



Brown Soil and Water Conservation District



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Minutes of the December 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
4. Greg Roiger – PRI
5. Melanie Krueger – District Manager
6. Jeremy Groskreutz – District Technician (exited at 12:32pm)
7. Alan Gleisner – District Technician (exited at 12:32pm)
8. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
9. Nick Smetana – PF/Farm Bill Wildlife Biologist for Watonwan County
10. Ben Cottrell – Acting NRCS District Conservationist

ABSENT

None

AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl to approve the agenda with the addition of District Manager Results of Hansen 6-month Review under New Business.
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 accept the Consent Agenda items as presented which included the November 15, 2016 Board Meeting minutes, the November 2016 Treasurer's Report, the Bills Report dated November 9, 2016 to December 14, 2016, the Peterson Company, LTD 2015 Audit bill of \$2,050.00, and the Monthly Staff Narrative report dated November 9, 2016 to December 14, 2016.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger reported that no new well reports from the MDH have been received and that she received one notice of a DNR water appropriation permit issued for crop irrigation in Stark 18.

- ◆ **2017 WCA Agreement with Brown County:** A motion was made by Roiger and seconded by Windschitl to sign the WCA agreement with Brown County for 2017.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

COST SHARE

Krueger presented cost-share contracts for approval and payment approval.

- ◆ A motion was made by Windschitl and seconded by Rathman to approve GBERBA contract CWF-R&G-14-08-02 with Keith Brekken for a WASCOB project in Lake Hanska 32. SCTSA will be the technical representative. Cost estimate is \$9,666.25 with cost share funding approved at \$9,666.25 (100% of total cost). FY2014 GBERBA R&G grant funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Roiger to approve cost-share payment of \$6,487.50 for contract EM1-FY15-01 with Ray Seifert. This is for a WASCOB project that has been completed in Milford 33. NRCS was technical representative. Final cost of the project came in at \$8,650.00 (\$865 under estimate). Payment will be made using FY15 Flood Relief Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Roiger to approve cost-share payment of \$1,500.00 and cancellation of 3 alternative tile intakes for contract FY16-03 with Dan Steffl. This is for an Alternative Tile Intake project where 5 of 8 have been completed in Home 10, 3 and Eden 13 and landowner no longer wishes to complete the remaining 3 intake installations. Bill Moldestad was technical representative. Final cost of the project came in at \$2,125.00. Payment will be made using FY16 State Cost-Share Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Rathman to approve payment of Mike Steffl cost-share contracts FY16-02 and FY14-08 below:
 - ◇ Cost-share payment of \$300.00 for contract FY16-02 with Mike Steffl. This is for an Alternative Tile Intake project that has been completed in Home 22. Bill Moldestad was technical representative. Final cost of the project came in at \$425.00. Payment will be made using FY16 State Cost-Share Grant funds.
 - ◇ Cost-share payment of \$2,700.00 for contract FY14-08 with Mike Steffl. This is for an Alternative Tile Intake project that has been completed in Home 4 and 9. Bill Moldestad was technical representative. Final cost of the project came in at \$3,825.00. Payment will be made using \$1,152.36 of FY16 State Cost-Share Grant funds, \$1,083.72 of FY15 State Cost-Share Grant funds, and \$463.92 of FY14 State Cost-Share Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

NRCS REPORT

- ◆ Ben Cottrell, Acting District Conservationist for Brown County, introduced himself to the group and gave a verbal report. He advised they are in the process of filling the Soil Conservation Technician position for Brown/Watonwan, the opening for the District Conservationist position was recently posted and is now closed, and he and Tom have been very busy covering workload at the NRCS office due to short staffing. Cottrell reviewed all items within the MOU Agreement and obtained signatures from all board members present affirming the review was completed.

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

- ◆ Windschitl and Groskreutz gave report about the GBERBA Policy/Technical meeting they attended on November 18.
- ◆ Roiger, Vogel, Rathman, Groskreutz, Gleisner, and Van Thuyne attended the MASWCD Area VI meeting in Winnebago on November 22 and shared a report with the group.
- ◆ Roiger attended the MASWCD Convention December 5-6 and shared information about events and meetings attended with the group.
- ◆ Vogel gave report about the RCRCA Executive Board Meeting attended on December 9. The next board meeting is January 5. Vogel asked if another board member would be willing to be the main member for 2017 and he could be the alternate. Roiger agreed to become the main RCRCA committee member for 2017 and Vogel will be the alternate.
- ◆ Commissioner Comments: Commissioner Simonsen was unable to attend today's meeting as he had a conflicting Commissioner required meeting to attend.

