



Brown Soil and Water Conservation District



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Minutes of the January 27, 2017 Brown SWCD Annual Planning Meeting, Best Western – Board Room, New Ulm, 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. Jeff Nielsen - Treasurer
6. Melanie Krueger – District Manager

ABSENT

None

OATH OF OFFICE

- ◆ Appointed board member, Jeff Nielsen, took the oath of office for the District 5 Supervisor position with Brown Soil & Water Conservation District.

AGENDA

- ◆ Motion was made by Rathman and seconded by Windschitl to approve the agenda with the addition of Irrigation as a discussion topic item.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

ELECTIONS

Nomination was made to appoint Vogel as Chairman.

- ◆ Motion was made by Windschitl and seconded by Roiger to accept the nomination and appoint Vogel as Chairman.
Affirmative: Rathman, Windschitl, Roiger, Nielsen
Abstain: Vogel; Opposed: None; Motion Carried

Vogel asked for nominations or motions for the remaining board positions.

- ◆ Motion was made by Roiger and seconded by Windschitl to have Rathman as Vice-Chair, Windschitl as Secretary, Nielsen as Treasurer, and Roiger as PRI for board positions.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

SET BOARD MEETING DAY AND TIME

- ◆ Discussion was held on several options for the day and time of the 2017 regular board meeting schedule. A motion was made by Roiger and seconded by Nielsen to set board meetings day and time for 2:00pm on the third Wednesday of each month.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

DESIGNATE DEPOSITORY

- ◆ A motion was made by Windschitl and seconded by Nielsen to designate First Security Bank and SouthPoint Financial Credit Union as official depositories for the SWCD.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

2017 COMMITTEE ASSIGNMENTS

- ◆ The group reviewed the list of 2016 Committee Assignments and changes were made as listed below for the 2017 Committee Assignments:

IN-HOUSE COMMITTEES

- Finance – Nielsen (Chair); Roiger (Alternate)
- Legislative – Nielsen (Chair); Vogel (Alternate)
- Planning – Vogel (Chair); Windschitl (Alternate)
- Personnel – Roiger (Chair); Windschitl (Alternate)
- Building Management – Roiger (Chair); Rathman (Alternate)
- RIM Programs – Rathman (Chair); Windschitl (Alternate)

EXTERNAL PARTNERS COMMITTEES

- Area II – Roiger (Main); Vogel (Alternate)
- RCRCA – Roiger (Main); Vogel (Alternate)
- GBERBA – Windschitl (Main); Rathman (Alternate)
- South Central Technical Service Area – Rathman (Main); Nielsen (Alternate)
- Bridging Brown County – Rathman (Main); Windschitl (Alternate)
- DNR Prairie Plan – Rathman (Main); Nielsen (Alternate)
- MN River Congress – Roiger (Main); Nielsen (Alternate)

- ◆ A motion was made by Roiger and seconded by Rathman to approve the Committee Assignments as changed and discussed.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

PAY EQUITY REPORT

- ◆ The group reviewed the Pay Equity Report that Krueger prepared. A motion was made by Windschitl and seconded by Rathman to approve the Pay Equity Report and submit to State.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

HEALTH INSURANCE

- ◆ Discussion was held on the Health Insurance plan coverage options available to start March 1. Krueger has spoken with all staff members and all are on board with switching to this option instead of receiving a monthly taxable fringe benefit wage and would prefer the Blue Cross Blue Shield HSA 2700 plan for this year. The plan year would run from March to February. The district is able to enroll in this group plan now and each year can evaluate the plan options available and at what costs. The only requirement of an employer is that they pay 50% of the premium cost, but they can choose to pay more. The amount the employer contributes can change each year, but must be at least 50%.

Discussion was held on the district paying 100% of the premium cost for single coverage for this year and then each year thereafter, the percentage will be evaluated and determined at that time. Discussion was held on the district contributing \$100.00 per month to an HSA account for each employee also for this plan year and that could also be evaluated and determined each plan year. A motion was made by Roiger and seconded by Rathman to accept the BCBS HSA \$2700 single-coverage plan for employees and contribute \$100.00 per month to each employee's HSA account, and employee has the option to add Family Coverage at their expense.

Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen

Opposed: None; Motion Carried

FY17 SWCD CAPACITY GRANT WORK PLAN & AGREEMENT APPROVAL

- ◆ Reviewed the workplan budget and agreement for the FY17 Capacity Grant presented by Krueger. Discussion was held on the proposed workplan activities and budget for the FY17 Capacity Grant. Each workplan activity budget was explained in detail.
 - A motion was made by Nielsen and seconded by Windschitl to accept the FY17 Capacity Grant workplan budget as presented.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
 - A motion was made by Roiger and seconded by Rathman to sign the FY17 Capacity Grant Agreement.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

BUDGET STATUS

- ◆ **December Treasurer's Report:** Reviewed the funds on the Treasurer's Report and ending balances for the year for each fund.
- ◆ **2016 Budget vs Actual:** Reviewed the 2016 budget report prepared and discussed a few variances in budget that occurred.
- ◆ **2017 Proposed Budget:** Reviewed and discussed the 2017 Proposed Budget prepared by Krueger. Changes were discussed and will be made to the Vehicle Expense and Employee Training Expense amounts by moving \$4,000 from Vehicle Expense to Employee Training Expense. A motion was made by Rathman and seconded by Roiger to accept the 2017 Proposed Budget with the one change discussed.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

DISCUSSION TOPICS

- ◆ **Irrigation:** Discussion was held on irrigation in Brown County and the need to have information available to landowners irrigating or looking into irrigating. The district will work towards hosting workshops on the topic in the future and creating an informational page on our website.
- ◆ **Organizations/Associations Review:** The group reviewed the list of organizations/associations the district is involved with, the amount of dues paid to them, if any, and discussion was held as to whether any changes were necessary for 2017. No changes were made at this time.
- ◆ **Current Status of District Programs:**
 - ◇ RIM/CREP Easements: Reviewed the handout showing current status of all easements processing or scheduled for construction and any upcoming sign-ups.
 - ◇ Walk-In Access Program: Reviewed the handout showing current status of all WIA program contracts, renewals, and sign-up period.

- ◇ Cost Share Projects: Reviewed the handout showing current status of all cost-share funds and projects, which includes State Cost-Share, Capacity Grant Cost-Share, Flood Relief Cost-Share, GBERBA, and RCRCA funded projects.
- ◇ AIS Prevention: Reviewed the handout listing details on the current status of the AIS Prevention program activities.
- ◇ Buffer Program: Reviewed the handout listing details on the current status of the buffer program activities.

2016 ACCOMPLISHMENTS

- ◆ Reviewed the 2016 Accomplishments report presented by Krueger. A motion was made by Windschitl and seconded by Rathman to approve the 2016 Accomplishments Report presented.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

ANNUAL PLAN REVIEW

- ◆ Reviewed the Annual Work Plan document in detail and noted edits to be made. A revised final plan with the changes will be presented at the February Board Meeting for approval.

Meeting Adjourned – 4:00pm

Secretary:  Date: 2-15-17