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Brown County CREP**

**BROWN SOIL AND WATER
CONSERVATION DISTRICT**

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

Meeting was called to order at 8:32 AM by Vice-Chair Rathman.

PRESENT

1. Gary Rathman – Vice 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 10:41am)
8. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist (exited at 10:41am)
9. Dean Simonsen – Brown County Commissioner Liaison (entered at 8:40am)

ABSENT

1. Jack Vogel – Chair

AGENDA

- ◆ Motion was made by Roiger and seconded by Stadick to approve the agenda with the additions of MCIT 2016 insurance bill to Bills Report under Consent Agenda, two RCRCA cost share payment approvals under Cost Share, and one cost share contract application for approval under Cost Share.

Affirmative: 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 presented which included the November 18, 2015 Board Meeting minutes, the December 2, 2015 Special Board Meeting minutes, the November 2015 Treasurer's Report, the Bills Report dated November 6, 2015 to December 9, 2015, the MCIT 2016 insurance coverage bill payment of \$4,295.00, and the district staff's Monthly Narrative report dated November 6, 2015 to December 9, 2015.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

"Leave a Legacy"

WATER PERMITS/WCA REPORTS

- ◆ Goodrich advised that since the last meeting he received reports on 39 wells that were sealed, 20 domestic wells that were drilled, 5 irrigation wells that were drilled, and 9 monitoring wells that were drilled and that all of them had been done within the past year but the reports had just been received. There were no WCA notices or permits to report on.

Simonsen entered at 8:40 am

- ◆ **2016 WCA Agreement with Brown County:** A motion was made by Stadick and seconded by Windschitl to enter into the 2016 WCA agreement with Brown County.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

COST SHARE

- ◆ A motion was made by Roiger and seconded by Windschitl to approve the following RCRCA Cost Share project payments:
 - ◇ Greg Grausam for 4 Alternative Tile Intakes that were installed in Prairieville 22 and 27. Original cost estimate was \$1,600.00 with cost-share not to exceed \$1,200.00 (75%). Final cost of the project was \$1,870.00. RCRCA will provide requested final cost share payment of \$1,200.00.
 - ◇ Gary Nelson for 2 Alternative Tile Intakes that were installed in Prairieville 19. This is the last 2 of 35 overall installed. Original cost estimate was \$800.00 with cost-share not to exceed \$600.00 (75%). Final cost of the project was \$800.00. RCRCA will provide requested final cost share payment of \$600.00.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

- ◆ A motion was made by Stadick and seconded by Windschitl to approve Contract# EM1-FY15-04 with Marlin Huiras for a Grade Stabilization Structure repair project in Milford 5. Cost estimate is \$47,333.00 with cost share not to exceed \$12,500.00 from Brown SWCD. Other federal funds are being provided towards the project to meet the 75% cost share. FY15 2014 MN Flood Relief funds will be encumbered for this project.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

NRCS REPORT

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

PF/FARM BILL TECH REPORT

- ◆ Van Thuyne reviewed his PF/Farm Bill Tech board report with the group and the report is on file.

MEETING REPORTS

- ◆ Goodrich reported on the TSA 6 Capacity Funding planning meeting he attended on December 3. Area VI managers were at this meeting and put together a proposed plan for capacity funds being received by the TSA which will be presented to the TSA Board at the December 17 meeting.
- ◆ Rathman reported on the MASWCD State Convention attended December 6-8.
- ◆ Vogel was not present at today's meeting so a RCRCA meeting report will be given at January's board meeting.
- ◆ Windschitl reported on the Brown County Corn and Soybean Growers Annual Meeting attended on November 30 in Sleepy Eye.

UNFINISHED BUSINESS

- ◆ **TSA 5 Terrain Analysis Grant 2nd Half Payment:** Goodrich advised the group on discussions he had with staff at Brown County over the possibility of County funds for the payment of this invoice and also gave a review of background information relating to this Terrain Analysis project. Goodrich advised his recommendation is for the district to pay the 2nd half invoice to TSA 5 in the amount of \$1,136.36 and that he will continue to work with the County to see if they will reimburse us for the cost. A motion was made by Roiger and seconded by Stadick to pay the bill to TSA 5.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **Commissioner Comments:** Commissioner Simonsen provided the group with an overview of current happenings at the County: 1) the Auditor-Treasurer is looking to redo their office space to allow for better usage of space during elections due to an increase in absentee ballot voting, 2) Simonsen recently attended a meeting where the topic was on enforcement of the buffer strips legislation and the county's role in that, 3) they are looking at the seeding mixture being used for ditch redetermination buffer strips to ensure it follows the new buffer legislation, and 4) advised that Senator Dahms and Representative Torkelson were present at yesterday's Commissioner meeting and gave a quick recap of topics discussed.
- ◆ **2016 AIS Work Plan:** Goodrich reviewed with the group the AIS plan that was presented to the Commissioners yesterday and approved as a work plan and budget for 2016.
- ◆ **Securities Custodial Agreement:** Goodrich and Krueger explained to the group that due to the amount of monies in the checking account the Securities Custodial Agreement with First Security Bank would be to cover District deposits in excess of the FDIC insurance coverage amount of \$250,000.00. A motion was made by Roiger and seconded by Stadick to sign the agreement with First Security Bank.
Affirmative: Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Capacity Grant Approvals:** Goodrich advised that he had submitted the work plan budget for the Capacity Funding grant in eLINK and is waiting for final approval from Board Conservationist of that work plan. He had hoped the

