

**Minutes of the January 14th, 2014
Annual Strategic Planning Special Meeting of the
Brown Soil & Water Conservation District,
Holiday Inn, New Ulm, MN**

Meeting was called to order at 8:41AM 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 – Program Manager
7. Vanessa Grausam – Administrative Assistant
8. Jennifer Hahn – NRCS District Conservationist

Absent:

None

ELECTION

- ❖ Motion by Stadick and seconded by Rathman to nominate Vogel for Chair.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

AGENDA

- ❖ Motion was made by Roiger and seconded by Stadick to approve the agenda with the addition of Meeting Approvals.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

ELECTIONS, CONTINUED

- ❖ Motion by Roiger and seconded by Windschitl to keep board positions as they were designated last year. Board positions are as follows:

Vice Chair: Rathman, Secretary: Windschitl, Treasurer: Stadick,
PRI: Roiger
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

BUDGET & FINANCE ITEMS

- ❖ December 2013 Treasurer's Report was viewed in detail and discussed.
- ❖ 2013 Budget vs Actual report was reviewed and discussed along with a draft 2014 Budget. Motion was made by Roiger and seconded by Rathman to approve the 2014 budget as provided.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

DUES

Motion was made by Roiger and seconded by Windschitl to pay the following dues for 2014:

- ❖ MASWCD \$2,851.50
 - ❖ SC Area VI \$400.00
- Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

BOARD MEETING DATE/TIME

A motion was made by Roiger and seconded by Windschitl to change the regular board meeting date and time, to every 3rd Wednesday with times of 8:30AM December through March, and 6:00PM April through November.

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

Since the board meeting date changed it was decided to cancel the January 2014 Regular Board Meeting, which was originally scheduled for Monday, January 27th.

JOB DESCRIPTIONS / STAFFING NEEDS AND WANTS

Staff and supervisors reviewed current job descriptions for Goodrich and Grausam. Staff was instructed to create a hypothetical Technician job description and hypothetical updated job descriptions for the Program Manager and Administrative Assistant position, if a technician would be hired. Job descriptions will be reviewed in a few months.

Those present also discussed the current contract for services with RCRCA for Doug's services. Currently the contract is set through 2014 with a 30 day notice from either party to end the contract.

RIM PROGRAM

Grausam reviewed current status of the 6 RIM WRP, 1 RIM, and 7 RIM Riparian Buffer easements that are currently processing. The office is currently not able to sign up any more RIM Riparian Buffer Easements until

the state receives more funding. Currently the district has 4 tentative RIM sign-ups pending state funding.

WALK IN ACCESS PROGRAM

Currently the district hosts 7 WIA sites with contracts expiring May 31st, 2015. Staff will keep in touch with DNR regarding WIA sign-ups for the upcoming year.

TOUR FOR LEGISLATURES

Those present discussed the possibility of doing a Conservation Tour in the future. Multiple possibilities were discussed including a watershed wide or state hosted tour. The district has no plans to host a tour for 2014.

EROSION CONTROL & WATER MANAGEMENT PROGRAM / STATE COST-SHARE PRIORITIES

Cost share priorities were updated for 2014 as follows:

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

Farmstead Shelterbelts were removed from the list as they are no longer a cost sharable practice through the state's Erosion Control and Water Management Program.

A motion was made by Roiger and seconded by Stadick to accept the cost-share priorities as listed above.

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

ANNUAL PLAN 2014 & COMMITTEE ASIGNMENTS

The annual plan was reviewed in detail and updated with the new priority addressed where appropriate. As there were many changes made to the Annual Plan, the changes will be approved at a later board meeting. Committee assignments were reviewed and changed as follows:

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

Personnel	Roiger	Windschitl
Area II	Vogel	Roiger
RCRCA	Vogel	Roiger
GBERBA	Windschitl	Rathman
Building Management	Roiger	Rathman
RIM/WRP & RIM Buffer	Rathman	Windschitl
South Central Technical Service Area	Stadick	Rathman
Little Cottonwood Initiative	Roiger	Stadick
Minnesota River Board	Windschitl	Vogel
Bridging Brown County	Rathman	Windschitl
Prairie Plan	Rathman	Stadick

UPCOMING MEETINGS

A motion was made by Roiger and seconded by Windschitl to approve attendance of the following meetings:

- January 17th – Bridging Brown County (Rathman)
- January 22nd – Area VI Chair Meeting (Vogel)
- February 6th – RCRCA Meeting (Vogel)
- February 14th – GBERBA Meeting (Windschitl)

Meeting adjourned: 12:42PM

Secretary: _____ **Date:** _____