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Buffer the Rest.
Brown County CREP**

**BROWN SOIL AND WATER
CONSERVATION DISTRICT**

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**Minutes of the May 13th, 2015
Regular Brown SWCD Board Meeting,
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 2:01 PM by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Clem Windschitl – Secretary
3. Ralph Stadick – Treasurer
4. Greg Roiger – PRI
5. Doug Goodrich – District Manager
6. Melanie Krueger – Administrative Assistant
7. Jennifer Hahn – NRCS District Conservationist (exited at 4:35pm)
8. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
9. Dustin Anderson – GBERBA Watonwan Watershed Technician

ABSENT

1. Gary Rathman – Vice Chair

AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl to adopt the agenda with the addition of 3 items under State Cost Share: Item B- RCRCA \$300.00 Cost Share for 1 Alternative Tile Intake in Home 13 with Roger Marti, Item C- payment approval for contract FY14-01 Rosenhamer Waterway, and Item D- payment approval for contract FY14-06 Vogel Waterway. .
Affirmative: Vogel, 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 April 16, 2015 Board Meeting minutes, the April 2015 Treasurer's Report, the Bills Report dated April 9, 2015 to May 6, 2015, the Schumacher's Nursery bill payment of \$5,795.58 and the district staff's Monthly Narrative report dated April 9, 2015 to May 6, 2015.
Affirmative: Vogel, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

“Leave a Legacy”

WATER PERMITS/WCA REPORTS

- ◆ Goodrich reported that since the last meeting he has not received any new well reports, he has received a notice of a second letter sent by the DNR for the unpermitted groundwater appropriation that was mentioned last month, and he has received notices from the DNR of 2 irrigation permit approvals and 1 water permit approval for a livestock facility.

STATE COST SHARE

- ◆ A motion was made by Windschitl and seconded by Stadick to approve the following RCRCA Cost Share Contract Applications:
 - ◇ Norman Krienke for 3 Alternative Tile Intakes in Milford 19. Cost estimate is \$1,200.00 with cost share not to exceed 75% or \$900.00.
 - ◇ Roger Marti for 1 Alternative Tile Intake in Home 13. Cost estimate is \$400.00 with cost share not to exceed 75% or \$300.00.
Affirmative: Vogel, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Windschitl to authorize final payments of the following Brown SWCD Cost Share contracts whereas the projects have been completed:
 - ◇ FY14-01 Pat Rosenhamer contract for Grassed Waterway in Leavenworth Township, Section 36. NRCS had technical approval authority. Original cost estimate was \$2,200.00 with cost-share not to exceed 75% or \$1,650.00. Final cost of the project was \$2,150.10. Brown SWCD will provide payment of \$1,612.58 from FY14 State Cost Share Program funds. State Cost Share T&A to be spent out is \$403.15.
 - ◇ FY14-06 Ernest Vogel contract for Grassed Waterway repair in Stately Township, Section 4. NRCS had technical approval authority. Original cost estimate was \$1,000.00 with cost-share not to exceed 75% or \$750.00. Final cost of the project was \$1,010.62. Brown SWCD will provide payment of \$750.00 from FY14 State Cost Share Program funds. State Cost Share T&A to be spent out is \$187.50.
Affirmative: Vogel, 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 Tech board report with the group and the report is on file.

MEETING REPORTS

- ◆ Stadick reported on the 3rd MN River Congress he attended on April 16.
- ◆ Roiger attended the RCRCA Board meeting on May 7 on Vogel's behalf and reported details about that meeting.

