



Brown Soil and Water Conservation District



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

www.brownsxcdmn.org

An Equal Opportunity Employer

Minutes of the August 17, 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. Greg Roiger – PRI
4. Doug Goodrich – District Manager
5. Melanie Krueger – Administrative Assistant
6. Heather Hansen – District Technician
7. Jennifer Hahn – NRCS District Conservationist
8. Keith Robinson – NRCS Summer Intern

ABSENT

1. Ralph Stadick – Treasurer
2. Clem Windschitl – Secretary

AGENDA

- ◆ Motion was made by Roiger and seconded by Rathman to approve the agenda with the addition of three items – Groundwater Discussion to the Groundwater Workshop event item under Upcoming Meetings/Events, Cost-Share In-Kind Service Rates under New Business, and a Buffer Meeting on August 24 to the Upcoming Meetings/Events.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda was reviewed. Discussion was held on the Minutes pertaining to cost share items. Staff was instructed that going forward when a project is being funded by more than one grant source to also include the breakdown of the amount of funds being encumbered per grant source in the minutes, not just the overall total. These amounts are listed on the contract when it is approved so it can be easily listed within the minutes as well. Motion was made by Roiger and seconded by Rathman to approve the Consent Agenda items as presented which included the July 20, 2016 Board Meeting minutes, the July 2016 Treasurer's Report, the Bills Report dated July 14, 2016 to August 10, 2016, and the Monthly Staff Narrative report dated July 14, 2016 to August 10, 2016.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Goodrich reported that he has not received any new well reports, water permits, or WCA notices since the last meeting. He advised that he has been working with the DNR and other agencies on permits for the Merkel Wetland project

COST SHARE

Goodrich presented cost-share contracts and an amendment for approval.

- ◆ Goodrich presented Amendment 1 to cost-share contract EM1-FY15-06 with John Hoffmann for approval. Hoffmann is the land occupier and has requested an amendment for additional funding because of an increase in cost estimate which is due to rains in excess of 5 inches at the open site during construction in mid-July which caused mass movement of land at the site. Therefore, more construction and earth movement is necessary to repair the site for construction of the grade stabilization originally planned. The cost estimate for the project has increased from \$25,498.67 to \$41,500.00. Federal funds are paying for \$17,124 of project costs. The SWCD previously approved cost share of \$2,000.00 towards this project with FY15 Flood Relief Grant Funds. Amendment 1 is requesting an increase of \$12,001.00 towards the project making the total cost-share from Brown SWCD \$14,001.00. The additional \$12,001.00 requested would be funded from the FY16 Capacity Grant Soil Erosion Cost Share Assistance funds. Landowner signature is still needed. A motion was made by Roiger and seconded by Rathman to approve Amendment 1 presented and encumber the capacity grant funds as discussed, contingent upon landowner signature.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Roiger to approve cost share contract CAPSE-FY16-01 with Leo Hoffmann for a Water and Sediment Control Basin conservation practice in Cottonwood 22. Cost estimate is \$5,000.00 with cost share funding approved at \$3,750.00 or 75% of total cost, whichever is less. NRCS has technical authority. FY16 Capacity Grant Soil Erosion Cost Share Assistance funds are to be encumbered for this project.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Rathman to approve cost share contract FY16-03 with Daniel Steffl for 8 Alternative Tile Intakes (subsurface drain – open intake replacements) conservation practice to be installed in Home 3,4,10 and Eden 13. Cost estimate is \$3,200.00 with cost share funding approved at \$2,400.00, not to exceed 75%. Bill Moldestad has technical authority. FY16 State Cost Share funds are to be encumbered for this project.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Rathman to approve cost share contract EM1-FY15-07 with Mervin Speckman for a Streambank Protection conservation practice in North Home 20. Cost estimate is \$29,670.00 with cost share funding approved at \$22,252.50, not to exceed 75% of total cost. SCTSA has technical authority. FY15 Flood Relief grant funds are to be encumbered for this project.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

NRCS REPORT

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

PF/FARM BILL TECH REPORT

- ◆ Van Thuyne was not present at the meeting. Hahn reviewed the PF/Farm Bill Tech board report with the group on his behalf. The report is on file.

MEETING REPORTS

- ◆ Vogel attended the RCRCA Board meeting in Redwood on August 4 and gave a report.
- ◆ Roiger, Goodrich, and Hansen were in attendance at the Buffer Workshop meeting on August 8 in Mankato and gave a report on any information learned.
- ◆ Vogel and Goodrich attended the Brown County Commissioners Budget meeting on August 15 to present Brown SWCD's 2017 appropriation request for approval and advised that the Commissioners approved a \$10,000 increase to SWCD appropriations.
- ◆ Commissioner Comments/Bonding Discussion: Commissioner Simonsen was not present as he had County budget meetings today. Goodrich and Krueger advised of information learned about Bonding coverage and FDIC coverage of checking accounts while doing research about bonding insurance coverage. Discussion was held and staff was instructed to look into both topics more and report back.

UNFINISHED BUSINESS

- ◆ **Outstanding Conservationist:** Goodrich advised that Pat Mohr has accepted the districts nomination for 2016 Outstanding Conservationist. Staff will be meeting with him by the end of the month.

