



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 October 21, 2016 Brown SWCD Regular Board Meeting, Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 9:00am by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary (entered at 9:22am)
4. Greg Roiger – PRI
5. Melanie Krueger – Administrative Assistant
6. Heather Hansen – District Technician (exited at 9:40am)
7. Jeremy Groskreutz – District Technician (exited at 9:40am)
8. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
9. Nick Smetana – PF/Farm Bill Wildlife Biologist for Watonwan County
10. Gary Watson – NRCS Assistant for State Field Operations

ABSENT

1. Ralph Stadick – Treasurer

AGENDA

- ◆ Motion was made by Roiger and seconded by Rathman to approve the agenda with the addition of Drill Purchase as a discussion item under New Business.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. Motion was made by Rathman and seconded by Roiger to approve the Consent Agenda items as presented which included the September 30, 2016 Board Meeting minutes, the September 2016 Treasurer's Report, the Bills Report dated September 24, 2016 to October 17, 2016, and the Monthly Staff Narrative report dated September 24, 2016 to October 17, 2016.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger reported that no new well reports have been received and that staff met with John Knisley on October 18 to discuss the WCA process going forward and Hansen will now be the WCA representative for Brown SWCD. The Huiras WCA application has

been approved and Notice of Decision received. Krueger is working on getting the water permit notices set up to her email and will report on those at the next meeting.

COST SHARE

Krueger presented cost-share contracts for approval.

- ◆ A motion was made by Roiger and seconded by Rathman to approve cost-share contract FY16-07 with Clifford Lux for 1 Alternative Tile Intake (subsurface drain – open intake replacement) to be installed in Eden 13. 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.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Roiger to approve Amendment #1 to cost-share contract CAPSE-FY16-01 with Leo Hoffmann for additional funding of \$1,691.29. This is for a WASCOB project in Cottonwood 22. Original cost estimate was \$5,000.00 with cost share approved at \$3,750.00. The revised cost estimate is \$7,255.05 due to the addition of intakes and outlet pipe and extending the channel tile by 100 feet. The additional funds will be encumbered from the FY16 Capacity Grant Soil Erosion Cost Share grant funds.
Affirmative: Vogel, Rathman, Roiger
Opposed: None; Motion Carried

NRCS REPORT

- ◆ Gary Watson reviewed the NRCS board report and the report is on file. Watson advised that the District Conservationist position for Brown County will be posted within 60 days and they hope to have someone in place by January.

PF/FARM BILL TECH REPORT

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

MEETING REPORTS

- ◆ Hansen attended the AIS Summit in St. Cloud October 5th and 6th. She advised many people present were from lake associations, good information was obtained and she would like to start working with the lake associations in Brown County on AIS monitoring.
- ◆ Roiger attended the RCRCA board meeting on October 7 and advised on cost share work approved, performance reviews done and the Discovery Farms project.

Windschitl entered at 9:22am

- ◆ Windschitl and Roiger gave report about the Personnel Committee meetings held on October 5 and 17 regarding the hiring of the District Manager position and also advised of discussions held about the third district technician position opening that was not filled as both candidates declined the offer made.
- ◆ Hansen attended the GBERBA Technical meeting on October 19 and gave report. Dusty Anderson gave a good presentation on the Watonwan WRAPS interviews he has been doing. They are planning the November joint Policy/Technical meeting and there will be two presenters about the buffer law
- ◆ Commissioner Comments: Commissioner Simonsen was unable to attend today's board meeting but plans to stop by next week to catch up with Brown SWCD staff.

