



Brown Soil and Water Conservation District



300 2nd Ave. SW • Sleepy Eye, MN 56085 • Phone: 507-794-2553

www.brownswwcdmn.org

An Equal Opportunity Employer

Minutes of the September 20, 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 (exited 4:30pm)
6. Melanie Krueger – District Manager
7. Alan Gleisner – District Technician (exited 3:30pm)
8. Andy Meyer – District Technician (exited 3:30pm)
9. Amanda Wold – District Technician (exited 3:30pm)
10. Ben Cottrell – NRCS District Conservationist (exited 3:10pm)
11. Dean Simonsen – Brown County Commissioner Liaison (entered 2:12pm, exited 4:12pm)

AGENDA

- ◆ Motion was made by Windschitl and seconded by Nielsen to approve the agenda with the additional item of Tires and Alignment for District Truck under New Business.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. District Manager answered questions about an item on the Bills Report and discussed a new format for the staff narrative reports going forward. Motion was made by Nielsen and seconded by Rathman to approve the Consent Agenda items as presented which included the August 16, 2017 Board Meeting Minutes, the August 2017 Treasurer's Report, the Bills Report dated August 11, 2017 to September 14, 2017, and the Monthly Staff Narrative report dated August 11, 2017 to September 14, 2017.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Simonsen entered at 2:12pm.

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised there are no new well reports, WCA items will be reported on next month, and one DNR water appropriation permit for livestock was issued.

NRCS REPORT

- ◆ Ben Cottrell, NRCS District Conservationist, gave a verbal report to the group. He advised he is now full time for Brown County and in the office every day as he is no longer covering for Watonwan County. He has a cell phone also for work. He is working on CSP and CRP with Dusty and the FSA office.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Van Thuyne was not able to attend today's meeting. He did provide a written board report which the group reviewed and the report is on file.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update: 1) the budget levy is set to be 3.9 percent. It can go lower but cannot go higher than that. Final levy will be set in December; 2) still waiting on MPCA permits for the landfill; 3) ditch system work and redeterminations are still ongoing; and 4) the SWCD budget meeting went well and an additional \$3000 in appropriations was approved.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout in detail. One contract, Fischer Farms flood relief project, has auto cancelled since the install by date was not met. The remaining cost share contract cancellations, payments, and approvals will be presented for board approval.
- ◆ Krueger advised that two of the flood relief grants are set to expire on December 31, 2017 but not all funds have been used to date. The district can request one year grant extensions if we have projects to fund that meet the requirements of the grant. Staff advised of potential projects that could be funded if the grant extensions were submitted and approved by BWSR. The board agreed that grant extensions should be submitted so projects can be funded and completed. District Manager will move forward with submitting the grant extension requests to BWSR Board Conservationist.
 - ◇ A motion was made by Windschitl and seconded by Nielsen to authorize signature authority for the FY15 Flood Relief revised grant agreement to District Manager.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
 - ◇ A motion was made by Windschitl and seconded by Nielsen to authorize signature authority for the FY16 Flood Relief Phase 2 revised grant agreement to District Manager.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Roiger to accept cancellation request from John Hoffmann for contract EM1-FY15-06. The project was for a grade stabilization in Cottonwood 16 under the FY15 Flood Relief Grant.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Rathman to approve Amendment 01 for a date change and funding increase to contract EM1-FY15-05 with Lester Braulick. This is for a grade stabilization project in Cottonwood 13. The amendment extends the install by date to December 22, 2017 and increases the cost share funds by \$1,312.50 for a total cost share of \$3,812.50. FY15 Flood Relief grant funds will be encumbered.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ A motion was made by Roiger and seconded by Windschitl to approve cost-share payment of \$11,967.33 to Marlin Huiras for contract EM1-FY15-04-2. Final cost of the project came in at \$46,619.10. NRCS was technical representative. This is for a grade stabilization project that has been completed in Milford 5. Payment will be made using FY15 Flood Relief grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Rathman to approve cost-share payment of \$7,802.25 to Charles Soukup for contract EM1-FY15-08. Final cost of the project came in at \$10,403.00. SCTSA was technical representative. This is for a streambank protection project that has been completed in North Home 20. Payment will be made using FY15 Flood Relief grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Rathman to approve cost-share payment of \$12,615.00 to Merv Speckman for contract EM1-FY15-07. Final cost of the project came in at \$16,820.00. SCTSA was technical representative. This is for a streambank protection project that has been completed in North Home 20. Payment will be made using FY15 Flood Relief grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Roiger to approve cost-share contract CAPRZM-FY16-02 with Leavenworth Township by Richard Trebesch, group spokesperson, for a streambank protection project in Leavenworth 8. Cost estimate is \$8,000.00 with cost share funding approved at 75% or \$6,000.00, whichever is less. Bill Moldestad will be the technical representative. FY16 Capacity Grant Riparian Zone Management Cost Share funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Revised FY18 Buffer Cost Share Grant Policy:** Reviewed the revision to the FY18 buffer cost share grant policy regarding signature authority. A motion was made by Roiger and seconded by Nielsen to approve the revised policy as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **MCIT 2018 Estimated Contribution Notice:** Reviewed the notice from MCIT regarding the district's estimated 2018 rates for property and casualty and workers compensation coverage. There is an increase which can be attributed to additional equipment the district purchased last year and the higher budget amount for the district.
- ◆ **FY18/19 Programs and Operations Grant Agreement:** Reviewed the FY18/19 programs and operations grant agreement. A motion was made by Rathman and seconded by Windschitl to accept the grant agreement and authorize signature.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **FY18 Grant Work Plans:** Krueger advised that work plans for the FY18 Capacity funds and FY18 Buffer funds need to be written and approved by BWSR before they will release funds for the FY18/19 programs and operations grant. Discussion was held on how to best spend those funds for 2018. It was agreed to spend the funds on staff time and technology, and if any additional funds were available, then on cost share projects.

- ◆ **Request CREP Outreach and Implementation Funds:** Discussion was held on the CREP funds solicitation of interest notice received and whether the district should apply for funds. District Manager advised we can apply for funds for an additional staff member or for existing staff to spend time on CREP which is the option she would apply for. A motion was made by Rathman and seconded by Nielsen to authorize District Manager to apply for funds and to authorize signature authority for the grant agreement.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Tires and Alignment for District Truck:** District Manager advised that Chuck Spaeth maintenance department advised new tires and an alignment are necessary for the truck and that those items were included in the 2017 budget. It was agreed to proceed with the maintenance items as included in the budget for the year.
- ◆ **Meeting Reports:**
 - ◇ Windschitl and Krueger attended the Commissioners budget request meeting on August 24 and advised that an increase of \$3000 was approved to bring the total appropriations for 2018 to \$95,400.
Simonsen exited at 4:12pm
 - ◇ Vogel was unable to attend the RCRCA board meeting on September 7.
 - ◇ Windschitl attended the GBERBA Policy meeting on September 8 and gave a detailed update to the group.
Roiger exited at 4:30pm
 - ◇ Nielsen attended the SCTSA board meeting on September 13 and gave a detailed report to the group.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Rathman to attend and approve the following upcoming meetings/events:
 - ◇ Thursday, October 5 – RCRCA Board Meeting, Redwood (Roiger)
 - ◇ Wednesday, October 18 – Brown SWCD Regular Board Meeting, 2:00pm
 - ◇ Personnel Committee for District Manager review. Date and time to be determined.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

Meeting Adjourned – 4:55pm

Secretary:  Date: 10-18-17