NEW BUSINESS

- ◆ **Buffer Update:** Goodrich gave updated information on the Buffer Program.
- ◆ **Capacity Grant ATV and Trailer Purchases:** Goodrich reviewed the quote he received from Miller Sellner on an ATV and Trailer purchase planned for with FY16 Capacity Grant funds. Discussion was held on the quote, where to store the equipment, and other sources for purchase. Board instructed staff to also get a quote from Kibble Equipment and to look into other possible storage locations and prices and report back next month.
- ◆ **BWSR Grant Verification Results, Action Plan:** Goodrich reviewed the letter received from BWSR with results of the FY14 Grant Verification audit done this past spring. The findings and observations listed were discussed as a group. The draft Corrective Action Plan Goodrich wrote was reviewed and a few minimal edits noted.
 - ◇ Motion was made by Rathman and seconded by Roiger to accept the corrective action plan presented by District Manager.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
 - ◇ Motion was made by Rathman and seconded by Roiger to set items noted in 1B in the corrective action plan letter as standard Cost Share operating policy for the district to read as follows "Brown SWCD will conduct a landowner application review for contract completeness prior to assignment for board approval. The review shall be conducted by district administrative staff and occur during preparation of board meeting agendas for the event of the application approval."
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
 - ◇ Motion was made by Roiger and seconded by Rathman to set items noted in 2B in the corrective action plan letter as standard Cost Share operating policy for the district to read as follows "Brown SWCD will conduct a review on 'open' contracts to ensure/anticipate timely adjustments to be approved by the board and amendment processing, if applicable. The monthly review shall be conducted by district administrative staff in concert with the technical authority involved."
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

- ◆ **Cost Share In-Kind Service Rates:** Goodrich advised and discussion was held that the district needs to set in policy the amount for in-kind rates for cost share projects as per one of the observations in the Grant Verification results letter. A motion was made by Rathman and seconded by Roiger to follow the Iowa State Custom Survey Rates for in-kind service rates on cost share projects.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ **MCIT Notices:** Krueger advised that Brown SWCD is slated to receive a \$1,308 dividend in November from MCIT and that we will owe an additional \$231 for 2015 Work Comp coverage due to an increase in staffing which created higher than estimated payroll for 2015. The bill will be received in December. .
- ◆ **Newspaper Subscriptions Renewal:** Krueger advised the subscription renewal rates for the Journal and Sleepy Eye Herald newspapers which are \$205.40 and \$71.95, respectively. This is about a \$10 increase over last year's rates paid for both. Discussion held on whether to continue the subscriptions. Motion was made by Roiger and seconded by Rathman to renew both subscriptions.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ **FY17 SWCD Program and Operations Grant:** Goodrich advised he received notice of the grant fund amounts for the FY17 SWCD Program and Operations Grant and overall Brown SWCD is set to receive \$42,197. The amounts per grant are \$8,493 for Easement Delivery (\$147 less than last year), \$14,757 for State Cost-Share, and \$18,947 for Conservation Delivery.
- ◆ **BWSR Academy Attendance:** BWSR Academy training event for SWCD staff is scheduled for October 24-26 this year. Staff would like to attend and be able to sign up as soon as registration opens at the end of the month. Motion was made by Roiger and seconded by Rathman to authorize staff to attend BWSR Academy.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ **Additional Staffing:** Goodrich advised he would like to add a fourth position to the district. Discussion was held. Motion was made by Rathman and seconded by Roiger to have Personnel Committee meet with District Manager to develop a job description, review funding source, and post for the position.
Affirmative: Vogel, Rathman, 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:
 - ◇ Thursday, August 18 – Groundwater Workshops, St. Peter (Vogel, Hansen) and Groundwater Discussion. Roiger advised that he would like to see the district get in touch with Dennis Warta to have him as a guest speaker at a future event on the topic of groundwater. He ran Warta Water Conditioning business and feels that he has good information to share about groundwater and manganese.
 - ◇ August 23-26 – Conservation Planning Course, Hinckley (Hansen)
 - ◇ Wednesday, August 24 – GBERBA Technical Meeting (not attending, buffer meeting instead)
 - ◇ Thursday, September 1 – RCRCA Board Meeting, Marshall (Vogel)
 - ◇ Monday, September 5 – Labor Day Holiday (Office closed)
 - ◇ Friday, September 9 – GBERBA Policy Meeting, Mankato (Windschitl)
 - ◇ Wednesday, September 21 – Brown SWCD Regular Board Meeting, 9:00am

- ◇ Wednesday, August 24 – Buffer Meeting at Courthouse with county drainage personnel, 10am (Goodrich, Rathman, Roiger)
- ◇ Personnel Committee and District Manager (Roiger, Windschitl, Goodrich) – August meeting – date and time to be determined
- ◇ Tuesday, September 13 – South Central TSA Board Meeting (Rathman)
- ◇ Friday, August 19 – MASWCD Finance Committee, St. Paul (Roiger)
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 11:50am

Secretary: *Alan Windschitl* Date: 9-30-16