



**Farm the Best...
Buffer the Rest.
Brown County CREP**

**BROWN SOIL AND WATER
CONSERVATION DISTRICT**

300 - 2nd Ave. S.W.
Sleepy Eye, Minnesota 56085
Telephone 507-794-2553
Fax 507-794-5553
E-mail: brwnswcd@prairie.lakes.com

**Minutes of the December 17th, 2014
Regular Brown SWCD Board Meeting,
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 9:04 AM 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. Doug Goodrich – District Manager
7. Melanie Krueger – Administrative Assistant
8. Jennifer Hahn – NRCS District Conservationist

Absent:

None

AGENDA

- ❖ Motion was made by Windschitl and seconded by Stadick to adopt the agenda with the addition of MCIT bill approval under Consent Agenda – Bills Report, WCA 2015 Agreement with Brown County under Water Permits/WCA Reports, and MN River Prairie plan meeting event January 20th under Upcoming Meetings/Events.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

CONSENT AGENDA

- ❖ Motion was made by Windschitl and seconded by Rathman to approve the Consent Agenda items as presented which included the November 20, 2014 Board Meeting Minutes, the November 2014 Treasurer's Report, the Bills report dated November 13, 2014 to December 10, 2014, the MCIT bill payment of \$3,629.00 for 2015 Liability and Work Comp coverage, and the district staff Monthly Narrative report dated November 13, 2014 to December 10, 2014.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

WATER PERMITS/WCA REPORTS

- ❖ Goodrich reported that since the last meeting he has received reports on 1 domestic well drilled and 9 wells sealed and also informed the group that one TEP panel WCA meeting has occurred.
- ❖ A motion was made by Roiger and seconded by Windschitl to sign the 2015 Wetlands Conservation Act (WCA) Agreement with Brown County.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

STATE COST SHARE

- ❖ A motion was made by Roiger and seconded by Stadick to approve payment of the following cost-share contract whereas the project has been completed:
 - FY13-04 Alan Kral contract for Grade Stabilization Structure in Cottonwood Township, Section 5. NRCS Area Engineer had technical approval authority. Original cost estimate was \$10,500.00 with cost-share not to exceed 75% or \$7,875.00 (\$2,241.00 from Brown SWCD and remaining funds from RCRCA). Final cost of the project was \$14,818.75 and Brown SWCD will provide payment of \$2,241.00 from FY13 State Cost Share Program funds. RCRCA is providing payment of \$8,873.06. The combined funds being provided total \$11,114.06 or 75% of the total final cost. State Cost Share T&A allowed to be spent out totals \$560.25.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried
- ❖ A motion was made by Windschitl and seconded by Rathman to approve RCRCA Cost Share Contract with Stadick Farms, Mike Stadick, for 14 Alternative Tile Intakes in Cottonwood 7. Cost estimate is \$5,600.00 with cost share not to exceed 75% or \$4,200.00.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried

NRCS REPORT

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

MEETING REPORTS

- ❖ Vogel reported on the RCRCA Board meeting held on December 4th in Marshall.
- ❖ Rathman, Windschitl, Roiger and Stadick reported on the MASWCD Annual Convention attended from December 7-9 in Bloomington.

UNFINISHED BUSINESS

- ❖ **TSA 5 Shared Services Grant for Terrain Analysis:** A motion was made by Rathman and seconded by Stadick to pay for half of the TSA 5 funds requested by TSA 5 in order to be part of the TSA 5 DEM Terrain-Analysis for the Brown County portion of the Cottonwood River watershed. Brown County is still considering paying the other half at this time. The District will wait for that decision before approving payment of the second half. Staff will inform TSA 5.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried

- ❖ **Notary Update:** Krueger informed the group that application and payment has been submitted to Minnesota Secretary of State to become a Notary Public. Her commission and stamp will not be completed by January 6th, therefore, Roiger and Stadick will attend the swearing in oath of office ceremony at the Brown County courthouse for being re-elected Supervisors of the District. They will be able to have their election certificates notarized and recorded at that time.
- ❖ **Conservation Apprenticeship Academy Update:** Goodrich advised the group that an application was submitted for the apprenticeship program which included details on job duties. Also, if the application is approved, the district will be required to provide that person with a separate work station, GIS software, and computer while working here.

