



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 September 30, 2016 Brown SWCD Regular Board Meeting, Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 8:00am by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Greg Roiger – PRI
5. Doug Goodrich – District Manager
6. Melanie Krueger – Administrative Assistant
7. Heather Hansen – District Technician
8. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
9. Dean Simonsen – Brown County Commissioner Liaison (entered at 8:15am, exited at 9:40am)

ABSENT

1. Ralph Stadick – Treasurer

AGENDA

- ◆ Motion was made by Windschitl and seconded by Roiger to approve the agenda as presented.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. Motion was made by Windschitl and seconded by Rathman to approve the Consent Agenda items as presented which included the August 17, 2016 Board Meeting minutes, the August 2016 Treasurer's Report, the Bills Report dated August 11, 2016 to September 23, 2016, and the Monthly Staff Narrative report dated August 11, 2016 to September 23, 2016.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Goodrich reported that he has not received new well reports since the last meeting. He has received a notice of one irrigation permit renewal and advised that he helped out with some WCA delineation measurements in the Lake Hanska area.

COST SHARE

Goodrich presented cost-share contracts and amendments and payments for approval.

- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost share contract EM1-FY15-08 with Charles Soukup for a Streambank Stabilization and Protection project in North Home 20. Cost estimate is \$15,150.00 with cost share funding approved at \$11,362.50 or 75% of total cost, whichever is less. SCTSA is technical authority. FY15 2014 MN Flood Relief grant will be encumbered for the project funds.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ A motion was made by Roiger and seconded by Windschitl to approve cost share payment of \$1,687.50 for contract FY14-05 with Steve Gode. This was for a grassed waterway project in Stately 31 that has been completed. NRCS had technical approval. Original project estimate was \$2,250.00 and the final cost of the project came in at \$2,275.40. Payment will be made using FY14 Cost-Share funds as previously encumbered for this project.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ A motion was made by Rathman and seconded by Windschitl to approve Amendment #1 to cost-share contract FY16-01 with Peter Windschitl to extend the install date to October 31, 2017. This is for a Terrace project in Mulligan 22. The amendment changes the install date deadline from October 31, 2016 to October 31, 2017 as the project has been held up due to the requirement of a cultural resource review and because of weather.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ A motion was made by Rathman and seconded by Windschitl to approve the Alternative Tile Intake contracts for Roiger and Remus as presented:
 - ◇ FY16-04 with Arland Roiger for 1 Alternative Tile Intake (subsurface drain – open intake replacements) to be installed in Stately 25. Cost estimate is \$400.00 with cost share funding approved at \$300.00. Bill Moldestad has technical authority. FY16 State Cost Share grant will be encumbered for the project funds.
 - ◇ FY16-06 with Ron Remus for 6 Alternative Tile Intakes (subsurface drain – open intake replacements) to be installed in North Home 18. Cost estimate is \$2,400.00 with cost share funding approved at \$1,800.00 and not to exceed 75%. Bill Moldestad has technical authority. FY16 State Cost Share grant will be encumbered for the project funds.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

Simonsen entered at 8:15am

- ◆ Goodrich gave an overview to the group of other potential cost-share projects in the works as well as a status of funds available at this time

NRCS REPORT

- ◆ Van Thuyne reviewed the NRCS board report provided by the NRCS office 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

- ◆ Vogel and Hansen attended the Groundwater Workshops on August 18 in St. Peter and gave a report. Well sealing and wellhead protection was discussed.
- ◆ Roiger attended the MASWCD Finance Committee meeting on August 19 as a representative from Area VI. They reviewed the proposed MASWCD budget for next year and everyone will have a slight dues reduction for 2017.
- ◆ Hansen attended the Conservation Planner Course in Hinckley from August 23 to 26. It consisted of group projects and on-site learning. They had to write a conservation plan and also take a written exam and she passed. This training will continue to move her forward towards certification and job authorities.
- ◆ Goodrich and Roiger attended a Buffer Meeting with the County drainage group on August 24 at the courthouse. The buffer law in general and who is responsible for what tasks was discussed and reviewed. Vogel reviewed a letter from BWSR advising of the January 1, 2017 deadline for the initial buffer compliance inventory.
- ◆ Vogel (nor his alternate Roiger) was unable to attend the RCRCA meeting on September 1.
- ◆ Hansen attended the GBERBA Technical meeting on September 27 and gave report.
- ◆ Windschitl, Roiger, Goodrich and Krueger gave report of the three Personnel Committee meetings held on August 26, September 9, and September 13 regarding the District Technician hiring process and interviews held.
- ◆ Commissioner Comments: Commissioner Simonsen gave report to the group of current happenings at the County: 1) Buffer law continues to be a topic of discussion, 2) there have been many county ditch repairs this year and the redetermination process continues, 3) the County purchased additional land for the landfill, 4) body cameras and car cameras are being purchased, and 5) elections are coming up.

