



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

**BROWN SOIL AND WATER  
CONSERVATION DISTRICT**

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**Minutes of the July 16<sup>th</sup>, 2015  
Regular Brown SWCD Board Meeting,  
Brown County Office Building, Sleepy Eye, MN**

**Meeting was called to order at 2:04 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. Cody Dale – AIS Coordinator/District Technician (entered 4:10, exited 4:30)
9. Peter Selness – Conservation Corps Apprentice (entered 4:10, exited 4:30)
10. Jennifer Hahn – NRCS District Conservationist (exited at 5:10pm)
11. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist (exited at 3:15pm)

**ABSENT**

None

**AGENDA**

- ◆ Motion was made by Windschitl and seconded by Roiger to adopt the agenda with the additions of MN River Congress – July 23, SCTSA Capacity & Ag Cert Meeting and DNR Observation Well Agreement and the change to move item #10 (FY16 Farm Bill Assistance Grant Approval) to be discussed during item #6 (PF/Farm Bill Tech Report).

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 (with a minor correction that Rathman noted to the Monthly Narrative report) which included the June 18, 2015 Board Meeting minutes, the June 2015 Treasurer's Report, the Bills Report dated June 13, 2015 to July 10, 2015, the CCMR Contribution of \$25.00 and the district staff's Monthly Narrative report dated June 13, 2015 to July 10, 2015.

***“Leave a Legacy”***

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

### WATER PERMITS/WCA REPORTS

- ◆ Goodrich advised that since the last meeting he has received copies of water permits from the DNR regarding a second notice of unauthorized use of irrigation, 2 amended water appropriations permits and 1 application for irrigation of crops. He also reported that he received a WCA Notice Of Decision for the gun range by New Ulm and has had some correspondence occur on minor issues for the WCA TEP panel for the New Ulm schools.

### STATE COST SHARE

- ◆ A motion was made by Stadick and seconded by Windschitl to approve the following Cost Share Contract Application:
    - ◇ Brown SWCD contract number FY14-07 with Jim Vogel for a Grassed Waterway in Stately 35. Cost estimate is \$1,650.00 with cost share not to exceed 75% or \$1,237.50. NRCS has technical authority. T&A allowed is \$309.38. Funds from FY 2014 and FY 2015 Cost-Share grants will be encumbered as follows for this project: FY2014- \$214.08 for T&A, \$856.30 for Cost Share and FY2015- \$95.30 for T&A, \$381.20 for Cost Share.
- 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 Tech board report with the group and the report is on file.
  - ◆ **FY16 Farm Bill Assistance Grant Approval:** Motion was made by Roiger and seconded by Rathman to authorize Goodrich to sign the FY16 Farm Bill Assistance Grant contract after thorough review upon receipt from BWSR.
- Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None; Motion Carried

### MEETING REPORTS

- ◆ Goodrich, Roiger and Stadick attended the Area VI Summer meeting in Fairmont and shared information learned at the meeting with the group.
- ◆ Stadick, Dale and Selness attended the SCTSA board meeting. Stadick shared highlights with the group and Goodrich shared notes on Dale's behalf.
- ◆ Vogel reported details from the RCRC Board meeting attended on July 2.

Van Thuyne exited at 3:15pm

- ◆ Goodrich and Dale attended the Staff session of Groundwater Workshops in Marshall and Windschitl and Stadick attended the Supervisor session of

Groundwater Workshops in Marshall. Goodrich, Windschitl and Stadick gave an overview to the group of each of their sessions and discussion was held.

Dale and Selness entered at 4:10pm

- ◆ Goodrich reviewed information from the meetings he has attended this past month which were GBERBA, MASWCD Leadership session in Lanesboro, Soil Health Workshop, BWSR Input Session and WRAPS.
- ◆ Dale gave a report on the GBERBA Policy/Tech meeting and Tour attended today in the Windom area.

