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**BROWN SOIL AND WATER
CONSERVATION DISTRICT**

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**Minutes of the November 20th, 2014
Regular Brown SWCD Board Meeting,
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 1:02 PM 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 (exited at 4:00pm)
6. Doug Goodrich – District Manager
7. Melanie Krueger – Administrative Assistant
8. Jennifer Hahn – NRCS District Conservationist (exited at 4:10pm)
9. John Knisley – Brown County Water Planner (exited at 4:10pm)

Absent:

None

AGENDA

- ❖ Motion was made by Windschitl and seconded by Stadick to adopt the agenda with the addition of three Cost-Share items for Krzmarzick, Schewe Farms, and Ron Remus under State Cost Share, Prairie Plan meeting on November 20 under Meeting Reports, John Knisley comments and Farm/Home Show discussion within the Commissioner Comments portion of the agenda, and Invasive Species/Little Cottonwood watershed discussion under New Business.

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 October 15, 2014 Board Meeting Minutes, the October 2014 Treasurer's Report, the Bills report dated October 9, 2014 to November 12, 2014, the LHAA Membership dues payment of \$20.00, the DreamHost website hosting renewal payment of \$190.80 for 2 years of hosting, the Nursery Stock Dealer certificate renewal payment of \$175.00, the

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MACDE employee membership payment of \$40.00, and the district staff Monthly Narrative report dated October 9, 2014 to November 12, 2014.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

WATER PERMITS/WCA REPORTS

- ❖ Goodrich reported that there have been 1 domestic well drilled, 20 wells sealed, 1 industrial well drilled, 3 DNR construction work permits approved, and 2 WCA Notice of Decisions since the last meeting.

STATE COST SHARE

- ❖ A motion was made by Rathman and seconded by Stadick to cancel FY14-02 Norbert Krzmarzick Water and Sediment Control Basin contract due to other funding sources paying 75% of total project cost and then re-encumber the funds. The unused money will go back into the Fiscal Year 2014 Cost-Share fund to be re-encumbered (\$1,102.50 T&A; \$4,410.00 Project Money).
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried
- ❖ A motion was made by Windschitl and seconded by Stadick to approve final payments for the Ron Remus and Schewe Farms Cost-Share contracts whereas the projects have been completed and to re-encumber the unused funds from the Schewe contract as listed below:
 - Schewe Farms FY14-03 contract for a Water and Sediment Control Basin. NRCS had technical approval authority. Original cost estimate was \$5,143.60 with cost-share not to exceed 75% or \$1,488.00. Final cost of the project was \$4,855.00 and Brown SWCD will provide a payment of \$1,140.14 from State Cost Share Program funds. Other funds (federal) are also being provided. The combined funds will not exceed 75% of the total cost. State Cost Share T&A to be spent out totals \$285.04. The unused T&A funds of \$86.96 and the unused project funds of \$347.86 are to be re-encumbered as the final project costs came in less than the original estimate.
 - Ron Remus FY15-01 contract for Terrace. NRCS had technical approval authority. Original cost estimate was \$6,000.00 with cost-share not to exceed 75% or \$4,500.00. Final cost of the project was \$6,387.50 and Brown SWCD will provide a payment of \$4,500.00 from State Cost Share Program funds. State Cost Share T&A to be spent out totals \$1,125.00.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried

NRCS REPORT

- ❖ Copies of the NRCS report were reviewed and are on file.
- ❖ Hahn reviewed the information on the Justice for All/USDA Civil Rights and Equal Opportunity document. A motion was made by Roiger and seconded by Stadick to sign the document.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None Motion Carried.

- ❖ Hahn reviewed the information from the current MOU document between the District and NRCS. A motion was made by Roiger and seconded by Stadick to sign the MOU document.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

MEETING REPORTS

- ❖ Goodrich and Krueger reported on BWSR Academy attended October 28-30.
- ❖ Stadick, Hahn, and Knisley reported on MN River Congress held October 30.
- ❖ Goodrich reported on the MASWCD Leadership session attended in Duluth from November 5-6.
- ❖ Goodrich, Windschitl, and Knisley reported on the GBERBA Policy/Technical meeting attended on November 14.
- ❖ Goodrich, Vogel, Rathman, Stadick, Windschitl, and Roiger reported on the RCRCA/AREA II Annual Meeting attended on November 15.
- ❖ Goodrich, Windschitl, and Knisley reported on the Lake Hanska Area Association Meeting attended November 18.
- ❖ Staff, Supervisors, and Hahn reported on the MASWCD Area 6 meeting attended in Courtland on November 19. Staff was instructed to draft a letter to Area 6 on leadership funds disbursement.
- ❖ Rathman reported on MN River Valley Prairie Plan meeting held November 20.