Hansen and Groskreutz exited at 9:40am

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **MASWCD Annual State Convention:** A discussion was held on the MASWCD convention attendance, registration and hotel details. Staff will work with the Mohr's to coordinate their attendance at the Tuesday luncheon and events for Outstanding Conservationists. Supervisors will check their schedules and attendance will be finalized at the next board meeting.
- ◆ **NACD 2017 Dues:** The 2017 NACD Membership Dues renewal has been received. Discussion was held as to the amount to submit this year. A motion was made by Roiger and seconded by Rathman to submit \$100.00 dues payment again and submit another letter with payment.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
- ◆ **Outstanding Conservationist Plaque, Banquet:** Krueger advised that the plaque for Mohr's needed to be ordered and planning for the banquet needs to be done. Discussion was held and staff was advised to move forward with planning the banquet at the Railway as usual with same guests to be invited and to order the plaque as usual also. Staff will work with Mohr's for planning the date of the banquet.
- ◆ **ATV and Trailer Storage:** Discussion was held on the storage space size and availability for the ATV and Trailer approved to purchase at last month's meeting. A motion was made by Roiger and seconded by Windschitl to pay for the ATV and staff will research enclosed trailer prices and report back at the next meeting.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
- ◆ **Signing Authority for Bank Accounts:** Resolutions to remove Doug Goodrich from signing authority and add Greg Roiger for both bank accounts were reviewed.
 - A motion was made by Rathman and seconded by Windschitl to remove Douglas Goodrich and add Greg Roiger to First Security Bank signing authority.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
 - A motion was made by Rathman and seconded by Windschitl to remove Douglas Goodrich and add Greg Roiger to SouthPoint account signing authority.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
- ◆ **2016 3rd Quarter Budget Review:** The Quarter 3 budget report was reviewed. Krueger explained that \$7600 of the Capital Outlay budget is actually for the GIS software and File server items that were purchased and should be moved to Office Supplies expense instead as they were not capital asset purchases as originally budgeted. This move would ensure correct reporting of these expenses on the financial statements. A motion was made by Roiger and seconded by Rathman to make the change on the budget to move capital outlay to supplies line as discussed.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
- ◆ **2015 Audit – Approve Management Letter & Draft Audit:** Krueger advised results of the 2015 Audit done by Peterson Company on October 4, reviewed the management letter and draft audit handouts and advised that approval of both items is needed.
 - A motion was made by Rathman and seconded by Windschitl to sign the Audit Management Representation letter.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried

- A motion was made by Windschitl and seconded by Roiger to approve the Draft Audit.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

Gary Watson exited at 10:50am

- ◆ **Vote on 2016 MASWCD Resolutions:** Each supervisor present gave their vote for the 2016 MASWCD Resolutions. Votes were tallied and written upon one ballot sheet and will be submitted to MASWCD by November 1 as required.
- ◆ **Personnel Committee Recommendation for District Manager Position:** Roiger and Windschitl advised they met with the applicant and as a Personnel Committee recommends hiring Krueger for the District Manager position at Grade 12, Step 4 pay at \$21.59/hour with a 6-month review. A motion was made by Roiger and seconded by Windschitl to accept the recommendation of the Personnel Committee for the District Manager position.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **3rd District Technician Position:** Windschitl and Roiger discussed the third District Technician position that was turned down by two candidates and advised that market conditions may warrant an increased wage offer to an applicant. Discussion was held on the district's options for filling this position. A motion was made by Windschitl and seconded by Roiger to re-offer the third District Technician position to Applicant #6 at \$18.41/hour (Grade 10, Step 3) with standard benefits and 6-month training probation.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **Drill Purchase:** Roiger advised he would like to see staff start looking into the purchase of a seed drill. Staff was instructed to contact the County Engineer and Watonwan SWCD to start researching and report back at a later meeting.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Windschitl to attend and approve the following upcoming meetings/events:
 - ◇ October 24-26 – BWSR Academy (office closed)
 - ◇ November 11 – Veterans Day Holiday (office closed)
 - ◇ Saturday, November 12 – RCRCA Board Meeting, Wabasso (Vogel)
 - ◇ Saturday, November 12 – RCRCA/Area II Legislative Gathering, Wabasso (Roiger, Rathman, Vogel)
 - ◇ Tuesday, November 15 – Brown SWCD Regular Board Meeting, 9:00AM (meeting rescheduled due to conflicts with November 16 regular date, a rescheduled meeting notice will be posted)
 - ◇ Thursday, November 17 – MN River Congress, Mankato (Roiger)
 - ◇ Friday, November 18 – GBERBA Policy/Technical Meeting, Mankato (Windschitl, Hansen, Groskreutz)
 Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 12:30pm

Secretary:  Date: 11-15-16