



Brown Soil and Water Conservation District



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Minutes of the May 17, 2017 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 2:01pm 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. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist (exited 3:25pm)
7. Julie Salmon – Acting NRCS District Conservationist (exited 2:55pm)

ABSENT

1. Jeff Nielsen – Treasurer

AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl to approve the agenda with additional items of May 24 Bridging Brown County under Events and MASWCD Resolutions Update under New Business.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. Motion was made by Rathman and seconded by Windschitl to accept the Consent Agenda items as presented which included the April 19, 2017 Board Meeting Minutes, the April 2017 Treasurer's Report, the Bills Report dated April 14, 2017 to May 11 2017, and the Monthly Staff Narrative report dated April 14, 2017 to May 11, 2017.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised well reports had been received from the MDH covering dates in both 2016 and 2017 with 24 domestic wells drilled and 17 sealed. Krueger advised for WCA that the County had made a decision to waive authority to the DNR for the Sellner irrigation permit in order to streamline the process since it involves both a public and WCA wetlands.

COST SHARE

- ◆ Reviewed the cost-share project status report handout.
- ◆ Krueger requested board approval to switch the source of \$12,001.00 in funds on EM1-FY15-06 with John Hoffmann from the FY16 Capacity Soil Erosion cost-share grant fund to the FY15 Flood Relief grant fund. This is due to slippage and lower cost projects in the FY15 Flood Relief grant, therefore funds would now be available for this portion of the project which would allow the project to be funded by one source instead of two. A motion was made by Roiger and seconded by Rathman to switch the source of funds for the \$12,001.00 to FY15 Flood Relief Grant.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost-share contract CAPRZM-FY16-01 with Paul Tauer for a Streambank Protection project in Bashaw 16. Bill Moldestad will be the technical representative. Cost estimate is \$11,200.00 with cost share funding approved at \$8,400.00. FY16 Capacity Grant Riparian Zone Management Cost Share funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ Krueger advised that landowner, Mike Stadick, had requested cancellation of cost share contract FY16-09 that was approved last month for one alternative tile intake in Cottonwood 7. After further inspection of the open intake he had planned to replace he no longer wishes to complete the project. A motion was made by Rathman and seconded by Windschitl to cancel the contract per landowner's request.
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 \$919.82 to Randy Braulick for contract EM1-FY15-02. Final cost of the project came in at \$1,226.43 (\$104.57 under estimate). SCTSA was technical representative. This is for a Grassed Waterway project that has been completed in North Home 19. Payment will be made using FY15 Flood Relief Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ Krueger requested board approval to cancel contract EM1-FY15-04 with Marlin Huiras due to a missing signature and incorrect cost estimate amount and then approve a new contract with corrected information. A motion was made by Roiger and seconded by Windschitl to cancel cost share contract EM1-FY15-04 with Marlin Huiras.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Rathman to approve cost-share contract EM1-FY15-04-2 with Marlin Huiras for Grade Stabilization project in Milford 5. (this replaces contract just cancelled). NRCS Area Engineer is technical authority. Cost estimate is \$51,300.00 with cost share funding approved at \$15,478.00 from the SWCD. Other federal funds are being provided to landowner to meet the full 75% cost-share amount. FY15 Flood Relief Grant funds will be encumbered for this project.
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 \$5,441.29 to Leo Hoffmann for contract CAPSE-FY16-01. Final cost of the project came in at \$7,362.50 (\$107.45 over estimate). SCTSA was technical representative. This is for a WASCOD project that has been completed in Cottonwood 22. Payment will be made using FY16 Capacity Soil Erosion Cost Share Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

NRCS REPORT

- ◆ Julie Salmon, Acting NRCS District Conservationist, gave a verbal report to the group. She is settling in well at the office and with the landowners. EQIP applications are all up for final approval or have cancellation requests. She is working on CSP contracts and is still needing to meet with some landowners. She is waiting on EQIP modification approval for the Fischer Farms project we are co-funding.

