



# 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 August 16, 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. Jeff Nielsen – Treasurer
4. Greg Roiger – PRI
5. Melanie Krueger – District Manager
6. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist
7. Dean Simonsen – Brown County Commissioner Liaison
8. Jeremy Maul – BWSR Board Conservationist

### ABSENT

1. Clem Windschitl – Secretary

### AGENDA

- ◆ Motion was made by Nielsen and seconded by Rathman to approve the revised agenda which was to move item 6, PF/Farm Bill Wildlife Biologist Report to after item 3, Water Permits/WCA Reports.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried

### CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. Motion was made by Nielsen and seconded by Rathman to approve the Consent Agenda items, including Treasurer's Report, as presented which included the July 19, 2017 Board Meeting Minutes, the July 2017 Treasurer's Report, the Bills Report dated July 14, 2017 to August 10, 2017, and the Monthly Staff Narrative report dated July 14, 2017 to August 10, 2017.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried

### WATER PERMITS/WCA REPORTS

- ◆ Krueger advised there were no new WCA reports or well reports since the last meeting. She has received notice of one DNR public waters work permit issued to Brown County for the Eden Township bridge replacement project on JD29 and Spring Creek area.

## **PF/FARM BILL WILDLIFE BIOLOGIST REPORT**

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

## **COST SHARE**

- ◆ Reviewed the cost-share projects status report handout.  
Van Thuyne exited at 2:30pm
- ◆ Krueger advised that Redwood SWCD is willing to sub-contract Brian Pfarr to Brown SWCD to assist with cost-share program needs at this time at his BWSR billing rate. A motion was made by Roiger and seconded by Nielsen to approve Krueger to request Pfarr to sub-contract for cost-share assistance up to 1-3 days and then Nielsen amended the motion for up to 5 days.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Roiger to approve cost-share contract EM3-FY16-01 with Dwight Nilson, group spokesperson, for a WASCOB and Grade Stabilization project in Milford 11. SCTSA will be the technical representative. Cost estimate is \$38,145.00 with cost share funding approved at 100% or \$38,145.00 as per Brown SWCD's policy for the Flood Relief 3A grant. FY16 Flood Relief 3A grant funds will be encumbered for the project.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Rathman to approve cost-share contract FY17-01 with Haala Properties, Dave Haala, for 4 Alternative Tile Intakes (underground outlet – open intake replacements) to be installed in Home 27 and 32. Cost estimate is \$1,600.00 with cost share funding approved at \$1,200.00, not to exceed 75%. Bill Moldestad has technical authority. FY17 State Cost Share funds will be encumbered for this project.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Nielsen to approve cost-share contract FY17-02 with Ron Remus for 2 Alternative Tile Intakes (underground outlet – open intake replacements) to be installed in Eden 25. Cost estimate is \$800.00 with cost share funding approved at \$600.00, not to exceed 75%. Bill Moldestad has technical authority. FY17 State Cost Share funds will be encumbered for this project  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried

## **NRCS REPORT**

- ◆ Julie Salmon, Acting NRCS District Conservationist, was unable to attend the meeting.
- ◆ Discussed the NRCS/SWCD Cooperative Working Agreement that all SWCDs are being asked to review and sign. A motion was made by Rathman and seconded by Nielsen to sign the Cooperative Working Agreement with the NRCS.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried

## **MEETING REPORTS**

- ◆ Roiger attended the RCRC board meeting on August 3 and shared a report with the group.
- ◆ Commissioner Comments: Commissioner Simonsen gave an update: 1) budget meetings are next week; 2) road work is in progress throughout the County; 3) the County is working on courthouse security upgrades; and 4) they just started three more ditch system redeterminations.

## UNFINISHED BUSINESS

- ◆ **Outstanding Conservationist:** Discussion was held on the candidates discussed at last month's meeting. A motion was made by Roiger and seconded by Rathman to offer Ray Seifert the Outstanding Conservationist of the year award.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried

## NEW BUSINESS

- ◆ **FY18 Buffer Cost Share Grant Policy:** Reviewed the proposed FY18 Buffer Cost Share Program policy presented and edits and options were discussed. A motion was made by Roiger and seconded by Nielsen to adopt the policy presented with the edits discussed to strike Pheasants Forever in item d and to go with option i – cost share funds will be encumbered on a first-come, first-served basis.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried
- ◆ **District Technician Hiring – Personnel Committee Recommendation:** Personnel Committee member Roiger and Krueger shared details about the interviews held for the District Technician positions and gave recommendation to hire two of the candidates and to increase pay scale for current employee Gleisner. Discussion was held. A motion was made by Roiger and seconded by Nielsen to make job offers to Applicant #14 and Applicant #10 at Grade 11, Step 5 pay scale wage with standard benefits and 6-month probation period applying and increase Gleisner wage to Grade 11, Step 5 also.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried
- ◆ **BWSR Academy:** Krueger advised BWSR Academy is scheduled for November 1-3 this year and asked if the Board wanted office to be closed those days considering the public waters buffer deadline of November 1. It was agreed that any new staff and current staff, Gleisner, should attend. Krueger will review the classes offered and determine if she will attend some or all of the days at that time and if office is closed that is acceptable to the Board since this is an excellent training opportunity for staff.
- ◆ **FY16 Capacity Grant Reconciliation Report:** Krueger explained a grant reconciliation was done on August 1 for the district's FY16 Capacity Services grant and the review found we were in compliance with the grant to the amount reconciled of \$61,607.99. A motion was made by Nielsen and seconded by Roiger to sign the Grant Reconciliation Financial Report for the FY16 Capacity grant.  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried
- ◆ **MCIT Dividend Notice:** A notice was received from MCIT that Brown SWCD will be receiving a 2017 Dividend of \$1,287.00 and funds will be received in November.
- ◆ **Tree Program – 2017 Report, 2018 Program:** Reviewed the 2017 tree program report and overall there was an approximate net profit of \$2,200. Discussion was held on whether to continue the program for 2018. A motion was made by Rathman and seconded by Nielsen to continue the tree program for 2018.  
Affirmative: Vogel, Rathman, Nielsen  
Abstained: Roiger; Opposed: None; Motion Carried
- ◆ **Newspaper Subscription Renewals:** Krueger advised prices for newspaper subscriptions renewals. Discussion was held and it was agreed to continue subscriptions for another year to the Sleepy Eye Herald and The Journal.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Rathman to attend and approve the following upcoming meetings/events:
  - ◇ Wednesday, August 23 – GBERBA Technical Meeting (Staff, if time allows)

- ◇ Thursday, August 24 – Brown County Commissioners Budget Request, 10:30am  
(Krueger, Windschitl)
- ◇ Monday, September 4 – Labor Day Holiday (Office Closed)
- ◇ Thursday, September 7 – RCRCA Board Meeting, Marshall (Vogel)
- ◇ Friday, September 8 – GBERBA Policy Meeting, Mankato (Windschitl)
- ◇ Wednesday, September 20 – Brown SWCD Regular Board Meeting, 2:00pm  
Affirmative: Vogel, Rathman, Roiger, Nielsen  
Opposed: None; Motion Carried

**Meeting Adjourned – 5:20pm**

Secretary:  Date: 9-20-17