agreement would be available for signature at today's meeting, but it isn't. Roiger asked that Goodrich send out the work plan to the Supervisors to review prior to next month's meeting. Approval for agreement signature will be done at next month's meeting when the agreement has been received.

- ◆ **Campaign Finance & Public Disclosure Board:** Krueger reviewed the letter received from the Minnesota Campaign Finance & Public Disclosure Board. Public officials will be receiving a letter with instructions in late December and if any board members need assistance with the online reporting they will work with staff at that time.
- ◆ **2016 Personnel Policy Changes:** Goodrich and Krueger reviewed with the group the 2016 Personnel Policy, Wage and Benefit changes that have been approved at Brown County by the Commissioners because as per SWCD policy we follow the County Personnel policy guidelines. Staff advised that the IRS mileage rate for 2016 has not been announced yet and that there are no changes to the PERA contribution rates for 2016. Staff advised that there was a 2.5% COLA wage increase to the county pay scale effective 1/1/2016 and that there was an average overall increase to the County health insurance costs for 2016 of 18.5% which was split equally between employee and county. Staff also reviewed all other personnel policy book changes that have been made. Discussion was held on the changes advised. A motion was made by Windschitl and seconded by Roiger to approve a Health Insurance monthly taxable wage increase of 9.25% to the current amount and to accept the wage rate COLA increase of 2.5% to the payscale and accept all other County Personnel Policy book changes as advised and that all changes will be effective 1/1/2016.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

- ◆ **District Manager Recommendation for Cody Dale 6 Month Review:** District Manager, Goodrich, advised he held a 6-month performance review with Cody on December 1st and gave an overview of his assessment on Cody Dale's performance for the past 6 months. Goodrich gave a recommendation to the board for a wage step increase at Grade 10 to Step 1 from Minimum Starting effective December 1, 2015. A motion was made by Roiger and seconded by Windschitl to approve the District Manager's recommendation on Cody Dale's wage increase to Step 1 at Grade 10 effective 12/1/15.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

Hahn and Van Thuyne exited at 10:41am.

- ◆ **Personnel Committee Recommendation for Goodrich Annual Review:** Personnel Committee shared comments with the group on their annual performance review for Goodrich 2nd anniversary that was held on December 2 and gave a recommendation to the group for a wage increase. A motion was made by Windschitl and seconded by Roiger to increase Goodrich wage at Grade 14 from Step 9 to Step 10 effective his anniversary date of 12/16/15.

Affirmative: Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

- ◆ **Upcoming Meetings/Events:** A motion was made by Stadick and seconded by Windschitl to attend and approve the following upcoming meetings/events:
 - ◇ Thursday, December 24 – Christmas Eve Holiday – Office Closes at Noon
 - ◇ Friday, December 25 – Christmas Day Holiday – Office Closed
 - ◇ Friday, January 1 – New Year’s Day Holiday – Office Closed
 - ◇ Thursday, January 7 – RCRC Board Meeting, Marshall (Jack)
 - ◇ Friday, January 8 – GBERBA Policy/Technical Meeting (Clem, Cody)
 - ◇ Saturday, January 9 – Native Pollinator Workshop (PF/Farm Bill staff will be attending and can give report at next month meeting)
 - ◇ Monday, January 18 – Martin Luther King Holiday – Office Closed
 - ◇ Wednesday, January 13 - Brown SWCD Regular Board Meeting, 8:30am (rescheduled from January 20, notice will be posted)
 - ◇ January – Annual Strategic Planning Meeting (January 26 or 27 at the Best Western in New Ulm with a 9am start time, staff will contact Best Western to check availability and book one of those dates)
 - Affirmative: Rathman, Windschitl, Stadick, Roiger
 - Opposed: None; Motion Carried

Meeting Adjourned – 10:56 AM

Secretary:  Date: 1-13-16