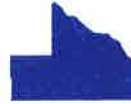




Brown Soil and Water Conservation District



300 2nd Ave. SW • Sleepy Eye, MN 56085 • Phone: 507-794-2553

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Minutes of the April 20, 2016 Brown SWCD Regular Board Meeting, Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 9:05am 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. Dennis Potter – Brown County Commissioner Liaison Alternate (exited 11:41am)
11. Bridgett Winkels – Area 6 MAWQCP Certification Specialist (exited 9:43am)

ABSENT

None

AGENDA

- ◆ Motion was made by Stadick and seconded by Rathman to approve the agenda as presented.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None; Motion Carried

MAWQCP PROGRAM – GUEST, BRIDGETT WINKELS

- ◆ Bridgett Winkels, Area 6 MAWQCP Certification Specialist, gave a presentation to the group about the Minnesota Agricultural Water Quality Certification Program (MAWQCP). Winkels explained the purpose of the program, the steps involved to reach certification, answered several questions from the group and explained financial incentives and cost-share funds that may be available to those entering into the program.

Winkels exited at 9:43am

CONSENT AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl to approve the Consent Agenda items presented which included the March 16, 2016 Board Meeting minutes, the March 2016 Treasurer's Report, the Bills Report dated March 10, 2016 to April 13, 2016, the Monthly Staff Narrative report dated March 10, 2016 to April 13, 2016, and the addition of the invoice payment to Schumacher's Nursery for 2016 tree inventory in the amount of \$6631.20.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Goodrich advised that since the last meeting he has not received any new well reports from the MDH. He has received notice from the DNR about a couple of termination of irrigation systems notices and he attended one WCA TEP Panel meeting recently for the Sellner well in Albin Township.

COST SHARE

- ◆ There were no Cost Share items to present at the meeting

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 information from the WRAPS/Spring Creek meeting attended on March 17.
- ◆ Staff, NRCS, and Supervisors Roiger and Windschitl shared information about the NRCS Soil Health Team Meeting hosted and attended on March 30.
- ◆ Vogel reported on the RCRC board meeting attended April 7 in Marshall.
- ◆ Personnel Committee gave reports about the March 28 and April 15 meetings regarding the District Technician position hiring. These meetings were held to review and score applications, set interview guidelines and scoring, and conduct interviews of potential candidates.
- ◆ Goodrich attended a Red Rock Prairie Plan meeting on April 18 in Windom and gave a report to the group on information learned and funding available.
- ◆ Commissioner Comments: Commissioner Potter attended the meeting and gave an update to the group on current happenings at Brown County. The main subject at this time is that the ditch redeterminations are still moving along and going well. They are also waiting for news of any possible changes to the buffer law that may affect the process, but are continuing with the plan already in place and will adjust if necessary.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **MASWCD Call for Resolutions:** A copy of the letter received from MASWCD for a Call for Resolutions was reviewed and discussed by the group. Brown SWCD sponsored two of the resolutions that are due to sunset at the end of this year. Staff will look into the controlled drainage structure options more and advise back to Supervisors on the outcome. No other resolution ideas were determined at this time. Supervisors are to notify staff of any new ideas prior to next month's board meeting so staff can draft the appropriate paperwork for approval.
- ◆ **2016 Supervisor Elections:** Discussion was held and a letter reviewed from MASWCD about the upcoming 2016 Supervisor Elections. Brown SWCD has three districts up for election this year, District 1, District 2, and District 4. Goodrich reminded existing supervisors in those districts that the filing period for the affidavit of candidacy with the county auditor's office is May 17 to May 31 if they choose to re-run for their district. Staff will distribute a press release to county newspapers about the filing period and elections relating to the SWCD.

Potter exited at 11:41am

- ◆ **NRCS Conservation Client Gateway Program:** Goodrich reviewed a letter received from the NRCS asking for at least one SWCD Supervisor from each district to sign up for this new conservation assistance approach and reminded the group that Hahn had given us a handout with this program details last month. If any supervisors are willing to sign up for this, they should get in touch with the NRCS office.
- ◆ **Walk-In Access Agreement:** Goodrich explained the amended joint powers agreement received from the DNR for the Walk-In Access program. A motion was made by Roiger and seconded by Rathman to sign the Walk-In Access Agreement.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **2015 Audit:** Krueger advised that two bid letters were sent out on March 23 for the 2015 Audit that Brown SWCD is required to have completed. Only one company responded with a bid and that was Peterson Company Ltd. A copy of the letter and agreement terms was emailed to the Supervisors with the meeting agenda packet. Discussion was held on the bid and agreement. A motion was made by Rathman and seconded by Stadick to go with Peterson Company Ltd. for the 2015 audit and sign the agreement.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Assets Disposal:** Krueger distributed a list of possible office assets to consider for disposal. Some items are capitalized and some are not. These items are no longer in use or usable by the district. Supervisors suggested selling items instead of disposal to be able to recoup some of the money spent for the items. Staff will check with BWSR if there are any restrictions for selling and/or disposal of assets. A motion was made by Roiger and seconded by Rathman to approve staff to deal with assets disposal as discussed.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

- ◆ **Capital Outlay Purchases:** Goodrich explained that he would like to start moving forward with the capital outlay purchases outlined and approved in the work plan budget for the FY16 Capacity Services grant. A motion was made by Rathman and seconded by Stadick to purchase the GIS software items and office file server items as outlined in the work plan budget.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Personnel Committee Recommendation for District Technician Position:** Personnel Committee gave an overview of the four candidates interviewed on April 15 for the District Technician position. Discussion was held. The Personnel Committee recommends offering the District Technician position to Applicant #11, Heather Hansen, with a starting wage of Grade 10, Step 3 (\$18.41 per hour), with standard Brown SWCD benefits and a 6-month training period. If the offer is declined, the committee recommends offering the position to Applicant #7, Joseph Vrtacnik, with a starting wage of Grade 10, Minimum Starting (\$16.62 per hour), with standard Brown SWCD benefits and a 6-month training period. A motion was made by Windschitl and seconded by Roiger to approve the recommendation of the Personnel Committee for the hiring of District Technician.
Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Rathman to attend and approve the following upcoming meetings/events:
 - ◇ Wednesday, April 27 – GBERBA Technical Meeting, Mankato (Goodrich)
 - ◇ Thursday, May 5 – RCRC Board Meeting, Marshall (Vogel)
 - ◇ Friday, May 13 – GBERBA Policy Meeting, Mankato (Windschitl)
 - ◇ Wednesday, May 18 – Brown SWCD Regular Board Meeting, 9:00am
 Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 12:17pm

Secretary: *Clem Windschitl* Date: *5-17-16*