

**Minutes of the September 30<sup>th</sup>, 2013  
Regular Brown SWCD Board Meeting,  
Brown County Office Building, Sleepy Eye, MN**

**Meeting was called to order at 8:31AM 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. Vanessa Grausam – Administrative Assistant
7. Jennifer Hahn – NRCS District Conservationist
8. Tom Peterson – NRCS Soil Conservation Technician
9. Aaron Finke – Pheasants Forever Farm Bill Biologist (entered at 9:45AM)
10. Mark Hiles – BWSR Board Conservationist

**Absent:**

1. Dennis Potter – Brown County Commissioner Liaison

**AGENDA**

- ❖ Motion was made by Stadick and seconded by Windschitl to adopt the agenda no additions.  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.

**MINUTES**

- ❖ Motion was made by Windschitl and seconded by Rathman to approve the August Board Meeting minutes with minor changes and the August Special Board Meeting minutes with no changes.  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.

**TREASURER'S REPORT**

- ❖ Motion was made by Windschitl and seconded by Stadick to approve the Treasurer's Report as provided.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.

## **BILLS**

- ❖ Motion was made by Rathman and seconded by Windschitl to discontinue cell phone service with Verizon and disconnect the additional office phone line used for faxing.  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.
- ❖ Motion was made by Roiger and seconded by Stadick to approve payment of the bills as provided in addition to Minnesota Conservation Volunteer contribution (\$20), DCA Title (\$630), and The Legal Professionals (\$1,286). DCA Title and The Legal Professionals bills are reimbursable by BWSR as they are RIM easement acquisition expenses.  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.

## **WATER PERMITS**

- ❖ There has been no activity since the last meeting.

## **STATE COST SHARE**

- ❖ Motion was made by Stadick and seconded by Windschitl to approve final payment for FY13-06 Roxanne Roiger Waterway which has been completed. Original cost estimate was \$2,125.00 with cost share not to exceed 75% or \$1,589.42. Final cost of the project was \$2,857.83 and a final payment of \$1,589.42 is to be made with no State Cost Share TA to be spent (all CS funds have been encumbered and district opted out of TA funds).  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.
- ❖ Motion was made by Stadick and seconded by Windschitl to approve the following RCRCA cost share contracts and payments:
  - Gary Nelson RCRCA contract for Rock Inlets. Cost estimate is \$12,800.00 with cost share not to exceed 75% or \$9,600.00.
  - Leavenworth Township contract for Stream Bank Rip Rap. Cost estimate is \$9,500.00 with cost share not to exceed 75% or \$7,125.00.
  - Dennis Youngerberg contract for Stream Bank Rip Rap. Cost estimate is \$10,000.00 with cost share not to exceed 75% or \$7,500.00.
  - Brown County contract for Stream Bank Rip Rap. Cost estimate is \$13,333.33 with cost share not to exceed 75% or 9,775.00.
  - Brown County payment for Stream Bank Rip Rap. Final cost was \$13,000.00 with cost share payment to be made of \$9,750.00.

- Stark Township payment for Stream Bank Rip Rap. Final cost was \$9,800.00, with cost share payment to be made of \$7,350.00.
  - Mark Hauger payment for Waterway. Final cost was \$6,405.01 with cost share payment to be made of \$4,803.76.
- Affirmative: Vogel, Windschitl, Schroepfer, Stadick, Roiger  
Opposed: None Motion Carried.

- ❖ Motion was made by Roiger and seconded by Stadick to approve BWSR FY2014-FY2015 State Cost Share, Easement Delivery and Conservation Delivery grant agreement. Agreement amounts total:
    - FY 14 Cost Share - \$14,757
    - FY 14 Easement Delivery - \$8,786
    - FY 14 Conservation Delivery - \$ 18,947
    - FY 15 Cost Share, Easement Delivery, and Conservation Delivery amounts will be determined at a later date as an amendment to the agreement.
- Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.

### **MONTHLY NARRATIVE (Grausam)**

- ❖ Copies of the monthly narrative were reviewed and are on file.

### **NRCS REPORT (Hahn)**

- ❖ Copies of the NRCS report were reviewed and are on file.

### **MEETING REPORTS**

- ❖ Roiger reported on the EQIP Meeting which was held September 3<sup>rd</sup>.
- ❖ Vogel reported on the MASWCD Governance 101 training/meeting which was held September 4<sup>th</sup> – 5<sup>th</sup>.
- ❖ Roiger reported on the RCRCA Meeting which was held September 4<sup>th</sup>.
- ❖ Windschitl reported on the GBERBA Meeting which was held September 14<sup>th</sup>.

Finke entered the meeting at 9:45AM.

### **UNFINISHED BUSINESS**

- ❖ Motion was made by Roiger and seconded by Stadick to approve the 2012 Draft Audit and Audit Representation Letter which was prepared by Michael Peterson, CPA.

### **NEW BUSINESS**

- ❖ **OCTOBER MEETINGS**  
Supervisors rescheduled the October Regular Board Meeting for Friday, October 25<sup>th</sup>, 2013 at 8:30AM.

A motion was made by Stadick and seconded by Roiger to approve the following meetings:

- October 3<sup>rd</sup> – RCRC Meeting (Vogel)
- October 25<sup>th</sup> – Regular Board Meeting  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried

- ❖ Personnel Committee informed the board that Grausam received positive comments on her annual review, which was conducted prior to the meeting. A motion was made by Rathman and seconded by Stadick to increase Grausam’s wage to \$16.04 per hour (which is a 53¢ per hour raise).

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried

- ❖ Staff and supervisors reviewed hiring items for the District’s Program Manager position. Motion was made by Rathman and seconded by Stadick to approve the Job Description, Job Posting, Salary, and draft Resume/Application Score Sheet. It was also decided that the deadline for applications will be Wednesday, October 23rd at 3:30PM and resume/application reviews will take place after the Friday, October 25th board meeting.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried

**Meeting adjourned – 10:46AM**

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