- ◆ Personnel Committee met on April 28 and May 8 regarding the AIS Coordinator/District Technician hiring. Goodrich reviewed reports from both of those meetings in which the committee met to set guidelines for scoring, set interview questions, reviewed and scored applications, and conducted interviews.
- ◆ Dustin Anderson, GBERBA Watonwan Watershed Technician gave an overview of GBERBA meetings to the group. Anderson then presented information on the Agricultural Conservation Planning Framework Tool he had spent time training on. He informed the group that this is a tool being develop in Iowa. During his training, he spent time developing information for the Lake Hanska area and this information will be a useful tool for future planning of grants and implementation of conservation practices. Anderson informed the group of a Drainage grant that GBERBA was awarded and that the Lake Hanska area would qualify for cost share projects through this grant. The group held discussion about this grant and also on what the group feels is the most important type of projects and grants to focus on in the future for the Lake Hanska area of the Watonwan watershed.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Commissioner Comments:** Commissioner was not present at the meeting.
- ◆ **Conservation Corps Apprentice Update:** Goodrich informed the group that he has received final notification and materials on the Conservation Corps apprentice who will be working with the district this summer through August 14. His first day in the Brown SWCD office will be May 26.
- ◆ **RIM Update:** Goodrich advised the group that there is money available for RIM easements to be signed up in Wellhead Protection areas (in Brown County this would include Comfrey, Cobden and New Ulm). Goodrich also advised that there has been no official word yet on whether or not there will be a RIM Buffer or CREP sign-up this year.
- ◆ **Grant Opportunities:** Goodrich reviewed some possible future opportunities for grants which also included the GBERBA drainage grant previously discussed.
- ◆ **Wellhead Protection:** The group held discussion relating to the wellhead protection letter received last month from the city of Sleepy Eye and in general wellhead protection needs for the district and also discussed the article from the Star Tribune on nitrates in drinking water that was shared with the group.
- ◆ **Personnel Committee Recommendation for AIS Coordinator/District Technician Position:** The personnel committee informed the group of details about the interviews held for the AIS Coordinator/District Technician position and advised the group of their recommendation for hiring Applicant #5 with full time benefits at starting wage of Grade 10, Minimum Starting level and if Applicant #5 declines, then offer the position to Applicant #4 at the same rates.
 - ◇ A motion was made by Roiger and seconded by Windschitl to approve the recommendation of the Personnel Committee and offer the position to Applicant #5 with full time benefits and at pay level of Grade 10, Minimum Starting. If Applicant #5 declines the position, then the position will be offered to Applicant #4 at the same rates.

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

- ◇ A motion was made by Windschitl and seconded by Roiger for the start date to be no later than June 1st for the new hire.

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

Hahn exited at 4:35pm

- ◆ **Office Space Update:** Staff advised the group that the EDA will be re-locating to the basement office in the building so the district will be getting that office space as previously requested. Nu-Telecom will be here on May 15 to make the necessary phone line changes for the office re-location moves. Goodrich will then be able to move into that office space and staff will work on rearranging the rest of office to include work spaces for the apprentice and new employee.
- ◆ **Office Supplies Purchases:** Krueger reviewed office supply needs for the district and requested approval from the board to purchase 3 office chairs (approximate cost of \$500.00) and another Dell laptop/mouse/software system that is needed for the new employee being hired (approximate cost of \$1130.00).
 - ◇ A motion was made by Stadick and seconded by Windschitl to approve staff to purchase another laptop computer system for the new hire employee.
Affirmative: Vogel, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
 - ◇ A motion was made by Windschitl and seconded by Roiger to approve staff to purchase the three new office chairs discussed.
Affirmative: Vogel, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Roiger to approve the following meetings/events:
 - ◇ Monday, May 25 – Memorial Day Holiday (office closed)
 - ◇ Wednesday, May 27 – GBERBA Technical Meeting (Goodrich)
 - ◇ Wednesday, May 27 – Legislative Town Hall meeting, Sleepy Eye, (Roiger)
 - ◇ Thursday, June 4 – RCRCA Board Meeting, Marshall (Vogel)
 - ◇ Thursday, June 18 – Brown SWCD Regular Board Meeting, 2:00 PM
 - ◇ Area VI June Meeting tentatively June 23 - those who are able to attend
Affirmative: Vogel, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

Meeting adjourned – 4:44 PM

Secretary:  Date: 6-18-15