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Buffer the Rest.
Brown County CREP**

**BROWN SOIL AND WATER
CONSERVATION DISTRICT**

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**Minutes of the August 20th, 2015
Regular Brown SWCD Board Meeting,
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 1:58 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. Mark Hiles – BWSR Board Conservationist

ABSENT

None

AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl to adopt the agenda with the additions of GBERBA Cost Share contract approval (item d) under State Cost Share and replace Commissioner Comments with BWSR Update 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 July 16, 2015 Board Meeting minutes, the July 2015 Treasurer's Report, the Bills Report dated July 11, 2015 to August 12, 2015, and the district staff's Monthly Narrative report dated July 11, 2015 to August 12, 2015.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

“Leave a Legacy”

WATER PERMITS/WCA REPORTS

- ◆ Goodrich advised that since the last meeting he has received two WCA Notice of Decisions for the Sleepy Eye lake trail and MLC College and a notice of water appropriation permit from the DNR for a livestock watering facility and one for irrigation of athletic facility in New Ulm. He has not received any well notices.

STATE COST SHARE

- ◆ A motion was made by Windschitl and seconded by Roiger to approve Brown SWCD Cost Share contract FY15-02 with Raymond Seifert for a WASCOB and Underground Outlet in Milford 33. NRCS has technical authority. Cost estimate is \$17,075.00. Cost share from Brown SWCD is not to exceed \$7,000.00. RCRCA is providing funds of up to \$5,806.25 for the project. Total cost share not to exceed 75% between Brown SWCD & RCRCA. T&A allowed is \$1,655.20.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Rathman to approve RCRCA Cost Share contract with Raymond Seifert for a WASCOB and Underground Outlet in Milford 33. NRCS has technical authority. Cost estimate is \$17,075.00. Cost share from RCRCA is not to exceed \$5,806.25. Brown SWCD is providing funds of up to \$7,000.00 for the project. Total cost share not to exceed 75% between Brown SWCD & RCRCA.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Windschitl to approve RCRCA Cost Share contract with Norbert Krzmarzick for a WASCOB in Stark 4/9. NRCS has technical authority. Cost estimate is \$9,614.00. Total cost share is not to exceed 75% with RCRCA providing \$2,801.50 cost share funds and \$4,409.00 being provided by federal funds.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Stadick to approve GBERBA Cost Share contract CWF-CDP-13-08-01 with Clem Windschitl for 3 Blind (Gravel) Inlets in Albin 17. Cost estimate is \$1,350.00 with cost share not to exceed 100% or \$1,350.00. GBERBA has met the match requirement for the grant so they are able to cost share at 100%.
Affirmative: Vogel, Rathman, Stadick, Roiger
Abstained: Windschitl
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

- ◆ The group reviewed the PF/Farm Bill Tech board report provided by Van Thuyne.

MEETING REPORTS

- ◆ Roiger and Goodrich reported on the MASWCD Finance Committee meetings attended on July 21 and August 18 and explained to the group the new Dues structure that is being recommend to the MASWCD Board of Directors.
- ◆ Staff, Hahn, and Windschitl attended the Local Work Group meeting on July 23 and reported details to the group from that meeting.
- ◆ Stadick and Roiger attended the MN River Congress on July 23 and shared details from the event with the group.
- ◆ Rathman attended a Native Pollinator Workshop on August 1 and reviewed information learned from the workshop with the group.
- ◆ Vogel reported details from the RCRCA Board meeting attended on August 6.
- ◆ Goodrich reported details to the group from the Commissioner Meeting-AIS Report on July 28, the final MASWCD Leadership training event August 12-13 from which he graduated, and the Farmfest booth on August 4.

UNFINISHED BUSINESS

- ◆ **SWCD Governance 101:** A motion was made by Rathman and seconded by Windschitl to send Cody and Melanie to the SWCD Governance 101 training event in St Cloud on September 16-17.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **BWSR Update:** Mark Hiles, BWSR Board Conservationist gave an update to the group on current happenings at BWSR. He advised on: 1) BWSR staffing updates, 2) the application period for FY16 CWF grant proposals is open until August 28, 3) the FY16 BWSR operations and service grant agreements have been sent out and some are starting to be executed, 4) the Phase II flood relief grant agreements will be the next to be sent out, 5) there is additional funding that will be available to SWCD's for the Buffer program and MAWQCP programs and more information will follow on this with about \$35,000 being slated for Brown County, and 6) the application period for FY16 Multi-Purpose Drainage Management grants just opened.
- ◆ **QuickBooks Payroll Annual Renewal:** Krueger informed the group of the costs to renew the payroll subscription with QuickBooks. A motion was made by Roiger and seconded by Rathman to authorize renewal of QuickBooks payroll.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **MCIT Dividend Notice:** Krueger explained the MCIT Dividend notice received and that Brown SWCD will be receiving a \$1,018.00 dividend in November.
- ◆ **BWSR 2016/2017 SWCD Programs and Operations Grants Agreement:** Goodrich advised that the FY16/17 Programs and Operations Grant Agreement was received from BWSR and Brown SWCD is set to receive the following grant funds for FY16: \$18,947 Conservation Delivery, \$14,757 Cost-Share and \$8,640 Easement Delivery. A motion was made by Stadick and seconded by Windschitl to authorize Vogel to sign the Programs and Operations Grant Agreement.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

- ◆ **Newspaper Subscriptions Renewal:** Staff and Board discussed newspaper subscriptions for the office and costs of each. A motion was made by Roiger and seconded by Stadick to renew an annual subscription to The Journal and add an annual subscription to the Sleepy Eye Herald.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **District Logo Shirts for Employees:** A motion was made by Windschitl and seconded by Rathman for each employee to purchase 3 shirts of their choosing (district will reimburse employee for the cost of shirts) to have them embroidered with the employee's choice of old or new style of district logo plus their name with the logo and the requirement is that they wear these shirts at events, meetings, or trainings they attend where they represent the district.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **BWSR Academy Attendance:** A motion was made by Roiger and seconded by Rathman to approve all three staff to attend the BWSR Academy in October.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Tree Program 2016:** Discussion was held by the group on the tree program and it was agreed that the program is a service provided to landowners and should be continued for 2016. Staff will move forward with pre-ordering trees.
- ◆ **Upcoming Meetings/Events:** A motion was made by Stadick and seconded by Windschitl to approve the following meetings/events:
 - ◇ Tuesday, August 25 – Brown County Budget Meeting, 3:30PM, New Ulm (Goodrich, Stadick)
 - ◇ Wednesday, August 26 – GBERBA Technical Meeting (Goodrich, Dale)
 - ◇ Monday, September 7 – Labor Day Holiday (Office Closed)
 - ◇ Thursday, September 10 – RCRCA Board Meeting, Marshall (Vogel)
 - ◇ Friday, September 11 – GBERBA Policy Meeting (Windschitl)
 - ◇ Friday, September 18 – Brown SWCD Regular Board Meeting, 2:00 PM (rescheduled from September 17, notice will be posted)
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 4:32 PM

Secretary:  Date: 9-18-15