOMPLISHMENTS**

Staff provided a report of accomplishments from 2012. The list of accomplishments will be posted on the district's website and submitted to BWSR along with the Annual Plan.

**Meeting adjourned: 2:58PM**

**Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_