Simonsen exited at 9:40am

UNFINISHED BUSINESS

- ◆ **Capacity Grant ATV and Trailer Purchases:** Goodrich advised that he spoke with the city about storing the ATV and trailer and was advised there is no space available in any of their buildings. He has not heard back from the other storage facility in town yet. Storage options will continue to be looked into and for now the equipment can be put in our shed. Goodrich then reviewed the Kibble Equipment and Miller Sellner quotes received for the purchase of an ATV and Trailer as planned with the FY16 Capacity funds. Discussion was held on all options available. A motion was made by Rathman and seconded by Windschitl to purchase the CanAm ATV with power steering and the larger size trailer from Miller Sellner.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **FY17 Buffer Law Grant:** Goodrich explained the request form received from BWSR for the FY17 Buffer Law grant and that the district needs to accept the funds and check the boxes for items planned to conduct with the funding. Discussion held and agreed that all items are to be checked. A motion was made by Roiger and seconded by Windschitl to accept the funds and authorize signature on the FY17 Buffer Law grant request.
- Affirmative: Vogel, Rathman, Windschitl, Roiger
- Opposed: None; Motion Carried
- ◆ **MCIT 2017 Estimated Contribution Notice:** Krueger advised that the 2017 estimated contribution notice from MCIT had been received. The overall cost is estimated at \$4,501 for Property/Casualty and Workers Compensation coverage which is an increase of \$206.00 over last year. She advised the cost will increase slightly (about \$100-200 more) once the additional equipment purchased is added to our policy.

- ◆ **Bond Coverage:** Goodrich reviewed the information obtained by Krueger regarding FDIC coverage and Bond coverage for the district. Discussion was held and it was agreed that no increases or changes will be made at this time.
- ◆ **Amendment to PF/SWCD Agreement:** Goodrich explained that with the new farm bill grant for FY17 an amendment was necessary to the Agreement between PF and SWCD to update Term and Compensation information to the current grant amounts and dates and this amendment needs authorization for signature. A motion was made by Roiger and seconded by Rathman to sign the PF/SWCD Amendment Agreement as presented.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **MN River Congress Policy Input:** Roiger explained that the MN River Congress is accepting policy input at this time and asked if anyone had thoughts to share or add that he would pass on to the MN River Congress for review.
- ◆ **Little Cottonwood Watershed RCRCA:** Roiger explained he had been thinking that maybe the Little Cottonwood watershed should get included in the RCRCA group as the Little Cottonwood watershed will be included in the Cottonwood Watershed for the 1W1P process so it would make sense to add it to that group. Discussion was held and it was agreed that we should talk to the Commissioners first about the idea since it would increase the amount of dues paid to RCRCA. Vogel will speak with Potter and report back at a later meeting.
- ◆ **Middle MN WRAPS Signature Authority:** Goodrich advised that approval is needed to hand over the signature authority for WRAPS in the Swift system to Krueger so going forward someone from this office had the ability to sign on any contract amendments. A motion was made by Windschitl and seconded by Rathman to authorize Melanie Krueger as signature authority for the Middle MN WRAPS project.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **Brown County Grant Verification Results:** The district received a copy of the Brown County Planning and Zoning departments BWSR Grant Verification results for FY14. Copies were distributed to each supervisor and the results were reviewed.
- ◆ **Personnel Committee Recommendation for District Technician Hiring:** The Personnel Committee gave an overview of the candidates interviewed for the District Technician position on September 13. The Personnel Committee recommendation is to hire Applicant #2 with a starting wage of Grade 10, Minimum Starting (\$16.62 per hour) and standard Brown SWCD benefits and a 6-month training probation phase and if that applicant declines, then offer it to Applicant #9 at the same rates and benefits. Discussion was held. A motion was made by Roiger and seconded by Rathman to accept the recommendation of the Personnel Committee for hiring as advised. A roll-call vote was taken.
Affirmative: None
Opposed: Windschitl, Roiger, Rathman, Vogel
Motion Failed
A motion was made by Windschitl and seconded by Rathman to offer the position to Applicant #2 at a Grade 10 Minimum Starting wage (\$16.62/hour) with standard Brown SWCD benefits and 6-month training probation phase and if applicant declines, then offer the position to Applicant #3 at the same rates, benefits, and training phase. A roll-call vote was taken.
Affirmative: Windschitl, Roiger, Rathman, Vogel
Opposed: None
Motion Carried
- ◆ **District Manager Position:** Goodrich has submitted his resignation to Brown SWCD and his last day will be October 7. Discussion was held on the District Manager position and how to proceed with replacing the position. A motion was made by Windschitl and

seconded by Rathman to delegate the Personnel Committee to meet to establish a job description for the District Manager position and then for it to be posted internally for five days and then to review and meet with applicants and present recommendations to the Board at the next meeting.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

A motion was made by Windschitl and seconded by Rathman to hire a second District Technician from the pool of applicants interviewed on September 13 for an additional District Technician staff position for the district.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

A motion was made by Roiger and seconded by Rathman to offer this additional District Technician position to Applicant #6 at a Grade 10 Minimum Starting (\$16.62/hour) wage with standard Brown SWCD benefits and a 6-month training probation phase and if applicant declines, then offer the position to Applicant #3 at the same rates, benefits, and training phase.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Windschitl to attend and approve the following upcoming meetings/events:
 - ◇ Friday, October 7 – RCRCA Board Meeting, Redwood (Vogel)
 - ◇ Friday, October 21 – Brown SWCD Regular Board Meeting, 9:00am (meeting rescheduled due to conflicts with October 19 regular date, a rescheduled meeting notice will be posted)
 - ◇ Personnel Committee – two meetings with dates/times to be determined
- Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 12:26pm

Secretary:  Date: 10-21-16