Salmon exited at 2:55pm

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Van Thuyne reviewed his written board report with the group and the report is on file.
- ◆ Krueger and Van Thuyne reviewed the FY18 Farm Bill Assistance Grant request and requested approval to submit to BWSR by the May 19, 2017 deadline. A motion was made by Rathman and seconded by Windschitl to approve submitting the FY18 Farm Bill Grant and authorize District Manager signature on the grant.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried
- ◆ Krueger and Van Thuyne reviewed the Local Partners Agreement with Pheasants Forever for the Farm Bill Wildlife Biologist position and requested board approval. A motion was made by Windschitl and seconded by Roiger to approve the PF agreement and authorize District Manager signature on the agreement.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

MEETING REPORTS

- ◆ Groskreutz attended the April 26 GBERBA Technical meeting and Krueger reviewed written report with meeting details he provided.
- ◆ Hansen complete the AIS Detectors Course and is now a certified AIS detector. Krueger reviewed the written report with details about the course and workshop from Hansen.
- ◆ Roiger attended the RCRCA board meeting on May 4 and shared report with the group. Discussions were had on the legacy dollars spending with others at the meeting. Public ditches need a DNR permit now for work. The Wellner-Hageman dam inspection is coming up.
- ◆ Commissioner Comments: Commissioner Simonsen was unable to attend today's meeting.

Van Thuyne exited at 3:25pm

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **MASWCD Resolutions Update:** Krueger gave an update to the board on the conversation had with Sheila at MASWCD about the district's consideration of a resolution for the intent of the use of Legacy funds. Discussion was held and it was agreed not to move forward with the resolution.
- ◆ **RCRCA Joint Powers Agreement Renewal:** Krueger advised RCRCA sent a request asking all counties and SWCDs to approve the new JPA for the term of July 1, 2017 to June 30, 2019 and delegate signature authority. There are no changes to the agreement and all appropriation amounts remain the same. A motion was made by Rathman and seconded by Windschitl to approve the renewal of the RCRCA JPA and authorize signature authority to the Brown SWCD board delegate, Greg Roiger.
Affirmative: Vogel, Rathman, Windschitl, Roiger
Opposed: None; Motion Carried

- ◆ **Buffer Program – Other Waters:** Discussion was held on the Other Waters recommendations that need to be completed by the SWCD per the Buffer Law. Staff will move forward with the process and present the list and map for final approval by the Board at the June board meeting.
- ◆ **Personnel Committee – District Manager Review:** Personnel Committee members, Windschitl and Roiger, advised the 6-month performance review was completed with Krueger on May 16 for the District Manager position. They shared their recommendations with the group that performance overall is excellent and they recommend an increase in pay by one pay scale step at her current grade level. Motion was made by Windschitl and seconded by Roiger to increase pay scale step as recommended and move annual review to October date to be in line with the start of the District Manager position.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
- ◆ **District Manager – Staff Reviews:**
 - ◇ Krueger advised a 6-month performance review was completed for Groskreutz and the recommendation is that performance level overall is good and employment should be continued. A motion was made by Windschitl and seconded by Roiger to approve District Manager's recommendation on Groskreutz 6-month review.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
 - ◇ Krueger advised that a 6-month performance review was completed for Gleisner and the recommendation is that performance level overall is excellent and employment should be continued and a pay scale step increase is warranted due to excellent performance level. A motion was made by Windschitl and seconded by Roiger to follow recommendations of District Manager on Gleisner 6-month review.
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried
 - ◇ Krueger advised that an annual review is due later this month for Hansen and discussion was held on performance review concerns and how to proceed. A motion was made by Roiger and seconded by Rathman to have District Manager move forward with contacting Brown County HR Manager to determine all options available for possible termination proceedings or performance improvement options.
 - 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 May 29 – Memorial Day (office closed)
 - ◇ Tuesday, May 30 – GBERBA Technical Meeting, Mankato (Groskreutz)
 - ◇ Tuesday, May 30 – GBERBA Policy Meeting, Mankato (Windschitl)
 - ◇ Thursday, June 1 – RCRCA Board Meeting, Redwood (Roiger)
 - ◇ Wednesday, June 21 – Brown SWCD Regular Board Meeting, 2:00pm
 - ◇ Wednesday, May 24 – Bridging Brown County Legislative Meetings (Windschitl)
 - Affirmative: Vogel, Rathman, Windschitl, Roiger
 - Opposed: None; Motion Carried

Meeting Adjourned – 4:58pm

Secretary:  Date: 6-21-17