NEW BUSINESS

- ❖ **Commissioner Comments:** Commissioner Potter was not present at the meeting. Vogel advised that he was at the RCRC meeting on December 4th.
- ❖ **Personnel Committee – Results of Goodrich Annual Review:** Personnel Committee gave recommendations on District Manager's Goodrich annual review that was held today. A motion was made by Roiger and seconded by Rathman to approve a wage increase at the Grade 14 level from Step 8 to Step 9 effective his anniversary date of 12/16/14.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.
- ❖ **BWSR FY14 Easement Delivery Grant – Final Financial Report:** A motion was made by Rathman and seconded by Windschitl to approve and sign the Final Financial Report for the Easement Delivery 2014 Grant.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried
- ❖ **Legislative Days:** MASWCD Legislative Days event is scheduled for January 26-27. A decision on attendees will be made at next month's board meeting.
- ❖ **Annual Meeting Agenda Topics:** Krueger advised the group that the Board Room meeting room has been booked with the Holiday Inn for January 23 and advised on the breakfast and lunch options available as well. Staff and Supervisors reviewed agenda topics and some additions and deletions will be made as discussed by the group. Staff will email out the agenda and post appropriate notices a week before the meeting.
- ❖ **2015 Wage and Benefit Changes:** A motion was made by Roiger and seconded by Stadick to accept the wage and benefit changes as advised by staff for the Mileage Rate (increase to 57.5 cents per mile as per IRS guidelines), PERA Rate (increase of .25% for employee and employer for the employee's Coordinated Plan), Wage Rate (a 2% COLA increase per county pay scale) and to increase the monthly health insurance wages in-lieu of health insurance plan by 4%. All changes are to be effective January 1, 2015.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried

- ❖ **Ecological Restoration Courses:** Goodrich advised the group of some online courses available to become certified for ecological purposes which would help with seeding and conservation plans in the future. 4 courses would be required at a cost of \$375 per course in order to become certified. Discussion was held and it was decided to not enroll at this time and reconsider when the courses are offered again next spring or fall.
- ❖ **PF/Farm Bill Tech Update:** Goodrich informed the group of an email received which stated priority intent to have the joint Brown/Watonwan SWCD/NRCS Pheasants Forever Farm Bill Tech position filled in the near future.
- ❖ **AIS Work Plan Update:** Goodrich informed the group that the 2014 and 2015 work plan for AIS program funds has been submitted and he will be attending next week's commissioners meeting to review it with them.

❖ **Upcoming Meetings/Events:**

A motion was made by Rathman and seconded by Windschitl to approve the following meetings/events:

- Thursday, December 18 – South Central TSA Board Meeting, Mankato (Stadick)
- Wednesday, December 24 – Christmas Eve Holiday- Office Closes at Noon
- Thursday, December 25 – Christmas Holiday – Office Closed
- Thursday, January 1 – New Year's Day Holiday – Office Closed
- Thursday, January 8 – RCRCA Board Meeting, Marshall (Vogel)
- Friday, January 9 – GBERBA Policy/Tech Meeting, Mankato (Windschitl)
- Monday, January 19 – Martin Luther King Day Holiday – Office Closed
- Tuesday, January 20 – MN River Prairie Plan Meeting (Rathman)
- Wednesday, January 21 – Brown SWCD Regular Board Meeting, 8:30 AM

Affirmative: Vogel, Rathman, Windschitl, Stadick

Opposed: None Motion Carried

Meeting adjourned – 11:48 AM

Secretary:  Date: 1-21-15