



Brown Soil and Water Conservation District



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Minutes of the January 18, 2017 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 1:00pm 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
7. Alan Gleisner – District Technician
8. Heather Hansen – District Technician
9. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
10. Ben Cottrell – Acting NRCS District Conservationist
11. Dean Simonsen – Brown County Commissioner Liaison

ABSENT

None

OATH OF OFFICE

- ◆ Vogel, Rathman and Windschitl took the oath of office for their re-elected positions as Supervisors for Brown Soil & Water Conservation District.

AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl 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 December 21, 2016 Board Meeting minutes, the December 2016 Treasurer's Report, the Bills Report dated December 15, 2016 to January 11, 2017, the MASWCD 2017 Membership Dues bill of \$3,246.28, the GBERBA 2017 Membership Dues bill of \$1,348.00, the MCIT 2017 Insurance and 2015 Work Comp Audit bill of \$5,047.00, and the Monthly Staff Narrative report dated December 15, 2016 to January 11, 2017.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised that well reports had been received from the MDH covering dates from October, 2015 to December, 2016. There has been 16 wells installed and 44 wells sealed during that timeframe. There has been no new water permits received from the DNR since the last meeting. Hansen reported that she has had two WCA Application reviews since the last meeting. One was for a waterway cleanout in Stately 10 and the other was for a private ditch cleanout in Mulligan 19.

COST SHARE

- ◆ The FY14 Cost-Share grant final report was reviewed. The total grant was for \$14,757.00 and all funds have been spent with \$2,951.40 for technical and administration staff time and \$11,805.60 for project funds. A motion was made by Rathman and seconded by Roiger to approve the 2014 Cost-Share Grant Final Report.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ The FY15 Cost-Share grant final report was reviewed. The total grant was for \$14,757.00 and all funds have been spent with \$2,173.28 for technical and administration staff time and \$12,583.72 for project funds. A motion was made by Windschitl and seconded by Rathman to accept the FY15 Cost-Share Grant Final Report.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

NRCS REPORT

- ◆ Cottrell gave a verbal report to the group. The EQIP deadline is this Friday so NRCS is working on finalizing those applications with producers. They are waiting for approval from the national office to finalize an offer for the District Conservationist position.

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

- ◆ Hansen attended the GBERBA Technical Meeting on December 21 in Mankato and gave a report to the group.
- ◆ Roiger gave a report about the RCRCA Board Meeting he attended on January 5.
- ◆ Commissioner Comments: Commissioner Simonsen gave report to the group of current happenings at the County: 1) He was elected as Chairman of Commissioners for this year, 2) they are working on Bonding for roads projects, 3) the County bought 75 acres of land for the landfill, 4) they have Legislators meetings in February, 5) the County is still considering whether or not to accept the enforcement role for the buffer law, and 6) the ditch redeterminations are ongoing and the process is still going well.

UNFINISHED BUSINESS

- ◆ **District 5 Supervisor Vacancy – Personnel Committee Recommendation for Appointment:** The Personnel Committee advised they met on January 11 to review the responses received from all 5 candidates to the questionnaire that was sent out and advised their recommendation for appointment to fill the district 5 board vacancy. A motion was made by Roiger and seconded by Windschitl to appoint the vacant District 5 Supervisor position to Jeff Nielsen and if he declines, then appoint Tom Portner.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **Buffer Program Update:** Staff gave an update on the buffer program tasks being worked on right now for the postcard mailing for early February and the workshops events being planned for February and March.
- ◆ **FY16 Conservation Delivery Grant Final Report:** The FY16 Conservation Delivery grant final report was reviewed. The total grant of \$18,947.00 has been spent out. The funds were used to cover a small portion of Supervisor compensation and expenses and the balance was used to cover general administration staff time of employees. A motion was made by Roiger and seconded by Rathman to approve the Conservation Delivery Grant Reporting presented.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ **2017 MASWCD Legislative Days:** MASWCD sent an email advising that Legislative Days are March 20-21. Krueger reviewed the information and asked if any Board members are planning to attend this event. At this time, no one is able to attend. If that changes, they will let Krueger know so she can complete registration.
- ◆ **FY17 Capacity Funds Work Plan:** Discussion was held on how to best use the FY17 Capacity Funds for staff time and capital purchases. It was agreed that personnel costs need to be covered, a grass drill will not be purchased, a second vehicle can be considered, but would prefer to pay mileage to employees this year, and that upgrades to office equipment and furniture should be done. Krueger will put together a plan and budget based on the options discussed and present for approval at next week's annual planning meeting.
- ◆ **Health Insurance:** Krueger presented information on a possible Health Insurance plan for the district. If we move forward with the plan, it could start as soon as March 1. Discussion was held. Krueger will research the items asked about and report back at next week's annual planning meeting for a board decision.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Windschitl to attend and approve the following upcoming meetings/events:
 - ◇ Tuesday, January 24 – SCTSA Board Meeting, Mankato (Rathman)
 - ◇ Friday, January 27 – Annual Planning Meeting, New Ulm, 9:00AM (Supervisors, Krueger)
 - ◇ Thursday, February 2 – RCRC Board Meeting, Redwood (Roiger)
 - ◇ Friday, February 3 – Bridging Brown County – Legislators Meeting (Rathman)
 - ◇ Monday, February 20 – President's Day Holiday (office closed)
 - ◇ February – Brown SWCD Regular Board Meeting (date will be decided at the annual planning meeting once the meeting schedule for 2017 is set)Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 3:20pm

Secretary:  Date: 2-15-17