Dale and Selness exited at 4:30pm

### **UNFINISHED BUSINESS**

- ◆ **2015 MASWCD Awards:** Discussion was held by the group on all award category options offered by MASWCD and reviewed the Outstanding Conservationist considerations discussed last month. A motion was made by Windschitl and seconded by Rathman to approve Arland and Cheryl Roiger as Brown SWCD's 2015 Outstanding Conservationist recipient.  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None; Motion Carried

### **NEW BUSINESS**

- ◆ **Commissioner Comments:** Commissioner Simonsen was not present at the meeting.
- ◆ **Local Work Group Meeting:** The group discussed and reviewed the agenda for the upcoming LWG meeting on July 23 and staff noted any concerns to express and be considered at the meeting.
- ◆ **SWCD Governance 101:** The group held discussion on the SWCD Governance event that is hosted by MASWCD and scheduled for September 16-17. It was decided that anyone interested in attending is to notify Krueger by August 1<sup>st</sup> and approval for attendance will be given at the August board meeting so Krueger can complete registration by the September 1st deadline.
- ◆ **Farmfest Booth:** Goodrich informed the group of an email he received from Redwood SWCD that was requesting all Area V and Area VI districts to again volunteer to help staff the booth at Farmfest this year and requested approval to volunteer for one of the time slots. A motion was made by Roiger and seconded by Stadick to approve staff to volunteer to man the Farmfest booth.  
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None; Motion Carried
- ◆ **Phase II Emergency Funds:** Goodrich advised the group of information on the Phase II emergency funds. July 24 is the deadline for staff to submit the list of projects to BWSR. Brown SWCD has been allocated about \$56,000 in funding. Preference is for new projects versus repairs to existing projects like Phase I.

Hahn exited at 5:10pm

- ◆ **District Manager Recommendation on Krueger Annual Review and Administrative Assistant Hours:** Goodrich met with Krueger on July 9 for a 1 year performance review meeting. He reviewed his notes and comments from that meeting with the board. District Manager recommended an increase in pay from Step 3 to Step 4 at her current Grade 9 pay level and also recommended an increase from full time 64 hours per pay period to full time 80 hours per pay period which would change all benefits from .8 FTE to 1.0 FTE as well and he noted the increase in hours recommendation is due to the increased needs and capacity of the district. A motion was made by Roiger and seconded by Windschitl to accept the recommendations of the District Manager to increase pay to Step 4 at Grade 9 and increase to 80 hours per pay period with 1.0 FTE benefits effective when the next pay period starts on July 25, 2015.

Affirmative: Vogel, Rathman, Stadick, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ **SCTSA Capacity & Ag Cert Meeting:** Goodrich reviewed with the board some possible options concerning TSA needs and shared services to bring to the meeting he is attending for discussion in the near future.
- ◆ **DNR Observation Well Agreement:** A motion was made by Stadick and seconded by Windschitl to approve the District Manager's entering into the 2016 Groundwater Monitoring Observation Well Agreement with the State of Minnesota – DNR.

Affirmative: Vogel, Rathman, Stadick, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Windschitl to approve the following meetings/events:

- ◇ Tuesday, July 21 – MASWCD Finance Committee, St Cloud (Roiger, Goodrich)
- ◇ Thursday, July 23 – Local Work Group Meeting (Windschitl, Staff)
- ◇ Tuesday, July 28 – Commissioners Meeting for AIS Report (Goodrich, Dale)
- ◇ August 12 – August 13 – MASWCD Leadership, Grand Rapids (Goodrich)
- ◇ Thursday, August 6 – RCRCA Board Meeting, Redwood (Vogel)
- ◇ Thursday, August 20 – Brown SWCD Regular Board Meeting, 2:00 PM
- ◇ Tuesday, August 25 – Brown County Budget Meeting, 3:30PM (to be determined at August meeting)
- ◇ Thursday, July 23 – MN River Congress, New Ulm (Roiger, Stadick)
- ◇ Saturday, August 1 – Native Pollinator Workshop, Lamberton (Rathman)

Affirmative: Vogel, Rathman, Stadick, Windschitl, Roiger

Opposed: None; Motion Carried

**Meeting adjourned – 5:42 PM**

Secretary:  Date: 8-20-15