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Brown County CREP**

**BROWN SOIL AND WATER
CONSERVATION DISTRICT**

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**Minutes of the April 16th, 2015
Regular Brown SWCD Board Meeting,
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 2:00 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
6. Doug Goodrich – District Manager
7. Melanie Krueger – Administrative Assistant
8. Jennifer Hahn – NRCS District Conservationist
9. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
10. Gary Watson – NRCS Assistant for State Field Operations

ABSENT

None

AGENDA

- ◆ Motion was made by Windschitl and seconded by Rathman to adopt the agenda with the addition of Wellhead Protection Letter under New Business.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Motion was made by Windschitl and seconded by Stadick to approve the Consent Agenda items as presented which included the March 18, 2015 Board Meeting minutes, the March 2015 Treasurer's Report, the Bills Report dated March 12, 2015 to April 8, 2015 and the district staff's Monthly Narrative report dated March 12, 2015 to April 8, 2015.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Goodrich reported that since the last meeting he has received 1 DNR notice of an unpermitted groundwater appropriation and has not received any new well permit reports or WCA reports.

STATE COST SHARE

- ◆ A motion was made by Roiger and seconded by Windschitl to approve the following Cost Share Contract Applications:
 - ◇ RCRCA contract with Steve Gode for 4 Alternative Tile Intakes in Stately 31 and 32. Cost estimate is \$1,600.00 with cost share not to exceed 75% or \$1,200.00. RCRCA has technical authority.
 - ◇ Brown SWCD contract number FY14-05 with Steve Gode for a Waterway Repair in Stately 31. Cost estimate is \$2,250.00 with cost share not to exceed 75% or \$1,687.50. NRCS has technical authority. T&A allowed is \$421.88. FY 2014 Cost-Share funds will be encumbered for this project.
 - ◇ Brown SWCD contract number FY14-06 with Ernie Vogel for a Grass Waterway in Stately 4. Cost estimate is \$1,000.00 with cost share not to exceed 75% or \$750.00. NRCS has technical authority. T&A allowed is \$187.50. FY2014 Cost-Share funds will be encumbered for this project.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

NRCS REPORT

- ◆ Hahn reviewed the NRCS board report with the group and the report is on file.

PF/FARM BILL TECH REPORT

- ◆ Van Thuyne reviewed the PF/Farm Bill board report with the group and the report is on file. Van Thuyne also presented details to the group on the BWSR Farm Bill Assistance Program Grant Application. Discussion was held by the group on whether to move forward with the application for this grant. A motion was made by Roiger and seconded by Stadick to authorize Goodrich to file the grant on behalf of the district with the district's cash match portion of \$1,250.00
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

MEETING REPORTS

- ◆ Goodrich reported on the GBERBA Technical meeting attended on March 24.
- ◆ Staff, Supervisors, Hahn and Watson reported on the MASWCD Area VI spring meeting that was hosted by Brown SWCD and that all attended on March 25.
- ◆ Vogel reported details from the RCRCA Board Meeting attended on April 2.
- ◆ Windschitl, Rathman, Goodrich and Krueger attended the Area VI New Supervisor Orientation meeting on April 10 and shared details with the group.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Commissioner Comments:** Commissioner was not present at the meeting.
- ◆ **Wellhead Protection Plan Letter:** Vogel informed the group of details from a letter received from the city of Sleepy Eye on the local wellhead protection plan.
- ◆ **AIS Coordinator/District Technician Position (Personnel Committee Report):** Windschitl reviewed the report from the Personnel Committee that outlined the details and timeline of the hiring process for the AIS Coordinator/District Technician position. Application deadline is April 24, 2015. The committee plans to meet two more times to review the applications and then to interview the applicants and will present its recommendation to the Board at the May Board Meeting.
- ◆ **MN Flood Relief Grant – Authorize, Set Cost Share Percentage:** Goodrich advised the group he has received the grant paperwork from BWSR for the \$110,000.00 in disaster relief funds and that the board needs to authorize signature and set cost share percentage for these grant funds.
 - ◇ A motion was made by Roiger and seconded by Rathman to set the Cost Share percentage at 75% for these grant funds.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
 - ◇ A motion was made by Rathman and seconded by Windschitl to authorize Chair Vogel to sign the grant agreement.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Terrain Analysis Update:** Goodrich shared a detailed progress report with the group on the TSA 5 Terrain Analysis project. As of March 24, the Cottonwood River was 40% complete with an anticipated completion date of July 2015.
- ◆ **WRAPS Update:** Goodrich advised the group on status of the WRAPS project and advised he hopes to have a contract for signature at next month's meeting.
- ◆ **Poster Contest/Soil Stewardship/Arbor Day Updates:** Krueger gave updates to the group. The Poster Contest mailing was done March 20 and no RSVP's were received from any schools for entries for this year's contest. The Soil and Water Stewardship Week is April 26 to May 3, the mailing was done March 23, a press release was sent to local media for publication and there will be a news header on the district website for the entire observation week. Arbor Day is April 24th and Goodrich and Krueger plan to participate in an Arbor Day presentation for local schools on May 7th with the NRCS.
- ◆ **MASWCD Call for Resolutions:** Staff and Supervisors held discussion on ideas for MASWCD Resolutions. Any resolutions need to be drafted and approved at the May board meeting. Staff is to verify if any of the resolutions that are set to sunset this year are from Brown SWCD and notify Supervisors if they are and Supervisors will notify staff of any ideas they have for new resolutions to present at next month's meeting so staff can draft the appropriate paperwork.
- ◆ **RCRCA Joint Powers Agreement Renewal:** A motion was made by Rathman and seconded by Windschitl to authorize signature by Chair Vogel for the RCRCA Joint Powers Agreement at the next RCRCA meeting.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Windschitl to approve the following meetings/events:
 - ◇ Wednesday, April 22 – GBERBA Technical Meeting (Goodrich)
 - ◇ Thursday, May 7 – RCRCA Board Meeting, Marshall (Vogel)
 - ◇ Friday, May 8 – GBERBA Policy Meeting (Windschitl)
 - ◇ Wednesday, May 13 – Brown SWCD Regular Board Meeting, 2:00 PM (rescheduled from May 21, notice will be posted)
 - ◇ Personnel Committee – two meetings with dates tentatively set for April 28 and May 8 to review applicants and to interview applicants for the AIS Coordinator/District Technician position opening for the district
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

Meeting adjourned – 4:24 PM

Secretary: Clem Windschitl Date: 5-13-15