



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 July 19, 2017 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 2:00pm by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Jeff Nielsen – Treasurer
5. Greg Roiger – PRI
6. Melanie Krueger – District Manager
7. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
8. Dennis Potter – Brown County Commissioner Liaison Alternate (exited 4:50pm)
9. Jeremy Groskreutz – District Technician (exited 3:45pm)
10. Alan Gleisner – District Technician (entered 3:50pm, exited 5:10pm)

AGENDA

- ◆ Motion was made by Roiger and seconded by Nielsen to approve the agenda.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. Motion was made by Nielsen and seconded by Windschitl to approve the Consent Agenda items as presented which included the June 21, 2017 Board Meeting Minutes, the Bills Report dated June 16, 2017 to July 13, 2017, and the Monthly Staff Narrative report dated June 16, 2017 to July 13, 2017.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

TREASURER'S REPORT – JUNE 2017

- ◆ The June 2017 Treasurer's Report was reviewed. Motion was made by Nielsen and seconded by Windschitl to accept the Treasurer's Report as presented.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised there are no new items to report on for this meeting.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout.
- ◆ Discussion was held on Alternative Tile Intakes funding for the FY17 Cost-Share policy. A motion was made by Nielsen and seconded by Windschitl to allocate up to \$10,000.00 of FY17 State Cost Share funds towards alternative tile intake projects.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost-share payment of \$5,956.88 to Gary Veenstra for contract CAPSE-FY16-03. Final cost of the project came in at \$7,942.50. Bill Moldestad was technical representative. This is for a WASCOD project that has been completed in Stately 14. Payment will be made using FY16 Capacity Grant Soil Erosion Cost-Share funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Roiger to approve Amendment 01 for additional funds to contract CAPSE-FY16-02 with Laray Kral Living Trust. Additional cost-share funds of \$216.03 were requested due to an increase in earthwork and a tile intake replacement necessary to bring the project to FOTG standards. SCTSA was technical representative on the project. This is for a WASCOD project in Cottonwood 4. FY16 Capacity Grant Soil Erosion Cost-Share funds will be encumbered.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve cost-share payment of \$2,732.28 to Laray Kral Living Trust for contract CAPSE-FY16-02. Final cost of the project came in at \$3,643.04. SCTSA was technical representative. This is for a WASCOD project in Cottonwood 4. Payment will be made using FY16 Capacity Grant Soil Erosion Cost-Share funds.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried

NRCS REPORT

- ◆ Julie Salmon, Acting NRCS District Conservationist, was unable to attend the meeting.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Van Thuyne reviewed his written board report with the group and the report is on file.

MEETING REPORTS

- ◆ Groskreutz and Windschitl reported on the June 27 GBERBA Technical meeting and the July 14 GBERBA Policy/Technical combined meeting and Drainage Presentations that took place in Mankato.
- ◆ Staff and Supervisors who attended the MASWCD Area VI meeting on June 29 shared meeting details with the group.
- ◆ Roiger attended the RCRCA board meeting on July 6 and gave a report.
- ◆ Commissioner Comments: Commissioner Potter advised of current events at the County: 1) Wellner-Hageman dam relief valve report is out for bid letting, and 2) redeterminations continue to be done on ditch systems.

Groskreutz exited at 3:45pm

Gleisner entered at 3:50pm

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **FY18 Buffer Cost Share Agreement:** Krueger reviewed the FY18 Buffer Cost Share grant agreement details. Discussion was held on the policy for this cost share grant. Krueger will send a draft policy to the board for review and approval at next month's meeting. A motion was made by Roiger and seconded by Windschitl to accept the grant and authorize signature by Vogel.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
- ◆ **SWCD Governance 101:** Attendance was discussed to the SWCD Governance event on September 14-15. Gleisner will be attending. No board members are interested in attending at this time. Krueger will send in registration for Gleisner.
- ◆ **Water Quality Town Hall Meetings:** Attendance was discussed for the Town Hall Meetings being held throughout the state relating to the 25x25 goals. Nielsen plans to attend on August 17th in Mankato and staff may attend if schedule allows.
- ◆ **Ecological Restoration Courses:** Krueger explained the ecological restoration online courses available through the U of M and asked for permission to register Gleisner for them at a total cost of \$1875. A motion was made by Roiger and seconded by Windschitl to authorize ecological restoration courses for Alan Gleisner.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
- ◆ **Approve CREP Easement Corrective Actions Transmittal:** Gleisner reviewed the Corrective Actions Transmittal document and non-compliance details for CREP easement 08-34-01-01. A motion was made by Rathman and seconded by Roiger to approve the Corrective Actions Transmittal for CREP easement 08-34-01-01 and send to the landowner after verifying the Milestone ounce per acre rate.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
- ◆ **2017 Quarter 2 Budget Review:** Reviewed the Quarter 2 budget report.

Potter exited at 4:50pm

- ◆ **Outstanding Conservationist:** Discussion was held on possible candidates to honor as Outstanding Conservationist this year. More research will be done by staff and a decision on whom to nominate will be made at next month's meeting.

Gleisner exited at 5:10pm

- ◆ **District Technician Hiring:** Reviewed the District Technician Job Announcement and Job Description presented by the Personnel Committee. Discussion was held on the hiring plan and timeline for the two open district technician positions and for approving the new district technician job description and making it effective for all three district technician positions with the district.
 - ◇ A motion was made by Rathman and seconded by Nielsen to approve the new district technician job description for all three positions with the district.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
Opposed: None; Motion Carried
 - ◇ A motion was made by Nielsen and seconded by Rathman to post the position announcement for the District Technician openings.
Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
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:
 - ◇ Thursday, August 3 – RCRCA Board Meeting, Redwood (Roiger)

- ◇ August 24 – Brown County Commissioners Budget Request – attendee to be determined at the August board meeting
- ◇ Wednesday, August 16 – Brown SWCD Regular Board Meeting, 2:00pm
- ◇ Thursday, August 17 – Water Quality Town Hall Meeting, Mankato (Nielsen)
- ◇ Personnel Committee - August 4 and August 9
 - Affirmative: Vogel, Rathman, Windschitl, Roiger, Nielsen
 - Opposed: None; Motion Carried

Meeting Adjourned – 5:37pm

Chair: Jack Vogel Date: 8-16-17
Secretary: _____