UNFINISHED BUSINESS

- ◆ **District 5 Supervisor Vacancy:** Krueger advised that 5 people expressed interest in the District 5 vacancy and passed out a synopsis of each candidate's information. Discussion was held on how to move forward with appointing someone to the vacancy. It was agreed that we will request each candidate to fill out a questionnaire, the Personnel Committee will meet to review the responses and then will make a recommendation for appointment at the next board meeting. Krueger showed the certificate of appreciation made for Ralph Stadick. Roiger and Krueger will present the certificate to Ralph's family. A motion was made by Roiger and seconded by Windschitl to complete the certificate in a frame for Ralph.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **Rain Gauge Inventory:** Krueger advised that the rain gauge inventory is depleted and that we do have some parts available for rain gauge readers. Discussion was held on inventory and whether to re-order more to continue selling. A motion was made by Windschitl and seconded by Rathman to purchase 6 more rain gauges for inventory.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **2017 Farm Show Booth:** Krueger advised that the farm show event is scheduled for March 10-11, 2017 and the early bird rate for a booth is \$200. As in the past, we would display materials for County Planning and Zoning at this event and they would display materials for us at the Home Show event at the end of March. The booth would focus on Buffer Law items and CREP/RIM (if a sign-up is open). A motion was made by Roiger and seconded by Windschitl to approve a booth at the Farm Show for 2017.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **FY17 Buffer Law Grant Agreement:** Krueger advised the buffer law agreement was received and the grant is for \$30,000.00 for FY 2017. A motion was made by Windschitl and seconded by Rathman to sign the FY17 Buffer Law Grant Agreement.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **Buffer Program & Seed Drill Purchase Update:** Staff gave an update on work that has been done and future work plans related to the buffer program and an update on the

seed drill purchase information obtained so far. Discussion was held on the mailing and workshop plans for the buffer program and seed drill purchase and storage information. Staff will continue to move forward with the buffer program work plans.

- ◆ **2017 Personnel Policy Changes:** Krueger reviewed the personnel policy, wage and benefit changes that have been approved by the Brown County Commissioners. Per SWCD policy we follow the County personnel policy guidelines. She reviewed the handout on these changes which details that the 2017 IRS mileage rate for business has been set at 53.5 cents per mile, the PERA rates remain the same for 2017, the non-union salary range schedule for employees increases by a 2% COLA effective 1/1/2017, the vacation leave monthly benefits increase, and there was an overall increase of 6.7% in health insurance premium costs for the county and that the county is now contributing \$640.58 per month towards the premium cost. Discussion was held on all of the changes presented. A motion was made by Roiger and seconded by Windschitl to approve the county policy changes as presented, increase the monthly taxable fringe benefit wage for district employees to \$640.00 per month, and have District Manager start researching other available Health Insurance benefit options for 2018.

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

- ◆ **2017 AIS Work Plan:** Krueger reviewed the AIS work plan for 2017 with the group. She advised that her and Hansen will be presenting this plan to the Commissioners at their December 27 meeting and will send it to the DNR by December 31 as required.
- ◆ **FY17 Capacity Funds Work Plan:** Krueger discussed plans for the FY17 Capacity Funds. Discussion was held on the use of the funds towards personnel and capital purchases. Krueger will present final plans for approval at the next board meeting.
- ◆ **Timesheet Categories:** Krueger reviewed the categories on staff's time sheets and requested to reduce general admin categories. Discussion held. Krueger will revise the 2017 general categories as discussed and the rest as necessary for grant tracking.
- ◆ Groskreutz and Gleisner exited at 12:32pm
- ◆ **District Manager Results of Hansen 6-Month Review:** Krueger reported the results and plans from Hansen's 6-month training phase review that was completed on December 20, 2016. A motion was made by Windschitl and seconded by Rathman to approve District Manager's recommendation on Hansen's 6-month review.

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:
 - ◇ Monday, December 26 – Christmas Day Holiday (office closed)
 - ◇ Monday, January 2 – New Year's Day Holiday (office closed)
 - ◇ Thursday, January 5 – RCRCA Board Meeting, Marshall (Roiger)
 - ◇ Friday, January 13 – GBERBA Policy Meeting, Mankato (Windschitl)
 - ◇ Monday, January 16 – Martin Luther King Day Holiday (office closed)
 - ◇ Wednesday, January 18 – Brown Regular Board Meeting, 1:00PM
 - ◇ January 27, 30 or 31 – Annual Strategic Planning Meeting at Best Western, New Ulm
 - ◇ Personnel Committee Meeting – one meeting week of January 9-13

Affirmative: Vogel, Rathman, Windschitl, Roiger

Opposed: None; Motion Carried

Meeting Adjourned – 12:46pm

Secretary:  Date: 1-18-17