UNFINISHED BUSINESS

- ❖ NONE

NEW BUSINESS

- ❖ **Commissioner Comments/John Knisley Comments and Farm/Home Show:** Commissioner Potter was not present at the meeting. John Knisley, Brown County Water Planner, was in attendance and reviewed current status of projects with the group on One Watershed One Plan for the county water plan update in 2018, WRAPS for the Middle Minnesota, AIS Aid information, and the county Rain Barrel program. Discussion was also held about the Farm and Home Show booths during the spring of 2015. The group agreed to do the same as last year. The district will pay for and staff the Farm show booth and display both district and county planning/zoning information. The county will pay for and staff the New Ulm Home Show booth in the spring and will display both the county planning/zoning information and the district's information. A motion was made by Stadick and seconded by Rathman to purchase a booth for the New Ulm Farm City Hub Club Farm Show on March 6-7, 2015.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

- ❖ **TSA 5 Shared Services Grant for Terrain Analysis:** Goodrich reviewed information about a request from TSA 5 on terrain analysis for the Brown County portion of the Cottonwood River. They are requesting funds of \$2,272.72 (payable over 2 years) to include the Brown County portion of the Cottonwood River watershed in the DEM Terrain-Analysis being completed. Discussion was held and the group agreed to table a decision until next month's meeting to allow

Knisley time to review with the county to consider splitting the costs with the District as it would be a benefit to both groups.

- ❖ **Roiger and Stadick Certificate of Election:** Certificate of Election's were discussed. Board members Roiger and Stadick were re-elected and need to be sworn in by January 6, 2015. They will attend the swearing in ceremony at the Brown County Courthouse on January 6, 2015 to be sworn in, notarized and get documents recorded at the courthouse. They are unable to be sworn in at the district office as they have been in the past as there is not a Notary Public within the office currently. Therefore, a motion was made by Rathman and seconded by Roiger for staff to setup and pay fees for Krueger to become a Notary Public.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

- ❖ **Invasive Species & Little Cottonwood watershed:** Roiger advised that the Invasive Species topic of discussion was covered during the John Knisley portion of the meeting. Roiger advised the group that the MASWCD resolution for the Little Cottonwood watershed submitted by Brown SWCD is slated to be 'up for discussion' on the floor of the annual meeting at the convention. The consensus by the group is that the resolution should be pulled from the roster at the meeting as the district feels the needs have been satisfied. Roiger will stand up at the convention to advise the District is pulling the Resolution from the ballot when it comes up for discussion.
- ❖ **Conservation Apprenticeship Academy:** Goodrich reviewed information about the Conservation Apprenticeship Academy and the group agreed that Goodrich will submit an application requesting an apprentice for next spring.

Roiger exited meeting at 4:00pm

- ❖ **Schedule Goodrich Annual Review:** The Personnel Committee (Windschitl, Roiger) will conduct Goodrich's annual review at 8:30am on December 17.

Hahn and Knisley exited meeting at 4:10pm

- ❖ **Set Date and Location for the Annual Planning Meeting in January:** Discussion was held on the date and location of the annual planning meeting to be held in January. Staff and Supervisors set the date for January 23, 2015 at the Holiday Inn. Staff is to check availability with the Holiday Inn and book that date and if not available a new date will be discussed at next month's meeting.
- ❖ **Upcoming Meetings/Events:**
A motion was made by Windschitl and seconded by Stadick to approve the following meetings/events:
 - Thursday, November 27 & Friday, November 28 – Thanksgiving Holidays – Office Closed
 - Monday, December 1 – Outstanding Conservationist Banquet is being held at the Railway
 - Thursday, December 4, RCRCA Board Meeting, Marshall (Vogel)
 - Sunday, December 7 – Tuesday, December 9 – MASWCD Annual Convention (Rathman, Stadick, Windschitl, Roiger)

- Wednesday, December 17 – Goodrich Annual Personnel Review (Windschitl, Roiger, Goodrich)
- Wednesday, December 17 at 8:30am – Brown SWCD Regular Board Meeting
Affirmative: Vogel, Rathman, Windschitl, Stadick
Opposed: None Motion Carried

Meeting adjourned – 4:35 PM

Secretary: *Clem Windschitl* Date: 12-17-14